



# **RICHLAND COUNTY COUNCIL**

## **ADMINISTRATION AND FINANCE COMMITTEE**

Joyce Dickerson	Paul Livingston	Greg Pearce (Chair)	Jim Manning	Kelvin Washington
District 2	District 4	District 6	District 8	District 10

**MARCH 25, 2014  
6:00 PM**

**2020 Hampton Street**

### **CALL TO ORDER**

### **APPROVAL OF MINUTES**

1. Regular Session: February 25, 2014 [PAGES 3-6]

### **ADOPTION OF AGENDA**

### **ITEMS FOR ACTION**

2. Department of Community Development Budget Amendment [PAGES 7-18]
3. Petition to Close a Portion of Old Forest Drive [PAGES 19-37]

4. Septic and Storm Drainage Problems in Suburbs [**PAGES 38-40**]
5. Renewal of Operating Agreement between Richland County and Columbia Rowing Club and Short-Term Proposal Directives for Site [**PAGES 41-61**]
6. Policy Change for Placement of Committee Items Forwarded with No Recommendation on the Consent Agenda [**PAGES 62-64**]
7. Approve award of the Countywide Watershed Improvement Plan contract to Brown & Caldwell [**PAGES 65-72**]

## **ADJOURNMENT**



### **Special Accommodations and Interpreter Services**

Citizens may be present during any of the County's meetings. If requested, the agenda and backup materials will be made available in alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), as amended and the federal rules and regulations adopted in implementation thereof.

Any person who requires a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may request such modification, accommodation, aid or service by contacting the Clerk of Council's office either in person at 2020 Hampton Street, Columbia, SC, by telephone at (803) 576-2061, or TDD at 803-576-2045 no later than 24 hours prior to the scheduled meeting.

# Richland County Council Request of Action

## **Subject**

Regular Session: February 25, 2014 [PAGES 3-6]

## **Reviews**

# MINUTES OF



## RICHLAND COUNTY COUNCIL ADMINISTRATION AND FINANCE COMMITTEE TUESDAY, FEBRUARY 25, 2014 6:00 P.M.

*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.*

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### MEMBERS PRESENT

- Chair: Greg Pearce
- Member: Joyce Dickerson
- Member: Paul Livingston
- Member: Jim Manning
- Member: Kelvin E. Washington, Sr.

**ALSO PRESENT:** Damon Jeter, Bill Malinowski, Norman Jackson, Seth Rose, Julie-Ann Dixon, Tony McDonald, Roxanne Ancheta, Sparty Hammett, Warren Harley, Daniel Driggers, Brad Farrar, John Hixon, Justine Jones, Bill Peters, Dwight Hanna, Buddy Atkins, Geo Price, Monique Walters

### CALL TO ORDER

The meeting started at approximately 6:00 p.m.

**POINT OF PERSONAL PRIVILEGE** – Ms. Dickerson thanked everyone for their support during the past year.

### ELECTION OF THE CHAIR

Mr. Manning moved, seconded by Mr. Livingston, to nominate Mr. Pearce for the position of Chair. The vote in favor was unanimous.

### APPROVAL OF MINUTES

**December 17, 2013 (Regular Session)** – Mr. Washington moved, seconded by Ms. Dickerson, to approve the minutes as distributed. The vote in favor was unanimous.



## ADOPTION OF AGENDA

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

## ITEMS FOR ACTION

**Approval of a Family Court Social Worker/Juvenile Mental Health Court Coordinator for the Solicitor's Office and a Senior Application Support Analyst for the Information Technology Department** – Ms. Dickerson moved, seconded by Mr. Livingston, to refer to the budget process. A discussion took place.

The vote in was in favor.

**Coroner's Office: Purchase of Replacement Computer Equipment** – Mr. Washington moved, seconded by Ms. Dickerson, to refer this item to the budget process. A discussion took place.

The vote in favor was unanimous.

**FY13-14 Annual Action Plan—Council Approval** – Ms. Dickerson moved, seconded by Mr. Washington, to defer this item. The vote in favor was unanimous.

**Richland County Sheriff's Department ASPCA Foundation Grant/No FTE/No Match** – Mr. Livingston moved, seconded Ms. Dickerson, to forward to Council with a recommendation to approve the grant to provide funding for equipment to implement an Animal Cruelty Response Unit. Any costs to maintain the equipment will be absorbed by the Richland County Sheriff's Department budget. A discussion took place.

The vote in favor was unanimous.

**Out of Cycle Funding Requests: Accommodations Tax and Hospitality Tax** – Mr. Manning moved, seconded by Ms. Dickerson, to refer this item to the budget process. The vote in favor was unanimous.

**2<sup>nd</sup> Annual "Relax, It's OK 2 B Single" Valentine's Day Gala Funding Request** – Mr. Washington moved to approve this item. The motion died for lack of a second.

Mr. Washington moved, seconded by Ms. Dickerson, to forward to Council without a recommendation.

<b><u>For</u></b>	<b><u>Opposed</u></b>
Pearce	Dickerson
Washington	Manning
	Livingston

The motion to forward to Council without a recommendation failed.

Item# 1

Mr. Manning moved, seconded by Ms. Dickerson, to forward to Council with a recommendation for denial. The vote was in favor.

**Policy for Purchase of Property by Elected and Appointed Officials** – Mr. Washington moved, seconded by Ms. Dickerson, to forward to Council without recommendation. The vote in favor was unanimous.

**Expanding Richland County's Community Development Staff** – Mr. Washington moved, seconded by Ms. Dickerson, to refer this item to the budget process. The vote in favor was unanimous.

**Reclassification and Promotion Handbook Revisions** – Mr. Livingston moved, seconded by Ms. Dickerson, to forward to Council without a recommendation. A discussion took place.

The vote in favor was unanimous.

**CASA: Fostering Futures Youth Center** – Mr. Manning moved, seconded by Ms. Dickerson, to refer this item to the budget process. The vote in favor was unanimous.

**Property Acquisition, 0.26 Acre parcel** – Mr. Livingston moved, seconded by Ms. Dickerson, to forward to Council with a recommendation to approve the acquisition of a 0.26 acre parcel immediately adjacent to the Jim Hamilton-LB Owens Airport in the amount of \$150. The vote in favor was unanimous.

**EMS Ambulance Purchase** – Ms. Dickerson moved, seconded by Mr. Manning, to forward to Council with a recommendation to approve the purchase to remount 19 ambulance vehicles from Taylor Made Ambulance Company for a cost of \$1,500,886 with the funds coming from the EMS Bond account. A discussion took place.

The vote in favor was unanimous.

**Replace Deteriorated Caulk at the Expansion Joints and Windows at the Richland County Administration and Health Department Buildings** – Ms. Dickerson moved, seconded by Mr. Manning, to forward to Council with a recommendation to authorize Procurement Department Director to enter into and award a contract with Strickland Waterproofing Company, Inc., who has been determined to be the most responsive responder complying materially with the specifications as advertised. The vote in favor was unanimous.

## ADJOURNMENT

The meeting adjourned at approximately 6:51 p.m.

Submitted by,

Greg Pearce, Chair

The minutes were transcribed by Michelle M. Onley

Item# 1

# Richland County Council Request of Action

**Subject**

Department of Community Development Budget Amendment [**PAGES 7-18**]

**Reviews**

## **Richland County Council Request of Action**

**Subject:** Department of Community Development Budget Amendment

### **A. Purpose**

County Council is requested to approve a budget amendment to increase the Community Development Department budget in the amount of \$71,000.00. The City of Columbia will provide a contribution of \$71,000 to the Richland County Community Development Department for the development of one city block within Phase II of the Monticello Road Streetscape project.

### **B. Background / Discussion**

In 2010, URS/BP Barber completed the architectural design for the Monticello Road streetscape project and estimated project construction to be \$500,000. Within the boundary of the project is one City block located between Summit Avenue and Dixie Avenue. URS/BP Barber estimated the City's block's cost at \$99,000.00. Community Development staff informed City Council member Sam Davis and County Council member Paul Livingston of this matter. Councilman Davis agreed to seek financial support from the City for the Monticello Road project.

Councilman Livingston received a letter dated April 7, 2011 from the City Manager which stated that the City will make available \$71,000.00 for Monticello Road (see attached). The source will be remaining funds from a previous streetscape project. City Council approved the funds on June 21, 2011 (see attached). In addition to the \$71,000, the City will purchase 6 lights for the City block and will own and maintain them. The County will be responsible for the installation and construction of the proposed improvements for the project. Phase II of the project is slated to begin summer of 2014. The City held the \$71,000.00 until the funds were needed by the County, and the City is prepared to disburse the \$71,000.00 upon request from Richland County. Phase II bid package is under review in the County's Procurement Department. Once approved, URS/BP Barber will bid the project through a competitive process.

### **C. Legislative / Chronological History**

This is a staff initiated request.

### **D. Financial Impact**

There is no financial impact to the County other than a funds contribution from an external source (the City of Columbia). This increases the overall Community Development budget, thereby generating the need to do a budget amendment. The City is not requesting any County match funds in exchange for this contribution. The County's source of funding for the Monticello Road Streetscape project is CDBG through the Community Development Department. The Community Development Department is also prepared to expend up to \$28,000 for the City block, if deemed appropriate.

## E. Alternatives

1. Approve the request to amend the Community Development budget and accept the \$71,000.00 from the City of Columbia.
2. Do not approve the request to amend the Community Development budget and reject the City's contribution to the Monticello Streetscape project. Not accepting the contribution from the City of Columbia will result in omitting the City block from the redevelopment project.

## F. Recommendation

It is recommended that Council approve the request to amend the Community Development budget and accept the City contribution of \$71,000.00.

Recommended by: Valeria Jackson    Department: Community Development    Date: 3/5/2014

## 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: 3/9/14

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Recommend approval contingent on the fact that project completion is already programmed through County CDBG funds and requires no additional funding from the County.

### Grants

Reviewed by: Sara Salley

Date: 3/9/14

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

### Legal

Reviewed by: Elizabeth McLean

Date: 3/12/14

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

### Administration

Reviewed by Sparty Hammett:

Date: 3/12/14

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Item# 2

# *Richland County Government*

County Administration Building  
2020 Hampton Street  
P.O. Box 192  
Columbia, SC 29202



Phone (803) 576-2050  
Fax (803) 576-2137  
TDD (803) 748-4999

## *Office of the County Administrator*

Mr. Steven A. Gantt  
City Manager  
City of Columbia  
1737 Main Street  
P.O. Box 147  
Columbia, SC 29217

Dear Mr. Gantt:

Richland County is in receipt of your letter dated April 7, 2011 regarding the Monticello Road Streetscape Project.

Overall, it is my understanding that the City's portion (Summit to Dixie Ave) is estimated to be \$99,000.00, as determined by our selected vendor BP Barber. The City has noted their commitment of \$71,000.00 from a previous streetscaping project to their portion of the project that will entail Summit to Dixie Avenue. The County will accept the City's \$71,000.00 and will commit to the additional estimated amount of \$28,000.00 for the remaining portion of the City's balance. The County's source will be CDBG funding from our Community Development Department. This \$99,000 is anticipated to cover the costs of the streetscape and not the lighting (see attached). As per your email, the City will in addition purchase their portion of the lighting as to where the County will be leasing from SCE&G. In order to make sure that all lighting is consistent and uniform, the County's Community Development office has supplied a copy of the SCE&G street lighting proposal for your information.

Please let me know if you need any additional information and please confirm receipt of this letter. You can correspond directly with me and/or Valeria Jackson, Director of Community Development at 803-576-2063, moving forward on this initiative. I look forward to seeing this enhanced streetscape serving as a main gateway into the city and county.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Milton Pope", is written over a horizontal line. The signature is fluid and cursive.

J. Milton Pope  
County Administrator

Attachment

Item# 2

**Monticello Road Streetscape Improvements  
for  
Richland County  
(City of Columbia Jurisdiction)**

**I. Streetscape Improvements**

Item	Qty.	Unit	Description	Unit Price	Total
1.	1	LS	Demolition	\$2,500.00	\$2,500.00
2.	1	LS	Traffic Control	\$10,000.00	\$10,000.00
3.	1	LS	Repair Utilities/Water Vault	\$1,000.00	\$1,000.00
4.	525	LF	Horizontal Directional Drill	\$12.00	\$6,300.00
5.	30	SY	12" Decorative Stamped Concrete	\$72.00	\$2,160.00
6.	45	SY	24" Decorative Stamped Concrete	\$72.00	\$3,240.00
7.	6	EA	Decorative Street Lamps w/ hand holes	\$0.00	\$0.00
8.	90	SY	4" Thick Concrete Sidewalk	\$35.00	\$3,150.00
9.	35	LF	18" Concrete Curb and Gutter	\$16.50	\$577.50
10.	875	LF	Thermoplastic Crosswalk	\$3.00	\$2,625.00
11.	1050	SY	Asphalt Milling	\$3.50	\$3,675.00
12.	1050	SY	Asphalt Surface Course	\$10.00	\$10,500.00
13.	315	SY	Stamped Asphalt Crosswalk	-\$100.00	\$31,500.00
14.	225	SF	Detectable Warning Surface	\$35.00	\$7,875.00
15.	4	EA	Decorative Street Sign	\$1,000.00	\$4,000.00
				<b>Streetscape Subtotal:</b>	<b>\$89,102.50</b>
				<b>10% Contingency:</b>	<b>\$8,910.25</b>
				<b>Streetscape Total:</b>	<b>\$99,000.00</b>

**Notes:**

1. Horizontal Directional Drill estimate includes full length installation of 2" Schedule 40 electrical conduit.
2. Decorative stamped concrete to be single color - red.
3. Decorative street lamps and hand holes to be supplied by SCE&G.
4. Stamped asphalt crosswalk to be StreetPrint XD or approved equal.
5. Decorative street signs to be Brandon Industries, or approved equal, combination stop and street signs.
6. Proposed work includes intersections of Monticello Road and Summit Avenue and Monticello Road and Dixie Road, and the rights-of-way in between.

