



Richland County Council

**Regular Session
November 17, 2015 - 6:00 PM
Council Chambers**

Call to Order

- 1** The Honorable Torrey Rush

Invocation

- 2** The Honorable Kelvin E. Washington, Sr.

Pledge of Allegiance

- 3** The Honorable Kelvin E. Washington, Sr.

Presentation of Proclamation

- 4** a. World AIDS Day Proclamation

Approval of Minutes

- 5** Regular Session: November 3, 2015 [PAGES 6-20]

Adoption of Agenda

6

Report of the Attorney for Executive Session Items

- 7** a. Sayad vs. Richland County - Pending Litigation
b. State and Subrecipient Public Assistance Funding Agreement Severe Storm and Flooding (FEMA-4241-DR-SC) - Contractual Matter



Richland County Council

Citizen's Input

- 8 For Items on the Agenda Not Requiring a Public Hearing

Report of the County Administrator

- 9 a. Introduction of Employee

Report of the Clerk of Council

- 10 a. Flood Strategic Planning Meeting – November 23, 2015
b. December Meeting Dates: December 1, 8, 15

Report of the Chair

- 11 a. Vulcan Materials Presentation

Second Reading Items

- 12 An Ordinance Amending the Fiscal Year 2015-2016 Hospitality Tax Fund Annual Budget to appropriate \$75,000 of Hospitality Fund Balance to provide funding for Famously Hot New Year [PAGES 21-36]
- 13 Ordinance to amend the agreement for designation of the I-77 Corridor Regional Industrial Park dated April 15, 2003 by and between Fairfield and Richland Counties so as to enlarge the Park (Seibels Service Group, Inc.) [PAGES 37-44]

Report of Development and Service Committee

- 14 Accept the roads and storm drainage “as-is” in Hunters Run Subdivision (Phase 1) into the County inventory for ownership and maintenance [PAGES 45-49]

Report of Administration and Finance Committee

- 15 Creation of Three New CASA Caseworker Positions [PAGES 50-55]

Report of the Economic Development Committee

- 16 a. An Ordinance Authorizing the execution and delivery of an Infrastructure Credit Agreement by and between Richland County, South Carolina and



Richland County Council

[Project VA] with respect to certain economic development property in the county, whereby such property will be subject to certain payments in lieu of taxes, and such company will receive certain infrastructure credits in respect of investment in related infrastructure; and other matters related thereto [FIRST READING BY TITLE ONLY]

b. Economic Development Set Aside Grant from the SC Department of Commerce [PAGES 57-59]

c. FY 16 State Appropriations Act for Richland County Economic Development [PAGES 60-69]

d. Palmetto Health JEDA Bond Issuance [PAGES 70-75]

Report of the Transportation Ad Hoc Committee

- 17**
- a. Bluff Road Widening Project, On-Call Engineering Team Service Agreement [PAGES 76-110]
 - b. Atlas Road Widening Project, Executive Summary and Proposed Typical Section [PAGES 111-115]
 - c. Bluff Road Widening Project, Executive Summary and Proposed Typical Section [PAGES 116-120]
 - d. Clemson Road Widening Project, Executive Summary and Proposed Typical Section [PAGES 121-125]

Citizen's Input

- 18** Must Pertain to Items Not on the Agenda

Other Items

- 19**
- a. State and Subrecipient Public Assistance Funding Agreement Severe Storm and Flooding (FEMA-4241-DR-SC)

Executive Session

Motion Period

- 20**
- a. Motion to increase the daily inmate per diem for applicable jurisdictions at



Richland County Council

the Alvin S. Glenn Detention Center from \$25 / day to \$35 / day beginning July 1, 2016, and increasing \$10 each July 1 thereafter until reaching at least 95% of the current average daily cost per inmate. Once the rate has stabilized to reflect at least 95% of the actual daily costs, the per diem will automatically increase annually by the Consumer Price Index (CPI), as do other applicable Richland County taxes and fees.

The current average daily cost per inmate is \$67.72. The current per diem provides only 37% of the daily cost, while increasing the per diem to \$35 in FY 17 would provide 52% of the daily cost.

As a comparison, the County currently pays the City of Columbia a daily animal per diem of \$14 for animals housed at the animal shelter.

[MALINOWSKI]

b. Amendment of setbacks for telecommunication towers: Section 26-152 (22) (c) (1) of the Richland County Land Development Code requires a minimum setback of one (1) foot for each foot of height of the tower when the tower abuts a residentially zoned parcel. Currently, the standards of this section do not take into consideration the fall zone of the tower. In lieu of 1:1 setbacks, I propose that the tower must be located such that adequate setbacks are provided on all sides to prevent the tower's fall zone from encroaching onto adjoining properties and street right-of-ways. The standards of section 26-152 (c) shall require a letter from a licensed engineer that includes the engineer's original signature and seal certifying the fall zones are designed so as to prevent the encroachments. [RUSH]

c. In an attempt to stop this unethical behavior of certain council members leaking confidential information to the media and other sources I move that Richland County Council develop a policy to address these unethical behaviors. Executive session items, confidential items and FOIA requests must be handled by the proper channels. As for staff, any staff member caught misrepresenting the agency or the Administrator shall be fired immediately. As for council members misbehavior even though we have the Ethics Commission, Council should develop some rules. This is becoming a common practice and it damages the integrity of this body. [JACKSON]

Adjournment



Richland County Council



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RICHLAND COUNTY COUNCIL

SOUTH CAROLINA

REGULAR SESSION MINUTES

November 3, 2015
6:00 PM
County Council Chambers

In accordance with the Freedom of Information Act, a copy of the agenda was sent to radio and TV stations, newspapers, persons requesting notification, and was posted on the bulletin board located in the lobby of the County Administration Building

CALL TO ORDER

Mr. Rush called the meeting to order at approximately 6:00 PM

INVOCATION

The Invocation was led by the Honorable Julie-Ann Dixon

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by the Honorable Julie-Ann Dixon

APPROVAL OF MINUTES

Regular Session: October 20, 2015 – Mr. Pearce moved, seconded by Ms. Dixon, to approve the minutes as distributed.

Mr. Malinowski brought to Council's attention the vote for reconsideration on p. 2 of the minutes did not accurately reflect that Ms. Dickerson voted in favor of this item. The Clerk's Office will insure that Ms. Dickerson's name is recorded in favor of this motion prior to the minutes being placed on the County website.

The vote in favor of the corrected minutes was unanimous.

ADOPTION OF AGENDA

Mr. Manning moved, seconded by Ms. Dixon, to adopt the agenda as published. The vote in favor was unanimous.

REPORT OF THE ATTORNEY FOR EXECUTIVE SESSION

Mr. Smith stated the following items were potential Executive Session Items:

- a. **Flooding/Disaster Response – Contractual/Legal**
 1. **FEMA Public Assistance and Flood Control Works – Legal Advice**



Committee Members Present

Torrey Rush, Chair
Greg Pearce, Vice Chair
Joyce Dickerson
Julie-Ann Dixon
Norman Jackson
Damon Jeter
Paul Livingston
Bill Malinowski
Jim Manning
Seth Rose

Others Present:

Tony McDonald
Daniel Driggers
Warren Harley
Dwight Hanna
Beverly Harris
Monique McDaniels
Kimberly Roberts
Brandon Madden
Roxanne Ancheta
Michelle Onley
Quinton Epps
Michael King
Ismail Ozbek
Larry Smith
Sandra Haynes
John Hixon
Brad Farrar
Chris Eversmann

b. Mutual Aid Agreement (RCSD)

**CITIZENS' INPUT
(For Items on the Agenda Not Requiring a Public Hearing)**

Ms. Lynne Higgins spoke regarding the condition of her driveway since the flooding event and the emergency nature of the necessary repairs due to health related issues.

REPORT OF THE COUNTY ADMINISTRATOR

No report was given.

REPORT OF THE CLERK OF COUNCIL

2016 County Council Meeting Dates – Ms. McDaniels stated the proposed 2016 County Council meeting dates were included in the agenda packet and an amended proposal was distributed immediately prior to tonight's meeting for consideration as well.

The proposed amendments are as follows: eliminate January 5th and 26th meetings; schedule a meeting on January 12th at 5:45 PM to elect the Chair, Select Seating and conduct committee meetings; change February 2nd meeting to February 9th; eliminate July 5th meeting; change July 19th meeting to July 12th; change September 6th meeting to September 13th; and hold November committee meetings on November 17th.

Mr. Pearce moved, seconded by Mr. Jackson, to approve the amended 2016 County Council meeting calendar.

Mr. Malinowski inquired since the meetings are being changed from the normal meeting schedule will the meetings be considered Special Called Meetings.

Mr. Smith responded in the affirmative.

The vote in favor was unanimous.

REPORT OF THE CHAIRMAN

Flood Relief Strategic Meeting – Mr. Rush stated the Clerk's Office will send out an email to poll Council regarding potential meeting dates to discuss the County's recovery steps related to the flooding event.

Charter of Freedom Monument – Site Recommendation – Mr. Rush stated several months ago a business owner approached the County about setting up the Charters of Freedom Monument at a location owned by the County. Staff has worked with the business owner and they recommend the monument be placed in front of the County Administration Building. The only cost to the County will be the removal of the concrete by County employees.

Ms. Dickerson moved, seconded by Mr. Livingston, to approve the placement of the Charters of Freedom Monument in front of the County Administration Building.

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Mr. Manning stated one of the discussion points when this item was brought to Council was the accessibility for the buses bringing school children in to view the monument. It does not appear the proposed location takes that aspect into consideration. In addition, were the historic homes considered as a possible location for the placement of the monument?

Ms. Ancheta stated the COMET has a bus stop on Harden Street and there is a right turn lane on Hampton Street that could be utilized for the buses to load and unload the schoolchildren. The buses could then park in the back surfacing lot while the children are viewing the monument.

Mr. Manning inquired about what would happen if the COMET bus pulled up while the children were disembarking from the bus.

Ms. Ancheta stated the schedule of the COMET could be provided to the school prior to the schoolchildren visiting the monument.

Mr. Manning expressed his frustration with the ill-conceived plan that has not taken into consideration how this will work at the Administration building.

Ms. Ancheta stated the Historic Columbia Foundation sites and the Judicial Center were also considered at possible location. Due to site restrictions and traffic flow issue neither of those locations was feasible.

Mr. Pearce inquired if Hamilton-Owens Airport was considered.

Ms. Ancheta stated that location was not considered.

Mr. Pearce stated the Hamilton-Owens Airport has easy entrance and egress, the plaza has picnic tables and Mr. Eversmann already conducts tours.

Ms. Ancheta stated the option of the airport could be taken back to Mr. Patterson for consideration.

Mr. Pearce moved, seconded by Mr. Manning, to defer this item to look at alternate sites.

Mr. Malinowski inquired why the Historic Columbia site was not chosen.

Ms. Ancheta stated the cost of renovations and preserving the historic character of the sites made the Historic Columbia site unsuitable.

FOR

Dixon
Malinowski
Rose
Jackson
Pearce
Livingston
Dickerson
Manning
Jeter

AGAINST

Rush

The vote was in favor.

OPEN/CLOSE PUBLIC HEARINGS

- **An Ordinance Amending the Richland County Code of Ordinances, Chapter 21, Roads, Highways and Bridges; Section 21-20, Road Paving Program; so as to add language regarding a design exception for paved surface width – No one spoke at the public hearing.**

APPROVAL OF CONSENT ITEMS

- **An Ordinance Amending the Richland County Code of Ordinances, Chapter 19, Parks and Recreation; so as to delete the entire Chapter [THIRD READING]**
- **Tracking List of Developers for Road Construction**
- **Pawmetto Lifeline New Program(s) Proposal**
- **Airport Capital Improvement Project – Southeast Airfield Clearing and Grading Improvements (formerly known as Taxiway ‘A’ Extension), Change Order I Approval**
- **Approval of an amendment of an existing FAA Airport Improvement Program (AIP)**
- **Motion to Change the way Vehicles are Taxed by the County**
- **County Approval Process for Special Events on County Owned Property; Alcohol on County Owned Property**

Mr. Jackson moved, seconded by Mr. Malinowski, to approve the consent items. The vote in favor was unanimous.

SECOND READING ITEM

Authorizing the expansion of the boundaries of the I-77 Corridor Regional Industrial Park jointly developed with Fairfield County to include certain additional real property located in Richland County; the execution and delivery of a First Amendment of that certain Credit Agreement between Richland County and CD/Park7 Columbia SC High Rise Owner LLC to include such additional property as part of the project site described therein; and other related matters – Mr. Livingston moved, seconded by Ms. Dickerson, to approve this item.

FOR

Dixon
Malinowski
Rose
Jackson
Pearce
Rush
Livingston
Dickerson
Manning
Jeter

AGAINST

The vote in favor was unanimous.

REPORT OF THE DEVELOPMENT & SERVICES COMMITTEE

- a. **Accept the roads and storm drainage “as-is” in Hunter Run Subdivision (Phase I) into the County inventory for ownership and maintenance** – Ms. Dickerson moved, seconded by Mr. Jackson, to defer this item to the November 17th Council meeting. The vote in favor was unanimous.

REPORT OF THE ADMINISTRATION & FINANCE COMMITTEE

- a. **Motion to fund the Governor’s Cup Road Race in the amount of \$7,000** – Mr. Malinowski inquired about how much funding has been contributed by the Governor’s Office or the State.

Mr. McDonald stated to his knowledge no funding has been provided by the Governor’s Office and/or State.

Mr. Malinowski stated it was his understanding the race was run completely within the incorporated portion of the County. Therefore, how much has funding has been provided by those municipalities.

Mr. Madden stated the City of Columbia does provide funding, but the other municipalities did not contribute this year.

Mr. Malinowski stated the total income projected for FY16 is \$122,085 and the total expenses are \$59,700; therefore, there is a net proceed of \$62,385. If the organization nets over \$62,000, it's unclear why the County is contributing \$5,000 more.

Mr. Malinowski made a substitute motion, seconded by Mr. Jackson, to deny the request.

Mr. Jeter stated it is his understanding the proceeds are used to promote healthy lifestyles throughout the County.

Mr. Manning inquired if any complimentary registrations for Council members and/or families were discussed for this funding level.

Mr. McDonald stated this has not been discussed with the organization, but it could be if Council so chooses.

Mr. Manning stated if a private organization were to sponsor this race at a \$7,000 level and it would include any complimentary registrations is not right, fair and/or proper for Council to request the equivalent.

Mr. Smith stated it would probably invoke some issues under the Ethics Act because it would get into what the value of the registration is worth. Therefore, it may require some reporting requirements or invoke other provisions of the Act.

Mr. Manning made a substitute motion to approve the amount of \$7,000 minus the value of whatever a corporate sponsor would receive for \$7,000.

Mr. Rush requested Mr. Manning clarify his motion.

Mr. Manning stated the attorney said the concern would be figuring out the value. If you can figure out the value of that would make it unethical for Council as a governing body, then you could figure out that same value. The value could then be subtracted from the \$7,000 that will be the amount the check is written for.

Mr. Malinowski stated the committee recommendation was for \$5,000.

Mr. Manning motion died for lack of a second.

Mr. Rose stated there is a difference in a private entity sponsoring out of their proceeds and public body spending taxpayer money.

Mr. Malinowski stated there are discrepancies in Hospitality Tax and Accommodations Tax applications for this organization.

Mr. Jeter suggested Council request the organization to consider waiving some of the fees for citizens that cannot afford the registration. The citizens would be asked to apply for the waiver.

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Mr. Jeter made a second substitute motion, seconded by Mr. Pearce, to approve the request for \$5,000 and request the if there is a sponsorship level that will offer County residents an opportunity to request to have their registration fees waived.

Mr. Jackson expressed his concern with Council dictating how the organization spends their funds.

FOR

Pearce
Jeter

AGAINST

Dixon
Malinowski
Rose
Jackson
Rush
Dickerson
Manning

The second substitute motion failed.

FOR

Malinowski
Jackson
Rush
Jeter

AGAINST

Dixon
Rose
Pearce
Livingston
Dickerson
Manning

The substitute motion failed.

FOR

Dixon
Rose
Pearce
Livingston
Dickerson
Manning

AGAINST

Malinowski
Jackson
Rush
Jeter

The vote was in favor of the committee's recommendation to approve funding the Governor's Cup Road Race in the amount of \$5,000.

Ms. Dickerson moved, seconded by Mr. Livingston, to reconsider this item. The motion failed.

- b. Creation of Three New CASA Caseworker Positions** – Mr. Pearce stated the committee recommended Council refer this item to the FY17 budgetary process.

Mr. Pearce stated there are considerable questions regarding the need for these positions and additional information is needed to make a more informative decision.

Mr. Pearce made a substitute motion, seconded by Ms. Dickerson, to defer this item to the November 17th Council meeting. The vote in favor was unanimous.

- c. An Ordinance Amending the Fiscal Year 2015-2016 Hospitality Tax Fund Annual Budget to appropriate \$75,000 of Hospitality Fund Balance to provide funding for Famously Hot New Year [FIRST READING]** – Mr. Pearce stated the committee recommended approval of this item.

Mr. Malinowski stated there are discrepancies in the applications and until the discrepancies are resolved the County should not provide funding.

Mr. Malinowski moved, seconded by Mr. Rush, to defer this until the corrected documentation is provided.

<u>FOR</u>	<u>AGAINST</u>
Malinowski	Dixon
Pearce	Rose
Rush	Jackson
	Livingston
	Dickerson
	Manning
	Jeter

The motion for deferral failed.

Mr. Pearce stated the question is not the project before Council. There was an opportunity during the budget cycle to fund the event and Council chose to only allocate \$11,000. The recommendation before Council is to go into a reserve fund that is being held for different projects and to fund the event at \$75,000. Therefore, he is unable to support the motion based on where the money is coming from.

<u>FOR</u>	<u>AGAINST</u>
Dixon	Malinowski
Jackson	Rose
Livingston	Pearce
Dickerson	Rush
Manning	
Jeter	

The vote was in favor of the committee’s recommendation.

REPORT OF ECONOMIC DEVELOPMENT COMMITTEE

- a. Ordinance to Amend the agreement for designation of the hI-77 Corridor Regional Industrial Park dated April 15, 2003 by and between Fairfield and Richland Counties so as to enlarge the park (Seibels Services Group, Inc.) [FIRST READING]** – Mr. Livingston stated this item allows

Seibels Services Group to take advantage of State tax credits, which could encourage them to create more jobs.

Mr. Livingston stated the committee recommended approval of this item. The vote in favor was unanimous.

- b. Authorizing the execution and delivery of a fee-in-lieu of tax agreement by and between Richland County and Project Oro, whereby Richland County will enter into a fee-in-lieu of tax agreement with Project Oro, and providing for payment by Project Oro of certain fees-in-lieu of ad valorem taxes; providing for the allocation of fees-in-lieu of taxes payable under the agreement for the establishment of multi-county industrial/business park; and other matters relating thereto [FIRST READING BY TITLE ONLY]** – Mr. Livingston stated the Economic Development office is negotiating with Project Oro and additional information will be presented to Council prior to Second Reading.

Mr. Livingston stated the committee recommended approval of this item. The vote in favor was unanimous.

REPORT OF RULES AND APPOINTMENTS COMMITTEE

I. NOTIFICATION OF APPOINTMENTS

- a. Board of Zoning Appeals – 1** – Mr. Malinowski state the committee recommended to re-advertise the vacancy. The vote in favor was unanimous.
- b. East Richland Public Service Commission (Applicant must be a resident of Arcadia Lakes) – 1** – Mr. Malinowski stated the committee recommended Ms. Catherine Schemel Cook be recommended to the Governor’s Office for appointment to the East Richland Public Service Commission. The vote in favor was unanimous.
- c. Building Codes Board of Appeals – 3** – Mr. Malinowski stated the committee recommended re-appointing Mr. Michael Lowman, Mr. Greg Mackie, and Mr. Jesse S. Burke. The vote in favor was unanimous.

II. NOTIFICATION VACANCIES

- a. Airport Commission – 3** – Mr. Malinowski stated the committee recommended advertising for these vacancies.

The Clerk’s Office will verify which of these vacancies have specific criteria for service prior to advertising.

The vote in favor was unanimous.

- b. **Lexington Richland Alcohol and Drug Abuse Council (LRADAC) – 2** – Mr. Malinowski stated the committee recommended advertising for these vacancies. The vote in favor was unanimous.
- c. **Accommodations Tax Committee – 2 (1 at-large position and 1 position with a background in the Cultural Industry)** – Mr. Malinowski stated the committee recommended advertising for these vacancies. The vote in favor was unanimous.
- d. **Richland Memorial Hospital Board – 2** – Mr. Malinowski stated the committee recommended advertising for these vacancies. The vote in favor was unanimous.
- e. **Transportation Penny Advisory Committee – 1 (Unexpired Term)** – Mr. Malinowski stated the committee recommended advertising for the vacancy. The vote in favor was unanimous.

III. ITEMS FOR ACTION

- a. **Ordinance providing for the appointment of Ex Officio members to public bodies whose membership is appointed by the governing body of Richland County. The governing body of Richland County may appoint up to three (3) ex officio members to any board, commission, committee, entity or any other “public body” as defined in the South Carolina Freedom of Information Act whose members are appointed by the governing body of Richland County. Such ex officio members shall pursuant to Roberts Rules of Order have all the privileges of board (or other public entity) membership, including the right to make motions and vote and to participate in regular or special called meetings and executive sessions, but none of the obligations. Ex officio members have no obligations to participate and should not be counted in determining the number required for a quorum or whether a quorum is present at a meeting. When an ex officio member of any board, commission, committee, entity or any other public body ceases to hold the office that entitles him or her to such membership, his or her membership on the public body terminates automatically [WASHINGTON]** – Mr. Malinowski stated the committee recommended adopting the following language: “All Richland County Council members appointed by the Council Chair as liaisons to any board, commission, committee, agency, entity or public body (“public bodies”) 1) created by an ordinance of Richland County, or 2) funded by Richland County, or 3) whose members are appointed by the governing body of Richland County shall be permitted to attend all meetings of such public bodies, including any executive session held by such public bodies.

Mr. Pearce stated there is one agency the Council appoints members to and their funding passes through the County’s budget, but the County does not technically fund.

Mr. Smith stated the motion would cover the agency in the sense that while the Council does not directly fund them the Council does appoint their members, which is one of the three things listed in the motion.

Mr. Pearce stated the County has provided capital funding to them in the past; therefore, technically the County has funded them.

Mr. Livingston stated there may be some boards and commissions the Council appoints members to that other entities have appointed authority to also. He is not sure if this will cause conflicts on those boards if the other entities are not allowed to attend executive sessions. Council will need to decide how to deal with that if it comes about.

Mr. Malinowski stated legal staff was made aware there are some boards that other entities appointed members to, as well as, Council and this is the language legal provided to the Rules and Appointments Committee.

Mr. Farrar stated the language is actually drafted in such a way to cover every possible nexus that the County has with the board. If the liaison is shut out of the meeting then Council needs to be made aware the entity has not allowed the liaison to participate in executive session.

FOR

Dixon
Malinowski
Jackson
Rush
Livingston
Dickerson
Manning
Jeter

AGAINST

The vote in favor was unanimous.

- b. Terms of Service – Eligibility Requirements after Two Consecutive Terms** – Mr. Malinowski stated the committee recommended holding this item in committee for additional information. The vote in favor as unanimous.

POINT OF PERSONAL PRIVILEGE – Ms. Dickerson recognized that former Council member Bernice Scott was in the audience.

OTHER ITEMS

- a. A Resolution to appoint and commission Manolo Ibarra-Pineda as a Code Enforcement Officer for the proper security, general welfare, and convenience of Richland County** – Mr. Manning moved, seconded Mr. Malinowski, to approve this item.

FOR

Dixon
Malinowski
Rose
Jackson
Pearce
Rush
Livingston
Dickerson
Manning

AGAINST

The vote in favor was unanimous.

- b. A Resolution to appoint and commission Jesse Kathleen Cody as a Code Enforcement Officer for the proper security, general welfare, and convenience of Richland County – Mr. Manning moved, seconded Mr. Malinowski, to approve this item.**

FOR

Dixon
Malinowski
Rose
Jackson
Pearce
Rush
Livingston
Dickerson
Manning

AGAINST

The vote in favor was unanimous.

**CITIZENS' INPUT
(Must Pertain to Items Not on the Agenda)**

Ms. Helen Taylor Bradley spoke regarding the Lower Richland Operations Center.

Ms. Tonya Rodriguez Hodges thanked Council for their support for the Sol Music Festival.

Mr. Arthur Seawright spoke regarding a portion of his land that has become unstable due to the flooding event and access to Quail Creek Subdivision.

Ms. Bernice Scott spoke regarding Lower Richland post-flooding.

EXECUTIVE SESSION

*Council went into Executive Session at approximately 7:08 p.m.
and came out at approximately 7:30 p.m.*

- a. **Mutual Aid Agreement** – Mr. Jeter moved, seconded by Mr. Rose, to approve the Sheriff's mutual aid agreement with Lexington County Health Service District, West Columbia, wherein the Richland County Sheriff's Department agrees to provide assistance, as available in emergency circumstances, and described in the agreement. Legal has reviewed the agreement.

MOTION PERIOD

- a. **Determine if an act that amended Section 27-2-105, code of laws of South Carolina, 1976, approved in June 2014, is a violation of Home Rule.**

Background: The above amended bill give the state the authority to change county boundaries with no input from the county/counties being affected. This could have a tremendous financial impact on a county by the transfer of millions of dollars of property from one county to another or even changing a county line to put property in a neighboring county to assist with economic incentives for a new business.

I also question why the Richland County Lobbyist did not make Richland County aware of this bill as it proceeded at the state level?

Currently the Richland County/Lexington County line is being looked into for change and neither county has requested this change or disputed the lines (see 10-4-15 Tim Flach article in The State for some details). [MALINOWSKI] – This item was referred to the Rules and Appointments Committee.

- b. **Direct staff to update Richland County Code of Ordinances; Chapter 26, Land Development; Article VII, General Development, Site, Standards; Subsection (B), to address the height of fences and walls when located in the required side and rear yards. Currently there are no standards. [MALINOWSKI]** – This item was referred to the Rules and Appointments Committee.
- c. **Resolution recognizing Angie Stone for her illustrious singing career [LIVINGSTON]** – Mr. Pearce moved, seconded by Mr. Livingston, to adopt a resolution recognizing Angie Stone. The vote in favor was unanimous.
- d. **Motion to reopen the Lower Richland Operation Center (LROC) to provide the necessary relief to the citizens still impacted by the flood. This includes managing the warehouse that is receiving donations and managing the volunteers prepared to come in and help the citizens rebuild. NOTE: This should not go to a committee as there are people who do not have time. People are still homeless and roads are still closed [JACKSON]** – Mr. Jackson stated Council initially had a motion instructing the Administrator to negotiate with

LROC. Mr. Jackson is not sure what happened in regards to the negotiations. Therefore, he is requesting an update from the Administrator.

Mr. McDonald stated several attempts were made to negotiation a temporary agreement for up to 30-days. After the 30-day period there would be a reassessment. Unfortunately, the terms could not be accepted by the other party. In the meantime, in-house staff and volunteers are continuing the services that were being provided by LROC. The person overseeing the warehouse under the former arrangement has agreed to continue overseeing the warehouse.

Mr. Jackson requested the Administrator provide him a detailed report.

- e. **Council consideration for future contract negotiations with the PDT or any other group to reduce the hourly rate for engineers making \$270 and for part-time interns making \$35 per hour. As a council we must be consistent when deciding what is fair and not have the appearance of being discriminatory [JACKSON]** – This item was referred to the A&F Committee.
 - f. **Request the National Guard to repair dirt roads and dams. This request should come from administration and does not need to go to committee. The Engineering unit is ready and under the emergency act they can do it without cost or minimal cost. This is what they do in other counties and are currently doing in New Orleans [JACKSON]** – Mr. Jackson stated the National Guard is willing to assist with road repair and dams, but the request has to come from Richland County.
- Mr. Rush requested the Administrator to confer with Mr. Byrd regarding this matter.
- Mr. McDonald stated the County has used the National Guard extensively since the flooding event for road repairs. What may be in question is the dam part of the request based upon the discussion in Executive Session. The Legal Department has begun looking into the matter and will be presenting additional information to Council.
- Mr. Malinowski stated it was his understanding that if the National Guard was used for certain things there could be an issue of reimbursement from FEMA; therefore, also have Legal Department to investigate this matter.
- g. **Move that the Council Chairman appoint a Committee to bring forward for full council consideration a recommendation for the establishment of a “Richland County Unified Flood Rehabilitation and Preparedness Committee” similar to one created in Nashville, TN following their major flood event. The purpose of this initial planning committee will be to determine the membership and mission of the proposed committee using the Nashville model as a guide [PEARCE]** – Mr. Pearce withdrew his motion.
 - h. **Resolution recognizing Rev. Dr. Jordan D. Smith on his 45th Pastoral Anniversary [JETER]** – Mr. Pearce moved, seconded by Mr. Jeter, to adopt a resolution recognizing Rev. Dr. Jordan D. Smith. The vote in favor was unanimous.

