



**COLUMBIA CITY COUNCIL MEETING AGENDA
TUESDAY, JUNE 5, 2018**

The Columbia City Council will conduct a Work Session at 2:00 p.m. & Meeting at 6:00 p.m. on Tuesday, June 5, 2018 at Council Chambers at City Hall, 1737 Main Street, 3rd Floor, Columbia, SC 29201.

The Honorable Mayor Stephen K. Benjamin
The Honorable Sam Davis, District I ■ The Honorable Tameika Isaac Devine, At-Large
The Honorable Howard E. Duvall, Jr., At-Large ■ The Honorable Edward H. McDowell, Jr., District II
The Honorable Daniel J. Rickenmann, District IV

Prior to entering the meeting please turn all electronic communication devices to the silent, vibrate or off position. All presenters are asked to speak directly into the microphone for recording purposes.

WORK SESSION - 2:00 P.M.

ROLL CALL

INVOCATION

CITY COUNCIL DISCUSSION

1. Hampton Street and Calhoun Street Road Diet Concept Reports - Mr. David Beaty, P.E., Program Management Director for HDR
2. Columbia Urban League Science Technology Enrichment Program - Mr. Randy Davis, Parks and Recreation Director
3. Update on the 2018 Summer Camp Program - Mr. Randy Davis, Parks and Recreation Director
4. Columbia-Richland Fire Rescue Strategic Plan - Mr. Aubrey Jenkins, Columbia Fire Chief
5. Employee and Retiree Health Care Program - Ms. Pamela Benjamin, Human Resources Director and Chief of Staff

EXECUTIVE SESSION

6. Discussion of negotiations incident to proposed contractual arrangements pursuant to S. C. Code §30-4-70(a)(2)



We Are Columbia

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*Homeserve Rate Increase
Columbia Canal*

7. Receipt of legal advice relating to a pending, threatened or potential claim – S.C. Code §30-4-70(a)

Wynter Odom, et al. v. City of Columbia

8. Receipt of legal advice related to matters covered by attorney-client privilege pursuant to §30-4-70(a)(2)

*HUD CDBG Entitlement Funding
Lorick Place - Columbia Housing Authority Request*

COUNCIL MEETING - 6:00 P.M.

ROLL CALL

PLEDGE OF ALLEGIANCE

INVOCATION

ADOPTION OF THE AGENDA

PUBLIC INPUT RELATED TO AGENDA ITEMS

CONSENT AGENDA ITEMS 9 THROUGH 29

9. Council is asked to approve an Agreement for Consulting Services for a Comprehensive Plan: Transportation Element, as requested by the Planning and Development Services Department. Award to Kimley-Horn and Associates, Inc., in the amount of \$91,111.61. This firm is located in Columbia, SC.

Funding Source: 1014101-636600. The original budgeted amount is \$92,000.00.

Sub-consultant 4D Engineering, LLC, a Minority Business Enterprise (Woman) of Lexington, SC will provide traffic impact studies, roadway design, and long range planning services at 10% (\$9,111.61) of the contract value.

10. Council is asked to approve an Agreement for a Comprehensive Plan: Housing Element, as requested by the Planning and Development Services Department. Award to Clarion Associates, LLC, in the amount of \$106,880.00. This firm is located in Chapel Hill, NC.



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Funding Source: Professional Services 1014101-636600 - The original budgeted amount is \$108,000.

Brown, Bortze, and Coddington a firm located in Denver, CO will assist in analysis of housing markets and strategic housing plans at 23% (\$24,850.00) of the contract value.

ACP/Greene & Associates, LLC a firm located in Columbus, Ohio will assist in public engagement at 5% (\$5,000.00) of the contract value.

Kimley-Horn and Associates, Inc. a firm located in Charlotte, NC will assist in transportation planning at 2% (\$2,500.00) of the contract value.

11. Council is asked to approve the Purchase of Kronos Workforce and Telestaff Upgrade Services, as requested by the Information Technology Services Department. Award to Kronos Inc., in the amount of \$272,042.68. This vendor is located in Lowell, MA.

Funding Sources: General Admin Information Tech - Computer License 6218950-627510 and General Admin Information Tech - Professional Services 6218950-636600. The original budgeted amount is \$300,000.00.

12. Council is asked to approve an Agreement for Installation of a Payment System for Multiple City Garages, as requested by the Parking Services Department. Award ITR of Georgia, Inc., in the amount of \$551,323.00. This firm is located in Tucker, GA.

Funding Source: Parking Imp Project Control – Capital Project Costs - 5329999-PG101701-658650. The original budgeted amount is \$551,323.00.

13. Council is asked to approve the Purchase of Bypass Pumps for Wastewater Maintenance, as requested by Columbia Water. Award to Xylem Dewatering Solutions, Inc., doing business as Godwin Pumps of America, using the General Services Administration Contract in the amount of \$88,289.78. This firm is located in Summerville, SC.

Funding Source: 5516205-638400 2015 October Flood Recovery. The original budgeted amount is \$90,000.00.

14. Council is asked to ratify Contract Amendment #1 for Project SS6857; Agreement for Engineering Services for the Olympia Sub Basin (Divisions I & II) Sewer Rehabilitation and Replacement. Award to WK Dickson, in the amount of \$152,150.00. This firm has headquarters in Charlotte, NC and a local office in Columbia.

Funding Source: 5529999-658650. The original budgeted amount is \$500,000.00.

This is a Clean Water 2020 Program Project and a Mentor Protégé Program Project.



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HPG and Company, Inc., a Small Business Enterprise of Columbia, SC is the protégé and will provide design and construction services at 9% (\$13,200.00) of the contract value.

15. Council is asked to approve an Agreement for Project SS7447; Garden Springs Sanitary Sewer Services, as requested by Columbia Water. Award to Hazen and Sawyer in the amount of \$259,992.00. This firm is located in Columbia, SC.

Funding Source: Water and Sewer Capital Projects–Garden Springs Sewer Service – Capital Projects Cost – 5529999-SS744701-658650.

This is a Clean Water 2020 Program Project and a Mentor Protégé Project. Palmetto Consulting Engineering Group Inc., a Minority Business Enterprise (Woman) of Chapin, SC is the Protégé and will provide preliminary design, surveying, easement, exhibits, permitting, and site inspections services at 24.5% (\$63,625.00) of the contract value.

The following sub-consultant will provide additional services:

F&ME of Columbia, SC will provide geotechnical services at 1.92% (\$5,000.00) of the contract value.

16. Council is asked to approve Contract Amendment #1 and #2 for Project SS7284; Liquid Train One Upgrades at the Metro Wastewater Treatment Plant, as requested by Columbia Water. Award to AECOM Technical Services Inc., in the total amount of \$1,169,500.00. This firm is located in Columbia, SC.

Funding Source: Water and Sewer Budget; 5529999-SS7284-658650. The original budgeted amount is \$1,385,000.00 (encompassing both amendments).

This is a Clean Water 2020 Program Project. The following sub consultants will provide additional services:

Howard Engineering of Marietta, SC, a Minority Business Enterprise (Woman), will provide Electrical Engineering Services at 42.0% (\$10,000.00) of the value of Contract Amendment 1 and 3.2% (\$36,320.00) of the value of Contract Amendment 2.

K&P Engineering of Lexington, SC, a Minority Business Enterprise, will provide Structural Engineering Services at 39.9% (\$9,500.00) of the value of Contract Amendment 1 and .7% (\$8,500.00) of the value of Contract Amendment 2.

Felkel and Hastings, a Minority Business Enterprise, will provide Mechanical Engineering Services at 9.7% (\$2,300.00) of the value of Contract Amendment 1 and .3% (\$3,500.00) of the value of Contract Amendment 2.



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Terracon of Columbia, SC, will provide Geotechnical Services at 1.6% (\$18,000.00) of the value of Contract Amendment 2.

17. ANNEXATION, COMPREHENSIVE PLAN MAP AMENDMENT, AND ZONING MAP AMENDMENT 2916 Colonial Drive; TMS# 11503-06-30

Ordinance No.: 2018-020 - Annexing and Incorporating 2916 Colonial Drive, Richland County TMS# 11503-06-30 into the Plan Columbia Land Use Plan Putting the Pieces Together adopted by Ordinance No.: 2015-014 on February 17, 2015

Council District: 2

Proposal: Request to annex, assign land use classification of Urban Core Community Activity Center (UCAC-2) and assign zoning of General Commercial (C-3). The property is currently classified as Mixed Residential-High Density and zoned GC by Richland County.

Applicant: WAT Properties Inc. of Columbia

Staff Recommendation: Approval

PC Recommendation: 03/05/2018; Approval (5-0)

First reading approval was given on May 15, 2018.

18. ANNEXATION, COMPREHENSIVE PLAN MAP AMENDMENT, AND ZONING MAP AMENDMENT - 638 Bluff Road (p); TMS# 11203-05-04(p)

Ordinance No.: 2018-019 - Annexing and Incorporating 638 Bluff Road (portion), Richland County TMS# 11203-05-04(p) into the Plan Columbia Land Use Plan Putting the Pieces Together adopted by Ordinance No.: 2015-014 on February 17, 2015

Council District: 3

Proposal: Request to annex, assign land use classification of Urban Core Neighborhood Activity Center (UCAC-1) and assign zoning of General Commercial District (C-3). The property is currently classified as Mixed Residential-High Density and zoned General Commercial (GC) by Richland County.

Applicant: 638 Bluff Road, LLC

Staff Recommendation: Approval

PC Recommendation: 03/05/2018; Approval (5-0)

First reading approval was given on May 15, 2018.



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19. ANNEXATION, COMPREHENSIVE PLAN MAP AMENDMENT, AND ZONING MAP AMENDMENT CASE SUMMARY - 1321 Piney Grove Road; TMS# 06200-01-15

Ordinance No.: 2018-018 - Annexing and Incorporating 1321 Piney Grove Road, Richland County TMS# 06200-01-15 into the Plan Columbia Land Use Plan Putting the Pieces Together adopted by Ordinance No.: 2015-014 on February 17, 2015

Council District: 1

Proposal: Request to annex, assign land use classification of Urban Edge Mixed Residential (UEMR) and assign zoning of General Residential District (RG-2). The property is currently classified as Mixed Residential-High Density/Mixed Use Corridor and zoned GC by Richland County.

Applicant: Jimmy Love Land, LLC

Staff Recommendation: Approval

PC Recommendation: 04/09/2018; Approval (6-0)

First reading approval was given on May 15, 2018.

20. MAJOR AMENDMENT TO A PUD-R - 2.16 acres S/S Caughman Road; TMS# 19100-02-10

Council District: 4

Proposal: Request to make a Major Amendment to a PUD-R

Applicant: Southeast Church of Christ

Staff Recommendation: Approval

PC Recommendation: 04/09/2018; Approval (6-0)

First reading approval was given on May 15, 2018.

21. ZONING MAP & TEXT AMENDMENT - Seminary Ridge Historic District

Ordinance No.: 2018-021 - Amending the 1998 Code of Ordinances of the City of Columbia, South Carolina, Chapter 17, Planning, Land Development and Zoning, Article V, Historic Preservation and Architectural Review, Division 3, Landmarks and Design Protection Districts, Sec. 17-681 Districts identified, (b) Architectural conservation district to delete (8) and amend (c) Protection area district to add (7)



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Council District: 1

Proposal: Amend the text of the City of Columbia's Code of Ordinances to delete §17-681(b)(8) (Districts Identified, Architectural Conservation District) and modify §17-681(c) (Districts identified, Protection Area District) to add §17-681(c)(7) and amend the City Of Columbia's Official Zoning Map to modify the map label from "Seminary Ridge Architectural Conservation District" to "Seminary Ridge Protection Area".

Applicant: Sam Davis, City of Columbia Council Member

Staff Recommendation: Approval

PC Recommendation: 04/09/2018; Approval (6-0)

D/DRC Recommendation: 04/12/2018; Approval (5-2)

First reading approval was given on May 15, 2018.

22. ZONING MAP AMENDMENTS - 700 Gervais Street, TMS# 08916-11-02

Council District: 2

Proposal: Request to rezone the parcel from M-1, M-2, -DD, -ID and -DP to MX-2, -ID and -DP

Applicant: Ben Arnold, Southern Realty Development Corp.

Staff Recommendation: Approval

PC Recommendation: 04/09/2018; Approval (6-0)

First reading approval was given on May 15, 2018.

23. ZONING MAP AMENDMENT & TEXT AMENDMENT - Modification of Innovista Design District & Guidelines, and Rezoning of 1100 Wayne Street, TMS#08916-11-04A

Ordinance No.: 2018-015 - Amending the 1998 Code of Ordinances of the City of Columbia, South Carolina, Chapter 17, Planning, Land Development and Zoning, Article III, Zoning, Division 8, District Descriptions; Use and Dimensional Regulations, Sec. 17-291 --ID Innovista design; Division 9, Supplementary District Regulations, Sec. 17-325 --ID Innovista design district, (b) Supplemental district regulations

Council District: 2



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Proposal: Rezone a portion of 1100 Wayne Street from Mixed-Use Urban District (MX-2), -Design/Development Area (-DD), -Innovista Design District (-ID) and -Design and Preservation Area (-DP) to Mixed-Use Urban District (MX-2), -Innovista Design District (-ID) and -Design and Preservation Area (-DP); Amend Innovista Design District Guidelines to reflect proposed changes to the boundaries and height requirements in the buffer areas; Amend the City of Columbia's Official Zoning Map to extend the boundaries of the -ID zoning district and remove the -DD zoning district from the same area; Amend City of Columbia's Code of Ordinances §17-291 (-ID Innovista design) and §17-325 (-ID Innovista design district) to reflect proposed changes to the Innovista Design District Guidelines and the Official Zoning Map.

Applicant: Krista Hampton, City of Columbia Planning and Development

Staff Recommendation: Approval

PC Recommendation: 04/09/2018; Approval (5-1)

First reading approval was given on May 15, 2018.

24. ZONING MAP AMENDMENT - 42.31 acres N/S Padgett Road, TMS# 22012-01-01

Council District: 4

Proposal: Request to rezone the parcel from PUD-R to RS-3

Applicant: John Stephenson, Manchester Investment Group, LLC

Staff Recommendation: Approval

PC Recommendation: 04/09/2018; Approval (6-0)

First reading approval was given on May 15, 2018.

25. Resolution No.: R-2018-034 - Authorizing consumption of beer and wine only at Ladies of Lady Street in the 600 block of Lady Street on Friday, June 29, 2018, with a rain contingency of Friday, July 14, 2018

26. Resolution No.: R-2018-043 - Authorizing consumption of beer and wine only at the South Carolina Carnival in the 1800 block of Main Street between Laurel Street and Richland Street on Saturday June 9, 2018

27. Resolution No.: R-2018-049 - Authorizing consumption of beer and wine only at the Palmetto Tasty Tomato Festival on August 11, 2018



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- 28. Resolution No.: R-2018-053 - Authorizing consumption of beer and wine only within Boyd Plaza adjacent to the Columbia Museum of Art for Arts and Draughts on Friday, June 8, 2018
 - 29. Resolution No.: R-2018-058 Authorizing consumption of beer and wine only at the Make Music Day Happy Hour in the Amphitheater Area of the Riverfront Park on Thursday, June 21, 2018

PRESENTATIONS

- 30. Recognition of Mr. Robert Harris as the Richland School District One Teacher of the Year - The Honorable Tameika Isaac Devine
- 31. Business Spotlight Honoree Recognition and Proclamation - Ms. Melissa Lindler, Director of the Office of Business Opportunities

Need-A-Lift Transportation Services, LLC

- 32. Recognition of the W. J. Keenan Girls Basketball Class 2A State Championship Team - The Honorable Sam Davis **Deferred**
- 33. Recognition of Caughman Road Elementary School as the 2018 Spring Clean Stream Columbia Award Recipient - Ms. Dana Higgins, Engineering Director for Columbia Water

BUDGET PUBLIC HEARING

- 34. Ordinance No.: 2018-026 - To Raise Revenue and Adopt the Budget for the City of Columbia, South Carolina, for the Fiscal Year ending June 30, 2019
- 35. Ordinance No.: 2018-025 - Amending the 1998 Code of Ordinances of the City of Columbia, South Carolina, Chapter 15, Parks and Recreation, Sec. 15-5, User fees (a) Definitions, (3); (d) Parks, (3) Ensor Keenan House, (4) Earlewood Community Building and (5) Eau Claire Print Building; (i) Athletics, Fee (4) Swimming; (j) Classes/camps/programs, and to add (l) Event vendor fees
- 36. Ordinance No.: 2018-027 - Amending the 1998 Code of Ordinances of the City of Columbia, South Carolina, Chapter 23, Utilities and Engineering, Article V, Water and



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Sewer Rates, Sec. 23-143 Water service rates and Sec. 23-149 Sewer service rates (a) and (b)

PUBLIC HEARING

37. Resolution No.: R-2018-037 - In Support of the issuance by the South Carolina Jobs-Economic Development Authority of its Revenue Bonds or Notes (Columbia International University) in one or more series in one or more years, pursuant to the provisions of Title 41, Chapter 43 of the Code of Laws of South Carolina, 1976, as amended, in the aggregate principal amount of not exceeding \$10,000,000

ORDINANCE - SECOND READING

38. Ordinance No.: 2018-022 - Consenting to the Inclusion of Property in a Multi-County Industrial/Business Park (Project Reign, 1087 and 1115 Shop Road – TMS # R11210-01-13 and R11210-01-01)

First reading approval was given on May 15, 2018.

ORDINANCES - FIRST READING

39. Ordinance No.: 2018-023 - Granting and encroachment to the East Lake Home Owners Association for installation and maintenance of a wooden privacy fence within the right of way of the 100 block of Fountain Lake Way adjacent to properties located at 124 Pine Mast Court, 128 Pine Mast Court, 132 Pine Mast Court, 136 Pine Mast Court, 140 Pine Mast Court, 144 Pine Mast Court, 148 Pine Mast Court, 152 Pine Mast Court, and 156 Pine Mast Court, Richland County TMS#16310-05-70, 16310-05-71, 16310-05-72, 16310-05-73, 16310-05-74, 16310-05-75, 16310-05-76 and 16310-05-77
40. Ordinance No.: 2018-028 Granting an encroachment to the City Center Partnership for installation and maintenance of a steel bicycle repair stand within the right of way area of the 1300 block of Main Street adjacent to 1339 Main Street, Richland County TMS #09013-05-02

ZONING / PLANNING MATTERS - FIRST READING

41. ZONING MAP AMENDMENT - 1400 Huger Street, TMS# 09009-11-04

Council District: 2



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Proposal: Request to rezone the parcel from C-1, -DD to M-1, -DD

Applicant: Brad Wolfe, 908 Group Holdings, LLC

Staff Recommendation: Denial

PC Recommendation: 02/05/2018; Approval (7-2)

First reading consideration was deferred on May 15, 2018.

RESOLUTIONS

42. Resolution No.: R-2018-044 - Certifying the Robinson Building as an Abandoned Building Pursuant to the South Carolina Abandoned Buildings Revitalization Act, Title 12, Chapter 67, Section 12-67-100 et seq., of the South Carolina Code of Laws (1976), as amended, regarding the property located at 1619-1621 Main Street, Richland County TMS #09014-10-12
43. Resolution No.: R-2018-045 - Certifying the Marks Building as an Abandoned Building Pursuant to the South Carolina Abandoned Buildings Revitalization Act, Title 12, Chapter 67, Section 12-67-100 et seq., of the South Carolina Code of Laws (1976), as amended, regarding the located at 1623-1625 Main Street, Richland County TMS #09014-10-11

APPOINTMENTS

44. Council is asked to approve the appointment of two (2) individuals to the Columbia Museum of Art Commission.
45. Council is asked to approve the appointment of Municipal Court Judges.
46. Council is asked to approve the appointment of four (4) individuals to the Planning Commission.

CONSIDERATION OF MATTERS DISCUSSED DURING THE WORK SESSION

CITY COUNCIL COMMITTEE REPORTS / REFERRALS

APPEARANCE OF THE PUBLIC



We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: Planning and Development Services

FROM: *Krista Hampton, Director*

SUBJECT: Hampton Street and Calhoun Street Road Diet Concept Reports - Mr. David Beaty, P.E., Program Management Director for HDR

FINANCIAL IMPACT:

CLEAN WATER 2020?: No

STRATEGIC GOALS: Collaborate and partner with entities, Connect the City's neighborhoods and business dist, Foster a healthy quality of life

ATTACHMENTS:

- **#a:** Calhoun Hampton Road diet (PDF)

Calhoun Street and Hampton Street Road Diet

City Council
June 5, 2018
City Hall
1737 Main Street Columbia, SC



TRANSPORTATION
PROGRAM

Calhoun Street and Hampton Street Road Diet

Project History

- Eighty-seven (87) bikeway projects included in the November 2012 referendum
- Richland County Program Development Team (PDT) reviewed, studied, and categorized list
- Seven (7) identified as possible “Road Diet” candidates:
 1. Calhoun Street – Wayne Street to Harden Street
 2. Hampton Street – Pickens Street to Harden Street
 3. Pickens Street – Washington Street to Rosewood Drive
 4. Pendleton Street – Lincoln Street to Marion Street
 5. Columbiana Drive – Lake Murray Boulevard to Lexington County Line
 6. College Street – Lincoln Street to Sumter Street
 7. Pickens Street / Washington Street / Wayne Street – Hampton Street West to Hampton Street East



TRANSPORTATION
PROGRAM

Calhoun Street and Hampton Street Road Diet Project History (Continued)

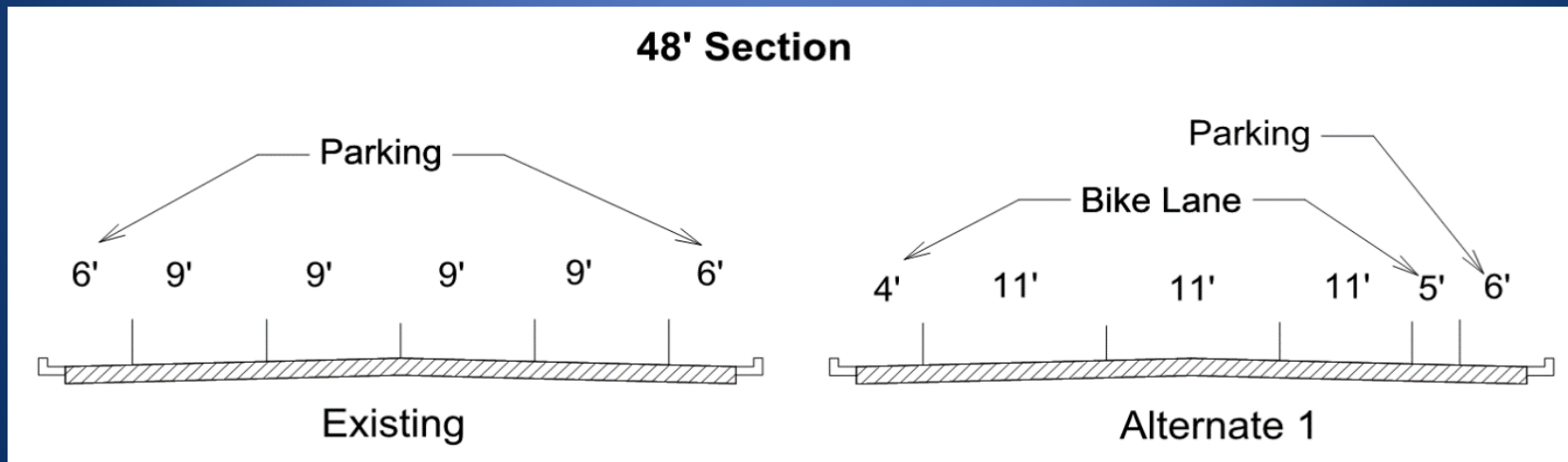
- Meetings with City staff in early 2017 resulted in the following:
 1. Columbiana Drive was recommended to be removed from the program due to safety concerns – high volume of traffic and insufficient width
 2. Pursue two (2) - Calhoun Street and Hampton Street
 3. Remaining four (4) to be developed in the near future



TRANSPORTATION
PROGRAM

Calhoun Street and Hampton Street Road Diet Concept

- In simple terms, reduce four (4) through lanes to three (3) lanes - a through lane each direction with a center lane for left turns



TRANSPORTATION
PROGRAM

Calhoun Street and Hampton Street Road Diet Concept (Continued)

- Four (4) through lanes effectively operate as two (2) through lanes since oftentimes left turns from inside through lanes impede through traffic
- 9' lanes will be increased to 11' increasing driver comfort and reducing side swipes
- In areas of existing 9' lanes, vehicles will stagger or stay behind one another reducing capacity
- The “shy” distance to parked vehicles also reduces capacity
- Omitting a through lane and removing parking on one side will accommodate bike lanes in both directions



TRANSPORTATION
PROGRAM

Calhoun Street and Hampton Street Road Diet Concept (Continued)

- Proposed removal of 30 spaces along Calhoun Street and 97 spaces along Hampton Street but adequate spaces available nearby
- Traffic operations are expected to improve
- Varying widths occur along Calhoun Street and Hampton Street. “Sharrows” will be utilized to supplement continuation of bike lanes along Calhoun Street – refer to May 2018 Road Diet Concept Reports



TRANSPORTATION
PROGRAM

Calhoun Street and Hampton Street Road Diet

Public Involvement Process

- City staff will lead with PDT support
- Public meeting scheduled Thursday, June 28, 6 – 8 p.m. at Holy Trinity Greek Orthodox Church, 1931 Sumter St.
- Outreach efforts include letters with flyers to property owners along the corridors and a media release



TRANSPORTATION
PROGRAM

Calhoun Street and Hampton Street Road Diet Path Forward

- Richland County Council previously approved conducting Public Meeting
- Request City Council approve conducting Public Meeting
- City/PDT staffs summarize Public Meeting and comments
- Public Meeting summaries presented to both Councils
- Upon approval, PDT and City staffs implement projects



TRANSPORTATION
PROGRAM

Calhoun Street and Hampton Street Road Diet

Questions & Answers



TRANSPORTATION
PROGRAM



We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: Parks & Recreation

FROM: *Randy Davis, Director*

SUBJECT: Columbia Urban League Science Technology Enrichment Program - Mr. Randy Davis, Parks and Recreation Director

FINANCIAL IMPACT:

CLEAN WATER 2020?: No

STRATEGIC GOALS: Collaborate and partner with entities

Presentation on the STEP (Science Technology and Engineering) Program in Partnership with the City of Columbia.

ATTACHMENTS:

- **#a:** STEP water bill insert (PDF)

Working For Our Future

2.a



We Are Columbia

Account Number	
Name	
Address	
Phone	
Signature	

I hereby authorize the City of Columbia to add this monthly contribution to my water bill until I notify the City of Columbia in writing that I no longer wish to participate. Furthermore, I realize that it may take up to three months after notification to terminate my contribution.

Science Technology Enrichment Program (STEP)

Formerly known as the Summer Work Experience Leadership Program (SWELP)

The Columbia Urban League's Science Technology Enrichment Program (STEP) is a transition from the Summer Work Experience Leadership Program (SWELP), which was an evidence-based, best-practice career development program for primarily disadvantaged and underserved youth between the ages 14 and 19.

This summer, our main objective is to provide work experiences that include exposure to global technology and the Science Technology Engineering and Mathematics (STEM) skills necessary to obtain and maintain gainful employment in the emerging global workforce.

Providing summer employment in these related career fields will provide our youth with the skills needed to compete in today's workforce. These work experiences will inspire our youth to strive for academic success in STEM areas and prepare them for global career opportunities, enabling them to earn a livable income to become productive and contributing members of society.

Help STEP Summer Employment

\$1.00	☐	\$5.00	☐
\$10.00	☐	other	

Your contribution can make a difference in the life of a child!



Columbia
Urban League

*Empowering Communities.
Changing Lives.*



We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: Parks & Recreation

FROM: *Randy Davis, Director*

SUBJECT: Update on the 2018 Summer Camp Program - Mr. Randy Davis, Parks and Recreation Director

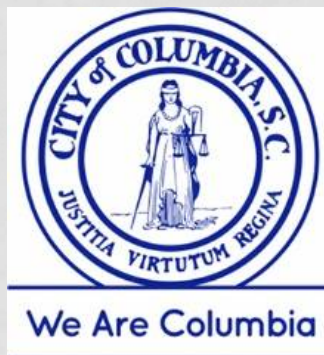
FINANCIAL IMPACT:

STRATEGIC GOALS: Provide high quality municipal services

Presentation by Parks and Recreation on Summer Camp 2018 to include programs and activities to be offered during the summer for children, adults, and families.

ATTACHMENTS:

- **#a:** Summer Camp 2018-Final Draft (PDF)



PARKS AND RECREATION

SUMMER CAMP 2018 UPDATE



SUMMER CAMP 2018

OUR PROGRAM

City of Columbia Summer Camp is a recreation based camp with a philosophy of PLAY. Through play we can empower children and encourage emotional and physical development. We want to engage children in fun and educational programs that will foster a positive sense of self.

ELIGIBILITY

Summer Camp is open to children ages 5, by June 1, 2018, to age 12. Under no circumstances will the City of Columbia Parks and Recreation Department accept children under the age of 5. Teen Camp is available for ages 13-17 years old at Emily Douglas Park and Katheryn M. Bellfied Booker Washington Heights Cultural Arts Center.

GENERAL

Summer Camp participants will be divided into age groups as they rotate through daily planned activities. Areas include sports, outdoor games, arts & crafts, nature programs, indoor activities and themed activities. To allow for safe, enjoyable participation, groups will be assembled by age/grade at the discretion of the camp coordinators. Each week of camp will offer a different theme with coordinating crafts and activities. A detailed schedule will be provided each week.

HOURS

Summer Camp will be offered Monday–Friday, 7:30 a.m. -6:00 p.m.

STAFF/CHILD RATIO

Ages 5 – 12	1:12
Ages 13 -17	1:15



DEPARTMENT TRAININGS

- Completed Trainings

- DSS Childcare Training completed by Recreation Division Staff - January 2018;
- First Aid, CPR and AED Training completed by Recreation Division Staff- February and March 2018;
- All Staff Training (Changing the Culture and Customer Service Training -April 2018;
- Active Shooter Training-May 2018;
- Summer Camp Organizational Day Training-May 2018
 - 2018 Out-of-School Time Training Manual (Interactive/Scenarios)
 - Darkness to Light Training (Abuse/Neglect)
 - Bloodborne Pathogen Training (Health/Safety)
 - Summer Feeding Training

*New Hires and Seasonal Staff will receive Organizational Training and First Aid/CPR/AED training June 6-8th

DSS TRAINING

The Parks and Recreation Department partnered with the South Carolina Center for Childcare Career Development to provide 20 hours of Department of Social Services Childcare training for recreation staff.

The training focused on the following topics:

- Child Growth and Development
- Program Administration
- Curriculum Activities
- Child Guidance
- Professional Development
- Health and Safety
- Special Needs

With this training, the recreation staff is certified to supervise children beginning at age 5. This year's weekly summer camp program will now accept children ages 5-12. No facility will accept a child under 5 years old.

ADDITIONAL STAFF

Parks and Recreation District Coordinators

The department has hired three parks and recreation district coordinators that will supervise assigned recreation centers. These district coordinators duties are to provide oversight and supervise Recreation Division employees in charge of the recreation centers and neighborhood parks. In regards to summer camp, the district coordinators will be monitoring enrollment, the age of participants, staffing, program curriculum and ensuring the day to day policies and procedures are being adhered to.

Parks and Recreation District Coordinator
Courtney Proctor-Bates

Hyatt Park

Woodland Park

Edisto Park

Hampton Park

Sims Park

Parks and Recreation District Coordinator
James McCord

Pinehurst Park

Lorick Park

St. Anna's Park

Emily Douglas Park

Parks and Recreation District Coordinator
Tracy Chatman

Greenview Park

MLK Park

Melrose Park

Heathwood Park

Busby Street Park

ADDITIONAL STAFF CONTINUED

Safety Coordinator

The department has also hired Comilla Sampson as the new safety coordinator. This position plans, coordinates, implements, oversees and administers a comprehensive employee safety and compliance program in accordance with the requirements of the Parks and Recreation Department to ensure all operations are in compliance with OSHA regulations as well as other requirements established by the City.



SUMMER CAMP STAFFING

- **2018 Summer Camp Staffing Logistics**

- Staff to Camper Ratio- 1:12 (Ages 5-12) and 1:15 (Ages 13-17)
- Hours of Operation: 7:30-6:00 p.m. Monday-Friday
- Note: Summer Staffing is based on enrollment numbers at each location and is subject to change.

Community Centers : Minimum 10 - Maximum of 60 Campers, Greenview (70)

- Hyatt Park, King Park, Woodland Park and Greenview Park

Summer Staffing:

- 1 Summer Camp Coordinator (Permanent Staff)
- 1 Summer Camp Lead
- 4 Park Aides
- 5 Park Aides (Greenview Only)
- **Community Centers: Minimum 10 - Maximum of 25 Campers**
 - Pinehurst Park and Lorick Park
- **Summer Staffing:**
 - 1 Summer Camp Coordinator (Permanent Staff)
 - 1 Summer Camp Lead
 - 1 Park Aide
- **Neighborhood Centers: Minimum 10 - Maximum of 25 Campers**
 - Sims Park, Heathwood Park , Edisto Park and Melrose Park
- **Summer Staffing:**
 - 1 Summer Camp Coordinator (Permanent Staff)
 - 2 Park Aides
- **Teen Camp: Minimum 10 - Maximum of 25 Campers**
 - Emily Douglas Park and Booker Washington Heights
- **Summer Staffing:**
 - 1 Summer Camp Coordinator (Permanent Staff)
 - 1 or 2 Park Aides (**Depending on enrollment numbers**)

***The above staffing logistics do not include additional Parks and Recreation permanent and part-time staff at each location.**

OUT-OF-SCHOOL TIME MANUAL

In February 2018 , the department adopted an Out-of-School Time manual, updated the summer camp registration form and created a new parent handbook.

The Out-of-School Time manual provides a detailed overview of the standards and procedures that are required for all recreation staff to adhere to when managing After-School and Summer Camp. The manual covers the following topics:

- Personal and Professional Behavior
- General Policies and Procedures
- Health, Safety and Emergency Procedures
- Garden, Nutrition and Fitness After-School Program
- Summer Camp Program

PROGRAMMING FOR GENERAL PUBLIC

The Community Recreation Centers will be open to the public:

Operating Hours

Monday through Thursday: 10:00 am-9:00 pm

Friday: 10:00 am- 8:00 pm

Saturday: 10:00 am-6:00 pm

Closed on Sunday's

Program schedules for public use of the facilities will be posted in each facility.

*Greenview Park, Pinehurst Park, Hyatt Park, MLK Park, Lorick Park and Woodland Park



SUMMER ACTIVITIES 2018

- **Summer Entrepreneurship Camp at Greenview Park**
 - Age group: 9-14 years old / Hours: 1:30 pm -3:30 pm
 - June 11th - 14th
 - June 18th - 21st
- **Drills and Skills**
 - July 16th-20th (Football, Golf and Cheerleading)
 - August 6th-10th (Tennis, Soccer and Basketball)
- **Summer Concert Series**
 - June 2nd – Atlantic Star (R & B), June 16th – Second Nature (Beach), June 30th – Elliott & The Untouchables (Blues), July 14th – The Dazz Band, July 28th – Confunkshun
- **Primetime in the Park**
 - June 22nd (Pool Party Bash at Greenview)
 - July 13th (Badges and Parks Basketball at Lorick Park)
 - August 3rd (End of Summer Pool Bash at Maxcy Gregg)
- **Movies in the Park**
 - June 1st – The Emoji Movie, June 15th – Peter Rabbit, June 29th – Hoodwinked, July 13th – Jumanji, July 27th – Justice League, August 18th – Black Panther
- **Free Swimming Days**
 - Greenview: 1:00 pm-6:00 pm, Every Monday
 - Maxcy Gregg: 1:00 pm-6:00 pm, Every Friday



We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: Columbia Fire Department

FROM: *Aubrey Jenkins, Fire Chief*

SUBJECT: Columbia-Richland Fire Rescue Strategic Plan - Mr. Aubrey Jenkins, Columbia Fire Chief

FINANCIAL IMPACT:

STRATEGIC GOALS: Provide high quality municipal services

ATTACHMENTS:

- **#a:** Chief Jenkins Letter (PDF)
- **#b:** CRFR Strategic Plan Final (PDF)



Dear Members of Columbia-Richland Fire Rescue,

This winter, the Columbia-Richland Fire Rescue Command Staff approved the engagement of the Center for Public Safety Excellence (CPSE) to assist our Department with the creation of a 5 year strategic plan. With CPSE's observations and recommendations in hand a 30 member internal stake holders group was formed and worked extremely hard to build a plan that meets the expectations of our Community Driven findings. This week, the final plan has been delivered to me and will be shared with members of the City and County Governments, as well as other selected Public Safety Committee members. We will release the Strategic Plan via the Columbia-Richland Fire Department website for all of our members to view within the next week.