Prepared By: BP Barber



CITY OF COLUMBIA  
SOUTH CAROLINA

April 7, 2011

Mr. Paul Livingston, Chairman  
Richland County Council  
2308 Park Street  
Columbia, SC 29201

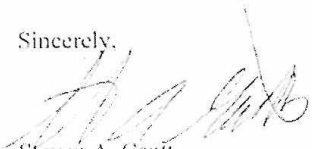
Dear Chairman Livingston,

The Columbia City Council, at its April 6<sup>th</sup> meeting, authorized me to provide some funding to assist the County in their streetscaping efforts along a portion of Monticello Road.

It is my understanding from your February 22<sup>nd</sup> communication that the County is requesting \$99,000.00 to fund the improvements to the 5000 block of Monticello Road. The City of Columbia has available \$71,000.00 from a previous streetscaping project that it is willing to make available for this project. Council has asked for some confirmation from the County that they will provide the remaining funds necessary to complete this portion of the project. City funding is contingent upon receiving an assurance from the County that the 5000 block of Monticello will improved to the same level as the blocks being funded by the County.

If this proposal is acceptable to the County please provide some correspondence confirming your willingness to complete this portion of the project with the funding available from the City of Columbia.

Sincerely,

  
Steven A. Gantt  
City Manager

Cc: Mayor Steve Benjamin  
Councilman Sam Davis  
Councilwoman Tameika Isaac-Devine  
Councilman Daniel Rickenmann  
Councilwoman Belinda Gergel  
Councilwoman Leona Plough  
Councilman Brian Newman

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Steven A. Gantt • City Manager  
1737 Main Street • P.O. Box 147 • Columbia, South Carolina 29217  
Office: 803-545-3026 • Fax: 803-255-8922 • Email: [sagantt@columbiase.net](mailto:sagantt@columbiase.net)

Item# 2

Attachment number 1  
Page 5 of 11





CITY OF COLUMBIA  
CITY COUNCIL MEETING MINUTES  
TUESDAY, JUNE 21, 2011  
6:00 P.M.  
CITY HALL – COUNCIL CHAMBERS  
1737 MAIN STREET

The Columbia City Council conducted a Regular Meeting and a Public Hearing on Tuesday, June 21, 2011 at City Hall, 1737 Main Street, Columbia, South Carolina. The Honorable Mayor Pro-Tempore Belinda F. Gergel called the meeting to order at 6:08 p.m. and the following members of Council were present: The Honorable Sam Davis, The Honorable Tameika Isaac Devine, The Honorable Daniel J. Rickenmann, The Honorable Leona K. Plough and The Honorable Brian DeQuincey Newman. The Honorable Mayor Stephen K. Benjamin was absent. Also present were Mr. Steven A. Gantt, City Manager and Ms. Erika D. Salley, City Clerk.

**PLEDGE OF ALLEGIANCE**

**INVOCATION**

Chaplain Clyde Waters, Columbia Police Department offered the Invocation.

**APPEARANCE OF PUBLIC WITH COMMENTS RELATED TO THE AGENDA ITEMS**

No one appeared at this time.

**APPROVAL OF MINUTES**

1. Amended Minutes of March 1, 2011 – *Approved*

Upon a motion made by Ms. Devine and seconded by Mr. Newman, Council voted unanimously to approve the Minutes of March 1, 2011, as amended.

2. Work Session Minutes of June 7, 2011 - *Approved*
3. Council Meeting Minutes of May 24, 2011 and June 7, 2011 - *Approved*

Upon a single motion made by Ms. Devine and seconded by Ms. Plough, Council voted unanimously to approve the Work Session Minutes of June 7, 2011 and the Council Meeting Minutes of May 24, 2011 and June 7, 2011, as presented.

**PRESENTATIONS**

4. Introduction of the June 2011 Employee of the Month – Mr. Randy Scott, Chief of the Columbia Police Department

Chief Randy Scott, Columbia Police Department introduced Captain Estelle Young as the City of Columbia June 2011 Employee of the Month.

*\*\*Amendment to the Agenda*

MN 06/21/2011 Page 1 of 17

Captain Estelle Young, Columbia Police Department thanked the Council for the love shown and the assistance given to her over the years. She thanked Ms. Utsey for advertising the Fan the Heat Program, Shop with a Cop and many other programs undertaken by the Police Department.

Mayor Pro-Tem Gergel presented Captain Young with a plaque and Mr. Steven A. Gantt, City Manager presented Captain Young with a token of appreciation for being selected as the City of Columbia June 2011 Employee of the Month.

5. Broad River Road Corridor and Community Study – Ms. Krista Hampton, Director of Planning/Development Services

Ms. Tiaa Rutherford, Neighborhood Planner / Richland County Community Development Department presented the Broad River Road Corridor and Community Study, which was initiated by Richland County and the Central Midlands Council of Governments. It includes a five-mile stretch of Broad River Road bounded by Harbison State Forest to the north, the Broad River to the east, the Saluda River to the south and I-26/126 to the west. The goals and objectives of this plan are to optimize transportation operations; improve the roadway; preserve the existing character of the area; introduce mixed-use development; increase homeownership; produce enhanced connectivity; pursue beautification efforts; promote and strengthen development patterns as well as the existing network of community based services and institutions; and to improve the business climate. We would like to enter into a Memorandum of Understanding (MOU) with the City, but one of the first steps is for you all to adopt and accept this master plan.

Councilor Devine requested a copy of the proposed MOU. We can adopt the plan tonight and you all could send us a copy to review.

Councilor Davis said that he attended a couple of the charrettes. The fact that the business group is looking at the role they can play in enhancing the corridor will help move this plan along.

Councilor Rickenmann said it would be more prudent if we had the MOU. I saw something about Tax Increment Financing in one of the slides; we need to understand our financial commitment in the long run.

Councilor Plaugh sought clarification of the boundaries of the plan as it relates to the river.

Ms. Tiaa Rutherford, Neighborhood Planner / Richland County Community Development Department said that the project starts at the Broad River Bridge and goes to Harbison State Forest. We will also tie into the plans that are in place for the improvements to the walkway at Riverbanks Zoo.

Councilor Newman explained that he and Councilman Davis met with Ms. Rutherford and members of Richland County Council several months ago to receive background information on this plan, being that the portion that is in the City is shared by us. We embrace the idea; the look of the plan is beautiful, but at that time the details weren't quite vetted in terms of finances and the City's role. I'm not sure that voting to endorse this plan will obligate us financially.

*\*\*Amendment to the Agenda*

MN 06/21/2011 Page 2 of 17

Councilor Devine reminded the Council that a deliverable from the Joint Economic and Community Development Committee Meeting held on June 1, 2011, was for our staff to work more closely together on several economic development and community development issues. We discussed the fact that there are things that we are already planning to do in the area that is in the City limits. I agree with Mr. Newman; I don't think endorsing the plan would obligate us to anything. I want to see what we will be specifically asked to participate in down the road. We would clearly endorse the concept and ask that our staff work together to see if there are things we can come together to do and plan in the same direction since this area encompasses both the City and the County.

Ms. Tiaa Rutherford, Neighborhood Planner / Richland County Community Development Department asked that City Council accept the concept of the plan and that the two governments work together to establish the MOU as to how we move forward with implementation. Adopting the plan does not tie you financially to the implementation; you are agreeing with the concept as presented and as a government, we are going to work together to see the plan to fruition.

Upon a motion made by Mr. Rickenmann and seconded by Mr. Newman, Council voted unanimously to endorse the concept of the Broad River Road Corridor and Community Plan. The two governments will continue discussions and work together to develop a Memorandum of Understanding. Staff was directed to work together to move the plan forward.

#### **CITY COUNCIL DISCUSSION / ACTION**

6. Hospitality Tax Application for the 9/11 Memorial

Mr. Steven A. Gantt, City Manager explained that this is a Hospitality Tax Application for the construction of a September 11<sup>th</sup> Memorial at the Convention Center. We had discussions about funding for this memorial that would require an agreement with Richland County and Lexington County for the funding to be made available. We've received indication that one of the counties isn't in agreement with using those funds for this purpose. We have a surplus in the Hospitality Tax Fund and we ask that we be allowed to use a portion of that surplus for this project.

Councilor Davis asked where the remainder of the funds would come from.

Mr. Steven A. Gantt, City Manager said that the projected cost is \$170,000; this request is for \$50,000; and we will ask the other two counties to assist in an equal manner.

Councilor Devine made a motion to approve the allocation of \$50,000 from the Hospitality Tax Fund, contingent upon the other governments participating.

Councilor Plough sought clarification of the funding source. Are we talking about the \$500,000 +/- in a Reserve Fund? Is there a timeframe in which we need to act on this?

Mr. Steven A. Gantt, City Manager said yes and there is also \$96,000 that came back to the City from grantees that did not use all of their allocations. It is time sensitive in regard to starting construction. They would like to have this completed by the end of August 2011.

Councilor Rickenmann asked that the Council defer the vote on this matter, because he would also like to defer consideration of **Item 7**, until they schedule a Work Session for further discussion. The committee has done a great job, but we need to spend time discussing these items as a group. I would also like to have the Mayor here for this discussion. Some groups who generate the tax have seen significant cuts and some groups have gotten some bumps.

Councilor Devine concurred with deferring **Item 7**, but she would like to move forward with **Item 6** since it is coming from this year's surplus.

Councilor Newman concurred with Ms. Devine, noting that it would be prudent to move forward with **Item 6** I have some concerns with our Hospitality Tax funding recommendations and it would be appropriate to have a Work Session for further discussion of the committee's recommendations.

Upon a motion made by Ms. Devine and seconded by Mr. Newman, Council voted five (5) to one (1) to allocate up to \$50,000 from the Hospitality Tax Surplus Fund for the construction of a September 11<sup>th</sup> Memorial at the Columbia Metropolitan Convention Center, contingent upon Richland County and Lexington County participating in funding the project. Voting aye were Mr. Davis, Ms. Devine, Dr. Gergel, Ms. Plough and Mr. Newman. Mr. Rickenmann voted nay.

7. Fiscal Year 2011/2012 Accommodations Tax and Hospitality Tax Funding Recommendations – Ms. Libby Gober, Assistant to Council

Councilor Devine said that every year we get lots of e-mails and calls from people who were cut and some people are not happy. Typically we understand that, but by looking at the allocations it seems like some got jumps and some got cuts and there was not a lot of explanation as to the rationale.

Ms. Libby Gober, Assistant to City Council explained that this pot has been the same for the committee for the past several years and the only way to consider any new applications was to cut some of the groups that have been heavily funded for several years.

Ms. Cynthia Hardy, Chair of the Hospitality Tax Advisory Committee agreed with Ms. Gober's explanation, adding that it is an 11-member committee; most of us are business individuals and we recognize the economic strains that a number of businesses and organizations in our area find themselves in. We had \$2.55 million and 73 applications to consider over four days and we kept a contingency of \$200,000. I agree with Councilors Devine and Rickenmann; it would be best to sit down with you all to go over the recommendations. The committee unanimously voted on the bottom line. I will avail myself to answer those questions at a time that you all deem appropriate.

*\*\*Amendment to the Agenda*

MN 06/21/2011 Page 4 of 17

Item# 2

There was a consensus of Council to ask the City Manager to schedule a Work Session for next week and Ms. Hardy was asked to be prepared to address the areas that have seen reductions or increases in Accommodations and Hospitality Tax funding.

8. Accidental Death Coverage Comparison

Mr. Steven A. Gantt, City Manager said that at the request of Council we have been looking at an Accidental Death Policy for our employees that may be injured or killed in the line of duty. We have two policies that we were asked to review in order to determine which was the most appropriate for City employees.

Ms. Hattie Halsey, Deputy Director of Human Resources said that they looked at the SC Police Officer Retirement System and Guardian's Accidental Death and Dismemberment Policy. A legal review and comparison was done with the sample contract from Guardian to the State's program. The comparison shows that all employees would be covered under Guardians policy versus the Police Officer Retirement System, which only covers Police and Fire personnel. She cited other differences in the two policies and recommended that the City of Columbia enter into a contract with Guardian Life Insurance Company for Employee Accidental Death and Dismemberment Coverage.

Upon a motion made by Mr. Rickenmann and seconded by Ms. Devine, Council voted unanimously to authorize the City Manager to proceed with obtaining a contract from Guardian Life Insurance Company for consideration by City Council on July 19, 2011 after it has been reviewed by the City Attorney.

9. Council is asked to approve an allocation to Sister Care, Inc. in the amount of \$10,000 for fiscal year 2010/2011, as requested by City Administration. *Funding Source: Victim's Assistance Fund 2154601-680170 - Approved*

Upon a motion made by Ms. Devine and seconded by Mr. Rickenmann, Council voted unanimously to approve an allocation to Sister Care, Inc. in the amount of \$10,000 for fiscal year 2010/2011, as requested by City Administration.