ADJOURNMENT

The meeting adjourned at approximately 7:39 PM.

Torrey Rush, Chair

Greg Pearce, Vice-Chair

Joyce Dickerson

Julie-Ann Dixon

Norman Jackson

Damon Jeter

Paul Livingston

Bill Malinowski

Jim Manning

Seth Rose

Kelvin E. Washington, Sr.

The Minutes were transcribed by Michelle M. Onley, Deputy Clerk of Council

Richland County Council Request of Action

Subject:

An Ordinance Amending the Fiscal Year 2015-2016 Hospitality Tax Fund Annual Budget to appropriate \$75,000 of Hospitality Fund Balance to provide funding for Famously Hot New Year [FIRST READING]

October 27, 2015 - The Committee recommended that Council give first reading approval to the budget amendment in the amount of \$75,000 to fund the Famously Hot New Year. The funding will come from the Hospitality Tax fund balance.

Richland County Council Request of Action

Subject: Motion to fund the Famously Hot New Year an Additional \$89,000

A. Purpose

Council is requested to consider Council member Dixon's motion to fund the Famously Hot New Year an additional \$89,000.

B. Background / Discussion

At the October 12, 2015 Council meeting, Ms. Dixon made the following motion:

“Request an additional \$89,000 for Famously Hot New Year”

In FY15, the County funded the Community Relations Council in the amount of \$100,000 on behalf of the Famously Hot New Year. Of that amount, \$7,000 was funded through the Accommodations Tax. The remaining \$93,000 was funded through the Hospitality Tax.

This fiscal year (FY 16), the Famously Hot New Year / Gamecock Alumni Broadcasters, Ltd. submitted a Hospitality Tax grant application and an Accommodations Tax grant application. These applications are attached.

The Hospitality Tax Advisory Committee recommended a funding level of \$4,000. The Accommodations Tax Advisory Committee recommended a funding level of \$7,000. The total amount of funding recommended for the Famously Hot New Year was \$11,000, which was approved by Council during the FY16 budgetary process.

It is at this time that Staff is requesting direction regarding this motion.

C. Legislative / Chronological History

Motion made by Ms. Dixon at the October 12, 2015 Council meeting.

D. Financial Impact

The financial impact to the County will be \$89,000. If approved by Council, additional funding sources may need to be identified as the FY16 Hospitality Tax budget only has \$10,000 remaining.

E. Alternatives

1. Consider the motion and fund the Famously Hot New Year an additional \$89,000, for a total of \$100,000.

2. Consider the motion and do not fund the Famously Hot New Year an additional \$89,000.

F. Recommendation

Motion recommended by Ms. Dixon

Recommended by: Julie Ann Dixon

Department: Richland County Council

Date: October 12, 2015

G. Reviews

(Please replace the appropriate box with a ✓ and then support your recommendation in the Comments section before routing on. Thank you!)

Please be specific in your recommendation. While “Council Discretion” may be appropriate at times, it is recommended that Staff provide Council with a professional recommendation of approval or denial, and justification for that recommendation, as often as possible.

Finance

Reviewed by: Daniel Driggers Date: 10/19/15
 Recommend Council approval Recommend Council denial
Comments regarding recommendation:

The request is a funding decision that is at Council’s discretion. Approval would require the identification of a funding source. The FY16 Hospitality Tax budget has \$10k remaining in the undesignated account however Council has multiple funding requests to consider.

The recommendation of denial is based on the requesting being outside of the budget cycle and not the merits of the request.

Grants

Reviewed by: Brandon Madden Date: 10/20/15
 Recommend Council approval Recommend Council denial
Comments regarding recommendation: This request is a funding decision at the discretion of Council.

Legal

Reviewed by: Elizabeth McLean Date: 10/22/15
 Recommend Council approval Recommend Council denial
Comments regarding recommendation: Policy decision left to Council’s discretion.

Administration

Reviewed by: Roxanne Ancheta Date: October 22, 2015
 Recommend Council approval Recommend Council denial
Comments regarding recommendation: While this is a policy decision of Council, please note that the FY 16 Hospitality Tax Budget only has \$10,000 remaining in the undesignated account. There is another Hospitality Tax funding request also at this month’s Committee Meeting. If Council makes the policy decision to fund this item from Hospitality Tax, decisions must be made regarding proposed projects (ie, Sports Complex in Lower Richland).



ACCOMMODATIONS TAX COUNTY PROMOTIONS APPLICATION
Funding for FY16 (July 1, 2015 – June 30, 2016) Due: March 2, 2015

18

RECEIVED
2015 MAR -2 PM 4:36
RICHLAND COUNTY
ADMINISTRATOR'S OFFICE

INCORPORATION DATE: 02/2004

FEDERAL ID #: 20-0998798

ORGANIZATION: Famously Hot New Year/Gamecock Alumni Broadcasters, Ltd.

MISSION STATEMENT:

Set on Columbia's Main Street with the South Carolina State Capitol as the backdrop, Famously Hot New Year is South Carolina's largest free New Year's Eve party. The celebration, encompassing a live outdoor concert by national headlining bands, a colossal midnight fireworks display unrivaled in the two Carolinas, a VIP party, family fun, regional food and drink, brings residents, business, and community and civic leaders from diverse backgrounds together to enhance the well-being of the community through a safe and harmonious celebration welcoming a new year.

ORG. MANAGER: Steve Varholy

TITLE: President

PHONE: (803) 404-5535

EMAIL: steve@indiepubradio.org

PROJECT MANAGER: Barbara Rackes

TITLE: Project Manager

PHONE: (803) 212-7118

EMAIL: admin@famouslyhotnewyear.com

ORGANIZATION STREET ADDRESS: 1338 Main Street, Suite 202, Columbia, South Carolina 29201

ORGANIZATION MAILING ADDRESS: Same

TOTAL AMOUNT REQUESTED: \$7,000

TOTAL PROJECT COST: \$491,000

PROJECT START DATE: 07/01/2015

PROJECT END DATE: 01/02/2016

PROJECTED FULL ATTENDANCE: 28,000

PROJECTED NUMBER OF TOURISTS: 12,600

PROJECTED TOTAL MEALS CONSUMED: 12,000

PROJECTED TOTAL OVERNIGHTS: 3,500

DESCRIPTION OF HOW YOUR ORGANIZATION DETERMINED THE NUMBERS ABOVE (also indicate the numbers of room nights and meals estimated in unincorporated Richland County):

Surveys of registered guests were used for FHNY2015 to learn which guests planned to stay in hotels and for how many nights. Figures gained from surveys were applied to overall attendance numbers of similar guests from out-of-town zip codes derived from zip code tallies at entry gates. The same equation was applied for both hotel and dining with hotel lodging based on double-occupancy and dining on single serving. Of the approximately 17,000 people from the Midlands at FHNY2015, about 7,000 or 42% of Midlands' guests were from unincorporated Richland County. Hotels were surveyed before and after the event to gain occupancy rates for 12/31/2012, 12/31/2013 and 12/31/2014. While participation was lower than desired, overall occupancy rates increased.

Of the slightly greater than 40% of guests coming from outside the Midlands, approximately 39% indicated that they were staying in hotels for one or more nights. Based on an estimated 3,500 room nights, 39% would represent 1,365 guests staying in hotels within the unincorporated Richland County area.

See sampling of the hotel occupancy rates we were able to obtain for FHNY2015 below.

City of Columbia	12/31/2014	12/31/2013	12/31/2012
Columbia Marriott Downtown	91%	73%	58%
Springhill Suites by Marriott Vista	63%	99%	66%
Hampton Inn Downtown Historic District	98%	97%	
Clarion Hotel Downtown (construction)	17%	55%	42%
Sheraton Columbia	89%	51%	24%
Inn at USC	73%	62%	55%
Embassy Suites	43%	38%	24%
Homewood Suites Greystone	57%	33%	40%
Hilton Columbia Center	76%	84%	
Richland County			
Hilton Garden Inn Columbia Northeast	29%	23%	
Residence Inn Columbia Northeast	53%	44%	
Courtyard by Marriott Columbia Northeast	40%	38%	

PROGRAM LOCATIONS: Please list the **street** address of all program locations that will be funded through H-Tax grant funds. Please indicate if program or project will be held on County property.

In front of the SC State House, Main/Gervais Streets, Columbia.

DOES YOUR PROJECT REQUIRE PERMITS XX YES ___ No LIST THOSE REQUIRED

- City of Columbia ordinance
- City of Columbia parade permit
- City of Columbia combined event business license
- State of South Carolina event permit (grounds)
- LLR fireworks permit
- City of Columbia Fire Department permit
- SC Department of Revenue temporary liquor license
- SC Department of Revenue temporary beer and wine permit(s)
- SC Department of Revenue license to Operate Place of Amusement
- SC Department of Revenue Admissions Tax Exemption

PROJECT DESCRIPTION (You may attach one (1) additional sheet):

FHNY2016 will be the fifth annual celebration of New Year's in the Midlands of South Carolina. Over the course of the first four years, FHNY has become a signature event for both the Midlands and the State of South Carolina and is fast becoming a go-to event in the Southeast. FHNY 2015 attracted 28,000 guests and after-event surveys indicate that people were excited and planned to return. FHNY audience goal for 2016 is again 28,000 with a goal of 45% of those guests visiting from outside Richland County.* For FHNY2015, an estimated that 7,000 guests attended from unincorporated Richland County, or 25.08% of the total population of guests.

The celebration will include:

- Safe and secure downtown location as base for the *Southeast's Largest Free New Year's Celebration*.
- Crescent Lounge VIP venue with upscale food, spirits, entertainment.
- The largest-ever New Year's Eve fireworks display in the Carolinas.

The co-chairs of FHNY2015, Melanie Murphy and Sam Johnson, have assembled a list of recommendations for the coming year including addition of a "drop" (ball, or otherwise) and further reconfiguration of the VIP Crescent Lounge. Recycling will increase in focus following collection of 780 pounds of recyclable material in the most recent year. FHNY2016 will also expand its relationship with The Comet to provide transportation from areas outside the Main Street to facilitate further participation by regional hotels as well as safe park-and-ride locations for regional residents. December 31, 2015 is a Thursday which lends itself to suggestion of longer stays in the Midlands, connecting guests with attractions in unincorporated Richland County to expand the overall picture of opportunities in the Midlands. It also intends to partner

with youth attractions to engage whole families specifically in FHNY-related activities.

With attractions becoming a focus for multi-day stays, FHNY will look forward to learning about and connecting with recreational, historic, and other attractions in unincorporated Richland County and believe FHNY2016 will have the expertise to bring added attention to all opportunities in the Midlands. FHNY seeks to increase activity in Midlands's hotels during an otherwise off-season with a multi-day package of FHNY-centered activities.

Famously Hot New Year 2016 will feature a national headliner coupled with an expanded selection of regional and local talent, allowing draw on both a big name while spotlighting up-and-coming talent.

The celebration uses print and distributed marketing materials within the Midlands and will use billboards, online advertising, strategic media buys, enhanced public relations and in-kind distribution support to attract attendees to the celebration. Based on FHNY2015 tracking documentation (see attached), FHNY plans to modify use of marketing funds to target market key regions and audiences.

BENEFIT TO TOURISM (How does it promote and highlight **unincorporated** Richland County's historic and cultural venues, recreational facilities and events, and the uniqueness and flavor of the local community.)

FHNY2016 will seek to attract people to the Midlands of South Carolina from outside Richland County and the State of South Carolina to a) lodge and dine and b) become acquainted with the arts, culture, and attractions offered. Working with venue partners (Riverbanks Zoo, EdVenture, State Museum and others), FHNY will engage visitors in new, interesting parts of the Midlands, **including those in unincorporated Richland County**. Offer parks and recreational facilities opportunities to feature available facilities and activities on website and social media in a manner that connects event guests to their locations in times and seasons other than New Year's Eve. The national, regional, and local media coverage of FHNY has also helped and will continue to help position the Midlands of South Carolina in a new and more positive light, attracting the interest of more tourists and media.

BENEFIT TO COMMUNITY AND RICHLAND COUNTY:

In keeping with FHNY's mission of bringing all people of all backgrounds together in ways that promote harmony, mutual respect, and civility, the Famously Hot New Year's Celebration allows thousands of diverse people to come together in a safe and exciting environment. FHNY management believes the past four years' events have brought together portions of the community that might not otherwise connect in a manner that demonstrates the potential of bridging divides. It's also, of course, a great way to attend a safe and very fun party with great entertainment on a night that might otherwise be a source of less-managed revelry.

MANAGEMENT CAPABILITY TO MAKE THIS PROJECT SUCCESSFUL:

FHNY will engage a professional project manager to organize and coordinate the efforts of multiple veteran vendors. This organizational structure will include coordination through a well-organized vendor committee and oversight by an advisory board of key stakeholders including funding partners. This event has suffered growing pains reasonable to a project of its nature, but has become stable over the life of its existence. All materials are organized and all facets of the project are documented for future organizers and vendors to learn and maintain continuity.

OUTLINE PROJECT MARKETING PLAN (Include how you plan to reach tourists and work with local restaurants. Also include tracking mechanism used to determine tourist attendance):

FHNY2016 will use many of the tools that were previously effective, expanding the use of those that have reached the greatest audiences in the most economical ways. For 12/31/2014, FHNY expanded the use of social media to include **active participation by sponsors**, allowing all parties to gain a much broader audience. The campaigns that collaborated with sponsor interests were particularly successful this past year and helped expand relationships based on mutual interest.

FHNY plans include using similar methods with the addition of further engaging restaurants, hotels, merchants, and attractions, building the overall visibility of the Midlands while connecting each of entities with more new prospective customers. To make maximum use of social media reach, FHNY will hire the best group of consultants and use promoted posts and tweets.

FHNY will also make extensive use of radio both locally and regionally. In 2015, FHNY was able to more than quadruple its

cash investment in radio with sponsorship matches.

Outside Richland County, FHNY2015 plans to place both digital and vinyl billboards in the Greenville/Spartanburg, Orangeburg, Florence/Darlington, Charlotte, Charleston, Aiken/Augusta markets. FHNY has already established a partnership with the CVB which will leverage funding 1.5 to 1 in the Charlotte/Rock Hill Aiken/Augusta and Charleston areas.

FHNY again plans to use contests to increase audience and measure the response via social media, email, and website, conversion (message leading to action). While the value of print is diminishing, FHNY plans to place both articles and small ads in regional daily news media as well.

Each marketing consultant begins the project with the end in mind, offering in advance an outline of how they will measure the success of these efforts. These vary among mediums with social media being highly measurable and radio/TV/print measurable only to the extent of the total audience figures they can offer. FHNY intends to keep refining the relationship between audience reached with online surveys and exit polls to learn which mediums deliver the greatest result for its investment.

REQUIRED ATTACHMENTS: Attachments MUST be submitted along with proposal.

- Budget and budget narrative (See budget form below)
- 501 c 3 determination letter from IRS confirming nonprofit status
- Confirmation of current registration as a charity with the SC Secretary of State
- List of organization's current Board Members/Directors
- Organization's most recent 990 tax form

Director's Signature _____ Date: 3/2/15

Board Chairman's Signature _____ Date: 3/2/15

ACCOMMODATIONS TAX GRANT BUDGET FORM

List the expenses for your project below. Add expense categories in the blank lines below, if needed and consult the guidelines for eligible expenditures.

Expense Category	County A-Tax Request	Other Sources	Total
Advertising/Marketing/Promotion	7,000	101,000	108,000
Municipal Services/Security		25,000	25,000
Entertainment/Speakers/Guest		120,000	120,000
Event Rentals		50,000	50,000
Supplies		23,000	23,000
Consultants/Contractors		165,000	165,000
Total	7,000	484,000	491,000

Note 1. "Salaries" for marketing/advertising are included under consultants/contractors.

List the income sources for your program or project below. Include the amount requested in this application.

Income Source	Amount	Pending/Received
FY16 Richland County H-Tax Request	93,000	Application submitted
FY16 Richland County A-Tax Request	7,000	Application submitted
FY16 City of Columbia H-Tax Request	130,000	Application will be submitted
Private sponsorship	205,000	Pending
Revenue from sale of tickets, food and merchandise	65,000	Future
	\$500,000	

Provide a detailed narrative of expenses in the H-Tax Grant Request expense column. Add (1) additional sheet, if needed.

Advertising/Marketing/Promotion – Intended use of digital and paper boards particularly in regional markets. Subject to recommendations of marketing consultants, expand use of online advertising and alternative news media in Charleston and Charlotte.

Entertainment – portion of cost of headliner and supporting acts

Event Rentals – portion of cost of stage & lighting.

Consultants/Contractors – FHNY employs no direct staff and uses contractual partners for all services. The portion requested from Richland County represents services of marketing consultants.



HOSPITALITY TAX COUNTY PROMOTIONS APPLICATION
Funding for FY16 (July 1, 2015 – June 30, 2016) Due: March 2, 2015

INCORPORATION DATE: 04/2004

FEDERAL ID #: 20-0998798

ORGANIZATION: Famously Hot New Year/ Gamecock Alumni Broadcasters, Ltd.

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ORG. MANAGER: Steve Varholy

TITLE: President

PHONE: (803) 404-5535

EMAIL: steve@indiepubradio.org

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celebration. Based on FHNY2015 tracking documentation (see attached), FHNY plans to modify use of marketing funds to target market key regions and audiences.

ECONOMIC IMPACT/COST BENEFIT: Provide project income and expenses for the last two years for the project you are requesting H-Tax funds as well as the projections for FY16. This section must be completed even if you did not apply for County H-Tax funds in the past.

These figures should be for the full project/event budget, not just the grant portion.	FY 14 7/1/13 – 6/30/14	FY 15 7/1/14 – 6/30/15	Projected FY 16 7/1/15 – 6/30/16**
Total Income (sponsors, grants, ticket/food sales, etc.)	466,305	506,303	500,000
Total Expenses (rentals, marketing, supplies, contracts, etc.)	473,079	498,608	491,000
Net Proceeds (Income – Expenses)	(6,868.08)	7695	9,000

**FHNY intends to incorporate in-kind contributions and expenses in its financial records for future years. Estimated in-kind income for FHNY2015 (12/31/2014) was approximately \$66,000 as were expenses. In-kind is not included in projections.

HOW WILL YOUR ORGANIZATION USE INCOME, IF ANY, GENERATED BY THIS PROGRAM/EVENT?

Revenues not used for event expenses or in carry forward for early FHNY2017 expenses will be donated to non-profit(s) that match its mission.

BENEFIT TO TOURISM (How does it promote and highlight **unincorporated** Richland County’s historic and cultural venues, recreational facilities and events, and the uniqueness and flavor of the local community.)

FHNY2016 will seek to attract people to the Midlands of South Carolina from outside Richland County and the State of South Carolina to a) lodge and dine and b) become acquainted with the arts, culture, and attractions offered. Working with venue partners (Riverbanks Zoo, EdVenture, State Museum and others), FHNY will engage visitors in new, interesting parts of the Midlands, **including those in unincorporated Richland County**. Offer parks and recreational facilities opportunities to feature available facilities and activities on website and social media in a manner that connects event guests to their locations in times and seasons other than New Year’s Eve. The national, regional, and local media coverage of FHNY has also helped and will continue to help position the Midlands of South Carolina in a new and more positive light, attracting the interest of more tourists and media.

BENEFIT TO COMMUNITY IN WHICH PROJECT WILL BE HELD:

In keeping with FHNY’s mission of bringing all people of all backgrounds together in ways that promote harmony, mutual respect, and civility, the Famously Hot New Year’s Celebration allows thousands of diverse people to come together in a safe and exciting environment. FHNY management believes the past four years’ events have brought together portions of the community that might not otherwise connect in a manner that demonstrates the potential of bridging divides. It’s also, of course, a great way to attend a safe and very fun party with great entertainment on a night that might otherwise be a source of less-managed revelry.

PROVIDE EVIDENCE OF SUCCESS FOR SIMILAR PROGRAMS/EVENTS AND MANAGEMENT CAPABILITY TO MAKE THIS PROJECT SUCCESSFUL:

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OUTLINE PROJECT MARKETING PLAN (Include how you plan to reach tourists and work with local restaurants. Also include tracking mechanism used to determine tourist attendance):

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FHNY will also make extensive use of radio both locally and regionally. In 2015, FHNY was able to more than quadruple its cash investment in radio with sponsorship matches.

Outside Richland County, FHNY2015 plans to place both digital and vinyl billboards in the Greenville/Spartanburg, Orangeburg, Florence/Darlington, Charlotte, Charleston, Aiken/Augusta markets. FHNY has already established a partner relationship with the CVB which will leverage funding 1.5 to 1 in the Charlotte/Rock Hill Aiken/Augusta and Charleston areas.

FHNY again plans to use contests to increase audience and measure the response via social media, email, and website, conversion (message leading to action). While the value of print is diminishing, FHNY plans to place both articles and small ads in regional daily news media as well.

REQUIRED ATTACHMENTS: Attachments MUST be submitted along with proposal.

- Budget and budget narrative (See budget form below)
- Letter from IRS confirming 501 c 3 nonprofit status
- Proof of current registration as a charity with the SC Secretary of State
- List of organization's current Board Members/Directors
- Most recent 990 tax form. If you file a 990 post-card please also attach a financial report showing financial status
- One (1) additional page for project description (**Optional**)
- One (1) additional page for budget narrative/justification (**Optional**)

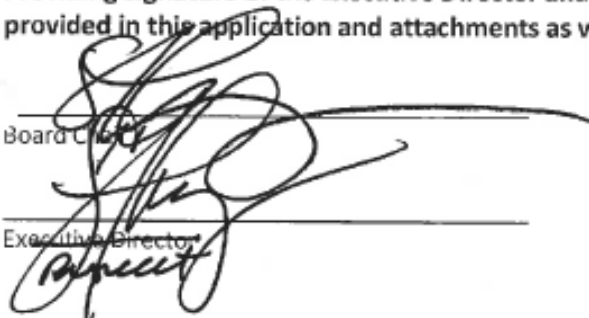
STATEMENT OF ASSURANCES

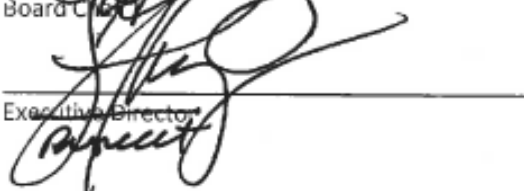
Upon grant application acceptance and funding award, applicant agrees that financial records, support documents, statistical records and all other records pertinent to Hospitality Tax funding shall be retained for a period of three years. All procurement transactions, regardless of whether negotiated or advertised and without regard to dollar value, shall be conducted in a matter so as to provide maximum open free competition. The funding recipient shall establish safeguards to prohibit employees from using their positions for a purpose that has the appearance of being motivated by a desire for private gain for themselves and others. All expenditures must have adequate documentation. All accounting records and supporting documentation shall be available for inspection by Richland County upon request. No person, on the basis of race, color, or national origin, should be excluded from participation in, be denied the benefit of or be otherwise subjected to discrimination under the program or activity funding in whole or in part by Hospitality Tax funds. Employment made by or resulting from Hospitality Tax funding shall not discriminate against any employee or applicant on the basis of handicap, age, race, color, religion, sex, or national origin. None of the funds, materials, property, or services provided directly or indirectly under Hospitality Tax funding shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office. The applicant hereby certifies that the information submitted as part of this application is accurate and reliable. Any change and/or variation must be reported immediately, otherwise, funding may be withheld.

Providing signature of the Executive Director and Board Chair of the organization verifies accuracy of the information provided in this application and attachments as well as agreeing to the assurances written above.

Board Chair

Executive Director


Date


Date

HOSPITALITY TAX GRANT BUDGET FORM

List the expenses for your project below. Add expense categories in the blank lines below, if needed.

Expense Category	County H-Tax Request	Other Sources	Total
Advertising/Marketing/Promotion/Billboards	33,000	75,000	108,000
Advertising/Marketing Related Salary (Note 2)			0.00
Municipal Services/Security		25,000	25,000
Entertainment/Speakers/Guest Artists	25,000	95,000	120,000
Event Rentals	20,000	30,000	50,000
Supplies		23,000	23,000
Consultants/Contractors	15,000	150,000	165,000
Total	93,000	398,000	491,000

Note 1. "Salaries" for marketing/advertising are included under consultants/contractors.

List the income sources for your program or project below. Include the amount requested in this application.

Income Source	Amount	Pending/Received
FY16 Richland County H-Tax Request	93,000	Application submitted
FY16 Richland County A-Tax Request	7,000	Application submitted
FY16 City of Columbia H-Tax Request	130,000	Application will be submitted
Private sponsorship	261,000	Pending
Revenue from sale of tickets, food and merchandise	65,000	Future
	\$500,000	

Provide a detailed narrative of expenses in the H-Tax Grant Request expense column. Add (1) additional sheet, if needed.

Advertising/Marketing/Promotion – Intended use of digital and paper boards particularly in regional markets. Subject to recommendations of marketing consultants, expand use of online advertising and alternative news media in Charleston and Charlotte.

Entertainment – portion of cost of headliner and supporting acts

Event Rentals – portion of cost of stage & lighting.

Consultants/Contractors – FHNY employs no direct staff and uses contractual partners for all services. The portion requested from Richland County represents services of marketing consultants.

STATE OF SOUTH CAROLINA
COUNTY COUNCIL FOR RICHLAND COUNTY
ORDINANCE NO. SR_HT_01

AN ORDINANCE AMENDING THE FISCAL YEAR 2015-2016 HOSPITALITY TAX FUND ANNUAL BUDGET TO APPROPRIATE \$75,000 OF HOSPITALITY FUND BALANCE TO PROVIDE FUNDING FOR FAMOUSLY HOT NEW YEAR.

Pursuant to the authority granted by the Constitution and the General Assembly of the State of South Carolina, BE IT ENACTED BY THE COUNTY COUNCIL FOR RICHLAND COUNTY:

SECTION I. That the amount of Seventy Five Thousand Dollars (\$75,000.00) be appropriated to provide funding for Famously Hot New Year. Therefore, the Fiscal Year 2015-2016 Hospitality Tax Annual Budget is hereby amended as follows:

REVENUE

Revenue appropriated July 1, 2015 as amended:	\$ 8,115,244
Appropriation of Hospitality Tax Fund Balance:	\$ <u>75,000</u>
Total Hospitality Tax Fund Revenue as Amended:	\$ 8,190,244

EXPENDITURES

Expenditures appropriated July 1, 2015 as amended:	\$ 8,115,244
Palmetto Capital City Classic:	\$ <u>75,000</u>
Total Hospitality Tax Fund Expenditures as Amended:	\$ 8,190,244

SECTION II. Severability. If any section, subsection, or clause of this ordinance shall be deemed to be unconstitutional or otherwise invalid, the validity of the remaining sections, subsections, and clauses shall not be affected thereby.

SECTION III. Conflicting Ordinances Repealed. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION IV. Effective Date. This ordinance shall be enforced from and after _____, 2015.

RICHLAND COUNTY COUNCIL

BY: _____
Torrey Rush, Chair

ATTEST THIS THE ____ DAY
OF _____, 2015

S. Monique McDaniels
Clerk of Council

RICHLANDCOUNTYATTORNEY’S OFFICE

Approved As To LEGAL Form Only.
No Opinion Rendered As To Content.

First Reading:
Second Reading:
Public Hearing:
Third Reading:

Richland County Council Request of Action

Subject:

Seibels Service Group, Inc.

Ordinance to amend the agreement for designation of the I-77 Corridor Regional Industrial Park dated April 15, 2003 by and between Fairfield and Richland Counties so as to enlarge the Park (Seibels Service Group, Inc.)

FIRST READING: November 3, 2015

SECOND READING: November 17, 2015 {Tentative}

THIRD READING:

PUBLIC HEARING:

STATE OF SOUTH CAROLINA)
) ORDINANCE NO. _____
COUNTY OF RICHLAND)

ORDINANCE TO AMEND THE AGREEMENT FOR DESIGNATION OF THE I-77 CORRIDOR REGIONAL INDUSTRIAL PARK DATED APRIL 15, 2003 BY AND BETWEEN FAIRFIELD AND RICHLAND COUNTIES SO AS TO ENLARGE THE PARK (SEIBELS SERVICES GROUP, INC.).

WHEREAS, Richland County (the “County”) and Fairfield County entered into an Agreement for Designation of the I-77 Corridor Regional Industrial Park dated as of April 15, 2003 (the “Original Agreement”), which Original Agreement was amended, pursuant to the authority contained in subsequent Ordinances for Amendments to the Original Agreement (collectively referred to as the “Park Agreement”); and

WHEREAS, pursuant to Section 1.03 of the Park Agreement, the boundaries of the park created therein (the “Park”) may be enlarged pursuant to ordinances of the respective County Councils of the County and Fairfield County; and

WHEREAS, Seibels Services Group, Inc., directly and in conjunction with one or more affiliated entities and their heirs, successors, and assigns (collectively, the “Company”), anticipates undertaking a substantial rehabilitation of its corporate headquarters in the City of Columbia, South Carolina (the “City”) and has created 43 new jobs in the City since January 1, 2011; and

WHEREAS, inclusion in the Park will allow the Company to qualify for enhanced jobs tax credits under Section 12-6-3360 of the Code of Laws of South Carolina, 1976, as amended, in the amount of \$1,000 per job per year; and

WHEREAS, qualification for enhanced jobs tax credits will provide significant benefits to the Company in conjunction with its rehabilitation plans and will assist the Company in preserving its existing job base and potentially growing such job base in the future; and

WHEREAS, it is now desired that the boundaries of the Park be enlarged and that the Park Agreement be amended as provided in Exhibit A attached hereto (the “Amendment”); and

WHEREAS, the expansion of the Park shall include the real estate described in the Amendment (“Property”), which Property shall be part of Phase II of the Park Agreement.

