We Are Columbia

Tuesday, November 19, 2013	2:00 PM	City Hall - Council Chambers

The City Council will conduct a Work Session on Tuesday, November, 19, 2013 at 2:00 PM at City Hall - Council Chambers at 1737 Main Street, Columbia, SC 29201.

Call to Order

CITY COUNCIL DISCUSSION / ACTION

1. Employee Health Center and Benefits Update (Requested by Erika Moore, City Clerk)
2. Fiscal Year 2013/2014 General Capital Projects (Requested by Erika Moore, City Clerk)
3. Hospitality Taskforce Update (Requested by Erika Moore, City Clerk)
4. Financial Update (Requested by Erika Moore, City Clerk)

EXECUTIVE SESSION

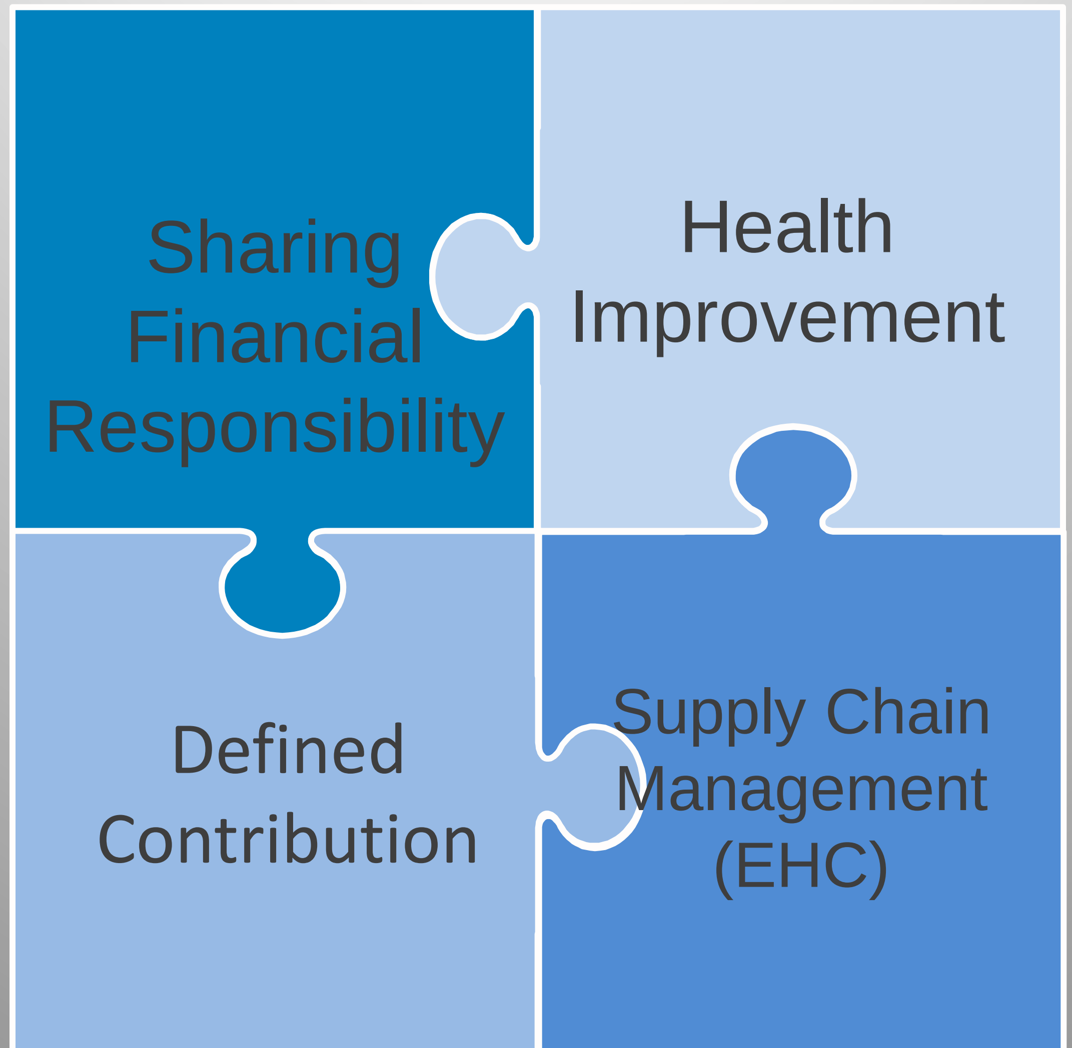
5. Receipt of Legal Advice which relates to matters covered by attorney-client privilege (Requested by Erika Moore, City Clerk)
6. Discussion of negotiations incident to the proposed sale of property (Requested by Erika Moore, City Clerk)
7. Discussion of the employment of an Employee (Requested by Erika Moore, City Clerk)