10. Council is asked to approve the Destruction of 971 Narcotics to include Paraphernalia, as requested by the Police Department's Evidence and Property Unit. - *Approved*

Upon a motion made by Mr. Rickenmann and seconded by Mr. Davis, Council voted unanimously to approve the Destruction of 971 Narcotics to include Paraphernalia, as requested by the Police Department's Evidence and Property Unit.

11. Council is asked to approve the Disbursement of \$71,000.00 to Richland County for the Monticello Road Streetscape Project from Summit Avenue to Dixie Avenue, as requested by Richland County Administration. *Funding Source: Remaining Funds from the Main Street Phase II Project - Approved*

Mr. Steven A. Gantt, City Manager said that we received correspondence back from Richland County indicating that they would be willing to make up the difference of \$28,000 for the project. The County will be leasing ornamental lights for their portion of the project; I don't think we should lease lights from SCE&G in perpetuity, because it is expensive. We will be purchasing six lights for our block through the Public Works Department lighting funds. We will own and maintain the lights and that will save us money in the long-term.

Councilor Plough said that this is an example of how we can use the Community Development Block Grant Fund, which is what the County is using to fund their portion.

Upon a motion made by Mr. Newman and seconded by Ms. Devine, Council voted unanimously to approve the disbursement of \$71,000.00 to Richland County for the Monticello Road Streetscape Project from Summit Avenue to Dixie Avenue.

12. Neighborhood Street Lighting Request – Mr. Dave Brewer, Director of Traffic Engineering

Upon a motion made by Ms. Devine and seconded by Mr. Davis, Council voted unanimously to approve a Neighborhood Street Lighting Request for one (1) additional light on Rigby Road for an increased amount of \$118.92.

13. Request for Special Exception to Establish a Liquor Store within a Commercial Planned Unit Development at 5424 Forest Drive Suite 108, TMS #16706-04-06 – (Council District 4)

Mr. Jonathan Chambers, Zoning Administrator said that this is located in the Wal-Mart Shopping Center near the Sam's Club. He explained that this is a rare instance where the Zoning Ordinance requires both the Planning Commission and City Council to review a Special Exception request within a Commercial Planned Unit Development. On May 2, 2011, the Planning Commission reviewed the request and approved it. The case is in front of you for review and approval, as well. With special exceptions, there are criteria that should be reviewed in regards to the impact on traffic circulation, vehicular and pedestrian safety, the aesthetic character of the environs and the orientation or spacing of improvements or buildings.

Councilor Plough asked if the property had been posted.

Mr. Jonathan Chambers, Zoning Administrator replied yes.

Councilor Davis asked if there had been any opposition to this from adjoining merchants.

Mr. Jonathan Chambers, Zoning Administrator replied no.

Mr. Edgardo Andino, Applicant explained that he is retired from the military and he just wanted to start his own business. I wasn't aware of this legislation, but I had all of my licenses and I am ready to open my store. I am in agreement with the legislation. I selected a shopping center, because I don't want to be behind or in front of anyone's house.

*\*\*Amendment to the Agenda*

MN 06/21/2011 Page 6 of 17

# Richland County Council Request of Action

## **Subject**

Petition to Close a Portion of Old Forest Drive [PAGES 19-37]

## **Reviews**

## Richland County Council Request of Action

**Subject:** Petition to Close a Portion of Old Forest Drive

### **A. Purpose**

Council is requested to consider a petition filed with the Circuit Court to close a portion of Old Forest Drive, which is in Richland County.

### **B. Background / Discussion**

Petitioner filed with the Circuit Court to close a portion of Old Forest Drive, which is in Richland County. The road was abandoned by SCDOT and subsequently turned over to Richland County in 2003. Old Forest Drive runs east-to-west near the intersection of Forest Drive and Percival Road.

Petitioner will soon obtain title to every tract that is adjacent to Old Forest Drive as they have entered into confidential written contracts to purchase all land adjacent to Old Forest Drive, which will subsequently create a single joined tract. Petitioner's Attorney maintains that all other landowners made a party to this suit will consent to their portion of the road closure. Petitioner requests that the court abandon or close the roadway and vest title with all abutting landowners.

A copy of the petition is attached for your convenience (including a plat view of the area).

The Legal Department now needs Council's guidance in answering this lawsuit.

### **C. Legislative / Chronological History**

None. This is a new lawsuit.

### **D. Financial Impact**

No known financial impact at this time.

### **E. Alternatives**

1. Approve petitioner's request to close the subject road and direct Legal to answer the suit accordingly.
2. Deny petitioner's request to close the road, state reasons for such denial, and direct Legal to answer the suit accordingly.

### **F. Recommendation**

Council's discretion.

Recommended by: Lauren Hogan

Department: Legal

Date: 3/10/14

Item# 3



**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: 3/12/14  
 Recommend Council approval  Recommend Council denial  
 Recommend Council discretion  
Comments regarding recommendation:

Recommendation supports ROA as Council discretion based on no financial impact.

**Planning**

Reviewed by: Tracy Hegler Date:  
 Recommend Council approval  Recommend Council denial  
Comments regarding recommendation:

Planning approves, provided no parcel becomes landlocked from this closure.

**Public Works**

Reviewed by: Ismail Ozbek Date: 3/12/14  
 Recommend Council approval  Recommend Council denial  
Comments regarding recommendation:

**Emergency Services**

Reviewed by: Michael Byrd Date: 3/13/14  
 Recommend Council approval  Recommend Council denial  
Comments regarding recommendation:

Richland County owns and operates an Emergency Services EMS and Fire Station located on Old Forest Drive. Emergency vehicles use Old Forest Drive when leaving the station. The Petition states “the western-most portion...” Closing the western most portion of Old Forest Drive should not interfere with emergency response.

**Legal**

Reviewed by: Elizabeth McLean Date: 3/19/14  
 Recommend Council approval  Recommend Council denial  
Comments regarding recommendation: Policy decision left to Council’s discretion; the Legal Department will respond to the lawsuit according to Council’s decision.

**Administration**

Reviewed by: Sparty Hammett

✓ Recommend Council approval

Comments regarding recommendation:

Date: 3/19/14

Recommend Council denial

COPY

STATE OF SOUTH CAROLINA  
COUNTY OF RICHLAND  
CRP - FORT JACKSON, LLP

IN THE COURT OF COMMON PLEAS  
FIFTH JUDICIAL CIRCUIT

CASE NO. 2014-LP-40-\_\_\_\_\_

Petitioner,

v.

BAKER AND BAKER REAL ESTATE DEVELOPERS, LLC f/k/a BAKER AND BAKER, a S.C. General Partnership; THE UNITED STATES OF AMERICA, acting by and through DIRECTOR OF REAL ESTATE, HEADQUARTERS, U.S. ARMY CORPS OF ENGINEERS; ALLTEL CELLULAR ASSOCIATES OF SOUTH CAROLINA, LP; RICHLAND COUNTY, State of South Carolina; The South Carolina Department of Transportation; City of Columbia; City of Forest Acres; Baptist Healthcare System of South Carolina, Inc. f/k/a Baptist Medical Center and South Carolina Baptist Hospital; and Citadel Development Foundation.

Respondents.

LIS PENDENS

2014 MAR -3 PM 4:25  
JEANETTE W. MOSSBIDE  
C.O.P. & G.S.  
RICHLAND COUNTY  
FILED

2014 MAR -7 AM 10:24  
RICHLAND COUNTY  
ADMINISTRATORS OFFICE  
RECEIVED

**NOTICE IS HEREBY GIVEN** that an action has been commenced and is now pending in this Court upon Petition of the above-named Petitioner for Abandonment and Closure of Road against the above-named Respondents for the purpose of closing and abandoning a portion of Old Forest Drive, described as follows:

The western-most portion of that certain road known as Old Forest Drive, located within the Town of Forest Acres, in the County of Richland, State of South Carolina. The portion of Old Forest Road sought to be closed is that portion which lies adjacent to or over the following properties: (i) that parcel now or formerly owned by Baker and Baker Real Estate Developers, LLC by virtue of that Deed executed by George Vernon Sease on December 29, 2005 and recorded in the Richland County Register of Deeds in Book 1136 at Page 1819, also known as Richland County Tax Map No. 16706-02-04; (ii) that parcel now or formerly owned by Baptist

 **SCANNED**

Medical Center and Citadel Development by virtue of that Deed executed by Cecil D. Bowen and William M. Bowen on August 8, 1989 and recorded on in the Richland County Register of Deeds in Book D0945 at Page 590, also known as Richland County Tax Map No. 16706-02-01; and (iii) that parcel now or formerly owned by Baker and Baker, a S.C. General Partnership by virtue of that Deed executed by Exxon Corporation on October 6, 1987 and recorded in the Richland County Register of Deeds in Book D0862 at Page 467, also known as Richland County Tax Map No. 16706-02-05; said portion of Old Forest Road commencing at the southeastern-most corner of the above-described tract owned by Baptist Medical Center and extending in a westerly direction adjacent to or over the remaining above-described properties, and ending in a cul-de-sac over the above-described tract owned by Baker and Baker, a S.C. General Partnership; said portion of Old Forest Drive also being adjacent to, and to the North of, the 1.24 acre tract known as Richland County Tax Map No. 28400-01-01, currently titled in the name of The United States of America, acting by and through the Director of Real Estate, Headquarters, U.S. Army Corps of Engineers.



Matthew B. Hill (SC Bar No. 69341)  
Lana H. Sims, IV (SC Bar No. 100751)  
ADAMS AND REESE LLP  
1501 Main Street, 5<sup>th</sup> Floor (29201)  
PO Box 2285  
Columbia, SC 29202  
P: 803-254-4190  
F: 803-779-4749  
[matt.hill@arlaw.com](mailto:matt.hill@arlaw.com)  
[lane.sims.iv@arlaw.com](mailto:lane.sims.iv@arlaw.com)  
Attorneys for the Petitioner

March 3, 2014  
Columbia, South Carolina

COPY

STATE OF SOUTH CAROLINA  
COUNTY OF RICHLAND  
CRP - FORT JACKSON, LLP

Petitioner,

IN THE COURT OF COMMON PLEAS  
FIFTH JUDICIAL CIRCUIT

CASE NO. 2014-CP-40-1061

v.

BAKER AND BAKER REAL ESTATE DEVELOPERS, LLC f/k/a BAKER AND BAKER, a S.C. General Partnership; THE UNITED STATES OF AMERICA, acting by and through DIRECTOR OF REAL ESTATE, HEADQUARTERS, U.S. ARMY CORPS OF ENGINEERS; ALLTEL CELLULAR ASSOCIATES OF SOUTH CAROLINA, LP; RICHLAND COUNTY, State of South Carolina; The South Carolina Department of Transportation; City of Columbia; City of Forest Acres; Baptist Healthcare System of South Carolina, Inc. f/k/a Baptist Medical Center and South Carolina Baptist Hospital; and Citadel Development Foundation.

Respondents.

RICHLAND COUNTY  
FILED  
2014 MAR -3 PM 4:25  
JEANETTE W. MEDWIDE  
C.C.P. & S.S.

**AMENDED SUMMONS**

**TO: THE RESPONDENTS ABOVE NAMED:**

**YOU ARE HEREBY SUMMONED** and required to answer the Petition for Abandonment and Closure of Road herein, a copy of which is herewith served upon you, and to serve a copy of your Answer to said Petition for Abandonment and Closure of Road upon the subscribers, Adams and Reese LLP, at their offices at 1501 Main Street, 5<sup>th</sup> Floor, Post Office Box 2285 (29202), Columbia, South Carolina 29201, within thirty (30) days of the service hereof, exclusive of the day of such service, and if you fail to answer within the time aforesaid, judgment by default will be rendered against you for the relief demanded in the Petition.



Matthew B. Hill (SC Bar No. 69341)  
Lana H. Sims, IV (SC Bar No. 100751)  
ADAMS AND REESE LLP  
1501 Main Street, 5<sup>th</sup> Floor (29201)  
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[matt.hill@arlaw.com](mailto:matt.hill@arlaw.com)  
[lane.sims.iv@arlaw.com](mailto:lane.sims.iv@arlaw.com)  
Attorneys for the Petitioner

March 3, 2014  
Columbia, South Carolina

STATE OF SOUTH CAROLINA  
COUNTY OF RICHLAND  
CRP – FORT JACKSON, LLP

Petitioner,

IN THE COURT OF COMMON PLEAS  
FIFTH JUDICIAL CIRCUIT

CASE NO. 2014-CP-40-1067

v.

BAKER AND BAKER REAL ESTATE DEVELOPERS, LLC f/k/a BAKER AND BAKER, a S.C. General Partnership; THE UNITED STATES OF AMERICA, acting by and through DIRECTOR OF REAL ESTATE, HEADQUARTERS, U.S. ARMY CORPS OF ENGINEERS; ALLTEL CELLULAR ASSOCIATES OF SOUTH CAROLINA, LP; RICHLAND COUNTY, State of South Carolina; The South Carolina Department of Transportation; City of Columbia; City of Forest Acres; Baptist Healthcare System of South Carolina, Inc. f/k/a Baptist Medical Center and South Carolina Baptist Hospital; and Citadel Development Foundation.

Respondents.

RICHLAND COUNTY  
FILED  
2014 MAR -3 PM 4:25  
JEANETTE A. HODDING  
C.C.P. & G.S.