NOW, THEREFORE, BE IT ORDAINED by the Richland County Council in meeting duly assembled as follows:

Section 1. Upon the later of the adoption of this Ordinance, the adoption of a counterpart ordinance by Fairfield County, South Carolina, and the approval of the City, the Amendment is hereby approved such that the Park Agreement shall include the Property as part of Phase II of

the Park and shall not be terminated with respect to the Property for so long as the Company is receiving enhanced jobs tax credits as a result of inclusion in the Park.

Section 2. The Amendment to the Park Agreement attached hereto as Exhibit A is hereby approved, and the Chair of County Council, County Administrator, and Clerk to County Council are hereby authorized, empowered, and directed to execute, acknowledge, and deliver the Amendment to the Company and Fairfield County, together with such changes as are determined by the County Attorney not to be materially adverse to the County.

BE IT ORDAINED this ____ day of _____, 2015.

**RICHLAND COUNTY,
SOUTH CAROLINA**

Signature: _____
Name: _____
Title: _____

STATE OF SOUTH CAROLINA)
)
COUNTY OF RICHLAND)

I, the undersigned, Clerk to County Council of Richland County, South Carolina (“County Council”), DO HEREBY CERTIFY:

That the foregoing constitutes a true, correct, and verbatim copy of an Ordinance adopted by the County Council. The Ordinance was read and received a favorable vote at three public meetings of the County Council on _____, _____, and _____. At least one day passed between first and second reading, and at least seven days passed between second and third readings. A public hearing was held on _____, and notice of the public hearing was published in the _____ on _____. At each meeting, a quorum of County Council was present and remained present throughout the meeting.

Attached hereto are excerpts of the minutes of the meetings of the County Council. The County Council complied with the Freedom of Information Act, Chapter 4, Title 30 of the S.C. Code of Laws, 1976, in connection with said meetings of County Council.

The Ordinance is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my Hand and the Seal of Richland County Council, South Carolina, as of this ____ day of _____, 2015.

Signature: _____
Name: _____
Title: Clerk to County Council

EXHIBIT A
AMENDMENT TO PARK AGREEMENT

STATE OF SOUTH CAROLINA) AMENDMENT TO AGREEMENT FOR
) DESIGNATION OF THE I-77 CORRIDOR
COUNTY OF RICHLAND) REGIONAL INDUSTRIAL PARK
COUNTY OF FAIRFIELD) DATED APRIL 14, 2003

THIS AMENDMENT ENTERED INTO AS OF THE ___ DAY OF _____, 2015
BETWEEN RICHLAND COUNTY, SOUTH CAROLINA AND FAIRFIELD COUNTY,
SOUTH CAROLINA

By authority of Ordinance No. _____ enacted by the County Council of
Richland County on _____, 2015 and Ordinance No. _____ enacted by the
County Council of Fairfield County on _____, 2015, for value received, Richland
County and Fairfield County hereby agree that: (i) the property described in Exhibit A attached
hereto is hereby added to and shall be deemed to be a part of Phase II of the Agreement for
Designation of the I-77 Corridor Regional Industrial Park between Richland County and Fairfield
County dated as of April 14, 2003 (the “Park Agreement”), and (ii) the Park Agreement shall not
be terminated with respect to the property described in Exhibit A for as long as Seibels Services
Group, Inc. and/or its affiliates and their heirs, successor, and assigns are receiving enhanced jobs
tax credits as a result of inclusion in the Park Agreement. All other terms and provisions of said
Agreement shall remain in full force and effect.

WITNESS our hands and seals as of the day first above written.

**RICHLAND COUNTY,
SOUTH CAROLINA**

Signature: _____
Name: _____
Title: _____

ATTEST:

Signature: _____
Name: _____
Title: _____

**FAIRFIELD COUNTY,
SOUTH CAROLINA**

Signature: _____
Name: _____
Title: _____

ATTEST:

Signature: _____
Name: _____
Title: _____

The City of Columbia, South Carolina, pursuant to an Ordinance adopted on _____, 2015, hereby consents to the inclusion of the property described herein in the Park Agreement.

**CITY OF COLUMBIA
SOUTH CAROLINA**

Signature: _____
Name: _____
Title: _____

EXHIBIT A

**PROPERTY ADDED TO RICHLAND COUNTY PORTION OF
I-77 CORRIDOR REGIONAL INDUSTRIAL PARK (PHASE II)**

PARCEL A:

All that piece, parcel and lot of land, together with any improvements thereon, lying, being and situate in the City of Columbia, County of Richland, South Carolina, shown on a plat dated October 13, 2000, prepared by Steadman Associates, Inc. entitled "Property surveyed for South Carolina Insurance Company in Columbia, Richland County, SC" and recorded in Record Book 462 at Page 2858. Said property being more particularly described as follows:

Commencing at the intersection of the northern boundary of the right-of-way of Lady Street and the eastern boundary of the right-of-way of Bull Street. THE POINT OF BEGINNING, thence continuing along the eastern boundary of Bull Street N00°19'35"W for 278.55 feet to a ¾" pinch top, thence along property N/F of South Carolina Textile Manufacturers Association N89°46'45"E for 81.19 feet to an "X" in the concrete wall, thence along property N/F of Match Point, LLC N83°19'50"B for 68.74 feet to a nail and cap, thence continuing along property N/F of Match Point, LLC N00°25'00"W for 132.22 feet to a ½" rebar, thence along the southern boundary right of way of Washington Street N89°54'35"E for 117.83 feet to a ¾" pinch top, thence along property N/F of Louie L. Cason, Jr. the following metes and bounds S00°09'50"W for 118.67 feet to a point, thence N89°39'05"E for 4.0 feet to at ½" rebar, thence S00°09'30"W for 90.46 feet to a ½" rebar, thence N89°55'00"E for 44.07 feet to an "X" in the concrete wall, thence along property N/F of BJB Co. S00°33'15"W for 30.88 feet to a ¾" pinch top, thence along property N/F of OBS, LLC S89°41'10"W for 74.28 feet to a nail & cap, thence continuing along property N/F of OBS, LLC S00°19'00"E for 14.38 feet to a nail & cap, thence along property N/F of Lady Street Five, LLC following metes and bounds S89°37'25"W for 95.32 feet to a nail & cap, thence S00°19'55"E for 38.86 feet to a nail & cap, thence N89°25'40"E for 9.84 feet to a nail & cap, thence S00°53'45"E for 24.45 feet to a nail & cap, thence 18°35'15"W for 12.67 feet to a nail & cap, thence S53°27'05"E for 9.00 feet to a nail & cap, thence S00°25'10"E for 4.12 feet to a nail & cap, thence S00°S7'30"E for 78.31 feet to a nail & cap, thence along the boundary of the Lady Street right of way S89°40'05"W for 157.39 feet to a 2" open top, THE POINT OF BEGINNING. All measurements a little more or less.

PARCEL B:

All that piece, parcel and lot of land, together with any improvements thereon, lying, being and situate in the City of Columbia, County of Richland, South Carolina as shown on a plat dated October 13, 2000, prepared by Steadman Associates, Inc. entitled "Property surveyed for South Carolina Insurance Company in Columbia, Richland County, SC" and recorded in Record Book 462 at page 2861; said property being more particularly described as follows:

Commencing at ¾" pinch top located on the western bound of the right-of-way of Pickens Street approximately 93 feet north of Lady Street (Muller Alley), the POINT OF BEGINNING, thence continuing along the right-of-way boundary of Pickens Street N17°08'00"W for 149.21 feet to a

½” rebar, thence along property now or formerly of Richard G. Horton and Harriet M. Horton N72°54’50”E for 209.96 feet to a 5/8” rebar (replaced), thence along property now or formerly of Sisson & Dial A Partnership S16°22’15”E for 148.99 feet to a “X” in concrete, thence continuing along property now or formerly of Sisson & Dial S72°50’55”W for 207.98 feet to the POINT OF BEGINNING. All measurements a little more or less.

PACEL C:

All that piece, parcel and lot of land, together with any improvements thereon, lying, being and situate in the City of Columbia, County of Richland, South Carolina as shown on a plat dated October 13, 2000, prepared by Steadman Associates, Inc. entitled “Property surveyed for South Carolina Insurance Company in Columbia, Richland County, SC, and recorded in Record Book 462 at page 2860; said property being more particularly described as follows:

Commencing at P/K Nail along with western boundary of the right-of-way of Bull Street approximately 137 feet south of Lady Street, the POINT OF BEGINNING, thence along property now or formerly of C.W. Haynes & Co., Inc. and OBS, LLC N85°44’45”E for 187.57 feet to a ½” rebar, thence continuing along property now or formerly of OBS, LLC S04°25’20”E for 59.87 feet to a ½” rebar, thence along property now or formerly of Dunbar Funeral Home and Alston Wilkes Associates, Inc. S85°06’55”W for 187.32 feet to a ½” open top located on the western boundary of the right-of-way of Bull Street, thence continuing along Bull Street N04°39’05”W for 61.93 feet to the POINT OF BEGINNING. All measurements a little more or less.

PARCEL D:

All that piece, parcel and lot of land, together with any improvements thereon, lying, being and situate in the City of Columbia, County of Richland, South Carolina, shown on a plat dated October 13, 2000, prepared by Steadman Associates, Inc. entitled “Property surveyed for South Carolina Insurance Company in Columbia, Richland County, SC” and recorded in Record Book 462 at Page 2859. Said property being more particularly described as follows:

Commencing at a ¾” pinch top along the northern right-of-way of Washington Street approximately 120 feet west of Pickens Street, THE POINT OF BEGINNING, thence along the boundary of the Washington Street right-of-way S75°06’25”W for 74.61 feet to a nail & cap, thence along property N/F of Match Point, LLC N14°28’40”W for 153.81 feet to an “X” in concrete, thence along property N/F of South Carolina Federal Savings & Loan Association N75°23’55”E for 73.68 feet, thence along property N/F of 1529 Washington Street Associates S14°49’25”E for 153.43 feet to the POINT OF BEGINNING, all measurements a little more or less.

TAX MAP NUMBER: R11402-12-14

Richland County Council Request of Action

Subject:

Accept the roads and storm drainage “as-is” in Hunters Run Subdivision (Phase 1) into the County inventory for ownership and maintenance

October 27, 2015 - The Committee recommended that Council approve the request to accept the roads and storm drainage “as-is” in Hunters Run Subdivision (Phase 1) into the County’s inventory for ownership and maintenance, contingent upon the Bond on the Hunters Run Subdivision being satisfied.

Richland County Council Request of Action

Subject: Accept the roads and storm drainage “as-is” in Hunters Run Subdivision (Phase 1) into the County inventory for ownership and maintenance

A. Purpose

County Council is requested to accept the roads and storm drainage “as-is” in the Hunters Run Subdivision (Phase 1) into the County inventory for ownership and maintenance

B. Background / Discussion

Phase 1 of the Hunters Run subdivision was approved and issued a land disturbance permit by the County in 2007. A Bond was placed on the project in the amount of \$1,271,539.94 in 2007. As construction in the subdivision progressed; the bond was reduced to \$130,796.00 in 2008. The County issued water & sewer permits to operate in 2011. The property was foreclosed on in 2011.

In 2012, Richland County discovered that the property was in foreclosure after a third-party developer informed the County that he was contemplating purchasing the property from the bank. In 2012, Nick Leventis purchased the property from the bank and did not place a surety Bond on the site as he believed that an existing Bond was in place.

In 2012, Richland County inquired about the status of the validity of the bond due to the foreclosure status in preparation of the claim. The insurance company verbally stated that the bond was valid. Richland County asked for this status in writing and no response was given.

In 2012, the developer asked the County to inspect the site for deficiencies and as a result, a punch list was created which included road failures. The developer proceeded with the development of lots and took responsibility for making some of the road repairs. After the road repairs did not hold up and the road continued to fail, the developer refused to do anymore repairs, even though citizens were living the subdivision. The developer began to question the County’s regulations and refused to address the continued road failures. As a result of the developer no longer wanting to repair the roads, the County initiated claim of the bond on September 2, 2014.

The County has sent correspondence by certified mail to the insurance company with no response.

The Legal Department is now involved in this matter.

Given the road failures in this subdivision and the fact that citizens are living in the subdivision, the County is requesting that Council accept the roads and storm drainage in the Hunter Run subdivision as they are currently constructed (e.g., as-is) into the County’s inventory for County ownership and maintenance.

C. Legislative / Chronological History

This is a staff-initiated request. Therefore, there is no legislative history.

D. Financial Impact

The estimated cost of the repairs needed to bring the roads up to the County’s standard is \$84,500. Given that the bond on this development has not been collected. Council should consider the following factors as it pertains to the potential financial impact to the County:

1. If bond is claimed immediately it should be enough to cover the repairs. However, if bond claim turns into a Legal battle and the roads continue to be exposed to the elements under its current condition it may not be enough.
2. If the County is unable to claim the bond, all of the needed road repairs will be the responsibility of the County. Based on the estimated cost of the repairs, the funding needed is available in the County’s Public Works budget.

The current developer performed some repairs to the roads (over \$100,000 according to his records) and was not legally liable. As a result, in the event that that the bond is collected, staff recommends refunding any funds in excess of the repair cost to the current developer.

E. Alternatives

1. Approve the request to accept the roads and storm drainage “as-is” in Hunters Run Subdivision (Phase 1) into the County inventory for ownership and maintenance.
2. Do not approve to accept the roads and storm drainage “as-is” in Hunters Run Subdivision (Phase 1) into the County inventory for ownership and maintenance.

F. Recommendation

It is recommended that Council approve the request to accept the roads and storm drainage “as-is” in Hunters Run Subdivision (Phase 1) into the County inventory for ownership and maintenance

Recommended by: Ismail Ozbek, PE
Department: Public Works Director
Date: September 4, 2015

G. Reviews

(Please replace the appropriate box with a ✓ and then support your recommendation in the Comments section before routing on. Thank you!)

Please be specific in your recommendation. While “Council Discretion” may be appropriate at times, it is recommended that Staff provide Council with a professional recommendation of approval or denial, and justification for that recommendation, as often as possible.

Finance

Reviewed by: <u>Daniel Driggers</u>	Date: 10/15/15
✓ Recommend Council approval	<input type="checkbox"/> Recommend Council denial
Comments regarding recommendation:	

Legal

Reviewed by: <u>Elizabeth McLean</u>	Date: 10/22/15
--------------------------------------	----------------

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Policy decision left to Council's discretion; however, unless the situation is urgent, Legal would recommend not taking any action until the bond issue is resolved.

Administration

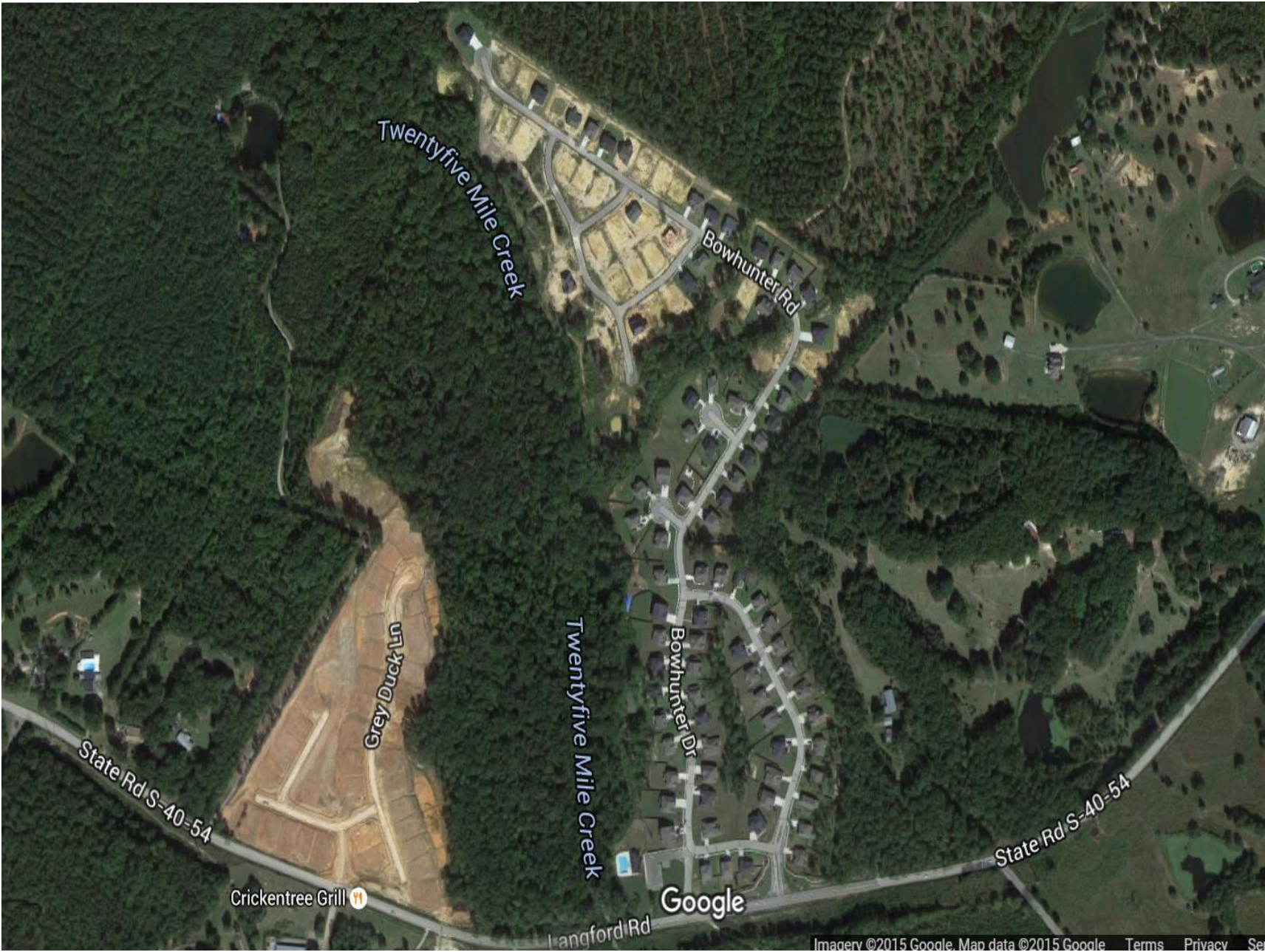
Reviewed by: Sparty Hammett

Date: 10/23/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:



Richland County Council Request of Action

Subject:

Creation of Three New CASA Caseworker Positions

October 27, 2015 - The Committee recommended that Council refer this item to the County's FY 17 budgetary process.

Richland County Council Request of Action

Subject: Creation of Three New CASA Caseworker Positions

A. Purpose

Council is requested to consider Councilmembers Jeter, Rose, Dixon and Pearce’s motion regarding the creation of three new CASA caseworker positions.

B. Background / Discussion

At the October 12, 2015 Council meeting, Councilmembers Jeter, Rose, Dixon and Pearce made the following motion:

“Move Council and Staff to create three new CASA caseworker positions.”

RCCASA (Richland County Court Appointed Special Advocates), by statute, is required to serve 100% of the children whose cases come before the Richland County Family Court for child maltreatment issues. Over the past 12 months, RCCASA has experienced a tremendous increase in caseloads that are projected to escalate. In calendar year 2015, the program has already served more children during the 10 months than in any previous calendar year.

National CASA accreditation standards are 30:1 for CASA Case Coordinators. CASA has 8 full-time CASA Case Coordinators and 2 part-time coordinators, which is the equivalent of 9 full-time coordinators. At present, CASA has a total of 407 cases serving 847 children. To comply with accreditation, 13.56 CASA Case Coordinators are necessary.

Another consideration for additional staff is that there is legislation being submitted that would require all DSS Treatment cases to come before the court, and if enacted, CASA caseloads will double.

Without this resource, RCCASA is at risk of jeopardizing National CASA Accreditation as well as staff turn-over due to the high caseloads of very traumatic, stressful case management requirements.

C. Legislative / Chronological History

Motion made by Councilmembers Jeter, Rose, Dixon and Pearce at the October 15, 2015 Council meeting.

D. Financial Impact

Three (3) additional CASA Case Coordinators will cost an estimated \$155,206.22.

\$139,529 includes salary, FICA and Retirement benefits.

\$15,677.22 is the estimated expenses for WC, Life, Dental, and Health insurance.

E. Alternatives

1. Consider Councilmembers Jeter, Rose, Dixon and Pearce’s motion and provide direction to staff.
2. Consider Councilmembers Jeter, Rose, Dixon and Pearce’s motion, and do not proceed accordingly.

F. Recommendation

Motion recommended by Councilmembers Jeter, Rose, Dixon and Pearce

Recommended by: Councilmembers Jeter, Rose, Dixon and Pearce
Department: Richland County Council

Date: October 12, 2015

G. Reviews

(Please replace the appropriate box with a ✓ and then support your recommendation in the Comments section before routing on. Thank you!)

Please be specific in your recommendation. While “Council Discretion” may be appropriate at times, it is recommended that Staff provide Council with a professional recommendation of approval or denial, and justification for that recommendation, as often as possible.

Finance

Reviewed by: Daniel Driggers

Date: 10/19/15

Recommend Council approval

✓ Recommend Council denial

Comments regarding recommendation:

The request is a funding decision that is at Council’s discretion however approval would require the identification of a recurring funding source for \$155k.

The recommendation for denial is based on request being outside of the normal budget cycle and not on the merits of the request therefore I would recommend that the request be forwarded to the FY17 budget process for consideration. During the FY16 budget process, the department requested two positions but none were included in the County Administrator’s recommended budget nor approved by Council.

Human Resources

Reviewed by: Dwight Hanna

Date: 10/21/15

Recommend Council approval

Recommend Council denial

Council Discretion

Comments regarding recommendation: This item was recommended by Council Members. The Human Resources Department does not have the \$155 funding source. The Human Resources Department was not involved in the analysis of the needs and/or preparation of the ROA.

Therefore, Human Resources can’t provide any additional knowledgeable insight on the request or the points raised by the Finance Director.

CASA

Reviewed by: Paige Green

Date: 10/19/2015

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Legal

Reviewed by: Elizabeth McLean

Date: 10/21/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Policy decision left to Council’s discretion.

Administration

Reviewed by: Warren Harley

Date: 10/22/15

Recommend Council approval

✓ Recommend Council denial

Comments regarding recommendation: Administration recognizes the importance of CASA and the services provided. However, because this item is an out of cycle request Administration would recommend moving this request to the FY17 Budget. Administration would also point out that council did fund new positions for CASA in the FY15 budget as recognition of the need to address the growing caseloads.

PERSONNEL
 Department Name
 FAS Key:

Court Appointed Special Advocates
 1100181200

Overtime and Part-time

Priority #	Description	Object#	Justification	Requested Amount	FICA	Total
	Overtime	511200			\$0	\$0
	Part-time	511300			\$0	\$0
TOTAL - Overtime and Part-time				\$0	\$0	\$0

New Positions

Note: Request associated operating costs on the operating worksheet and capital on the capital worksheet.

Priority #	Title of New Position	Pay Grade	Justification (Include any revenue offsets)	Number of this position requested	Require police retirement?	Salary (per position)	FICA	Reg. Retirement	Police Retirement	Personnel Total	Operating Total	Capital Total	Total			
1	CASA Case Coordinator	HI	Motion by CC	3		\$48,232	\$9,004	\$12,829	\$0	\$139,529	\$0	\$0	\$139,529			
2							\$0	\$0	\$0	\$0	\$0	\$0	\$0			
3							\$0	\$0	\$0	\$0	\$0	\$0	\$0			
4							\$0	\$0	\$0	\$0	\$0	\$0	\$0			
5							\$0	\$0	\$0	\$0	\$0	\$0	\$0			
TOTAL - New Positions													\$0	\$139,529	\$0	\$139,529

+ 15,677.22
\$ 155,206.22

Estimated Additional employee cost

Workmans Comp	41.5
Life Insurance	2.75
Health Insurance	150
Dental	6.74
Total	200.99
26 Pay Periods	5,225.74
3 positions	15,677.22

Child Statistics Report

10/19/2015 to 10/19/2015

Total number of children served (in program) for above date range **847**
 Total number of groups (families) served for above date range **407**
 Total number of children served by program without volunteer at end of period **14**
(children with no volunteer at end of period based on Date Assigned and Date Removed on volunteer assignments screen)

Total number of children whose cases were closed for above date range
 Total number of Cases with closed children in the date range

Age		
Age	#	Percentage
Birth to 5	291	34.36%
6 to 11	275	32.47%
12 to 17	266	31.40%
18 and Over	15	1.77%

Ethnicity		
Ethnicity	#	Percentage
African American	595	70.25%
Asian American	4	0.47%
Bi-Racial	59	6.85%
Caucasian	135	15.94%
Hispanic/Latino	52	6.14%
Native American	3	0.35%

Most Recent Placement		
Placement	#	Percentage
Child Specific Foster Home	2	1.24%
Emergency Shelter	5	3.11%
Group Home	7	4.35%
Hospital	1	0.62%
Non Relative Adoption	1	0.62%
Non Relative Foster Care	52	32.30%
Other	7	4.35%
Own Home	48	29.81%
Relative Placement	22	13.66%
Therapeutic Foster Home	7	4.35%
Third Party Custody	1	0.62%
Unknown	8	4.97%
Total Placed	161	

Children Closed Time Frames		
Length of Time	#	Percentage
<i>Total Closed</i>		

Gender		
Gender	#	Percentage
Female	412	48.64%
Male	434	51.24%
Unknown	1	0.12%

Reasons for Program Closure		
Reason	#	Percentage

Total Number

Volunteer Type Assignments		
Match Type	#	% of Active
Volunteer	833	98.35%
Staff	478	56.43%

Average number of children assigned to each volunteer at same time. 3.2

Average number of groups (families) assigned to each volunteer at same time. 1.55

Richland County Council Request of Action

Subject:

Report of the Economic Development Committee

- a. An Ordinance Authorizing the execution and delivery of an Infrastructure Credit Agreement by and between Richland County, South Carolina and [Project VA] with respect to certain economic development property in the county, whereby such property will be subject to certain payments in lieu of taxes, and such company will receive certain infrastructure credits in respect of investment in related infrastructure; and other matters related thereto [FIRST READING BY TITLE ONLY]
- b. Economic Development Set Aside Grant from the SC Department of Commerce
- c. FY 16 State Appropriations Act for Richland County Economic Development
- d. Palmetto Health JEDA Bond Issuance

Richland County Council Request of Action

Subject: Economic Development Set Aside Grant from the SC Department of Commerce.

A. Purpose

Council is requested to approve a \$50,000 Economic Development Set Aside Fund Grant from the SC Department of Commerce.

B. Background / Discussion

The County was awarded an Economic Development Set Aside Fund Grant through the SC Department of Commerce, with the grant period beginning on March 6, 2015.

The grant funds are pass through funds to assist General Information Services, Inc. (Project Screen) in real property improvements at 1001 Pinnacle Point. They are planning to invest \$2,700,000 and create 91 new jobs.

The architectural firm, Hood Construction Company, Inc., has completed the work and General Information Services, Inc. is requesting reimbursement for the work via the approved grant funds.

The County has received the \$50,000 grant payment from the Department of Commerce.

Staff is requesting that Council approve the acceptance of the grant funds and the reimbursement payment of \$50,000 to General Information Services, Inc.

C. Legislative / Chronological History

- SC Department of Commerce awarded an Economic Development Set Aside Fund Grant in the amount of \$50,000 in FY15.
- County Administration approved the grant on 3/16/15 – see attached approval form.
- County's Economic Development Office requested payment for grant from the SC Department of Commerce on 9/29/15

D. Financial Impact

There is no financial impact associated with this request as this is a pass through grant.

E. Alternatives

1. Accept the \$50,000 grant funds and approve the reimbursement payment of \$50,000 to General Information Services, Inc.
2. Do not accept the \$50,000 grant funds and approve the reimbursement payment of \$50,000 to General Information Services, Inc.

F. Recommendation

I recommend that Council accept the \$50,000 grant funds and approve the reimbursement payment of \$50,000 to General Information Services, Inc.

Recommended by: Brandon Madden

Department: Administration

Date: November 5, 2015

G. Reviews

(Please replace the appropriate box with a ✓ and then support your recommendation in the Comments section before routing on. Thank you!)

Please be specific in your recommendation. While “Council Discretion” may be appropriate at times, it is recommended that Staff provide Council with a professional recommendation of approval or denial, and justification for that recommendation, as often as possible.

