

We Are Columbia

Office Budget & Program Management
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TO: The Honorable Mayor Steven K. Benjamin & Members of Columbia City Council

CC: Teresa B. Wilson, City Manager
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FROM: Missy Caughman, Budget & Program Management Director 

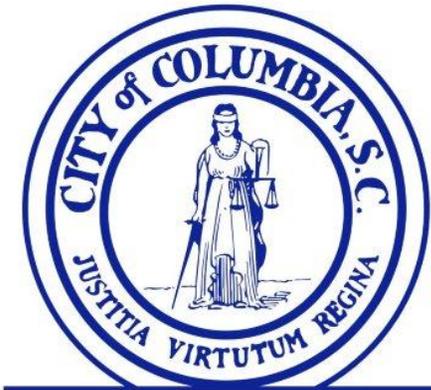
DATE: November 15, 2013

RE: FY 2013/2014 General Capital Projects Discussion

In preparation for the November 19, 2013 City Council Work Session discussion on General Capital Projects, please find attached the FY 13/14 General Capital Projects presentation. During this discussion, we will have a quick review of the City's capital project process as it relates to General Government activities and recommended priorities for FY 13/14.

We look forward to reviewing this information with City Council on this matter.

FY 2013 / 2014 City of Columbia



We Are Columbia

FY 13/14 General Capital Projects Discussion

Part 2

November 19, 2013

BUILDCOLUMBIA

The Blueprint for a World Class City

Capital Projects – Discussion Outline

- **Review**
 - Purpose
 - Definitions
 - Funding Sources
 - City's process
 - Prioritization of Projects
- **General Government Capital Projects – works in progress**
- **FY 13/14 Recommended General Capital Projects**
- **Available Funding & Recommended Action**

Purpose

- The purpose of capital improvements programming is to develop an orderly schedule for the expenditure of City funds for major public improvements.
- Capital improvements programming (CIP) insures that:
 - City funds will be spent for improvements that are compatible with the City's long-term goals and needs.
 - Projects are coordinated across departmental lines.
 - The community will be informed about certain projects and improvements.
 - Priorities will be set for the completion of capital improvements.
 - Improvements will be undertaken without causing an undue burden on the City's fiscal capacity.
- The capital projects budget is developed separately from the City's Annual Operating budget. The approval of the CIP does not signal the appropriation of funds. Appropriations are made for capital projects when the City Council approves the total (operating & capital) budget for the City.

Definitions

- Capital Budget: The first year funding of the CIP as approved by City Council.
- Capital Improvement Program/Plan (CIP): The schedule of capital expenditures to be incurred over a five-year period to carry out the City's program of public services and development.
- Capital Improvement Project: A project or item where the purchase, construction or other acquisition represents a physical improvement to the community and adds to the total fiscal worth of the City. The dollar threshold for a project to be included in the CIP is \$25,000.
- Capital Outlays or Asset: item with a useful life of more than one year and with a per unit value exceeding \$5,000. Not all capital asset purchases are part of the capital improvement program. Routine replacements and smaller projects may also be part of the operating budget.
- Major Maintenance: Large scale replacement and/or rehabilitation of existing facilities that are not capitalized. These items become part of the operating budget.

Funding Sources & Uses

General Capital Projects

PRIMARY FUNDING SOURCES

General Fund
Hospitality Tax
Liquor Rebate
General Obligation (GO Bonds)
Grants

PRIMARY USES

Parks
City Facilities & Buildings
City Equipment
Police Substations
Fire Stations
Streets & Roads

Enterprise Capital Projects

PRIMARY FUNDING SOURCES

Water & Sewer Revenues
Storm Water Revenues
Parking Revenues
Revenue Bonds

PRIMARY USES

- Water & Sewer Capital or Major Maintenance Improvements
New Construction
- Storm Water Capital & Major Maintenance
New Construction
- Parking Garages & Facilities
Capital Improvements & Major Maintenance
New Construction

Capital Projects Process

- Departments submit Capital Improvement Project (CIP) requests based on capital and infrastructure needs.
- Cost estimates are determined at the time the project is submitted.
- Rating and prioritization of projects.
- Funding is identified.
- If no funding is allocated, then the project remains on the CIP until funded or determined to no longer be a need, but is not part of the capital budget for that year.