AMENDED PETITION FOR  
ABANDONMENT AND  
CLOSURE OF ROAD

Petitioner CRP – Fort Jackson, LLP would respectfully show unto the Court:

1. This petition is brought pursuant to S.C. Code Ann. 57-9-10, *et. seq.* for the purpose of closing and abandoning a portion of Old Forest Drive located in Richland County, South Carolina.
2. Petitioner has entered into confidential written contracts to purchase the following tracts of real property located in Richland County, adjacent to Old Forest Drive:
  - a. The 0.46 acre tract shown on a plat prepared by Baxter Land Surveying Co., Inc., dated August 3, 2013, to be recorded in the Office of the Richland County Register of Deeds and attached to this Complaint as "Exhibit A" (the "Baxter



Survey”), as Parcel No. 5, Richland County Tax Map No. 16706-02-04, currently titled in the name of Respondent Baker and Baker Real Estate Developers, LLC by virtue of that Deed executed by George Vernon Sease on December 29, 2005 and recorded in the Richland County Register of Deeds in Book 1136 at Page 1819 (the “Baker Tract A”);

b. The 0.83 acre tract shown on the Baxter Survey as Parcel No. 2, Richland County Tax Map No. 16706-02-05, currently titled in the name of Respondent Baker and Baker Real Estate Developers, LLC f/k/a Baker & Baker, A S.C. General Partnership by virtue of that Deed executed by Exxon Corporation on October 6, 1987 and recorded in the Richland County Register of Deeds in Book D0862 at Page 467 (the “Baker Tract B”);

c. The 2.12 acre tract shown on the Baxter Survey as Parcel No. 3, Richland County Tax Map No. 16706-02-01, currently titled in the name of Baptist Healthcare System of South Carolina, Inc. f/n/a Baptist Medical Center and South Carolina Baptist Hospital; and Citadel Development Foundation, by virtue of that Deed executed by Cecil D. Bowen and William M. Bowen on August 8, 1989 and recorded on in the Richland County Register of Deeds in Book D0945 at Page 590 (the “Baptist Tract”); and

d. The 1.24 acre tract shown on the Baxter Survey as Richland County Tax Map No. 28400-01-01, currently titled in the name of The United States of America, acting by and through the Director of Real Estate, Headquarters, U.S. Army Corps of Engineers (the “Army Tract”).

3. Old Forest Drive runs east-to-west near the intersection of Forest Drive and Percival Road and is accessible from Forest Drive via a right-of-way that extends over the Army Tract.

4. The westernmost segment of Old Forest Drive extends adjacent to and/or onto the Army Tract, the Baker Tract A, and the Baptist Property, and it ends adjacent to or upon the Baker Tract B.

5. Petitioner seeks to close that specific portion of Old Forest Drive which lies on or adjacent to Baker Tract A, Baker Tract B, and the Baptist Tract (“the Subject Road”). The Subject Road commences at the southeastern-most corner of Baker Tract A and extends in a westerly direction over or adjacent to Baker Tract A and the Baptist



Tract, ending at a cul-de-sac which lies on Baker Tract B. The Subject Road also lies adjacent to a portion of the Army Tract.

6. Respondents Baker and Baker Real Estate Developers, LLC f/k/a Baker & Baker, A S.C. General Partnership; Baptist Healthcare System of South Carolina, Inc. f/n/a Baptist Medical Center and South Carolina Baptist Hospital; Citadel Development Foundation; and The United States of America, acting by and through the Director of Real Estate, Headquarters, U.S. Army Corps of Engineers are made parties to this action due to the fact that they are the owners of record of the above-described tracts of property, located in Richland County, which are adjacent to the Subject Road.

7. Respondent Alltel Cellular Associates of South Carolina, LP is made a Respondent to this action due to the fact that it is the owner of record of a tract of land that is located in close proximity to the Subject Road in Richland County, shown on the Baxter Survey as Tax Map No. 16706-02-03. Upon information and belief the tract owned by Alltel Cellular Associates of South Carolina is not adjacent to the Subject Road.

8. Respondent Richland County, State of South Carolina ("Richland County") is made a Respondent to this action due to the fact that the Subject Road is located within Richland County, it may be maintained from time to time by Richland County, and Richland County may claim some right, title or interest in the Subject Road.

9. Respondent South Carolina Department of Transportation ("SCDOT") is made a Respondent to this action due to the fact that the Subject Road is located within the State of South Carolina. On information and belief, SCDOT does not maintain the Subject Road or claim any right, title or interest in the Subject Road.

10. Respondent City of Columbia is a municipal body politic organized and existing pursuant to the law of South Carolina and located within Richland County. City of Columbia is made a Respondent to this action due to the fact that the Subject Road may be located within the City of Columbia. On information and belief, City of Columbia does not maintain the Subject Road or claim any right, title or interest in the Subject Road.

11. Respondent City of Forest Acres is a municipal body politic organized and existing pursuant to the law of South Carolina and located within Richland County. City

of Forest Acres is made a Respondent to this action due to the fact that the Subject Road may be located within the City of Forest Acres. On information and belief, City of Forest Acres does not maintain the Subject Road or claim any right, title or interest in the Subject Road.

12. Petitioner is an "interested person" with regard to the Subject Road, as defined under S.C. Code Ann. § 57-9-10, by virtue of the confidential written contracts to purchase the above-described tracts of real property adjacent to the Subject Road.

13. It is in the best interest of all concerned parties that the Subject Road be abandoned and closed.

14. Petitioner will soon obtain title to every tract that is adjacent to the Subject Road, pursuant to the above-described confidential contracts of sale. When this occurs, Petitioner will own all of the real property surrounding the Subject Road as a single joined tract, and the Subject Road will no longer be necessary as an access road or thoroughfare.

15. Petitioner advertised for three (3) consecutive weeks in The Columbia Star, a newspaper published in Richland County, a "Notice of Intention to File Petition to Close Road", a copy of which is attached hereto as "Exhibit B" and incorporated herein by this reference.

16. The "Notice of Intention to File Petition to Close Road" was published on January 31, 2014, February 7, 2014 and February 14, 2014, as evidenced by the Affidavit of Publication filed simultaneously herewith, a copy of which is attached hereto as "Exhibit C" and incorporated herein by this reference.

17. Petitioner is informed and believes that it is entitled to an Order closing and abandoning the Subject Road.

18. Petitioner is informed and believes that title to the Subject Road should be vested as follows, pursuant to an appropriate Order of this court:

a. That any interest in the Subject Road held by Respondents Richland County, SCDOT, City of Columbia, and City of Forest Acres be permanently closed and abandoned and all rights in favor of these Respondents be terminated;

b. That the portion of the Subject Road located over, adjacent to, and to the South of the Baker Tract A be vested in the name of Baker and Baker Real Estate Developers, LLC;

c. That the portion of the Subject Road located over and adjacent to the Baker Tract B be vested in the name of Baker and Baker Real Estate Developers, LLC;

d. That the portion of the Subject Road located over, adjacent to, and to the South of the Baptist Tract be vested in the name of Baptist Healthcare System of South Carolina, Inc. and Citadel Development Foundation.

WHEREFORE, Petitioner prays that this Court issue an Order pursuant to S.C. Code Ann. § 57-9-10 *et. al.* which decides and determines as follows:

a. That the Subject Road be permanently closed, abandoned, discontinued and vacated;

b. That all rights and obligations held by Richland County, SCDOT, City of Columbia, City of Forest Acres, the State of South Carolina and the general public with regard to the Subject Road be permanently terminated;

c. That the portion of the Subject Road located over, adjacent to, and to the South of the Baker Tract A be vested in the name of Baker and Baker Real Estate Developers, LLC;


d. That the portion of the Subject Road located over and adjacent to the Baker Tract B be vested in the name of Baker and Baker Real Estate Developers, LLC;

e. That the portion of the Subject Road located over, adjacent to, and to the South of the Baptist Tract be vested in the name of Baptist Healthcare System of South Carolina, Inc. and Citadel Development Foundation; and

f. For such other and further relief as the court may deem just and proper.

*(Intentionally left blank – signature to follow)*

Respectfully submitted,



Matthew B. Hill (SC Bar No. 69341)  
Lana H. Sims, IV (SC Bar No. 100751)  
ADAMS AND REESE LLP  
1501 Main Street, 5<sup>th</sup> Floor (29201)  
PO Box 2285  
Columbia, SC 29202  
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[matt.hill@arlaw.com](mailto:matt.hill@arlaw.com)  
[ana.sims.iv@arlaw.com](mailto:ana.sims.iv@arlaw.com)  
Attorneys for the Petitioner

March 3, 2014  
Columbia, South Carolina

EXHIBIT "A"

THE UNDERSIGNED HEREBY SHOWS THE APPROXIMATE LOCATION AND EXACT BOUNDARIES OF THE PROPERTY OF THE STATE OF SOUTH CAROLINA AS SHOWN ON THE ATTACHED MAP...

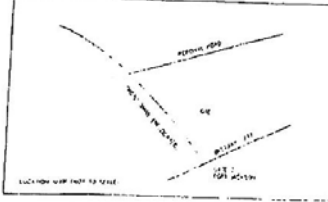
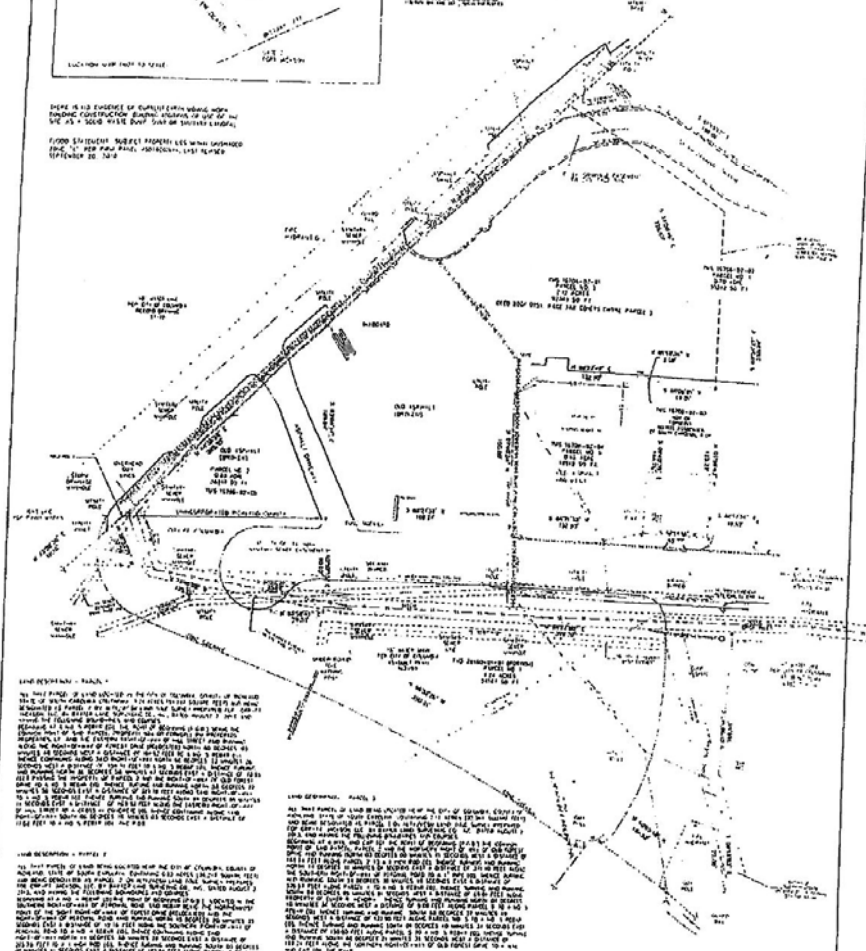


Table with 2 columns: 'ACRES' and 'FRAC'. It lists various parcels and their respective acreages and fractions.

THERE IS NO EVIDENCE OF EXISTING OR PROPOSED CONSTRUCTION OF ANY KIND ON THE PROPERTY...



SECTION 1: This section contains the first paragraph of the survey description, detailing the boundaries and acreage of the first section.

SECTION 2: This section contains the second paragraph of the survey description, detailing the boundaries and acreage of the second section.

SECTION 3: This section contains the third paragraph of the survey description, detailing the boundaries and acreage of the third section.

WITNESSED AND SUBSCRIBED AT THE CITY OF COLUMBIA, SOUTH CAROLINA, this 3rd day of August, 2013.



AUGUST 3, 2013  
Scale: 1" = 40'

BAXTER LAND SURVEYING CO., INC.  
2204 Devine Street Columbia, SC 29205 (803)-252-8564  
BAXLAND@AOL.COM

PREPARED FOR THE CLIENT BY THE SURVEYOR FOR CRP - FORT JACKSON, LLC

Surveyor's signature and title information.