Finance

Reviewed by: Daniel Driggers

Date: 11/5/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:



RICHLAND COUNTY
GOVERNMENT
 Office of the County Administrator

Administration Grant Approval Request

Grant: Economic Development Set Aside Fund Grant

Grant Amount: \$50,000 Granting Agency: SC Department of Commerce

Project Description:
Real property improvements to assist General Information Services, Inc. (Project Screen) which will invest \$2,700,000 and create 91 new jobs. This is a pass through grant.

Grant Period: March 6, 2015 - TBD

County Contact: Nelson Lindsay Department: Economic Development

Does this grant require matching funds: Yes No
 If yes, how much match is required? _____

Will this grant fund full or part-time positions: Yes No
 If yes, how many positions and what is the position cost? _____

What is the financial impact for the County once this grant is complete?
None

Grants Manager Recommendation: Approve Deny

Grants Manager Signature: Sara Salley 3/16/15
 Sara Salley Date

Department Signature: Nelson Lindsay 3/20/15
 Nelson Lindsay Date

Administration Signature: Tony McDonald 3/16/15
 Tony McDonald Date

Richland County Council Request of Action

Subject: FY 16 State Appropriations Act for Richland County Economic Development

A. Purpose

Council is requested to approve a \$100,000 appropriation from the General Assembly to the Department of Commerce for FY16 for Richland County Economic Development.

B. Background / Discussion

As part of the FY 16 State Appropriations Act, the Department of Commerce was appropriated \$100,000 for Richland County Economic Development.

These funds are pass through funds for the Midlands Community Development Corporation.

Staff is requesting that Council approve the acceptance of the funds and the payment of \$100,000 to the Midlands Development Corporation (see attached funding proposal).

C. Legislative / Chronological History

- \$100,000 in Economic Development funds appropriated to the County during the FY 16 State budget (sponsored by Senator Jackson) – see attached letter from the SC Department of Commerce.

D. Financial Impact

There is no financial impact associated with this request as this is a pass through grant.

E. Alternatives

1. Accept the \$100,000 appropriated to the County during the FY 16 State budget, and approve the payment of \$100,000 to the Midlands Community Development Corporation.
2. Do not accept the \$100,000 appropriated to the County during the FY 16 State budget.

F. Recommendation

I recommend that Council accept the \$100,000 appropriated to the County during the FY 16 State budget, and approve the payment of \$100,000 to the Midlands Community Development Corporation.

Recommended by: Brandon Madden

Department: Administration

Date: November 9, 2015

G. Reviews

(Please replace the appropriate box with a ✓ and then support your recommendation in the Comments section before routing on. Thank you!)

Please be specific in your recommendation. While “Council Discretion” may be appropriate at times, it is recommended that Staff provide Council with a professional recommendation of approval or denial, and justification for that recommendation, as often as possible.

Finance

Reviewed by: Daniel Driggers

Date: 11/9/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:



Nikki R. Haley
Governor

SOUTH CAROLINA
DEPARTMENT OF COMMERCE

Robert M. Hitt III
Secretary

September 17, 2015

Tony McDonald
County Administrator
Richland County
2020 Hampton Street, Suite 4058
Columbia, SC 29202

Dear Mr. McDonald:

The Department of Commerce has been appropriated \$100,000 in the FY2015-2016 Appropriations Act for Richland County Economic Development.

In order to comply with the General Assembly's requirements for such funding, as found in Proviso 117.21, the following will be the required information before any funds can be forwarded to your organization.

Required Information (to be received prior to any disbursements)

- Overall planning package including an itemized budget associated with the use of these funds which should include, at a minimum, the expected timing of the project, the specific purpose for the use of these funds, and expected results once the project is completed. Commerce requests a copy of any study funded with this appropriation.
- A copy or a link to your organization's most recent financial audit.
- A signed Statement of Non-Discrimination (Attached).

Request for Disbursement

- Upon receipt and review of the Request for Payment (Attached).
 - These funds will be allocated as needed for the project.
 - Partial Disbursements can be requested as funds are needed.

1201 Main Street, Suite 1600, Columbia, SC 29201 USA
tel: (803)737-0400 • fax: (803)737-0418 • www.sccommerce.com

Reporting

A Quarterly Report must be submitted according to the schedule below on the progress of the project and a financial summary of the funds received and expended. Reports must be submitted to the Department of Commerce and are due as set forth below:

Quarter	Quarterly Report Due By:
January – March	April 30
April – June	July 31
July- September	October 31
October – December	January 31

Quarterly reports will continue until all appropriated funds have been expended.

Additional Information

Additionally, all records should be maintained for the above project for a period of three fiscal years after completion of the project and are subject to review by the South Carolina Department of Commerce and the State Auditor's Office.

If you have questions or need additional information, please call me at (803) 737-0462 or email me at chuffman@sccommerce.com.

Sincerely,



Chris Huffman
Chief Financial Officer

Enclosures

MIDLANDS COMMUNITY DEVELOPMENT CORPORATION
Economic Development Funding Proposal
2015/2016

LOCAL NEED IN THE TARGETED AREA:

Economic Development and growth in the Lower Richland community and surrounding areas of Richland County continue to lag behind other areas of the county. The needs in the area include, but are not limited to: educational training and retraining, career development assistance, academic enhancement, life skills training, GED training, community outreach services, employability training and local economic development opportunities through existing small businesses and the attraction of new small businesses to the area.

Community outreach services that address the needs of children, youth, high school graduates, those who did not graduate, unemployed and under employed citizens and adults of all ages, are necessary to provide the stimulus for sustained economic development. Small businesses in the community need assistance in the financial management of their business. The community wants to become active partners in identifying needed new businesses for the area. Activities and opportunities should be provided for these efforts to take place in this community, as they are provided for other communities in Richland County.

The land development project slated along the Bluff Road Corridor and its impact on this community must be managed with the citizens, their homes and properties in mind. Road improvements and other environmental changes must be studied, reviewed, but must also include citizen input before, during and after the projects and processes have been identified. Feedback from the community before decisions are made will increase the realistic expectation of community buy in and support. Neighborhoods and communities have a rich history and work extremely well together as partners.

**BACKGROUND, RESOURCES AND SERVICES AVAILABLE AT
THE MIDLANDS COMMUNITY DEVELOPMENT CORPORATION**

Midlands Community Development Corporation (MCDC) is a 501(c) (3) non-profit community based organization incorporated in 1998 with five service areas: Personal & Educational Development, Health Care, Housing, Employment, and Economic Development. An array of award winning programs and services are offered in these focus areas. MCDC is a certified CDC through the South Carolina Department of Commerce, implements best practices as outlined in the South Carolina Association of Non Profit Organizations' Best Practices guides, and is in good standing with the South Carolina Secretary of State's Office. The economic development programs provide the following measures for each student:

- Curriculum designed to provide youth with exposure to **a wide range of career options** within a given industry sector

- Curriculum designed to develop **work readiness and occupational skills** relevant within the industry.
- Curriculum that incorporates basic **academic skills remediation** in order to allow students to succeed and meet the threshold required in a particular industry.
- Focus on **long-term education and career planning** by emphasizing the credentials necessary to gain employment and access to advanced training, as well as the existence of career pathways and advancement opportunities within a given industry.
- Program design that emphasizes **contextual learning, including work-based and project based** learning.
- Identified **partnerships with employers and training providers** within the industry who are willing to help develop opportunities for job shadowing, guest speakers, mentors, and internships.
- **Individual and group mentoring**, defined as an ongoing structured relationship with an adult committed to exposing youth to positive planning and decision making. Mentoring may occur both during and/or upon completion of career exploration program.

Goals/Objectives/Performance Outcomes: MCDC proposes continued growth of the Career Education and Employment Training Program (CEETP), which is structured to provide participants with an avenue of accessing and exploring career and education options as a means of planning for their future. The program proposes to provide experiential learning and job placement as the vehicles to employment and career paths in fields where the demand is high and with decent wages.

Overview of MCDC Programs & Services: Midlands Community Development Corporation provides an array of services and supports through subsidiary entities.

Arts In Motion (AIM) - A two weeks arts program (Summer) for youth 6-18 years old. The program includes: piano, voice, dance, step, music theory, drawing, painting, and computer skills. The program targets 30-50 youth each year.

Be Right! Project - Offering positive alternatives to negative lifestyle choices for troubled youth by providing youth/family supports, mentoring, tutoring, community service, cultural events, job placement opportunities, and school based activities in Richland School District One. The Project partners include MCDC, Richland County Sheriff's Department, BlueCross BlueShield, Bible Way Church, and Waffle House.

Career Exploration and Education Training Program - CEETP is designed to provide employment readiness and job training services to adults and youth. This program prepares individuals for the workforce and increases their employment and earnings potential. CEETP was offered through several public schools and to women in a local shelter.

CNA Training Program - Individuals interested in a career as a Certified Nursing Assistant receive scholarships through MCDC to complete certification training. MCDC also provides job placement, counseling and support services through other area partners. The training consists of clinical instruction paired with hands-on experience in practical situations.

C. R. Neal Dream Center - Serves as a hub of activity for surrounding communities. Educational programs offered include GED preparation, technology classes, business startup courses and health information. Tenants with similar missions, such as Carolina Medical Training and Fashion Threads are housed in the Dream Center and provide an array of community services. The Dream Center conducts ongoing GED preparation classes and has been recognized as a leading agency for GED preparation by the Richland County School District One.

Dream Catchers After School Program - Academic enrichment, tutoring, character education, field trips, daily nutritious meals, and transportation are just a few of the services provided. Individualized academic plans are developed to target specific performance improvements for students. Recognized by the SC Department of Juvenile Justice as the Teen After School Center Site of the Year for the Midlands. This program serves over 75 school children this year and offered options such as karate, physical education, golf, music and other extracurricular activities in addition to academic enhancement.

Dream Center Cafeteria - Provides breakfast, lunch and dinner sales and catering services to groups and events on and off-campus throughout the year. The cafeteria expanded its summer lunch program to include hundreds of area youth, provides nutritious meals to after school and seniors program participants.

Dream Catchers Child Learning Center- Childcare offered for ages 6 weeks through 4 years old. Services include First Steps 4k program, as well as a 3K program. ABC vouchers are accepted for parents and students meeting financial need requirements through SCDSS. Creative Curriculum is offered from birth to 4 years old.

Jannie R. Jackson Women's Center – A haven to women in need, JRJWC provides support through education and empowerment programs. Services include career counseling, financial literacy, workshops, health education and screenings, domestic violence abuse counseling/referrals, family support services and legal advocacy.

Senior Citizens Program - Supportive, caring environment where participants come three days a week for activities of interest including general and health information sessions, tours, crafts, bible study, and technology classes. Seniors also participate in the Silver Sneakers Program, a health and wellness initiative that emphasizes exercise and good nutrition. Transportation and hot meals are also provided.

Total Recovery Network/Anger Management Classes –Group/individual supports, mentoring, educational support, health education and family supports are offered through five statewide satellites. Substance abuse prevention is a program focus and youth are primary targets in various events promoting healthy living.

Congaree Pointe (CP) - The Bible Way Church of Atlas Road, McGuinn Builders and MCDC have partnered to bring new life to the Atlas and Bluff Road corridor through a mixed use development known as CP. The vision includes new housing, commercial developments, a medical office complex, and recreational space. The process of making the vision a reality began by accomplishing the following in 2007: **January** - BWCAR purchased 100+ acres of land for development. MCDC purchased 6+ acres of land for development. **February**- A formal partnership agreement was signed between BWCAR, HHI, and MCDC. **March** - McGuinn began building phase 1 of residential development. Site master plans were obtained for the CP development. Development plan was given initial approval by the Richland County Planning Commission\Richland County Council. Negotiations with County and City government entities were initiated for a community park. **April**-Land clearance and infrastructure development was initiated. **May**- Home buyer services were launched including classes on financial literacy, access to lenders, connecting with entities providing down payment assistance, and credit education. **October** - Construction on the first model home began. **December** - MCDC received non-profit participation designation with Richland County Office of Economic Development and with the South Carolina Department of Housing Finance Authority. Work on the vision continues and in the seven year development process, we have begun to see the construction of over 300 homes. Opportunities for new retail shops, entertainment venues, a major recreational area, and a medical office complex are now available.

DESCRIPTION OF PROGRAMS AND SERVICES TO BE PROVIDED:

Programs and services funded will be offered at the Midlands Community Development Corporation Facility; the C.R. Neal Dream Center, located at 2431 Atlas Road. This multi-purpose facility provides academic, educational, economic and community outreach services. Programs and services will be provided throughout the community, to ensure that each citizen who desires to be a part of the process of improving their life and their community will have the opportunity to do so, in places and at times that are convenient for them.

The funds from this appropriation will be used to alleviate career, educational and economic barriers in this community. The Director and staff of the project will work as efficiently as possible to reach as many citizens individually and collectively in the community as possible. They will also work to identify new partners from the business community to engage in the process of building capacity for new businesses to come to this area.

The following programs and services will be offered both at the C.R. Neal Dream Center and throughout the community: Career Exploration and Training; Academic Enrichment classes (GED preparation and testing); CNA (Certified Nursing Assistance training) classes; Dream Catcher's Child Learning Center; Dream Keepers Senior Citizen Program; Employability Skill classes; Career Transition Training; Afterschool programming; Community Association networking and capacity building sessions; Community and Business Partnership Development forums; Job Shadowing; Small Business services; Post Secondary exploration with local colleges; and Community Forums.

PROGRAM AND OPERATIONAL BUDGET:

Budget Request

Personnel	Salaries	Fringe Benefits	Total
1 Full time	\$51,500	\$5,986	\$57,486
2 Part time			

Program Supplies, Materials and Operating Costs	\$13,700
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Educational and Training Expenses	\$20,800
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Community Outreach	\$8,014
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Total Budget Request

\$100,000

PROGRAM EVALUATION:

To ensure there is transparency and accountability, all programs, services, activities and funds will be monitored and a detailed report will be provided at the end of the first year. Activities will be evaluated by a third party Reviewer, to determine how effective the first year's efforts were in addressing the needs of the community. Recommendations will be provided to the staff of the MCDC on existing services offered and on future services needed for this community. The results of this evaluation will also be available, upon request, for others to review.

PARTNERSHIP ORGANIZATION

DESCRIPTION OF PARTNERSHIP

- | | |
|--|--|
| (1). Richland School District I | Adult Education/ GED classes taught on site |
| (2). Carolina Medical-CNA | Training for Certified Nursing Assistants |
| (3). Midlands Technical College- Internship | Students interns working for community based programs |
| (4). The University of South Carolina- TRIO PROGRAMS | Address the needs of academically capable individuals who are without a family history of college attendants |
| (5). Columbia College- Internship | Students internship opportunities in their field of study (major) |
| (6). SC Department of Education- Summer Feeding | Provide USDA approved nutritional meals in at risk areas/Summer |
| (7). Columbia Urban League-Summer Interns | Provide career relevant work experience for students |
| (8). City Year- Strengthening Families Summer Program | Parenting programs for high-risk families to help prevent and reduce problem behavior, delinquency, and drug abuse within the family |
| (9). Vital Connections- Childcare | Nutritional meals provided to children Early Head Start centers |
| (10). Richland County- CEETP | Program provides employment readiness and job training to adults |
| (11). LT. Governor's Office- Council on Aging | Provided funding to open a Senior Citizens facility that operates 4 days a week |
| (12). Richland County-First Steps | Early childhood education initiative that helps young children prepare for school. |
| (13). Department of Social Services- ABC Childcare | Provides childcare to children from low-income families, so their parents can work |
| (14). Department of Juvenile Justice-Teen Afterschool Centers (TASC) | Afterschool program that provides supervised structured daily activities, and educational enhancement for youth and their families |
| (15). Fashion Threads- Small Business | Professional tailor and alteration services |
| (16). Harris Tax Service- Small Business | Expert and professional tax preparers |
| (17). Harvest Hope- Food Pantry | Provides food to provide food boxes to the community, and seniors |

Richland County Council Request of Action

Subject: Palmetto Health JEDA Bond Issuance

A. Purpose

County Council is requested to hold a joint public hearing with the South Carolina Jobs-Economic Development Authority (“JEDA”) in connection with JEDA’s issuance of not exceeding \$240,000,000 Hospital Revenue Bonds, in one or more series (the “Bonds”), to benefit Palmetto Health.

County Council is also requested to adopt a resolution supporting the bond issuance as required by Title 41, Chapter 43 of the Code of Laws of South Carolina 1976, as amended (the “Enabling Act”).

B. Background / Discussion

The Enabling Act authorizes JEDA to utilize any of its program funds to establish loan programs to reduce the cost of capital to business enterprises meeting the eligibility requirements of Section 41-43-150 and for other purposes described in Section 41-43-160 thereof, and thus provide maximum opportunities for the creation and retention of jobs and improvement of the standard of living of the citizens of the state of South Carolina. The Enabling Act further provides that JEDA may issue bonds upon receipt of a certified resolution by the county in which the project will be located supporting the project and evidence of a public hearing held not less than fifteen days after publication of notice in a newspaper of general circulation in the county in which the project is or will be located.

Palmetto Health is a nonprofit corporation (the “Corporation”) which leases and operates Palmetto Health Richland Memorial Hospital, Palmetto Health Baptist Medical Center - Columbia and Palmetto Health Baptist Parkridge, all of which are located in Richland County, South Carolina (the “County”) as unincorporated divisions of the Corporation. The Corporation also employs practicing physicians and owns or operates numerous other facilities offering preventive, ambulatory, specialty, home care, secondary, tertiary, and hospice services. The Corporation serves approximately 1,000,000 residents in and around the County.

An affiliate of the Corporation is acquiring certain assets of Tuomey d/b/a Tuomey Healthcare System and Tuomey Medical Professionals (the “Tuomey Assets”) which are located in Sumter County, South Carolina (“Sumter County”).

The Corporation has requested that JEDA issue a series of its taxable economic development revenue bonds in the aggregate principal amount of not exceeding \$120,000,000 (the “Taxable Bonds”) and to lend the proceeds of the sale of such bonds to the Corporation or its affiliate to:

1. Finance or refinance the acquisition of the Tuomey Assets all constituting hospital facilities located in Sumter County;
2. Refund all or a portion of the (i) \$67,500,000 maximum principal amount South Carolina Jobs-Economic Development Authority Hospital Improvement Revenue Bonds (Palmetto Health), Series 2010A (the “Series 2010A Bonds”), (ii) \$47,500,000 maximum principal amount South Carolina Jobs-Economic Development Authority

Hospital Improvement Revenue Bonds (Palmetto Health), Series 2010B (the “Series 2010B Bonds”), (iii) \$10,000,000 maximum principal amount South Carolina Jobs-Economic Development Authority Hospital Improvement Revenue Bonds (Palmetto Health), Series 2010C (the “Series 2010C Bonds”), (iv) \$90,000,000 maximum principal amount South Carolina Jobs-Economic Development Authority Hospital Improvement Revenue Bonds (Palmetto Health), Series 2010D (the “Series 2010D Bonds”) and (v) \$18,085,000 South Carolina Jobs-Economic Development Authority Revenue Refunding Bonds (Palmetto Health), Series 2014A (the “Series 2014A Bonds” and, together with the Series 2010A Bonds, the Series 2010B Bonds, the Series 2010C Bonds and the Series 2010D Bonds, the “Prior Bonds”), all previously issued to finance or refinance the costs of the acquisition of land, buildings or other improvements thereon, machinery, equipment, office furnishings and other depreciable assets, constituting hospital facilities located in the County;

3. Finance or refinance certain additions, expansions and enlargements to its existing hospital facilities and certain acquisitions of machinery, equipment, office furnishings and other depreciable assets all constituting hospital facilities located in the County and Sumter County;
4. Fund debt service reserve funds if necessary or advisable; and
5. Pay fees and expenses of issuing the Taxable Bonds and refunding the Prior Bonds.

The Corporation has also requested that JEDA issue a series of its tax-exempt economic development revenue bonds in the aggregate principal amount of not exceeding \$120,000,000 (the “Tax-Exempt Bonds”) and to lend the proceeds of the sale of such bonds to the Corporation or its affiliate to:

1. Refund all of the Taxable Bonds;
2. To the extent not refunded by the Taxable Bonds, refund all or a portion of the Prior Bonds;
3. Finance or refinance certain additions, expansions and enlargements to its existing hospital facilities and certain acquisitions of machinery, equipment, office furnishings and other depreciable assets all constituting hospital facilities located in the County and Sumter County;
4. Fund debt service reserve funds if necessary or advisable; and
5. Pay fees and expenses of issuing the Tax-Exempt Bonds and refunding the Taxable Bonds and the Prior Bonds, if applicable.

The Corporation anticipates that the assistance of JEDA through the issuance of the Bonds and the loan of the proceeds thereof to the Corporation or its affiliate for such purposes will result in the direct or indirect maintenance of permanent employment in the County and adjacent areas for approximately 10,499 people.

A draft Resolution in support of the issuance of the Bonds is submitted with this request for action as Appendix I.

C. Legislative / Chronological History

This is a request initiated by the Corporation; therefore, there is no legislative history.

D. Financial Impact

No funds from the County are requested. There will be no pledge of the credit of the County, JEDA or any other governmental entity with respect to the Bonds.

E. Alternatives

1. Approve the request to support the County’s issuance of the Bonds by JEDA for the benefit of Palmetto Health as required by the Enabling Act and hold a joint public hearing with JEDA in connection with the Bonds.

2. Do not approve the request to support the County’s issuance of the Bonds by JEDA for the benefit of Palmetto Health as required by the Enabling Act and do not hold a joint public hearing with JEDA in connection with the Bonds.

F. Recommendation

It is recommended that County Council support the issuance of the Bonds by JEDA for the benefit of Palmetto Health as required by the Enabling Act and hold a joint public hearing with JEDA in connection with the Bonds.

Recommended by: David Kates, Chapman and Cutler LLP

Title: Bond Counsel

Date: 11/6/15

RESOLUTION

A RESOLUTION IN SUPPORT OF THE ISSUANCE BY THE SOUTH CAROLINA JOBS-ECONOMIC DEVELOPMENT AUTHORITY OF ITS NOT TO EXCEED \$240,000,000 HOSPITAL REVENUE BONDS, TO BE ISSUED IN ONE OR MORE SERIES, PURSUANT TO THE PROVISIONS OF TITLE 41, CHAPTER 43, OF THE CODE OF LAWS OF SOUTH CAROLINA 1976, AS AMENDED.

WHEREAS, the South Carolina Jobs-Economic Development Authority (the “Authority”) is authorized and empowered under and pursuant to the provisions of Title 41, Chapter 43, of the Code of Laws of South Carolina 1976, as amended (the “Act”), to utilize any of its program funds to establish loan programs for the purpose of reducing the cost of capital to business enterprises which meet the eligibility requirements of Section 41-43-150 of the Act and for other purposes described in Section 41-43-160 of the Act and thus provide maximum opportunities for the creation and retention of jobs and improvement of the standard of living of the citizens of the State of South Carolina; and

WHEREAS, the Authority is further authorized by Section 41-43-110 of the Act to issue revenue bonds payable by the Authority solely from a revenue producing source and secured by a pledge of said revenues in order to provide funds for any purpose authorized by the Act; and

WHEREAS, the Authority and Palmetto Health, a South Carolina nonprofit corporation (the “Corporation”), entered into an Inducement Agreement (the “Inducement Agreement”), pursuant to which and in order to implement the public purposes enumerated in the Act, and in furtherance thereof to comply with the undertakings of the Authority pursuant to the Inducement Agreement, the Authority proposes, subject to such approval of the State Fiscal Accountability Authority of South Carolina, Richland County, South Carolina (“Richland County”) and Sumter County, South Carolina (“Sumter County” and, together with Richland County, the “Counties”) as may be required by law, to issue (A) not to exceed \$120,000,000 aggregate principal amount of its taxable Hospital Revenue Bonds (Palmetto Health), in one or more series (the “Taxable Bonds”), under and pursuant to Section 41-43-110 of the Act (i) to finance or refinance the acquisition of certain assets of Tuomey d/b/a Tuomey Healthcare System and Tuomey Medical Professionals which are located in Sumter County, South Carolina (the “Tuomey Acquisition”), (ii) to refund all or a portion of the (1) \$67,500,000 maximum principal amount South Carolina Jobs-Economic Development Authority Hospital Improvement Revenue Bonds (Palmetto Health), Series 2010A (the “Series 2010A Bonds”), (2) \$47,500,000 maximum principal amount South Carolina Jobs-Economic Development Authority Hospital Improvement Revenue Bonds (Palmetto Health), Series 2010B (the “Series 2010B Bonds”), (3) \$10,000,000 maximum principal amount South Carolina Jobs-Economic Development Authority Hospital Improvement Revenue Bonds (Palmetto Health), Series 2010C (the “Series 2010C Bonds”), (4) \$90,000,000 maximum principal amount South Carolina Jobs-Economic Development Authority Hospital Improvement Revenue Bonds (Palmetto Health), Series 2010D (the “Series 2010D Bonds”) and (v) \$18,085,000 South Carolina Jobs-Economic Development Authority Revenue Refunding Bonds (Palmetto Health), Series 2014A (the “Series 2014A Bonds” and, together with the Series 2010A Bonds, the Series 2010B Bonds, the Series

2010C Bonds and the Series 2010D Bonds, the “Prior Bonds”), all previously issued to finance or refinance the costs of the acquisition of land, buildings or other improvements thereon, machinery, equipment, office furnishings and other depreciable assets, constituting hospital facilities located in Richland County, (iii) to finance or refinance certain additions, expansions and enlargements to its existing hospital facilities and certain acquisitions of machinery, equipment, office furnishings and other depreciable assets all constituting hospital facilities located in Richland County and Sumter County (the “Project”); (iv) to fund one or more debt service reserve funds, if deemed necessary or advisable by the Authority or the Corporation, and (v) to pay fees and expenses incurred in connection with the issuance of the Taxable Bonds and the refunding of the Prior Bonds; (B) not to exceed \$120,000,000 aggregate principal amount of its tax-exempt Hospital Revenue Bonds (Palmetto Health), in one or more series (the “Tax-Exempt Bonds”), under and pursuant to Section 41-43-110 of the Act (i) to refund the Taxable Bonds, (ii) to refund all or a portion of the Prior Bonds, to the extent not refunded by the Taxable Bonds, (iii) to finance or refinance the Project; (iv) to fund one or more debt service reserve funds, if deemed necessary or advisable by the Authority or the Corporation, and (v) to pay fees and expenses incurred in connection with the issuance of the Tax-Exempt Bonds and the refunding of the Taxable Bonds and the Prior Bonds, if applicable; and

WHEREAS, the Corporation is projecting that the assistance of the Authority by the issuance of the Bonds will result in the direct or indirect maintenance of permanent employment in Richland County and adjacent areas for approximately 10,499 people; and

WHEREAS, the County Council of Richland County, South Carolina (the “County Council”) and the Authority have on this date jointly held a public hearing, duly noticed by publication in a newspaper having general circulation in Richland County, not less than 15 days prior to the date hereof, at which all interested persons have been given a reasonable opportunity to express their views;

NOW THEREFORE, BE IT RESOLVED by the County Council of Richland County, South Carolina, as follows:

SECTION 1. As required by the Act, it is hereby found, determined and declared that (a) the financing or refinancing of the Project and the refunding of the Prior Bonds and the Taxable Bonds will subserve the purposes of the Act; (b) the financing or refinancing of the Project and the refunding of the Prior Bonds and the Taxable Bonds is anticipated to benefit the general public welfare of Richland County by providing services, employment, recreation or other public benefits not otherwise provided locally; (c) the financing or refinancing of the Tuomey Acquisition and the Project and the refunding of the Prior Bonds and the Taxable Bonds (the “Financing Purposes”) will give rise to no pecuniary liability of Richland County or a charge against its general credit or taxing power; (d) the amount of bonds required to finance the Financing Purposes is not to exceed \$240,000,000 (based on such information as provided by the Corporation); and (e) the documents to be delivered by the Corporation and the Authority with respect to the Bonds will provide, among other things, (i) for the amount necessary in each year to pay the principal of and interest on the Bonds, (ii) whether reserve funds of any nature will be established with respect to the retirement of the Bonds (and, if any such reserve funds are to be so established, the amount necessary to be paid each year into such funds), and (iii) that the Corporation shall maintain the facilities financed or refinanced with the proceeds of the Bonds and carry all proper insurance with respect thereto.

SECTION 2. The County Council supports the Authority in its determination to issue the Bonds to finance the Financing Purposes.

SECTION 3. All orders and resolutions and parts thereof in conflict herewith are to the extent of such conflict hereby repealed, and this resolution shall take effect and be in full force from and after its adoption.

Richland County Council Request of Action

Subject:

Report of the Transportation Ad Hoc Committee:

- a. Bluff Road Widening Project, On-Call Engineering Team Service Agreement
- b. Atlas Road Widening Project, Executive Summary and Proposed Typical Section
- c. Bluff Road Widening Project, Executive Summary and Proposed Typical Section
- d. Clemson Road Widening Project, Executive Summary and Proposed Typical Section

Service Order
For
On Call Engineering Services Agreement

SERVICE ORDER NO. P&P#3

Date: November 17, 2015

This Service Order No. P&P#3 is issued by Richland County, South Carolina (the “County”), to Parrish & Partners, LLC. (the “Consultant”) pursuant to that Agreement dated February 11, 2015 between the County and the Consultant called “On Call Engineering Services Agreement Related to the Richland County, South Carolina Sales Tax Public Transportation Improvement Plan” (the “Agreement”).