Employee Health Center – Benefits Overview

City of Columbia – City Council Work Session– October 15, 2013

We Are Columbia

Strategies to Control Costs



EHC

History and Overview

•Opened September 4, 2012

Conventiely located next to Drew Wellness Center
Open from 7:00 am until 5:00 pm

•Overview of services provided

Services provided to active employees and covered dependents and pre-65 retirees

- **-Preventive care and immunizations**
- **-Comprehensive physical exams**
- **-Diagnosis and treatment of acute and chronic conditions, such as diabetes and high blood pressure**
- **-Diagnosis and treatment of minor illnesses and non-emergency injuries**
- **-Prescription drugs administered or refilled**
- **-Occupational health needs**

•Overview of staff

1 physician, 1mid-level practitioner, 1 medical assistant and 1 patient services representative

Benefits/Goals of EHC

Employee Benefits

1

- Save with no office co-pay
- Save with no co-pay on pharmacy
- Improves health and quality of life through regular preventative and immediate care
- Visit the provider to develop an open and consultative relationship
- Increase employee retention and acts like recruitment tool for employees
- Gain time and convenience for employee and covered dependents

Organizational Benefits

2

- Save on primary care per visit
- Save on pharmacy per prescription
- Demonstrates a high value benefit to employees as a recruiting and retention tool
- Ability to better control health care utilization by directly controlling care delivery
- Reduce absenteeism
- Coordinate occupational medicine savings
- Conduct on-site chronic disease management and referral control

Citizen Benefits

3

- Healthier and more productive employees provide more effective service to citizens.
- Lower health care cost impacts the City's budget and ultimately impacts taxpayers
- A city that offers a healthy, productive, stable workforce is a more attractive place for families to live and for businesses to locate.

EHC Model

City

- Savings with primary care and pharmacy are based on on-site pharmacy formulary, utlization control, and per-visit savings
- Savings estimated for City employees based on co-pay elimination
- Office visits per year are effectively transferred to EHC at an increased length of time per visit which should improve health decisions

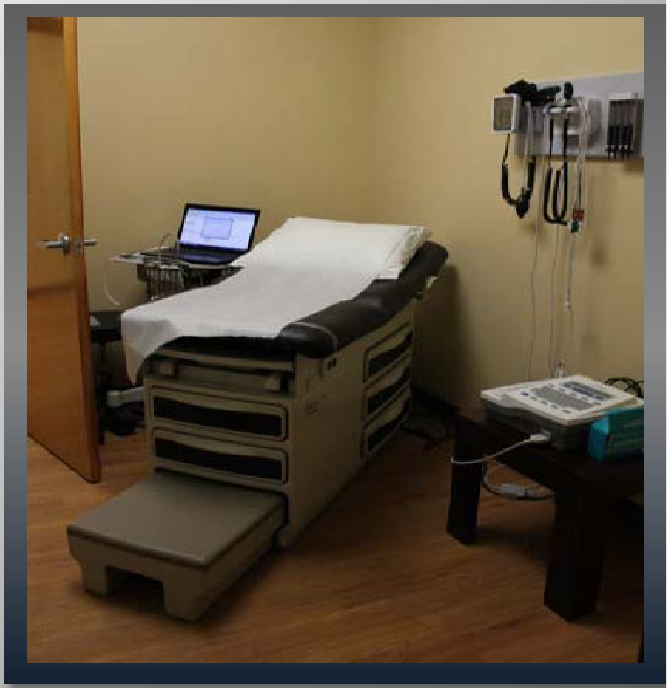
UCI / Doctor's Care

- Services are provided to covered employees, covered dependents and pre-65 retirees and billed as $0 claims to BCBS
- Staffing is based on 25 minute visit or an estimated 4,300 hours of provider time
- City is buying time and service of medical team. The price is based on the amount of provider time required to deliver the number of estimated appointments plus consumables (supplies, etc)

EHC Highlights

A year in review…

- ✓ 4,656 patient encounters have been seen at the Employee Health Center.
- ✓ Average of 19 patients per day visiting the Employee Health Center for the first twelve months.
- ✓ $1,094,716 worth of total health charges completed in the Employee Health Center.
- ✓ Over $93,120 in co-pay savings to employees and dependents for office visits (estimated at $20 co-pay per visit).
- ✓ 3,498 prescriptions dispensed by the doctor at the Employee Health Center.
- ✓ Saved almost $177,000 on Annual Firefighter Physicals