EXHIBIT "B"

STATE OF SOUTH CAROLINA  
COUNTY OF RICHLAND

NOTICE OF INTENTION TO FILE  
PETITION TO CLOSE ROAD

NOTICE IS HEREBY GIVEN that CRP - Fort Jackson, LLC, a South Carolina limited liability company, after publication of this Notice of Intention to File Petition to Close Road once per week for three (3) consecutive weeks, will file a Petition pursuant to S.C. Code § 57-9-10, *et. seq.*, in the Court of Common Pleas for Richland County to close the western-most portion of that certain road known as Old Forest Drive, located within the Town of Forest Acres, in the County of Richland, State of South Carolina. The portion of Old Forest Road sought to be closed is that portion which lies adjacent to or over the following properties: (i) that parcel now or formerly owned by Baker and Baker Real Estate Developers, LLC by virtue of that Deed executed by George Vernon Sease on December 29, 2005 and recorded in the Richland County Register of Deeds in Book 1136 at Page 1819, also known as Richland County Tax Map No. 16706-02-04; (ii) that parcel now or formerly owned by Baptist Medical Center and Citadel Development by virtue of that Deed executed by Cecil D. Bowen and William M. Bowen on August 8, 1989 and recorded on in the Richland County Register of Deeds in Book D0945 at Page 590, also known as Richland County Tax Map No. 16706-02-01; and (iii) that parcel now or formerly owned by Baker and Baker, a S.C. General Partnership by virtue of that Deed executed by Exxon Corporation on October 6, 1987 and recorded in the Richland County Register of Deeds in Book D0862 at Page 467, also known as Richland County Tax Map No. 16706-02-05; said portion of Old Forest Road commencing at the southeastern-most corner of the above-described tract owned by Baptist Medical Center and extending in a westerly direction adjacent to or over the remaining above-described properties, and ending in a cul-de-sac over the above-described tract owned by Baker and Baker, a S.C. General Partnership; said portion of Old Forest Drive also being adjacent to, and to the North of, the 1.24 acre tract known as Richland County Tax Map No. 28400-01-01, currently titled in the name of The United States of America, acting by and through the Director of Real Estate, Headquarters, U.S. Army Corps of Engineers.

Matthew B. Hill  
Lana H. Sims, IV  
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[lane.sims.iv@arlaw.com](mailto:lane.sims.iv@arlaw.com)

EXHIBIT C

**THE COLUMBIA STAR**  
COLUMBIA, SOUTH CAROLINA

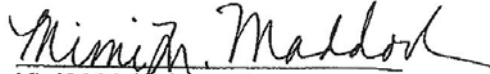
State of South Carolina  
County of Richland

Personally appeared before me,  
**MIMI M. MADDOCK,**  
**PUBLISHER OF THE COLUMBIA STAR,**  
who makes oath that the advertisement

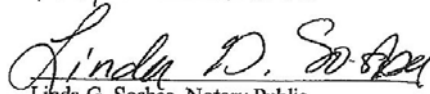
**NOTICE OF INTENTION TO FILE PETITION TO CLOSE ROAD**  
CRP - Fort Jackson, LLC requesting to close said portion of Old Forest  
Drive, et al.

a clipping of which is attached hereto, was printed in  
**THE COLUMBIA STAR**, a weekly newspaper of general circulation  
published in the City of Columbia, State and County aforesaid, in the issues of

January 31, February 7, and 14, 2014

  
Mimi M. Maddock, Publisher

Sworn to before me on this  
14th day of Feb. 2014.

  
Linda G. Sosbee, Notary Public  
My commission expires February 1, 2021

Item# 3







# Richland County Council Request of Action

**Subject**

Septic and Storm Drainage Problems in Suburbs [**PAGES 38-40**]

**Reviews**

## Richland County Council Request of Action

**Subject:** Septic and Storm Drainage Problems in Suburbs

**A. Purpose**

*County Council is requested to develop a plan to eliminate the septic and storm drainage problems in the suburbs.*

**B. Background / Discussion**

During the July 16, 2013, Councilman Jackson made the following motion:

“Develop a plan to eliminate the septic and storm drainage problems in the suburbs and complete and tie into the city sewer and storm water systems.”

This motion was forwarded to the D&S Committee for further consideration.

**C. Legislative / Chronological History**

This motion was referred to the D&S Committee during the July 16, 2013 Council meeting.

**D. Financial Impact**

The financial impact of developing and implementing a plan to eliminate septic and storm drainage problems in suburbs in general is not available. Additional guidance from Council is needed to determine the goal of the study and the boundaries and extent of the study area. Once this information is provided, the financial impact can be determined.

**E. Alternatives**

1. Authorize staff to develop a scope of work, solicit a proposal from a consultant and bring a recommendation back to Council for proceeding with a study.
2. Do not approve the development of a plan.

**F. Recommendation**

It is recommended that Council approve the request to hire a consultant to develop a plan to eliminate the septic and storm drainage problems in the suburbs as identified by County Council.

Recommended by: Councilman Norman Jackson

Date: 3/10/14

**G. Reviews**

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

Item# 4

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: 3/11/14

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Recommendation supports additional information if the request is an item Council wants to consider

**Procurement**

Reviewed by: Rodolfo Callwood

Date: 3/11/14

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

**Utilities**

Reviewed by: Andy H. Metts

Date: 3/12/14

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: A plan was developed a few years ago to address the septic tank problem communities in Richland County as identified on the SC DHEC sewer needs list. This plan is available for review and updating.

**Legal**

Reviewed by: Elizabeth McLean

Date: 3/12/14

Recommend Council approval

Recommend Council denial

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

**Administration**

Reviewed by: Sparty Hammett

Date: 3/12/14

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

# Richland County Council Request of Action

**Subject**

Renewal of Operating Agreement between Richland County and Columbia Rowing Club and Short-Term Proposal Directives for Site **[PAGES 41-61]**

**Reviews**

## Richland County Council Request of Action

**Subject:** Renewal of Operating Agreement between Richland County and Columbia Rowing Club and Short-Term Proposal Directives for Site

### **A. Purpose**

County Council is requested to renew the Operating Agreement between Richland County and Columbia Rowing Club for the Richland County Rowing Center, and provide direction to staff regarding the short-term proposal for the site.

### **B. Background / Discussion**

This Request of Action is divided into two portions. The first portion speaks to the renewal of the Operating Agreement between Richland County and Columbia Rowing Club, and the second portion deals with the short and long term proposals for the site.

The following information was provided by the Columbia Rowing Club:

Since 1999, Columbia Rowing Club, a 501(c)3 charitable organization ([www.ColumbiaRowingClub.com](http://www.ColumbiaRowingClub.com)), has been operating at the Richland County Rowing Center (which resides on 27 acres of County-owned property) to provide the opportunity and facilities for rowing to the public. Richland County and Columbia Rowing Club entered into a formal operating agreement on April 21, 2009, for a period of 5 years. The proposed Addendum to the Operating Agreement, and the current Agreement, which expires on April 21, 2014, are attached for your convenience.

The purpose of Columbia Rowing Club is to educate the public on the benefits of the sport of rowing as a healthful means of recreation and physical fitness at all levels by providing instruction, competition, and access to equipment and facilities in the Columbia, S.C. area. Since its inception, Columbia Rowing Club has offered free and/or low cost rowing lessons to the public and, during that time, has introduced the sport of rowing to hundreds of Midlands residents. The club is open to the public, has maintained a low membership fee, and waives the membership fee for anyone who cannot afford it. The reason for a membership fee is to pay for insurance required by the agreement with the County and to purchase and maintain rowing equipment which is accessible to all members. The club currently has 63 active members. Membership costs range from \$0 to \$165, depending on income eligibility. No one has been or will be turned away for the inability to pay.

During its 14 years operating at the Richland County Rowing Center, Columbia Rowing Club has provided a safe environment for rowing without any negative incidents.

The beautiful water, the warm climate, and the facility provided for rowing by Richland County have been recognized nationally in the rowing community by Rower's Almanac, which named Columbia the 5<sup>th</sup> best city in the United States to retire and row.

Two of the club's programs are especially important and deserve elaboration:

1. Youth Rowing
2. Visiting Crews

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Youth Rowing is a program open to all youth in the Midlands from age 13 - 18. The youth are provided instruction in the sport of rowing and coaching to prepare them for competition. The program provides an important alternative to more traditional organized sports. It is a low impact, whole-body exercise that requires no special athletic skill. Through the program, young people learn important life-lessons such as teamwork, individual and team responsibility, punctuality, the rewards of hard work, along with learning a sport they can enjoy for a lifetime. All of the equipment for the team has been purchased by the club. Coaching is provided by volunteers from the club, and no child has been denied the opportunity due to financial hardship. At least one participant in the program has received a waiver of fees by the club in almost every season Youth Rowing has operated. (The cost to participate is \$0 - \$420 per youth.) The program has males and females, varies from season to season in minority representation (as high as 60% one season), has had youth from virtually every high school in the Midlands, and from every socio-economic class. The youth practice 3-4 days per week and participate in competitions in SC, GA, and TN against crews from throughout the Southeast and parts of the Midwest. Four young people from the Youth program have received rowing scholarships for college.

Visiting Crews: Every year, Columbia Rowing Club hosts visiting crews from colleges and high schools in northern states for winter and spring training. Some of the schools that have trained in Columbia at the Richland County Rowing Center are: Georgetown University (10 years), Bucknell University, Hobart and William Smith Colleges, University of Vermont, University of Michigan, University of William and Mary, Bryn Mawr College, Colgate University, Old Dominion, Carnegie-Mellon, Vassar, Vanderbilt University, Syracuse University, University of Dayton, St. Mark's Academy, Tabor Academy, and St. Ignatius High School. These crews come to Columbia because of the unique nature of the rowing center, the warm climate of Columbia, which provides ideal training opportunities while their waters are still frozen, and the hospitality of Columbia Rowing Club and the Regional Sports Council. Each crew stays for about a week, bringing up to 75 rowers, plus coaches and support personnel. According to the Regional Sports Council, the direct economic impact of visiting crews to the economy of the Midlands from 2003 – 2013 is \$1,764,500, with a total economic impact of \$5,293,500.

The following information was provided by Richland County staff:

In 1999, the Richland County Legislative Delegation authorized the SC Department of Natural Resources to provide \$25,000 from the Richland County Water Recreation Funds for the dock at the Broad River Rowing Center. Again, the Rowing Center sits on 27 acres owned by Richland County.

As this is county-owned property, Richland County provides support for the facility by cutting the grass 3 – 4 times per year, maintaining the road into the facility, clearing fallen trees as well as removing dead and/or damaged trees, repairing flood erosion, and making infrequent repairs to the dock and boat house. The cost associated with these activities averages \$2,500 annually and is paid from the Support Services (Facilities and Grounds Division) maintenance budget. If the agreement with Columbia Rowing Club is renewed, it is projected that there would continue to be this annual cost associated with the Rowing Center and/or the property itself.

At the end of August 2013, Administration contacted the Richland County Recreation Commission (RCRC) to determine their interest in assuming operational control (security, maintenance, etc.) of the Rowing Center. In early September, Administration received word from the RCRC (James Brown, Executive Director; Kenya Bryant, Assistant Executive Director; Ronnie Kinnett, Division Head of Property Management) that they declined the opportunity to take over the operations of the Rowing Center.

At this time, Richland County does not have the capability nor resources to operate the Rowing Center *as it functions today*. If Columbia Rowing Club no longer operates the facility, the aforementioned activities (Youth Rowing, Visiting Crews), in addition to other activities currently occurring at the site, may cease unless an alternate agreement between the County and another viable entity is established. Again, however, this is county-owned property, so it will have to be maintained, regardless of any operational arrangement that may be in place.

Therefore, it is recommended that Council approve the renewal of the operating agreement (attached) with Columbia Rowing Club.

With regards to the short and long term options for the site, staff would request Council endorse the short term option conceptually for the property, and direct staff to research the item, and report back to Council.

Multiple meetings with Columbia Rowing Club and the surrounding community have occurred over the past few months. At the most recent community meeting, which was held Thursday, March 6 at the Virginia Wingard Church, short and long term options for the property were discussed. The document that was shared with the Columbia Rowing Club and the community, which contains short and long term options, as well as maps, is attached for your convenience.

For now, it is recommended that Council endorse the short term option conceptually for the property. The short term option involves the current location of the entrance gate be moved further down the property so as to open up greater public access to the site. If Council endorses this short term option, staff will determine safety / liability concerns associated with moving the entrance gate, as well as the costs associated with the gate relocation. Once this has been determined, staff will bring the item back to Council for review and action.

As for the long term items in the document, it is staff's intent to keep these items on the "working list" for this site, and revisit them as time and funding allows. For now, however, the focus is on the short term proposal.

It is at this time that staff is requesting 2 items of Council:

1. Approve the renewal of the Operating Agreement with Columbia Rowing Club.
2. Endorse the short term option conceptually for the property. By doing so, staff will determine safety / liability concerns associated with moving the entrance gate, as well as the costs associated with the gate relocation. Once this has been determined, staff will bring the item back to Council for review and action.

### **C. Legislative / Chronological History**

- 1999 - 2009. Verbal operating agreement between Richland County and Columbia Rowing Club.

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- April 21, 2009. Original formal Operating Agreement between Richland County and Columbia Rowing Club enacted.

#### **D. Financial Impact**

As this is county-owned property, Richland County provides support for the facility by cutting the grass 3 – 4 times per year, maintaining the road into the facility, clearing fallen trees, as well as removing dead and/or damaged trees, repairing flood erosion, and making infrequent repairs to the dock and boat house. The cost associated with these activities averages \$2,500 annually, and is paid from the Facilities maintenance budget. If the agreement is renewed, it is projected that there would continue to be this annual cost associated with the rowing center and/or property itself.

Per the agreement, Columbia Rowing Club “maintain[s] liability insurance sufficient to cover all Club activities on or related to the use of the site.” (Per the Club, they pay approximately \$1,425 per year to be an affiliated member of US Rowing, which includes the liability insurance.) Per the Club, they also handle day-to-day site maintenance, including trash removal. They also pay approximately \$1,825, depending on the value of the boats and equipment, to insure the club boats and equipment used for Youth Rowing and free-learn-to-row for the public.