This Service Order, together with the Agreement, form a Service Agreement. A Service Agreement represents the entire and integrated agreement between the parties and supersedes prior negotiations, representations, or agreements, either written or oral. A Service Agreement may be amended or modified only by a Change Order or Change Directive as provided for in the Agreement.

I. Scope of Services.

A. Unless otherwise provided in an exhibit to this Service Order, this Service Order and the Service Agreement are based on the information set forth below:

See Exhibit A – Scope of Services

B. Unless otherwise provided in an exhibit to this Service Order, the Consultant’s Services to be provided pursuant to this Service Order are:

See Exhibit A – Scope of Services

C. Unless otherwise provided in an exhibit to this Service Order, the County’s anticipated dates for commencement of the Services and Completion of the Services are set forth below:

1. Commencement Date: November 18, 2015
2. Completion Date: *See Exhibit A – Scope of Services - Schedule*

D. Key personnel assigned by Consultant to this Service Scope of Work:

1. Ed Parrish, P.E. (Principal in Charge)
2. Cameron Nations, P.E. (Project Manager)

II. Insurance

The Consultant shall maintain insurance as set forth in the Agreement. If the Consultant is required to maintain insurance exceeding the requirements set forth in the Agreement, those additional requirements are as follows:

N/A

III. Owner’s Responsibilities.

In addition to those responsibilities the County may have as stated in the Agreement, the County in connection with this Service Order only shall:

N/A

IV. Consultant’s Compensation.

A. The Consultant shall be compensated for Services provided under this Service Order as follows:

<i>Lump Sum -</i>	<i>\$1,012,945.15</i>
<i>Approved Direct Expenses -</i>	<i>\$ 263,774.78</i>
<i>Cost Plus Fixed Fee -</i>	<i><u>\$ 8,751.80</u></i>
	<i>\$1,285,471.73</i>

*Contingency – Not to Exceed \$ 101,294.52**

**Requires approval from Richland County to authorize contingency*

B. Additional Services. Unless otherwise provided in an exhibit to this Service Order, any Additional Services by the Consultant shall be paid as Additional Services as provided in the Agreement.

V. Additional Exhibits.

The following exhibits and/or attachments are incorporated herein by reference thereto:

Exhibit A – Scope of Services

VI. Execution of Service Agreement

The Execution of this Service Order by the County below constitutes a Service Order to the Consultant. The execution of this Service Order by the Consultant creates the Service Agreement.

NOW, THEREFORE, in consideration of the foregoing, the sufficiency of which is hereby acknowledged by the parties, this Service Agreement is entered into Under Seal as of the Effective Date of _____, 2015.

WITNESS:

RICHLAND COUNTY, SOUTH CAROLINA

By: _____ (L.S.)

Its: _____

Date: _____

CONSULTANT:

PARRISH & PARTNERS, LLC

WITNESS:

By: _____ (L.S.)

Its: _____

Date: _____

EXHIBIT A: SCOPE OF SERVICES

ATTACHMENT "A"

SCOPE OF SERVICES AND SCHEDULE

Introduction

Parrish and Partners, Inc. (CONSULTANT) has been authorized by Richland County (COUNTY) to provide engineering services for Phase 2 of the widening of Bluff Road (SC 48) in Richland County, South Carolina. Phase 2 of the project will consist of widening the existing roadway to five lanes between National Guard Road (S-378)/Berea Road (S-1496) and South Beltline Boulevard (SC 768) with bicycle and pedestrian accommodations.

Project Location - The project is located in Richland County with portions of the Bluff Road Widening located in the City of Columbia.

Existing Conditions – Bluff Road is an existing 4-lane roadway that runs 0.20 miles from Rosewood Drive to Hemlock Road where it transitions to a 5-lane section and runs for 0.53 miles to just short of Eden Street. From Eden Street, Bluff Road transitions to a 4-lane roadway with a 4ft median and runs for 1.63 miles to Mauney Street where it transitions to a 5-lane section. From Mauney Street, Bluff Road runs for 0.13 miles to South Beltline Boulevard and then transitions to a 4-lane roadway with a grass median and runs 0.11 miles to the near side ramp terminals of I-77.

Along the 2.60 mile length of Bluff Road, left turn lanes have been provided at the intersections with George Rogers Boulevard/South Stadium Road, Berea Road/National Guard Road, Market Road, Idlewilde Boulevard, Blair Road, Southern Drive, and South Beltline Boulevard.

Bluff Road for the most part is a shoulder section with 10ft wide shoulders. Between National Guard Road/Berea Road and north of Eden Street, Bluff Road is a curb and gutter section with an 8ft sidewalk on the west side of the road.

Sidewalk (5ft in width) has been added to both sides of Bluff Road from just west of Key Road to Blair Road. This sidewalk is located approximately 6ft from the edge of travel way within the existing 10ft earthen shoulder. A short section of sidewalk has also been installed as part of the apartment complex located on the north side of Bluff Road just west of Southern Drive.

There is an existing 8'x8' reinforced concrete box culvert that passes Gills Creek Tributary G-1 under Bluff Road approximately 500ft north of Southern Drive. The FEMA Firm maps indicate that this location overtops during the 100 year storm event.

Proposed Project Scope – Right-of-Way through Final Construction plans will be developed to reflect the implementation of the widening of the existing Bluff Road roadway to five lanes with bicycle and pedestrian accommodations.

- 40-45 mph design speed.
- 12-foot wide travel lanes.
- The addition of a two-way left turn lane along the length of the roadway.

- The addition of bicycle and pedestrian accommodations along the length of the roadway.
- The extension/replacement of a reinforced concrete box culvert and addition of flanking culverts to alleviate overtopping during the 100-year storm.
- Retaining walls to reduce environmental/right-of-way impacts.
- Review vertical/horizontal and intersection alignments and revise, if necessary, to meet design criteria.

Summary of Anticipated Services - An outline of the services anticipated for this project is shown below.

- Task 1 – Project Management
- Task 2 – Environmental Services
- Task 3 – Traffic Signal Warrant Analysis
- Task 4 – Surveys and Mapping
- Task 5 – Roadway Design
- Task 6 – Pavement Marking and Signing Plans
- Task 7 – Traffic Signal Design
- Task 8 – Transportation Management Plan
- Task 9 – Stormwater Management/ Hydraulic Design
- Task 10 – Sediment and Erosion Control/NPDES Permitting
- Task 11 – Geotechnical Investigations and Engineering Services
- Task 12 – Roadway Structures Design and Plans
- Task 13 – Subsurface Utilities Engineering (SUE)
- Task 14 – Utility Coordination Assistance
- Task 15 – Lighting Feasibility Study
- Task 16 – Construction Phase Services

Task 1

PROJECT MANAGEMENT

The CONSULTANT shall institute a program for conformance with COUNTY requirements for monitoring and controlling project engineering budget, schedule and invoicing procedures. The CONSULTANT’s subconsultants shall be included in this program. Proposed dates of submittals, completion of tasks, and final completion of pre-construction services as noted in this agreement will be negotiated with the COUNTY. Included in management of the project will be:

- ◆ Project meetings between the COUNTY, South Carolina Department of Transportation (DEPARTMENT), and CONSULTANT for clarification of scope, discussion of concepts, review of submittals, etc. at the discretion of the COUNTY.
- ◆ The CONSULTANT will prepare meeting agenda and meeting materials as well as record the minutes of each meeting in which it participates and distribute to the appropriate COUNTY personnel.

- ◆ Prepare monthly invoices, status reports, and schedule updates. Assume an 18 month design schedule which will impact the duration of preparing invoices, status reports, and schedule updates. Assume a 24 month construction schedule which will impact the duration of invoicing for Construction Phase Services.
- ◆ The CONSULTANT will provide coordination with its SUB-CONSULTANTS during the execution of their work. Assume an 18 month design schedule.
- ◆ The CONSULTANT will include the COUNTY in any discussions concerning the project prior to submittal of deliverables if that process has the advantage of expediting the completion of any task of the project.

The CONSULTANT will attend meetings with the COUNTY and stakeholders from various municipal organizations affected by this project in order to incorporate the needs and desires of these organizations into the decision-making process. It is assumed that the CONSULTANT will attend 24 project meetings (2 each month for first 6 months, 1 per month last 12 months) and 2 review coordination meetings with the DEPARTMENT and the COUNTY and the CONSULTANT will be in attendance at these meetings and will prepare all necessary display materials.

Task 2

ENVIRONMENTAL SERVICES/PERMITTING

The COUNTY will be responsible for the required coordination with Local, State and Federal agencies regarding environmental services to ensure the program is in compliance with appropriate environmental regulations to obtain a Wetlands Permit and Land Disturbance Permit. The CONSULTANT will provide specific documentation, including but not limited to project information, applications and drawings as necessary for acquisition of the required permits.

Within two weeks of the date that the COUNTY provides a Notice to Proceed (NTP) for the subject project, and prior to commencement of design, the CONSULTANT shall make a determination of the environmental and/or navigational permits expected to be required for the subject project on a permit determination form. This information will inform the COUNTY of the anticipated permits and will be incorporated in the project schedule to ensure compliance.

Permits – The CONSULTANT will coordinate with the COUNTY and may attend coordination meetings with state and federal resource agencies and document all discussions and understandings that are reached.

The COUNTY will perform Jurisdictional Delineations and prepare the Jurisdictional Determination (JD) Request Package. The COUNTY will provide the CONSULTANT a copy of the JD package and the wetland boundaries on a surveyed map for use in preparing the permit documents. A digital wetland boundary file will also be provided.

If applicable, the CONSULTANT shall prepare the Joint Federal and State Permit Application Package in the format specified by the Charleston District Corps of Engineers. The

CONSULTANT shall complete all forms, documentation, and drawings as directed by the COUNTY that are part of the permit application package. The COUNTY or DEPARTMENT will execute the application form as the applicant, and may designate the CONSULTANT as the agent in the processing of the permit application, if so desired. It is assumed that any permits would be authorized under the SCDOT General Permit and will be prepared according to current DEPARTMENT standards which include the following:

- Joint Federal and State Application Form
- Permit Drawings: Drawings depicting the proposed impacts to waters of the U.S. on the subject property. The CONSULTANT shall include the surveyed or measured boundaries of jurisdictional waters superimposed on the actual development/grading plans to establish the proposed jurisdictional impacts.
- Impact Assessment Form and Supplemental Information: The CONSULTANT shall include a completed Impact Assessment Form, which includes, but is not limited to the following:
 - Project Information
 - Proposed impacts to WOUS
 - Alternative Analysis
 - Avoidance & Minimization
 - Hydrology & Hydraulics
 - Section 106 of the National Historic Preservation Act
 - Threatened and Endangered Species.

Mitigation Plan: In accordance with regulatory requirements, the CONSULTANT will develop a conceptual mitigation plan and submit it as part of the application package. It is assumed that any mitigation needed for this project will be acquired from the proposed COUNTY Mitigation Site.

The CONSULTANT shall submit the completed permit application package to the COUNTY for final processing and negotiation with the agencies. The COUNTY will coordinate directly with the DEPARTMENT, USACE, SCDHEC and other federal, state and local regulatory personnel throughout the course of the permit application process, and coordinate the submission of any additional information as requested by the respective agencies in order to facilitate permit acquisition. The CONSULTANT may be asked to assist in the coordination effort, and will not coordinate with the agencies unless directed by the COUNTY.

Public Coordination/Public Meeting – The CONSULTANT, with input from the COUNTY, shall prepare any and all related public meeting materials, (deliverables would include displays, handouts, comment forms, sign-in sheets and summary). Then the CONSULTANT shall provide draft copies of all materials to be used in public meetings to the COUNTY for review a minimum of 10 business days prior to printing. The COUNTY may provide security guards from local law enforcement agencies or private security firms for all public meetings. The COUNTY will also be responsible for fabricating and erecting signs to be placed on the projects.

The COUNTY may conduct a brief formal presentation at the public information meeting. The CONSULTANT will also provide the COUNTY with PDF versions of the displays and handouts

for public information meeting(s) one week prior to the meeting for posting on the COUNTY website.

Assumptions

1. One (1) public information meeting will be scheduled prior to finalizing Right-of-Way plans.
2. SCDOT USACE General Permit. Mitigation costs, if necessary, are not included.
3. All permitting deliverables will be submitted to the COUNTY for final processing.
4. The COUNTY will conduct all agency coordination and permit negotiations; the COUNSULTANT may be asked to assist as necessary.

Deliverables

1. Permit Determination Form
2. SCDOT USACE General Permit Application Package, including supplemental documentation.

Task 3

TRAFFIC SIGNAL WARRANT ANALYSIS

The CONSULTANT will perform a traffic signal warrant analysis following the guidelines and requirements of the Manual on Uniform Traffic Control Devices and DEPARTMENT guidelines for the Bluff Road/Bluff Industrial Boulevard intersection. Recent years accident data will be provided by the COUNTY. The CONSULTANT will perform the necessary turning movement counts. The CONSULTANT will complete a technical memorandum which will summarize the findings and conclusions. This memorandum will be suitable to submit as a free-standing document to the DEPARTMENT for review.

Task 4

SURVEYS AND MAPPING

Aerial Photography and Mapping – The COUNTY will provide the CONSULTANT with Aerial Photography and Mapping for use during the environmental studies and preparation of the Roadway Plans. Mapping will be developed to the contour accuracy of 0.5 feet (1-foot contour interval). The aerial mapping will be prepared for use in plans developed to a horizontal scale of 1" = 20'.

Field annotation of aerial topography, supplementary topographic surveys, and verification of mapping accuracy will be performed by the CONSULTANT.

Control Surveys – The CONSULTANT will establish the Primary, Main and Secondary Survey Control Points to be used during the supplemental topographic surveys and the construction of this project. All surveys will be in accordance with SCDOT's *Pre-Construction Survey Manual* dated October 2012. The CONSULTANT will notify the COUNTY of any

required temporary traffic control measures (e.g. shoulder/lane closures, etc.) within seven (7) days before such closure due to survey activities.

It is anticipated that the CONSULTANT will establish three (3) pairs of Primary Survey Control points along Bluff Road.

Design Surveys – Additional field surveys will be performed by the CONSULTANT as necessary during the design phases of the project.

Field surveys will be performed by the CONSULTANT to establish existing rights-of-way and to locate frontal property boundary monumentation for developing property maps per the DEPARTMENT format.

Property-owner data will be obtained from county records for use in the property surveys and to incorporate property ownership data into the Right-of-Way Plans. The property monumentation and property-owner data will be used to develop a closed out property drawing.

Level runs between existing primary vertical control points will be performed to establish additional benchmarks to be referenced on the contract drawings.

Existing pavement will be cross-sectioned where necessary for incorporation into the aerial mapping surface model and periodic ground cross-sections will be performed for aerial mapping verification. Field surveys will also be used to supplement the aerial mapping surface model in areas which were obscured due to dense vegetation.

Survey data will be shown on Reference Data Sheets in the ‘5 series sheets’ of the plans due to lack of room on the 1”=20’ scale plan sheets.

The CONSULTANT will locate all drainage and stormwater sewer structures within 100 ft. of the proposed roadway alignments. The pipe size, pipe type, and invert elevations shall be obtained.

The CONSULTANT will horizontally and vertically locate all potential outfall drainage ditches and streams. At these outfalls, cross sections will be obtained 400 feet upstream and downstream at 50-foot intervals, or as necessary to define the channel alignment, from the proposed roadway alignment. All cross sections will be extended from bank to bank of the existing channel plus 10 feet on either side.

The CONSULTANT will obtain field surveyed cross sections for use in the development of the hydraulic models necessary to study the FEMA Special Flood Hazard Area on Bluff Road.

The CONSULTANT will stake and obtain boring elevations for all geotechnical borings performed on the project by the CONSULTANT.

The CONSULTANT will stake the proposed and present right-of-way for approximately 20% of the total parcels (assume 22 parcels) to be improved. Right-of-way staking will consist of placing 36-inch stakes (or paint in paved areas) at all proposed right-of-way breaks, sight triangles and spaced at 100-foot intervals in tangents and 50-foot intervals in curves. These stakes shall be

placed after Final Right-of-Way Plans have been developed and the Project Manager would contact the CONSULTANT when a property owner requests the right-of-way to be staked. The Right-of-way staking will be separate from the lump sum amount for Task 4 and will be invoiced as a cost plus fixed not to exceed unless authorized. The CONSULTANT should assume multiple trips as the staking may involve one or several parcels.

The CONSULTANT will notify the COUNTY's designated Project Manager prior to performing any work on site. The CONSULTANT will not be responsible for obtaining permissions from property owners for surveys outside of the existing Right-of-Way.

Task 5

ROADWAY DESIGN

Preliminary Roadway Design and Plans

The COUNTY will provide the CONSULTANT approved Design Criteria, Project Concept Report, and Preliminary Roadway Plans as well as any review comments.

Design Criteria – Approved Design Criteria will be provided to the CONSULTANT by the COUNTY. The design criteria was developed by the COUNTY for the project in accordance with the DEPARTMENT's *Highway Design Manual 2003, Road Design Plan Preparation Guide-2000, Standard Drawings for Road Construction*, and all applicable American Association of State Highway Transportation Officials (AASHTO) publications. Any exceptions and/or deviations from established design guides and standards will be identified. The CONSULTANT will notify the COUNTY of any exceptions and/or deviations from the Design Criteria as soon as identified.

Project Concept Report – The COUNTY will provide the CONSULTANT the Project Concept Report. The report was developed based on conceptual design and includes project schedule, project cost estimate, approved design criteria, typical sections, project layout based on mapping, existing conditions and proposed alignment, and any proposed enhancement items.

Traffic Analysis – An operational benefit analysis of the proposed continuous two-way left turn lane and an access management study of the project was performed by the COUNTY. The COUNTY will provide the study to the CONSULTANT.

Preliminary Roadway Plans – The COUNTY will provide the CONSULTANT Preliminary Roadway Plans that have been developed to the level of detail of approximately 30% Complete Construction Plans. A CD containing PDF's and CADD files for the Preliminary Plans will be provided. The Preliminary Roadway Plans for the project have been prepared at a scale of 1"=20' scale to illustrate pertinent information associated with roadway design. The plans are sufficiently developed to illustrate the preliminary construction limits and right-of-way requirements of the entire project. The plans incorporate information obtained during initial utility coordination and the design has been adjusted where possible to minimize utility impacts. Additionally, the design has been adjusted to minimize impacts to developed properties and wetlands as applicable based on preliminary analysis.

The Preliminary Roadway Plans include:

- Typical sections;
- Horizontal and vertical alignments;
- Detail plan layout;
- Review of sight distance considerations;
- Non-standard major driveway grades and tie-ins;
- Review of guardrail warrants and slope adjustments;
- Limits of existing right-of-way, easements and adjacent properties;
- Development of a preliminary storm drainage plan and type, size, invert elevation and location of major storm drainage features including outfall ditches, detention, sediment basins and roadway ditches;
- Type, size, and location of existing major utility facilities;
- Preliminary cross-sections at 100 feet interval on tangents and 50 feet intervals on curves;
- Construction limits;
- Property lines, property parcel number, and ownership;
- Proposed right-of-way and easements; and
- Location and anticipated type of any necessary culverts, retaining walls, and other miscellaneous roadway structures.

The COUNTY will also provide the CONSULTANT a preliminary cost estimate.

Right-of-Way Plans

Utilizing the Preliminary Roadway Plans design, the CONSULTANT will prepare Final Right-of-Way Plans according to standard DEPARTMENT criteria and format. Plans will be developed to the level of detail of approximately 70% Complete Construction Plans. New right-of-way will be annotated by the station and offset methodology in accordance with standard DEPARTMENT policy and procedures.

Design Verification and Refinement – Utilizing the approved design criteria, existing roadway plans, and site visits, the CONSULTANT will verify the preliminary design. Utilizing comments received to date as well as any additional field information including information obtained during the SUE phase of the project, the CONSULTANT will refine the horizontal and vertical design for the project.

Right-of-Way Plans – Right-of-Way Plans will be developed in accordance with the DEPARTMENT's *Road Design Reference Material For Consultant Prepared Plans* dated June 2010, with the following exceptions:

- Moving Items will only be shown on the Moving Items Sheet.
- The owner's name and any permissions will not be shown on the Plan Sheets. The only property information shown on the plan sheets will be the Tract Number.

The CONSULTANT will incorporate information obtained during the SUE phase of the project.

The CONSULTANT will provide curb grades around side roads and major driveway radii.

The CONSULTANT will establish horizontal and vertical alignments along with cross sections as needed in order to study the re-connection of driveways to the widened roadways. This design data will be shown in the plans in order to convey the extent/impact of the re-configuration of driveways necessary to provide access to the property. Driveways that are level with the widened roadway will not have a horizontal or vertical alignment set, but will be handled by only showing their connection in the roadway cross section and plan view based on the roadway cross section.

The CONSULTANT will attend the Right-of-Way Plans Design Field Review with the COUNTY to review the project design in the field.

The CONSULTANT will be responsible for providing an initial list of moving and demolition items to the COUNTY for use by the right-of-way agent.

A set of preliminary Right-of-Way Plans will be submitted to the COUNTY for review and comment. Following the review of the preliminary Right-of-Way Plans, the CONSULTANT will submit final Right-of-Way Plans for review and approval. As applicable, the final Right-of-Way plans will address comments on the preliminary Right-of-Way plans.

Electronic media receivables for Right-of-Way Plans will be provided on CD and will include the information outlined in the DEPARTMENT's *Road Design Reference Material For Consultant Prepared Plans* dated June 2010.

The CONSULTANT will provide final right-of-way CADD files to the COUNTY for the preparation of the right-of-way Exhibit "A".

During the course of completing the final plans for construction, should changes be necessary which will affect right-of-way, these revisions will be promptly made, documented as revisions on plans, and identified to those implementing right-of-way appraisal and acquisition. The CONSULTANT will provide updated CADD files to the COUNTY to update the right-of-way Exhibit "A".

Final Roadway Design and Plans

Roadway Construction Plans – The construction plans will be a continuation of Right-of-Way Plans. Original Right-of-Way Plans will be retained by the CONSULTANT after appropriate COUNTY reviews and signatures and then developed into construction plans.

Plan and profile sheets will show information necessary to permit construction stakeout and to indicate and delineate details necessary for construction.

Construction plans shall incorporate all items presented in the Roadway Construction Plans section of the DEPARTMENT's *Road Design Reference Material For Consultant Prepared Plans* dated June 2010.

The CONSULTANT will attend the Final Roadway Plans Design Field Review with the COUNTY to review the project design in the field.

A set of Preliminary Construction Plans will be submitted to the COUNTY for review prior to final plan delivery. The Preliminary Construction cost estimate will be updated by the CONSULTANT and submitted with the Preliminary Construction Plans for use by the COUNTY.

On or before the contract completion date, the CONSULTANT will deliver to the COUNTY one complete set of Final Construction Plans, an Engineer's Estimate, and "Project Specific" Special Provisions. See Project Special Provisions and Engineer's Estimate for the description of the Engineer's Estimate and "Project Specific" Special Provisions.

Project Special Provisions and Engineer's Estimate – The CONSULTANT will prepare all "Project Specific" Special Provisions and include them in the format compatible with the DEPARTMENT Construction Administration Section. The CONSULTANT will work closely with COUNTY personnel in the COUNTY'S development of the construction document package.

Also, utilizing recent bid data from similar projects in the area, the CONSULTANT will prepare an Engineer's Estimate for construction of this project. The estimates will be based on the final summary of quantities and will be used in the final bid analysis and award.

The CONSULTANT will provide one full size (22"x36") and two half size sets at each review stage.

For this task and all other tasks contained in this scope, the CONSULTANT will utilize the DEPARTMENT standard drawings, specifications, and design manuals that are current as of the first issuance of the task order scope by the COUNTY to the CONSULTANT.

Task 6

PAVEMENT MARKING AND SIGNING

Final pavement marking/signing plans will be prepared at a scale of 1"=50' unless otherwise agreed upon. The plans will consist of an itemized listing of estimated quantities; typicals for installation (DEPARTMENT typicals may be used where applicable), details showing lane lines, edge lines, stop bars, symbol and word messages and other appropriate markings and sign designation numbers and locations. The plans will include dimensions sufficient for field layout. The *Manual on Uniform Traffic Control Devices (MUTCD): 2009 Edition* and DEPARTMENT details will be incorporated into the plans.

Task 7

TRAFFIC SIGNAL DESIGN

The CONSULTANT shall modify the existing signal plans to accommodate pedestrian signals and new signal poles (if applicable). The CONSULTANT shall prepare traffic signal design and plans at a scale of 1"=30' as required for the project. Traffic signal plans shall conform to the *Manual on Uniform Traffic Control Devices (MUTCD): 2009 Edition*, DEPARTMENT Standard Drawings, SCDOT Traffic Signal Design Guidelines: 2009 edition and SCDOT's latest Traffic Signal Memos. Pedestrian signal features such as pedestrian signal poles, pedestrian signal heads, push-buttons, signs etc. shall be included as per current SCDOT Traffic Signal Design Guidelines. The plans shall also include pedestrian signal timing parameters. The CONSULTANT shall prepare Special Provisions for Traffic Signal Installation based on current DEPARTMENT guidelines.

Traffic Signal plans shall be prepared for the signals at the following signalized intersections: Bluff Road at Berea Road/National Guard Road, Bluff Road at Idlewilde Blvd., Bluff Road at Blair Road and Bluff Road at South Beltline Blvd. It is assumed that the existing signal will be modified for pedestrian accommodations including, if applicable, new signal poles.

Traffic signal design is not assumed for Bluff Road at Bluff Industrial Boulevard. If it is determined that a signal is warranted, a separate service order will be prepared.

The COUNTY will provide existing signal timing and plans.

Task 8

TRANSPORTATION MANAGEMENT PLAN

Work Zone Traffic Control Plans – The design and preparation of one set of Work Zone Traffic Control plans will be accomplished for the roadway project. The plans will include a description of the sequential steps to be followed in implementing the plans, and will be developed at a scale of 1"= 50', unless otherwise agreed upon. The traffic control plans will include lane closures, traffic control devices, temporary lane markings, and construction signing and sequencing notes. The plans will identify lane widths, transition taper widths, and any geometry necessary to define temporary roadway alignments. Also, the plans will address the type of surface to be used for all temporary roadways. Standard traffic control details will be incorporated into the plans for most work activities, but detailed staging plans will be required where impacts upon the normal traffic flow are significant.

Conceptual traffic control plans will be submitted with the right-of-way plans. Preliminary traffic control plans will be submitted in conjunction with the 95% complete roadway plans, and the final signed and sealed traffic control plans along with quantities will be submitted with the final roadway construction plans.

Transportation Operations Plan – The CONSULTANT will prepare a Transportation Operations Plan which will address the traffic operations within the work zone impact area and

strategies for minimizing the impact to traffic operations. Some of the Work Zone Management Strategies for use in the Transportation Operations Plan can be found in Table 5B of the DEPARTMENT's *Rule on Work Zone Safety and Mobility*.

Public Information Plan – The CONSULTANT will develop a Public Information Plan in conjunction with the COUNTY which will contain strategies for providing information to the public and other impacted entities. Some Public Information strategies which may be used in the development of the Public Information Plan can be found in Table 5C of the DEPARTMENT's *Rule on Work Zone Safety and Mobility*.

Task 9

STORMWATER MANAGEMENT/HYDRAULIC DESIGN

The COUNTY conducted preliminary roadway drainage design, stormwater management, and hydraulic design. The task included drainage field review/data acquisition, development of drainage design criteria, preliminary major cross-line studies (major cross-lines are designated as cross-line structures including and larger than 48" pipe), preliminary outfall studies, and preliminary studies for FEMA floodplains and jurisdictional stream crossings, if applicable, and preparation of a Drainage Summary Report. The COUNTY will provide the CONSULTANT the Drainage Summary Report. Detailed ditch design and closed storm system design was not included in this scope of work. Additionally, field surveys of drainage structures / cross-lines were not performed as part of this scope of work.

The CONSULTANT will perform the Stormwater Management and Hydraulic Design for the project based on SCDOT Design Guidelines. Design procedures specified by the South Carolina Department of Health and Environmental Control as well as the City of Columbia and Richland County will be incorporated as needed. Any conflicts in design criteria for the review agencies will be evaluated with the COUNTY to determine the appropriate design procedure for the project. This task includes inspection of the existing drainage structures, roadway drainage, and hydraulic impact studies for the FEMA floodplain crossings.

Roadway Drainage - The roadway drainage design for the project will be completed utilizing design procedures that comply with stormwater management and sediment and erosion control regulations and the NPDES general permit. All drainage calculations will be performed with methods suggested in the DEPARTMENT's *Requirements for Hydraulic Design Studies* dated May 26, 2009 and be made available to the COUNTY for approval.