Revised Process

- Comprehensive review of process underway.
- Consistent method for prioritization of projects.
- Inventories and assessments of conditions of assets and future needs.
- Projects that are aligned with Strategic Plan objectives and Build Columbia principles.
 - **Goal III:** *To invest in the overall infrastructure necessary to grow our city.*
 - **Strategic Initiative C:** *Provide for the orderly development and expansion of the City's physical infrastructure.*
- Operating and recurring costs estimated and included in evaluation.
- Thorough assessments of needs will assist in making more informed decisions about true costs of operations, determinations of present and future needs and allocations of funding.
- Improved reporting of capital projects and funding is forthcoming.

Prioritization of Projects

- Capital project needs generally exceed available resources for funding.
- In order to best utilize limited resources, prioritization of capital projects requests is a critical step in the capital plan preparation process.
- Departments provide the first level of review for prioritization.
- The criteria categories used for prioritizing capital projects:
 - Public health, safety and liability
 - Functionality (improves efficiency, reduces operation costs, increases revenues)
 - Enhances quality of life & aesthetics
- As we continue our comprehensive review of the capital planning process, we will further identify and define the criteria used to prioritize projects.

Current General Projects - Finance/Accounting Project Worksheets (as of 9/30/13)

Project ID	Project Name	Funding	Restricted?	Balance 6/30/2012	Revenues	Transfer In/(Out)	Expenditures	UNAUDITED Balance 9/30/2013	Encumbrances	Money not Received	Remaining Budgets as of 9/30/2013	
960000205	SC DOT Traffic Signal Agreement	Reimbursement from SCDOT	YES	125.00		14,751.98	(14,876.98)	0.00			0.00	Ongoing Annual Contract
CM1038001	Bellfield Cultural Center	CDBG & Gen Govt	YES	0.00	25,000.00	592,395.16	(473,666.68)	143,728.48	(177,729.33)	47,264.08	13,263.23	Ongoing
CM039901	Blmwood Park Neighbor St Light	Neighborhood Association	YES	0.00		36,466.71	(36,466.71)	0.00			0.00	Completed FY13
CP003002	Devine Street Comm Node	General Government	NO			75,000.00	(55,462.36)	19,537.62	(19,537.62)		0.00	Ongoing
CP080101	Roofs - City Buildings	2007 GO Bond & Gen Govt	YES	0.00		568,200.31		568,200.31			920,807.52	Allocated to specific roofs as needed.
CP080102	Washington Square Roof Replacement	2007 GO Bond	YES	207,245.36		(105,702.76)	(98,182.60)	3,360.00	(3,360.00)		0.00	Completed FY13
CP080104	Roof-Ben Arnold Park	2007 GO Bond	YES			36,500.00	(36,500.00)	0.00			0.00	Start and Finish in FY13
CP080199	City Roof Assessments	2007 GO Bond & Gen Govt	YES	0.00		33,550.00	(33,550.00)	0.00			0.00	Ongoing
CP080201	Sprinkler Systems Repair	2007 GO Bond	YES	173,498.00				173,498.00	(13,528.01)		159,969.99	Ongoing
CP105903	Washington Sq Elevator Repairs	2007 GO Bond	YES	57,547.55		(57,547.55)		0.00			0.00	Completed FY12
CP105904	Washington Sq Building	SS and CS op budgets	NO	1,352,191.15	60,000.00	276,000.00	(975.00)	1,687,216.15	(95,768.69)		1,591,447.46	Not Started
CP106001	Police Headquarter Renovation	General Government	NO	33,142.00		297,526.50	(31,556.39)	299,112.11	(60,326.64)		238,785.47	Ongoing
CP106002	Police Evidence Lab Storage	General Government	NO	0.00		354,000.00		354,000.00	(208,061.56)		145,938.44	Ongoing
CP106502	City Facilities Security System Project	General Government	NO	423,770.00		60,000.00	(245,053.93)	238,716.07	(180,488.07)		58,228.00	Ongoing
CP106601	City Hall Elevators	General Government	NO	192,420.00			(192,420.00)	0.00			0.00	Completed FY13