This plan will be utilized as a compass to guide the direction of the Department over the next five years; we will use this plan to build upon the already strong foundation and history of our Department. While some strategic planning processes are built out of crisis and necessity, our plan arises from strength and opportunity. By leveraging our Department's areas of strength we can enhance and expand our efforts in achieving the nine core goals outlined in this plan. Some initiatives have already begun and some will commence soon, while others will be developed carefully and implemented over the years to come. As the Fire Chief I bear the responsibility for executing this strategy with the support of the Elected Officials, City and County Administrative staff and most importantly, you. We look forward to drawing from the rich resources, expertise and commitment of Columbia-Richland Fire Rescue community in carrying out this multifaceted plan.

Just as we seek to provide the citizens with the highest quality emergency services, our aim is for Columbia-Richland Fire Rescue to be a progressive and energetic institution, one in which strategic planning is an ongoing responsibility and opportunity for enhancing our service to the public. We anticipate that Columbia-Richland Fire Rescue Strategic Plan 2018-2023 will be a living document that while charting the opportunities ahead will be flexible and responsive to new information, developments and perspectives.

What will remain constant is our commitment to Columbia-Richland Fire Rescue's mission, vision and values which appropriately introduce the plan itself. As stewards of the mission, vision and values we look forward to the years ahead for Columbia-Richland Fire Rescue as it strives to be a World-Class provider of All-Hazards Emergency Services. I look forward to your partnership in these years to come.

Yours in Service,

A handwritten signature in blue ink that reads "Aubrey D. Jenkins".

Aubrey D. Jenkins

Fire Chief

COLUMBIA-RICHLAND FIRE RESCUE

STRATEGIC PLAN 2018 - 2023



Facilitated by



Center for
Public Safety
Excellence

Packet Pg. 37

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Columbia-Richland Fire Rescue



Dear colleagues and fellow citizens:

It is my pleasure to present to the citizens, our governing representatives and the men and women of the Columbia-Richland Fire Rescue our 2018-2023 Strategic Plan. This strategic plan provides a broad roadmap for CRFR and is intended to be a dynamic and integrated effort. The overarching goals, which each CRFR employee will help achieve, provide a balanced framework of what needs to be done by us to reach our vision and fulfill our mission. The plan contains objectives and strategies committing us to leadership, advocacy, and quality in government.

The launch of this plan provides a new and exciting chapter for CRFR. This process began with gathering the thoughts, concerns and expectations of our citizens. Using the data collected, we gathered a working group of highly motivated and dedicated CRFR members to generate a plan based on community expectations.

Within the pages of this document you will find our mission, vision, and values. This plan also contains the CRFR's nine goals and the objectives needed to implement the needed change in our organization. The one thing I would like to express to our community is that we want to provide them with extraordinary service, which can only be achieved with extraordinary people. Our commitment to our citizens, our members of government and our personnel goes beyond the formulation of this plan; it is seen in our everyday words, actions and deeds. We are proud to serve and be members of our community. It is my sincere hope that you will be as proud of this plan as we are. We look forward to the years that come in an organization striving to serve the community with integrity and professionalism.

Sincerely,


Aubrey D. Jenkins

Fire Chief

City of Columbia / Fire Department

1800 Laurel Street / Columbia, SC 29201 / 803.545.3700 / Fax 803.733.8311

Introduction

Columbia-Richland Fire Rescue (CRFR) provides fire, rescue, emergency medical first response, hazardous materials response, fire investigation, community risk reduction and public education services to the residents, businesses, and visitors of the City of Columbia and Richland County. CRFR is consistently working to achieve and/or maintain the highest level of professionalism and efficiency on behalf of those it serves, and thus, contracted with the Center for Public Safety Excellence (CPSE) to facilitate a method to document the organization's path into the future via a "Community-Driven Strategic Plan." The following strategic plan was written in accordance with the guidelines set forth in the Commission on Fire Accreditation (CFAI) *Fire & Emergency Service Self-Assessment Manual 9th Ed.*, and is intended to guide the organization within established parameters set forth by the authority having jurisdiction.

The CPSE utilized the community-driven strategic planning process to go beyond just the development of a document. It challenged the agency's members to critically examine paradigms, values, philosophies, beliefs and desires, and challenged individuals to work in the best interest of the "team." It further provided the agency with an opportunity to participate in the development of their organization's long-term direction and focus. Members of the organization's external and internal stakeholders' groups demonstrated commitment to this important project and remain committed to the document's completion.

COLUMBIA-RICHLAND FIRE RESCUE STRATEGIC PLAN

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Organizational Background

In the early days of the town, every citizen was required to keep one fire bucket for each chimney in their house. Five small fire brigades were organized in 1816 with each male citizen expected to serve. In February 1825, volunteer fire companies were organized in Ward 1 and Ward 2 abolishing the fire warden system except in Ward 3, until a third volunteer company could be organized. The captains and lieutenants of those volunteer companies were invested with the powers of fire wardens. The experiment was abandoned later in the year as the volunteer company in Ward 1 was disbanded and no company in Ward 3 was organized. On February 14, 1826, the volunteer system was abolished except for the Vigilant Fire Company in Ward 2. The Fire Warden Plan was resurrected and the reward for the first fire company to the scene of a fire was increased to \$20.00. The city later returned to the volunteer fire company system and the Independent Company was organized in 1837.

The first paid firefighters were hired in 1903 and the Columbia Fire Department (CFD) was organized. On January 22, 1903, William J. May, the Chief of the Columbia volunteer fire system was elected Fire Chief and W. H. Sloan was elected Assistant Chief of the CFD. The organization of the new career department was completed quickly, and service began on February 1, 1903. It was comprised of forty men selected from the four disbanded volunteer companies, divided among the four paid companies. Also included within the career department were two African-American drivers. Chief May insisted that they be retained due to the fact that, “the experience that they had could not be replaced – they are the best men for the job!” T. C. Zoble was also appointed as a paid firefighter after serving as a volunteer fireman. Zoble rose through the ranks as Captain and Assistant Chief.

In 1904, a new fire station was completed at 1313 Sumter Street, the Independent Steam Fire Engine Company was relocated to that location as Engine Company No. 1, and the Phoenix Hook and Ladder Company was relocated to that location as Hook and Ladder No. 1. Representatives of the state’s fire departments, hosted by Chief May, met in Columbia to research the formation of the State Firemen’s Association which officially was established on May 31, 1905. Several large buildings of Columbia College were destroyed by fire on September 9, 1909. In 1910, the population of Columbia rose to 26,319.

On December 27, 1910, the first motorized apparatus, a 1910 Hudson Chiefs car was put in service within the fire department and its driver was A. McC. Marsh. The second piece of motor apparatus purchased by the department was an American LaFrance Combination Chemical and Hose car, put in service on July 15, 1911, at No. 2 station on Blanding Street. It was wrecked answering an alarm on April 3, 1919.

Today, the Columbia Fire Department is now known as Columbia-Richland Fire Rescue (CRFR). The department is comprised of 513 career and 95 volunteer members, staffing 32 fire stations and administration, serving a population of nearly 500,000. The CRFR covers 772 square miles servicing the City of Columbia, the County of Richland, and the towns of Blythewood, Arcadia Lakes, Eastover,



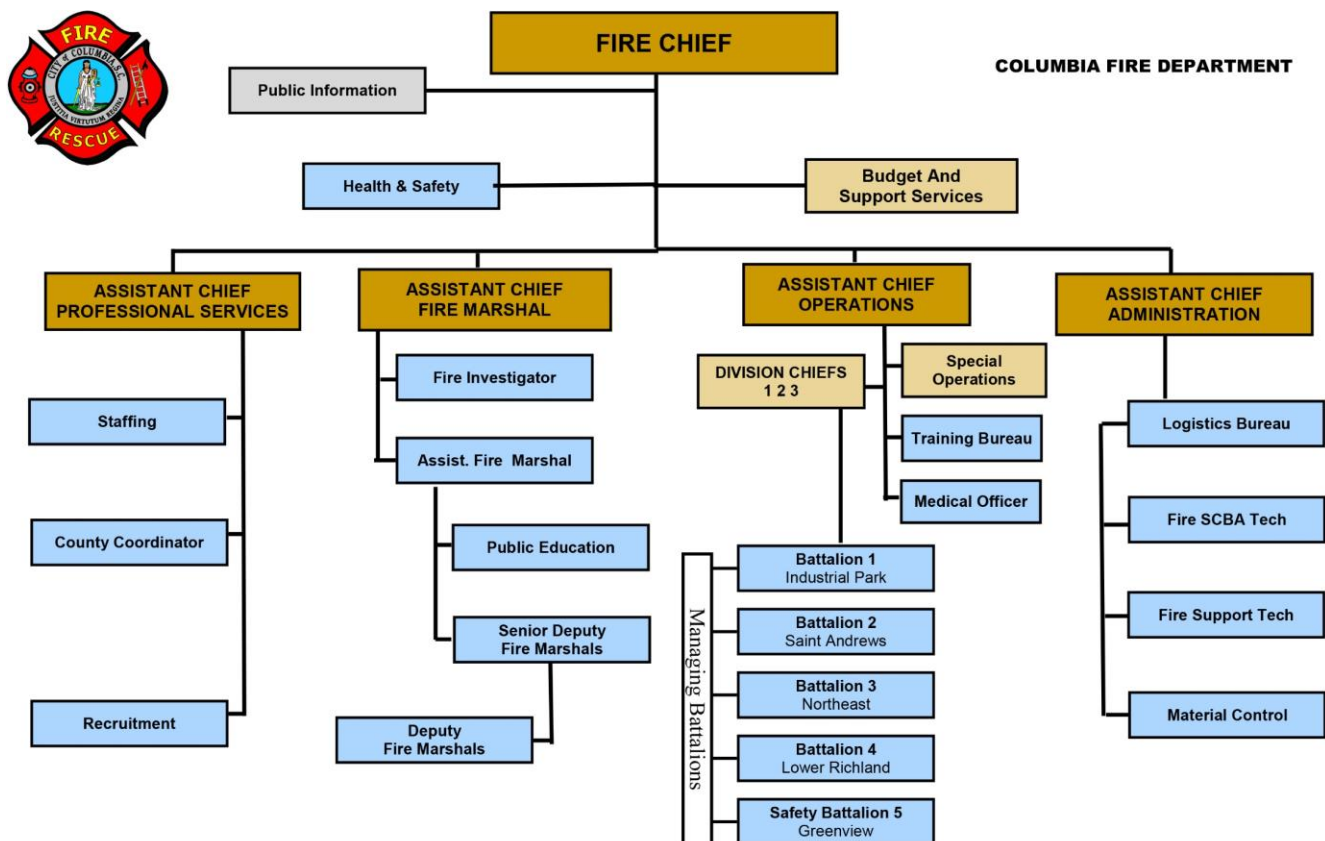
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and Forest Acres. Multiple mutual and automatic aid agreements allow CRFR response to McEntire Air National Guard Base, Fort Jackson, and six surrounding counties.

Columbia and the Capitol Region of South Carolina are alive and growing daily. Our forefathers would be amazed to see the growth of the community they planned, and the dedicated firefighters of the past two centuries would be in awe at the size and scope of the State's largest and premier fire service – Columbia-Richland Fire Rescue.

Organizational Structure



Effective: February 2017



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Community-Driven Strategic Planning

For many successful organizations, the voice of the community drives their operations and charts the course for their future. A community-driven emergency service organization is one that seeks to gather and utilize the needs and expectations of its community in the development and/or improvement of the services provided. To ensure that the community remains a focus of an organization's direction, a community-driven strategic planning process was used to develop this strategic plan.

A strategic plan is a living management tool that provides short-term direction, builds a shared vision, documents goals and objectives, and optimizes use of resources.

The process of strategic planning can be defined as “a deliberative, disciplined approach to producing fundamental decisions and actions that shape and guide what an organization (or other entity) is, what it does, and why.”¹

Effective strategic planning benefits from a consistent and cohesively structured process employed across all levels of the organization. Planning is a continuous process, one with no clear beginning and no clear end. While plans can be developed on a regular basis, it is the process of planning that is important, not the publication of the plan itself. Most importantly, strategic planning can be an opportunity to unify the management, employees, and stakeholders through a common understanding of where the organization is going, how everyone involved can work to that common purpose, and how progress and levels will measure success.

¹ See Definition, Purpose, and Benefits of Strategic Planning (Bryson 8)



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Process and Acknowledgements

The Center for Public Safety Excellence (CPSE) acknowledges and thanks the community's and the agency's external and internal stakeholders for their participation and input into this Community-Driven Strategic Planning Process. The CPSE also recognizes Fire Chief Aubrey D. Jenkins and his team for their leadership and commitment to this process.

The Community-Driven Strategic Planning Process Outline

1. Define the programs provided to the community.
2. Establish the community's service program priorities and expectations of the organization.
3. Identify any concerns the community may have about the organization, along with aspects of the organization that the community views positively.
4. Revisit the Mission Statement, giving careful attention to the services and programs currently provided, and which logically can be provided in the future.
5. Revisit the Values of the organization's membership.
6. Identify the internal Strengths and Weaknesses of the organization.
7. Identify areas of Opportunity for, and potential Threats to the organization.
8. Identify the organization's critical issues and service gaps.
9. Determine strategic initiatives for organizational improvement.
10. Establish a realistic goal and objectives for each initiative.
11. Identify implementation tasks for the accomplishment of each objective.
12. Determine the Vision of the future.
13. Develop organizational and community commitment to accomplishing the plan.

Development of this strategic plan took place in February 2018, beginning with a meeting hosted by a representative from the CPSE for members of the community (external stakeholders, as named in the table below). Input received from the meeting revolved around community expectations and concerns, as well as positive and other comments about the organization.

Columbia-Richland Fire Rescue External Stakeholders			
Bradley Anderson	Todd Griffin	Vi Hendley	Elizabeth Marks
Richard K. Roose	Ceeon Smith	Robin Spaniel	Will Thrift

Community Group Findings

A key element of the Columbia-Richland Fire Rescue organizational philosophy is having a high level of commitment to the community, as well as recognizing the importance of community satisfaction. Thus, the agency invited community representatives to provide feedback on services provided.



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Community Priorities

To best dedicate time, energy, and resources to services most desired by its community, the CRFR needs to understand what the customers consider to be their priorities. With that, the external stakeholders were asked to prioritize the programs offered by the agency through a process of direct comparison. The results were as follows:

Programs	Ranking	Score
Emergency Medical Services	1	55
Rescue – Basic and Technical	2	49
Fire Suppression	3	45
Hazardous Materials Mitigation	4	32
Community Risk Reduction	5	31
Domestic Preparedness Planning and Response	6	30
Public Fire and Life Safety Education	7	18
Wildland Fire Services	8	15
Fire Investigation	9	13



External Stakeholders Work Session

Community Expectations

Understanding what the community expects of its fire and emergency services organization is critically important to developing a long-range perspective. With this knowledge, internal emphasis may need to be changed or bolstered to fulfill the community needs. In certain areas, education on the level of service that is already available may be all that is needed. To follow are the expectations of the community's external stakeholders:



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Community Expectations of Columbia-Richland Fire Rescue (in priority order)

1. Prompt, competent, effective response to emergencies. Quick response. Respond quickly to calls for emergencies. Arrival time. Timely and rapid response to calls - emergency - from campus. Fast response to fire and medical emergencies. Quick response.
2. Strong emphasis on prevention of fire, rescue, and medical through enforcement of codes, adoption of ordinances, and public education. Regular inspections of commercial properties. Review of property for fire safety. Improve fire prevention services: code enforcement is understaffed; b) public education is understaffed; c) promote the use of fire sprinkler systems in all structures, especially single-family residential: [i] change laws and ordinances if possible; [ii] develop incentives; [iii] provide community education.
3. All firefighters be outfitted for two sets of PPE breathing apparatus up-to-date, extractors, and dryers at each station. Proper equipment for response.
4. Training in the use of equipment. Trained in HazMat/Medical. Training updated/drills. Proper training.
5. Excellent customer service. Good customer relations for fire safety. Develop a comprehensive customer service plan: a) consider the customers' needs; b) evaluate how citizens view the fire department; [i] be accessible, [ii] respond to all inquiries within 24 hours, [iii] do not have full voicemail boxes, [iv] re-evaluate tinting windows in CFD vehicles; c) follow up on the quality of all services; d) construct rooms for use by the community at all fire stations.
6. Building fire stations 2 and 11 – both slated for replacement 10 years ago.
7. Consolidate CFD and Richland County EMS Services Department including EMS: a) opportunity for significant enhancement of service with some cost savings; b) majority of incidents are medical; c) fire department handles major portions of disaster planning and response; d) should not have two countywide agencies under different management providing the same services; e) meddling by county administrators in fire department operations [i] construction of stations; [ii] purchase of different and lower quality trucks; [iii] distrust between city and county officials; f) because both the city and county councils must agree to the fire department's budget.
8. Assessment of the emergency situation for life/rescue and property damage.
9. Fire stations clean and neat.
10. Monitoring and evaluating student living and learning areas.
11. Logistics be efficient and effective for the firefighters - plan for current and future needs - be prepared.



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12. Constant work at improvement in all areas.
13. Rescue/health/life of victims.
14. Community involvement.
15. Recommend to administration best practices in safety and prevention.
16. Become accredited: a) identify gaps in services; b) retool processes and systems; c) meet national standards; d) a fulltime position would be needed to manage this.
17. Dedicated mechanic shop for fire apparatus only with updated equipment.
18. Excellent planning for all types of emergencies.
19. Extinguish fire.
20. Work as a team member with the campus on risk and emergency matters.
21. Plan for replacement of apparatus in a timely manner, some are 10+ years old.
22. Plans are followed up on.
23. Professional and courteous.
24. Manage fire locations (HazMat, smoke, debris).



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Areas of Community Concern

The planning process would be incomplete without an expression from the community regarding concerns about the organization. Some areas of concern may in fact be a weakness within the delivery system, while some weaknesses may also be misperceptions based upon a lack of information, understanding, or incorrect information.

Areas of Community Concern about Columbia-Richland Fire Rescue (verbatim, in priority order)

1. Address pay and benefits needs of employees to attract high quality personnel and retain them: a) Pay should be higher than other fire departments in the market; b) benefits should be competitive and secure; c) Significant pay adjustments should be offered for each additional education level and for acquiring and maintaining special certifications; d) Incentives should be offered to encourage retention, such as pay step increases for every five years of service within the department. Pay is too low, causing problems with recruitment and retention of qualified personnel. Better pay, in order to recruit and retain the best.
2. The health and safety of firefighters addressed through equipment needed to do the job. Making sure the department has the right equipment. Up-to-date equipment/equipment condition.
3. Funding through government is limited. City must begin charging impact fees and fees for service for all non-profit and State facilities; colleges and universities as well. Adequate training and support from city.
4. Adequately staff administrative positions to ensure effective services: a) a. Administrators and elected officials are more understanding of the need to approve additional field positions (firefighters, engineers, company officers) as needs arise, but are reluctant to increase the number of administrative positions that are needed to support field personnel; b) b. Planning section to get ahead of needs, including: Future construction and renovations / Fleet and equipment projections / Revisions and upgrades to communications, computer systems, and other technology; c) On duty Battalion Chief to focus exclusively on safety needs at incidents and to follow-up on indicated safety enhancements; d) d. Battalion 4 may need to be split into an additional battalion (huge area / significant development). Adequate staffing to cover shifts and service areas.
5. Void in experienced personnel due to retirement numbers.
6. Firefighters are supported in word and action. Many feel "great ideas" are put forth but never seem to come to fruition.
7. Contact and coordination with 911 system.
8. Past issues preventing relationships from moving forward.
9. Time and who to contact when requesting a fire/incident report - I had to make multiple trips/phone calls to receive report.



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10. Enhance the equality of leadership at all ranks: a) Aggressively promote higher education for all ranks from Captain to Chief; b) Provide significant leadership development for all supervisors.
11. Possible morale issues.
12. Eroding of benefits including health insurance and pension plan.
13. Keep the neighborhood aware of fire safety.
14. Captains need to be more visible in the community, and easier to reach.
15. Growing on par with the city and community to continue to meet the needs.
16. Administration is overloaded.
17. One unified fire service funded by all municipalities served, as well as Richland County.
18. Current system does not work; phone numbers have changed and people have transferred, so phones are often not answered at stations.
19. Coordination problems between the city and county.
20. Fire Station in Engine 2 call area with ladder and EMS. ASAP



External Stakeholders Work Session



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Positive Community Feedback

The CPSE promotes the belief that, for a strategic plan to be valid, the community's view on the organization's strengths must be established. Needless efforts are often put forth in over-developing areas that are already successful. However, proper utilization and promotion of the strengths may often help the organization overcome or offset some of the identified weaknesses.

Positive Community Comments about Columbia-Richland Fire Rescue (verbatim, in no particular order)

- Most CFD personnel care deeply about the services they provide.
- The City-County contract arrangement is an excellent arrangement for effective and efficient services.
- Fire department is moving in the right direction with service improvements, especially EMS.
- Community involvement
- Staff personalities – always nice, polite and eager to help.
- Seems to be a strong sense of camaraderie among the firemen.
- I have only lived in house 1 year. Fire department has been great. Makes you feel part of the neighborhood.
- Thanks for all you do.
- Chief is engaging, understanding, and responsive.
- Team responds to issues in a timely manner.
- Team is thoughtful and helpful in educating staff on codes and policies.
- Department does a great job of attending events and reaching out to children.
- Department interacts well with the neighborhoods.
- Presents a professional image when responding to emergencies.
- Friendly and efficient on calls.
- Periodic visits to check fire safety of our business.

Internal Stakeholder Group Findings

The internal stakeholder work sessions were conducted over the course of three days. These sessions served to discuss the organization's approach to community-driven strategic planning, with focus on the agency's Mission, Values, Core Programs and Support Services, as well as the organization's



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perceived Strengths, Weaknesses, Opportunities, and Threats. The work sessions involved participation by the broad organization representation in attendance, as named and pictured below.

Columbia-Richland Fire Rescue Internal Stakeholders

George Adams Fire Marshal	Charles Boone Fire Equipment Operator	James Carricato Division Chief	David China Engineer
Michael Cothran Division Chief	Morgan Craver Volunteer Firefighter	Dameion Dawson Deputy Fire Marshal	Jamie Helms Assistant Fire Chief
Herbert Barnett Fire Hydrant Supervisor	Marcas Houtchings Fire Engineer	Robert Lee Hughes, Jr. Captain	Randell Jacobs Firefighter
Scott Jacobs Division Chief	Aubrey Jenkins Fire Chief	Darius Johnson Senior Firefighter	Victor Kemper Captain
Christopher Kip Battalion Chief	Bengie Leverett Public Education Officer	Daniel McManus Special Operations Chief	Albert Owusu Fire Safety Health Chief
Kurt Paschoal Captain	Wilfred Roach Fire Staffing Chief	Sebastian Shealy Senior Firefighter	Desire Simpkins Lead Admin Assistant
Brannon Taylor Battalion Chief	Jack Veal Training Officer	Gregory Walker Captain	Randy Wells Assistant Fire Chief
Alpod Williams Logistics Chief			

Internal Stakeholders



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Mission

The purpose of the mission is to answer the questions:

- Who are we?
- Why do we exist?
- What do we do?
- Why do we do it?
- For whom?

A workgroup met to revisit the existing mission and, after ensuring it answered the questions, the following mission statement was created, discussed, and agreed upon by the entire group:

**We are Columbia-Richland Fire Rescue.
We save lives and protect property through community risk reduction and professional emergency response to the public we serve.**

Values

Values embraced by all members of an organization are extremely important, as they recognize the features that make up the personality and culture of the organization. A workgroup met to revisit the existing values and proposed a revision that was discussed, enhanced further, and agreed upon by the entire group:

Columbia-Richland Fire Rescue holds our core values in high regard:

Community representing both citizens and employees.

Integrity with Professionalism.

Service above self.

The Mission and Values are the foundation of this organization. Thus, every effort will be made to keep these current and meaningful so that the individuals who make up Columbia-Richland Fire Rescue are guided by them in the accomplishment of the goals, objectives, and day-to-day tasks.



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Vision

CRFR is extraordinary people providing extraordinary service. We are committed to excellence in every task we perform. Our department will provide our citizens with World Class emergency services that are community driven, financially responsible and unheralded dedication to the safety of our citizens and employees.

C- Community values and dedication to the shared image of our cultural and economic vision.

R- Rich lands diverse in trade routes and farmland, rivers and lakes and significant legislative hub, boasts vibrant communities and educational facilities in support of a diverse community and its continued growth.

F- Fire safety standards dedicated to enhancing the skills and abilities of our firefighter's and duty to the community.

R- Reduction in incidents by increasing fire awareness through community outreach and superb training.



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Programs and Services

The agency's internal stakeholders identified the following core programs provided to the community, as well as many of the services that enable the organization to deliver those programs:

Core Programs of Columbia-Richland Fire Rescue

- Fire Suppression
- Wildland Fire Services
- Rescue – Basic and Technical
- Emergency Medical Services
- Fire Investigation
- Hazardous Materials Mitigation
- Community Risk Reduction
- Public Fire and Life Safety Education
- Domestic Preparedness Planning and Response

Supporting Services of Columbia-Richland Fire Rescue

- Training Division
- Human Resources
- Fleet Services
- Logistics
- Law Enforcement
- Forestry
- Dispatch
- Military
- Airport
- Churches
- Business owners
- Finance
- School District
- Information Technology
- Public Works
- Parks and Recreation
- City and County Government
- Media
- Council for the Aging
- Homeowner associations
- Columbia Urban League
- State Fire Marshal
- National Park Services
- Red Cross
- Lieutenant Governor's Office
- State Government
- City and County Emergency Management
- Richland County Emergency Medical Services
- Department of natural resources
- Mutual/automatic aid
- Neighborhood associations
- Colleges and Universities
- Department of Homeland Security
- Hospitals
- South Carolina Emergency Management Division
- CSX/Norfolk
- Utility companies
- Occupational Safety and Health Administration
- Department of Transportation
- Federal Emergency Management Agency
- National Fire Protection Agency
- International Code Council
- Center for Public Safety Excellence
- Geographic Information System
- South Carolina Firefighters Association (SCFA)
- Department of Health and Environmental Control
- Public transportation (COMET)
- South Carolina State Firefighters Foundation
- South Carolina Fire Chief's Association
- International Association of Firefighter's Local 793
- International Association of Black Professional Firefighters
- International Association of Fire Chief's

S.W.O.T. Analysis

The Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis is designed to have an



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organization candidly identify its positive and less-than-desirable attributes. Internal stakeholders participated in this activity to record their strengths and weaknesses, as well as the possible opportunities and potential threats.

Strengths

It is important for any organization to identify its strengths to ensure that it can provide the services requested by the community, and that strengths are consistent with the issues facing the organization. Often, identification of organizational strengths leads to the channeling of efforts toward primary community needs that match those strengths. Programs that do not match-up with organizational strengths, or the primary function of the organization, should be seriously reviewed to evaluate the rate of return on staff time and allocated funds.

Through a consensus process, the internal stakeholders identified the agency's strengths as follows:

Strengths of Columbia-Richland Fire Rescue

- People (personnel)
- Employee age range
- Internal committees
- Community outreach efforts
- Quality tools and equipment
- Minimum staffing levels
- Location (diverse response areas)
- Eager personnel
- Recent pay raises
- ISO Class 1 & 2
- Adaptability (flexible)
- Quality of service
 - Timely response
 - Excellent customer service
 - Professionalism
- Advancement opportunities
- Strong training culture
- Ability to field special resources
- Incentive pay
- Educational requirements
- Wide range opportunity for career path
- Better trained in diverse skills (EMT, Hazmat, Swiftwater, etc.)
- Good radio template/operating system
- SOGs (established, general guidance)
- Location – 2 hours to anywhere in South Carolina
- Diversity (represent community we serve)
- Pride for current department, heritage, lineage
- Telestaff/Kronos – flexibility, simple, easy
- Employee health benefits (gym/check-ups)
- Communicating within department
- Brotherhood/Sisterhood/Family Oriented
- Good chain of command/leadership
- Size of department (internal resources)
- Quality code enforcement/plan review
- Ability to provide input back to fire department
- Positive relationships with outside agencies
- Training opportunities (Hazmat, rescue, support)
- Fire Officer I – majority (if not all)
- Working towards placing qualified personnel in every position



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Weaknesses

For any organization to either begin or to continue to move progressively forward, it must not only be able to identify its strengths, but also those areas where it functions poorly or not at all. These areas of needed enhancements are not the same as threats to be identified later in this document, but rather those day-to-day issues and concerns that may slow or inhibit progress. The following items were identified by the internal stakeholders as weaknesses:

Weaknesses of Columbia-Richland Fire Rescue

- Communication
- Budget
- Staffing (shortage, FTE's)
- Personnel development
- Apparatus standardization
- Misapplication of committee process
- Behind in technology
- Consistency in employee recognition
- Consistency in citizen recognition
- Decision making, inability
- Lack of fitness program
- Inexperienced workforce
- Rumor mill
- Lack of policies, SOC, process
- A culture of micro management
- Lack of expectations (job duties)
- Youth in position
- Lack of CDL
- Risky behavior/risk vs. benefit
- Mentorship
- Lack of unity CFD vs CRFD
- Logistics
 - Not updating logistics with improved technology
 - stock supplies
 - shirt of shirt
 - uniforms
 - repairing gear
 - service/inventory
- Morale
- Station Conditions
- SOG's requiring Review/Updating
- Reporting
- Lack of follow through
- Eroding benefits
- Language diversity
- Inadequate delegation
- Be intentional with salvage
- Special Operations training (initial/annual)
- Maintenance/Replacement planning/funding of equipment
- Rural area water supply
- Lack of uniform processes throughout department
- Too many people making decisions
- Chain of command doesn't flow properly/Access to upper management needs to come through proper channels
- Rely too heavily on grant money (staffing/equipment)
- Lack of consistency and enforcement
- Station conditions (gender neutral areas)
- Haven't built new facilities
- Lack of office space
- Entitlement
- Community involvement
- Data management
- Lack of reserve apparatus
- Lack of ID name
- Lack of territorial knowledge
- Reactive not proactive
- Retention
- Fire department growth compared to community growth
- Software needed to support fire department
 - CAD/PCR/Firehouse, etc.
 - Internal procurement
 - Kronos
- Recruitment (volunteer/career) more help
- Administrative development
- Leadership development
- Marketing the CFD
- Administration overworked / understaffed (prevention, training, assistants, etc.) / administrative job saturation
- Medical training
- Attrition – past and present
- Loss of holidays
- Compensation/benefits
- Lack of QRV's (quick response vehicles)



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- Exploitation/undermining of decisions
- Improve the process to obtain fire reports

Opportunities

The opportunities for an organization depend on the identification of strengths and weaknesses and how they can be enhanced. The focus of opportunities is not solely on existing service, but on expanding and developing new possibilities both inside and beyond the traditional service area. The internal stakeholders identified the following potential opportunities:

Opportunities for Columbia-Richland Fire Rescue

- Growth
- Increase visibility to the community
- Better partnership with hospitals
- Use of retirees as a resource
- Medical transport and billing
- Utilize the city health program
- Citizens academy
- GIS response time data
- Degree programs
- Accreditation (CPSE)
- Media: City talk/local TV-radio/etc.
- SCFFA – train/benefits
- IAFF – resource deployment models
- Use of sponsorships/grants
- Quarterly training
- Better hardware and software
- Better training partnership
- Increase community communication
- Adoption of Never Off Duty technology
- Explore outside opportunities – recruitment/volunteer/high school/college/military
- Improve water system in the county with better water system (help ISO rating and our water supply)
- 2018 South Carolina Fire Rescue Conference
- Enhancing relationships with neighboring departments
- Impact fees (colleges, universities, state, federal property)
- Better relationships with all agencies
- Utilize food share of COLA to help with firefighter health
- Utilize State Fire Marshal office to achieve better reporting consistencies
- Improve relationship with HOA's
- Use of tablets for use of AVL, pre-plans, etc.
- Better dispatching technology (active 911/GIS/preplan)
- Firehouse run reporting (National comparison)
- Our relationship with community advocates
- Utilize National Fire Academy: leadership/all federally funded opportunities
- External consultants for fire department growth
- Partnership with all colleges and universities
- History of the Columbia Fire Department
- Working with CPD to improve joint public safety services
- Tie CRFR goals/strategies City/County Goals



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Threats

By recognizing possible threats, an organization can reduce the potential for loss. Fundamental to the success of any strategic plan is the understanding that threats are not completely and/or directly controlled by the organization. Some of the current and potential threats identified by the internal stakeholders were as follows:

Potential Threats to Columbia-Richland Fire Rescue

- Economy – instability
- Environmental/disaster
- Retention – threats to benefits/pay
- Accidents – Citizen driver awareness
- Regional growth impact
- Limited tax base
- Shrinking volunteer base
- Community apathy
- Political issues / trends
- Fire city/county split
- Open litigation issues
- Budget cuts
- Fleet services design of apparatus (command vehicles, brush trucks/Jeep)
- Fleet replacement / Bond
- Loss of identity
- Dual management
- Short-sided budget expectations – limited
- Some inter-governmental agreements
- Health and injuries to firefighters
- Lack of development planning – fire department not included
- Deteriorating, insufficient infrastructure
- County growth (Killian Blythewood, Station 30)
- Terrorism (cyber, WMD)
- A 911 city/county split
- Lack of operational control of EMS
- Retiree's negativity after they leave the department
- Decrease of \$650 million in Federal/DHS grant money
- Growth within city limits (not keeping up)
- Public interpretation of agency's communication (quality and quantity) via social media
- Losing CRFR firefighters to other fire departments and/or private industry



Internal Stakeholder Work Sessions



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Strategic Initiatives

Based upon all previously captured information and, following group determination of critical issues and service gaps (Appendix A), the following strategic initiatives were identified as the foundation for the development of goals and objectives.

Columbia-Richland Fire Rescue Strategic Initiatives

- Internal Communications
- Workforce Planning
- Health and Wellness
- External Communications
- Professional Development
- Service Delivery
- Technology
- Physical Resources
- Accreditation

Goals and Objectives

To continuously achieve the mission of Columbia-Richland Fire Rescue, realistic goals and objectives with timelines for completion must be established to enhance

strengths, address identified weaknesses, provide a clear direction, and address the concerns of the community. These should become a focus of CRFR efforts, as they will direct the organization to its desired future while having reduced the obstacles and distractions along the way. Leadership-established work groups should meet and manage progress toward accomplishing these goals and objectives, and adjust timelines as needs and the environment change. Regular reports of progress and changes should be shared with the CRFR leadership, with the department's governing body, and with the community served.

"The tragedy...doesn't lie in not reaching your goal. The tragedy lies in having no goal to reach."

Benjamin Mays
Minister



Internal Stakeholders Work Session

Goal 1

Establish effective internal departmental communications.