The CONSULTANT will perform a field review of the project and a visual inspection of the existing drainage systems within the project area. The inspections performed will not include any material testing or structural analysis. The CONSULTANT will document any irregularities in the existing drainage system and provide the data to the COUNTY. If needed, the CONSULTANT will meet with the COUNTY in the field to review and discuss the condition of the existing drainage system prior to reuse in the proposed design. If additional testing or inspection (video pipe inspection) is recommended, the CONSULTANT will prepare the recommendation and submit to the COUNTY for submittal to the DEPARTMENT.

Roadway drainage design for the project is dictated by the project horizontal and vertical geometry. The design will be terminated at available existing outfall locations or at new locations that will be constructed as a part of the project. Drainage areas will be defined from the existing topography as determined from available mapping and field survey. Design year storms will be established in conjunction with DEPARTMENT guidelines for on-site and off-site runoff. For the design year storm, rainfall intensities appropriate for the project area will be determined and the runoff will be calculated for each drainage area. For each contributing sub-area, a structure will be identified to accept the runoff (inlet, cross-pipe, ditch, etc.). Based on accumulation of runoff, appropriate pipe sizes will be chosen to convey the runoff to the outfall. As part of the project design, alternate pipe designs will be developed as per DEPARTMENT Engineering Directive Memorandum No. 24.

The hydrologic analysis of each watershed will be performed with the appropriate method for the Sandhills physiographic region. Pre- and post-construction peak discharges will be computed at each outfall. Outfalls will be evaluated in accordance with DEPARTMENT and NPDES regulations. If required to control stormwater quality or quantity, water quality or detention basins will be added using a hydraulic routing method. Energy dissipaters may also be utilized based on HEC-14 procedures. Outfall channel protective measures will be based on design methods in HEC-15 and/or HEC-11.

Roadway cross-lines will be designed and analyzed according to the principles given in FHWA's Hydraulic Design Series No. 5. Cross-line pipes will be sized based on DEPARTMENT criteria and possible backwater effects. To reduce backwater, multiple pipes or multiple barrel culverts may be used in lieu of a single structure. Closed storm sewer systems will be analyzed with GEOPAK Drainage or XP-SWMM. Roadway inlets will be located based on FHWA's Urban Drainage Design Manual HEC-22. Any roadway ditches will be sized with Manning's equation, and designed using HEC-15 methodologies.

The storm sewer design for the project will be performed to minimize impacts to existing utilities if possible. Existing utility data will be obtained by the COUNTY from the utility owners within the project area. The CONSULTANT will utilize this data as part of the design for the storm sewer systems. The CONSULTANT will adjust pipe locations and inverts if possible. If conflicts cannot be avoided, the CONSULTANT will evaluate the use of utility conflict boxes or other devices to minimize the need for utility relocations. The CONSULTANT and the COUNTY acknowledge not all utility relocations can be avoided.

The CONSULTANT will evaluate the potential impacts from the project on water quality. If dictated by project permitting, the CONSULTANT will utilize water quality best management practices to provide treatment to pavement runoff prior to entering environmentally sensitive areas.

The location of the storm drainage systems will be shown on the roadway plan sheets or replicated drainage sheets. Additional plan information will include pipe and drainage structure size, location, type and elevation. A Stormwater Management Design Report will be prepared for the project based on SCDOT guidelines and will include a project description, drainage approach and methodology, design calculations, soils descriptions, and location maps.

Hydraulic Analysis – The proposed improvements along Bluff Road may impact the FEMA defined Special Flood Hazard Area associated with Gills Creek Tributary G-1. The project will include a detailed hydraulic study to evaluate the existing and proposed hydraulic structures. The hydraulic study will be completed according to local, DEPARTMENT, SCDNR, and Federal Emergency Management Agency (FEMA) regulations.

The existing hydraulic structure under Bluff Road along Gills Creek Tributary G-1 approximately 500ft north of Southern Drive is a single 8'x8' barrel box culvert. The stream crossing within the project area has been designated a Zone AE Special Flood Hazard Area. The Zone AE designation indicates a detailed hydraulic model has been developed for the stream. The CONSULTANT will obtain all existing hydraulic data and use the existing models as the basis of the study. The existing models will be updated to reflect field survey data of the project area. The existing hydraulic model will be utilized to evaluate the potential impacts of extending the culvert along Gill Creek Tributary G-1. If necessary, the existing hydraulic model will be utilized to evaluate potential replacement structures as well. The proposed conditions model will be developed based on the proposed design to analyze the potential impacts of the project. The analysis of the existing hydraulic data will include a review of the watershed and FEMA calculated design flows to ensure their accuracy with existing conditions. The Hydraulic Design and Risk Assessment will include existing and proposed hydraulic models, hydrological analysis, velocity conditions in the vicinity of the crossing, and any recommendations with regard to stabilization of the waterway. The proposed project may impact the existing FEMA study and, therefore, a Conditional Letter of Map Revision (CLOMR) may be required. If the hydraulic modeling indicated the water surface elevations will not be impacted based on the proposed design, a No-Impact Certification will be completed. If required, the CONSULTANT will prepare all necessary documentation and studies for the CLOMR and provide to the COUNTY for approval. The CONSULTANT will also coordinate with the Floodplain Coordinator and FEMA as needed during the preparation of the CLOMR or No-Impact Certification and during the submittal process. For the purposes of this scope assume that a CLOMR will be required.

In addition to the hydraulic studies for the FEMA floodplain impact areas, the CONSULTANT will also prepare any hydraulic studies required by the United States Army Corps of Engineers as part of the environmental permit. The hydraulic studies will be based on DEPARTMENT requirements and will include an evaluation of the impacts from the proposed construction.

Task 10

SEDIMENT AND EROSION CONTROL/NPDES PERMITTING

Sediment and Erosion Control – The project will include the development of Sediment and Erosion Control Plans as well as the preparation of Supporting Documentation for the Land Disturbance Permit Application.

The erosion control plans will be prepared on replications of the roadway plan sheets at a scale of 1"=50', unless otherwise agreed upon. The erosion control plans will reflect a proposed design for minimizing erosion and off-site sedimentation during construction. The erosion and sediment control design will include the temporary placement of sediment ponds, sediment dams, silt basins, inlet structure filters, sediment tubes, silt ditches, and diversion dikes at

specific locations along the project. The plans will reference the DEPARTMENT's Standard Drawings for Roadway Construction to assist the contractor with the construction of these items. The plans will also identify the need to maintain, clean, and relocate these erosion control measures as the project progresses and address the removal of temporary erosion control devices following construction. The placement of erosion control measures outside proposed right-of-way through the use of temporary easements will be investigated as a possibility if they will not fit within proposed right-of-way. Quantities for erosion and sediment control items will be calculated based on DEPARTMENT typical drawings. Any required erosion control computations will be completed with approved methods and submitted to the COUNTY.

NPDES Permitting – The project will require the acquisition of a National Pollutant Discharge Elimination System (NPDES) permit for construction activities. The NPDES permit is required by the South Carolina Department of Health and Environmental Control (SCDHEC) for all land disturbing activities in South Carolina.

The CONSULTANT will assist the COUNTY with the development of the NPDES permit application as well as with the submission of any required supporting data. The Stormwater Management Report for the project will contain all supporting data developed by the CONSULTANT for the project. The CONSULTANT will provide additional calculations and make revisions to the construction plans as required by the permit reviewer. This scope of services does not include redesign of any elements of the roadway design as a result of comments from the NPDES permit reviewer. Any required revisions would be completed under a separate contract modification.

Task 11

GEOTECHNICAL EXPLORATIONS AND ENGINEERING SERVICES

General – The CONSULTANT will perform a preliminary and final geotechnical exploration for embankments, new slopes and/or retaining walls, box culvert extension, and flanking culverts. The CONSULTANT will gather samples, conduct tests, and analyze necessary soil and foundation data for embankments, new slopes and/or retaining walls, box culvert extensions, and flanking culverts. The results of the sampling, testing, analysis, and recommendations concerning the design will be compiled into preliminary & final reports for submittal to the COUNTY. The following design standards will apply:

- 2007 SCDOT Standard Specifications for Highway Construction
- SCDOT Standard Supplemental Specifications and Special Provisions
- 2010 SCDOT Geotechnical Design Manual (GDM), Version 1.1

Field Exploration (Preliminary Subsurface Exploration) – Prior to beginning the preliminary subsurface field exploration, the CONSULTANT will notify the COUNTY seven (7) days in advance so the COUNTY can coordinate with the DEPARTMENT. The CONSULTANT will comply with published DEPARTMENT lane closure restrictions.

Preliminary boring locations will be located along or adjacent to the proposed alignments of the roadway, new slopes, retaining walls, box culvert extensions, and flanking culverts within the

DEPARTMENT's right-of-way. The preliminary boring locations will complement the final boring locations. Boring locations in the final exploration may occur outside and/or inside DEPARTMENT right-of-way. Clearance of utilities will be the responsibility of the CONSULTANT. A request for utility marking will be made to the Statewide Utility One-call Service (PUPS) at least 3-days prior to field work. The CONSULTANT will mark utilities that are not marked by PUPS as part of Task 13. Information obtained in Task 13 will be shared with geotechnical staff prior to field exploration work. Proposed boring locations will be determined by the CONSULTANT. The CONSULTANT will provide copies of the proposed preliminary subsurface exploration plans including the anticipated final boring locations to the COUNTY prior to initiation of field work for review and acceptance. See Chapter 4 of the SCDOT GDM for subsurface exploration guidelines. The preliminary subsurface exploration plan will include, as a minimum, the following:

- Description of the soil or rock stratification anticipated
- Description of the proposed testing types
- Depth of tests
- Location of tests

Embankments, New Slopes and/or Retaining Walls, Box Culvert Extensions, and Flanking Culverts – Subsurface Exploration

- Roadway soil test borings will be performed in general accordance with the SCDOT Geotechnical Design Manual which references the SCDOT Pavement Design Guidelines for boring frequency. The CONSULTANT has assumed that cut and fill sections will be five (5) feet or less for the majority of the roadway improvements. However, there may be up to five (5) locations that will likely have fills in excess of 5 feet and/or retaining walls in order to accomplish the widening and/or installation of pedestrian and bicycle accommodations.
- Twelve (12) roadway embankment soil test borings (hand auger borings with dynamic cone penetrometers) will be performed up to a depth of 10 feet, auger refusal, or hole collapse (whichever occurs first) inside the DEPARTMENT right-of-way. Preliminary soil test borings will be spaced approximately 1,000 feet within the DEPARTMENT's right-of-way.
- Three (3) embankment/retaining wall test soundings (Cone Penetration Test Soundings) will be performed up to a depth of 20 feet or cone refusal (whichever occurs first) inside the DEPARTMENT right-of-way.
- Three (3) bulk samples will be obtained for laboratory testing to be used as part of new slope/retaining wall analysis.
- At this time the quantity, location, length and height of the proposed embankment expansion/retaining walls is generally defined, but retaining walls may be needed due to right-of-way acquisition costs. The CONSULTANT has assumed that retaining walls may be required in three (3) locations.
- Twenty-four hour water measurements will be made in hand auger borings.
- Bore holes will be backfilled with auger cuttings.

Other Field Testing Items

- Traffic control will be performed in accordance with the latest DEPARTMENT guidelines. It is anticipated that 5 days of lane closures will be necessary.
- At the completion of field work, test locations will be surveyed for latitude and longitude, elevation and station as part of Task 4.

Field Engineering – The CONSULTANT will provide oversight of hand auger borings, drill rig and cone rig operations by a field engineer and/or field geologist. Soil Classification in accordance with USCS (ASTM D2487) will be performed by a field engineer and/or field geologist who will have a minimum of 3-years of experience in supervision of field equipment and field personnel.

It is anticipated that a progress meeting (1 meeting) will be held with the COUNTY during the execution of the preliminary field exploration.

Laboratory Testing – The CONSULTANT will be AASHTO certified in the anticipated laboratory testing outlined below and/or any additional testing that may be required. See Chapter 5 of the SCDOT GDM for AASHTO and ASTM designations. The laboratory testing will be performed on selected samples in order to evaluate the types of soils encountered, confirm visual classifications, and estimate engineering properties for use in design. Laboratory testing for the preliminary exploration will be the following:

- 25 Natural Moisture Content Tests
- 25 Grain Size Distributions with wash No. 200 Sieve
- 25 Moisture-Plasticity Relationship Determinations (Atterberg Limits)
- 3 Remolded Tri-axial Shear Tests (CU) or Direct Shear Tests depending on soil classification

Preliminary Roadway Geotechnical Engineering Report – The Preliminary Roadway Geotechnical Engineering Report will be conducted in general accordance with the procedures outlined in the GDM. The report will include a subsurface profile for the preliminary geotechnical subsurface exploration in accordance with the GDM Chapter 7. The preliminary geotechnical engineering report shall be written in general accordance with the GDM Chapter 21. The preliminary report will be signed and sealed by a registered SC Professional Engineer. The report will be submitted at least 7-days prior to the submittal of preliminary right-of-way plans.

Field Exploration (Final Subsurface Exploration) – Prior to beginning the final subsurface field exploration, the CONSULTANT will notify the COUNTY seven (7) days in advance so the COUNTY can coordinate with the DEPARTMENT. The CONSULTANT will comply with published DEPARTMENT lane closure restrictions. CONSULTANT has assumed that COUNTY will obtain permission from property owners for CONSULTANT to perform borings outside of the DEPARTMENT right-of-way

CONSULTANT will observe that utility location marks remain. If utility marks have faded then a new utility locate from PUPS will be requested.

Final boring locations will be determined by the CONSULTANT. The CONSULTANT will provide copies of the proposed final subsurface exploration plans to the COUNTY prior to initiation of field work for review and acceptance. The testing locations will be coordinated with the preliminary exploration to avoid testing in the same location. See Chapter 4 of the SCDOT GDM for subsurface exploration guidelines. The final subsurface exploration plan is to include, as a minimum, the following:

- Description of the soil or rock stratification anticipated
- Description of the proposed testing types
- Depth of tests
- Location of tests

Embankments, New Slopes and/or Retaining Walls, Box Culvert Extensions, and Flanking Culverts – Subsurface Exploration

- CONSULTANT will have determined location and extent of new retaining walls prior to field work for the final geotechnical exploration.
- Roadway soil test borings will be performed as specified in the SCDOT Geotechnical Design Manual which references the SCDOT Pavement Design Guidelines for boring frequency. The CONSULTANT has assumed that generally cut and fill sections will be five (5) feet or less in height for the majority of the improvements. However, there are five (5) locations that will likely have fills in excess of 5 feet and/or retaining walls in order to accomplish the widening and/or installation of pedestrian and bicycle accommodations.
- Final soil test borings will be performed at a frequency of approximately 1,000 feet within the DEPARTMENT's right-of-way or on private property with access permission obtained by the COUNTY. The combined preliminary and final boring spacing should be approximately 500 feet. Retaining walls require a boring every 200 feet.
- Twelve (12) roadway soil test borings (hand auger borings with dynamic cone penetrometers) will be performed up to a depth of 10 feet, auger refusal, or hole collapse (whichever occurs first) inside and/or outside the DEPARTMENT right-of-way.
- Three (3) embankment/retaining wall soil test soundings (Cone Penetration Test (CPT) Soundings) will be performed up to a depth of 20 feet or CPT refusal (whichever occurs first). Sounding may be conducted within the DEPARTMENT's right-of-way and/or on private property. CPT soundings may be replaced with Standard Penetration Test borings if data from the preliminary borings and soundings indicates CPT refusal will be relatively shallow.
- Two (2) bulk samples will be obtained for laboratory testing to be used as part of slope stability/retaining wall analysis.
- One (1) culvert is expected to be extended on two ends and two (2) flanking culverts are planned. Six (6) Standard Penetration Test (SPT) borings to a depth of 20 feet each are planned. One boring at each end of the existing culvert for the extension and two borings each for the new flanking culverts. The borings will be extended to the assigned depth or auger refusal whichever occurs first. The six SPT borings should

accomplish the GDM minimum test frequencies for culvert extensions.

Other Field Testing Items

- Traffic control will be performed in accordance with the latest DEPARTMENT guidelines. It is anticipated that 5 days of lane closures will be necessary.
- At the completion of field work, test locations will be surveyed for latitude and longitude, elevation and station as part of Task 4.

Field Engineering – The CONSULTANT will provide oversight of hand auger borings, drill rig and cone rig operations by a field engineer and/or field geologist. Soil Classification in accordance with USCS (ASTM 2487) will be performed by a field engineer and/or field geologist who will have a minimum of 3-years of experience in supervision of field equipment and field personnel.

In addition, it is anticipated that regular progress meetings (1 meeting) will be held with the COUNTY during the execution of the final field exploration.

Laboratory Testing – The CONSULTANT will be AASHTO certified in the anticipated laboratory testing outlined below and/or any additional testing that may be required. See Chapter 5 of the SCDOT GDM for AASHTO and ASTM designations. The laboratory testing will be performed on selected samples in order to evaluate the types of soils encountered, confirm visual classifications, and estimate engineering properties for use in design. Laboratory testing may include, as estimate, the following:

- 15 Natural Moisture Content Tests
- 15 Grain Size Distributions with wash No. 200 Sieve
- 15 Moisture-Plasticity Relationship Determinations (Atterberg Limits)
- 2 Remolded Tri-axial Shear Tests (CU) or Direct Shear tests depending on soil classification.

Final Roadway Geotechnical Engineering Report – The Final Roadway Geotechnical Engineering Report will be conducted in general accordance with the procedures outlined in the GDM. The report will include a subsurface profile for the final geotechnical subsurface exploration in accordance with the GDM Chapter 7. The final geotechnical engineering report will be written in general accordance with the GDM Chapter 21. The final report will be signed and sealed by a registered SC Professional Engineer. The report will be submitted with the Final Roadway Plans.

The CONSULTANT will notify the COUNTY'S designated Project Manager prior to performing any work on site.

Task 12

ROADWAY STRUCTURES DESIGN AND PLANS

General – This task includes design and plan development criteria for retaining walls and culvert required by the widening of Bluff Road. There will be no aesthetic requirements for the retaining walls or culverts. Location and quantities of any temporary shoring required for roadway construction will be included in the roadway construction plans; the shoring design and detailing is the responsibility of the contractor. The following design and construction specifications will be used in the design and preparation of retaining wall and culvert plans:

- The 2007 edition of the DEPARTMENT's *Standard Specifications for Highway Construction*.
- AASHTO's *LRFD Bridge Design Specifications*, 6th edition (2012) and the latest Interim Specifications in place at the time of contract execution.
- AASHTO's *LRFD Bridge Construction Specifications*, 3rd edition (2010) and the latest Interim Specifications in place at the time of contract execution.
- The DEPARTMENT's *Geotechnical Design Manual*, v. 1.1, 2010.
- Supplemental and Technical Supplemental Specifications as already prepared by the DEPARTMENT for design and/or construction.
- DEPARTMENT's Standard Drawings for Road and Bridge Construction.
- DEPARTMENT's *Highway Design Manual*.
- DEPARTMENT's *Road Design Plan Preparation Guide*.
- AASHTO "Guide Specifications" as may be applicable to the project.

Retaining Wall Design and Plans – A retaining wall(s) may be required. The roadway retaining walls are assumed to be cast-in-place, reinforced brick masonry, and/or keystone retaining walls and will be represented in the plans by plan views, envelope drawings, and associated notes and details. It is assumed that approximately 700 linear feet of retaining wall, at up to 3 separate locations from 5 to 7' high, will be required.

Culvert Design and Plans – There is one existing culvert within the project area that is of insufficient length to accommodate the proposed roadway section. There is a single barrel reinforced concrete box culvert (RCBC) carrying Gills Creek Tributary G-1 beneath Bluff Road. The culvert must be evaluated to determine if it is suitable for extension or if complete replacement will be required. The CONSULTANT will be required to make a recommendation to the COUNTY. Additionally, two flanking culverts are assumed for the project to alleviate overtopping during the 100-year storm.

For fee purposes, it is assumed that the existing culvert will be extended at each end. The culvert extensions and new culverts will be represented in the plans by plan and elevation views, as well as associated notes and representative details.

Noise wall design is excluded from this scope of services.

Task 13

SUBSURFACE UTILITIES ENGINEERING (SUE)

Within 45 days of Notice to Proceed for the contract, the CONSULTANT will provide the COUNTY with a recommendation as to the extent of SUE services to be provided. This should include as much information as can be assembled on utility type, approximate location, owner, material type, prior rights, and any preliminary assessment of impact with respect to the scope of the proposed project. This information will be used to specifically define the limits of the SUE work to be performed.

The CONSULTANT shall perform work in two phases. The first phase consists of designating services (Quality Level B and C). For the purpose of this agreement, “designate” shall be defined as indicating (by marking) the presence and approximate horizontal position of the subsurface utilities by the use of geophysical prospecting techniques. The second phase consists of test hole services (Quality Level A). For the purpose of this agreement, “locate” means to obtain the accurate horizontal and vertical position of the subsurface utilities by excavating a test hole. The CONSULTANT shall provide these services as an aide in the design of right-of-way and construction plans for the project.

Unless specifically stated otherwise, the CONSULTANT shall adhere to the ASCE Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data (CI/ASCE 38-02).

Designating shall be estimated on a cost per linear foot basis and shall include all labor, equipment, and materials necessary to provide complete SUE plans. Locating shall be estimated on a per each basis and shall include all labor, equipment, and materials necessary to provide complete SUE plans. Direct charges for mileage, meals, lodging, reproductions shall be shown separately. Traffic control shall be estimated on a per day basis and shown separately. No separate payment will be made for mobilization and should be included in the per linear foot or per each price for designating or locating.

Designating –

A. In the performing of designating services under this agreement, the CONSULTANT shall,

1. Provide all equipment, personnel and supplies necessary for the completion of Quality Level B information for approximately 93,240 LF of underground utilities.
2. Provide all equipment, personnel and supplies necessary for the completion of Quality Level C information for approximately 9,324LF of underground utilities.
3. Provide all equipment, personnel, and supplies necessary for the accurate recording of information for approximately 30,720 LF of aerial utilities.
4. Conduct appropriate records and as-built plans research and investigate site conditions.
5. Obtain all necessary permits from city, county, state or any other municipal jurisdictions to allow CONSULTANT personnel to work within the existing streets, roads and rights-of way.

6. Designate the approximate horizontal position of existing utilities by paint markings or pin flags in accordance with the APWA Uniform Color Code scheme along the utility and at all bends in the line in order to establish the trend of the line. All utilities shall be designated as well as their corresponding lateral lines up to the point of distribution, existing right-of-way limits, or whichever is specifically requested and scoped for each individual project.
7. Survey designating marks, which shall be referenced to project control provided by the surveyor of record.
8. Draft survey information using DEPARTMENT CADD guidelines for Subsurface Utility Engineering consultants (latest version).
9. Final review and seal of all appropriate work by a professional engineer and/or land surveyor licensed in South Carolina in responsible charge of the project.

B. In the performing of designating services under this agreement, the COUNTY shall,

1. When requested, provide reasonable assistance to the CONSULTANT in obtaining plans showing the project limits, alignment, centerline, rights-of-way limits (existing and proposed), project controls and other data for selected projects.
2. Provide notification to key DEPARTMENT District personnel concerning the upcoming SUE services to be provided by the CONSULTANT.

Locating –

A. In the performance of locating services under this agreement, the CONSULTANT shall,

1. Provide all equipment, personnel and supplies necessary for the completion of Quality Level A information for an estimated 10 test holes
2. Conduct appropriate records and as-built research and investigate site conditions.
3. Obtain all necessary permits from city, county, state or any other municipal jurisdictions to allow CONSULTANT personnel to work within the existing streets, roads and rights-of-way.
4. Perform electronic or ground penetrating radar sweep of the proposed conflict and other procedures necessary to adequately “set-up” the test hole.
5. Excavate test holes to expose the utility to be measured in such a manner that insures the safety of excavation and the integrity of the utility to be measured. In performing such excavations, the CONSULTANT shall comply with all applicable utility damage prevention laws. The CONSULTANT shall schedule and coordinate with the utility companies and their inspectors, as required, and shall be responsible for any damage to the utility during excavation.
6. Provide notification to the COUNTY concerning 1) the horizontal and vertical location of the top and/or bottom of the utility referenced to the project survey datum; 2) the elevation of the existing grade over the utility at a test hole referenced to the project survey datum; 3) the estimated outside diameter of the utility and configuration of non-encased, multi-conduit systems; 4) the utility structure material composition, when reasonably ascertainable; 5) the benchmarks and/or project survey data used to determine elevations; 6) the paving thickness and type, where applicable;

- 7) the general soil type and site conditions; and 8) such other pertinent information as is reasonable ascertainable from each test hole site.
7. When an attempt to test hole a utility line over an area where SUE was performed does not provide valid vertical data, the test hole shall not be reimbursable by the COUNTY. In the following cases, test holes shall be reimbursed by the COUNTY regardless of obtaining valid vertical data:
 - a. Utility lines buried in materials that cannot be removed by vacuum techniques other than duct banks,
 - b. The utility line is underneath and parallel to another utility line,
 - c. The utility line was not designated by SUE and only marked by PUPS.
8. Provide permanent restoration of pavement within the limits of the original cut. When test holes are excavated in areas other than roadway pavement, these disturbed areas shall be restored as nearly as possible to the condition that existed prior to the excavation.
9. Draft horizontal location and, if applicable, profile view of the utility on the project plans using CADD standards as outlined above. A station and offset distance and/or northing and easting coordinates (State Plane) with elevations shall be provided with each test hole.
10. Test hole information shall be formatted and presented on CONSULTANT's certification form and listed in a test hole data summary sheet.
11. Certification form shall be reviewed and sealed by a professional engineer and/or land surveyor licensed in South Carolina and in responsible charge of the project.

B. In the performance of locating services under this agreement, the COUNTY shall,

1. When requested, provide reasonable assistance to the CONSULTANT in obtaining plans showing the project limits, alignment, centerline, rights-of-way limits (existing and proposed), project controls and other data for selected projects.
2. Provide notification to key DEPARTMENT District personnel concerning the upcoming SUE services to be provided by the CONSULTANT.

The above quantities are based on the Level B designation as shown on the attached map in Exhibit A. In addition, we have estimated 400-feet along Bluff at culverts (2 assumed) and 100-feet along each side road. It is assumed that there will be ten (10) designated utilities along Bluff Road and six (6) designated utilities along side roads. A 20% contingency is reserved for designating at crossline pipes or other areas as needed. The CONSULTANT will notify the COUNTY immediately should additional SUE be recommended. The CONSULTANT will notify the COUNTY'S designated Project Manager prior to performing any work on site.

Task 14

UTILITY COORDINATION ASSISTANCE

The CONSULTANT shall coordinate the project development with the COUNTY's Utility Coordinator. Coordination shall involve inviting the COUNTY's Utility Coordinator to necessary project meetings, providing updates to schedule, and providing project files as requested by COUNTY's Utility Coordinator. The CONSULTANT will provide electronic copies and pdf's of the Survey and Subsurface Utility Engineering as well as a listing of the utilities that exist within the project limits as soon as the information becomes available so that early coordination with utility companies can begin. The COUNTY'S Utility Coordinator will handle coordination of the project development with utility companies. The CONSULTANT will anticipate approximately 4 meetings for Utility Coordination.

Task 15

LIGHTING FEASIBILITY STUDY

The CONSULTANT shall inventory the existing lighting along the project length. The CONSULTANT shall evaluate lighting alternatives and locations along the project length that would benefit from the addition of lighting. The alternatives need to include high efficiency lighting in an effort for sustainability. The CONSULTANT will conduct a photometric study and prepare cost estimates for each of the alternatives.

Assume three lighting alternatives for the purpose of this scope. Additionally, assume two (2) project meetings with the COUNTY to discuss the lighting approach.

Task 16

CONSTRUCTION PHASE SERVICES

Pre-Construction/Partnering Conference – The CONSULTANT will attend the Pre-Construction/Partnering Conference and respond to questions by the CONTRACTOR pertinent to the design and proposed construction methodology. Assume one Pre-Construction/Partnering Conference.

Construction Phase Project Meetings – The CONSULTANT will attend meetings with the COUNTY to discuss construction issues as needed during the construction of this project. Assume 24 meetings. The CONSULTANT will not be responsible for agendas, minutes, or other materials for this task.

Construction Phase Assistance - The CONSULTANT will assist COUNTY personnel during the construction phase when problems or questions arise relating to the design and proposed construction methodology. Assume 6 hours per month for a project construction duration of 24 months.

Construction Revisions – The CONSULTANT will make necessary revisions to construction plans that arise during the construction phase of the project. Assume 8 construction revisions.

Shop Plans and Working Drawings Review – The CONSULTANT will review the Contractor’s shop drawings and working drawings as required by the 2007 Edition of the *Standard Specifications for Highway Construction*, in a timely manner following award of contract and during construction. This includes retaining wall components only.

Geotechnical Design and Construction Services – The CONSULTANT shall also provide geotechnical construction engineering services which shall include the following items:

- General embankment construction troubleshooting
- Written evaluation of soil strength testing on borrow excavation materials
- General retaining wall construction troubleshooting
- Review and approval of the Contractor’s MSE shop drawings, if applicable
- The scope of services shall be conducted according to the DEPARTMENT’s Standard Specifications, supplemental specifications, and/or plan notes.