CP106602	City Hall Renovations	Liquor Rebate & General Government	YES	414,808.18	80,000.00	526,383.54	(767,282.43)	253,909.29	(98,470.49)	63,616.57	219,055.37	Ongoing
CP107101	Burton Pack ES	General Government	NO	300,000.00				300,000.00			300,000.00	Allocated by council - no activity
CP108101	Fire Station Renovations	General Government	NO			350,000.00	(76,136.40)	273,863.60	(82,337.95)		191,525.65	Ongoing
CP803402	Industrial Park Entrance	General Government	NO	26,534.96		(26,534.96)		0.00			0.00	Completed FY13
CP835901	MLK Park - Pedestrian Bridge	General Government	NO	34,488.43		(17,688.43)		16,800.00			0.00	Completed FY13
PK001203	Woodland Tennis Ct Resurfacing	General Government	NO	188,000.00		20,000.00	(3,705.46)	204,294.54	(1,541.33)		202,753.21	Ongoing - Money allocated end of FY12
PK003202	Hampton Park Minor Maintenance	General Government	NO	2,415.57		(2,415.57)		0.00			0.00	Complete
PK004304	Drew Park (Day Care)	General Government	NO	85,000.00				85,000.00			85,000.00	Money allocated FY08/09
PK004305	Drew Splash Pad/Light System	General Government	NO	3,217.54		(2,003.44)	(1,214.10)	0.00			0.00	Complete
PK004306	Drew Pump Replacement	General Government	NO	256.05		(256.05)		0.00			0.00	Complete
PK004501	Owens Field Skate Park	General Government	NO	6,237.21		(6,237.21)		0.00			0.00	Complete
PK004601	TS Martin Dugout	General Government	NO	3,000.00		(3,000.00)		0.00			0.00	Reallocated
PK004802	Golf Center Improvements	General Government	NO	324.80		(420.38)	95.58	0.00			0.00	Complete
PK005601	Fintlay Park	General Government	NO	20,205.66		2,276.84	(22,572.50)	0.00			0.00	Complete
PK005602	Fintlay Park Lighting Project	General Government	NO	27,122.74		(19,366.19)	(7,756.55)	0.00			0.00	Completed FY13
PK006303	Greenview Pool/Chemical Control	General Government	NO	920.76		(243.57)	(677.19)	0.00			0.00	Complete
PK006304	Greenview Pool	General Government	NO			193,686.00		193,686.00	(60,000.00)		133,686.00	Ongoing
PK006403	Columbia Tennis Center Redesign	General Government	NO	(5,176.20)		17,329.57	(12,153.37)	0.00			0.00	Completed FY13
PK006404	Southeast Tennis Ct Resurfacing	General Government	NO	6,452.21		1,257.79	(7,710.00)	0.00			0.00	Completed FY13
PK006501	Earlewood Park Fence	General Government	NO	0.00		12,967.81	(12,967.81)	0.00			0.00	Start and Finish in FY13
PK006502	Earlewood Park Tennis Ct Resur	General Government	NO	12,000.00		(800.00)	(11,200.00)	0.00			0.00	Completed FY13
PK006503	Earlewood Walking Trail/Balfield	General Government	NO	(1,868.11)		1,979.23	(111.12)	(0.00)			(0.00)	Complete
PK006505	Earlewood Landscaping	General Government	NO	10,000.00		(10,000.00)		0.00			0.00	Reallocated
PK006507	Earlewood Fountain	General Government	NO	10,379.00		(500.00)	(9,879.00)	0.00			0.00	Complete
PK006508	Earlewood Dugout	General Government	NO	3,000.00		(3,000.00)		0.00			0.00	Reallocated
PK006509	Earlewood Park Playground	General Government	NO	0.00		100,895.05	(100,895.05)	0.00			0.00	Start and Finish in FY13
PK006510	Earlewood Bathhouse	General Government	NO			86,482.00	(85,882.72)	599.28	(599.28)		(0.00)	Ongoing
PK006602	Rosewood Pk-Rain Garden & Park	General Government	NO	79,600.35		(75,192.59)	(4,407.76)	0.00			0.00	Completed FY12
PK006603	Rosewood Improvements	SCANA & PRT	YES	9,808.18		108,531.37	(117,332.30)	1,007.25	(1,007.25)		(0.00)	Ongoing
PK006902	Mays Park Tennis Ct Resurfacing	General Government	NO	11,000.00		(700.00)	(10,300.00)	0.00			0.00	Completed FY13
PK007201	Marcy Gregg Improvement	General Government	NO	100,237.68		(73,541.68)	(26,696.00)	0.00			0.00	Completed FY12
PK007202	Marcy Gregg Pool - Fence	General Government	NO	0.00		27,824.50	(25,630.59)	2,193.91			2,193.91	Complete
PK007203	Marcy Gregg Pool/Chemical Control	General Government	NO	387.41		(387.41)		0.00			0.00	Complete