Further, per the Club, they have spent a substantial amount of money to support Youth Rowing, Learn to Row, and to provide equipment that is available for members to use:

- 2010 - \$14,000: Trailer for transporting boats and equipment to competition. Has been used exclusively for Youth Rowing
- \$29,000: Four boats used almost exclusively for Youth Rowing, but available for use by smaller club members
- \$13,000: Three boats due in October to be used equally for Youth Rowing, Learn to Row, and by adult members of the club

Funds for these equipment purchases came from dues, private boat storage fees, donations and fund raising by members and Youth Rowers.

The Club also pays \$65 per month for a Port-a-John to be at the site at all times. It is available for use by anyone who goes to the site for walking, running, fishing, etc.

By endorsing the short term option conceptually for the property, staff will determine safety / liability concerns associated with moving the entrance gate, as well as the costs associated with the gate relocation. Once this has been determined, staff will bring the item back to Council for review and action.

#### **E. Alternatives**

1. Approve the request to extend the Operating Agreement for five (5) years with Columbia Rowing Club, allowing them to continue to operate as they have for the last 14 years. Endorse the short term option conceptually for the property. By doing so, staff will determine safety / liability concerns associated with moving the entrance gate, as well as the

costs associated with the gate relocation. Once this has been determined, staff will bring the item back to Council for review and action.

2. Approve the request to extend the Operating Agreement as amended. Endorse the short term option conceptually for the property. By doing so, staff will determine safety / liability concerns associated with moving the entrance gate, as well as the costs associated with the gate relocation. Once this has been determined, staff will bring the item back to Council for review and action.
3. Approve the request to extend the Operating Agreement as presented. Do not endorse the short term option conceptually for the property. Direct staff otherwise as it relates to the property.
4. Do not approve the request to extend the Operating Agreement with Columbia Rowing Club at all. A decision would have to be made by Council with regards to the future of the site.

#### **F. Recommendation**

Approve the request to extend the Operating Agreement for five (5) years with Columbia Rowing Club, allowing them to continue to operate as they have for the last 14 years. Endorse the short term option conceptually for the property. By doing so, staff will determine safety / liability concerns associated with moving the entrance gate, as well as the costs associated with the gate relocation. Once this has been determined, staff will bring the item back to Council for review and action.

Recommended by: Roxanne Ancheta Department: Administration Date: March 10, 2014

#### **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: 3/12/14

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

#### **Support Services**

Reviewed by: John Hixon

Date:

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Recommend approval as recommended by Administration. The partnership with the Rowing Club allows members to be on site much of the time and report maintenance issues to the Support Services Facilities Maintenance Division. This allows knowledge of possible maintenance needs before they become more problematic, potentially increasing the repair time and cost as well as reducing county liability concerns. This partnership prevents the need for the use of Facilities maintenance resources, such as County

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staff time and fuel, to inspect the property on a much increased frequency than currently completed. Without this support Facilities staff would be required to be on site almost daily to look for concerns that include dock, boathouse issues, access road conditions, and obstruction issues, as well as provide daily housekeeping tasks associated with trash removal activities.

### **Legal**

Reviewed by: Elizabeth McLean

Date: 3/12/14

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Policy decision left to Council's discretion. The extension was drafted by the Legal Department.

### **Administration**

Reviewed by: Roxanne Ancheta

Date: March 12, 2014

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: It is recommended that Council approve the request to extend the Operating Agreement for five (5) years with Columbia Rowing Club, allowing them to continue to operate as they have for the last 14 years. It is also recommended that Council endorse the short term option conceptually for the property. By doing so, staff will determine safety / liability concerns associated with moving the entrance gate, as well as the costs associated with the gate relocation. Once this has been determined, staff will bring the item back to Council for review and action.

STATE OF SOUTH CAROLINA )  
 )  
COUNTY OF RICHLAND )

Addendum to Operating Agreement  
(Extension)

THIS ADDENDUM entered into this \_\_\_\_ day of \_\_\_\_\_, 2014, by and between RICHLAND COUNTY (hereinafter referred to as "County"), and COLUMBIA ROWING CLUB (hereinafter referred to as "the Club").

WHEREAS, the parties entered into an Operating Agreement (hereinafter the "Agreement"), dated April 21, 2009; and

WHEREAS, the parties now wish to extend the term of said Agreement.

NOW, THEREFORE, in consideration of the foregoing and intending to be legally bound hereby, the parties agree as follows:

1. The parties mutually agree that the Term of the Agreement shall be extended and shall terminate automatically five (5) years from the date of execution of this Addendum.
2. In all other respects, the Agreement shall remain in full force and effect.
3. This Addendum may be executed in multiple counterparts, each of which shall be deemed to be an original and all of which shall constitute a single instrument.
4. This Addendum and all amendments or additions hereto shall be binding upon and fully enforceable against the successors and assigns of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in their names and their corporate seals to be hereunto affixed the day and year first written above.

WITNESSES:

RICHLAND COUNTY, SOUTH CAROLINA

\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
Its: \_\_\_\_\_

COLUMBIA ROWING CLUB

\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
Its: \_\_\_\_\_

STATE OF SOUTH CAROLINA           )  
   )  
 COUNTY OF RICHLAND                )        **OPERATING AGREEMENT**

This Operating Agreement (the "Agreement") is entered into on this 21<sup>st</sup> day of April 2009 between **RICHLAND COUNTY**, South Carolina, (the "County"), and **COLUMBIA ROWING CLUB**, (the "Club").

**WHEREAS**, the County owns and operates the Richland County Rowing Center (the "Site"), located on the west bank of the Broad River; and

**WHEREAS**, the County and the Club wish to enter into an agreement for the Club's access and use of the Site;

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein and intending to be legally bound hereby, the County and the Club agree as follows:

1. **Access Guidelines.** The Club agrees to use the Site only for official Club activities and purposes. It shall be the responsibility of the Club to ensure that the gate, when not open and in use for Club activities, shall be locked when the last Club member departs the Site. Keys to the gate may be issued to Club members, officers of the Carolina Crew, and select helpers in the Club Youth Rowing Program. The Club shall be responsible for maintaining an accurate list of all persons who are issued gate keys. Such list shall be made available to the County at the County's request. The Club will use due care in the operation of vehicles on the Site for Club purposes. All unauthorized vehicles are subject to the jurisdiction of the Richland County Sheriff's Department. If additional or "over-flow" parking is needed for any activity on the Site, it shall be the responsibility of the Club to provide such parking. Open fires, open flames, grilling, barbequing, alcoholic beverages, and activities related to the use of alcoholic beverages are hereby expressly prohibited on the Site. The hours of operation shall be from sunrise to sunset.
  
2. **Insurance.** At all times during the duration of this Agreement, the Club shall maintain liability insurance in an amount sufficient to cover all Club activities on or related to the use of the Site. The Club shall provide a certificate of insurance to the County indicating the amount of coverage. It shall be in the sole discretion of the County to determine if the coverage amount is sufficient to meet the requirements of this section. Once the County has approved the coverage amount in the certificate of insurance, such amount shall not be reduced during the term of this Agreement.
  
3. **Indemnification.** The Club shall hold harmless and shall fully and completely indemnify County from any and all claims, demands or actions brought against the Club or County by

any person, natural or corporate, arising from any act or omission on the part of the Club and related to any activity contemplated by this Agreement. Additionally, all Club members shall sign an indemnification agreement indemnifying the County and the Club from any liability arising from any Club related activities at or related to the Site.

4. **Club Safety Guidelines.** The Club agrees to establish a set of Membership Rules and Guidelines (the Guideline) concerning safety and behavior at the Site and while on the River. The Club agrees to the following specific safety training and procedures found in the Guideline related to rowing activities at or related to the Site:
  1. All Club members will be required to pass a swimming test before being allowed to row from the Site.
  2. All Club members will pass training concerning the proper procedures to be used in the event that a boat capsizes.
  3. No member will row more than 500 meters downstream of the dock toward the dam if rowing alone AND water is going over the dam as indicated by the water level indicator at the dock.
  4. No member will row downstream of the dam warning buoys under any circumstances.
  5. No Club member will be allowed to row on the River under unsafe weather or water level conditions.
  6. No alcoholic beverages will be allowed at the Site.
  7. No loud or disruptive activities will be allowed at the Site.
5. **Approval of Club Activities.** Normal day-to-day and weekly activities will be governed by this Agreement. Additional activities such as regattas to which other clubs are invited, new programs that involve a substantial increase in activity, and special events to which the public is invited will require prior approval by the Richland County Administrator. The Club shall give notice of any such activities in a reasonable time to allow the County to properly research and respond. It is understood that certain small events may offer opportunities which will call upon an acceleration of the approval process.
6. **Site Maintenance.** General day-to-day Site maintenance including trash removal will be the responsibility of the Club. Any remaining repairs will be the responsibility of the County.
7. **Term and Termination.** This Agreement shall remain in effect for a period of five (5) years from the date of execution. Either party may terminate the Agreement by giving 90 days written notice to the other party.
8. **Assignment.** Neither this Agreement nor any duties or obligations under this Agreement may be assigned by the Club without prior written consent of the County.

9. **Amendment of the Agreement.** Any amendment to this Agreement shall not be binding upon all of the parties unless such amendment is in writing and executed by all parties hereto.
10. **Notice.** All correspondence shall be sent as follows:

**Columbia Rowing Club:**

Columbia Rowing Club  
George Park, President  
720 Vintage Lane  
Columbia, SC 29210

**Richland County:**

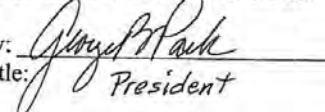
Richland County  
Attn: County Administrator  
PO Box 192  
Columbia, SC 29202

IN WITNESS WHEREOF, the parties hereto have set their hands and affixed their respective seals the day and year first above written.

**RICHLAND COUNTY**

By:   
Title: County Administrator

**COLUMBIA ROWING CLUB**

By:   
Title: President









# Richland County Rowing Center



## Permitted

- Picnicking
- River Viewing
- Hiking (Trails Undeveloped)
- Rowing
- Leashed Pets

## Prohibited

- Overnight Camping
- Open Fires
- Firearms Use
- Hunting
- Fishing from Dock
- Littering
- Swimming
- Alcoholic Beverages
- Loud Noise, Music
- Canoe Launching

To Report Maintenance Concerns, Please Call Richland County Department of Public Works (803) 576-2450

**COLUMBIA REGIONAL SPORTS COUNCIL / COLUMBIA ROWING CLUB  
Richland County Rowing Center Economic Impact Breakdown**

**2003 WINTER/SPRING TRAINING**

<u>CREW</u>	<u>CHECK-IN</u>	<u>CHECK-OUT</u>	<u>HOTEL</u>	<u>TOTAL ROOM NIGHTS</u>	<u># OF ATHLETES</u>	<u># OF COACHES</u>	<u>DIRECT ECONOMIC IMPACT</u>	<u>TOTAL ECONOMIC IMPACT</u>
Carnegie Mellon University	1/3/2003	1/9/2003	Studio One	60	36	1		
<b>Total</b>				<b>60</b>	<b>36</b>	<b>1</b>	<b>\$30,000</b>	<b>\$90,000</b>

**2004 WINTER/SPRING TRAINING**

<u>CREW</u>	<u>CHECK-IN</u>	<u>CHECK-OUT</u>	<u>HOTEL</u>	<u>TOTAL ROOM NIGHTS</u>	<u># OF ATHLETES</u>	<u># OF COACHES</u>	<u>DIRECT ECONOMIC IMPACT</u>	<u>TOTAL ECONOMIC IMPACT</u>
Georgetown University	1/2/2004	1/11/2004	Embassy Suites	102	66	4		
Carnegie Mellon University	1/2/2004	1/8/2004	Best Inn - Garner Lane	60	36	1		
<b>Total</b>				<b>162</b>	<b>102</b>	<b>5</b>	<b>\$81,000</b>	<b>\$243,000</b>

**2005 WINTER/SPRING TRAINING**

<u>CREW</u>	<u>CHECK-IN</u>	<u>CHECK-OUT</u>	<u>HOTEL</u>	<u>TOTAL ROOM NIGHTS</u>	<u># OF ATHLETES</u>	<u># OF COACHES</u>	<u>DIRECT ECONOMIC IMPACT</u>	<u>TOTAL ECONOMIC IMPACT</u>
Georgetown University	1/2/2005	1/8/2005	Embassy Suites &	92	54	4		
	1/8/2005	1/11/2005	Comfort Suites-Downtown	48				
Carnegie Mellon University	1/2/2005	1/7/2005	Best Inn - Garner Lane	40	30	1		
US Rowing Clinic	2/18/2005	2/20/2005	Holiday Inn-City Centre	21		15		
William & Mary Rowing	3/5/2005	3/12/2005	StudioPLUS	98	54	2		
Bryn Mawr Rowing	3/6/2005	3/12/2005	StudioPLUS	31	25	1		
Old Dominion Rowing	3/5/2005	3/12/2005	Homewood Suites	28	12	2		
Tabor Academy Crew	3/12/2005	3/19/2005	Suite One - Harbison	84	34	5		
<b>Total</b>				<b>442</b>	<b>209</b>	<b>30</b>	<b>\$221,000</b>	<b>\$663,000</b>