EHC First Year Savings

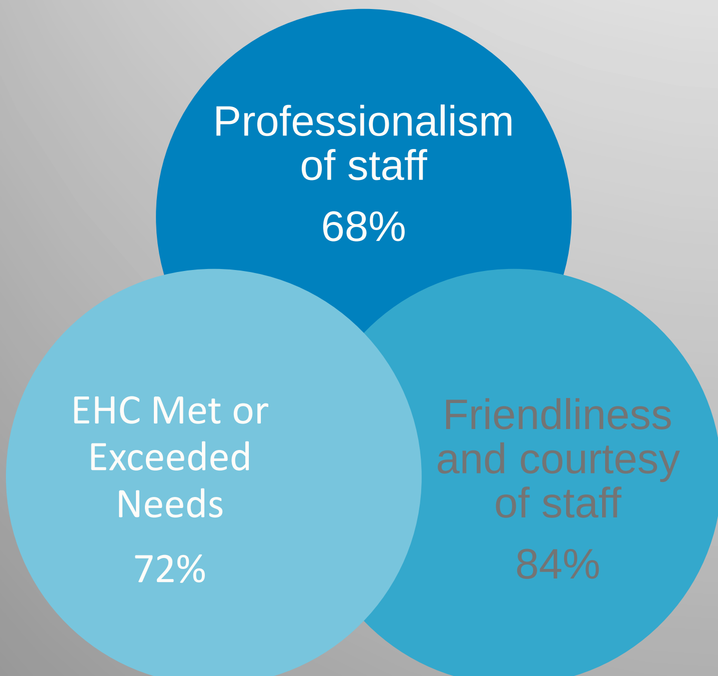
Estimated First Year Health Charges	$1,094,716*
First Year Operations Cost	- $854,665
Savings	$240,051
Savings on prescriptions dispensed	+ $237,864**
Total	**$477,915**

Estimated based purely on health charges, prescription charges minus operational cost.

*Charges based on costs for similar services if provided by outside medical providers.

**Average spent for City was $20 at the EHC, while the average spent on claims was $88. Saving almost $68 per script dispensed at the EHC.

How did EHC meet expectations?



- 95% of patients surveyed rated the professionalism of staff as “very good” or “good”
- 72% of patients surveyed said the EHC met or exceeded their health needs
- 84% of patients surveyed said that EHC medical providers were friendly and courteous during their visit.

Patient Feedback

"Thank you City of Columbia for adding this health center. This is a great benefit for city employees".

"Great job City of Columbia".

"I am very pleased with the quality care I receive and appreciate the savings! Thank YOU"!

"ONE OF THE BEST IDEAS THE CITY HAS COME UP WITH, HAVING A CITY HEALTH CLINIC".

"I feel that city is heading in the right direction with this employee clinic. Good idea"!

"I'm happy to have this service. Thanks for looking out for the City employees and retirees".

"The best thing the city has done in YEARS".

Opportunities

Increase usage of EHC by covered employees and dependents

Increase usage of EHC by pre-65 retirees

Utilize available resources for referals for additional treatment/service

Increase health education and wellness initiatives

Increased utilization = Greater ROI

Increase in wellness and chronic disease management = Lower health care cost long term

Questions?

We Are Columbia

Office Budget & Program Management
1136 Washington Street, Ste. 504, Columbia, SC 29201 • Phone: 803-545-3102 • Fax: 803-545-3147

TO: **The Honorable Mayor Steven K. Benjamin & Members of Columbia City Council**

CC: **Teresa B. Wilson, City Manager**
Jeff Palen, Chief Financial Officer
Erika Moore, City Clerk

FROM: **Missy Caughman, Budget & Program Management Director** MAC

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	
9600000205	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
CM103901	Elmwood 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	(55,462.38)	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		352,607.21	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	Asbestos Settlement and transfers from 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
CP801402	Industrial Park Entrance	General Government	NO	26,524.96		(26,524.96)		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			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	Finlay Park	General Government	NO	20,295.66		2,276.84	(22,572.50)	0.00			0.00	Complete
PK005602	Finlay 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		12,567.61	(12,567.61)	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/Ballfield	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	Maxcy Gregg Improvement	General Government	NO	100,237.68		(73,541.68)	(26,696.00)	0.00			0.00	Completed FY12
PK007202	Maxcy Gregg Pool - Fence	General Government	NO	0.00		27,824.50	(25,630.59)	2,193.91			2,193.91	Complete
PK007203	Maxcy Gregg Pool/Chemical Control	General Government	NO	397.41		(397.41)		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. *Project funding restrictions may be all or partial if funding was from multiple sources.*
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

We Are Columbia

CPD - Hospitality Team

Building a Safer City of Columbia

What is the Hospitality Team?