Column Heading	Description
Project ID & Name	Represents the project ID and account number
Funding	Project sources of funding
Restricted	Yes – indicates funds are restricted by source (grant, bond, special revenue etc.) No – no legal or required restrictions on funding. <i>Project funding restrictions may be all or partial if funding was from multiple sources.</i>
Balance 6/30/2012	Reflects project balance as of 6/30/12
Revenues	Revenues (cash) received and recorded
Transfers In/(Out)	Transfer In (Out) reflects transfers between other projects or from other funds.
Expenditures	Payments made to vendors for services or materials
Unaudited balance 9/30/13	Reflects the UNAUDITED project balance as of 9/30/13 and is subject to change
Encumbrances	Pending expenditures as of 9/30/13
Money not received	Funding that has been committed but not received as of 9/30/13 from external sources (i.e. grants)
Remaining Project Balance	Project balance of 9/30/13 less encumbrances and/or addition of money not received

FY 13/14 Proposed General Capital Projects – Staff Recommended Priorities

Department	Project	Category	Amount
General Services	Drew Wellness Center Phase I - Pool Repairs	Public Health & Safety	\$120,000
Parks & Recreation	Finlay Park Renovations *	Public Health & Safety	\$6,100,000
	Finlay Park - Busted Plug Splash Pad *	Quality of Life	\$850,000
	Clyburn Golf Center / Driving Range - Safety Fencing & Netting	Public Safety	\$85,000
	Woodland Park Tennis Court Replacement – demolish & abate 8 courts, construct & fence 6 courts	Public Safety	\$140,000
	Hampton Park Neighborhood Center Renovation – renovation of the existing structure to address ADA and building code compliance issues.	Public Health & Safety	\$200,000
	Sims Park Playground Equipment Replacement	Public Health & Safety	\$100,000
Public Works	Animal Shelter Building – demolish & rebuild of city owned/HSPCA shared facility	Public Safety	\$700,000
	Vista Greenway Design – Phase II	Quality of Life	\$50,000
	Street Division – annual funding for various road rebuilding / resurfacing projects & sidewalks	Public Safety	\$500,000
	Total (FY 13-14)		\$8,845,000

- *Indicates project (or portion) is eligible for funding from Hospitality Tax.*

Available Funding & Action Requested

- The following reflects funding available for allocation to General Capital Projects

Funding Source	Balance Available for Allocation
FY 13/14 General Capital Projects Budgeted Allocation	\$1,500,000
General Capital Projects - Available funding is a culmination of closed or completed project remaining balances that are not committed to future encumbrances or restricted by the funding source.	\$2,739
Remaining balance of 2006A & 2006B BAN proceeds, available for allocation	\$419,635
Available for Allocation	\$1,922,374

- Staff Recommendation
 - Allocate FY 13/14 General Fund Capital to Staff Recommendation Projects – total \$1,895,000
 - Fund Finlay Park major renovations and Busted Plug with proposed Hospitality Tax Bond – total \$6,950,000