Technical
Advisor
Program



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Timeframe	Ongoing	
Objective 1A	Conduct analysis of how our department communicates on all levels.	
Timeframe	3 months	Assigned to:
Critical Tasks	• Review current avenues of communications. • Identify service gaps in current formats. • Survey employees to identify current communications are timely, informative, and consistent.	
Funding Estimate	Capital Costs: Personnel Costs:	Consumable Costs: Contract Services Costs:
Objective 1B	Research alternative communication methods.	
Timeframe	3 months	Assigned to:
Critical Tasks	• Research industry best practices. • Conduct a cost analysis. • Identify which are most effective to our membership. • Present findings with recommendations.	
Funding Estimate	Capital Costs: Personnel Costs:	Consumable Costs: Contract Services Costs:
Objective 1C	Execute Communications Plan.	
Timeframe	Ongoing	Assigned to:
Critical Tasks	• Identify issues that are best communicated in person. • Research industry best practices. • Research options to educate, train, and develop skills. • Train, evaluate, and implement.	
Funding Estimate	Capital Costs: Personnel Costs:	Consumable Costs: Contract Services Costs:
Objective 1D	Improve methods of information flow.	
Timeframe	6 months	Assigned to:
Critical Tasks	• Define implementation team • Implement • Evaluate	
Funding Estimate	Capital Costs: Personnel Costs:	Consumable Costs: Contract Services Costs:



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Goal 2	Enhance community outreach services through improved communications with the public.	
Objective 2A	Effectively promote Columbia-Richland Fire Rescue to the community.	
Timeframe	30 days	Assigned to:
Critical Tasks	• Identify current use of media. • Research and compare how other departments utilize the media. • Enhance current program by utilizing the gathered data. • Implement program enhancements to support disbursement of annual reports and other department communications. • Re-evaluate annually.	
Funding Estimate	Capital Costs: Personnel Costs:	Consumable Costs: Contract Services Costs:
Objective 2B	Use community associations to improve communication with the public.	
Timeframe	3 months	Assigned to:
Critical Tasks	• Assess our current attendance and communication with community associations. • Identify resources for tabulating association information. • Develop outreach plan. ○ Formalize survey to obtain feedback from service recipients and other external stakeholders. ○ Develop guidance for suppression personnel to request survey feedback. • Implement outreach plan.	
Funding Estimate	Capital Costs: Personnel Costs:	Consumable Costs: Contract Services Costs:
Objective 2C	Organize efforts to build positive relationships with outside agencies.	
Timeframe	6-9 months	Assigned to:
Critical Tasks	• Identify outside agencies with whom we need positive relationships. • Assess and review current efforts. • Evaluate relationship needs and gaps. • Write guidelines to manage external relationships.	
Funding Estimate	Capital Costs: Personnel Costs:	Consumable Costs: Contract Services Costs:



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Goal 3	Upgrade and enhance the technology within the CRFR.	
Timeframe	3-5 years	
Objective 3A	Review current capabilities of hardware and software.	
Timeframe	2 months	Assigned to:
Critical Tasks	• Develop a team. • Inventory current hardware/software. • Identify strengths and gaps. • Partner with city/county IT. • Prioritize upgrade needs.	
Funding Estimate	Capital Costs: Personnel Costs:	Consumable Costs: Contract Services Costs:
Objective 3B	Research new software and hardware technology.	
Timeframe	6-9 months	Assigned to:
Critical Tasks	After completion of objective A: • Visit other departments to evaluate their systems. • Identify pros and cons, cost, capabilities, longevity of AVL, thermals, CAD. • Evaluate service plans and upgrade capabilities. • Evaluate communication mechanisms (i.e.: monitors, streaming info). • Evaluate data management and reporting utilization.	
Funding Estimate	Capital Costs: Personnel Costs:	Consumable Costs: Contract Services Costs:



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Objective 3C	Develop and implement a technology improvement process.	
Timeframe	3-5 years	Assigned to:
Critical Tasks	After completion of objective B: • Develop training program for new technology. • Implement new technology training program. • Roll out new technology. ○ Integrate new tech data systems: CAD integration AA ○ Inspection info ○ Hydrant data ○ Availability of preplan info ○ eCommerce options	
Funding Estimate	Capital Costs: Personnel Costs:	Consumable Costs: Contract Services Costs:
Objective 3D	Track and review technology effectiveness	
Timeframe	Ongoing	Assigned to:
Critical Tasks	After completion of objective C: • Develop technology evaluation for effectiveness. • Adjust based on evaluation results/troubleshoot with IT. • Continuous quality improvement/Monitor for variation.	
Funding Estimate	Capital Costs: Personnel Costs:	Consumable Costs: Contract Services Costs:



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Goal 4	Develop a comprehensive workforce plan to improve service delivery.	
Objective 4A	Research and identify current workforce development processes.	
Timeframe	6 months	Assigned to:
Critical Tasks	- Identify current workforce plan elements (positions and responsibilities, existing job descriptions, employee development offerings, recruitment, hiring processes, etc.). - Gather examples from other like-sized and staffed agencies. - Identify targets of excellence for elements of the workforce plan.	
Funding Estimate	Capital Costs: Personnel Costs:	Consumable Costs: Contract Services Costs:
Objective 4B	Determine staffing needs and process for improvement.	
Timeframe	12-18 months	Assigned to:
Critical Tasks	- Assess current staffing model against expectations and demands. - Clearly define current duties and responsibilities for each position. - Create a plan to address enhanced staffing requirements. - Redefine areas of operation, including personnel. - Modify current job descriptions, to provide additional specificity. - Identify gaps/needs in staffing (including administrative/executive staffing).	
Funding Estimate	Capital Costs: Personnel Costs:	Consumable Costs: Contract Services Costs:
Objective 4C	Assign tasks and provide resources to implement the workforce plan.	
Timeframe	Ongoing-Continuous Improvement	Assigned to:
Critical Tasks	- Set an implementation schedule. - Provided necessary training and resources. - Review and evaluate performance. - Adjust process as necessary.	
Funding Estimate	Capital Costs: Personnel Costs:	Consumable Costs: Contract Services Costs:

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Objective 4D	Determine training capabilities and needs to support an improved workforce plan.	
Timeframe	Ongoing-Continuous Improvement	Assigned to:
Critical Tasks	• Assess current training division capabilities, with consideration for stakeholder input. • Compare the CRFR training division to similar sized agencies. • Identify gaps and resources needed to provide the agency with quality personnel. • Develop process for enhanced personnel training in support of the overall workforce plan.	
Funding Estimate	Capital Costs: Personnel Costs:	Consumable Costs: Contract Services Costs:
Objective 4E	Assess and improve processes to attract and retain top talent.	
Timeframe	Ongoing	Assigned to:
Critical Tasks	• Assess current recruitment and hiring processes. • Identify areas for improvement. • Conduct salary/benefits/schedule survey. • Utilize external community outreach processes, including school districts, to enhance recruitment efforts. • Develop measurements for success including staffing levels, attrition rate goals, and number of quality applicants.	
Funding Estimate	Capital Costs: Personnel Costs:	Consumable Costs: Contract Services Costs:



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Goal 5	Establish a comprehensive and professional development program to attract, retain, and enhance quality employees.	
Timeframe	3 years	
Objective 5A	Enhance employee administrative/management skills and abilities for performing their job functions.	
Timeframe	1 year	Assigned to:
Critical Tasks	• Identify and utilize an external resource to assess required administrative and management skill sets. • Assess information acquired for implementation. • Identify and partner with educational resources. • Develop an administrative/management program to address identified needs to promote effective management group/teams. • Implement, promote, and evaluate management program as an ongoing process.	
Funding Estimate	Capital Costs: Personnel Costs:	Consumable Costs: Contract Services Costs:
Objective 5B	Establish and publish career paths for upward mobility to include succession planning.	
Timeframe	1 year	Assigned to:
Critical Tasks	• Use available resources to identify all positions and assignments. • Define requirements and certifications needed for each position. • Benchmark other fire departments for ways they communicate career path guidance. • Create our own career path guidance map. • Publish	
Funding Estimate	Capital Costs: Personnel Costs:	Consumable Costs: Contract Services Costs:
Objective 5C	Develop effective interpersonal and leadership techniques to enhance internal and external relationships.	
Timeframe	1 year	Assigned to:
Critical Tasks	• Identify current “soft skill” needs in the department. • Research and identify leadership interpersonal skills programs that address current needs in the department. • Consider potential budget impact of hiring external consulting resources. • Define a comprehensive training plan to address all personnel. • Implement the plan. • Evaluate effectiveness of training program. • Reassess needs as an ongoing process.	
Funding Estimate	Capital Costs: Personnel Costs:	Consumable Costs: Contract Services Costs:



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Objective 5D	Define and implement a mentorship program to develop future leaders in our department.	
Timeframe	1 year	Assigned to:
Critical Tasks	• Identify formal mentorship programs in other external organizations. • Gather data concerning external models. • Identify goals of the mentorship program. • Using gathered information, establish/adopt a structured mentorship program that meets identified goals. • Implementation of the mentorship program. • Evaluate and reassess the mentorship program as an ongoing process.	
Funding Estimate	Capital Costs: Personnel Costs:	Consumable Costs: Contract Services Costs:
Objective 5E	Institute a program for sending members to external training opportunities.	
Timeframe	2 months	Assigned to:
Critical Tasks	• Assign a project manager. • Assess budgetary impact and research alternate funding options. • Identify external training opportunities. • Prioritize opportunities. • Publicize opportunities. • Define a fair and transparent program for selecting and sending members to attend these opportunities. • Define a structured platform for members to gather and share learned knowledge and skills. • Implement program. • Evaluate effectiveness for growth of the program.	
Funding Estimate	Capital Costs: Personnel Costs:	Consumable Costs: Contract Services Costs:



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Goal 6	Develop a dynamic infrastructure and resource plan to sustain future growth.	
Timeframe	2-3 years	
Objective 6A	Evaluate current infrastructure and equipment.	
Timeframe	6 months	Assigned to:
Critical Tasks	• Inventory current location and condition of all facilities, vehicles, and equipment. • Establish teams/work groups. • Establish a standard checklist for facilities, vehicles, and equipment evaluations. • Provide a report on the findings of the work group/executive staff.	
Funding Estimate	Capital Costs: Personnel Costs:	Consumable Costs: Contract Services Costs:
Objective 6B	Develop a new and current facilities and locations plan.	
Timeframe	9 months	Assigned to:
Critical Tasks	• Assemble a team of internal and external stakeholders. • Review current industry fire station designs. • Select and partner with a consultation firm for facility location, renovation and construction. • Conduct a cost analysis. • Present findings for review and approval. • Secure funding.	
Funding Estimate	Capital Costs: Personnel Costs:	Consumable Costs: Contract Services Costs:
Objective 6C	Construction of infrastructure plan.	
Timeframe	6 months	Assigned to:
Critical Tasks	• Identify if current physical infrastructure meets community needs. • Collaborate with City/County consultants to define infrastructure needs/requirements. • Define a 3 to 5-year growth plan. • Utilize findings/information for future Capital Improvement Projects (CIP).	
Funding Estimate	Capital Costs: Personnel Costs:	Consumable Costs: Contract Services Costs:

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Objective 6D **Develop a vehicle/equipment purchasing and replacement plan.****Timeframe** 1 year **Assigned to:****Critical Tasks**

- Establish a workgroup of internal and external stakeholders.
- Research industry best practices for:
 - Vehicles
 - Personal Protective Equipment
 - Rescue Tools/Equipment
 - Hazardous Materials Equipment
 - Small Engine Equipment
 - Training Equipment
 - Medical Equipment
 - Public Education/Prevention
 - Suppression Equipment
 - Self-Contained Breathing Apparatus
- Present findings for more effective purchasing, maintenance and replacement plans.
- Conduct a cost analysis.
- Secure funding.

Funding	Capital Costs:	Consumable Costs:
Estimate	Personnel Costs:	Contract Services Costs:



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Goal 7	Establish a wellness program that improves the health and well-being of its members and families.		
Timeframe	18-24 months		
Objective 7A	Establish a cancer initiative within Columbia-Richland Fire Rescue.		
Timeframe	6 months	Assigned to:	
Critical Tasks	- Identify cancer prevention best practices within the fire services. - Evaluate identified practices for effectiveness and ability to be implemented within the CRFR. - Develop an implementation plan, secure funding and review plan for impact.		
Funding Estimate	Capital Costs: Personnel Costs:	Consumable Costs: Contract Services Costs:	
Objective 7B	Integrate current efforts and pursue new opportunities to formalize the physical fitness program.		
Timeframe	1 year	Assigned to:	
Critical Tasks	- Capture progress of current physical fitness program. - Review, finalize, and implement the physical fitness policy. - Partner and establish health education and nutrition opportunities with a nutritionist to assist with healthy living. - Ensure that annual physicals meet or exceed National Fire Protection Association standards. - Support/maintain current fitness center memberships. - Explore additional partnerships for fire stations with limited access to fitness centers.		
Funding Estimate	Capital Costs: Personnel Costs:	Consumable Costs: Contract Services Costs:	
Objective 7C	Establish support programs for the mental health of career, and volunteer personnel.		
Timeframe	6 months	Assigned to:	
Critical Tasks	- Establish/fund programs for mental health. - Re-establish a peer support/chaplain program. - Form partnerships with outside mental health resources. - Establish an outreach program to past Columbia-Richland Fire Rescue members including health and wellness checks, updates, and providing current events. - Establish a family support network, or expand current family programs that provides assistance and ensures their well-being (Flower Program).		
Funding Estimate	Capital Costs: Personnel Costs:	Consumable Costs: Contract Services Costs:	



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Goal 8	Design, develop, and deploy a service delivery model that meets and exceeds our citizen's expectations.	
Timeframe	3-5 years	
Objective 8A	Identify current citizen expectations and needs.	
Timeframe	3-6 months	Assigned to:
Critical Tasks	• Gather and organize stakeholder/citizen input. • Evaluate current framework to comparable departments and national standards. • Identify service delivery gaps (emergency medical response, prevention, CRR, administration, first rescue response, executive). • Research improved delivery models. • Identify and research improved technology upgrades to enhance response (reporting, AVL, station).	
Funding Estimate	Capital Costs: Personnel Costs:	Consumable Costs: Contract Services Costs:
Objective 8B	Develop an improved service delivery model.	
Timeframe	3-5 years	Assigned to:
Critical Tasks	• Develop a plan using gathered data to improve emergency medical response. • Develop a plan using gathered data to improve prevention and CPR. • Develop a plan, including SOG review, creation, and implementation to improve response times. • Develop improved technology plan to enhance response. • Develop a plan to improve administrative delivery.	
Funding Estimate	Capital Costs: Personnel Costs:	Consumable Costs: Contract Services Costs:
Objective 8C	Implement and deploy our improved service models.	
Timeframe	3-5 years	Assigned to:
Critical Tasks	• Publish new service models. • Train and implement service delivery models. • Review and revise service delivery models.	
Funding Estimate	Capital Costs: Personnel Costs:	Consumable Costs: Contract Services Costs:

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Goal 9	Prepare for, pursue, achieve and maintain international accreditation.	
Objective 9A	Form committees as needed to pursue and maintain accreditation.	
Timeframe	30 days	Assigned to:
	• Establish committee member criteria.	
Critical Tasks	• Determine the composition of the committee. • Develop and complete the selection process.	
Funding Estimate	Capital Costs: Personnel Costs:	Consumable Costs: Contract Services Costs:
Objective 9B	Prepare a community-driven strategic plan.	
Timeframe	3 months and on-going	Assigned to:
	• Hold an external stakeholder meeting where community members provide feedback on program priorities, service expectations, concerns and strengths perceived about CRFR.	
Critical Tasks	• Provide internal stakeholder work sessions to evaluate (and update if necessary) the mission, vision and values; determine internal strengths and weaknesses, external opportunities and threats; establish critical issues and service gaps, determine goals and objectives to achieve over five years. • Determine a work plan for the accomplishment of each goal and implement the plan. • Annually evaluate objectives accomplished with the plan. • Report annual plan progress to internal and external stakeholders.	
Funding Estimate	Capital Costs: Personnel Costs:	Consumable Costs: Contract Services Costs:
Objective 9C	Conduct a community hazards and risk assessment, and publish a Community Risk and Standards of Cover document.	
Timeframe	6 – 12 months	Assigned to:
	• Obtain instruction on hazard and risk assessment, and standards of cover preparation.	
Critical Tasks	• Perform community hazards and risk assessment. • Evaluate historical community emergency response performance and coverage. • Establish benchmark and baseline emergency response performance objectives. • Establish and publish Standards of Cover. • Maintain, and annually update the Standards of Cover document.	
Funding Estimate	Capital Costs: Personnel Costs:	Consumable Costs: Contract Services Costs:



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Objective 9D	Conduct and document a self-assessment of the department utilizing the CPSE/CFAI Fire and Emergency Services Self-Assessment Manual criteria.	
Timeframe	6 months	Assigned to:
Critical Tasks	- Obtain instruction on writing a CFAI self-assessment manual. - Assign self-assessment manual category and criterion writing to the agency accreditation committee/team members as appropriate. - Review self-assessment and ensure all reference items are in order.	
Funding Estimate	Capital Costs: Personnel Costs:	Consumable Costs: Contract Services Costs:
Objective 9E	Achieve agency accreditation by the CFAI.	
Timeframe	4 months	Assigned to:
Critical Tasks	- Apply for "Candidate Agency" status with the CFAI. - Prepare for CFAI Peer Assessor Team visit. - Upload Strategic Plan, Standards of Cover, and Self-Assessment Categories and Criterion for review and comment by CFAI Peer Team. - Host CFAI Peer Team site visit for accreditation review. - Receive CFAI Peer Team recommendation to CFAI for Accredited status. - Receive vote during the CFAI hearings in favor of Accredited status.	
Funding Estimate	Capital Costs: Personnel Costs:	Consumable Costs: Contract Services Costs:
Objective 9F	Maintain agency accreditation with the CFAI.	
Timeframe	Ongoing	Assigned to:
Critical Tasks	- Submit required Annual Compliance Reports. - Attend CFAI "Dayroom Discussion" web-meetings for continued education. - Participate in the accreditation process by providing "peer assessors" for external agency review and identification of possible best practices. - Participate in the annual CPSE Excellence Conference for continued education and networking with other accreditation teams and accredited agencies. - Submit Annual Compliance Reports as required by CFAI policies. - Establish succession development of internal accreditation team in preparation for next accreditation cycle.	
Funding Estimate	Capital Costs: Personnel Costs:	Consumable Costs: Contract Services Costs:



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Performance Measurement

To assess and ensure that an organization is delivering on the promises made in their strategic plan, the organization's leaders must determine performance measures for which they are fully accountable. Performance measures are specific measurable results that indicate achievement. As output measurement can be challenging, the organization must focus on the assessment of progress toward achieving improved output. Organizations must further be prepared to revisit and revise their goals, objectives, and performance measures to keep up with accomplishments and environmental changes.

To establish that the agency's strategic plan is achieving results, the process of managing for results should be utilized, to include:

- The identification of strategic goals and objectives;
- The determination of resources necessary to achieve them;
- The analyzing and evaluation of performance data; and
- The use of that data to drive continuous improvement in the organization.

Types of measures to consider that may be utilized to indicate and measure performance include:

- **Input** - Value of resource used to produce an output.
- **Output** – Quantifiable units produced which are activity-oriented and measurable.
- **Outcome** - Qualitative consequences associated with a program/service; i.e., the ultimate benefit to the customer. Focused on the “why” of providing a service.
- **Efficiency** - Inputs used per output (or outputs per input).
- **Service Quality** - The degree to which customers are satisfied with a program, or how accurately or timely a service is provided.
- **Workload** – Work demanded or performed.

“No matter how much you have achieved, you will always be merely good relative to what you can become. Greatness is an inherently dynamic process, not an end point.”

Good to Great and the Social Sectors
Jim Collins

The Success of the Strategic Plan

The agency has approached its desire to develop and implement a strategic plan by asking for and receiving input from the community and members of the organization during the development stage of the planning process. To assist in the development of this plan, the agency used professional guidance to conduct a community-driven strategic planning process. The success of this strategic plan will not depend upon implementation of the goals and their related objectives, but from support received from the authority having jurisdiction, the members of the organization, and the community-at-large.

Glossary of Terms, Acronyms, and Initialisms

AA Automatic Aid

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Accreditation	A process by which an association or agency evaluates and recognizes a program of study or an institution as meeting certain predetermined standards or qualifications. It applies only to institutions or agencies and their programs of study or their services. Accreditation ensures a basic level of quality in the services received from an agency.
AVL	Automatic Vehicle Locator/Location
CAD	Computer Aided Dispatch
CDL	Commercial Driver's License
CFAI	Commission on Fire Accreditation International
CPR	Cardio Pulmonary Resuscitation
CPSE	Center for Public Safety Excellence
Customer(s)	The person or group who establishes the requirement of a process and receives or uses the outputs of that process; or the person or entity directly served by the department or agency.
DHS	Department of Homeland Security
EMS	Emergency Medical Service
EMT	Emergency Medical Technician
Environment	Circumstances and conditions that interact with and affect an organization. These can include economic, political, cultural, and physical conditions inside or outside the boundaries of the organization.
FTE	Full Time Employee
GIS	Geographic Information System
HOA	Home Owners Association
IAFF	International Association of Firefighters
ISO	Insurance Services Office
IT	Information Technology
Mission	An enduring statement of purpose; the organization's reason for existence. Describes what the organization does, for whom it does it, and how it does it.
PCR	Patient Care Report
PPE	Personal Protective Equipment
SCFFA	South Carolina Firefighters Association
SOG	Standard Operating Guideline
Stakeholder	Any person, group, or organization that can place a claim on, or influence the organization's resources or outputs, is affected by those outputs, or has an interest in or expectation of the organization.
Strategic Goal	A broad target that defines how the agency will carry out its mission over a specific period of time. An aim. The final result of an action. Something to accomplish in



2018
2023

STRATEGIC PLAN

	assisting the agency to move forward.
Strategic Objective	A specific, measurable accomplishment required to realize the successful completion of a strategic goal.
Strategy	A description of how a strategic objective will be achieved. A possibility. A plan or methodology for achieving a goal.
SWOT	Strengths, Weaknesses, Opportunities and Threats.
Vision	An idealized view of a desirable and potentially achievable future state - where or what an organization would like to be in the future.
WMD	Weapons of Mass Destruction



2018
2023

STRATEGIC PLAN

Works Cited

Bryson, John M. *Strategic Planning for Public and Nonprofit Organizations : A Guide to Strengthening and Sustaining Organizational Achievement*. Hoboken, New Jersey: John Wiley & Sons, Inc, 2018.

Collins, James C. *Good to Great and the Social Sectors*. Boulder, Colorado: J. Collins, 2005.

Commission on Fire Accreditation International. (2015). *Fire & Emergency Service Self-Assessment Manual*. (9th Ed.)



2018 2023

STRATEGIC PLAN

Appendix A

Critical Issues and Gaps

Group 1	Group 2
<u>External Communications</u> - Community Outreach - Annual report published - External partnerships/relationships - Sponsorships - Marry data from other agencies for internal use	<u>External Communications</u> - Inter-city project management - Few ways to reach out to the community - PIO not being utilized - Inaccurate media - Community risk reduction priority
<u>Internal Communications</u> - Proper use of chain of command - Chiefs need to be seen and heard - Administrative transparency - Regular goal-oriented plan to all ranks - Town hall meeting - Better mechanism of communication	<u>Internal Communication</u> - No means of sharing day to day operation - Project workflow - Morale - Litigation - No means to communicate effectively - Dual management - Recognition of citizens and employees
<u>Department planning</u> - Budget priority - Internal infrastructure - Follow through to completion - Service improvement - Data management and use - Accreditation - Succession planning - Equipment - Fleet - Facilities • Log • Stations • Training • Prevention	<u>Emergency Response</u> Providing a consistently higher level of emergency medical response - EMS - Turn out times - City growth - Staffing - Apparatus typing <u>Deteriorating Infrastructure</u> - Lack of gender neutral facilities - Upgrade to current needs - Upgrade current facilities from residential to commercial - Upgrade logistics - Planning - Funding - History


2018
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STRATEGIC PLAN

Group 1 (continued)	Group 2 (continued)
<u>Professional Development</u> - Retention - Recruitment - Leadership - Our people - Mentorship - Basic management skill development (including how to communicate) - Continue to promote education	<u>Staffing</u> - Response times - Minimum staffing - Staffing factor (3.5 to 3.9) - CRFR versus community growth - Overtime costs - Increased staff in system (Engines at need, enough ladders in system, prevention, training)
	<u>Leadership</u> - Reactive not proactive - Lack of trust - Development - Management and leadership
<u>Firefighter Welfare</u> - Cancer prevention - Physical fitness - Health - Mental well-being - Family welfare	<u>Career Development</u> - Attrition - Incentive pay - Longevity in position - Raise structure - Training and development
<u>Technology</u> - Hardware - Software - AVL - Thermal imagers - Mechanism of communication - Have become obsolete (antediluvian) - GIS - IT - Streamline fire department data - Integrated multi-agency CAD	<u>Technology</u> - Funding - Bureaucracy - Integration between suppression and code enforcement - Update 911 - Planning - Lack of software upgrades - Data management / recording - Reporting



We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: Human Resources

FROM: Pam Benjamin,

SUBJECT: Employee and Retiree Health Care Program - Ms. Pamela Benjamin, Human Resources Director and Chief of Staff

REQUISITION NO.: n/a

FINANCIAL IMPACT:

ORIGINAL BUDGET: n/a

CLEAN WATER 2020?: No

STRATEGIC GOALS: Provide high quality municipal services

ATTACHMENTS:

- **#a:** Healthcare_June 5 2018 I (PPTX)

City Of Columbia Healthcare



JUNE 5, 2018



Health Care Discussion

2



Health Care Definitions

3

OPEB

- Other Postemployment Benefits (“ OPEB”) are benefits (other than pensions) that U.S. state and local governments provide to their retired employees. These benefits principally involve health care benefits.

DDB

- Defined Dollar Benefit (“DDB”) is the amount the City contributes for retiree/spouse health insurance coverage.
 - ı The DDB placed a “cap” on the City’s contribution for pre-65 retirees and is currently at \$1,130 per month and \$840 per month for dependents.
 - ı The DDB for post-65 (“Medicare”) retirees and dependents is \$300 and \$225 per month respectively.

HRA

- Health Reimbursement Account (HRA) is an IRS-approved, employer-funded health benefit plan that reimburses employees for out-of-pocket medical expenses and individual health insurance premiums.

Medicare

- Medicare is the federal health insurance program for People who are 65 or older
 - ı Medicare Part A (Hospital Insurance) Part A covers inpatient hospital stays, care in a skilled nursing facility, hospice care, and some home health care.
 - ı Medicare Part B (Medical Insurance) Part B covers certain doctors' services, outpatient care, medical supplies, and preventive services.

Current Health Care Summary/Eligibility

4

- Three plans – Core, Base and Buy-up offered to active and retired employees, their spouses and/or dependents
- The City is self-insured, which means that we pay all the cost associated with providing health care including administrative fees and claims
- Blue Cross & Blue Shield is our third party administrator (TPA) and we pay them a fee to process and administer our claims, manage our health and wellness incentive plan and run our employee health center through their partnership with Doctor's Care
- All active employees have the opportunity to cover themselves, their spouses and dependents on one of the plans provided. There are 2023 employees covered on our health plan
- Each department's budget is charged a fee for insurance coverage for all employees and this amount including premiums are used to fund health insurance

Current Health Care Summary/Eligibility

5

- Currently, employees are eligible for retiree health insurance if they meet the following criteria:
 - ı If employed prior to July 1, 2009
 - ÷ Must have 20 years of service with the City
 - ÷ Be employed with the City at the time of retirement
 - ÷ Be eligible with years of service to retire based on PEBA requirements*
 - ı If employed after July 1, 2009
 - ÷ Must have 25 or 28 years of service with the City
 - ÷ Be employed with the City at the time of retirement
 - ÷ Be eligible with years of service to retire based on PEBA requirements*
- Beginning in 2017, when an employee retires, they can maintain the coverage level they had when they retired. She may not add a spouse or participate in a higher tiered plan. She can drop dependents or participate in a lower tiered plan.

*Eligibility for retirement is based on years of service and/or age. Requirements vary based on when you began participating in the retirement systems.

Class Two Membership:

Class Two members are generally employees who currently have earned service credit in SCRS or a correlated retirement system for a period of service prior to July 1, 2012.

Class Three Membership:

Class Three members are those members who **do not** currently have earned service in SCRS or a correlated retirement system for a period of service prior to July 1, 2012.

Regular Retirement (SCRS Retirement)

	SC Retirement System
Class Two	28 years of service credit on the date of retirement, five years of which must be earned service credit; or • Age 65 or older on the date of retirement with five years of earned service credit.
Class Three	Meet the Rule of 90 requirement with at least eight years of earned service credit*; or • Age 65 or older on the date of retirement with eight years of earned service credit.

*Rule of 90 Example

A member who is 56 years old and has at least 34 years of service credit, eight years of which must be earned service credit, would be eligible for normal retirement ($56 + 34 = 90$).

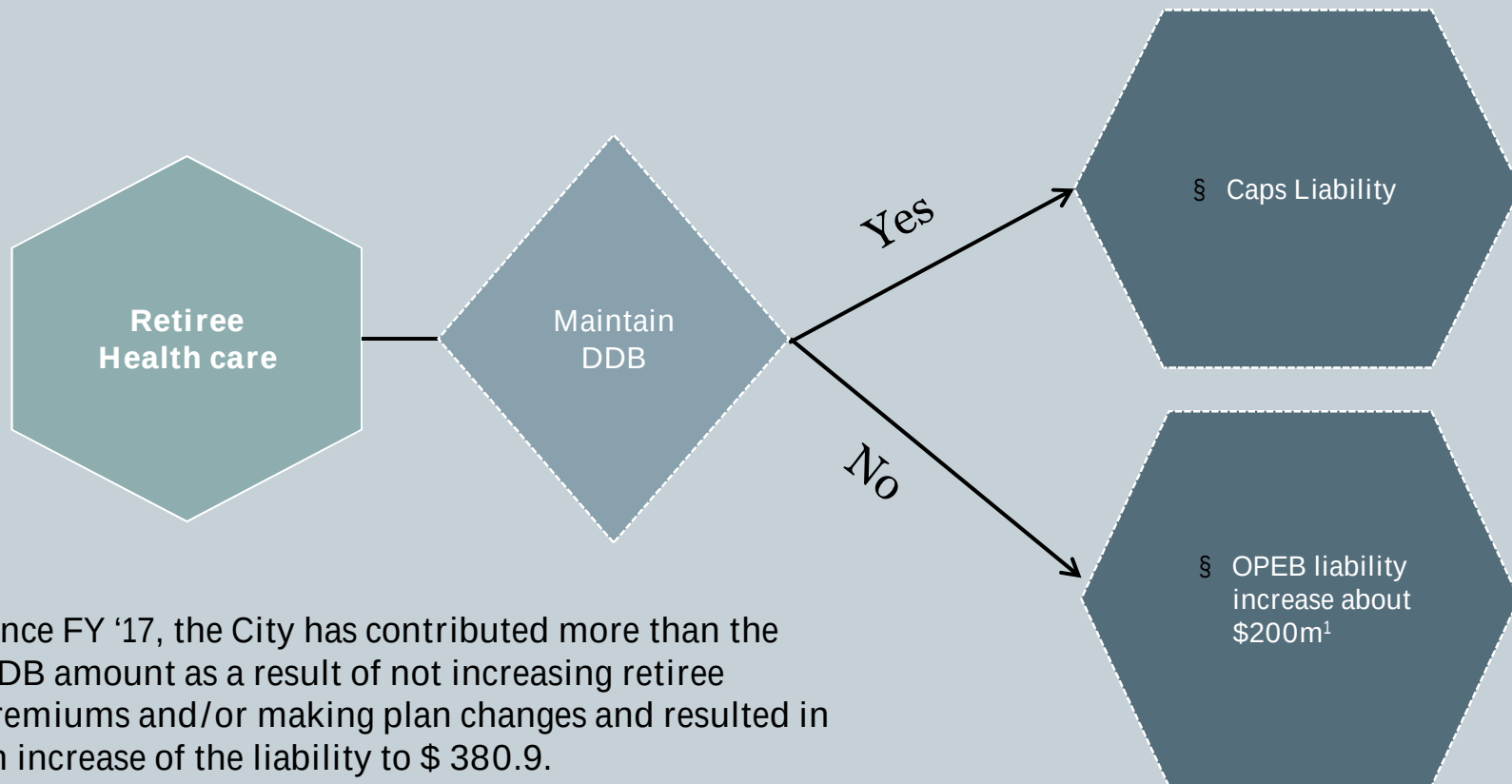
Police Officers Retirement (PORS Retirement)

	Police Officers Retirement System
Class Two	25 years of service credit on the date of retirement, five years of which must be earned service credit; or • Age 55 or older on the date of retirement with five years of earned service credit.
Class Three	27 years of service credit on the date of retirement, eight years of which must be earned service credit; or • Age 55 or older on the date of retirement with eight years of earned service credit.

Next Steps

7

In 2012, the City adopted a Defined Dollar Benefit (“DDB”) for retiree healthcare that cut the City’s Other Postemployment Benefit (OPEB) liability in half to about \$110 million during FY ’13.

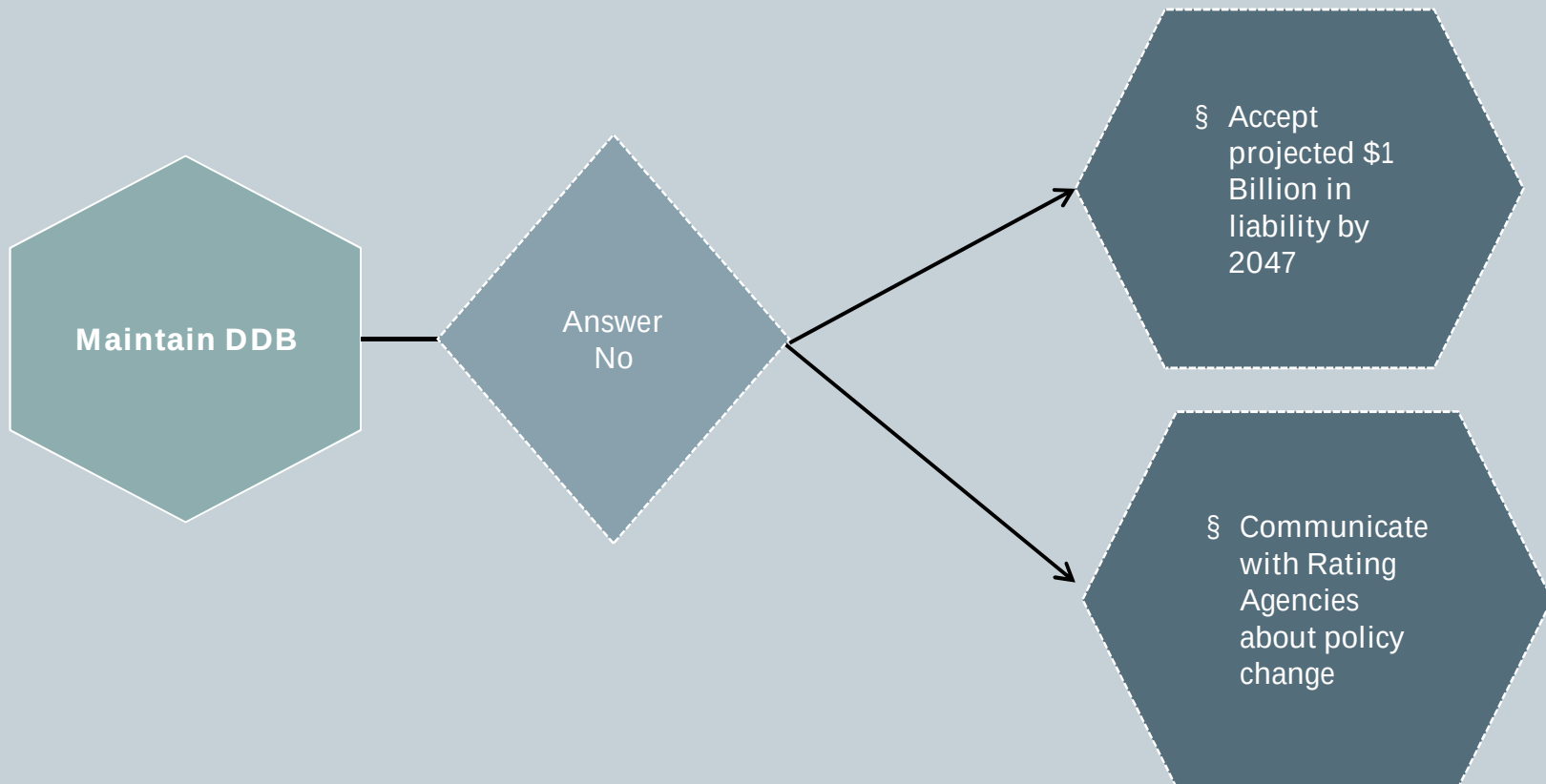


Since FY '17, the City has contributed more than the DDB amount as a result of not increasing retiree premiums and/or making plan changes and resulted in an increase of the liability to \$ 380.9.