A function of the Columbia Police Department's Community Service Division, that specializes in addressing the Columbia business districts law enforcement needs.

What is the Hospitality Team?

The Hospitality Team is collaboration of :

- Business Licensing Division
- Zoning
- CFD Fire Marshal’s Office
- Columbia Police Department

The Hospitality Team

Office Location: 1101 Taylor Street , Columbia, SC 29201

PHONE: (803) 401-8984

Team Members:

* Sergeant Richard Gunter
* MPO David McNeill
* Officer A.O.Malcolm (License and Zoning Inspector)
* Officer Tom Lyons
* Officer Whitney Kinsey-Lykes
* Deputy Fire Marshal (rotating assignment)

The Goal of the Hospitality Team

To encourage and develop proactive partnerships between businesses, law enforcement, local government and residents in order to establish a safe atmosphere for the patrons of each Columbia Hospitality District.

What we do?

The Hospitality Team promotes a safe business environment through proactive engagement with businesses and the surrounding community.

How do we do it?

* Act as a liaison between business community and the City of Columbia.
* Conduct safety assessments and provide suggestions to business owners to help make their business safer.
* Conduct compliance visits.
* Respond to business complaints, concerns and questions.

How do we do it?

Proactive enforcement of:

* Smoking Ban Ordinances
* Enforcement of Underage Drinking Laws
* Fire Code Ordinances

2013 Quarterly EOHP Violation Report

July, August, September

Commercial Establishments Issued 2013/2014 Extended Operating Hours Permits	JULY, 2013 EOHP VIOLATIONS	AUGUST, 2013 EOHP VIOLATIONS	SEPTEMBER, 2013 EOHP VIOLATIONS
Bar None 620 Harden Street	-	**EHOP Violation (1st)** Bar None employee was listed as a suspect in an assault.	-
Breakers Bar & Grill 801 Harden Street	-	-	**EHOP Violation (1st)** Breakers staff allowed subject to exit the building with a glass bottle.
Sharky's 636 Harden Street	-	**EHOP Violation (1st)** Sharky's employee was listed as a suspect in an assault.	-
The Library 805 Harden Street	-	**EHOP Violation (1st)** Smoking Ordinance Conviction	-

Team Highlights thus far…..

1. During a routine compliance check of a Columbia business, the Hospitality Team uncovered illegal gaming machines. This lead to the discovery of more illegal gaming machines in several other Columbia businesses. As a result, the Hospitality Team confiscated **approx. $50,951** of illegal gambling machines and cash. All the confiscated machines were deemed illegal and ordered destroyed by the court.
2. The Hospitality Team has acted on several business community tips, which resulted in the following: closing of an illegal night club operation, citations/arrest of frequent trespassers, and citations of various businesses in violation of city ordinances (ex. smoking ban violations, delinquent hospitality taxes, operating without a business license).
3. The Hospitality Team has conducted **over 300** business compliance checks.
4. The Hospitality Team has increased police presence among businesses and has also been instrumental in the City's plan to provide assistance to the homeless.

We Are Columbia

TO: Teresa Wilson, City Manager

FROM: Jeff Palen, Chief Financial Officer

CC: Mayor and City Council
Jan Alonso, Finance Director
Missy Caughman, Budget & Program Management Director

SUBJECT: Monthly Financial Reporting

DATE: November 19, 2013

The ability to present to council and the public the financial results is an important function of the City. It involves the accounting staff along with all other departments and divisions of the City. While the accounting division can pull all the numbers together, it is important that the managers and supervisors of the City's departments and divisions review these reports each month to ensure that the data is accurate. This review also allows administration, managers and supervisors to understand how the City's resources are being utilized to meet the goals and objectives. Following is the monthly time frame that staff works towards to ensure timely reporting:

1) End of month (January).
2) All standard entries completed by the 15th of the following month (February 15).
3) Report distributed to city staff to include department heads and division leaders.
4) Minimum of three business days to report any variances and correct (February 18-20).
5) Updated and reviewed reports added to the website for public view (February 21).
6) Reports used to create financial report for presentation to council (First meeting of March).

It is important to note that this reporting process is applicable for the months of July through May. The month of June, which is the City's year end differs as there are revenues and expenses/expenditures that are recognized for 60 additional days after year-end which takes the process through August. Due to additional year-end activities, final reporting along with the completed audit will be available in December.

Jeff Palen • Chief Financial Officer
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Office: 803-545-4093 • Email: jmpalen@columbiasc.net