**2006 WINTER/SPRING TRAINING**

<u>CREW</u>	<u>CHECK-IN</u>	<u>CHECK-OUT</u>	<u>HOTEL</u>	<u>TOTAL ROOM NIGHTS</u>	<u># OF ATHLETES</u>	<u># OF COACHES</u>	<u>DIRECT ECONOMIC IMPACT</u>	<u>TOTAL ECONOMIC IMPACT</u>
Georgetown University	1/3/2006	1/10/2006	Embassy Suites	77	40	2		
University of Michigan	2/25/2006	3/4/2006	Best Inn - Garner Lane	128	60	3		
Old Dominion Rowing	3/4/2006	3/10/2006	Homewood Suites	12	18	2		
Tabor Academy Crew	3/11/2006	3/17/2006	Suite One - Harbison	98	35	5		
University of Vermont	3/18/2006	3/25/2006	Ramada Limited I-20	112	50	3		
<b>Total</b>				<b>427</b>	<b>203</b>	<b>15</b>	<b>\$213,500</b>	<b>\$640,500</b>

**2007 WINTER/SPRING TRAINING**

<u>CREW</u>	<u>CHECK-IN</u>	<u>CHECK-OUT</u>	<u>HOTEL</u>	<u>TOTAL ROOM NIGHTS</u>	<u># OF ATHLETES</u>	<u># OF COACHES</u>	<u>DIRECT ECONOMIC IMPACT</u>	<u>TOTAL ECONOMIC IMPACT</u>
Georgetown University	1/3/2007	1/8/2007	Embassy Suites	132	60	2		
University of Michigan	2/24/2007	3/3/2007	American Inn - Gamer Lane	129	60	3		
Syracuse University	3/10/2007	3/17/2007	Embassy Suites	97	60	2		
Tabor Academy Crew	3/18/2007	3/25/2007	Fairfield Inn by Marriott	98	32	4		
<b>Total</b>				<b>456</b>	<b>212</b>	<b>11</b>	<b>\$228,000</b>	<b>\$684,000</b>

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Attachment number 1

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**COLUMBIA REGIONAL SPORTS COUNCIL / COLUMBIA ROWING CLUB  
Richland County Rowing Center Economic Impact Breakdown**

**2008 WINTER/SPRING TRAINING**

<u>CREW</u>	<u>CHECK-IN</u>	<u>CHECK-OUT</u>	<u>HOTEL</u>	<u>TOTAL ROOM NIGHTS</u>	<u># OF ATHLETES</u>	<u># OF COACHES</u>	<u>DIRECT ECONOMIC IMPACT</u>	<u>TOTAL ECONOMIC IMPACT</u>
Georgetown University	1/2/2008	1/8/2008	Embassy Suites	132	48	4		
Syracuse University	3/9/2008	3/16/2008	Embassy Suites	97	60	2		
Colgate University	3/14/2008	3/22/2008	Royal Inn	120	35	3		
St. Mark's School	3/14/2008	3/21/2008	Holiday Inn Express	56	20	2		
Tabor Academy Crew	3/14/2008	3/21/2008	Fairfield Inn by Marriott	84	32	4		
<b>Total</b>				<b>489</b>	<b>195</b>	<b>15</b>	<b>\$244,500</b>	<b>\$733,500</b>

**2009 WINTER/SPRING TRAINING**

<u>CREW</u>	<u>CHECK-IN</u>	<u>CHECK-OUT</u>	<u>HOTEL</u>	<u>TOTAL ROOM NIGHTS</u>	<u># OF ATHLETES</u>	<u># OF COACHES</u>	<u>DIRECT ECONOMIC IMPACT</u>	<u>TOTAL ECONOMIC IMPACT</u>
Georgetown University	12/30/2008	1/6/2009	Embassy Suites	70	37	3		
Bucknell University	1/5/2009	1/12/2009	Radisson	77	34	4		
Syracuse University	3/7/2009	3/15/2009	Embassy Suites	153	60	2		
Bucknell University	3/7/2009	3/15/2009	Radisson	128	34	4		
St. Mark's School	3/16/2009	3/23/2009	Wingate Harbison	35	25	2		
Tabor Academy Crew	3/14/2009	3/21/2009	Fairfield Inn by Marriott	96	32	4		
<b>Total</b>				<b>559</b>	<b>222</b>	<b>19</b>	<b>\$279,500</b>	<b>\$838,500</b>

**2010 WINTER/SPRING TRAINING**

<u>CREW</u>	<u>CHECK-IN</u>	<u>CHECK-OUT</u>	<u>HOTEL</u>	<u>TOTAL ROOM NIGHTS</u>	<u># OF ATHLETES</u>	<u># OF COACHES</u>	<u>DIRECT ECONOMIC IMPACT</u>	<u>TOTAL ECONOMIC IMPACT</u>
Georgetown University	1/4/2010	1/11/2010	Embassy Suites	80	40	3		
Bucknell University	1/11/2010	1/18/2010	Radisson	90	40	4		
Vanderbilt	3/6/2010	3/12/2010	Ramada Limited	90	32	2		
Syracuse University	3/13/2010	3/21/2010	Embassy Suites	153	60	2		
Bucknell University	3/13/2010	3/20/2010	Radisson	128	48	4		
St. Mark's School	3/15/2010	3/22/2010	Wingate Harbison	35	25	2		
<b>Total</b>				<b>576</b>	<b>245</b>	<b>17</b>	<b>\$288,000</b>	<b>\$864,000</b>

**2011 WINTER/SPRING TRAINING**

<u>CREW</u>	<u>CHECK-IN</u>	<u>CHECK-OUT</u>	<u>HOTEL</u>	<u>TOTAL ROOM NIGHTS</u>	<u># OF ATHLETES</u>	<u># OF COACHES</u>	<u>DIRECT ECONOMIC IMPACT</u>	<u>TOTAL ECONOMIC IMPACT</u>
Georgetown University	1/2/2011	1/11/2011	Embassy Suites	90	40	3		
Bucknell University	1/10/2011	1/17/2011	Staybridge Suites	72	40	4		
Vanderbilt University	3/3/2011	3/11/2011	Wingate Harbison	60	32	2		
Vassar College	3/11/2011	3/18/2011	Staybridge Suites	66	35	2		
Bucknell University	3/12/2011	3/19/2011	Radisson	70	40	4		
<b>Total</b>				<b>358</b>	<b>187</b>	<b>15</b>	<b>\$179,000</b>	<b>\$537,000</b>

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Attachment number 1

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**COLUMBIA REGIONAL SPORTS COUNCIL / COLUMBIA ROWING CLUB  
Richland County Rowing Center Economic Impact Breakdown**

**2012 WINTER/SPRING TRAINING**

<u>CREW</u>	<u>CHECK-IN</u>	<u>CHECK-OUT</u>	<u>HOTEL</u>	<u>TOTAL ROOM NIGHTS</u>	<u># OF ATHLETES</u>	<u># OF COACHES</u>	<u>DIRECT ECONOMIC IMPACT</u>	<u>TOTAL ECONOMIC IMPACT</u>
Georgetown University	1/2/2012	1/9/2012	Embassy Suites	90	50	3		
Dayton University	1/9/2012	1/15/2012	InTown Suites	12	6	2		
Bucknell University	3/10/2012	3/16/2012	DoubleTree	60	36	2		
Vassar College	3/11/2012	3/18/2012	Staybridge Suites	91	45	2		
Hobart & William Smith Colleges	3/17/2012	3/24/2012	DoubleTree	138	68	5		
St. Ignatius (OH) High School	4/9/2012	4/13/2012	Ramada Limited I-20	92	85	15		
<b>Total</b>				<b>483</b>	<b>290</b>	<b>29</b>	<b>\$241,500</b>	<b>\$724,500</b>

**2013 WINTER/SPRING TRAINING**

<u>CREW</u>	<u>CHECK-IN</u>	<u>CHECK-OUT</u>	<u>HOTEL</u>	<u>TOTAL ROOM NIGHTS</u>	<u># OF ATHLETES</u>	<u># OF COACHES</u>	<u>DIRECT ECONOMIC IMPACT</u>	<u>TOTAL ECONOMIC IMPACT</u>
Georgetown University	1/1/2013	1/8/2013	Embassy Suites	77	57	3		
Bucknell University	3/9/2013	3/16/2013	Hotel Zimacrest	54	37	2		
Vassar College	3/16/2013	3/23/2013	Staybridge Suites	66	29	2		
Hobart & William Smith Colleges	3/16/2013	3/23/2013	Hotel Zimacrest	77	45	4		
St. Ignatius (OH) High School	4/1/2013	4/7/2013	Ramada Limited I-20 & Embassy	145	80	10		
<b>Total</b>				<b>419</b>	<b>248</b>	<b>21</b>	<b>\$209,500</b>	<b>\$628,500</b>

<b>TOTAL IMPACT OF THE RICHLAND COUNTY ROWING CENTER SINCE 2003</b>	<b>3,529</b>	<b>1,611</b>	<b>128</b>	<b>\$1,764,500</b>	<b>\$5,293,500</b>
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Direct Economic Impact is defined as: total room nights X persons per room X \$125 spending per day.

Total Economic Impact is defined as: Direct Economic Impact X a "Regional Multiplier" of 3.0 to include indirect and induced effects of direct spending.



## **Richland County Broad River Property Proposal**

### **Goal:**

The goal is to allow access to the site by the public, while allowing the Rowing Club to maintain its current operations.

### **Short Term Proposal:**

- Move the fence further down the access road to allow cars to park on the side(s) of the road. (See attached map showing current and proposed locations.)

### **Long Term Proposal:**

**Note** – These items require funding which is not currently identified. Grants from state and federal agencies will be pursued for applicable projects mentioned below. Further, some of these items involve the cooperation of multiple jurisdictions / agencies – the State, the City of Columbia, Richland County, The River Alliance, The Richland County Recreation Commission, etc. Some of these items may be feasible, while others may not. However, the idea is to place all proposed activities / items in this longer-term list for review and consideration as funding and other items (ie, agreements between jurisdictions / agencies) become available.

- Add restrooms, trash cans, call boxes, etc. to the site.
- Build a new dock(s) for fishing. (Currently, no fishing is allowed on the present dock – this is a County rule.) Until the dock(s) are built, citizens may fish along the riverbank.
- Connect the Three Rivers Greenway to the site.
- Purchase the adjacent golf property for a possible park.
- Construct a boat ramp beneath I-20 (or other feasible location). Motorized boats (ie, john boats) would be allowed north of the I-20 bridge. Only non-motorized boats would be allowed south of the I-20 bridge.

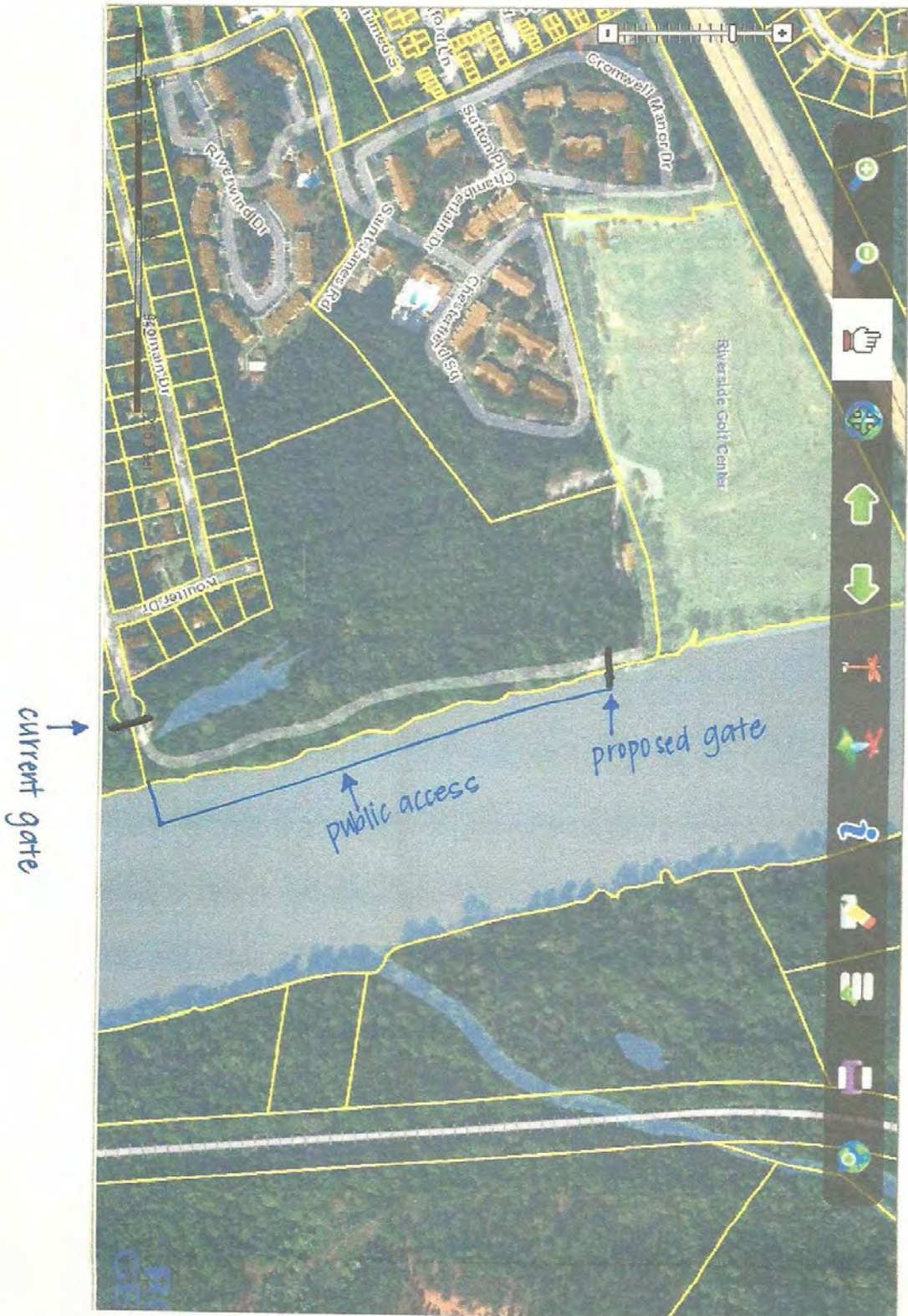
**For Consideration:**

- Safety / security (River currents; traffic safety on river; security at site).
- Funding (ie, capital items as well as ongoing operational costs).
- Multi-jurisdictional / agency cooperation.
- There may be times when public access is limited to the site (ie, Regattas). However, these events are known well in advance (normally 6 months – 1 year), so plans could be made accordingly to schedule public access around these events.