Next Steps

8

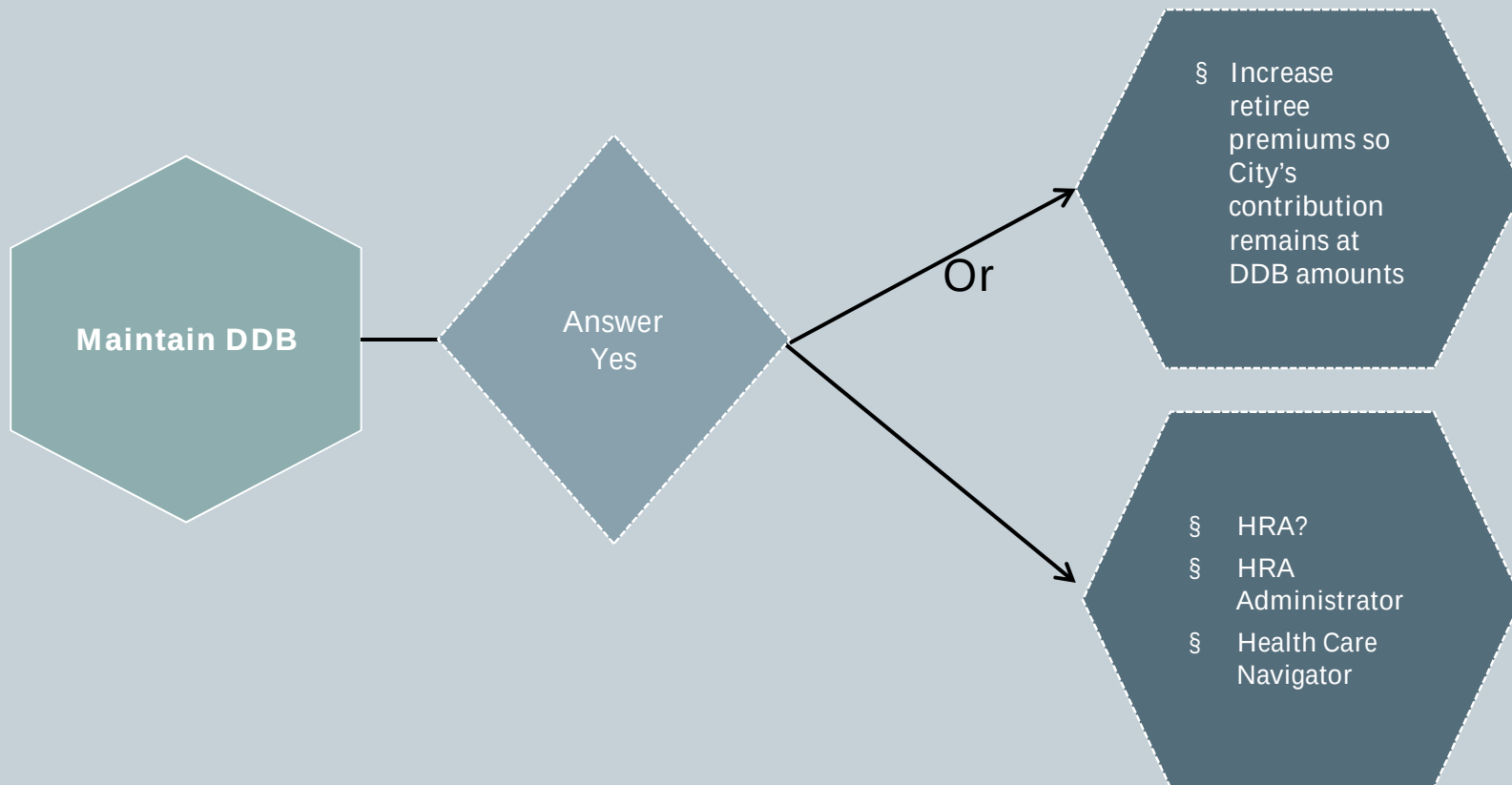
If the City fails to maintain the DDB going forward, its OPEB liability could be 2x – 4x higher.



Next Steps

9

§ If the City maintains the DDB, who's Impacted? – future hires, current actives or current retirees



Questions to be answered

10

Once the decision is made to maintain the DDB, the following questions about who receives the benefit need to be made:

Current Post 65 (Medicare) Retirees

- Will they continue to receive the DDB?

Current Post 65 (Medicare) Retiree Spouses

- Discontinue DDB or not?
 - If discontinued, increase DDB for retiree ?

Current Pre-65 Retirees

- Will receive DDB through an HRA?
- Discontinue HRA when retiree is age 65?

Current Pre-65 Retiree Spouses

- Discontinue subsidy for spouses?
 - If discontinued, increase HRA for retirees? If so, adjusted?
- If DDB remains for spouse, will it be discontinued at 65?

HEALTH CARE DECISIONS -EMPLOYEES

11

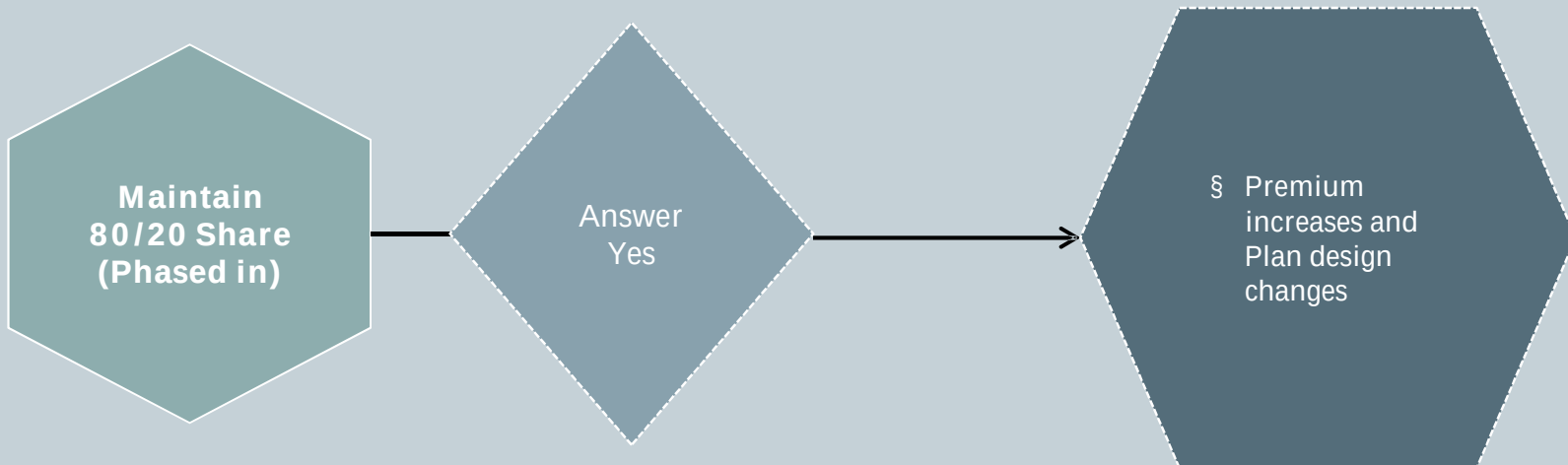
Proposed changes to take place with employee healthcare benefits effective January 1, 2019. The active changes include the following:

- Phased in increase in premiums (maintaining 80/20 share-currently 88/12)
- Deductible, Out –of-pocket, copay changes
- Rx Tier Structure
- Increase in tobacco use surcharge from \$50 to \$100
- Implementation of spousal surcharge for spouses who have credible coverage available

Next Steps

12

Proposed changes to take place with employee healthcare benefits effective January 1, 2019.



Questions to be answered

13

Active Employees

- Phased in increase in premiums (maintaining 80/20 share-currently 88/12)?
- Deductible, Out –of-pocket, copay changes?
- Rx Tier Structure?
- Increase in tobacco use surcharge from \$50 to \$100?

Spouses

- Continue offering spousal coverage?
- If continued, change subsidy for spouse?
- Add spousal surcharge or not?

Questions to be answered

14

Future retirees (Current Active Employees)

Offer retiree coverage or not?

- Hired before July 1, 2009
- Discontinue benefit when retiree is age 65?
- Offer benefit to spouses?
 - Subsidized or not?

Eligibility for retiree insurance

- Add minimum age to eligibility requirements? 55?

Questions to be answered

15

Future employees

Eligibility for retiree City health insurance DDB

- Offer or not?
- If offered
 - What are eligibility requirements?
 - Include spouses?
 - Discontinue at age 65?

EMPLOYEE DECISIONS

16

- Decide to take an active role in your health
- Utilize the resources you have available:
 - EHC
 - Wellness Incentives
- Become a better health care consumer
- Make healthy lifestyle changes and decisions

COUNCIL DECISIONS

17

- Decision needs to be made today to maintain the DDB.
 - ı How it is maintained is the primary question. Using an HRA or adjust retiree premiums to meet DDB can be made at a later date.
- Vote on June 5th for first reading of the budget.
 - ı A decision on health care does not change the total amount of the budget that is being adopted.
- Decision on health care benefits needed by June 19th.
 - ı Otherwise, we run the risk of not hiring an HRA administrator and navigator timely enough to meet open enrollment deadlines and communicate to retirees.

Any health care changes will take effect January 1, 2019.

QUESTIONS?

18





We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: City Clerk

FROM: *Erika Moore, City Clerk*

SUBJECT: Discussion of negotiations incident to proposed contractual arrangements pursuant to S. C. Code §30-4-70(a)(2)

PURPOSE: Homeserve Rate Increase
Columbia Canal

FINANCIAL IMPACT:



We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: Legal Department

FROM: *Shari Ardis, Legal Office Manager*

SUBJECT: Receipt of legal advice relating to a pending, threatened or potential claim – S.C. Code §30-4-70(a)

PURPOSE: Wynter Odom, et al. v. City of Columbia

FINANCIAL IMPACT:



We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: City Clerk

FROM: *Erika Moore, City Clerk*

SUBJECT: Receipt of legal advice related to matters covered by attorney-client privilege pursuant to §30-4-70(a)(2)

PURPOSE: HUD CDBG Entitlement Funding
Lorick Place - Columbia Housing Authority Request

FINANCIAL IMPACT:



We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: Procurement and Contracts

FROM: Sandra Wright, Purchasing Agent

SUBJECT: Council is asked to approve an Agreement for Consulting Services for a Comprehensive Plan: Transportation Element, as requested by the Planning and Development Services Department. Award to Kimley-Horn and Associates, Inc., in the amount of \$91,111.61. This firm is located in Columbia, SC.

PURPOSE: Sub-consultant 4D Engineering, LLC, a Minority Business Enterprise (Woman) of Lexington, SC will provide traffic impact studies, roadway design, and long range planning services at 10% (\$9,111.61) of the contract value.

REQUISITION NO.: R184680

FINANCIAL IMPACT: Funding Source: 1014101-636600. The original budgeted amount is \$92,000.00.

ORIGINAL BUDGET: \$92,000.00

CLEAN WATER 2020?: No

STRATEGIC GOALS: Provide high quality municipal services

The State of South Carolina adopted legislation, which requires the adoption of a nine-element Comprehensive Plan and the ten-year update thereof; the City's last ten-year update was adopted in 2008. The transportation element of the Comprehensive Plan is being updated to reflect transportation facilities, including major road improvements, new road construction, transit projects, pedestrian and bicycle projects, and other elements of a transportation network.

Services to be performed will impact all City Council Districts. The Office of the City Attorney has approved the Agreement.

ATTACHMENTS:

- **#a:** Kimley-Horn and Associates, Inc. Comprehensive Plan, Transportation (PDF)



AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is being awarded under procurement method RFP008-17-18-KR.

This Agreement is entered into as of the date of the last signature affixed hereto, by and between the City of Columbia, South Carolina (hereinafter referred to as the "City") and Kimley-Horn and Associates, Inc., (hereinafter referred to as the "Consultant"), for Consultant to provide a transportation element update to the City's Comprehensive Plan. The transportation element will take into consideration transportation facilities, including major road improvements, new road construction, transit projects, pedestrian and bicycle projects, and other elements of a transportation network for the City of Columbia, SC.

For and in consideration of the mutual covenants and promises contained herein, the parties agree as follows:

I. Scope of Services

Upon written notification by the City to proceed, the Consultant shall complete the scope of services more fully described in Exhibit A, attached hereto. The Consultant shall perform any and all incidental services not specifically set forth in Exhibit A, which are necessary to fully complete the scope of services described in Exhibit A.

II. Supplemental or Additional Services

The City may require supplemental or additional services of the Consultant or recommended by the Consultant and approved by the City in writing.

The Consultant must obtain written approval from the City for any supplemental or additional services prior to the work being performed. If the Consultant fails to obtain prior written approval to perform the work, the City is under no obligation to compensate the Consultant for services performed.

III. Term of Agreement

The term of this agreement commences upon the full execution of this agreement and expires upon delivery of the Phase Four deliverables and subsequent final payment.

The decision whether to extend the Agreement, upon written request, shall be in the sole and exclusive discretion of the party receiving the request and neither party shall be under any obligation to

agree to an extension of the initial term or any additional term.

IV. Schedule for Completion of Services

The Consultant shall complete any and all services performed under this Agreement within the timeframes as outlined in Exhibit B, attached hereto.

V. Compensation (See Exhibit C - Phasing)

A. The total compensation to be paid by the City to the Consultant under this Agreement shall not exceed Ninety One Thousand One Hundred Eleven Dollars and 61/100 (\$91,111.61).

B. Invoicing Procedure: See Exhibit C - Phasing

Failure of the Consultant to follow these invoice requirements will result in the delay of payment of the invoice.

D. Prompt Payment to Subconsultants and Material Suppliers

1. The Consultant is required to pay all Subconsultants and material suppliers for all work that the Subconsultant has satisfactorily completed, no later than twenty (20) calendar days after the Consultant has received payment from the City.
2. In addition, all retainage amounts received from the City by the Consultant must be paid by the Consultant to the Subconsultant no later than fourteen (14) calendar days after the Subconsultant has, in the opinion of the Assistant City Engineer for Construction or his/her designee, satisfactorily completed its portion of the Work.
3. A delay in or postponement of payment to the Subconsultant or material supplier requires good cause and prior written approval of the City's Assistant City Engineer for Construction or his/her designee.
4. The Consultant is required to include, in each Subcontract, a clause requiring the use of appropriate arbitration mechanisms or other method to resolve all payment disputes.
5. The City will not pay the Consultant for subsequent work performed unless and until the Consultant ensures that the Subconsultants have been promptly paid for the work they have performed under all previous payment requests, as evidenced by the filing of City lien waivers, canceled checks (if requested), and the Consultant's sworn statement that it has complied with the prompt payment requirements. The Consultant must submit a Prompt Payment Affidavit, Subconsultant list that identifies each Subconsultant (both Disadvantaged

Business Enterprises (DBEs) and non-DBEs) including Subcontract values and the date and amount of the last payment to such Subconsultant(s). That documentation must be provided with every payment request submitted to the City, except for the first payment request.

6. Failure to comply with these prompt payment requirements is a breach of this Agreement. The City reserves the right to pursue any and all remedies permitted under law for breach of contract, including, but not limited to, Consultant debarment.

E. Affirmative Action Procurement and Contracting Goals:

It is the goal of the City of Columbia, SC to maximize opportunities for historically Disadvantaged Business Enterprises (DBEs) including, but not limited to, Small Business Enterprises (SBEs), Minority Business Enterprises (MBEs), and Women-Owned Business Enterprises (WBEs). The City has implemented an overall citywide 10% goal to encourage socially and economically disadvantaged business participation. This goal extends to bidders, contractors, Subconsultants and suppliers on its procurement and contracting offerings.

Additional information on the City's affirmative action goals and objectives may be obtained by contacting the following office: City of Columbia Office of Business Opportunities, 1225 Lady Street, Suite 102, Columbia, SC 29201, (803) 545-3950.

The City's success in tracking the amount of business received by SBE, MBE and WBE firms (whether as a prime Consultant or Subconsultant) is dependent upon the business community partnering with the City in this important endeavor.

The Consultant must comply with the affirmative action terms and conditions as outlined herein. The Consultant, shall in the performance of the Agreement, make constructive efforts to assist the City in complying with best practices in contracting as it relates to meeting affirmative action objectives.

F. Subcontracting Goals

Under this Agreement, the subcontracting goals are as follows:

SB Goals	<u>0</u>	%
MBE	<u>0</u>	%
WBE	<u>10</u>	%
LSA	<u>0</u>	%

The Consultant will ensure Subconsultant performance during the period of performance, and optional periods as applicable. Achievement of these goals is expected during the life of the Agreement, including any extensions thereof.

VI. Mentor-Protégé Program (<http://www.columbiasc.net/business-outreach/>) Non-applicable

The City of Columbia encourages, where economically feasible, establishment of mentor-protégé relationships to ensure contracting opportunities for all businesses, including minority / women / small business enterprises. The Mentor-Protégé Program (MPP) helps develop private sector business relationships and enhances the contracting capabilities of minority-owned business enterprises (MBE), women-owned business enterprises (WBE), and small business enterprises (SBE). In order to provide opportunities for growth and to encourage hands-on business relationships, certain capital improvement projects may be designated by the City of Columbia as Mentor-Protégé Program projects. The City of Columbia has determined that participation in the City's Mentor-Protégé Program is required for this project. The MPP goals for this requirement are 0%.

The Consultant must comply with Mentor-Protégé Program Guidelines. The Consultant agrees that the Mentor Protégé Program does not create any third-party beneficiary status or contractual rights and/or duties between the City and the Protégé and that the City is not a party to the Implementation Plan. The Consultant agrees that it has or will enter into a separate contractual Agreement with the Protégé to which the City is not a party. The MPP Implementation Plan is attached hereto as Exhibit E.

VII. Indemnification and Insurance

A. The Consultant shall procure and shall maintain during the life of this Agreement, whether such operation be by itself or by a Subconsultant or anyone directly or indirectly employed by either of them, such insurance as required by statute, ordinance, or this Agreement, to adequately protect the City from any claims or damages including bodily injury or death, which may arise during performance and operations under this Agreement.

Each insurance policy required by these instructions shall be endorsed to state that coverage shall not be suspended, voided, OR cancelled by either party, reduced in coverage or in limits, unless thirty (30) days prior written notice, by certified mail, return receipt requested, has been given to the City.

Workers Compensation Insurance: The Consultant shall procure and shall maintain during the life of this Agreement, Workers Compensation Insurance for all employees to be engaged in work on the project under this Agreement, and in case any work is subcontracted, the Consultant shall require the Subconsultant similarly to provide Worker Compensation Insurance for all of the latter employees to be engaged in such work unless such employees are covered by the protection afforded by the Consultant's Worker Compensation Insurance. The Consultant shall not permit any person who is not protected by Workers Compensation Insurance or a properly approved Self-Insured Workers Compensation Program to perform any activity related to this Agreement.

General Liability: The Consultant shall provide to the City evidence of General Liability insurance in an amount not less than One Million Dollars and no/100 (\$1,000,000) per occurrence, and Two Million Dollars and no/100 (\$2,000,000) dollars aggregate in accordance with the current Code of Ordinances, City of

Columbia, South Carolina, which can be located at www.columbiasc.net.

Professional Liability: Professional Liability Insurance in an amount not less than One Million Dollars and No/100 (\$1,000,000.00) per occurrence, and Two Million Dollars and No/100 (\$2,000,000.00) Aggregate.

Automobile Liability Insurance: Five Hundred Thousand Dollars and No/100 (\$500,000.00) combined single limit per accident for bodily injury and property damage.

B. The Consultant shall furnish the City with a certificate showing satisfactory proof of carriage of the insurance required hereunder and such insurance shall be approved by the City prior to the Consultant and any Subconsultant of the Consultant commencing any services under this Agreement and this insurance shall remain in effect throughout the term of this Agreement, and any extensions of service. Insurance shall remain in effect for the duration of the project and for a period of one (1) year after completion. The City of Columbia shall be the Certificate Holder and shall be named as an *Additional Insured*.

C. The Consultant shall indemnify, defend, hold harmless and reimburse the City, its agents, and employees from and against any and all losses, liabilities, expenses, and all claims for damages of any nature whatsoever relating to or arising out of any action or failure to act by Consultant, its Subconsultants, officers, agents and employees of any of the obligations under the Agreement. Losses, liabilities, expenses and claims for damages shall include, but will not be limited to, civil and criminal fines and penalties, loss of use or services, bodily injury, death, personal injury, or injury to real or personal property, defense costs, legal fees and costs, and attorney's fees for an appeal.

The Consultant will also agree to promptly notify the City of any civil or criminal actions filed against the Consultant or of any notice of violation from any federal or state agency, or of any claim as soon as practical as relates to the services provided under this Agreement. The City, upon receipt of such notice, shall have the right at its election to defend any and all actions or suits or to join in defense.

VIII. Permits and Licenses

A. The Consultant shall be responsible for obtaining any approvals, permits and/or licenses as may be required of the Consultant in performing the services required under this Agreement. The Consultant shall be responsible for any costs relating to same.

B. The Consultant shall be responsible for identifying the necessity for and providing any applications and supporting documentation to the City for any approvals and/or permits required of the City in order for the Consultant to perform the services required under this Agreement. Such approvals and/or permits may include, but not be limited to, South Carolina Department of Health and Environmental Control (SCDHEC) Construction Permits, SCDHEC Stormwater Management for Construction Sites Permits, SCDHEC Water Resources Permits, Corps of Engineers Permits, City/County/ South Carolina Department of Health and Environmental Control (SCDOT) Encroachment Permits, encroachment permits for other utility

rights-of-way and railroad right-of-way encroachment permits/agreements. The City shall obtain the approvals and/or permits identified by the Consultant and pay any costs relating to same.

C. The Consultant shall answer questions and consult with the City and/or appropriate authorities as necessary to assist the City's efforts in obtaining required permits/approvals.

D. The Consultant shall procure a City of Columbia business license while performing services under this Agreement.

IX. Duties Upon Termination

At termination of this Agreement, the Consultant shall immediately provide the City with all records and data in any format the Consultant is capable of producing and at no cost to the City, which were generated, created or received by the Consultant in performance of the services required by this Agreement or as the City may deem necessary to perform the required services by the City or the Consultant's successor. All records shall be free from any proprietary claims or interest. The Consultant agrees to fully cooperate with the City and any successor to ensure an effective transition to continuously provide the required services.

X. Interest of Consultant

The Consultant covenants that Consultant presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement or which is adverse to the interests of the City. The Consultant further covenants that in the performance of this Agreement no person having such interest shall be employed.

The Consultant is expected to make Consultant's services available to other entities but agrees to refrain from representing other entities in matters where the position of the City conflicts with that of the other entity. The City may at its discretion, waive this provision. The Consultant has provided a list of all of its clients with whom there may be potential conflicts with the City. This list shall be supplemented throughout the duration of this Agreement.

XI. Termination of Agreement

The City may terminate this Agreement at any time upon any of the following grounds:

A. Failure by the City to appropriate funds for the performance of any of the services required in this Agreement in any annual budget;

B. The Consultant fails to perform any of the services required in this Agreement and does not correct such deficiency within fifteen (15) days after being notified by the City of such deficiency;

C. Force Majeure;

D. The City, at its sole option and discretion, has the right to terminate this Agreement for any reason whatsoever. A termination for default under this Agreement, if wrongfully made, shall be treated as a termination for convenience under this clause;

E. Upon expiration of the term of this Agreement; and

F. By mutual agreement.

Notice of termination shall be sent by registered mail, return receipt requested. In the event of termination, the Consultant shall only be entitled to the actual direct costs of all labor and material expended on the services required under this Agreement prior to the effective date of the termination or the Consultant shall be entitled to be paid a pro-rata percentage of the total Agreement price which is equal to its percent of completion, whichever of the two methods provides the lowest sum to be paid to the Consultant. In no event shall the Consultant be entitled to anticipatory profit or damages for any termination under this Agreement. In no event shall the Consultant be entitled to assert a claim in quantum meruit or any other measure of damages other than that stated herein.

XII. Ownership of Project Documents

All data, documents or other information of any description generated by or used by the Consultant or any Subconsultant retained by the Consultant and related to the services required by this Agreement shall be the property of the City and shall not be used by the Consultant for any purpose whatsoever except to perform the services required by this Agreement.

XIII. Notice

A. Written notice to the City shall be made by placing such notice in the United States Mail, postage prepaid and addressed to: Purchasing Agent/Director of Procurement and Contracts, c/o City of Columbia, 1800 Main Street, 2nd Floor, Columbia, South Carolina 29201.

B. Written notice to the Consultant shall be made by placing such notice in the United States Mail, postage prepaid and addressed to: Kimley-Horn and Associates, Inc., 802 Gervais Street, Suite 200, Columbia, SC 29201 .

XIV. Consent Decree Non-Applicable

A. The services performed by the Consultant pursuant to this Agreement are required in whole or in part to satisfy the terms of the Consent Decree entered by the United States District Court for the District of South Carolina on May 21, 2014, in the case captioned *The United States of America and State of South Carolina by and through the Department of Health and Environmental Control v. City of Columbia*, Civil Action No. 3:13-2429-TLW (the "Consent Decree"), a copy of which has been provided to the Consultant by the City and is incorporated by reference herein. The Consultant shall perform the services pursuant to this

Agreement in conformity with the terms of the Consent Decree as required by Paragraph 5 therein.

B. In addition to the requirements above, the Consultant shall comply with the document retention requirements of Paragraph 68 of the Consent Decree which includes, but is not limited to, the obligation to preserve all non-identical copies of all documents, records, or other information (including documents, records, or other information in electronic form) in the Consultant's possession or control that relate in any manner to the Consultant's performance under this Agreement ("Preserved Documents"). Upon the Consultant's performance of all services required under this Agreement, the Consultant shall provide the City with all Preserved Documents. In addition to the requirements above, the Consultant shall provide the City with all Preserved Documents upon termination of this Agreement.

C. Upon the occurrence of a force majeure event as defined in Paragraph 55 of the Consent Decree, the Consultant shall provide notice to the City's Director of Utilities and Consulting in person, by phone, or by electronic mail within twenty-four (24) hours of when the Consultant first knew or should have known that the event might cause a delay. Within three (3) days thereafter, the Consultant shall provide written notice in accordance with Section XII above to include the following information: an explanation and description of the reasons for the delay; the anticipated duration of the delay; all actions taken or to be taken in an effort to prevent or minimize the delay; a schedule for implementation of any measures to be taken in an effort to prevent or mitigate the delay or the effect of the delay; and the Consultant's rationale for attributing such delay to a force majeure event. The Consultant shall include with any notice all available documentation supporting the claim that the delay was attributable to a force majeure event.

D. The Consultant shall reimburse the City the amount of any stipulated penalties imposed on the City pursuant to Paragraph 47 of the Consent Decree if the Consultant neglects, fails, or refuses to meet the deadlines set forth in Exhibit C attached hereto. The Consultant agrees that any failure to meet such deadlines will result in the City's failure to meet the deadlines set forth in the Consent Decree except in the event of force majeure notice by the Consultant that results in the extension of said deadline by the U.S. Environmental Protection Agency under the Consent Decree. The City reserves all other remedies available for the Consultant's failure to perform pursuant to the Agreement.

E. The Consultant shall perform the services pursuant to this Agreement using sound engineering practices as set forth in Paragraph 9 of the Consent Decree.

XV. Miscellaneous

A. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the City and the Consultant.

B. The Consultant shall be responsible for performance of all services required by this Agreement. The Consultant does not act as the City's agent or employee.

C. The Consultant will not assign or sublet its obligations to perform the services required by this

Agreement without the written consent of the City. The Consultant shall be as fully responsible to the City for the acts and omission of its Subconsultants, as it is for the acts and omissions of persons directly employed by the Consultant.

The Consultant shall furnish and its Subconsultants shall furnish all information and reports required hereunder.

D. In the event there are any disagreements between the City and the Consultant with regard to any of the requirements, specifications or interpretation of this Agreement, the Consultant agrees to defer to the reasonable interpretations of the City as, from time to time, may be made by the City. Ambiguities in the terms of this Agreement, if any, shall not be construed against the City.

E. This Agreement shall be construed in accordance with the laws and City of Columbia Code of Ordinances and those of the State of South Carolina. The Consultant agrees to subject itself to the jurisdiction and venue of the courts of Richland or Lexington County, State of South Carolina as to all matters and disputes arising or to arise under this Agreement and the performance thereof. The City may seek attorney's fees and the Consultant agrees to pay such fees as awarded by the Court or other body. No attorney's fees may be sought by, nor will be paid to, the Consultant.

F. This Agreement represents the entire agreement between the City and the Consultant and supersedes all prior communications, negotiations, representations or agreements, either written or oral. The parties may amend this Agreement at any time provided that such Amendments are executed in writing, signed by a duly authorized representative of both organizations, and approved, where applicable, by the City's governing body.

The City may, in its discretion, amend this Agreement to conform with federal, state, or local governmental guidelines, policies and available funding amounts, or for other reasons. If such Amendments result in a change in the funding, the scope of services, or schedule of, the activities to be undertaken as part of the Agreement, such modifications will be incorporated only by written amendment signed by both the City and the Consultant .

G. The failure of either the Consultant or the City to insist upon the strict performance of any provision of this Agreement shall not be deemed to be a waiver of the right to insist upon strict performance of such provision or of any other provision of this Agreement at any time. Partial payment by the City shall not be construed as a waiver. Waiver of any breach of this Agreement shall not constitute waiver of a subsequent breach.

H. In the event any provision of this Agreement is determined to be void or unenforceable, all other provisions shall remain in full force and effect.

I. This Agreement is subject to City Council approval.

J. The Consultant acknowledges, for itself and its Subconsultants, that it is subject to the provisions of the 1991 Ethics Reform Act (8-13-100, et seq, South Carolina Code of Laws, 1976, as amended). Under this Act, "A person may not, directly or indirectly, give, offer, or promise anything of value to a public official, public member, or public employee with intent to:

(1) influence the discharge of a public official's, public member's, or public employee's official responsibilities;

(2) influence a public official, public member, or public employee to commit, aid in committing, collude in, or allow fraud on a governmental entity; or

(3) induce a public official, public member, or public employee to perform or fail to perform an act in violation of the public official's, public member's, or public employee's official responsibilities.

"Anything of value" includes, but is not limited to, lodging, transportation, entertainment, food, meals, beverages, money, gifts, honorariums, discounts and interest-free loans.

K. In carrying out services under this Agreement, the Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation or national origin. The Consultant shall take affirmative action to ensure equal employment opportunities for all applicants for employment, without regard to their race, creed, color, religion, ancestry, sex, sexual orientation, national origin, disability or other handicap, age, marital status, or status with regard to public assistance. Such action shall include, but not be limited to, the following: employment, promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Consultant shall post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. The Consultant will incorporate these nondiscrimination requirements in all subcontracts for work under this Agreement.

L. This Agreement shall be binding upon the respondent and upon its successors and assignees. This Agreement shall be binding upon the City in accordance with its terms and provisions.

M. All of the reports, information, data, records or documents of any kind, prepared or assembled by the Consultant under this Agreement are matters of public record, but that the Consultant agrees that they shall only be made available to any individual or organization by the City and the Consultant shall not make them available to any individual or organization without the prior written approval of the City.

N. Every exhibit, schedule and appendix attached to this Agreement and referred to herein is hereby incorporated into this Agreement by reference unless this Agreement expressly provides otherwise. This Agreement, exhibits and other documents include, but are not limited to the Conflict of Interest Statement, Non-collusion Affidavit, Business Information Record for Subconsultants/Subcontractors, Local Business Enterprise, and Mentor Protégé Implementation forms are incorporated by reference in this Agreement

Kimley-Horn and Associates, Inc.
 City of Columbia Comprehensive Plan, Transportation Element Update
 Page 11 of 11

and set forth the entire understanding between the parties hereto regarding the subject matter hereof.

Witness the parties' respective hands and seals on the date first written above.

CITY OF COLUMBIA, SOUTH CAROLINA

_____ Witness	_____ Teresa Wilson, City Manager	Date: _____
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_____ Jonathan R Guy Print: Witness/Title	_____ Signature	Date: 5-23-2018
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Recommended by:

Krista M. Hampton 5.23.18
 Krista M. Hampton, Director of Planning & Development Services

Missy Gentry 5/24/18
 Missy Gentry, P.E., Assistant City Manager for Operations

Shannon Ligenza 5/24/18
 Sandra A. Wright, CPPB, Purchasing Agent/
 Director of Procurement and Contracts

APPROVED AS TO FORM
[Signature]
 Legal Department City of Columbia, SC

List of Exhibits

Exhibit A: Scope of Services

Exhibit B: Planning Process Schedule

Exhibit C: Phasing

Exhibit D: Budget

Exhibit E: Business Information Record for Subconsultants/Subcontractors

Exhibit A: Scope of Services

Kimley-Horn and Associates, Inc., ("Consultant") will work to develop a comprehensive approach to multi-modal transportation for incorporation into the City's Comprehensive Plan. This public planning process will result in a set of deliverables to culminate in content which can be incorporated into the City of Columbia's Comprehensive Plan Update as the Transportation Element. The SC Code of Laws sets forth specific language for the transportation element, which is to consider: 'a transportation element that considers transportation facilities, including major road improvements, new road construction, transit projects, pedestrian and bicycle projects, and other elements of a transportation network. This element must be developed in coordination with the land use element, to ensure transportation efficiency for existing and planned development...' As such, the Consultant will be expected to work closely City of Columbia (hereinafter called "City") staff to ensure that both the materials provided to the public and the end product will satisfy the needs of both parties.

The Scope of Services includes the following components:

Planning Process

1. Research and Analysis

- a. Research and analysis of transportation trends and demands for all modes, including travel by personal vehicle, transit (including but not limited to bus, train, potential light rail, and regional and national rail), bicycle, or as a pedestrian.
- b. Geospatial analysis should be utilized to provide a geographic needs assessment, inclusive of the above attributes, that will identify which areas of the City could benefit most from each subsequently proposed implementation strategy.
- c. Research and geospatial analysis should incorporate the larger Urban Service Area, which is currently being updated. Bicycle and pedestrian analysis should utilize and build upon the recently adopted Walk Bike Columbia Plan and Walkable 29203 Plan.

2. Communication

- a. The Consultant's project manager is expected to communicate directly with the project manager.
- b. The Consultant's project manager is expected to coordinate the schedules of their team, and will work with the City's project manager to identify dates and times for routine conference calls and the on-site meetings specified below shortly after the contract award has been made.
- c. Throughout the planning process, City staff shall be provided with reasonable advance notice by the Consultant of any steering committee, stakeholder, focus group, or other public meeting to be held in relation to the plan.

3. Conference calls

- a. Due to the complexity of the comprehensive planning process, a series of one-hour conference calls specific to the development of each element will be held

throughout the planning process. These calls will be scheduled by the Consultant twice a month on a regular basis for the duration of the project once the contract is awarded, and will be rescheduled or cancelled when deemed necessary, with agreement from the project manager. At a minimum, each call will be attended by the City's project manager and the Consultant's project manager. If the Consultant deems additional calls to be necessary, they will schedule additional calls in consultation with the City's project manager.

- b. Upon execution of the Agreement for Services, the Consultant will schedule with City staff a minimum of 12 monthly conference calls or meetings to occur throughout the planning process to provide an opportunity to discuss updates on the process. Should additional calls or meetings be deemed necessary by the Consultant, the Consultant will be responsible for scheduling these meetings as well.