The CONSULTANT should anticipate 96 total hours for this task.

As-Built Plans – The CONSULTANT will not be responsible for the development of As-Built Plans for this project.

Services Not Provided

Services not provided by the CONSULTANT include, but are not limited to, the following:

- Signal Design at Bluff Road/Bluff Industrial Boulevard
- Lighting plans
- Landscaping and irrigation plans
- Pavement coring or pavement design
- Falling Weight Deflectometer (FWD) testing
- Video Pipe Inspection
- Sight-specific Response Analysis study
- Utility relocation design and plans
- Right-of-way acquisition, negotiations, or appraisals
- Administering or advertising the bid process
- Fabricating or erecting signs for public meetings
- Alternate designs for bidding
- Construction Engineering and Inspection (CEI)
- Updating plans and documents after final submittal
- Location of water and sewer utility services for each utility customer in the project area.
- All other services not specifically included in this scope of work

Services of the COUNTY

The COUNTY agrees to provide to the CONSULTANT, and at no cost to the CONSULTANT, the following upon request:

- Access to and use of all reports, data and information in possession of the COUNTY which may prove pertinent to the work set forth herein.
- Existing Policies and Procedures of the COUNTY with reference to geometrics, standards, specifications and methods pertaining to all phases of the CONSULTANT's work.
- Eminent Domain advertisement notice.
- Coordinate, advertise, fabricate and erect signs, and approve location for Public Meeting.
- Provide Security guard for the public information meeting.
- Payment of fees required by state and federal review/approval agencies.
- Final processing of JD and Wetlands Permit and coordination with the agencies.
- Existing roadway plans.
- Base mapping for Bluff Road. The CONSULTANT will perform check cross sections to verify the data provided by the COUNTY.
- Approved Design Criteria.
- Preliminary Plans and associated CADD files.
- Provide existing signalized intersection coordination timing(s), existing interconnect plan, and location of master, if applicable.

- Traffic Study for Bluff Road. The CONSULTANT will perform a Traffic Signal Warrant Analysis for the intersection of Bluff Road and Bluff Industrial Boulevard.
- Drainage Summary Report.
- Provide Existing utility data provided by Utility Owners within the project area
- Final moving, demolition and reset items list. An initial list will be provided by the CONSULTANT.
- Contract documents (project specific special provisions to be supplied by CONSULTANT)
- Pavement design.
- Right-of-Way acquisition.
- Right-of-Way verification.
- As-built roadway plans.
- Construction Engineering and Inspection (CEI)

Project Deliverables

The CONSULTANT will submit the deliverable items shown below within the time allotted for each phase of work. Delivery may not be in the order shown.

- Monthly status updates
- Meeting agenda and minutes
- Permit Determination Form
- SCDOT USACE General Permit Application Package, including supplemental documentation
- Attendance at one (1) public meeting
- Public Meeting displays
- PDF versions of the Public Meeting displays
- Recommendation for extent of SUE services – 45 days from NTP
- Full size color plots of U-sheets along with Microstation/PDF electronic files
- Preliminary Right-of-Way Plans
- Final Right-of-Way Plans
- Final Right-of-Way Microstation files
- Right-of-Way Plans stage construction cost estimates
- Preliminary and final traffic signal design
- Transportation Operations Plan and Public Information Plan
- Stormwater Management Report
- If necessary, CLOMR for Bluff Road over Gills Creek Tributary G-1.
- Preliminary Roadway Construction Plans
- Final Roadway Construction Plans, project specific specifications, and Engineer's construction cost estimate
- NPDES permit application/Notice of Intent
- Erosion control computations, if necessary
- Preliminary and final geotechnical roadway reports

Schedule

Below is a summary of significant milestones and anticipated submittal timeframes:

- *Mapping Verification and Surveys*: completed within 2 months of NTP
- *Preliminary Right-of-Way Plans*: 6 months from NTP
- *COUNTY/DEPARTMENT Review of Preliminary Right-of-Way Plans*: 6 weeks
- *Final Right-of-Way Plans*: 10 months from NTP
- *Preliminary Roadway Construction Plans*: 16 months from NTP
- *COUNTY/DEPARTMENT Review of Prelim. Roadway Construction Plans*: 6 weeks
- *Final Roadway Construction Plans*: 18 months from NTP

The submittal dates include time for COUNTY/DEPARTMENT review as noted. Per the Intergovernmental Agreement between the COUNTY and the DEPARTMENT, the DEPARTMENT has 25 business days for their review.

EXHIBIT A: SUE QUANTITIES

— SUE Length



Bluff Road Widening Phase 2

Task	Total	Parrish & Partners	F&ME	CECS (DBE)	CECS	ICE	CSS	Southern Vistas
1	\$64,280.77	\$64,280.77						
2	\$23,613.74	\$23,613.74						
3	\$8,322.00	\$0.00			\$8,322.00			
4	\$166,104.58	\$4,571.28					\$161,533.30	
5	\$201,674.34	\$201,674.34						
6	\$40,208.70	\$3,983.52			\$36,225.18			
7	\$48,545.51	\$0.00			\$48,545.51			
8	\$57,964.44	\$3,983.52				\$53,980.92		
9	\$172,521.78	\$172,521.78						
10	\$38,279.88	\$0.00				\$38,279.88		
11	\$76,027.90	\$3,983.52	\$72,044.38					
12	\$84,792.00	\$41,949.32				\$42,842.68		
13	\$199,435.96	\$0.00		\$119,661.58	\$79,774.38			
14	\$10,300.23	\$7,243.91		\$3,056.32				
15	\$24,076.06	\$1,523.76						\$22,552.30
16	\$69,323.84	\$49,078.96	\$13,094.88			\$7,150.00		
Total	\$1,285,471.73	\$578,408.42	\$85,139.26	\$122,717.90	\$172,867.07	\$142,253.48	\$161,533.30	\$22,552.30
Total %	100.0%	45.0%	6.6%	9.5%	13.4%	11.1%	12.6%	1.8%
				23.0%				

DBE Certified				X			X	
SLBE Certified	X			X	X		X	X

DBE Utilization	22.1%
SLBE Utilization	82.3%

Lump Sum	\$1,012,945.15
Approved Direct Expenses	\$263,774.78
Cost Plus Fixed Fee (R/W Staking)	\$8,751.80
Total	\$1,285,471.73



EXECUTIVE SUMMARY

Date: 10/29/15

To: Rob Perry, PE
Director of Transportation

From: David Beaty, PE
Program Manager

RE: Atlas Road Widening Draft Concept Report and Public Meeting Summary with Recommendations

A Draft Concept Report was presented to the Richland County Transportation Ad Hoc committee on Tuesday, September 15, 2015. The report detailed the proposed project limits as can be seen in Exhibit A. Included in the report were three alternate typical sections for the project. Refer to Exhibit B to view the typical sections included in the Draft Concept Report.

The Richland Penny Program held a Public Meeting for the Atlas Road Widening project on Thursday, October 1, 2015 from 6:00 to 7:30 p.m. at the A. C. Jackson Wellness Center, 2508 Atlas Road. The meeting was conducted with an informal, open house format with project displays and Richland Penny Program representatives on hand to answer questions. Upon entering the meeting, individuals were provided a handout and a comment card. After reviewing the project displays, the attendees were encouraged to provide comments on the project as well as select their preference for the typical section. There were 60 people in attendance for the meeting.

The project displays provided aerial plan layouts and typical sections of the proposed project and alternates. Three alternate typical sections were presented for the project. All alternates include widening Atlas Road to a three-lane section from Bluff Road to Shop Road and to a five-lane section from Shop Road to Garners Ferry Road. The proposed bicycle and pedestrian accommodations vary for the three alternates. Alternate 1 includes a bike lane along the travel lane and a sidewalk adjacent to the curb and gutter on both sides of the roadway. Alternate 2 includes an eight-foot, one directional shared-use path adjacent to the curb and gutter. Alternate 3 includes a bi-directional shared-use path on one side of the roadway with a grass buffer between the curb and gutter and shared-use path.

A total of 79 comments/emails were received. Several comments included requests for improved drainage, undergrounding of utilities, adding lighting and trees, and adding a stop sign/traffic light at Richard Street. As mentioned above, attendees were encouraged to select an alternate for the project. A summary of the 51 comment cards indicating a preferred alternate is as follows: Alternate 1 – 15, Alternate 2 – 32, and Alternate 3 – 4.

The project will again be presented to the public prior to right-of-way acquisition. This will allow the residents to view the selected alternate and discuss specific concerns with the Richland Penny Program.

Recommendations

Based on the comments and input received at the public meeting as well as consideration of safety and project impacts, the Alternate 1 typical section is recommended for the Atlas Road Widening project. The typical section will include a bike lane and sidewalk on each side of the roadway. Refer to Exhibit C for the recommended typical section. Minor modifications to the recommended typical section may be incorporated during the final design process to minimize impacts. Other comments such as undergrounding utilities, adding lighting, and adding a stop sign/traffic light will be considered as the design is progressed.

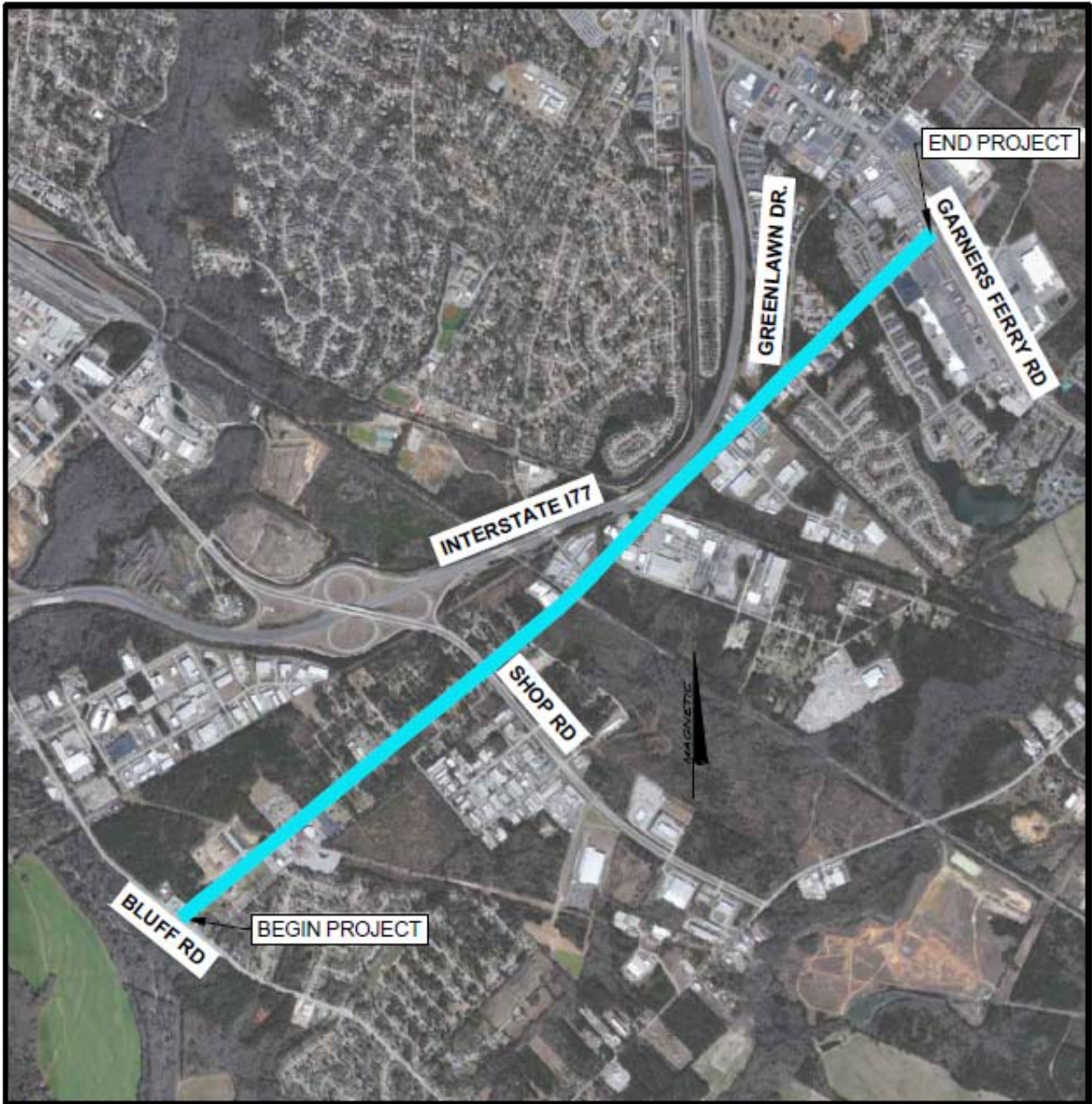


Exhibit A – Atlas Road Widening Project Limits

- Legend**
- SUP - Shared-Use Path
 - SW - Sidewalk
 - BL - Bike lane

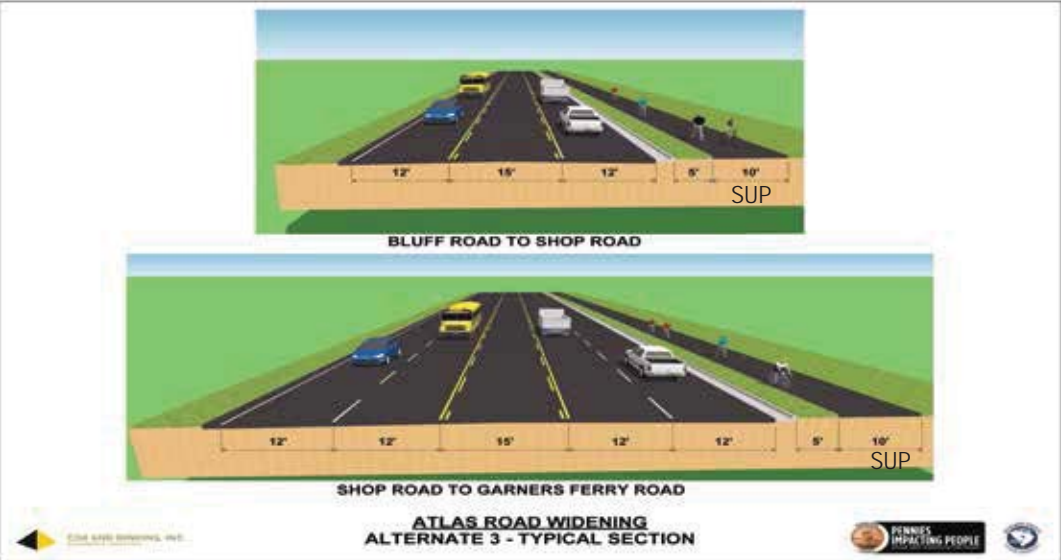
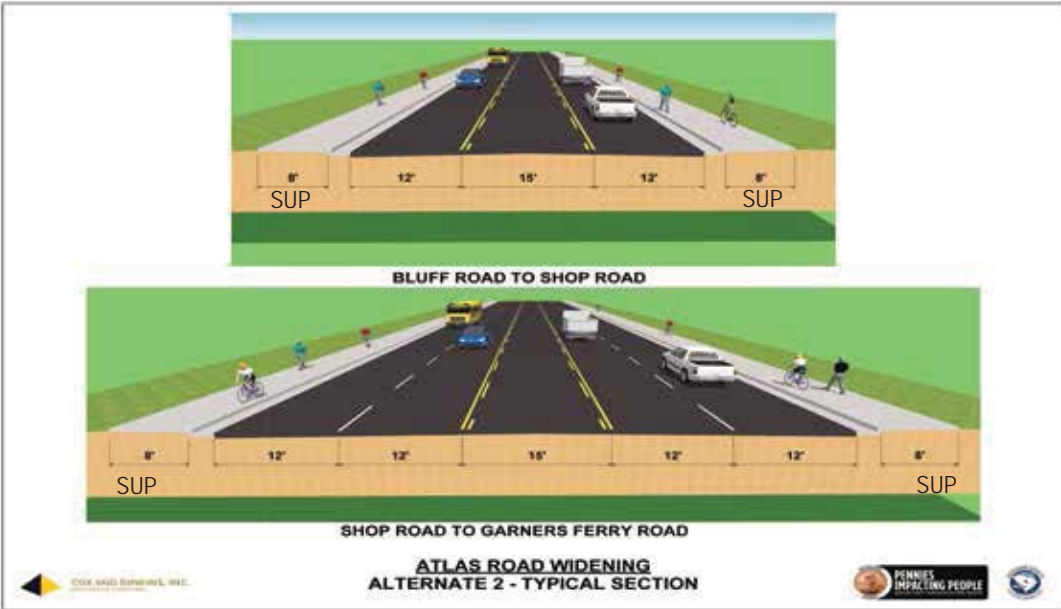
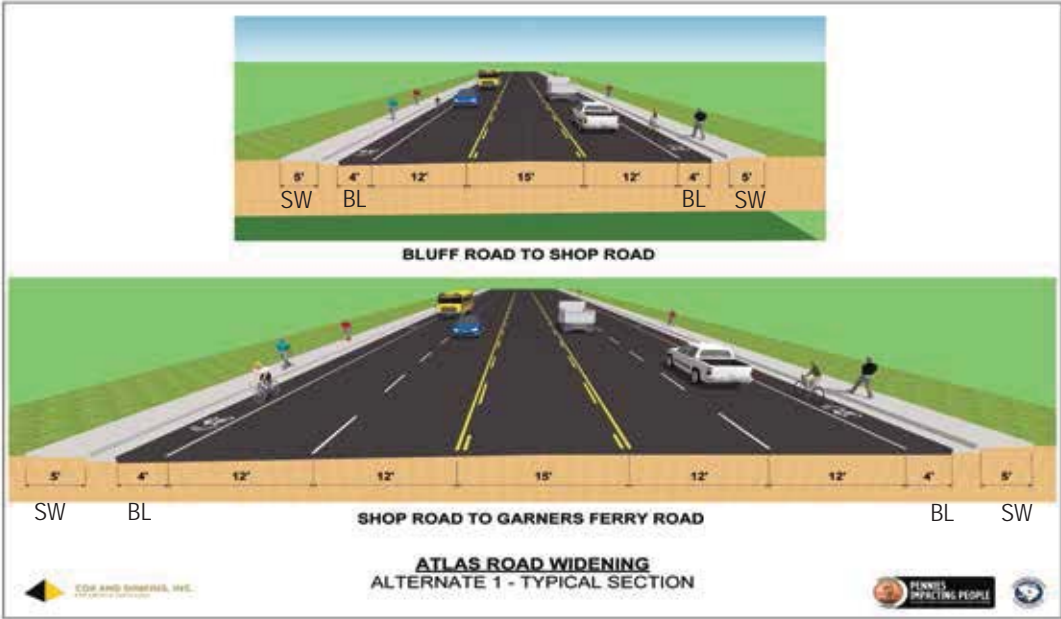


Exhibit B - Atlas Road Widening Typical Sections

(Presented in Draft Concept Report and at Public Meeting)

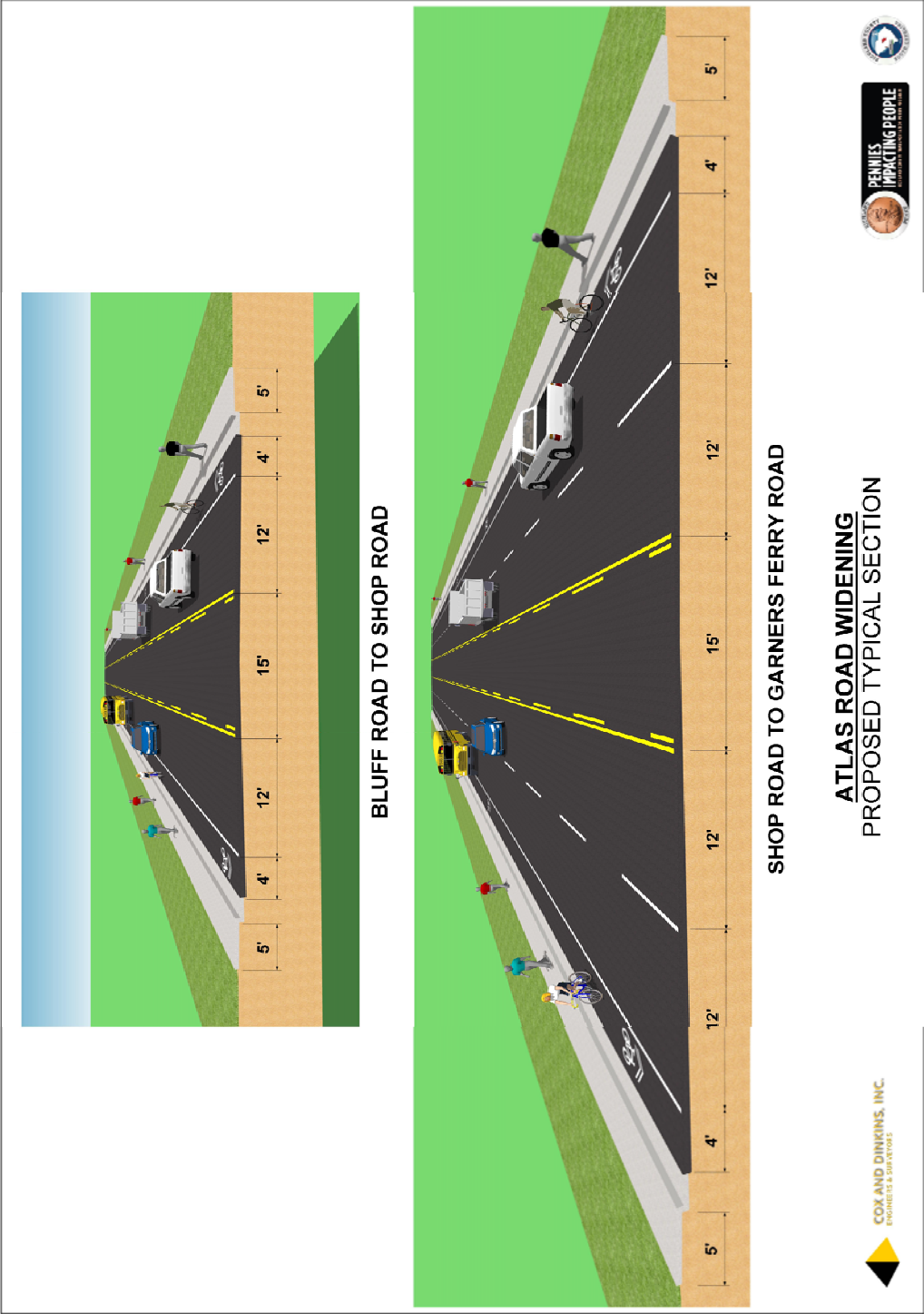
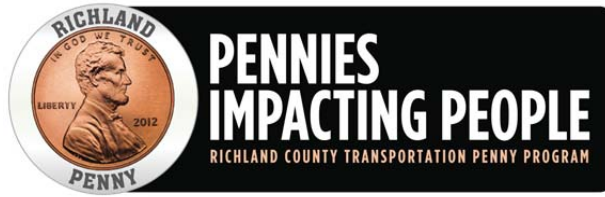


Exhibit C – Atlas Road Widening Recommended Typical Section



EXECUTIVE SUMMARY

Date: 10/29/15

To: Rob Perry, PE
Director of Transportation

From: David Beaty, PE
Program Manager

RE: Bluff Road Widening Draft Concept Report and Public Meeting Summary with Recommendations

A Draft Concept Report was presented to the Richland County Transportation Ad Hoc committee on Wednesday, July 15, 2015. The report detailed the proposed project limits as can be seen in Exhibit A. Included in the report were a proposed typical section for Phase 1 and four alternate typical sections for Phase 2. Refer to Exhibit B to view the typical sections included in the Draft Concept Report.

The Richland Penny Program held a public meeting for the Bluff Road Widening project on Thursday, August 27, 2015 from 6:00 to 7:30 p.m. at Olympia Learning Center located at 621 Bluff Road. The meeting was conducted with an informal, open house format with project displays and Richland Penny Program representatives on hand to answer questions. Upon entering the meeting, individuals were provided a handout and a comment card. After reviewing the project displays, the attendees were encouraged to provide comments on both phases of the project as well as select an alternate for Phase 2. There were 58 people in attendance for the meeting.

The project displays provided aerial plan layouts and typical sections of the proposed project phases and alternates as presented in the Draft Concept Report. The proposed typical section was presented for Phase 1 and four alternate typical sections were presented for Phase 2. Both phases include widening Bluff Road to a five-lane section, two travel lanes in each direction and a center two-way left turn lane. The proposed bicycle and pedestrian accommodations for Phase 1 consists of a ten-foot shared-use path along the SC State Fair property and an eight-foot sidewalk along the opposite side of Bluff Road. The proposed bicycle and pedestrian accommodations vary for the four alternates for Phase 2. Alternate 1 includes a ten-foot shared-use path along each side of the roadway accommodating both bicyclist and pedestrians. Alternates 2 through 4 include bike lanes adjacent to the travel lanes on both sides of the roadway and varied width sidewalks for pedestrians.

A total of 83 comment cards/emails were received. Several comments included requests for undergrounding utilities, adding trees and lighting, adding cross-walks, adding/increasing buffers between vehicles and pedestrians, and decreasing turning radii. As mentioned above, attendees were encouraged to select an alternate for Phase 2. A summary of the 34 comment cards indicating a preferred alternate for Phase 2 is as follows: Alternate 1- 6, Alternate 2 – 4, Alternate 3 – 0, and Alternate 4 – 24 (23 from The Spur).

The project will again be presented to the public prior to right-of-way acquisition. This will allow the residents to view the selected alternate and discuss specific concerns with the Richland Penny Program.

Recommendations

Based on the comments and input received at the public meeting, consideration of safety and project impacts, and discussion with project stakeholders, it is recommended to proceed with the proposed typical section for Phase 1 and a variation of the Alternate 1 typical section for Phase 2. The proposed typical sections for Phase 1 and Phase 2 are shown in Exhibit C. The proposed typical section for Phase 1 will include a shared-use path adjacent to the SC State Fair property and a sidewalk on the opposite side of Bluff Road. The proposed typical section for Phase 2 will include a shared-use path on both sides of the roadway. Minor modifications to the recommended typical sections may be incorporated during the final design process to minimize impacts. Other comments such as undergrounding utilities, adding lighting and adding buffers will be taken into consideration as the design is progressed.