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# Richland County Council Request of Action

**Subject**

Policy Change for Placement of Committee Items Forwarded with No Recommendation on the Consent Agenda  
**[PAGES 62-64]**

**Reviews**

## Richland County Council Request of Action

**Subject:** Policy Change for Placement of Committee Items Forwarded with No Recommendation on the Consent Agenda

### **A. Purpose**

County Council is requested to approve a request to revise the practice of placing Committee items unanimously forwarded with “No Recommendation” on the Consent Agenda.

### **B. Background / Discussion**

At the February 18, 2014 Council meeting, Councilman Malinowski made the following motion:

*“Any item that is referred to Council with ‘no recommendation’ will not be placed on the consent agenda, even if it was unanimous in committee. This will eliminate any confusion as to the fact something must be done with the item.”*

Items that are forwarded out of Committee with a unanimous vote of “No Recommendation” may be placed on the Consent Agenda, but require additional information. With the additional information, there may not be consensus on the item.

Therefore, it is recommended that items forwarded out of Committee with a unanimous vote of “No Recommendation” should not be placed on the Consent Agenda.

### **C. Legislative / Chronological History**

There is no legislative or chronological history other than the stated motion. The practice has been in existence for an indefinite period.

### **D. Financial Impact**

There is no financial impact associated with this request.

### **E. Alternatives**

1. Approve the request to revise the practice of placing Committee items unanimously forwarded with “No Recommendation” on the Consent Agenda. Items forwarded out of Committee with a unanimous vote of “No Recommendation” will not be placed on the Consent Agenda.
2. Do not approve the request to revise the practice of placing Committee items unanimously forwarded with “No Recommendation” on the Consent Agenda. This alternative will result in items remaining on the Consent Agenda despite having been forwarded with “No Recommendation.”

### **F. Recommendation**

Approve the request to revise the practice of placing Committee items unanimously forwarded with “No Recommendation” on the Consent Agenda. Items forwarded out of Committee with a unanimous vote of “No Recommendation” will not be placed on the Consent Agenda.

Recommended by: Hon. Bill Malinowski

Department: County Council

Date: 2/18/14

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## G. Reviews

### Finance

Reviewed by: Daniel Driggers

Date: 3/7/14

Recommend Council approval

Recommend Council denial

✓ Recommend Council discretion

Comments regarding recommendation: The request has no financial impact and is a policy decision for Council.

### Legal

Reviewed by: Elizabeth McLean

Date: 3/7/14

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Policy decision left to Council's discretion. Will likely require a change to Council's Rules of Procedure (1.7(c)(11)).

### Administration

Reviewed by: Roxanne Ancheta

Date: March 7, 2014

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation: It is recommended that Council approve the request to revise the practice of placing Committee items unanimously forwarded with "No Recommendation" on the Consent Agenda. If approved, items forwarded out of Committee with a unanimous vote of "No Recommendation" will not be placed on the Consent Agenda.

# Richland County Council Request of Action

**Subject**

Approve award of the Countywide Watershed Improvement Plan contract to Brown & Caldwell [**PAGES 65-72**]

**Reviews**

## **Richland County Council Request of Action**

**Subject:** Approve award of the Countywide Watershed Improvement Plan contract to Brown & Caldwell

### **A. Purpose**

County Council is requested to approve the award of the Countywide Watershed Improvement Plan (CWIP) contract to Brown & Caldwell.

### **B. Background / Discussion**

The Stormwater Division of Public Works is constantly working to improve its compliance with the National Pollutant Discharge Elimination System (NPDES) program implemented by the South Carolina Department of Health and Environmental Control (SCDHEC). The Stormwater Division has been collecting information on various watersheds, documenting existing drainage infrastructure, and monitoring stream data for about 8 years. These efforts have built a foundation of information which we want to use to develop a more comprehensive planning approach which will incorporate the entire county as well as more specific short and long term priorities for the program.

Through the development and use of a master stormwater plan or a countywide watershed improvement plan, the Stormwater Division intends to identify and prioritize planning efforts, studies and projects with the purpose of addressing specific water quality, quantity management, infrastructure maintenance needs, and known problem areas throughout the County.

County Council approved on February 5, 2013 a study or CWIP which would compile and analyze existing information and conditions, identify projects, including missing data, estimate costs, and develop a priority ranking system for planning and budgeting (see attached in Appendix 1 the general Scope of Services from the Request for Qualifications (RFQ) - Exhibit C).

An RFQ was issued by County Procurement, applicant submittals were evaluated, and Brown & Caldwell was selected by the review committee.

### **C. Legislative / Chronological History**

Discussions were conducted at the 2013 County Council Retreat which led to the approval of the CWIP at the February 5, 2014 County Council meeting. Subsequently, an RFQ was issued by the Procurement office (6 Sept 2013), applicant submittals were evaluated (4 Dec 2013), oral presentations conducted (6 Feb 2014) and a consultant selected (24 Feb 2014). The Stormwater Division now requests County Council approval to award the contract to Brown & Caldwell.

### **D. Financial Impact**

The scope of the CWIP is comprehensive and will set a foundation for the Stormwater's planned projects for many years. The CWIP will provide a road map for allocating funds to

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infrastructure and other projects where critical investments will provide huge savings over the long term. Funds for the CWIP are currently available in the Stormwater Division budget and need to be encumbered in FY2014 to prevent fiscal roll over issues.

**E. Alternatives**

1. Approve award of the CWIP contract to Brown & Caldwell.
2. Do not approve award of the CWIP contract to Brown & Caldwell.

**F. Recommendation**

It is recommended that Council approve the request to award the CWIP contract to Brown & Caldwell.

Recommended by: Ismail Ozbek                      Department: Public Works    Date: March 6, 2014

**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: 3/13/14  
✓ Recommend Council approval                       Recommend Council denial  
Comments regarding recommendation:

**Procurement**

Reviewed by: Rodolfo Callwood                      Date: 3/17/14  
 Recommend Council approval                       Recommend Council denial  
Comments regarding recommendation:

**Legal**

Reviewed by: Elizabeth McLean                      Date: 3/17/14  
 Recommend Council approval                       Recommend Council denial  
Comments regarding recommendation: Policy decision left to Council’s discretion.

**Administration**

Reviewed by: Sparty Hammett                      Date: 3/17/14  
 Recommend Council approval                       Recommend Council denial  
Comments regarding recommendation:

EXHIBIT C

SCOPE OF SERVICE  
REQUIREMENTS  
*(provide responses)*



## REQUIREMENTS COUNTYWIDE WATERSHED IMPROVEMENT PLAN (CWIP)

### Background

Richland County is one of the three medium MS4 Permitting areas in South Carolina. The County is comprised of rural and urban land use areas that contribute to multiple basins that exist entirely or partially within County boundaries. The three main watershed management units (WMU) are referred to as 202, 301, and 502.

Detailed watershed management plans have been developed for the Gills Creek Watershed (part of WMU 202) and the Crane Creek Watershed (part of WMU 502). The management plan for Gills Creek which is part of WMU 202 was completed in 2009. Crane Creek is located in WMU 502. The management plan for the Crane Creek Watershed was completed in 2010. Currently, a Watershed Study is being completed for the Hollingshed Watershed. The County also has an extensive stream monitoring plan as well as Geographical Information Systems data on portions of the stormwater collection system.

### PROJECT DESCRIPTION

The project will produce a Countywide Watershed Improvement Plan (CWIP) that identifies existing and anticipated future community water quality and infrastructure management needs, identifies watershed mitigation strategies and prioritizes a list of programmatic and capital projects, their costs and an associated recommended schedule for implementation.

The work will be divided into 3 phases and will include at a minimum the following elements:

- A. Phase 1 – Compilation and Analysis of Existing Information and Conditions
  1. Assess and review existing data including:
    - Stormwater management program and policies
    - Existing watershed plans
    - GIS inventory and drainage network mapping
    - Information on location and status of past projects
    - Record of infrastructure age and condition
  2. Identify data gaps and needs including:
    - Hydraulic, hydrologic, and water quality modeling
    - Watershed plans
    - Potential stormwater BMP and stream and wetland restoration locations
    - Drainage infrastructure data such as elevations, conveyance age and types, and other items

- Potential retrofit, short and long term maintenance issues
- B. Phase 2 – Identification of Project Needs and Estimated Costs
- Identify and describe specific planning efforts, studies, or other projects that will fill identified data gaps and needs from Phase 1.
  - Develop planning-level cost estimates for the above items.
- C. Phase 3 – Development of Priority Ranking System for Planning and Budgeting
- Develop criteria and a matrix for prioritizing identified efforts
  - Weighted criteria will be developed for use in the priority matrix
  - The priority matrix will be dynamic and have the ability to be updated periodically
  - Identified efforts could include planning incentives, studies, maintenance and Capital Improvement Projects (CIPs)
  - Matrix will be used to create short and long term effort list for planning purposes as well as a process for tracking progress on the efforts.

The CWIP will provide an evaluation of how the identified efforts will support the County's overall Stormwater program. The CWIP will be a guide to future users to mitigate water quality impacts to sensitive environmental areas and prioritize stormwater efforts that will most efficiently reduce pollutant loadings into County water resources. In areas where environmental or other data is available for analysis, the CWIP should provide more detailed and specific recommended actions and where not available the CWIP should recommend what information needs to be collected for future action. Low Impact Development (LID) techniques shall be evaluated as alternatives to standard structural improvements to mitigate identified problem areas. Stream restoration and riparian habitat enhancements shall also be considered to evaluate their contribution to flood reduction and water quality within the County. Purchase of property (or properties) in lieu of CIP spending on new capital projects to mitigate flooding of same shall be considered as an alternative, if feasible.

The consultant shall coordinate with the County on all aspects of CWIP development and assist the County with any public presentations or informational meetings needed at various stages of the project. A detailed Scope of Work defining the exact performance requirements and schedules for completion of the project will be developed during negotiations with the selected consultant to establish terms of the professional services agreement and fees.

Deliverables will include at a minimum the following:

Detailed Report describing methods for each of the project Phases including descriptions of existing conditions and analysis, data gaps and needs, cost estimates and methodologies, project priority matrix with weighted criteria and the 5, 10, and 25 year CIP plan for planning purposes.

Preferred Firm Requirements

In general, participants should have experience in the following areas including but not limited to Public Outreach, Watershed Studies, Master Plan Development, Project Implementation, as well as the following:

- Coordination with County government officials on overall watershed needs using existing information:
  - historical flooding and water quality impairments / complaints.
  - Coordinating with local, state and federal regulatory officials on any anticipated new laws, policies or programs that could impact the management of County's system.
  - Developing consensual Master Plan goals and objectives.
- Knowing and understanding how to incorporate into a Master Plan the key elements critical for achieving improvements in water quality including causes and sources, expected load reductions, management measures, technical and financial assistance needed, schedules, milestones, progress evaluation and effective monitoring
- Facilitating a watershed advisory committee (WAC) inclusive of County government officials and other stakeholder groups.
  - Assisting in the design, implementation and facilitation of WAC meetings.
  - Conducting WAC meetings to occur throughout the duration of the project at all major project milestones.
- Assessing and reviewing existing stormwater management programs and policies (including existing watershed management plans) with regards to achieving the goals outlined in the Master Plan, making recommendations and providing draft language for consideration by the WAC and ultimate approval by County government officials.
- Reviewing comprehensive watershed inventory and drainage network mapping.
  - Supplementing mapping as necessary to support modeling (hydrologic, hydraulic and water quality) toward the goals and objectives of Master Plan.
- Identifying needs to update and refine existing modeling (hydrology, hydraulic and water quality) to quantify existing and future conditions (based on most current County land use plan).
- Identifying specific stormwater projects. Conducting desktop analysis and ground-truthing of potential stormwater projects (stream, wetland, and riparian buffer restoration).
- Documenting the type, location and general design parameter of existing flood control and water quality protection best management practices.
- Identifying existing and anticipated water quality problem areas and flooding in minor systems (contributing watershed <1mi<sup>2</sup>, non-FEMA mapped).
- Engineering estimation for planning level approximation of quantities and costs.
- Developing a Capital Improvement Program strategy focusing on water quality and stormwater infrastructure consistent with the Master Plan.

# Appendix 1

- Prioritizing based on factors such as risk, benefit, cost, and feasibility
- Evaluating financing strategy including 20-year implementation schedule.
- Supporting County officials with public outreach meetings.
  - Assisting with meeting setup, coordination, invitations.
  - Creating displays, graphics, and presentations.