4. On-site Meetings

- a. Kickoff for the Comprehensive Plan as a whole/informational gathering:
 - i. It is anticipated that the Consultant will staff a two day visit during which two public meetings and any initial focus group meetings will be held. Should schedules align, the Consultant may also be asked to attend a possible Planning Commission work session, or skype in should schedules not align. These meetings should also be utilized by the Consultant to gather meaningful public input to further their analysis and development of the Transportation Element. It is anticipated that the Consultant will partner with staff to ground truth the recommended strategies, once they have been drafted, by revisiting the focus groups for input, either in person or through an online meeting format.
 - ii. Public meetings may be organized so as to incorporate presentations for multiple elements of the Comprehensive Plan. As such, once all Consultants have been selected for the elements to be contracted, the City's project manager will work to develop a public meeting schedule that works for all parties. As a general rule, items to be presented to the public at these meetings will be provided to the City's project manager no less than 10 calendar days prior to the meeting date to provide necessary review and approval time.
- b. Presentation of initial policy recommendations/hunches:
 - i. It is anticipated that the Consultant will staff a two day visit during which two public meetings and any touch back meetings with focus groups will be held. Should schedules align, the Consultant may also be asked to attend a possible Planning Commission work session, or to skype in should schedules not align. These meetings should also be also be utilized by the Consultant to gather meaningful public input in response to the presentation of initial policy recommendations and hunches.
 - ii. Public meetings may be organized so as to incorporate presentations for multiple elements of the Comprehensive Plan. As such, once all

Consultants have been selected for the elements to be contracted, the City's project manager will work to develop a public meeting schedule that works for all parties. As a general rule, items to be presented to the public at these meetings will be provided to the City's project manager no less than 10 calendar days prior to the meeting date to provide necessary review and approval time.

c. Presentation of final draft:

- i. At a minimum, the Consultant's project manager is expected to be present for a presentation of the final draft to the public. This will involve a two day visit during which two public meetings will be held. These dates will also be coordinated once the Consultants for each of the contracted elements have been selected.
 - ii. The Consultant will also be present for the presentation by City staff of the draft Plan before the Planning Commission and City Council as part of the adoption process.
5. Provide for meaningful public input, through organized public meetings, as well as other methods where deemed appropriate, such as web-based or paper surveys.
 6. Develop a vision, guiding principles, and implementable strategies that can be incorporated into the larger document and that align with the overall vision for the City.
 7. Develop the Transportation Element narrative, which will describe and depict in charts, tables, and maps the existing transportation system. Included will be a review of the location, capacity, traffic, and condition of existing roadways and railways; existing inter-city and intracity public transit service; airport facilities and service; and bikeways. This general analysis will include identifying the arterial and collector streets that serve the community to create a functional street classification map. The findings of existing City, County, regional, and State transportation plans and agencies if available, will also be included.
 - a. The narrative should help answer the following questions:
 - i. What catalyst projects should the City strive to take on in the face of overwhelming maintenance costs?
 - ii. Where could City funds be most effectively leveraged to have impactful results on transportation demand and local culture?
 - iii. What components of a Vision Zero Plan and Implementation should the City actively pursue?
 - iv. What components of a more robust Complete Streets policy and Implementation should the City actively pursue?
 - v. What Implementation strategies could help address the impacts of current commuting trends?
 - vi. What transportation-specific Implementation strategies could help provide for a stable jobs/housing balance?
 - vii. How can Columbia capitalize on and improve upon existing rail (both freight and passenger)?

- viii. How can Columbia capitalize on the regional movement towards high-speed commuter rail, inclusive of interurban commuter trains?
 - ix. Is the City ready for super cycle highways along certain corridors? If so, how and where should these be incorporated? Recommendations should be integrated with/into the recommendations of the Walk Bike Columbia Plan?
 - x. What updates need to be made/incorporated within the Walk Bike Columbia Plan, with references to specific streets if/where necessary. What updates should be incorporated to provide connectivity to plans developed since 2015 for other Richland and Lexington County communities?
 - xi. What should be the commuter corridors within the City? SCDOT has requested that these be identified, so that bike/ped projects can be prioritized for incorporation where they do not conflict with the identified corridors.
 - xii. How might the City best prepare for ongoing and anticipated shifts in transportation mode share and technology?
 - xiii. How should the City work toward the development of not only a "people first" downtown, but also a "people first" transportation network?
 - xiv. How should the City's current public parking strategies be modified to account for anticipated changes in technology and demand, and to better align with the creation of a complete community?
 - xv. How should the City's current private parking requirements be modified to account for anticipated changes in technology and demand, and to better align with the creation of a complete community?
 - xvi. Any additional questions that might arise during the planning process that are deemed important by both the City and the Consultant.
- b. Implementation strategies should be identified as short-term (likely defined as 1-3 years), mid-term (likely defined as 3-6 years), and long-term (likely defined as 6-10 years), and should identify the party/parties responsible for implementation, as well as an estimated cost and potential funding sources for those strategies which have an associated cost. Projects which should/could be included in the City's CIP over the next ten years should be clearly identified for study and incorporation. If/where implementation strategies should be completed in a specific order the narrative shall clearly identify and provide background information as to the rationale.
- i. Of the implementation strategies proposed, catalyst projects should be identified throughout the City for implementation which could be more deeply illustrated through the provision of case study information.
- c. Provide a summary/summaries of public input received throughout the planning process.

Content to be Provided

The City will maintain a project website for the Comprehensive Plan Update as a whole. It is anticipated that the successful respondent will provide content (i.e. informational content, content related to public outreach, etc.) to be placed on the website in coordination with the City's project manager.

As a part of the planning process, the Consultant will work with the public, the City, and stakeholders to develop a plan document. It is anticipated that the Plan Document will be made up of at least the following components, which will be integrated into the overall Comprehensive Plan document:

- A Vision Statement which will serve to guide the process, and will integrate with the greater Comprehensive Plan Update effort.
- A summary of existing assets, including physical, organizational, and people-based assets.
- A summary / summaries of public input received throughout the planning process.
- An analytical narrative of the existing conditions and expected trends, which will help answer the questions post above.
- Case studies, where appropriate, to illustrate the effectiveness of recommended programs, projects, and/or policies in similar cities or regions.
- Recommended policy statements for adoption by City Council as part of the Transportation Element of the Comprehensive Plan.
- Recommended implementation strategies. These should be identified as short-term (1-3 years), mid-term (3-6 years), and long-term (6-10 years), and should identify the party/parties responsible for implementation, as well as an estimated cost and potential funding sources for those strategies which have an associated cost. Projects which should/could be included in the City's CIP over the next ten years should be clearly identified for study and incorporation. If/where implementation strategies should be completed in a specific order; the narrative shall clearly identify and provide background information as to the rationale. Where implementation strategies will result in measurable outcomes, annual targets for these outcomes shall be provided so that outcomes can be measured on an annual basis (i.e. if the strategy is to increase the amount of public art in the community, a target of X dollars invested per year, or X pieces installed per year).

In all documents, sources should be cited using APA Style, and a list of citations shall be provided.

Deliverables

Deliverables provided to the City, inclusive of the final plan documents, will become owned by the City, and the City will have the right to reproduce the plan, and edit the Plan in future years, as

needed.

Please note that a style guide and template document will be provided by the City for continuity across the elements of the Comprehensive Plan. The Consultant will be expected to work within the guide and template document to produce the below deliverables where applicable.

- Any web content
- Presentation Documents (digital)
- Presentation Boards (digital and hard copies); printing of boards for public meetings will be handled by the Consultant and shall be included within the lump sum cost.
- Draft Plan Document in pdf as well as an editable format (*word, in design, or illustrator-format to be clarified in contract discussions*).
- Final Plan Document in pdf as well as an editable format (*word, in design, or illustrator-format to be clarified in contract discussions*).
- Any background datasets utilized to create charts or graphs where numeric values are not clearly identified; these should be supplied prior to final payment in full.
- Any GIS or CAD layers created by the Consultant; these should be tied to the state plane coordinate system, and should be supplied prior to final payment in full. Packaged GIS data should include symbology in layer format.
 - In order to align with SCDOT data sets, all data that ties to the roads must have additional fields that would have LRS ID and Mile Point of the location; the successful Consultant will need to obtain the GIS linework and necessary background information from SCDOT in order to ensure the proper data match. Questions about this process can be directed to Yelena Kalashnikova at the SCDOT Office of Planning, 803-737-3103 or kalashnik@scdot.org
- Any contact lists kept as a part of the planning process shall be turned over to the City of Columbia upon completion of the plan, for future use solely in relation to the plan.
- Modifications to any content provided, as requested by staff or City Council, prior to second reading for the adoption of the Comprehensive Plan Update.

Exhibit B: Planning Process Schedule

The Planning Process schedule is also further described under Exhibit C, Phasing. Anticipated dates are provided below, but are subject to change upon agreement of both parties.

- **Phase 1 (July 2018 – September 2018)**
 - **Kickoff for the comp plan as a whole/information gathering: September 2018 (2 day visit):**
 - **Public meetings (2 meetings in different locations)**
 - **Focus group meetings**
 - **Possible PC work session (attend if schedules work, or skype in later to avoid travel)**
- **Phase 2 (October 2018 – January 2019)**
 - **Presentation of initial policy recommendations/hunches: January 2019 – likely the second week of the month (2 day visit):**
 - **Public meetings (2 meetings in different locations)**
 - **Focus group touchback meetings**
 - **Possible PC lunchtime work session**
- **Phase 3 (February 2019 – May 2019):**
 - **Presentation of final draft: May 2019 – likely during May 7-9 or 13-16 month (2 day visit):**
 - **Public meetings (2 meetings in different locations)**
- **Phase 4 (Post Plan Delivery Project Participation)**
 - **PC recommendation of draft – June 2019 (one individual on hand from the consultant team for questions, city staff will run presentation)**
 - **City Council adoption of draft (public hearing/first reading) – August 2019 (one individual on hand from the consultant team for questions, city staff will run presentation)**

Exhibit C: Phasing

Kimley-Horn and Associates, Inc., (hereinafter called the "Consultant") will work to develop and manage the update to the Transportation Element of the City of Columbia's Comprehensive Plan. For the purposes of invoicing, the planning process will be broken into four phases. Upon completion of each phase, the Consultant shall provide any deliverables generated during the phase to be invoiced (where applicable) and an invoice to the City of Columbia (hereinafter called the "City"). Once these items are received and reviewed, payment for the phase will be issued by the City. Should a request to modify the allocation of dollar amounts or deliverables by Phase, as indicated below, be desired, such a request must be made in writing, and subsequently approved by the City's Project Manager.

Phase 1 (July 2018 – September 2018) – 15% of overall budget (\$13,666.74)

Existing conditions, data collection, project orientation with staff and development of the study area trends and observations. This period would include time/coordination with staff and team members developing other elements of the comprehensive plan. Participation in the September 2018 engagement elements (public meetings x 2, focus group meetings, and stakeholder meetings) are included. Deliverables to be developed during this time would include the following:

- Trends and Observations
- Project Work Plan
- Project Communication protocol + Schedule for meetings, calls and deliverables
- Metroquest survey online engagement tool
- Necessary mapping/boards for Public Meeting
- Meeting summaries (as applicable)
- 3 monthly progress reports
- Summary report of findings within phase 1
- Web content for project kickoff
- Any document(s) resulting from meetings during this phase, in a digital format
- Any presentation document(s) prepared during this phase, in a digital format
- Presentation Boards (digital and hard copies); printing of boards for public meetings will handled by the consultant and shall be included within the lump sum cost

Phase 2 (October 2018 – January 2019) – 43% of overall budget (\$39,177.99)

Analysis of the transportation network, development of network deficiencies and recommendations. The period would also include the development of the major street plan as well as a review of current city policy as they relate to transportation. Effort also includes coordination with team members (City and other consultants) in regard to the inter-relationship between recommendations and other elements of the plan. Deliverables to be developed during this time would include the following:

- Major Streets Plan
- Policy Diagnostic
- Recommendations Prioritization

- 4 monthly progress reports
- Metroquest survey summary and observations
- Summary report of findings within phase 2
- Any applicable web content for posting
- Any document(s) resulting from meetings during this phase, in a digital format
- Any presentation document(s) prepared during this phase, in a digital format
- Presentation Boards (digital and hard copies); printing of boards for public meetings will handled by the consultant and shall be included within the lump sum cost

Phase 3 (February 2019 – May 2019) – 27% of overall budget (\$24,600.14)

Draft and Final Plan development. Coordination with team members, including the City and other element consultants on the development of the final document. Deliverables include:

- Draft Transportation Element of the Comprehensive Plan (*electronic format – PDF + editable format*)
- Final Transportation Element of the Comprehensive Plan (*electronic format – PDF + editable format*)
- 4 monthly progress reports
- Any background datasets utilized to create charts or graphs where numeric values are not clearly identified.
- Any GIS or CAD layers created by the consultant; these should be tied to the state plane coordinate system. Packaged GIS data should include symbology in layer format.
 - In order to align with SCDOT data sets, all data that ties to the roads must have additional fields that would have LRS ID and Mile Point of the location; the successful Consultant will need to obtain the GIS linework and necessary background information from SCDOT in order to ensure the proper data match. Questions about this process can be directed to Yelena Kalashnikova at the SCDOT Office of Planning, 803-737-3103 or kalashniy@scdot.org
- Summary report of findings within phase
- Any applicable web content for posting
- Any document(s) resulting from meetings during this phase, in a digital format
- Any presentation document(s) prepared during this phase, in a digital format
- Presentation Boards (digital and hard copies); printing of boards for public meetings will handled by the consultant and shall be included within the lump sum cost

Phase 4 Post Plan Delivery Project Participation – 15% of overall budget (\$13,666.74)

We will attend the following meetings as directed by the City of Columbia:

- Planning Commission Presentation – June 2019
- Council Presentation – August 2019

The focus of our participation (one person) will be to answer any questions that may arise during these presentations relative to transportation. Deliverables include:

- **Presentation Document(s) (digital)**
- **Presentation Boards (digital and hard copies); printing of boards for public meetings will handled by the consultant and shall be included within the lump sum cost**
- **Modifications to any content provided, as requested by staff or City Council, prior to second reading for the adoption of the Comprehensive Plan Update.**

[illegible]

Subtotal \$ 91,111.61

5 12101993

Direct Costs	
Total Project Budget Estimate	\$ 91,111.61

Year	1990	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051	2052	2053	2054	2055	2056	2057	2058	2059	2060	2061	2062	2063	2064	2065	2066	2067	2068	2069	2070	2071	2072	2073	2074	2075	2076	2077	2078	2079	2080	2081	2082	2083	2084	2085	2086	2087	2088	2089	2090	2091	2092	2093	2094	2095	2096	2097	2098	2099	2100
1990	1990	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051	2052	2053	2054	2055	2056	2057	2058	2059	2060	2061	2062	2063	2064	2065	2066	2067	2068	2069	2070	2071	2072	2073	2074	2075	2076	2077	2078	2079	2080	2081	2082	2083	2084	2085	2086	2087	2088	2089	2090	2091	2092	2093	2094	2095	2096	2097	2098	2099	2100

Exhibit E

Business Information Record for Sub-consultants/Sub-contractors

The Bidder shall list all sub-contractors and vendors, who will be providing sub-contracting services, furnishing materials, etc. for this project. The list shall be submitted in the format provided below. Any proposed changes from the list shall be submitted in writing to the City prior to initiation of any action, with the reason for proposed changes.

Project: RFP008-17-18-KR, City of Columbia Comprehensive Plan, Transportation Element Update RFP

MUST BE TYPED AND REFLECT ONLY THOSE PROVIDING A SERVICE "NO LINE STRIKE THROUGH"

Business Name (as shown in SAM.gov) / Address / DUNS # & CAGE #	Contact Name & Telephone	Services and/or Materials Provided	Cost of Services and/or Material (\$ Value)	Percentage of Total Agreement	MBE, WBE, SBE, DBE, LBE (indicate all that apply)	Is your Business CDBG Approved? Yes or No
4D Engineering LLC 808 S. Lake Drive Lexington, SC 29072 DUNS: 075780892 CAGE: 61C82	Janet L. Deep 803 358 0809		TBD	10 %	WBE, SBE, LBE	Yes
				%		
				%		
				%		
				%		

TOTAL: \$ TBD

I certify this information is true, correct, complete and active.

Business Name: Kinley-Horn

Representative Name / Title: Jonathan R. Guy, P.E., AICP, Associate

Date: April 11, 2018

Form 710



We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: Procurement and Contracts

FROM: Sandra Wright, Purchasing Agent

SUBJECT: Council is asked to approve an Agreement for a Comprehensive Plan: Housing Element, as requested by the Planning and Development Services Department. Award to Clarion Associates, LLC, in the amount of \$106,880.00. This firm is located in Chapel Hill, NC.

REQUISITION NO.: R184681

FINANCIAL IMPACT: Funding Source: Professional Services 1014101-636600 - The original budgeted amount is \$108,000.

Brown, Bortze, and Coddington a firm located in Denver, CO will assist in analysis of housing markets and strategic housing plans at 23% (\$24,850.00) of the contract value.

ACP/Greene & Associates, LLC a firm located in Columbus, Ohio will assist in public engagement at 5% (\$5,000.00) of the contract value.

Kimley-Horn and Associates, Inc. a firm located in Charlotte, NC will assist in transportation planning at 2% (\$2,500.00) of the contract value.

ORIGINAL BUDGET: \$108,000.00

CLEAN WATER 2020?: No

STRATEGIC GOALS: Provide high quality municipal services

The State of South Carolina adopted legislation, which requires the adoption of a nine-element Comprehensive Plan and the ten-year update thereof; the City's last ten-year update was adopted in 2008. The housing element of the Comprehensive Plan is being updated to reflect housing to include location types, age, condition of housing, owner, renter occupancy, and affordable housing for the City of Columbia, SC.

Services to be performed will impact all City Council Districts. The Office of the City Attorney has approved the Agreement.

ATTACHMENTS:

- **#a:** Clarion Associates, LLC Comprehensive Plan Housing Element Update (PDF)



AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is being awarded under procurement method RFP007-17-18-SL.

This Agreement is entered into as of the date of the last signature affixed hereto, by and between the City of Columbia, South Carolina (hereinafter referred to as the "City") and Clarion Associates, LLC, (hereinafter referred to as the "Consultant"), for Consultant to provide a Housing Element Update to the City of Columbia's Comprehensive Plan. The housing element will take into consideration location, types, age, condition of housing, owner, renter occupancy, and affordable housing for the City of Columbia, SC.

For and in consideration of the mutual covenants and promises contained herein, the parties agree as follows:

I. Scope of Services

Upon written notification by the City to proceed, the Consultant shall complete the scope of services more fully described in Exhibit A, attached hereto. The Consultant shall perform any and all incidental services not specifically set forth in Exhibit A, which are necessary to fully complete the scope of services described in Exhibit A.

II. Supplemental or Additional Services

The City may require supplemental or additional services of the Consultant or services recommended by the Consultant and approved by the City in writing.

The Consultant must obtain written approval from the City for any supplemental or additional services prior to the work being performed. If the Consultant fails to obtain prior written approval to perform the work, the City is under no obligation to compensate the Consultant for services performed.

III. Term of Agreement

The Term of this Agreement commences upon the full execution of this Agreement or *Notice to Proceed*, and expires upon delivery of the Phase VI deliverables and subsequent final payment.

The decision whether to extend the Agreement, upon written request, shall be in the sole and exclusive discretion of the party receiving the request and neither party shall be under any obligation to

agree to an extension of the initial term or any additional term.

IV. Schedule for Completion of Services

The Consultant shall complete any and all services performed under this Agreement within the timeframes as outlined in Exhibit B, attached hereto.

V. Compensation (See Exhibit C - Phasing)

A. The total compensation to be paid by the City to the Consultant under this Agreement shall not exceed One Hundred Six Thousand, Eight Hundred and Eighty Dollars and No/100 (\$106,880.00).

B. Invoicing Procedure: See Exhibit C - Phasing

Failure of the Consultant to follow these invoice requirements will result in the delay of payment of the invoice.

D. Prompt Payment to Subconsultants and Material Suppliers (Non-Applicable N/A)

1. The Consultant is required to pay all Subconsultants and material suppliers for all work that the Subconsultant has satisfactorily completed, no later than twenty (20) calendar days after the Consultant has received payment from the City.
2. In addition, all retainage amounts received from the City by the Consultant must be paid by the Consultant to the Subconsultant no later than fourteen (14) calendar days after the Subconsultant has, in the opinion of the Assistant City Engineer for Construction or his/her designee, satisfactorily completed its portion of the Work.
3. A delay in or postponement of payment to the Subconsultant or material supplier requires good cause and prior written approval of the City's Assistant City Engineer for Construction or his/her designee.
4. The Consultant is required to include, in each Subcontract, a clause requiring the use of appropriate arbitration mechanisms or other method to resolve all payment disputes.
5. The City will not pay the Consultant for subsequent work performed unless and until the Consultant ensures that the Subconsultants have been promptly paid for the work they have performed under all previous payment requests, as evidenced by the filing of City lien waivers, canceled checks (if requested), and the Consultant's sworn statement that it has complied with the prompt payment requirements. The Consultant must submit a Prompt Payment Affidavit, Subconsultant list that identifies each Subconsultant (both Disadvantaged

Business Enterprises (DBEs) and non-DBEs) including Subcontract values and the date and amount of the last payment to such Subconsultant(s). That documentation must be provided with every payment request submitted to the City, except for the first payment request.

6. Failure to comply with these prompt payment requirements is a breach of this Agreement. The City reserves the right to pursue any and all remedies permitted under law for breach of contract, including, but not limited to, Consultant debarment.

E. Affirmative Action Procurement and Contracting Goals:

It is the goal of the City of Columbia, SC to maximize opportunities for historically Disadvantaged Business Enterprises (DBEs) including, but not limited to, Small Business Enterprises (SBEs), Minority Business Enterprises (MBEs), and Women-Owned Business Enterprises (WBEs). The City has implemented an overall citywide 10% goal to encourage socially and economically disadvantaged business participation. This goal extends to bidders, contractors, Subconsultants and suppliers on its procurement and contracting offerings.

Additional information on the City's affirmative action goals and objectives may be obtained by contacting the following office: City of Columbia Office of Business Opportunities, 1225 Lady Street, Suite 102, Columbia, SC 29201, (803) 545-3950.

The City's success in tracking the amount of business received by SBE, MBE and WBE firms (whether as a prime Consultant or Subconsultant) is dependent upon the business community partnering with the City in this important endeavor.

The Consultant must comply with the affirmative action terms and conditions as outlined herein. The Consultant, shall in the performance of the Agreement, make constructive efforts to assist the City in complying with best practices in contracting as it relates to meeting affirmative action objectives.

F. Subcontracting Goals

Under this Agreement, the subcontracting goals are as follows:

SB Goals	<u> 0 </u>	%
MBE	<u> 0 </u>	%
WBE	<u> 0 </u>	%
LSA	<u> 0 </u>	%

The Consultant will ensure Subconsultant performance during the period of performance, and optional periods as applicable. Achievement of these goals is expected during the life of the Agreement, including any extensions thereof.

VI. Mentor-Protégé Program (<http://www.columbiasc.net/business-outreach/>) – (Non-Applicable)

The City of Columbia encourages, where economically feasible, establishment of mentor-protégé relationships to ensure contracting opportunities for all businesses, including minority / women / small business enterprises. The Mentor-Protégé Program (MPP) helps develop private sector business relationships and enhances the contracting capabilities of minority-owned business enterprises (MBE), women-owned business enterprises (WBE), and small business enterprises (SBE). In order to provide opportunities for growth and to encourage hands-on business relationships, certain capital improvement projects may be designated by the City of Columbia as Mentor-Protégé Program projects. The City of Columbia has determined that participation in the City's Mentor-Protégé Program is required for this project. The MPP goals for this requirement are 0%.

The Consultant must comply with Mentor-Protégé Program Guidelines. The Consultant agrees that the Mentor Protégé Program does not create any third-party beneficiary status or contractual rights and/or duties between the City and the Protégé and that the City is not a party to the Implementation Plan. The Consultant agrees that it has or will enter into a separate contractual Agreement with the Protégé to which the City is not a party. The MPP Implementation Plan is attached hereto as Exhibit E.

VII. Indemnification and Insurance

A. The Consultant shall procure and shall maintain during the life of this Agreement, whether such operation be by itself or by a Subconsultant or anyone directly or indirectly employed by either of them, such insurance as required by statute, ordinance, or this Agreement, to adequately protect the City from any claims or damages including bodily injury or death, which may arise during performance and operations under this Agreement.

Each insurance policy required by these instructions shall be endorsed to state that coverage shall not be suspended, voided, OR cancelled by either party, reduced in coverage or in limits, unless thirty (30) days prior written notice, by certified mail, return receipt requested, has been given to the City.

Workers Compensation Insurance: The Consultant shall procure and shall maintain during the life of this Agreement, Workers Compensation Insurance for all employees to be engaged in work on the project under this Agreement, and in case any work is subcontracted, the Consultant shall require the Subconsultant similarly to provide Worker Compensation Insurance for all of the latter employees to be engaged in such work unless such employees are covered by the protection afforded by the Consultant's Worker Compensation Insurance. The Consultant shall not permit any person who is not protected by Workers Compensation Insurance or a properly approved Self-Insured Workers Compensation Program to perform any activity related to this Agreement.

General Liability: The Consultant shall provide to the City evidence of General Liability insurance in an amount not less than One Million Dollars and no/100 (\$1,000,000) per occurrence, and Two Million Dollars and no/100 (\$2,000,000) dollars aggregate in accordance with the current Code of Ordinances, City of

Columbia, South Carolina, which can be located at www.columbiasc.net.

Professional Liability: Professional Liability Insurance in an amount not less than One Million Dollars and No/100 (\$1,000,000.00) per occurrence, and Two Million Dollars and No/100 (\$2,000,000.00) Aggregate.

Automobile Liability Insurance: Five Hundred Thousand Dollars and No/100 (\$500,000.00) combined single limit per accident for bodily injury and property damage.

B. The Consultant shall furnish the City with a certificate showing satisfactory proof of carriage of the insurance required hereunder and such insurance shall be approved by the City prior to the Consultant and any Subconsultant of the Consultant commencing any services under this Agreement and this insurance shall remain in effect throughout the term of this Agreement, and any extensions of service. Insurance shall remain in effect for the duration of the project and for a period of one (1) year after completion. The City of Columbia shall be the Certificate Holder and shall be named as an *Additional Insured*.

C. The Consultant shall indemnify, defend, hold harmless and reimburse the City, its agents, and employees from and against any and all losses, liabilities, expenses, and all claims for damages of any nature whatsoever relating to or arising out of any action or failure to act by Consultant, its Subconsultants, officers, agents and employees of any of the obligations under the Agreement. Losses, liabilities, expenses and claims for damages shall include, but will not be limited to, civil and criminal fines and penalties, loss of use or services, bodily injury, death, personal injury, or injury to real or personal property, defense costs, legal fees and costs, and attorney's fees for an appeal.

The Consultant will also agree to promptly notify the City of any civil or criminal actions filed against the Consultant or of any notice of violation from any federal or state agency, or of any claim as soon as practical as relates to the services provided under this Agreement. The City, upon receipt of such notice, shall have the right at its election to defend any and all actions or suits or to join in defense.

VIII. Permits and Licenses

A. The Consultant shall be responsible for obtaining any approvals, permits and/or licenses as may be required of the Consultant in performing the services required under this Agreement. The Consultant shall be responsible for any costs relating to same.

B. The Consultant shall be responsible for identifying the necessity for and providing any applications and supporting documentation to the City for any approvals and/or permits required of the City in order for the Consultant to perform the services required under this Agreement. Such approvals and/or permits may include, but not be limited to, South Carolina Department of Health and Environmental Control (SCDHEC) Construction Permits, SCDHEC Stormwater Management for Construction Sites Permits, SCDHEC Water Resources Permits, Corps of Engineers Permits, City/County/ South Carolina Department of Health and Environmental Control (SCDOT) Encroachment Permits, encroachment permits for other utility

rights-of-way and railroad right-of-way encroachment permits/agreements. The City shall obtain the approvals and/or permits identified by the Consultant and pay any costs relating to same.

C. The Consultant shall answer questions and consult with the City and/or appropriate authorities as necessary to assist the City's efforts in obtaining required permits/approvals.

D. The Consultant shall procure a City of Columbia business license while performing services under this Agreement.

IX. Duties Upon Termination

At termination of this Agreement, the Consultant shall immediately provide the City with all records and data in any format the Consultant is capable of producing and at no cost to the City, which were generated, created or received by the Consultant in performance of the services required by this Agreement or as the City may deem necessary to perform the required services by the City or the Consultant's successor. All records shall be free from any proprietary claims or interest. The Consultant agrees to fully cooperate with the City and any successor to ensure an effective transition to continuously provide the required services.

X. Interest of Consultant

The Consultant covenants that Consultant presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement or which is adverse to the interests of the City. The Consultant further covenants that in the performance of this Agreement no person having such interest shall be employed.

The Consultant is expected to make Consultant's services available to other entities but agrees to refrain from representing other entities in matters where the position of the City conflicts with that of the other entity. The City may at its discretion, waive this provision. The Consultant has provided a list of all of its clients with whom there may be potential conflicts with the City. This list shall be supplemented throughout the duration of this Agreement.

XI. Termination of Agreement

The City may terminate this Agreement at any time upon any of the following grounds:

A. Failure by the City to appropriate funds for the performance of any of the services required in this Agreement in any annual budget;

B. The Consultant fails to perform any of the services required in this Agreement and does not correct such deficiency within fifteen (15) days after being notified by the City of such deficiency;

C. Force Majeure;

D. The City, at its sole option and discretion, has the right to terminate this Agreement for any reason whatsoever. A termination for default under this Agreement, if wrongfully made, shall be treated as a termination for convenience under this clause;

E. Upon expiration of the term of this Agreement; and

F. By mutual agreement.

Notice of termination shall be sent by registered mail, return receipt requested. In the event of termination, the Consultant shall only be entitled to the actual direct costs of all labor and material expended on the services required under this Agreement prior to the effective date of the termination or the Consultant shall be entitled to be paid a pro-rata percentage of the total Agreement price which is equal to its percent of completion, whichever of the two methods provides the lowest sum to be paid to the Consultant. In no event shall the Consultant be entitled to anticipatory profit or damages for any termination under this Agreement. In no event shall the Consultant be entitled to assert a claim in quantum meruit or any other measure of damages other than that stated herein.

XII. Ownership of Project Documents

All data, documents or other information of any description generated by or used by the Consultant or any Subconsultant retained by the Consultant and related to the services required by this Agreement shall be the property of the City and shall not be used by the Consultant for any purpose whatsoever except to perform the services required by this Agreement.

XIII. Notice

A. Written notice to the City shall be made by placing such notice in the United States Mail, postage prepaid and addressed to: Purchasing Agent/Director of Procurement and Contracts, c/o City of Columbia, 1800 Main Street, 2nd Floor, Columbia, South Carolina 29201.

B. Written notice to the Consultant shall be made by placing such notice in the United States Mail, postage prepaid and addressed to: Mr. F. Craig Richardson, 101 Market Street, Suite D, Chapel Hill, NC 27516 .

XIV. Consent Decree Non-Applicable

A. The services performed by the Consultant pursuant to this Agreement are required in whole or in part to satisfy the terms of the Consent Decree entered by the United States District Court for the District of South Carolina on May 21, 2014, in the case captioned *The United States of America and State of South Carolina by and through the Department of Health and Environmental Control v. City of Columbia*, Civil Action No. 3:13-2429-TLW (the "Consent Decree"), a copy of which has been provided to the Consultant by

the City and is incorporated by reference herein. The Consultant shall perform the services pursuant to this Agreement in conformity with the terms of the Consent Decree as required by Paragraph 5 therein.

B. In addition to the requirements above, the Consultant shall comply with the document retention requirements of Paragraph 68 of the Consent Decree which includes, but is not limited to, the obligation to preserve all non-identical copies of all documents, records, or other information (including documents, records, or other information in electronic form) in the Consultant's possession or control that relate in any manner to the Consultant's performance under this Agreement ("Preserved Documents"). Upon the Consultant's performance of all services required under this Agreement, the Consultant shall provide the City with all Preserved Documents. In addition to the requirements above, the Consultant shall provide the City with all Preserved Documents upon termination of this Agreement.

C. Upon the occurrence of a force majeure event as defined in Paragraph 55 of the Consent Decree, the Consultant shall provide notice to the City's Director of Utilities and Engineering in person, by phone, or by electronic mail within twenty-four (24) hours of when the Consultant first knew or should have known that the event might cause a delay. Within three (3) days thereafter, the Consultant shall provide written notice in accordance with Section XII above to include the following information: an explanation and description of the reasons for the delay; the anticipated duration of the delay; all actions taken or to be taken in an effort to prevent or minimize the delay; a schedule for implementation of any measures to be taken in an effort to prevent or mitigate the delay or the effect of the delay; and the Consultant's rationale for attributing such delay to a force majeure event. The Consultant shall include with any notice all available documentation supporting the claim that the delay was attributable to a force majeure event.

D. The Consultant shall reimburse the City the amount of any stipulated penalties imposed on the City pursuant to Paragraph 47 of the Consent Decree if the Consultant neglects, fails, or refuses to meet the deadlines set forth in Exhibit C attached hereto. The Consultant agrees that any failure to meet such deadlines will result in the City's failure to meet the deadlines set forth in the Consent Decree except in the event of force majeure notice by the Consultant that results in the extension of said deadline by the U.S. Environmental Protection Agency under the Consent Decree. The City reserves all other remedies available for the Consultant's failure to perform pursuant to the Agreement.

E. The Consultant shall perform the services pursuant to this Agreement using sound engineering practices as set forth in Paragraph 9 of the Consent Decree.

XV. Miscellaneous

A. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the City and the Consultant.

B. The Consultant shall be responsible for performance of all services required by this Agreement. The Consultant does not act as the City's agent or employee.

C. The Consultant will not assign or sublet its obligations to perform the services required by this Agreement without the written consent of the City. The Consultant shall be as fully responsible to the City for the acts and omission of its Subconsultants, as it is for the acts and omissions of persons directly employed by the Consultant.

The Consultant shall furnish and its Subconsultants shall furnish all information and reports required hereunder.

D. In the event there are any disagreements between the City and the Consultant with regard to any of the requirements, specifications or interpretation of this Agreement, the Consultant agrees to defer to the reasonable interpretations of the City as, from time to time, may be made by the City. Ambiguities in the terms of this Agreement, if any, shall not be construed against the City. ****Requested Addendum on this provision.****

E. This Agreement shall be construed in accordance with the laws and City of Columbia Code of Ordinances and those of the State of South Carolina. The Consultant agrees to subject itself to the jurisdiction and venue of the courts of Richland or Lexington County, State of South Carolina as to all matters and disputes arising or to arise under this Agreement and the performance thereof. The City may seek attorney's fees and the Consultant agrees to pay such fees as awarded by the Court or other body. No attorney's fees may be sought by, nor will be paid to, the Consultant.

F. This Agreement represents the entire agreement between the City and the Consultant and supersedes all prior communications, negotiations, representations or agreements, either written or oral. The parties may amend this Agreement at any time provided that such Amendments are executed in writing, signed by a duly authorized representative of both organizations, and approved, where applicable, by the City's governing body.

The City may, in its discretion, amend this Agreement to conform with federal, state, or local governmental guidelines, policies and available funding amounts, or for other reasons. If such Amendments result in a change in the funding, the scope of services, or schedule of, the activities to be undertaken as part of the Agreement, such modifications will be incorporated only by written amendment signed by both the City and the Consultant.

G. The failure of either the Consultant or the City to insist upon the strict performance of any provision of this Agreement shall not be deemed to be a waiver of the right to insist upon strict performance of such provision or of any other provision of this Agreement at any time. Partial payment by the City shall not be construed as a waiver. Waiver of any breach of this Agreement shall not constitute waiver of a subsequent breach.

H. In the event any provision of this Agreement is determined to be void or unenforceable, all other provisions shall remain in full force and effect.

I. This Agreement is subject to City Council approval.

J. The Consultant acknowledges, for itself and its Subconsultants, that it is subject to the provisions of the 1991 Ethics Reform Act (8-13-100, et seq, South Carolina Code of Laws, 1976, as amended). Under this Act, "A person may not, directly or indirectly, give, offer, or promise anything of value to a public official, public member, or public employee with intent to:

- (1) influence the discharge of a public official's, public member's, or public employee's official responsibilities;
- (2) influence a public official, public member, or public employee to commit, aid in committing, collude in, or allow fraud on a governmental entity; or
- (3) induce a public official, public member, or public employee to perform or fail to perform an act in violation of the public official's, public member's, or public employee's official responsibilities.