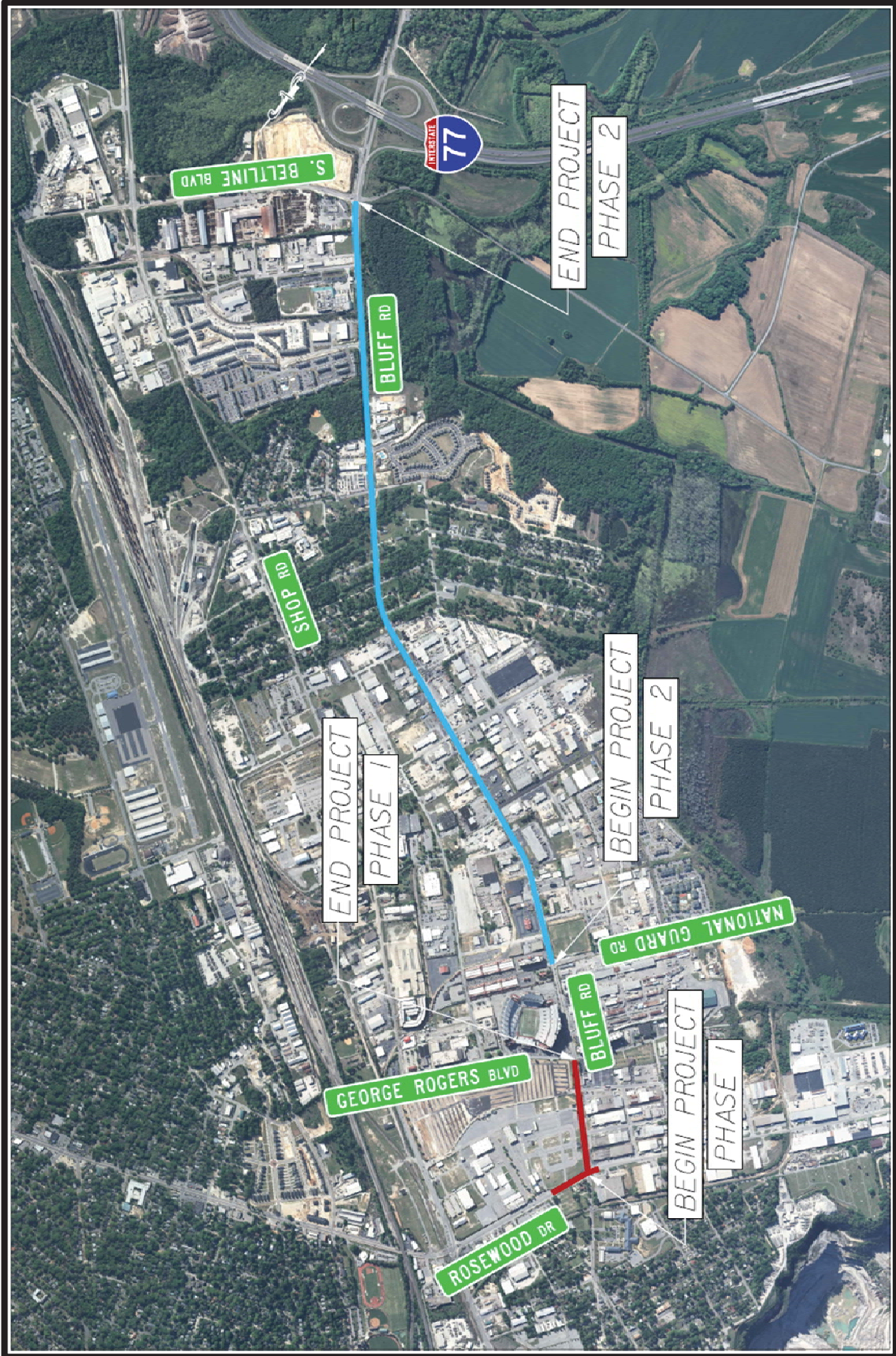
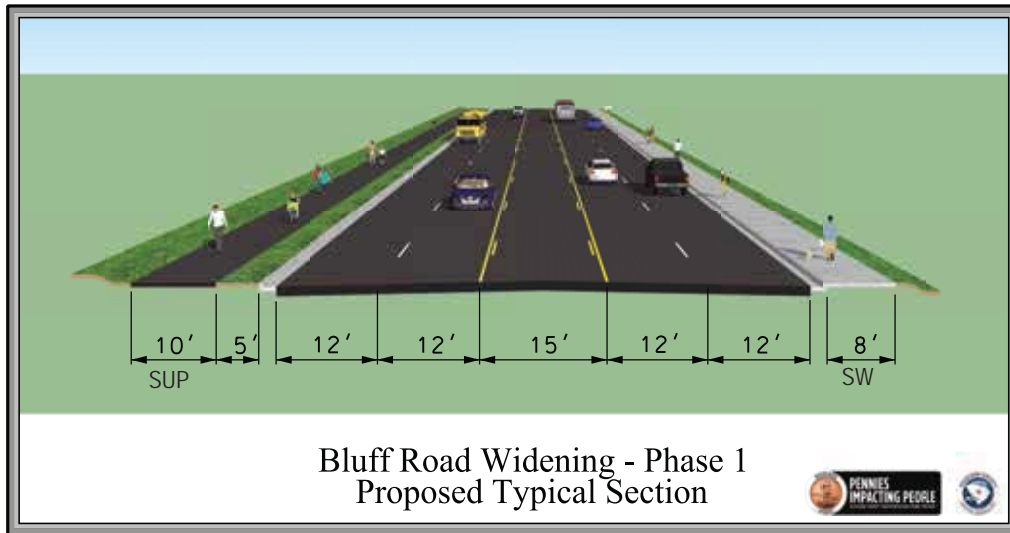


Exhibit A – Bluff Road Widening Project Limits

Legend
 SUP - Shared-Use Path
 SW - Sidewalk
 BL - Bike lane

BLUFF ROAD WIDENING - PHASE 1



BLUFF ROAD WIDENING - PHASE 2 Bicycle and Pedestrian Alternates

*road width will remain the same for all alternates

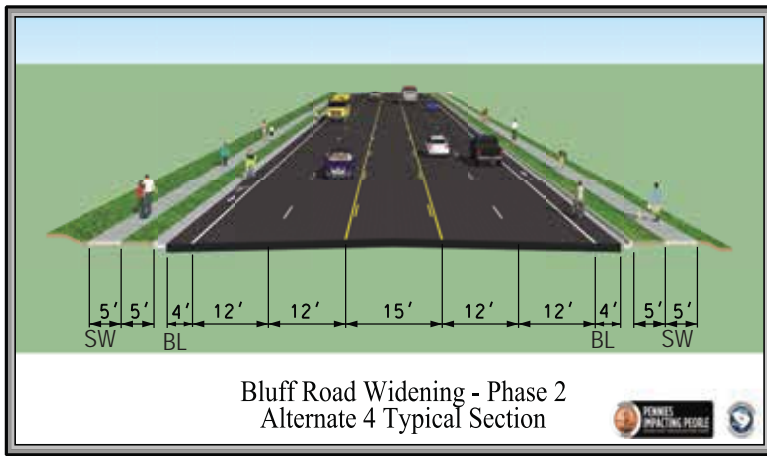
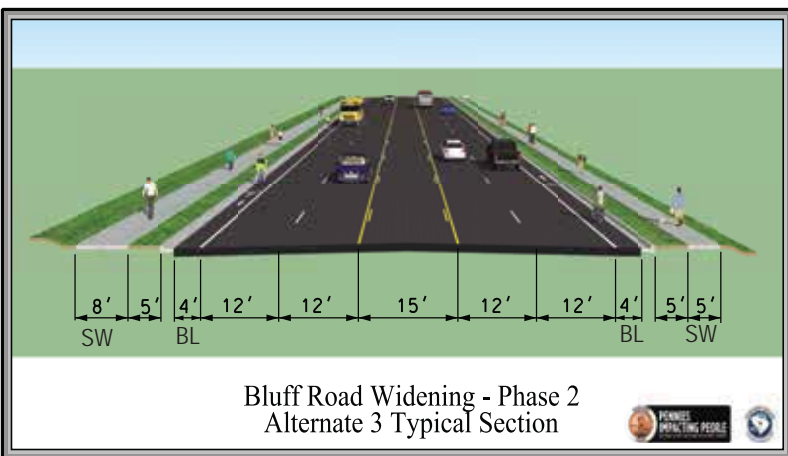
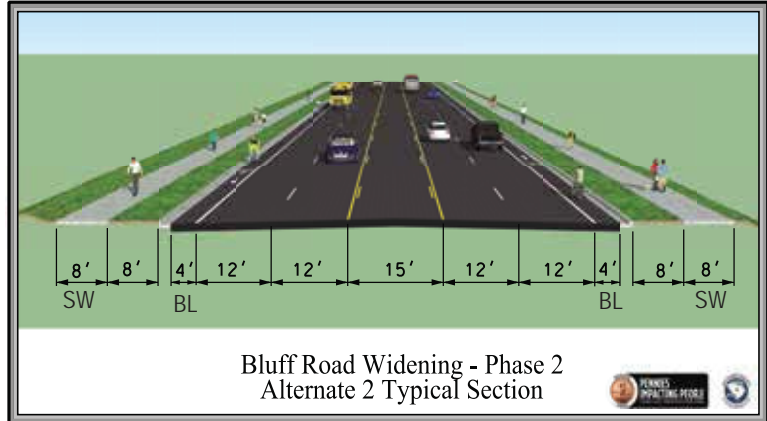
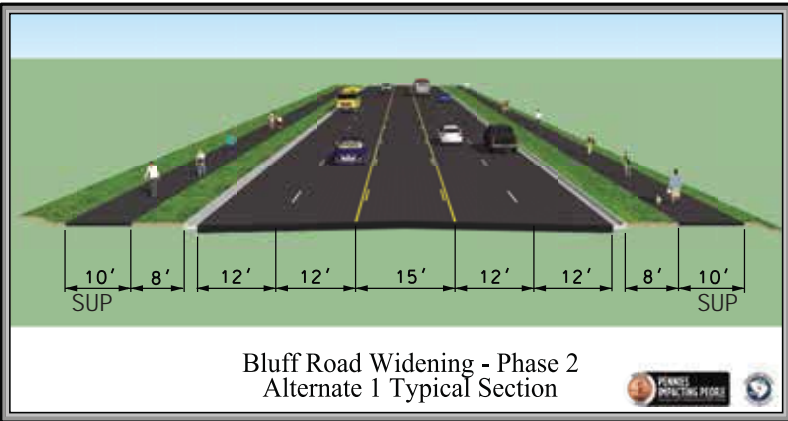


Exhibit B - Bluff Road Widening Typical Sections (Presented in Draft Concept Report and at Public Meeting)

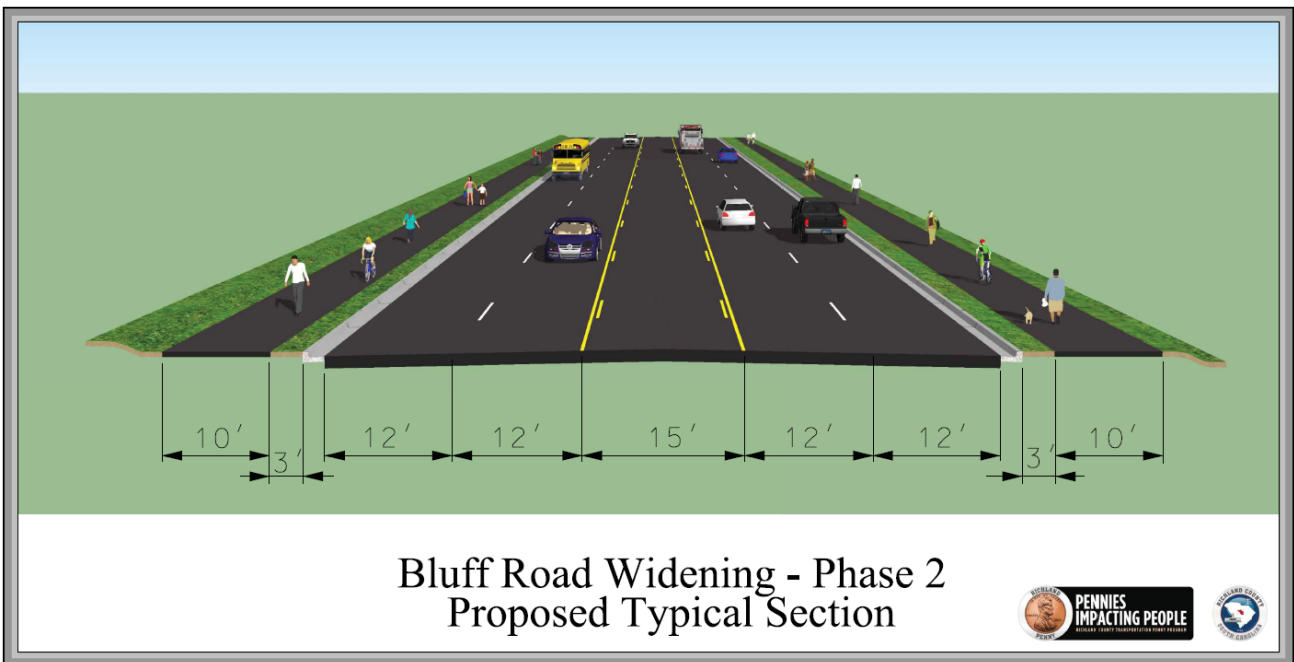
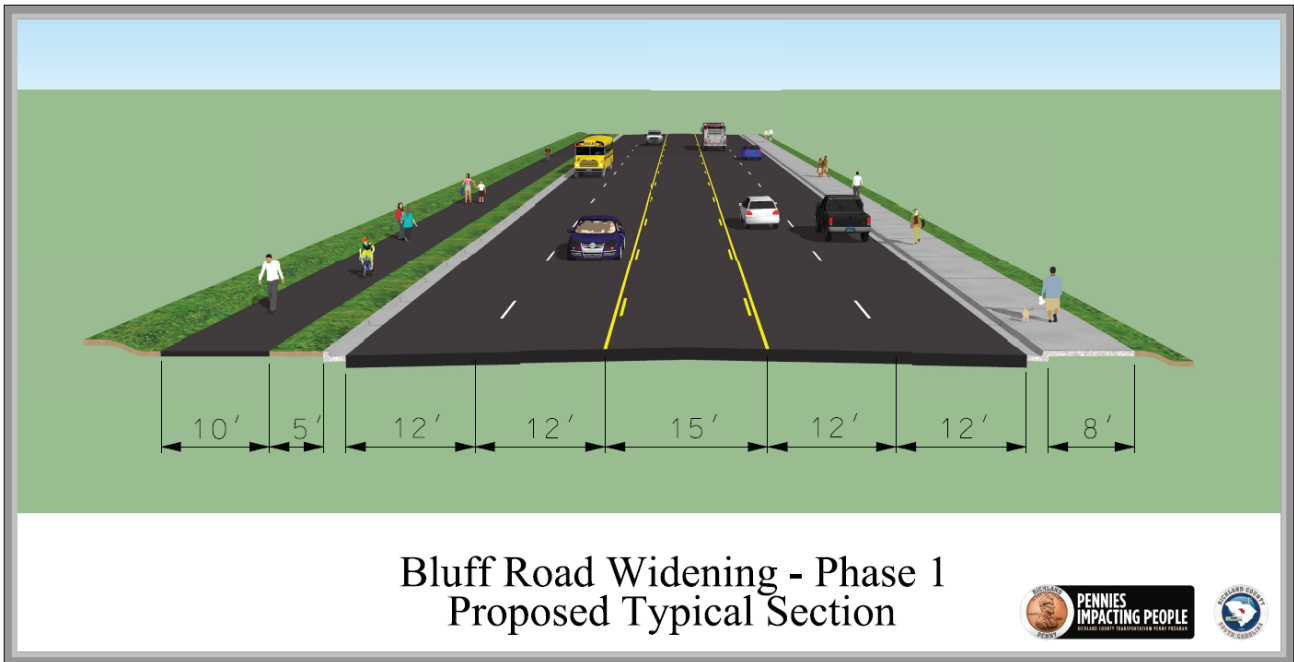


Exhibit C – Bluff Road Widening Recommended Typical Sections



EXECUTIVE SUMMARY

Date: 10/29/15

To: Rob Perry, PE
Director of Transportation

From: David Beaty, PE
Program Manager

RE: Clemson Road Widening Draft Concept Report and Public Meeting Summary with Recommendations

A Draft Concept Report was presented to the Richland County Transportation Ad Hoc committee on Tuesday, September 15, 2015. The report detailed the proposed project limits as can be seen in Exhibit A. Included in the report were three alternate typical sections for the project. Refer to Exhibit B to view the typical sections included in the Draft Concept Report.

The Richland Penny Program held a Public Meeting for the Clemson Road Widening project on Monday, September 28, 2015 from 6:00 to 7:30 p.m. at the W. R. Rogers Center, 750 Old Clemson Road. The meeting was conducted with an informal, open house format with project displays and Richland Penny Program representatives on hand to answer questions. Upon entering the meeting, individuals were provided a handout and a comment card. After reviewing the project displays, the attendees were encouraged to provide comments on the project as well as select their preference for the typical section. There were 68 people in attendance for the meeting.

The project displays provided aerial plan layouts and typical sections of the proposed project and alternates as presented in the Draft Concept Report. Three alternate typical sections were presented for the project. All alternates include widening Clemson Road to a five-lane section, two lanes in each direction and a center two-way left turn lane. The project extends from Chimneyridge Drive to Old Clemson Road connecting existing five-lane sections. The proposed bicycle and pedestrian accommodations vary for the three alternates. Alternate 1 includes a 10-foot shared-use on each side of the roadway separated from the curb and gutter by a grass buffer. Alternate 2 includes a bike lane and sidewalk on each side of the roadway with the sidewalk separated from the curb and gutter by a grass buffer. Alternate 3 includes a bike lane and sidewalk on each side of the roadway with the sidewalk adjacent to the curb and gutter with no grass buffer.

A total of 48 comments/emails were received. Several comments included requests for undergrounding of utilities, adding lighting and trees, and adding a traffic light at Prina Lane. As mentioned above, attendees were encouraged to select an alternate for the project. A summary of the 33 comment cards indicating a preferred alternate is as follows: Alternate 1 – 24, Alternate 2 – 8, and Alternate 3 – 1.

The project will again be presented to the public prior to right-of-way acquisition. This will allow the residents to view the selected alternate and discuss specific concerns with the Richland Penny Program.

Recommendations

Based on the comments and input received at the public meeting as well as consideration of safety and project impacts, the Alternate 1 typical section is recommended for the Clemson Road Widening project. The typical section will include a shared-use path on each side of the roadway. Refer to Exhibit C for the recommended typical section. Minor modifications to the recommended typical section may be incorporated during the final design process to minimize impacts. Other comments such as undergrounding utilities, adding lighting and trees, and adding a traffic light will be considered as the design is progressed.

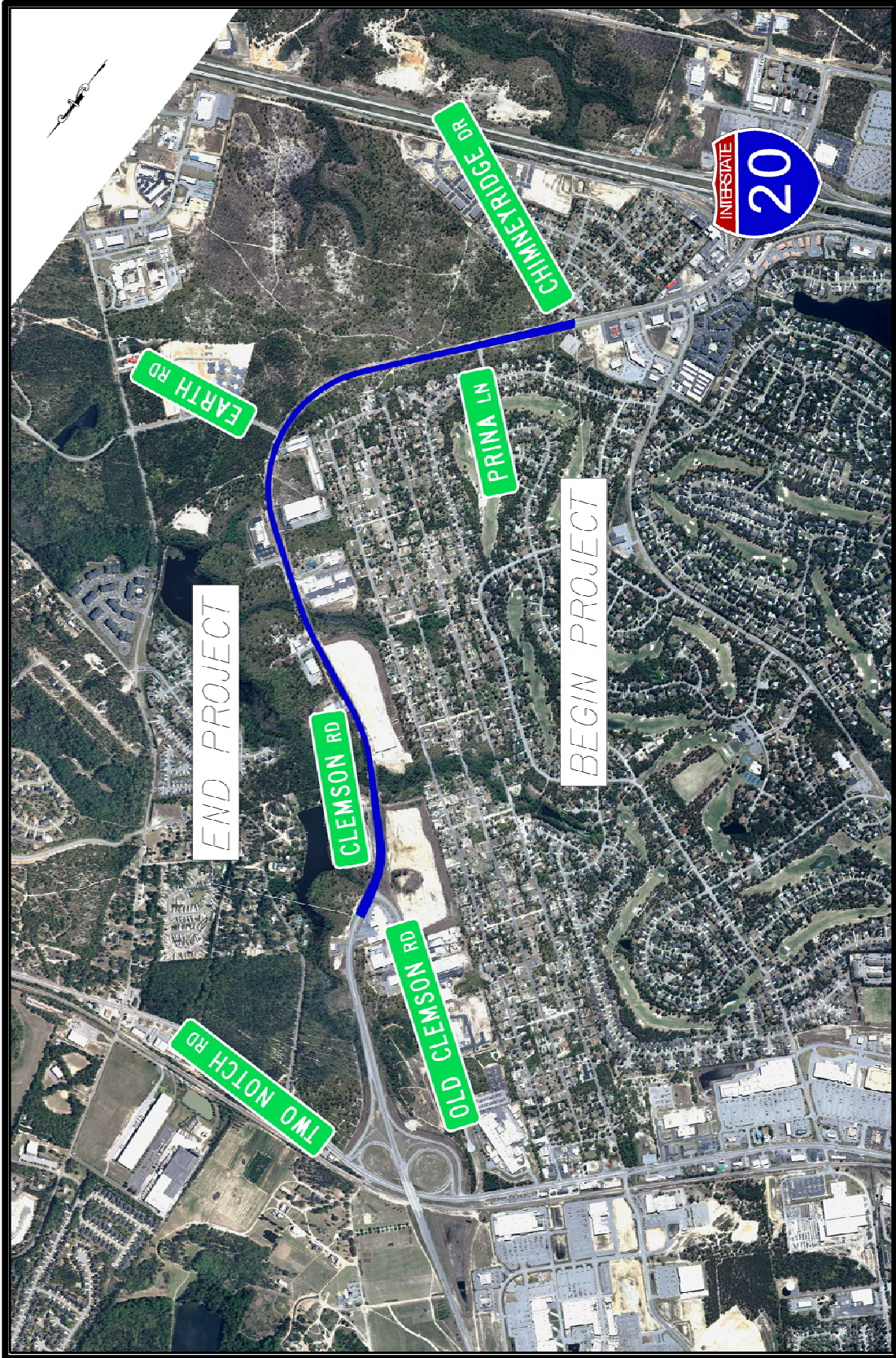


Exhibit A – Clemson Road Widening Project Limits

Legend	
SUP - Shared-Use	Path
SW - Sidewalk	
BL - Bike lane	

CLEMSON ROAD WIDENING

Bicycle and Pedestrian Alternates

*road width will remain the same for all alternates

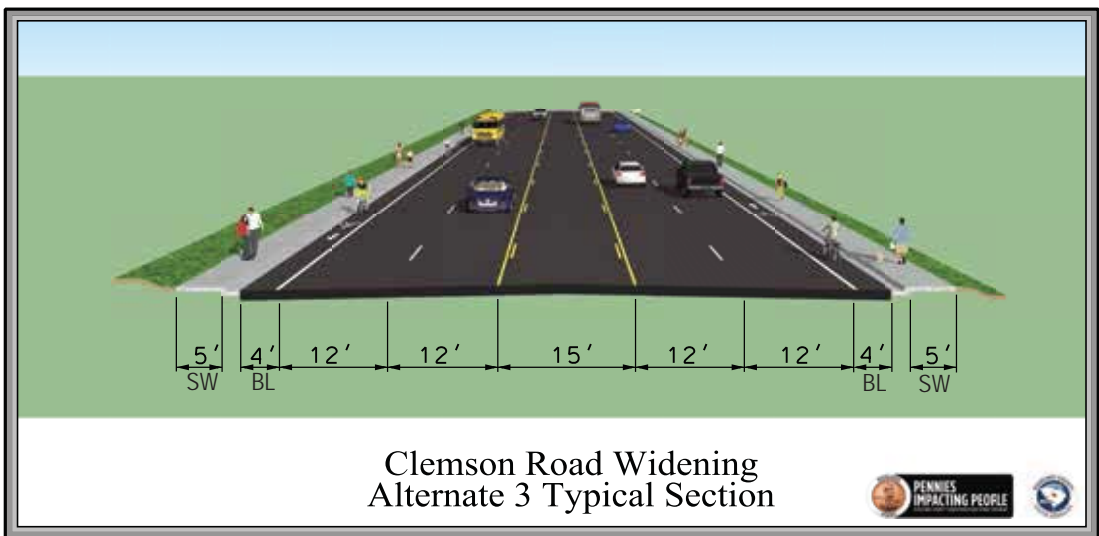
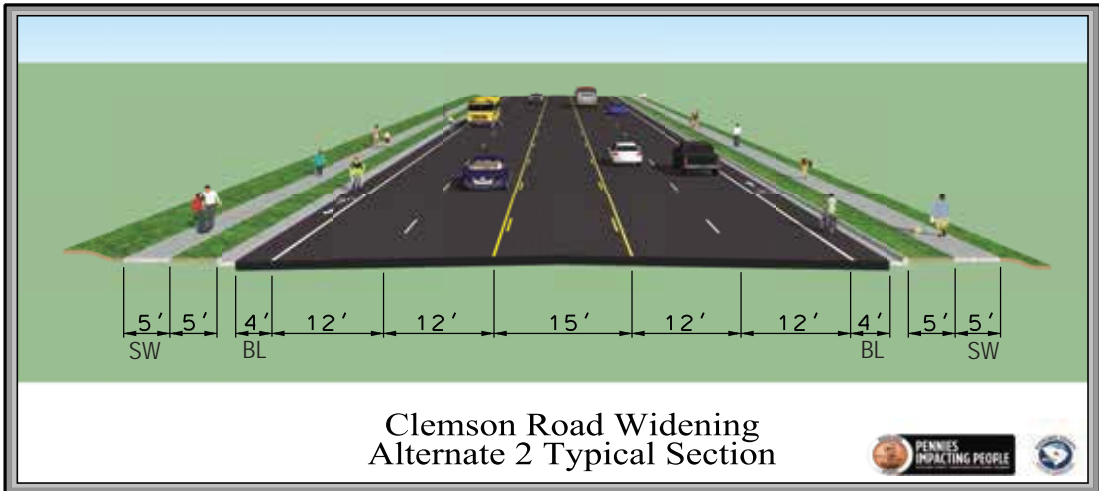
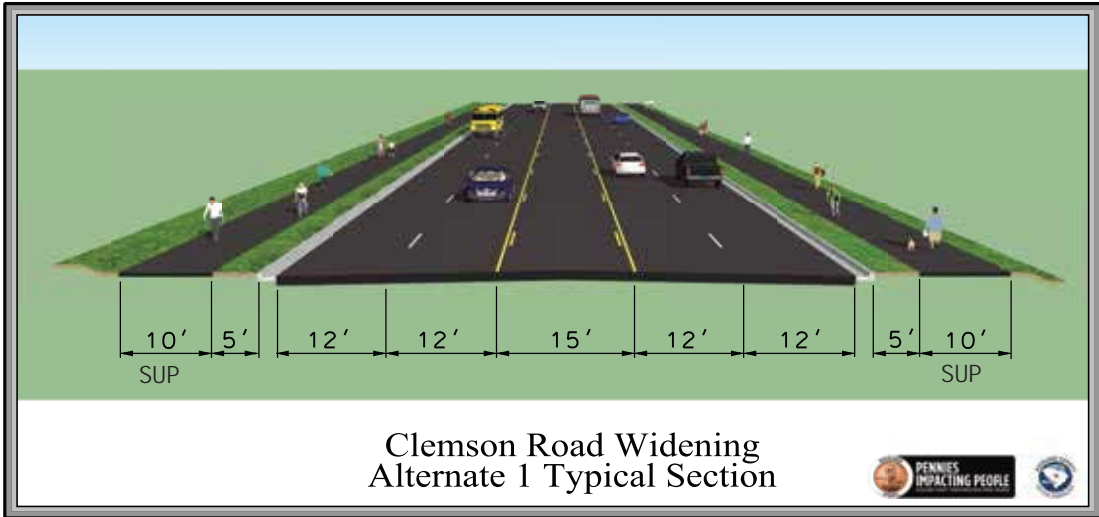


Exhibit B - Clemson Road Widening Typical Sections

(Presented in Draft Concept Report and at Public Meeting)

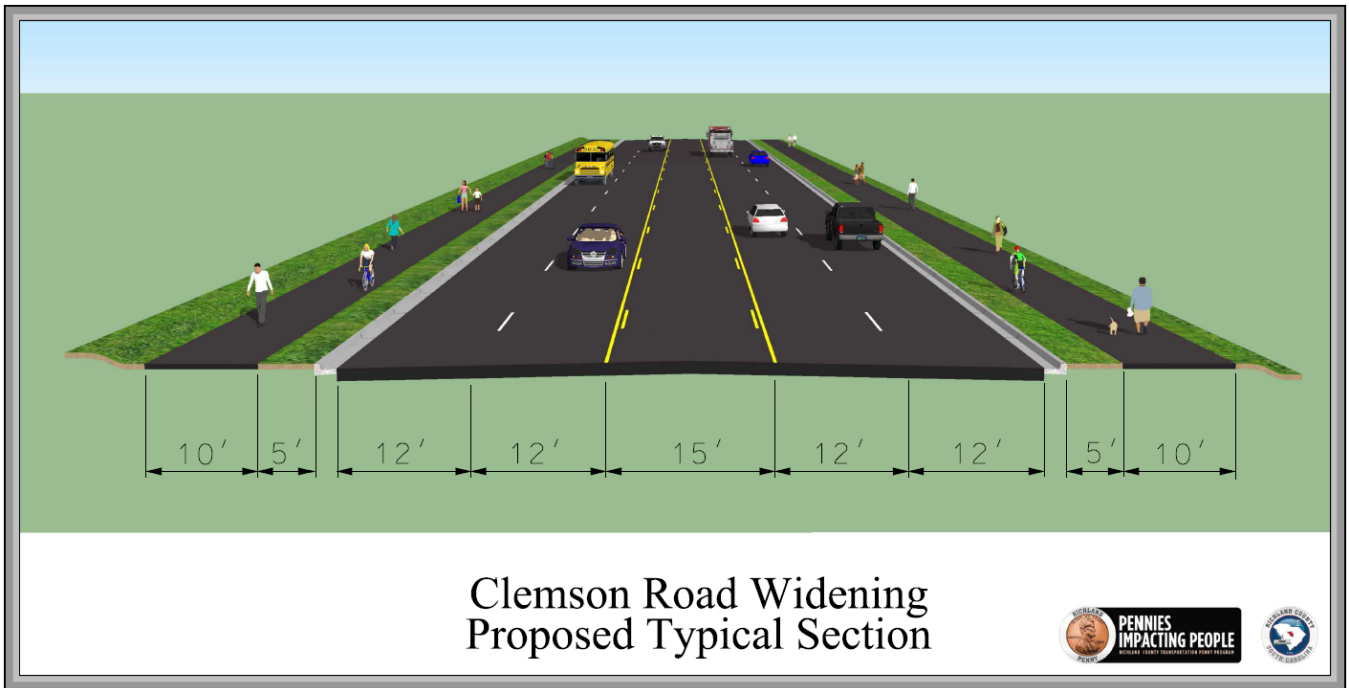


Exhibit C – Clemson Road Widening Recommended Typical Section