"Anything of value" includes, but is not limited to, lodging, transportation, entertainment, food, meals, beverages, money, gifts, honorariums, discounts and interest-free loans.

K. In carrying out services under this Agreement, the Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation or national origin. The Consultant shall take affirmative action to ensure equal employment opportunities for all applicants for employment, without regard to their race, creed, color, religion, ancestry, sex, sexual orientation, national origin, disability or other handicap, age, marital status, or status with regard to public assistance. Such action shall include, but not be limited to, the following: employment, promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Consultant shall post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. The Consultant will incorporate these nondiscrimination requirements in all subcontracts for work under this Agreement.

L. This Agreement shall be binding upon the respondent and upon its successors and assignees. This Agreement shall be binding upon the City in accordance with its terms and provisions.

M. All of the reports, information, data, records or documents of any kind, prepared or assembled by the Consultant under this Agreement are matters of public record, but that the Consultant agrees that they shall only be made available to any individual or organization by the City and the Consultant shall not make them available to any individual or organization without the prior written approval of the City.

N. Every exhibit, schedule and appendix attached to this Agreement and referred to herein is hereby incorporated into this Agreement by reference unless this Agreement expressly provides otherwise. This Agreement, exhibits and other documents include, but are not limited to the Conflict of Interest Statement, Non-collusion Affidavit, Business Information Record for Subconsultants/Subcontractors, Local Business Enterprise, and Mentor Protégé Implementation forms are incorporated by reference in this Agreement

Witness the parties' respective hands and seals on the date first written above.

<u>Witness</u>	<u>Teresa Wilson, City Manager</u>	Date: _____
	<u>Clarion Associates, LLC</u>	
<u>Dancie White, Director</u>	<u>Dancie White</u>	Date: <u>5/23/18</u>
Print: Name/Title	Signature	

Krista Hampton 5/23/18
Krista M. Hampton, Director of Planning & Development Services

Missy Gentry 5/24/18
Missy Gentry, P.E., Assistant City Manager for Operations

Shannon Lizewski for 5/24/2018
Sandra A. Wright, CPPB, Purchasing Agent/
Director of Procurement and Contracts

Legal Department City of Columbia, SC

List of Exhibits

Exhibit A: Scope of Services

Exhibit B: Planning Process Schedule

Exhibit C: Phasing

Exhibit D: Key Personnel

Exhibit E: Business Information Record for Subconsultants/Subcontractors

Exhibit A – Scope of Services

Clarion Associates, LLC (hereinafter called the “Consultant”) will work to develop a comprehensive approach to housing for incorporation into the City’s Comprehensive Plan. This public planning process will result in a set of deliverables to culminate in content which can be incorporated into the City of Columbia’s Comprehensive Plan Update as the Housing Element. The SC Code of Laws sets forth specific language for the housing element, which is to consider: ‘location, types, age, and condition of housing, owner and renter occupancy, and affordability of housing. This element includes an analysis to ascertain nonessential housing regulatory requirements, as defined in this chapter, that add to the cost of developing affordable housing but are not necessary to protect the public health, safety, or welfare and an analysis of market-based incentives that may be made available to encourage development of affordable housing, which incentives may include density bonuses, design flexibility, and streamlined permitting processes.’ As such, the Consultant will be expected to work closely City of Columbia (hereinafter called “City”) staff to ensure that both the materials provided to the public and the end product will satisfy the needs of both parties.

Objectives of Columbia Housing Element Project

- Develop an updated and comprehensive Housing Element that is informed by housing market and economic analysis for the city’s Urban Service Area and the aspirations and goals of the broader Columbia community.
- Engage the citizens of Columbia, community stakeholders, and housing agencies and partners to have a robust community conversation on the status of housing and neighborhoods in the city and new ways the city should manage or incentivize new forms of housing or housing in new locations.
- Utilize online surveys, in-person community workshops with interactive activities, keypad polling, social media, focus group interviews and meetings, and a project website to engage the citizens of Columbia throughout this process.
- Develop the Housing Element over a 14-month planning process, including coordination of the plan with other Comprehensive Planning elements.
- Deliver a Housing Element that sets out a 10-year implementation process with strategic initiatives for the city to undertake to realize the new vision and goals for housing in Columbia.

Phases of Work

The Consultant will prepare the new Columbia Housing Element using a six-phase approach:

- Phase 1: Launch Project
- Phase 2: Assess Critical Trends and Current Policy Direction

- Phase 3: Articulate Vision and Values
- Phase 4: Test Housing Policy Direction
- Phase 5: Prepare Draft Housing Element
- Phase 6: Public Review and Adoption of Housing Element

Phase 1: Project Launch

This phase of work will focus on preparing for the details of later phases of planning, gathering relevant documents and data for analysis, and conducting conference calls with key stakeholders.

Task 1.1: Develop the Project Management Plan

Consultant will prepare a Staff Review draft of the Project Management Plan that will guide the management of the Housing Element work over the course of the project. The Project Management Plan will provide specific guidance on daily communications, work flow, and coordination between the City Staff and the Consultant Team. The Project Management Plan will include a protocol for communications, approach for project invoicing, monthly status and findings reports, a detailed schedule for Housing Element development and review of work products, and roles and responsibilities of participating groups.

Task 1.2: Collect Data and Information

Consultant will prepare a memorandum to staff that outlines the data and information needed for the Housing Element work that are available through web-based resources. The memorandum will also include a request for city staff to assist in gathering additional data and information needed to conduct the study. This will likely include ArcGIS data on housing and development in the community, property inventory databases, tax valuation for parcels, local Multiple Listing Service Data, and other relevant data needs.

Task 1.3: Project Calls with City Staff and Regular Project Management Responsibilities

Consultant will participate in a kickoff project call with staff to launch the project, and twice a month calls to provide status reports on work products, engagement events preparation, and coordinate with city staff and other project team consultants. This task also includes written monthly reports to the city's project manager documenting the status of the project and key findings related to policy direction.

Task 1.4: Conduct Stakeholder Conference Calls

Consultant will work with city staff to identify a list of up to 10 real estate professionals, housing stakeholder groups, and representatives from the city and Columbia Housing Authority to interview. The purpose of these interviews is to gain first-hand knowledge from stakeholders about their perspectives on the key critical housing issues that the city should be addressing in the Housing Element, and to identify any additional sources of data or studies that might be helpful for conducting housing analyses. This will include development of a series of questions that will be used to guide the interviews.

Task 1.5 Prepare Materials for Planning Commission Meetings

Consultant will assist the city's project management staff in preparing powerpoint presentation slides for a kickoff meeting with the Planning Commission and subsequent monthly briefings to the Planning Commission. Consultant's project manager will be available to join these meetings via teleconference or

web-based meeting, as necessary. As part of these efforts, the Consultant will work with city staff to identify the list of stakeholders to be invited to serve on the Housing Element Focus Group. City staff will invite these stakeholders to participate in two rounds of meetings in Phase 3.

Summary of Deliverables | Phase 1: Project Launch

- Project Management Plan
 - Data and Information Request Memorandum
 - Summary of Stakeholder Interviews
 - Presentation Slides for Planning Commission Project Kickoff Meeting
 - Any web content necessary for this Phase
 - Phase 1 Summary Report to Staff
-

Phase 2: Assess Critical Trends and Current Policy Direction

This task will result in the identification of current housing needs and an estimate of potential “capture rates” of future demand by type, price point, tenure and location. These estimates will take into account economic and population growth expected for the region overall and housing costs of surrounding communities. Current city housing policy and programs will also be inventoried and evaluated to better understand the housing policy framework in Columbia.

Task 2.1: Conduct Housing Market Analysis

In this task, the Consultant will analyze historical and current data on demographic characteristics and housing availability, type, size and costs in Columbia and the surrounding market. This analysis will focus on both rental and ownership housing.

- **Historical and current data on housing stock, availability, and housing costs in Columbia (rental and ownership).** The Consultant will examine Census and American Community Survey (ACS) data, along with Multiple List Service (MLS) data and data collected from rental listings websites (e.g., craigslist, Apartments.com) to discuss trends in housing development, availability and costs. This analysis would provide context for the housing and community profiles.
- **Household income distribution.** Using Census and ACS data, the Consultant will discuss the city’s current income profile—both of residents and in-commuters—and recent changes to Columbia’s income distribution, in comparison to regional income growth. This will include an analysis of trends and forecasts in the context of the national decline in middle income households and would also relate income distribution to available housing types and prices (e.g., “missing middle” housing products, executive housing products, etc.).
- **Projections of housing demand.** The Consultant will utilize forecasts from the State Demography Office and other local/regional sources to provide projections of employment, commute patterns, and wages. These socioeconomic projections will be applied to housing market trends in order to forecast housing demand (5 year increments for 10 years). This would include an analysis of the number of units needed to keep up with growth and maintain current ownership levels. The Consultant will evaluate projections at the regional level to understand the potential demand for different housing types/prices in Columbia.

- **Homeownership affordability analysis.** The Consultant will examine changes in home purchase affordability over time, accounting for interest rate fluctuations, inventories of new construction and resales, and location. This analysis would include spatial analysis and mapping of available homes by type and price point as well as spatial analysis of cost burden and purchase power of residents by income. Consultant will compare trends in affordability within city boundaries to surrounding, competitive markets.
- **Where housing gaps are occurring for both rental and for-sale housing.** The Consultant will also use a proprietary housing gaps model to quantify mismatches in supply and demand of rental and for-sale housing at different income levels and housing price-points. The Consultant will identify gaps in the rental and for-sale markets for Columbia residents, in-commuters/workers, and seniors, including:
 - How many renters are paying more than they can afford for rent? How many owners are paying more than they can afford to service the debt on their homes?
 - How much do renters need to earn before they have a reasonable choice of homes to buy? What are the characteristics of those affordable homes?
 - Where can residents working in various industries find homes that match their preferences and buying power?
 - Which segments of the market are most underserved (moderate income renters who want to buy, seniors, workforce)?

Overall, this task would result in an identification of current housing needs and an estimate of potential “capture rates” of future demand by type, price point, tenure and location. These estimates would take into account economic and population growth expected for the region overall and housing costs of surrounding communities. This analysis will be prepared in a report format that can be posted to the project website.

Task 2.2: Conduct Housing Policy Analysis

The Consultant will prepare an analysis of housing policies by reviewing and inventorying the city’s current array of housing programs, policies, regulations, and funding strategies. Augmented by findings from the stakeholder interviews, the Consultant will prepare a policy analysis report that documents these housing tools and offers initial findings on how these tools are working in practice and any challenges to these approaches. This will be prepared in a report format that can be published to the project website.

Task 2.3: Develop Website Content

The Consultant will work with the Comprehensive Plan Project Management Team (city staff and other consultants) to develop Housing Element project content for the project website. This could include key findings from the market analysis and the policy analysis, and will align with the content structure being developed for other comprehensive plan elements.

Task 2.4: Assistance Preparing Meeting Materials for Planning Commission Meetings

The Consultant will prepare materials to present to the Planning Commission on the findings from Tasks

1.4, 2.1, and 2.2, and will help facilitate a discussion with the Planning Commission on the strategy for gaining insights on housing policy priorities through public engagement events.

Task 2.5: Project Calls with City Staff and Regular Project Management

Clarion will participate in twice a month calls to provide status reports on work products, engagement events preparation, and coordinate with city staff and other comprehensive plan consultants. This task also includes written monthly reports to the city's project manager documenting the status of the project and key findings related to housing policy direction.

Summary of Deliverables | Phase 2: Assess Critical Trends and Current Policy Direction

- Housing Market Analysis Report
 - Housing Policy Analysis Report
 - Housing Element Content for Project Website
 - Presentation Slides for Planning Commission Project Briefings
 - Any web content necessary for this Phase
 - Phase 2 Summary Report to Staff
-

Phase 3: Articulate Vision and Values

In Phase 3, the Consultant will develop the vision and values that set the stage for developing housing policy direction for Columbia. This Phase focuses on engaging the community and focus groups in a first round of public engagement to discuss key priority issues that should be addressed through the new Comprehensive Plan.

Task 3.1: Public Engagement Assistance

The following options are intended to set out a suite of public engagement assistance alternatives of which one can be selected by the City of Columbia.

- **Option 1: Prepare a tailored online survey / online engagement activity**
 Consultant will prepare a custom online engagement activity to engage those who are unable to attend an in-person workshop. The tool would closely mirror those activities conducted at one of the plan's in-person public workshops. This online activity would offer more flexibility than available in common online survey tools, be mobile/tablet compatible, and be branded to match the comprehensive plan process graphic identity.
 - Consultant will advise on the most advantageous phase within the planning process to offer such an opportunity, such as gathering ideas or testing potential concepts, scenarios, or strategies. Consultant will advise on opportunities to employ a map-based activity.
 - Once a phase of the process is identified for the online opportunity, Consultant will review and provide input on the structure of in-person workshop activity, to facilitate translation to the online version.
 - Consultant will design and launch the tool.
 - Consultant will provide input collected through the tool in raw form (tabular data) to staff or other team members to summarize.
- **Option 2: Advise on approach for public workshops and input capture activities**
 Consultant will review the existing framework for the city's community engagement strategy

and advise on public workshop formats for three rounds of engagement. This advising will include designing the workshop's agenda and activities, helping city staff think through logistics, and sharing facilitation best practices. This could involve a discussion of integrating available technology such as smartphone polling during a public workshop. The Consultant will create activity worksheets and forms for three rounds of workshops that can be provided to staff and consultant teams to capture the inputs.

- **Option 3: Advise on approach for taking the meeting to the people**
The Consultant would discuss with staff potential options to bring the comprehensive plan process to people in the community. This will consider strategies for targeting hard to reach populations and also tactical engagement to obtain input/feedback outside of a formal public workshop setting. The Consultant will then prepare a detailed plan for one chosen strategy. The Consultant will prepare electronic files to be printed by staff including facilitation instructions and input forms to be used at tactical engagement events.

Task 3.2: Prepare Materials for Part 1 Public Workshops and Develop Online Survey Content

In coordination with the full Comprehensive Plan Project Team, the Consultant will prepare materials for the first public workshop events, including all printed materials and up to four Housing Element station presentation boards. These materials will both serve to be educational – providing easily digestible findings from the housing analyses - and request input from participants on their perspectives and opinions on that state of housing in Columbia. The Consultant will also prepare an online survey version of these materials and activities to be included as part of a full Comprehensive Plan survey that will be launched in alignment with the kickoff workshops. This could be part of Task 3.1, if chosen, or part of more simplified online survey. The Consultant will also prepare similar engagement materials to use at a series of up to two focus group meetings. These public engagement materials will be coordinated with the AARP Livable Communities Program survey being conducted in Columbia in the fall of 2018.

Task 3.3 Attend and Facilitate Public Engagement Workshops and Focus Group Meetings (Part 1)

Two Consultant members, including the project manager, will attend two public engagement workshops and help facilitate conversations with participants and present materials as necessary to attendees. The Consultant will also lead and facilitate presentations of the analysis findings and key policy questions to a series of two housing focus group meetings. In addition, if a Planning Commission presentation is scheduled during the public workshop trip, the Consultant members will also attend the Planning Commission meeting and assist with presenting materials and facilitating discussions.

Task 3.4: Prepare Public Input Themes, and Vision and Value Statements

The Consultant will prepare key themes from the public input findings, focus group inputs, and stakeholder interview findings. These themes will be used to generate housing vision and value statements that align with the overall policy framework of the Comprehensive Plan. These work products will be provided to the city's staff for review and comment. The themes and vision and value statements will be the foundation for developing the policy framework for the Housing Element. Along with the findings from the housing policy and market analyses, these themes will also help with identification of the housing policy choices that will be explored in Task 3.5.

Task 3.5: Prepare Meeting Materials for Planning Commission Meetings

Throughout this phase of work, the Consultant will assist city staff prepare materials to present to the Planning Commission on the findings from public engagement activities. If necessary, the Consultant's project manager will participate directly in Planning Commission meetings via teleconference or web-

based meeting.

Task 3.6: Project Calls with City Staff and Regular Project Management

Clarion will participate in twice a month calls to provide status reports on work products, engagement events preparation, and coordinate with city staff and other comprehensive plan project consultants. This task also includes written monthly reports to the city's project manager documenting the status of the project and key findings related to policy direction.

Summary of Deliverables | Phase 3: Articulate Vision and Values

- Public Engagement Assistance (Option 1, 2, or 3 deliverables listed in optional subtasks)
 - Presentation Materials and Boards for Public Workshops (Part 1)
 - Housing Element Content /Questions for Online Survey
 - Staff Review Draft of Public Input Themes and Vision/Value Statements
 - Presentation Slides for Planning Commission Project Briefings
 - Any web content necessary for this Phase
 - Phase 3 Summary Report to Staff
-

Phase 4: Test Housing Policy Direction

Phase 4 focuses on testing initial policy direction and policy alternatives through a second round of public engagement. Findings from these activities will inform development of the final goals, policies, and implementation strategies for the Housing Element.

Task 4.1: Develop Critical Housing Policy Choices and Materials for Testing Ideas with Community

In coordination with the Comprehensive Planning team, the Consultant will prepare the draft vision and value statements and a set of housing policy choices to test with the broader community, the strategy for testing these choices, and the materials for posing these choices in an interactive format set of public meetings (Part 2). This may include up to four presentation boards and other printed handouts for the workshops. A staff review draft of these materials will be prepared and a final version will be developed that incorporates city staff's comments.

Task 4.2: Attend and Facilitate Public Engagement Workshops and Focus Group Meetings (Part 2)

Two members of the Consultant team, including the project manager, will attend two public engagement workshops to share and test the draft Housing Element vision and values statements, and housing policy choices developed during Task 3.5. During this trip, the Consultant team members will also facilitate a meeting with up to two focus groups to test the vision and values statements and housing policy choices. In addition, if a Planning Commission presentation is scheduled during the public workshop trip, the Consultant members will also attend the Planning Commission meeting and assist with presenting materials and facilitating discussions.

Task 4.3: Prepare Meeting Materials for Planning Commission Meetings

Throughout this phase of work, the Consultant will assist city staff prepare materials to present to the Planning Commission on the findings from public engagement activities and perceived support for housing policy direction. If necessary, the Consultant's project manager will participate directly in Planning Commission meetings via teleconference or web-based meeting.

Task 4.4: Project Calls with City Staff and Regular Project Management

Clarion will participate in twice a month calls to provide status reports on work products, engagement events preparation, and coordinate with city staff and other comprehensive plan project consultants. This task also includes written monthly reports to the city's project manager documenting the status of the project and key findings related to policy direction.

Summary of Deliverables | Phase 4: Test Housing Policy Direction

- Memorandum Outlining Critical Housing Policy Choices to Test with Community
 - Presentation Materials and Boards for Public Workshops (Part 2)
 - Presentation Slides for Planning Commission Project Briefings
 - Phase 4 Summary Report to Staff
-

Phase 5: Prepare Draft Housing Element

Phase 5 will synthesize all of the quantitative and qualitative analysis from previous phases of work, and the policy direction developed during Phase 3 to generate a draft Housing Element for Columbia. The design of this element will be compatible with the overall comprehensive plan format.

Task 5.1: Staff Review Draft of Housing Element

The Consultant will prepare a Staff Review Draft of the Housing Element. This will be structured to align with the policy framework set out for the Comprehensive Plan, and at a minimum will include a vision and/or value statements, goals, policies, and implementation strategies. The Housing Element can also include case study examples of implementation strategies employed by other communities. The Consultant will develop policy direction and strategies to align not only with housing policy direction guided by the public engagement findings, but will also evaluate housing policies and strategies to ensure they are in alignment with land use, transportation, and other comprehensive plan element policy directions.

Task 5.2: Project Calls with City Staff and Regular Project Management

The Consultant will participate in twice a month conference calls with the Comprehensive Plan Project Team to coordinate on development of the individual plan elements and prepare for the public unveiling of the draft Comprehensive Plan. The Consultant will also prepare monthly project status reports that include key insights and tools being considered for inclusion in the draft Housing Element.

Summary of Deliverables | Phase 5: Prepare Draft Housing Element

- Staff Review Draft of Housing Element (in pdf as well as an editable format)
 - Presentation Slides for Planning Commission Project Briefings
 - Any web content necessary for this Phase
 - Phase 5 Summary Report to Staff
-

Phase 6: Public Review and Adoption of Housing Element

The Public Review Draft of the Housing Element will be shared with the public and Planning Commission at a series of meetings. Final refinements will be made to the plan prior to formal adoption hearings with the Planning Commission and the City Council.

Task 6.1: Prepare Public Review Draft of Housing Element

The Consultant will prepare a Public Review Draft of the Housing Element that incorporates modifications requested by city staff. This document will be made available for posting on the project

website and distributing to various public channels for public review.

Task 6.2: Prepare Public Open House Materials for Housing Element (Part 3)

The Consultant will prepare a series of up to four presentation boards to display and describe the critical components of the Public Review Draft of the Housing Element. The Consultant will work with the Comprehensive Plan Project Team to coordinate the design and structure of these materials so that materials for each plan element are presented in a similar manner.

Task 6.3: Attend and Facilitate Housing Element Public Open Houses (Part 3)

Two members of the Consultant team, including the project manager, will assist in presenting the Public Review Draft of the Housing Element at two public open houses. The Consultant team members will answer questions posed by open house attendees and capture comments made on the draft. The Consultant will also document themes from the public comments to share with city staff and Planning Commission.

Task 6.4: Prepare Public Hearing Draft of Housing Element

As guided by city staff, the Consultant will prepare a final set of edits to generate a Public Hearing Draft of the Housing Element. These edits will include any final edits from city staff and edits that address comments raised by citizens at the public open houses. A cover memorandum can be prepared that lists the specific changes incorporated to prepare the Public Hearing Draft.

Task 6.5: Attend and Present Public Hearing Draft of Housing Element at Planning Commission Endorsement Hearing

The Consultant team project manager will attend and present the Public Hearing Draft of the Housing Element at a formal public hearing of the Planning Commission for the purpose of answering any questions posed by Commission members and requesting their endorsement for City Council adoption of the Housing Element (as a component of the full Comprehensive Plan).

Task 6.6: Attend and Present Public Hearing Draft of Housing Element at City Council Adoption Hearing

The Consultant team's project manager will attend and present the Public Hearing Draft of the Housing Element at a formal public hearing of the City Council for the purpose of answering any questions posed by Council members and requesting their adoption of the Housing Element (as a component of the full Comprehensive Plan).

Task 6.7: Final Edits to Adopted Housing Element

The Consultant will prepare any final edits to the Housing Element as requested by the City Council and generate a final adopted version of the document. A package of documents will be transmitted to city staff, including a PDF version of the Housing Element and any source files used to generate the document.

Task 6.8: Project Calls with City Staff and Regular Project Management

The Consultant will participate in twice a month conference calls with the Comprehensive Plan Project Team to coordinate on the preparation of final Housing Element drafts and presentations to the public, Planning Commission, and City Council.

Summary of Deliverables | Phase 6: Public Review and Adoption of Housing Element

- Public Review Draft of Housing Element (in pdf as well as an editable format)
-

-
- **Presentation Materials and Boards for Public Workshops (Part 3)**
 - **Public Hearing Draft of Housing Element (in pdf as well as an editable format)**
 - **Presentation Slides for Planning Commission and Council Public Hearings**
 - **Any web content necessary for this Phase**
 - **Any background datasets utilized to create charts or graphs where numeric values are not clearly identified**
 - **Any GIS or CAD layers created by the consultant team; these should be tied to the state plane coordinate system. Packaged GIS data should include symbology in layer format.**
 - **Any contact lists kept as part of the planning process shall be turned over to the City of Columbia upon completion of the plan, for future use solely in relation to the Plan**
 - **Final Adopted Housing Element (in pdf as well as an editable format)**
-

Exhibit B – Planning Process Schedule

The Planning Process schedule is also further described under Exhibit C, Phasing. Anticipated dates are provided below, but are subject to change upon agreement of both parties.

City of Columbia Housing Element Project Schedule

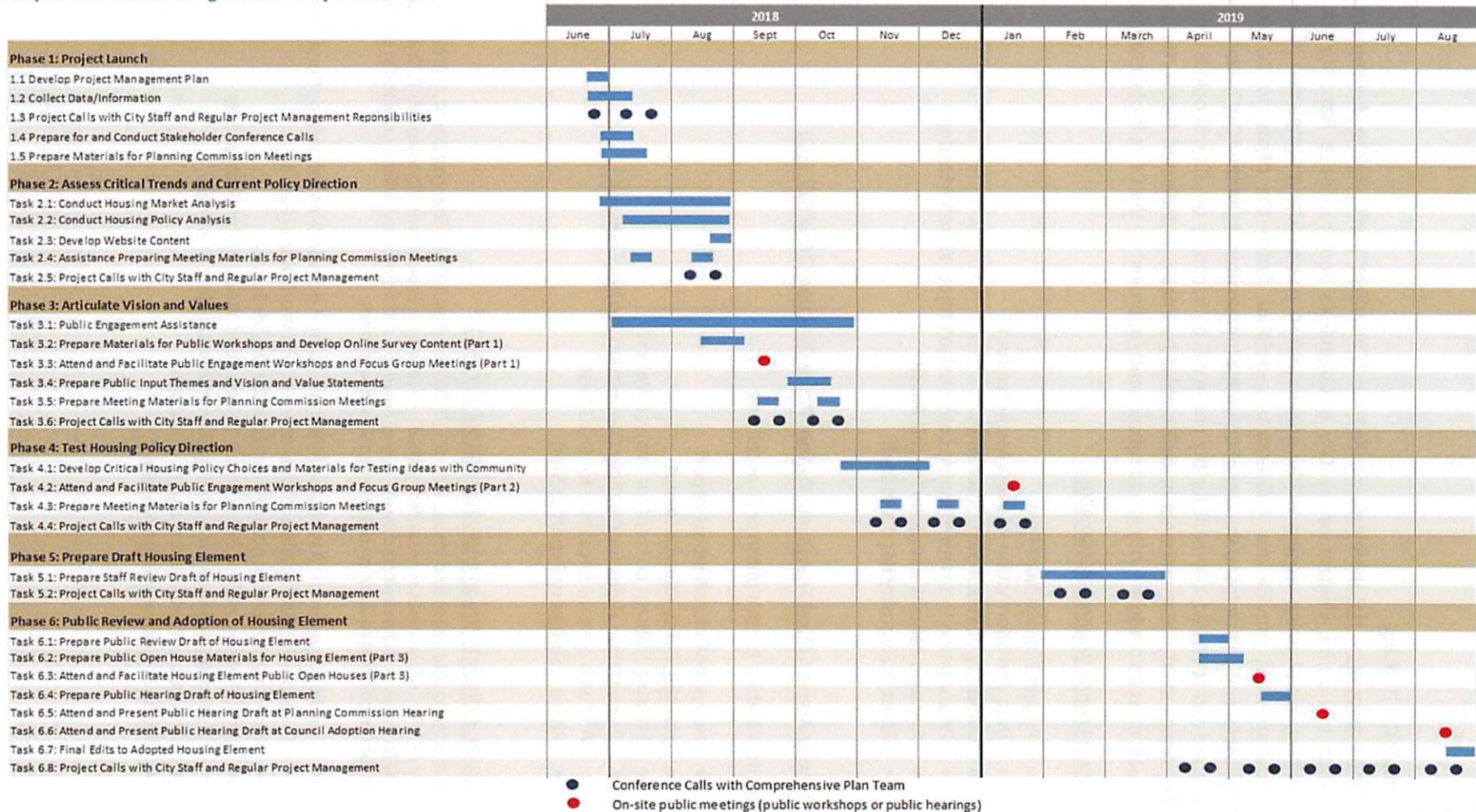


Exhibit C – Phasing

Clarion Associates, LLC (hereinafter called the “Consultant”) will work to develop and manage the update to Housing Element of the City of Columbia’s Comprehensive Plan. For the purposes of invoicing, the planning process will be broken into six phases. Upon completion of each phase, the Consultant shall provide any deliverables generated during the phase to be invoiced (where applicable) and an invoice to the City of Columbia (hereinafter called the “City”). Once these items are received and reviewed, payment for the phase will be issued by the City. Should a request to modify the allocation of dollar amounts or deliverables by Phase, as indicated below, be desired, such a request must be made in writing, and subsequently approved by the City’s Project Manager.

Phase I: Launch Project (9%/ \$9,980)

- Project Management Plan
- Data and Information Request Memorandum
- Summary of Stakeholder Interviews
- Presentation Slides for Planning Commission Project Kickoff Meeting
- Any web content necessary for this Phase
- Phase 1 Summary Report to Staff

Phase II: Assess Critical Trends and Current Policy Direction (26%/ \$27,590)

The deliverables for this phase area as follows:

- Housing Market Analysis Report
- Housing Policy Analysis Report
- Housing Element Content for Project Website
- Presentation Slides for Planning Commission Project Briefings
- Any web content necessary for this Phase
- Phase 2 Summary Report to Staff

Phase III: Articulate Vision and Values (20%/ \$21,797)

** Phase 3: Articulate Vision and Values includes \$8,000 for Task 3.1: Public Engagement Assistance. This task is flexible in terms of the exact services that will be provided by subconsultant Planning NEXT. One of the three options for services will be selected by the City of Columbia and notification will be provided in writing to the Consultant to commence work on the selected service approach.*

- Public Engagement Assistance (Option 1, 2, or 3 deliverables listed in optional subtasks)
- Presentation Materials and Boards for Public Workshops (Part 1)
- Housing Element Content /Questions for Online Survey
- Staff Review Draft of Public Input Themes and Vision/Value Statements
- Presentation Slides for Planning Commission Project Briefings
- Any web content necessary for this Phase
- Phase 3 Summary Report to Staff

Phase IV: Test Housing Policy Directions (13%/ \$13,877)

The deliverables for this phase are as follows:

- Memorandum Outlining Critical Housing Policy Choices to Test with Community
- Presentation Materials and Boards for Public Workshops (Part 2)
- Presentation Slides for Planning Commission Project Briefings
- Any web content necessary for this Phase
- Phase 4 Summary Report to Staff

Phase V: Prepare Draft Housing Element (11%/ \$12,070)

The deliverables for this phase are as follows:

- Staff Review Draft of Housing Element (in pdf as well as an editable format)
- Presentation Slides for Planning Commission Project Briefings
- Any web content necessary for this Phase
- Phase 5 Summary Report to Staff

Phase VI: Public Review and Adoption of Housing Element (20%/ \$21,566)

The deliverables for this phase are as follows:

- Public Review Draft of Housing Element (in pdf as well as an editable format)
- Presentation Materials and Boards for Public Workshops (Part 3)
- Public Hearing Draft of Housing Element (in pdf as well as an editable format)
- Presentation Slides for Planning Commission and Council Public Hearings
- Any web content necessary for this Phase
- Any background datasets utilized to create charts or graphs where numeric values are not clearly identified
- Any GIS or CAD layers created by the consultant team; these should be tied to the state plane coordinate system. Packaged GIS data should include symbology in layer format.
- Any contact lists kept as part of the planning process shall be turned over to the City of Columbia upon completion of the plan, for future use solely in relation to the Plan
- Final Adopted Housing Element (in pdf as well as an editable format)

Exhibit D – Key Personnel

The following personnel will serve on the consultant team to prepare the Housing Element for the City of Columbia.

Clarion Associates

Nate Baker, CNU, AICP
Project Planner

David Henning, Esq.
Project Planner

Leigh Anne King, AICP, LEED AP
Project Manager and Principal

Tim Richards
Project Planner

Craig Richardson
Project Advisor and Firm Director

BBC Research & Consulting

Heidi Aggeler
Housing Market Analysis Lead

Mollie Fitzpatrick
Housing Market Analyst

Jen Garner
Focus Group Engagement Advisor

Mehgie Tabar
Housing Market Analyst

Kimley-Horn

Jonathan Guy, P.E., AICP
Transportation-Housing Support Planner

Stephen Stansbery, AICP
Transportation-Housing Policy Strategist

Jonathan Whitehurst, AICP
Transportation-Housing Support Planner

McBrideDale Clarion

Emily Crow, AICP
Land Use-Housing Project Planner

Greg Dale, FAICP
Land Use-Housing Project Advisor

Planning NEXT

Michael Curtis, AICP
Public Engagement Assistance

Jamie Greene, AIA, FAICP
Public Engagement Strategy Lead

Exhibit E - Business Information Record for Subconsultants/Subcontractors

The Bidder shall list all subconsultants and vendors, who will be providing subcontracting services, furnishing materials, etc. for this project. The list shall be submitted in the format provided below. Any proposed changes from the list shall be submitted in writing to the City prior to initiation of any action, with the reason for proposed changes.

Project: RFP007-17-18-SL, City of Columbia Comprehensive Plan, Housing Element Update RFP

MUST BE TYPED AND REFLECT ONLY THOSE PROVIDING A SERVICE "NO LINE STRIKE THROUGH"

Business Name (as shown in SAM.gov) / Address / DUNS # & CAGE #	Contact Name & Telephone	Services and/or Materials Provided	Cost of Services and/or Material (\$ Value)	Percentage of Total Agreement	MBE, WBE, SBE, DBE, LBE (Indicate all that apply)	Is your Business CDBE Approved? Yes or No
Brown, Becken, and Coddington 1939 Broadway, Suite 2200 Denver, Colorado 80202 DUNS: 03-028-9417 CAGE: 08A27	Heldi Aguirre (p) 303-321-2547 x259	Professional services related to analysis of housing markets and strategic housing plans	\$24,850.00	23 %	N/A	No
ACPGREENE & ASSOCIATES, LLC 78 West Third Avenue Columbus, Ohio 43201 DUNS: 27-400-025	Jamie Green (p) 614-696-1600	Professional services related to public engagement	\$5,000.00	5 %	N/A	No
Kinley-Horn and Associates, Inc. 200 South Tryon Street, Suite 200, Charlotte, NC 28202 DUNS: 031035131 CAGE: 03PMS	Stephen Stansbury, AICP (p) 704-319-6890	Transportation Planning	\$2,500.00	2 %	N/A	No
				%		
				%		

TOTAL: \$ 32,350.00

I certify this information is true, correct, complete and active.

Business Name:

Clarion Associates, LLC

Representative Name / Title:

J. B. Kille Prichard

Date:

3/26/18

Form 710



We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: Procurement and Contracts

FROM: *Sandra Wright, Purchasing Agent*

SUBJECT: Council is asked to approve the Purchase of Kronos Workforce and Telestaff Upgrade Services, as requested by the Information Technology Services Department. Award to Kronos Inc., in the amount of \$272,042.68. This vendor is located in Lowell, MA.

REQUISITION NO.: R190089

FINANCIAL IMPACT: Funding Sources: General Admin Information Tech - Computer License 6218950-627510 and General Admin Information Tech - Professional Services 6218950-636600. The original budgeted amount is \$300,000.00.

ORIGINAL BUDGET: \$300,000.00

CLEAN WATER 2020?: No

STRATEGIC GOALS: Provide high quality municipal services

Sec 2-204. (7) of the City Ordinance. Competitive sealed bidding required; exceptions allow the City to purchase goods and services without competitive sealed bidding for the procurement of information technology.

ATTACHMENTS:

- **#a:** Kronos/Telestaff Upgrade SOW (PDF)



Matter No.: 18000736
 Attorney: DUT
 Date In: 4-27-18
 File No.: _____
 Date Out: 4/30/18

CITY OF COLUMBIA
SOUTH CAROLINA

MEMORANDUM

TO: Legal Review
 FROM: Sylvia White, Information Technology
 SUBJECT: Kronos/Telestaff Upgrade Statement of Work (SOW) and Order Form
 DATE: April 27, 2018

Attached please find Kronos SOW/Order Form

This is submitted (check only one)

- ☐ (1) For your information
☒ (2) For your staffs review and comment
☐ (3) Other: (specify reason/action requested)

The attached documents include SOW/Order Forms necessary to engage the vendor for the upgrade of Kronos/Telestaff. Documents must be signed to order Kronos services.

4-30-18: See highlighted. If client is agreeable to terms - no legal impediment to execution.

APPROVED AS TO FORM

4-30-18
 Legal Department City of Columbia, SC



Order Form

Creation Date:	4/11/2018	Expiration Date:	7/10/2018
Prepared By:	Ryan Hammond	Order Type:	Upgrade
Bill To:	Attention: Accounts Payable City of Columbia PO Box 147 Columbia, SC 29217	Ship To:	Attention: Sylvia White The City of Columbia 1737 Main St Columbia, SC 29201
Solution ID:	6109747	License Email:	exception@kronos.com
Primary Contact Name:	Sylvia White	FOB:	Shipping Point
Primary Contact Phone:	803-737-3369	Ship Method:	Fedex Ground
Primary Contact Email:	swhite@columbiasc.net	Freight terms:	Prepay & Add
Currency:	USD	Payment Terms:	N30
Customer PO#	Please Enter P.O. Number	DataCenter Location:	USA
Initial Term:	36 Months	Kronos Contact Information:	Kronos Incorporated 900 Chelmsford St. Lowell, MA 01851 Telephone # 978-250-9800 Fax # 978-367-5900
Renewal Term:	One Year		
Billing Start Date:	90 Days from execution of Order Form		

PERPETUAL TO SAAS CONVERSION TABLE Billing Frequency: Annual in Advance

Applications	License Count	PEPM	Monthly Service Fee
Perpetual License to SaaS Conversion Monthly Service Fee	N/A	N/A	\$8,131.96
Workforce Timekeeper	2,450	\$0.00	\$0.00
Workforce Manager	350	\$0.00	\$0.00
Workforce Integration Manager	2,450	\$0.00	\$0.00
Workforce Mobile Employee	1,350	\$0.00	\$0.00
Workforce Enterprise Archive	2,450	\$0.00	\$0.00
Workforce Absence Manager	2,450	\$0.00	\$0.00
Workforce Integration Manager V8 to Telestaff	1	\$0.00	\$0.00
Total			\$8,131.96

FUTURE CAPACITY ADD PER EMPLOYEE RATES

For a period of 36 Months from the date of this Order Form, Customer may purchase additional employee capacity for the Applications set forth herein at the following prices:

The costs of any individual Application(s) included in the Timekeeper Bundle (i.e., Workforce Manager) will be set forth on a mutually agreed upon Order Form based on Kronos' then current list price.

Applications	PEPM
Workforce Timekeeper	\$4.95
Workforce Manager	Included
Workforce Employee	Included
Workforce Integration Manager	Included
Workforce Mobile Employee	Included
Workforce Mobile Manager	Included
Workforce Enterprise Archive	\$0.16
Workforce Absence Manager	\$1.30

PROFESSIONAL AND EDUCATIONAL SERVICES

Billing Frequency: Monthly in Arrears as Delivered

Professional Services Part # / Description	Hours	Rate	Role	Total Price
9999002-SEV Pro Svcs WFC Upgrade to Cloud Hosting/SaaS Conversion	66	\$0.00	Project Manager	\$0.00
9999002-SEV Pro Svcs WFC Upgrade to Cloud Hosting/SaaS Conversion	54	\$0.00	Technology Consultant	\$0.00
9999002-SEV Pro Svcs WFC Upgrade to Cloud Hosting/SaaS Conversion	12	\$0.00	Integration Consultant	\$0.00
9999002-SEV Pro Svcs WFC Upgrade to Cloud Hosting/SaaS Conversion	42	\$0.00	Solution Consultant	\$0.00
9990002-ONL Paragon Online Remote Team	196	\$180.00	Solution Consultant	\$35,280.00
9990002-ONL Paragon Online Remote Team	40	\$215.00	Technology Consultant	\$8,600.00
9990070-PRO Professional Services - Momentum Senior Integration	16	\$215.00	Senior Integration Consultant	\$3,440.00
9990057-PRO TSG Professional Services	38	\$180.00	Project Manager	\$6,840.00
9990079-PRO TSG Technical Services	69	\$215.00	Technology Consultant	\$14,835.00
9990057-PRO TSG Professional Services	220	\$180.00	Solution Consultant	\$39,600.00
Total Professional Services				\$108,595.00

Billing Frequency: Monthly in Arrears as Delivered

Training	Quantity	Unit Price	Total Price
BAYG-ILT Bill-As-You-Go Instructor Led Training	6,300	\$1.00	\$6,300.00
Total Training			\$6,300.00

SUMMARY

Offering Types	Summary Total
Total Monthly Fee (Applications / Cloud Services / Equipment Rental)	\$8,131.96
Professional & Educational Fees (Time & Materials)	\$114,895.00

Order Notes:

This order is made as part of a Kronos promotion. All pricing is discounted solely in connection with such promotion and will not be applied to future orders. Professional Services concessions valid only for version of Workforce Central Applications stated on this Order Form.

Customer agrees that in consideration of the foregoing and discounted pricing, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Customer is giving up its right to use Customer's existing Kronos Workforce Central software on a perpetual basis. Customer's existing Kronos Workforce Central software will remain in effect and subject to the license and maintenance agreement for such software for a period of ninety (90) days from signature of this document by both parties, at which time Customer's license in such software shall terminate. The Kronos Workforce Central Software as a Service Terms and Conditions as agreed upon by Customer and Kronos apply to the WFC Applications set forth on this order. As of the Billing Start Date, Kronos will credit any pre-paid but unused fees for support and maintenance for such perpetual software licenses to be applied against amounts owed by Customer to Kronos hereunder until such pre-paid but unused fees are expended.

Future capacity and capacity added above converted license counts will be added via the Timekeeper bundle, which includes: Workforce Timekeeper, Workforce Manager 1:10 Ratio, Workforce Employee, Workforce Integration Manager, Workforce Mobile Employee, Workforce Mobile Manager. The costs of any individual Application(s) included in the Timekeeper Bundle (i.e., Workforce Manager) will be set forth on a mutually agreed upon Order Form based on Kronos' then current list price.

Workforce Enterprise Archive is being licensed to Customer solely to enable Customer to utilize the Setup Data Manager functionality contained in Workforce Enterprise Archive. No other use of Workforce Enterprise Archive is permitted, including without limitation the use of the data archiving functionality. If Customer wishes to use the data archiving functionality of Workforce Enterprise Archive, Customer and Kronos will enter into a separate Order Form which will include any additional hosting and usage fees for such full functionality as mutually agreed upon by the parties. Customer further agrees and consents to Kronos' right to audit Customer's use of the Workforce Enterprise Archive.

This order entered into between the Customer and Kronos is subject to the terms and conditions of the Contract #14-JLR-003 dated March 18th, 2014 between the Lead Agency (acting as the "Owner") and Kronos Incorporated (as the "Contractor"), as amended.

City of Columbia

Signature: _____

Name: _____

Title: _____

Effective Date: _____

Kronos Incorporated

Signature: _____

Name: _____

Title: _____

Effective Date: _____

APPROVED AS TO FORM
Danmy Lee 4-30-18
 Legal Department City of Columbia, SC



Statement of Work for City of Columbia

Upgrade Workforce Central in the Kronos Cloud - SaaS

Sales Executive	Ryan Hammond
Author	Howard Stohlman
Expiration Date	6/29/2018
Quote Number	2018-43976
Revision #	1
Opportunity ID	Opp-197421
Status	Approved
Customer SID	6109747

Overview

This Statement of Work ("SOW") provides an overview of the project including scope, approach, costs, and how the project will be managed. To support a successful implementation, the customer will provide the required internal project resources.

Project Objectives

The City of Columbia currently utilizes Workforce Central v6.3 and has requested that Kronos provide services to upgrade to v8.1. In addition to Workforce Central, the City also uses TeleStaff v2 to handle the complex scheduling requirements of the Fire, Police, and 911 center and has requested that Kronos provide services to upgrade from TeleStaff to Workforce TeleStaff v6.1.

As part of the Workforce Central upgrade, Kronos has included services for the following:

- Upgrade to Workforce Central v8.1 using Active Directory authentication in the Kronos cloud
- Reconfigure the integration between Workforce Central and Workforce TeleStaff

As part of the Workforce TeleStaff upgrade, Kronos has included services for the following:

- Merge the 3 existing TeleStaff databases into 1 and use Institution Focus to logically keep the database configurations and related access separate
- Upgrade to Workforce TeleStaff v6 using Active Directory authentication in the Kronos cloud.
- Provide 4 day of onsite staffer training
 - Training to be shared between Fire, Police, and 911 staffers

In addition to the upgrades, the City of Columbia has requested the following as a phase 2:

- Kronos provide a "bucket of 40 hours" in services to evaluate the upgraded solution to validate that the solution is in alignment with their current business practices and policies and make recommendations for any identified configuration changes.
- Configure up to 3 Attendance Policies in Workforce Attendance
- Configure Pay and Work rules to move public safety departments to punch based time reporting
- Configure up to 3 bids in Workforce TeleStaff

Project assumptions:

- The upgrade Workforce Analytics is not included in scope. The existing Workforce Analytics solution will no longer be available for use by the City because the City's version of Analytics is not compatible with Workforce Central v7 or higher.
- The City will migrate each of their TeleStaff databases to Microsoft SQL server prior to the upgrade
- History for Workforce TeleStaff will not be preserved

Sample project information:

- To assist with City resource allocation during the upgrades, sample project timelines and resource requirements are attached as exhibits. These are for reference only. During the project initiation, Kronos and the City's team will develop actual project schedules and related tasks.



Proposed Solution

Module	Project Type
Workforce Timekeeper	Upgrade
Workforce Manager	Upgrade
Workforce Employee	Upgrade
Workforce Integration Manager	Upgrade
Workforce Attendance	New configuration
Workforce Leave	Upgrade
Workforce Accruals	Upgrade
Kronos Enterprise Archive	New configuration
Workforce Integration Manager to TeleStaff	Upgrade
Workforce TeleStaff Enterprise	Upgrade
Workforce TeleStaff Global Access	New
Workforce TeleStaff Gateway Manager	Upgrade
Workforce TeleStaff Gateway Manager Interface to WFC	Upgrade
Workforce TeleStaff Institution Focus	New
Workforce TeleStaff Contact Manager	Upgrade
Workforce TeleStaff Bidding	New
Workforce TeleStaff Bidding	New

Project duration is expected to be 17 working weeks, based upon our experience with our customers and products. Depending upon the preparation and engagement of your organization, there may be opportunity to complete the project in a compressed duration. However, if project resources are unprepared or unavailable, the duration of the project may need to be extended, increasing the budget required to successfully complete this scope of work. Requests for additional scope or activities outside of this planned project scope may be accommodated through the change process. In this circumstance, Kronos may issue a change order to ensure the appropriate budget is available.

Kronos will deliver the scope of this project utilizing a remote approach.



Instructor Led Training

Kronos Instructor Led Training is purchased as Training Points. Training Points allow you to budget for training with the flexibility to adjust your plan during implementation.

Core Team training will help your key functional and technical users to make informed solution design, configuration decisions and provide core product knowledge.

Module	Description
Workforce Timekeeper	Public instructor led training for 2
Workforce Attendance	Public instructor led training for 2

Application Administrator training will prepare you to perform daily and periodic system administration tasks. This training may require pre-requisite knowledge of the core solution functionality.

Module	Description
Workforce Timekeeper	Public instructor led training for 1
Workforce Attendance	Public instructor led training for 1

Train-the-Trainer Programs prepares internal training teams to deliver user training to managers, supervisors and employees.

Module	Description
Workforce Timekeeper	Public instructor led training for 1
Workforce Attendance	Public instructor led training for 1



Project Approach

The project team will collaborate to establish a project plan with tasks, responsibilities, and milestone dates and provide the foundation for project control. Kronos will complete an environment readiness review with your project team resources to ensure the server environment is available and pre-requisites have been installed. Kronos will perform test upgrade, deploy interfaces and complete validation testing of upgraded environment. Upon completion of customer user acceptance testing, Kronos will complete the upgrade to production.

Kronos implementations use an iterative approach - driven by value and realized through collaboration. This approach, focused on accelerated time to value, is bolstered by tools and techniques, such as set-up specific to industry and region, Kronos process recommendations, dynamic documentation, and accelerated testing processes. All project information is available online to allow project team members access to project status, contact information, issues log, test case tracking, training plan, etc. at any time.

The implementation will be completed in three iterative phases: Initiate, Collaborate, and Adopt.

Project Leadership

Kronos will provide guidance through the life cycle of the project and provide best practices to implement the solution. As the main point of contact, the Kronos Project Manager will partner with the customer project leadership to develop the project plan to ensure objectives are achieved. The Kronos Project Manager will also deliver a collaborative workspace, which will serve as the dashboard for all aspects of the progress of the implementation.

Initiate

This first phase of the project lays the foundation for the project.

During this phase, the Kronos team will work together with the customer team to review goals and success criteria and share project assumptions. Teams will set and understand expectations, share project plans and agree upon the process of working together. The Kronos team will gather information and establish baseline configuration according to recommendations by industry and refine to meet customer-specific policy and practice requirements. The Kronos Project Manager will also introduce the concepts of change management, testing, and end user education.

Once these items are complete, the Collaborate phase will begin.

Collaborate

As the project moves into Collaborate, both teams will partner to create the best solution for the customers' organization. Kronos will recommend practices and configuration based on industry and geography and fine tune those recommendations iteratively, to meet customer-specific needs and desired outcomes. This approach helps to define and refine the final solution. During this phase, the Kronos team will share the solution in action, which better allows informed decisions about the processes to be instituted. In turn, there is a better understanding of the specific scenarios to include in testing and end user training. As the solution is being finalized, both teams will focus heavily on testing efforts to ensure that the solution is well-prepared for adoption.

The project transitions into acceptance testing leveraging the Accelerated Testing Process. Kronos will provide baseline standard test scripts while the customer-side team creates test scripts specific to the relevant use cases, integrations, and processes. The customer team will execute these scripts and record the result, reporting successes and issues. To maximize visibility into acceptance testing



progress, the project teams will work collaboratively in the testing workspace which will provide up to date information and metrics on the status of testing.

Adopt

The final phase is Adopt – when both teams realize the outcomes of the previous phases. It is at this stage that the solution is measured against the goals and objectives this project set out to achieve. Here the goals, success criteria, change management, and risk management efforts culminate as both teams work collaboratively to deploy the solution to end users.

Kronos will oversee 0 deployment group(s). After which the Kronos project manager will transition the completed scope to Kronos Global Support for post-implementation support.



Solution Assumptions

Workforce Central

- 2 Workforce Central environment(s) included in this deployment
- Customer has SQL Database
- The Authentication method will be Active Directory
- 2 environment(s) will use Setup Data Manager
- Setup of Enterprise Archiver for ongoing Data Copy jobs included
- 3 existing interface(s) included
- Number of Solution Development Workshops
 - 1 for Workforce Attendance

Workforce Timekeeper

- 6 Standard Timeclocks will be upgraded

Workforce Attendance

- 3 Attendance Group(s) included

Integration

- WFC/TeleStaff Integration

Workforce TeleStaff Enterprise

- Hosted IVR implementation included
- 3 distinct Bid configurations
- Customer is upgrading to the Kronos cloud
- Custom integrations and feeds (External Rules, Reports, Payroll Exports, GM Interfaces) are not included
- Customer is upgrading from v2 to current version
- The WFC/WFTS interface will be upgraded
- The Authentication method will be Single Sign On

Workforce TeleStaff Database Consolidation

As a result of a functional or operational requirement for staffing, services will be provided to merge 3 existing production databases. Direct customer involvement in the database consolidation is necessary to ensure a successful project. Customer will gather data and conduct data entry as outlined in the agreed upon project plan. Customer will select the primary database to merge with the related database. The existing production database selected to be merged into the related database will be archived to maintain historical data. Only the historical data necessary to ensure the staffing rules are correct will be imported into the primary database. Up to one year of relevant data will be imported as part of this project. Only the current user Profile and Assignment will be merged. Past Profiles and Assignments will remain in the archived database. The production database selected to be merged into the related database will be offline for up to three business days when the merge occurs.



Services Investment Summary

This SOW represents a time and materials engagement. Travel expenses are not included and will be invoiced separately as incurred.

Service Type	
Professional Services	\$108,595.00
Educational Services	\$6,300.00
	\$114,895.00



Signatures and Approvals

SUBMITTED AND APPROVED BY KRONOS REPRESENTATIVE

By: _____ Date: _____

Title: _____

This Statement of Work is subject to the City of Columbia's agreement with Kronos governing Professional and Education Services. By signing below, the authorized City of Columbia's representative agrees to purchase the services described herein.

ACCEPTED AND AGREED

City of Columbia

By: _____ Date: _____

Title: _____

City of Columbia may make necessary copies of this document for the sole purpose of facilitating internal evaluation and/or execution of proposed project. Otherwise, the document or any part thereof may not be reproduced in any form without the written permission of Kronos Incorporated. All rights reserved. Copyright 2018.

APPROVED AS TO FORM

 Legal Department City of Columbia, SC 4-30-18



APPENDIX

EXHIBIT A

Sample Workforce Central Upgrade Timeline and Tasks

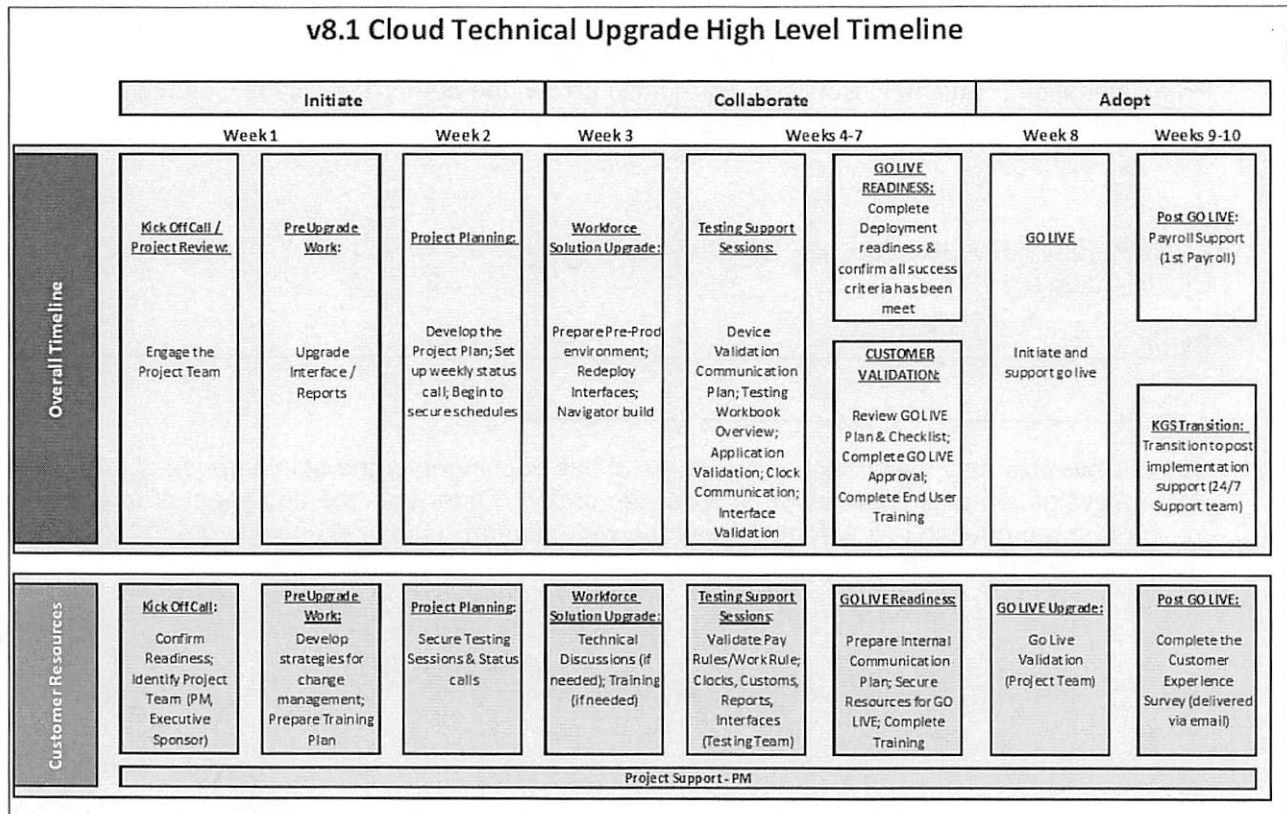


EXHIBIT B

Sample customer time commitment for a Workforce Central Upgrade



Time Commitment

Task	Who	Detail	Time Commitment
INITIATE - Transition from sales, agree on expectations, develop strategy			
Project Planning with Kronos PM	Client PM	Review Kronos Methodology, Preliminary Timeline, discuss blackout dates, Review Scope, Cloud Review, Technical Recap, Testing Planning, Education Planning	1.5 hrs
COLLABORATE - Agile sprints to develop, review, and test to strategy and expectations			
Weekly Status call	All	Weekly touch base call	Weekly 30 minutes
Prepare for Testing	Testing Team	Review testing workbook	30 minutes
Testing Support sessions	Testing Team	Validation of Upgraded data, reports, customs, integrations and data collection	4-5 hours
Customer Core Team Training (KPass Upgrade Learning Path)	Subject Matter Expert	Review courses outlined in the KPass Upgrade Learning Path	Varies
ADOPT - Prepare final deployment, go live, move to post-implementation			
Deployment Readiness	All	Project team meets with Kronos team to discuss readiness for go-live; discuss open items; cut over checklist	2 hours
Go Live	Project Team	Project team rolls out Kronos Application to population and supports	8-10 hours (more if needed)
Complete Post-Implementation Survey	Customer Team Representative	Complete the Kronos Customer Satisfaction survey that you will receive once the project is complete	10 Min



EXHIBIT C

Sample Workforce TeleStaff Upgrade Timeline and Tasks

Workforce TeleStaff Upgrade - Sample Schedule								
		Week	1	2	3	4	5	6
Task #	Tasks							
1	Project Initiation		★					
2	Customer transfers DB to Kronos			★				
3	Kronos converts & upgrades DB in new customer's cloud environment & notifies customer			★				
4	Update TeleStaff components LM, TM, CM, IVR			★				
5	Customer conducts system testing and provides feedback to Kronos			★	★	★	★	
6	Kronos configures IVR (if in scope)			★				
7	Customer tests IVR and provides feedback to Kronos (if IVR is in scope)			★	★	★	★	
8	Customer shuts down, sends final Sybase DB for final upgrade							★
9	Update TeleStaff components LM, TM, CM, IVR							★
10	Kronos notifies customer that upgrade is complete							★
11	Customer goes live							★
12	Customer successfully process post go live payroll							★





Order Form

Creation Date:	3/30/2018	Expiration Date:	6/28/2018
Prepared By:	Ryan Hammond	Order Type:	Upgrade
Bill To:	Attention: Accounts Payable City of Columbia PO Box 147 Columbia, SC 29217	Ship To:	Attention: Sylvia White The City of Columbia 1737 Main St Columbia, SC 29201
Solution ID:	6105391	License Email:	exception@kronos.com
Primary Contact Name:	Mike Cothran	FOB:	Shipping Point
Primary Contact Phone:	803-545-3730	Ship Method:	Fedex Ground
Primary Contact Email:	cdmcothran@columbiasc.net	Freight terms:	Prepay & Add
Currency:	USD	Payment Terms:	N30
Customer PO#:	Please Enter P.O. Number	DataCenter Location:	USA
Initial Term:	12 Months	Kronos Contact Information:	Kronos Incorporated 900 Chelmsford St. Lowell, MA 01851 Telephone # 978-250-9800 Fax # 978-367-5900
Renewal Term:	One Year		
Billing Start Date:	90 Days from execution of Order Form		

PERPETUAL TO SAAS CONVERSION TABLE

Billing Frequency: Annual in Advance

Applications	License Count	PEPM	Monthly Service Fee
Perpetual License to SaaS Conversion Monthly Service Fee	N/A	N/A	\$4,963.68
Workforce TeleStaff Enterprise	1,030	\$0.00	\$0.00
Workforce TeleStaff Gateway Manager	1	\$0.00	\$0.00
Workforce TeleStaff Gateway Manager v5 Interface to WFC	1	\$0.00	\$0.00
Workforce TeleStaff Contact Manager	1,030	\$0.00	\$0.00
Total			\$4,963.68

FUTURE CAPACITY ADD PER EMPLOYEE RATES

For a period of 12 Months from the date of this Order Form, Customer may purchase additional employee capacity for the Applications set forth herein at the following prices:

The costs of any individual Application(s) included in the Timekeeper Bundle (i.e., Workforce Manager) will be set forth on a mutually agreed upon Order Form based on Kronos' then current list price.

Applications	PEPM
Workforce TeleStaff Enterprise	\$3.10
Workforce TeleStaff Gateway Manager	\$41.25
Workforce TeleStaff Contact Manager	\$0.14

INCREMENTAL MODULES/CAPACITY ABOVE CONVERTED LICENSE COUNT

Billing Frequency: Annual in Advance

Applications	License Count	PEPM	Monthly Service Fee
Workforce TeleStaff Institution Focus	1030	\$0.21	\$216.30
Workforce TeleStaff Global Access	1030	\$0.28	\$288.40
Workforce Telestaff Bidding	1030	\$0.55	\$566.50
Total Monthly Application Fee			\$1,071.20

SUMMARY

Offering Types	Summary Total
Total Monthly Fee (Applications / Cloud Services / Equipment Rental)	\$6,034.88

Order Notes:

This order is made as part of a Kronos promotion. All pricing is discounted solely in connection with such promotion and will not be applied to future orders. Professional Services concessions valid only for version of Workforce Central Applications stated on this Order Form.

Customer agrees that in consideration of the foregoing and discounted pricing, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Customer is giving up its right to use Customer's existing Kronos Workforce Central software on a perpetual basis. Customer's existing Kronos Workforce Central software will remain in effect and subject to the license and maintenance agreement for such software for a period of ninety (90) days from signature of this document by both parties, at which time Customer's license in such software shall terminate. The Kronos Workforce Central Software as a Service Terms and Conditions as agreed upon by Customer and Kronos apply to the WFC Applications set forth on this order. As of the Billing Start Date, Kronos will credit any pre-paid but unused fees for support and maintenance for such perpetual software licenses to be applied against amounts owed by Customer to Kronos hereunder until such pre-paid but unused fees are expended.

Future capacity and capacity added above converted license counts will be added via the Timekeeper bundle, which includes: Workforce Timekeeper, Workforce Manager 1:10 Ratio, Workforce Employee, Workforce Integration Manager, Workforce Mobile Employee, Workforce Mobile Manager. The costs of any individual Application(s) included in the Timekeeper Bundle (i.e., Workforce Manager) will be set forth on a mutually agreed upon Order Form based on Kronos' then current list price.

This order entered into between the Customer and Kronos is subject to the terms and conditions of the Contract #14-JLR-003 dated March 18th, 2014 between the Lead Agency (acting as the "Owner") and Kronos Incorporated (as the "Contractor"), as amended.

City of Columbia

Signature: _____

Name: _____

Title: _____

Effective Date: _____

Kronos Incorporated

Signature: _____

Name: _____

Title: _____

Effective Date: _____

APPROVED AS TO FORM
 4-30-11
 Legal Department City of Columbia, SC



ORDER FORM

Quote#: 602783 - 1
 Expires: 31-MAR-2018
 Sales Executive: Hammond, Ryan T

Order Type: Upgrade US
 Date: 30-MAR-2018
 Page: 1/2

Bill To: Attn:ACCOUNTS PAYABLE
 THE CITY OF COLUMBIA
 PO BOX 147
 COLUMBIA
 SC 29217
 United States
 Solution ID: 6105391

Ship To: Attn:SYLVIA WHITE
 CITY OF COLUMBIA
 1737 MAIN ST
 COLUMBIA
 SC 29201
 United States
 Contact: Sylvia White
 Email: swhite@columbiasc.net
 Ship To Phone: 1 803 737-3369

Payment Terms: N30
 Currency: USD
 Customer PO Number:

FOB: Shipping Point
 Ship Method:
 Freight Term: Prepay & Add

Order Notes:

This order entered into between the Customer and Kronos is subject to the terms and conditions of the Contract #14-JLR-003 dated March 18th, 2014 between the Lead Agency (acting as the "Owner") and Kronos Incorporated (as the "Contractor"), as amended.

Kronos will invoice Customer each month in arrears for Workforce Telestaff IVR service usage fees for the total actual number of metered minutes used each month (the "Minute Usage Fee") at a rate of \$0.12 per minute.

Your Kronos solution includes:

SOFTWARE

Item	License/Qty	Total Price
WORKFORCE TELESTAFF IVR SERVICE	1	
	Total Price	0.00

SUPPORT SERVICES

Item	Duration	Total Price
UNLESS OTHERWISE NOTED ABOVE, SOFTWARE SUPPORT SERVICES HAVE BEEN DECLINED.		0.00
	Total Price	0.00

Item	Quantity	Total Price
SUBSCRIPTION SOFTWARE SERVICE	1	0.00
	Total Price	0.00

QUOTE SUMMARY

Description	Total Price
Subtotal	0.00
Deposit	0.00
Tax	0.00
Grand Total	0.00



Quote#: 602783 - 1

Page: 2/2

THE CITY OF COLUMBIA

Signature: _____

Name: _____

Title: _____

Effective Date: _____

Kronos Incorporated

Signature: _____

Name: _____

Title: _____

Effective Date: _____

Invoice amount will reflect deposit received. All professional services are billed as delivered with a payment term of Net Upon Receipt. Unless otherwise indicated above, this order is subject to the attached terms and conditions which the customer acknowledges have been read. THIS ORDER IS SUBJECT TO APPLICABLE TAXES. THE TAX AMOUNT SHOWN ON THIS ORDER IS ONLY AN ESTIMATE. THE ACTUAL TAX AMOUNT TO BE PAID BY CUSTOMER WILL BE SHOWN ON CUSTOMER'S INVOICE. The JBoss® Enterprise Middleware components embedded in the Software are subject to the End User License Agreement found at http://www.redhat.com/licenses/jboss_eula.html. Shipping and handling charges will be reflected on the final invoice.

APPROVED AS TO FORM
[Signature] 4-30-18
 Legal Department City of Columbia, SC



We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: Procurement and Contracts

FROM: Sandra Wright, Purchasing Agent

SUBJECT: Council is asked to approve an Agreement for Installation of a Payment System for Multiple City Garages, as requested by the Parking Services Department. Award ITR of Georgia, Inc., in the amount of \$551,323.00. This firm is located in Tucker, GA.

REQUISITION NO.: R185976

FINANCIAL IMPACT: Funding Source: Parking Imp Project Control – Capital Project Costs - 5329999-PG101701-658650. The original budgeted amount is \$551,323.00.

ORIGINAL BUDGET: \$551,323.00

CLEAN WATER 2020?: No

STRATEGIC GOALS: Foster a healthy quality of life, Provide high quality municipal services

The above referenced Agreement is to compensate the Contractor for providing the installation of a Revenue Parking System in multiple Garages. The services being provided include:

All material, equipment, software, labor, and supervision to install a fully operating revenue parking system, validator, and hotel package in the City Garages. The Project shall include supply, delivery, unloading, setting, anchoring, control wiring installation, wiring termination, installation of detection loops, startup of all equipment, equipment testing, and equipment adjustment/tuning. The scope also includes the installation and testing of software for the revenue parking control system. All equipment and accessories are to be installed in accordance with manufacturer's recommendations and final shop drawings. Training and all manuals associated with the equipment and installation are to be provided, as well as a Parts and Labor Warranty period of two years.

Services to be performed will impact City Council District 2. The Office of the City Attorney has approved the Agreement. The ACM for Columbia Water and the Director of Public Works recommend its approval.

ATTACHMENTS:

- **#a:** ITR of Georgia, Inc. Revenue Parking System Agreement (PDF)

ITR of Georgia, Inc.
Revenue Parking System for Lincoln & Park Street Garages



AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is being awarded under procurement method RFP 003-17-18-LAT.

This Agreement is entered into as of the date of the last signature affixed hereto, by and between the City of Columbia, South Carolina (hereinafter referred to as the "City") and ITR of Georgia, Inc., (hereinafter referred to as the "Contractor"), for Contractor to provide a Revenue Parking System at the Lincoln & Park St. Garages for the City of Columbia, SC.

For and in consideration of the mutual covenants and promises contained herein, the parties agree as follows:

I. Scope of Services

Upon written notification by the City to proceed, the Contractor shall complete the scope of services more fully described in Exhibit A, attached hereto. The Contractor shall perform any and all incidental services not specifically set forth in Exhibit A, which are necessary to fully complete the scope of services described in Exhibit A.

II. Supplemental or Additional Services

The City may require supplemental or additional services of the Contractor or services recommended by the Contractor and approved by the City in writing.

The Contractor must obtain written approval from the City for any supplemental or additional services prior to the work being performed. If the Contractor fails to obtain prior written approval to perform the work, the City is under no obligation to compensate the Contractor for services performed.

III. Term of Agreement

The term of the Agreement will be for an initial term of two (2) years from date of award and contract execution or *Notice to Proceed*, with the option to renew or continue with work for one (1) additional one-year period or more at the mutual pleasure of both parties. The City also reserves the option to add more revenue systems for future parking garages, if desired, at a later date.]

The decision whether to extend the Agreement, upon written request, shall be in the sole and exclusive discretion of the party receiving the request and neither party shall be under any obligation to agree to an extension of the initial term or any additional term.

ITR of Georgia, Inc.
Revenue Parking System for Lincoln & Park Street Garages

IV. Schedule for Completion of Services

The Contractor shall complete any and all services performed under this Agreement within the timeframes as outlined in Exhibit D, attached hereto.

V. Compensation (See Exhibit C)

A. The total compensation to be paid by the City to the Contractor under this Agreement shall not exceed Five Hundred Fifty-One Thousand, Three Hundred and Twenty-Three Dollars (\$551,323.00).

B. The Contractor shall submit invoices no more frequently than monthly for services rendered during the term of this agreement. Each invoice submitted must describe the services for which payment is requested as shown in the project schedule, show payment calculations and specify the person(s) rendering such service(s). Each invoice shall bear the signature of the Contractor, which signature shall certify that the information contained in the invoice is true and accurate and that the invoice amount is currently due and owing. The City will not pay interest or penalty on any past due amount. Each invoice must also clearly identify any portion of the fee invoiced for Subconsultants services, specified in the Agreement, and identify if the Subconsultant is a Minority Owned Business Enterprise, Small Business Enterprise, Disabled Veterans Owned Business Enterprise and Women Owned Business Enterprise, if applicable.

C. Invoicing Procedure: See Exhibit B

Failure of the Contractor to follow these invoice requirements will result in the delay of payment of the invoice.

D. Prompt Payment to Subconsultants and Material Suppliers (Non-Applicable)

1. The Contractor is required to pay all Subconsultants and material suppliers for all work that the Subconsultant has satisfactorily completed, no later than twenty (20) calendar days after the Contractor has received payment from the City.
2. In addition, all retainage amounts received from the City by the Contractor must be paid by the Contractor to the Subconsultant no later than fourteen (14) calendar days after the Subconsultant has, in the opinion of the Assistant City Engineer for Construction or his/her designee, satisfactorily completed its portion of the Work.
3. A delay in or postponement of payment to the Subconsultant or material supplier requires good cause and prior written approval of the City's Assistant City Engineer for Construction or his/her designee.
4. The Contractor is required to include, in each Subcontract, a clause requiring the use of appropriate arbitration mechanisms or other method to resolve all payment disputes.

ITR of Georgia, Inc.
Revenue Parking System for Lincoln & Park Street Garages

5. The City will not pay the Contractor for subsequent work performed unless and until the Contractor ensures that the Subconsultants have been promptly paid for the work they have performed under all previous payment requests, as evidenced by the filing of City lien waivers, canceled checks (if requested), and the Contractor's sworn statement that it has complied with the prompt payment requirements. The Contractor must submit a Prompt Payment Affidavit, Subconsultant list that identifies each Subconsultant (both Disadvantaged Business Enterprises (DBEs) and non-DBEs) including Subcontract values and the date and amount of the last payment to such Subconsultant(s). That documentation must be provided with every payment request submitted to the City, except for the first payment request.
6. Failure to comply with these prompt payment requirements is a breach of this Agreement. The City reserves the right to pursue any and all remedies permitted under law for breach of contract, including, but not limited to, Contractor debarment.

E. Affirmative Action Procurement and Contracting Goals:

It is the goal of the City of Columbia, SC to maximize opportunities for historically Disadvantaged Business Enterprises (DBEs) including, but not limited to, Small Business Enterprises (SBEs), Minority Business Enterprises (MBEs), and Women-Owned Business Enterprises (WBEs). The City has implemented an overall citywide 10% goal to encourage socially and economically disadvantaged business participation. This goal extends to bidders, contractors, Subconsultants and suppliers on its procurement and contracting offerings.

Additional information on the City's affirmative action goals and objectives may be obtained by contacting the following office: City of Columbia Office of Business Opportunities, 1225 Lady Street, Suite 102, Columbia, SC 29201, (803) 545-3950.

The City's success in tracking the amount of business received by SBE, MBE and WBE firms (whether as a prime Contractor or Subconsultant) is dependent upon the business community partnering with the City in this important endeavor.

The Contractor must comply with the affirmative action terms and conditions as outlined herein. The Contractor, shall in the performance of the Agreement, make constructive efforts to assist the City in complying with best practices in contracting as it relates to meeting affirmative action objectives.

F. Subcontracting Goals

Under this Agreement, the subcontracting goals are as follows:

SB Goals	<u>0</u>	%
MBE	<u>0</u>	%
WBE	<u>0</u>	%
LSA	<u>0</u>	%

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The Contractor will ensure Subconsultant performance during the period of performance, and optional periods as applicable. Achievement of these goals is expected during the life of the Agreement, including any extensions thereof.

VI. Mentor-Protégé Program (<http://www.columbiasc.net/business-outreach/>) Non-Applicable (N/A)

The City of Columbia encourages, where economically feasible, establishment of mentor-protégé relationships to ensure contracting opportunities for all businesses, including minority / women / small business enterprises. The Mentor-Protégé Program (MPP) helps develop private sector business relationships and enhances the contracting capabilities of minority-owned business enterprises (MBE), women-owned business enterprises (WBE), and small business enterprises (SBE). In order to provide opportunities for growth and to encourage hands-on business relationships, certain capital improvement projects may be designated by the City of Columbia as Mentor-Protégé Program projects. The City of Columbia has determined that participation in the City's Mentor-Protégé Program is required for this project. N/A

The Contractor must comply with Mentor-Protégé Program Guidelines. The Contractor agrees that the Mentor Protégé Program does not create any third-party beneficiary status or contractual rights and/or duties between the City and the Protégé and that the City is not a party to the Implementation Plan. The Contractor agrees that it has or will enter into a separate contractual Agreement with the Protégé to which the City is not a party. The MPP Implementation Plan is attached hereto as Exhibit N/A.

VII. Indemnification and Insurance

A. The Contractor shall procure and shall maintain during the life of this Agreement, whether such operation be by itself or by a Subconsultant or anyone directly or indirectly employed by either of them, such insurance as required by statute, ordinance, or this Agreement, to adequately protect the City from any claims or damages including bodily injury or death, which may arise during performance and operations under this Agreement.

Each insurance policy required by these instructions shall be endorsed to state that coverage shall not be suspended, voided, OR cancelled by either party, reduced in coverage or in limits, unless thirty (30) days prior written notice, by certified mail, return receipt requested, has been given to the City.

Workers Compensation Insurance: The Contractor shall procure and shall maintain during the life of this Agreement, Workers Compensation Insurance for all employees to be engaged in work on the project under this Agreement, and in case any work is subcontracted, the Contractor shall require the Subconsultant similarly to provide Worker Compensation Insurance for all of the latter employees to be engaged in such work unless such employees are covered by the protection afforded by the Contractor's Worker Compensation Insurance. The Contractor shall not permit any person who is not protected by Workers Compensation Insurance or a properly approved Self-Insured Workers Compensation Program to perform any activity related to this Agreement.

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General Liability: The Contractor shall provide to the City evidence of General Liability insurance in an amount not less than Two Million Dollars and no/100 (\$2,000,000) per occurrence, and Two Million Dollars and no/100 (\$2,000,000) dollars aggregate in accordance with the current Code of Ordinances, City of Columbia, South Carolina, which can be located at www.columbiasc.net.

Professional Liability: Professional Liability Insurance in an amount not less than One Million Dollars and No/100 (\$1,000,000.00) per occurrence, and Two Million Dollars and No/100 (\$2,000,000.00) Aggregate.

Automobile Liability Insurance: Five Hundred Thousand Dollars and No/100 (\$500,000.00) combined single limit per accident for bodily injury and property damage.

B. The Contractor shall furnish the City with a certificate showing satisfactory proof of carriage of the insurance required hereunder and such insurance shall be approved by the City prior to the Contractor and any Subconsultant of the Contractor commencing any services under this Agreement and this insurance shall remain in effect throughout the term of this Agreement, and any extensions of service. Insurance shall remain in effect for the duration of the project and for a period of one (1) year after completion. The City of Columbia shall be the Certificate Holder and shall be named as an *Additional Insured*.

C. The Contractor shall indemnify, defend, hold harmless and reimburse the City, its agents, and employees from and against any and all losses, liabilities, expenses, and all claims for damages of any nature whatsoever relating to or arising out of any action or failure to act by Contractor, its Subconsultants, officers, agents and employees of any of the obligations under the Agreement. Losses, liabilities, expenses and claims for damages shall include, but will not be limited to, civil and criminal fines and penalties, loss of use or services, bodily injury, death, personal injury, or injury to real or personal property, defense costs, legal fees and costs, and attorney's fees for an appeal.

The Contractor will also agree to promptly notify the City of any civil or criminal actions filed against the Contractor or of any notice of violation from any federal or state agency, or of any claim as soon as practical as relates to the services provided under this Agreement. The City, upon receipt of such notice, shall have the right at its election to defend any and all actions or suits or to join in defense.

VIII. Permits and Licenses

A. The Contractor shall be responsible for obtaining any approvals, permits and/or licenses as may be required of the Contractor in performing the services required under this Agreement. The Contractor shall be responsible for any costs relating to same.

B. The Contractor shall be responsible for identifying the necessity for and providing any applications and supporting documentation to the City for any approvals and/or permits required of the City in order for the Contractor to perform the services required under this Agreement. Such approvals and/or permits may include, but not be limited to, South Carolina Department of Health and Environmental Control (SCDHEC) Construction Permits, SCDHEC Stormwater Management for Construction Sites Permits, SCDHEC Water Resources Permits, Corps of Engineers Permits, City/County/ South Carolina Department of

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Health and Environmental Control (SCDOT) Encroachment Permits, encroachment permits for other utility rights-of-way and railroad right-of-way encroachment permits/agreements. The City shall obtain the approvals and/or permits identified by the Contractor and pay any costs relating to same.

C. The Contractor shall answer questions and consult with the City and/or appropriate authorities as necessary to assist the City's efforts in obtaining required permits/approvals.

D. The Contractor shall procure a City of Columbia business license while performing services under this Agreement.

IX. Duties Upon Termination

At termination of this Agreement, the Contractor shall immediately provide the City with all records and data in any format the Contractor is capable of producing and at no cost to the City, which were generated, created or received by the Contractor in performance of the services required by this Agreement or as the City may deem necessary to perform the required services by the City or the Contractor's successor. All records shall be free from any proprietary claims or interest. The Contractor agrees to fully cooperate with the City and any successor to ensure an effective transition to continuously provide the required services.

X. Interest of Contractor

The Contractor covenants that Contractor presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement or which is adverse to the interests of the City. The Contractor further covenants that in the performance of this Agreement no person having such interest shall be employed. The Contractor is expected to make Contractor's services available to other entities but agrees to refrain from representing other entities in matters where the position of the City conflicts with that of the other entity. The City may at its discretion, waive this provision. The Contractor has provided a list of all of its clients with whom there may be potential conflicts with the City. This list shall be supplemented throughout the duration of this Agreement.

XI. Termination of Agreement

The City may terminate this Agreement at any time upon any of the following grounds:

A. Failure by the City to appropriate funds for the performance of any of the services required in this Agreement in any annual budget;

B. The Contractor fails to perform any of the services required in this Agreement and does not correct such deficiency within fifteen (15) days after being notified by the City of such deficiency;

C. Force Majeure;

D. The City, at its sole option and discretion, has the right to terminate this Agreement for any

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reason whatsoever. A termination for default under this Agreement, if wrongfully made, shall be treated as a termination for convenience under this clause;

E. Upon expiration of the term of this Agreement; and

F. By mutual agreement.

Notice of termination shall be sent by registered mail, return receipt requested. In the event of termination, the Contractor shall only be entitled to the actual direct costs of all labor and material expended on the services required under this Agreement prior to the effective date of the termination or the Contractor shall be entitled to be paid a pro-rata percentage of the total Agreement price which is equal to its percent of completion, whichever of the two methods provides the lowest sum to be paid to the Contractor. In no event shall the Contractor be entitled to anticipatory profit or damages for any termination under this Agreement. In no event shall the Contractor be entitled to assert a claim in quantum meruit or any other measure of damages other than that stated herein.

XII. Ownership of Project Documents

All data, documents or other information of any description generated by or used by the Contractor or any Subconsultant retained by the Contractor and related to the services required by this Agreement shall be the property of the City and shall not be used by the Contractor for any purpose whatsoever except to perform the services required by this Agreement.

XIII. Notice

A. Written notice to the City shall be made by placing such notice in the United States Mail, postage prepaid and addressed to: Purchasing Agent/Director of Procurement and Contracts, c/o City of Columbia, 1800 Main Street, 2nd Floor, Columbia, South Carolina 29201.

B. Written notice to the Contractor shall be made by placing such notice in the United States Mail, postage prepaid and addressed to: ITR of Georgia, Inc., 3346 Montreal Station, Tucker, Georgia 30084-6807.

XIV. Consent Decree (Non-Applicable)

A. The services performed by the Contractor pursuant to this Agreement are required in whole or in part to satisfy the terms of the Consent Decree entered by the United States District Court for the District of South Carolina on May 21, 2014, in the case captioned *The United States of America and State of South Carolina by and through the Department of Health and Environmental Control v. City of Columbia*, Civil Action No. 3:13-2429-TLW (the "Consent Decree"), a copy of which has been provided to the Contractor by the City and is incorporated by reference herein. The Contractor shall perform the services pursuant to this Agreement in conformity with the terms of the Consent Decree as required by Paragraph 5 therein.

B. In addition to the requirements above, the Contractor shall comply with the document retention

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requirements of Paragraph 68 of the Consent Decree which includes, but is not limited to, the obligation to preserve all non-identical copies of all documents, records, or other information (including documents, records, or other information in electronic form) in the Contractor's possession or control that relate in any manner to the Contractor's performance under this Agreement ("Preserved Documents"). Upon the Contractor's performance of all services required under this Agreement, the Contractor shall provide the City with all Preserved Documents. In addition to the requirements above, the Contractor shall provide the City with all Preserved Documents upon termination of this Agreement.

C. Upon the occurrence of a force majeure event as defined in Paragraph 55 of the Consent Decree, the Contractor shall provide notice to the City's Director of Utilities and Engineering in person, by phone, or by electronic mail within twenty-four (24) hours of when the Contractor first knew or should have known that the event might cause a delay. Within three (3) days thereafter, the Contractor shall provide written notice in accordance with Section XII above to include the following information: an explanation and description of the reasons for the delay; the anticipated duration of the delay; all actions taken or to be taken in an effort to prevent or minimize the delay; a schedule for implementation of any measures to be taken in an effort to prevent or mitigate the delay or the effect of the delay; and the Contractor's rationale for attributing such delay to a force majeure event. The Contractor shall include with any notice all available documentation supporting the claim that the delay was attributable to a force majeure event.

D. The Contractor shall reimburse the City the amount of any stipulated penalties imposed on the City pursuant to Paragraph 47 of the Consent Decree if the Contractor neglects, fails, or refuses to meet the deadlines set forth in Exhibit C attached hereto. The Contractor agrees that any failure to meet such deadlines will result in the City's failure to meet the deadlines set forth in the Consent Decree except in the event of force majeure notice by the Contractor that results in the extension of said deadline by the U.S. Environmental Protection Agency under the Consent Decree. The City reserves all other remedies available for the Contractor's failure to perform pursuant to the Agreement.

E. The Contractor shall perform the services pursuant to this Agreement using sound engineering practices as set forth in Paragraph 9 of the Consent Decree.

XV. Miscellaneous

A. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the City and the Contractor.

B. The Contractor shall be responsible for performance of all services required by this Agreement. The Contractor does not act as the City's agent or employee.

C. The Contractor will not assign or sublet its obligations to perform the services required by this Agreement without the written consent of the City. The Contractor shall be as fully responsible to the City for the acts and omission of its Subconsultants, as it is for the acts and omissions of persons directly employed by the Contractor.

The Contractor shall furnish and its Subconsultants shall furnish all information and reports required

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hereunder.

D. In the event there are any disagreements between the City and the Contractor with regard to any of the requirements, specifications or interpretation of this Agreement, the Contractor agrees to defer to the reasonable interpretations of the City as, from time to time, may be made by the City. Ambiguities in the terms of this Agreement, if any, shall not be construed against the City.

E. This Agreement shall be construed in accordance with the laws and City of Columbia Code of Ordinances and those of the State of South Carolina. The Contractor agrees to subject itself to the jurisdiction and venue of the courts of Richland or Lexington County, State of South Carolina as to all matters and disputes arising or to arise under this Agreement and the performance thereof. The City may seek attorney's fees and the Contractor agrees to pay such fees as awarded by the Court or other body. No attorney's fees may be sought by, nor will be paid to, the Contractor.

F. This Agreement represents the entire agreement between the City and the Contractor and supersedes all prior communications, negotiations, representations or agreements, either written or oral. The parties may amend this Agreement at any time provided that such Amendments are executed in writing, signed by a duly authorized representative of both organizations, and approved, where applicable, by the City's governing body.

The City may, in its discretion, amend this Agreement to conform with federal, state, or local governmental guidelines, policies and available funding amounts, or for other reasons. If such Amendments result in a change in the funding, the scope of services, or schedule of, the activities to be undertaken as part of the Agreement, such modifications will be incorporated only by written amendment signed by both the City and the Contractor .

G. The failure of either the Contractor or the City to insist upon the strict performance of any provision of this Agreement shall not be deemed to be a waiver of the right to insist upon strict performance of such provision or of any other provision of this Agreement at any time. Partial payment by the City shall not be construed as a waiver. Waiver of any breach of this Agreement shall not constitute waiver of a subsequent breach.

H. In the event any provision of this Agreement is determined to be void or unenforceable, all other provisions shall remain in full force and effect.

I. This Agreement is subject to City Council approval.

J. The Contractor acknowledges, for itself and its Subconsultants, that it is subject to the provisions of the 1991 Ethics Reform Act (8-13-100, et seq, South Carolina Code of Laws, 1976, as amended). Under this Act, "A person may not, directly or indirectly, give, offer, or promise anything of value to a public official, public member, or public employee with intent to:

(1) influence the discharge of a public official's, public member's, or public employee's official

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responsibilities;

(2) influence a public official, public member, or public employee to commit, aid in committing, collude in, or allow fraud on a governmental entity; or

(3) induce a public official, public member, or public employee to perform or fail to perform an act in violation of the public official's, public member's, or public employee's official responsibilities.

"Anything of value" includes, but is not limited to, lodging, transportation, entertainment, food, meals, beverages, money, gifts, honorariums, discounts and interest-free loans.

K. In carrying out services under this Agreement, the Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation or national origin. The Contractor shall take affirmative action to ensure equal employment opportunities for all applicants for employment, without regard to their race, creed, color, religion, ancestry, sex, sexual orientation, national origin, disability or other handicap, age, marital status, or status with regard to public assistance. Such action shall include, but not be limited to, the following: employment, promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor shall post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. The Contractor will incorporate these nondiscrimination requirements in all subcontracts for work under this Agreement.

L. This Agreement shall be binding upon the respondent and upon its successors and assignees. This Agreement shall be binding upon the City in accordance with its terms and provisions.

M. All of the reports, information, data, records or documents of any kind, prepared or assembled by the Contractor under this Agreement are matters of public record, but that the Contractor agrees that they shall only be made available to any individual or organization by the City and the Contractor shall not make them available to any individual or organization without the prior written approval of the City.

N. Every exhibit, schedule and appendix attached to this Agreement and referred to herein is hereby incorporated into this Agreement by reference unless this Agreement expressly provides otherwise. This Agreement, exhibits and other documents include, but are not limited to the Conflict of Interest Statement, Non-collusion Affidavit, Business Information Record for Subconsultants/Subcontractors, Local Business Enterprise, and Mentor Protégé Implementation forms are incorporated by reference in this Agreement and set forth the entire understanding between the parties hereto regarding the subject matter hereof.

O. Liquidated Damages

The Contractor agrees that in the event the services, are delayed beyond the agreed upon completion date

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stated in the notice to proceed, the City will suffer actual damages that will be impractical or extremely difficult to determine further. The Contractor agrees that it shall pay as liquidated damage the amounts stated in the following Schedule of Delay Damages, for each day of delay of Completion Date where that delay is solely and directly attributable to the Contractor's acts or omissions. Contract agrees that assessment of loss that the City will incur based on the delay established in light of the circumstances existing at the time this contract is awarded. The City may deduct a sum representing the liquidated damages from any money due to the contractor. Such deductions shall not be considered a penalty; but rather agreed monetary damages sustained by the City due to contractor's delay.

Lincoln Street Parking Garage Schedule of Liquidated Damages for Delay

Number of Delay Days	Liquidated Damages for Contract's Delay Per Day
1 to 7	\$50.00
8 to 15	\$100.00
16 to 30	\$200.00
31 to 45	\$300.00
46 to 60	\$400.00
61	\$500.00

Park Street Parking Garage Schedule of Liquidated Damages for Delay

Number of Delay Days	Liquidated Damages for Contract's Delay Per Day
1 to 7	\$150.00
8 to 15	\$300.00
16 to 30	\$600.00
31 to 45	\$900.00
46 to 60	\$1,200.00
61	\$1,500.00

P. Performance Bond

Simultaneously with his delivery of the executed contract, the contractor shall furnish a surety bond or bonds in an amount at least equal to fifty (50) percent of the amount of the contract price as security for the faithful performance of this contract and for payment of all persons performing labor on the project

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under this contract and furnishing materials in connection with this contract as specified in general specifications included herein. The surety bond, or bonds shall be executed by a company duly authorized to do business in the State of South Carolina. Said surety shall be subject to approval by the Owner's attorney.

Witness the parties' respective hands and seals on the date first written above.

CITY OF COLUMBIA, SOUTH CAROLINA

Witness
Teresa Wilson, City Manager

Date: _____

C. Michael Givens, President
Print: Name/Title
ITR of Georgia, Inc.
Signature
Date: 5/23/18

Recommended by:

Robert Anderson
Robert Anderson, Director of Public Works

Clint Shealy
Clint Shealy, P.E., Assistant City Manager for Columbia Water

Shannon Kizowski for 5/24/18
Sandra A. Wright, CPPB, Purchasing Agent/
Director of Procurement and Contracts

APPROVED AS TO FORM

Legal Department City of Columbia, SC

T:\Purchasing\A\1_Staff\SEF, RFQ, QPL\RFQ, RFQ, QPL FY 17-18\RFQ FY 17-18\RFQ 003-17-18-LAT Revenue Parkings System for Lincoln and Park Street Garages\Agreement

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LIST OF EXHIBITS

- I. Scope of Services: (Exhibit A)
- II. Invoicing Procedure: (Exhibit B)
- III. Compensation: (Exhibit C)
- IV. Project Schedule: (Exhibit D)
- V. ITR of Georgia, Inc. Supplemental Exhibits: (Exhibit E)

**ITR of Georgia, Inc.
Revenue Parking System
for Lincoln & Park St. Garages
Exhibit A**

Scope of Services: (Exhibit A)

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Exhibit A
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Scope of Services: (Exhibit A)

The Contractor shall in a satisfactory and proper manner as determined by the City to perform tasks necessary to complete the projects as outlined in the RFP and noted below. The Contractor has specialized knowledge to complete the projects without any training from the City and shall perform the tasks in the order and in the manner that the Contractor determines is most effective and efficient without any City control over the details of Contractor's performance.

- A. The Contractor shall furnish all material, equipment, software, labor, and supervision to install a fully operating revenue parking system, validator, and hotel package in the Park Street and Lincoln Street Parking Garages. The Project shall include supply, delivery, unloading, setting, anchoring, control wiring installation, wiring termination, installation of detection loops, startup of all equipment, equipment testing, and equipment adjustment/tuning. The scope also includes the installation and testing of software for the revenue parking control system. All equipment and accessories are to be installed in accordance with manufacturer's recommendations and final shop drawings.
- B. The Contractor shall pull all wires for the data and communication requirements. The Contractor must provide and run conduit(s) from each device and back to each termination location point. The Contractor shall make final wiring connections for all equipment.
- C. The Contractor must supply all electrical devices and other necessary devices or interfaces required to make the system function properly, with the exception of the computers. The City will provide the computers for the revenue parking system.
- D. The Contractor shall provide parking equipment under the specifications listed in this request for proposal to ensure reliability, serviceability and quality; it is recommended that the major equipment components be a standard product of one manufacture. Any communication equipment components required for this system should be provided by the same manufacture that provides the parking equipment.
- E. If servers, routers, firewalls, and switches are required, it is the Contractor's responsibility to verify that there is sufficient power to deliver a fully functional system. Electrical components shall meet all local and national electrical codes.
- F. The Contractor shall provide applicable surge suppression on all data electrical lines connected to the revenue parking control system.
- G. The Contractor shall supply Europay, MasterCard and Visa (EMV) readers and software. The City will not be accepting Personal Identification Number (PIN) transactions.
- H. The Contractor shall ensure the security of credit card data. The entire system, including equipment and software, shall comply with all PA-DSS, FACTA regulations and credit card PCI rules and practices including (Visa/MasterCard's CISP program, Discover's DISC program) PA-DSS ver. 3.2. The systems must be "CHIP" compatible for

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Exhibit A
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- I. easy conversion to the impending changes to the credit cards.
- J. The Contractor must be a credit card PCI Qualified Integrator and Reseller (QIR) certified company with QIR certified technicians.
- K. The Contractor must return all areas of pavement, earth, and curbs disrupted during the project to the condition it was prior to construction. The City will determine if the area is returned to an acceptable condition.
- L. The Contractor shall provide final protection necessary to ensure that the equipment will be without damage or deterioration at the time of acceptance.
- M. The revenue parking control system shall contain features that will minimize maintenance and meet the following requirements:
 - Easily allows for the verification of performance and/or failure detection.
 - Provide unobstructed access to equipment components.
 - Minimize requirements for special tools and test equipment.
 - Provide for easy removal and replacement of components.

I. Implementation

The Contractor shall provide an installation schedule. The schedule must include the time to complete the project including but not limited to; start date, site construction, electrical, training, testing, and etcetera. The Contractor shall meet with the City's representative to determine the parking needs during installation.

II. Installation

The parking garages are fully functioning parking garages and need to remain in operation during the installation and testing of the new system and its components. The successful Contractor shall coordinate installation with the facilities' personnel in Parking Services in order to minimize inconvenience to monthly and cash customers. The City understands that there may be brief periods during installation and testing when it may not be possible to collect certain parking fees however, a schedule of these times shall be provided to the City ahead of time.

This shall be a turnkey installation of all system hardware and software. The City shall procure PC's as needed within 60 days or sooner of the award of the contract. The PC's will utilize Windows 7 or above as their operation system software. The City would prefer that the proposed system be compatible with Internet Explorer 11 or above. However, the City can utilize Google Chrome. This system shall be a cloud-based system. The contractor shall have access to the site upon the date included in a Notice to Proceed. The Notice to Proceed can only be issued after approval of the awarded

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contract by Columbia City Council, and the pre-construction conference. The contractor shall meet with Parking Services and Information Technology to schedule installation. Please refer to Appendix C and D for the software and cloud computing requirements.

Note: If remote access is required, such as WebEx or GoToAssist, the required software must be provided by the Contractor. All access methods must be pre-approved by the City of Columbia IT department before accepted. All remote access shall be restricted for security purposes.

III. Testing

The Contractor shall provide a test plan for review and approval by the City thirty (30) days prior to start of the first test. The plan shall include demonstrations of compliance with specification, contractual compliance, definition of all test objectives, participant responsibilities, documentation for test, and procedures for dealing with failures during test. The Contractor shall provide five (5) copies of checklists that detail tests for every functional requirement of each entrance and exit lane and provide space for sign-offs by contractor and city's representative. The testing period shall be thirty (30) days for all lane equipment and operational equipment as specified in the Contractor's proposal.

IV. Training

The contractor will provide training onsite during and after the completion of the installation as specified in the Contractor's proposal.

V. Manuals

The contractor shall provide all pertinent manuals associated with the installations, including the Supervisor Manual, Operator/System Administrator Manual, and Maintenance Manual as specified in the Contractor's proposal.

VI. Warranty

This PARCS system comes with a Parts and Labor Warranty period of two years. The Parts and Labor warranty has an option to extend yearly for an additional four (4) years. The warranty start date will begin upon substantial completion of system and final acceptance by owner. All work is warranted in its entirety to be free of mechanical or electrical defects in design, material and/or workmanship.

The Contractor will repair or replace all work delivered under the contract and correct any defect within the warranty period at no additional cost. The maintenance service during the warranty period will include all parts, labor, transportation and support

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Exhibit A
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services to successfully perform maintenance, repair and/or replace any hardware,

mechanical, electronic, programming or software component, to ensure the parking control system performs according to the requirements of the technical specifications. This maintenance service includes all lane equipment, host computer system hardware, operating system, software and all associated communication sub-systems and peripheral devices. During this warranty period, work shall be performed during normal business hours Monday through Friday from 8:00AM to 5:00PM. Outside of Business Hours service will be available from 5:00PM through 8:00AM at which service rate apply as indicated in the Contractor's proposal Service Rates Section.

VII. Delivery, Storage and Handling

The contractor shall retain ownership of all equipment, software, and etc. until acceptance after installation. The equipment shall be delivered to the site packaged to prevent damage and each component shall be clearly marked for identification.

VIII. Spare Parts

Itemized costs for spare parts and consumable items are listed below. The contractor will provide one (1) additional barrier arm per gate, as specified in the Contractor's proposal, to serve as immediate stock. Prices shown below to remain in place for one year minimum, beginning from the date of substantial completion.

AL25 Amano, Barrier Arm Aluminum, Folding 11' \$215.00 (per arm)

AL12 Amano, Barrier Arm Aluminum, Straight 10' \$115.00 (per arm)

AM0812-003 eFlexPrint / eFlexPass Printer Paper \$25.00 (per unit)

OPUS-T-G* OPUS Entry Station Tickets, Generic \$20.00 (per thousand)

**Entry station tickets may be purchased directly by the City from any approved ticket manufacturer.*

IX. Disposal of Equipment

The City will retain and relocate the old parking revenue equipment once it is uninstalled. The wiring will be removed and properly discarded by the Contractor. Proposals shall provide a detailed description of the process involving removal of

**ITR of Georgia, Inc.
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Exhibit A
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existing equipment and any components associated thereof.

X. Acceptance

The City shall accept the newly installed parking systems after successful thirty (30) day testing period, and the City Project Manager along with the End User is in agreement that the installations are operating and have been tested as required for substantial completion. The City shall also be provided seven (7) days' notice to review the completed installation prior to the acceptance testing. The City shall finally accept the newly installed parking system when final punch list items have been addressed, and all project closeout requirements have been fulfilled.

XI. Liability for Credit Card Transactions

The contractor shall replace the existing E2EE credit card readers with P2PE credit card readers when they become available at no additional cost to the City. Per the negotiations email dated April 24, 2018, the contractor anticipates the P2PE readers will be available starting in August 2018. The contractor shall accept liability for any and all fraudulent charges, potential or otherwise, until the P2PE reader are installed, fully functional, and accepted by the City.

**ITR of Georgia, Inc.
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Exhibit B**

Invoicing Procedure: (Exhibit B)

Invoicing Procedure: (Exhibit B)

1. The City's Project Manager or his/her designee must review all invoices prior to payment.
2. The Engineer's invoice must contain sufficient detail by task and resource and should be easily traceable to the work completed on the project schedule. Descriptions used in the project schedule shall match those descriptions contained in the Engineer's invoice.
3. The work completed on the Engineer's project schedule must be the basis for full or a percentage of payment for work completed on the Engineer's invoice.
4. The Engineer will not request payment for taxes on Professional Services, labor or installation fees.
5. The Engineer will not invoice, or request payment for any equipment or services that may be specified in this Agreement prior to the delivery of said equipment or performance of said services.
6. The Engineer shall adhere to an agreed-upon delivery schedule for equipment and/or services. This is to ensure that the City does not pay for the advanced delivery of equipment that was not approved for delivery and/or have to warehouse or make space for unanticipated equipment deliveries. Exceptions to this requirement must be approved by the City's designated Project Manager and Purchasing Agent in writing.
7. All invoices shall include a valid Purchase Order number on the bill. If an approved emergency purchases are required for any reason before a purchase order number is available, a copy of the emergency request for purchase should accompany the Engineer's invoice.
8. The Engineer shall name a representative that will be responsible for reviewing all invoicing concerns that the City may have regarding this project.
9. The Engineer shall submit receipts for all actual expenses.
10. Travel expenses including airfare and car rental shall be invoiced at cost, without markup and with approved documentation (Note: This section does not apply to travel within the Columbia region for work being performed for the Agreement. It pertains to approved travel to and from Columbia if necessary to fulfill the terms of the Agreement.). Travel expenses apply only if applicable and approved by the City.
11. Lodging shall be invoiced up to the per diem rate according to the General Services Administration (GSA) rates established at www.gsa.gov, based on the date of travel. Travel expenses apply only if applicable and approved by the City.
12. Field documents and other equipment/supplies shall be invoiced at cost only, with no markup, and the invoice must be submitted with approved documentation (packing slip/vendor invoice).
13. Other required non-labor expenses that may be applicable to the project and pre-approved by the City's designated Project Manager shall be invoiced at cost only, with no markup, and the invoice must be submitted with approved documentation (packing slip/vendor invoice).

**ITR of Georgia, Inc.
Revenue Parking System
for Lincoln & Park St. Garages
Exhibit B
Page 2 of 2**

- 14. Each invoice/payment request shall identify the percentage and dollar amount that will be paid to the Subconsultant and/or vendor for work performed and materials/products furnished. If required, the Engineer shall submit supporting documentation as required by the designated point of contact to support the amount being invoiced.**
- 15. The Engineer shall provide the names of the Subconsultants and/or vendors and a description of the work performed in the invoice/request for payment. The Engineer shall also provide a breakdown of the supplies and materials being billed by each Subconsultant and/or vendor and the dollar amount to be reimbursed by the City.**
- 16. A retainage amount of ten (10) percent will be withheld from each invoice/payment. However, retainage will be released at the end of the project when work is complete and project requirements are met.**

**ITR of Georgia, Inc.
Revenue Parking System
for Lincoln & Park St. Garages
Exhibit C**

Compensation: (Exhibit C)

- I. ITR of Georgia, Inc. Approved Revenue Parking Cost**
- II. ITR of Georgia, Inc. Cost Proposal**

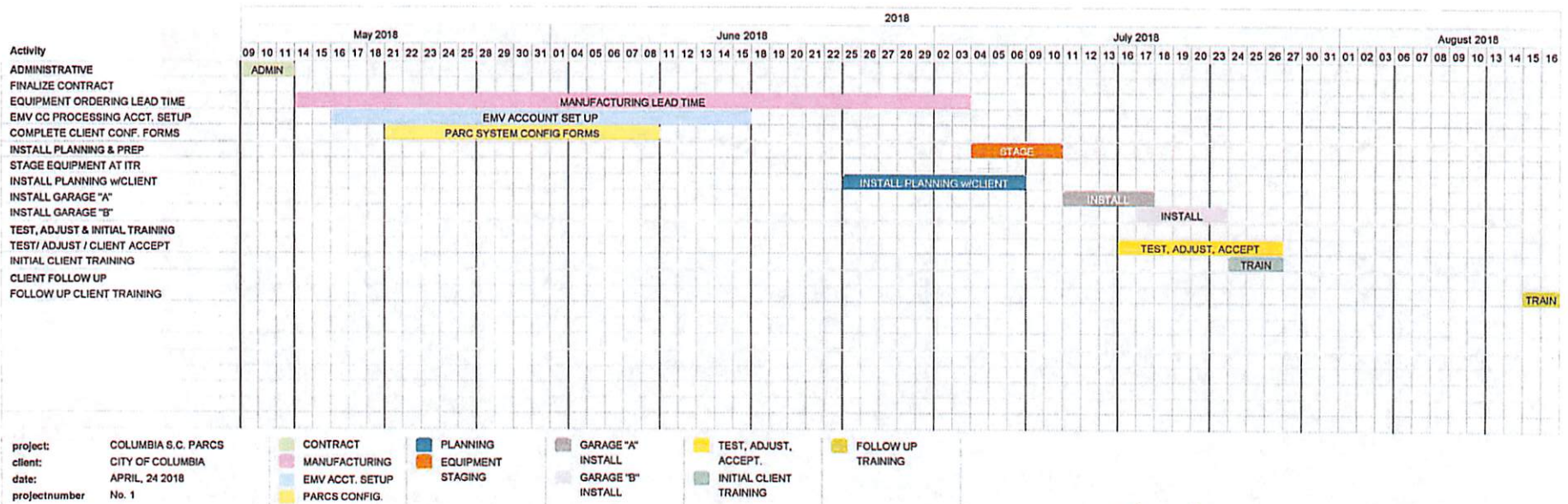
Revenue Parking Costs

ONE TIME FEES		2018 Fees	2019 Fees	2020 Fees	2021 Fees	2022 Fees	2023 Fees
1	Lincoln St Parking Garage						
a)	Revenue Parking System	\$188,239.00					
b)	Hotel Package (2 hotels)	\$34,466.00					
c)	Freight	\$2,935.00					
d)	Coin Hopper Deduct Option	<u>(\$4,010.00)</u>					
	Subtotal	\$221,630.00					
2	Park St Parking Garage						
a)	Revenue Parking System	\$237,610.00					
b)	Hotel Package (1 hotel)	\$17,233.00					
c)	Freight	\$3,379.00					
d)	Coin Hopper Deduct Option	<u>(\$5,346.00)</u>					
	Subtotal	\$252,876.00		\$474,506.00			
3	Online Event Management Option						
a)	Lincoln Street Garage	\$9,184.00					
b)	Park Street Garage	<u>\$12,175.00</u>					
	Subtotal	\$21,359.00					
4	Event Management Base Option (Event Staff PARCS Option; 3 Lanes 2/9/18)						
a)	Lincoln Street Garage	\$27,084.00					
b)	Park Street Garage	<u>\$28,374.00</u>					
	Subtotal	\$55,458.00					
TOTAL ONE TIME COSTS		\$551,323.00					
ANNUAL FEES							
1	Hosted Cloud Solution (assumes August 2018 startup) (Covers up to 25 Lanes)	<u>\$13,750.00</u>	\$33,000.00	\$33,000.00	\$33,000.00	\$33,000.00	\$33,000.00
	Subtotal	\$13,750.00					
2	Warranty (First two years in revenue system price)	<u>\$0.00</u>	\$0.00	\$20,944.00	\$21,572.00	\$22,219.00	\$22,886.00
	Subtotal	\$0.00					
TOTAL COST FOR 2018		\$565,073.00					
TOTAL COST FOR 2019			\$33,000.00				
TOTAL COST FOR 2020				\$53,944.00			
TOTAL COST FOR 2021					\$54,572.00		
TOTAL COST FOR 2022						\$55,219.00	
TOTAL COST FOR 2023							\$55,886.00

ITR of Georgia, Inc.
Revenue Parking System
for Lincoln & Park St. Garages
Exhibit D

Project Schedule: (Exhibit D)

I. ITR of Georgia, Inc. Project Schedule Spreadsheet



5/23/2018

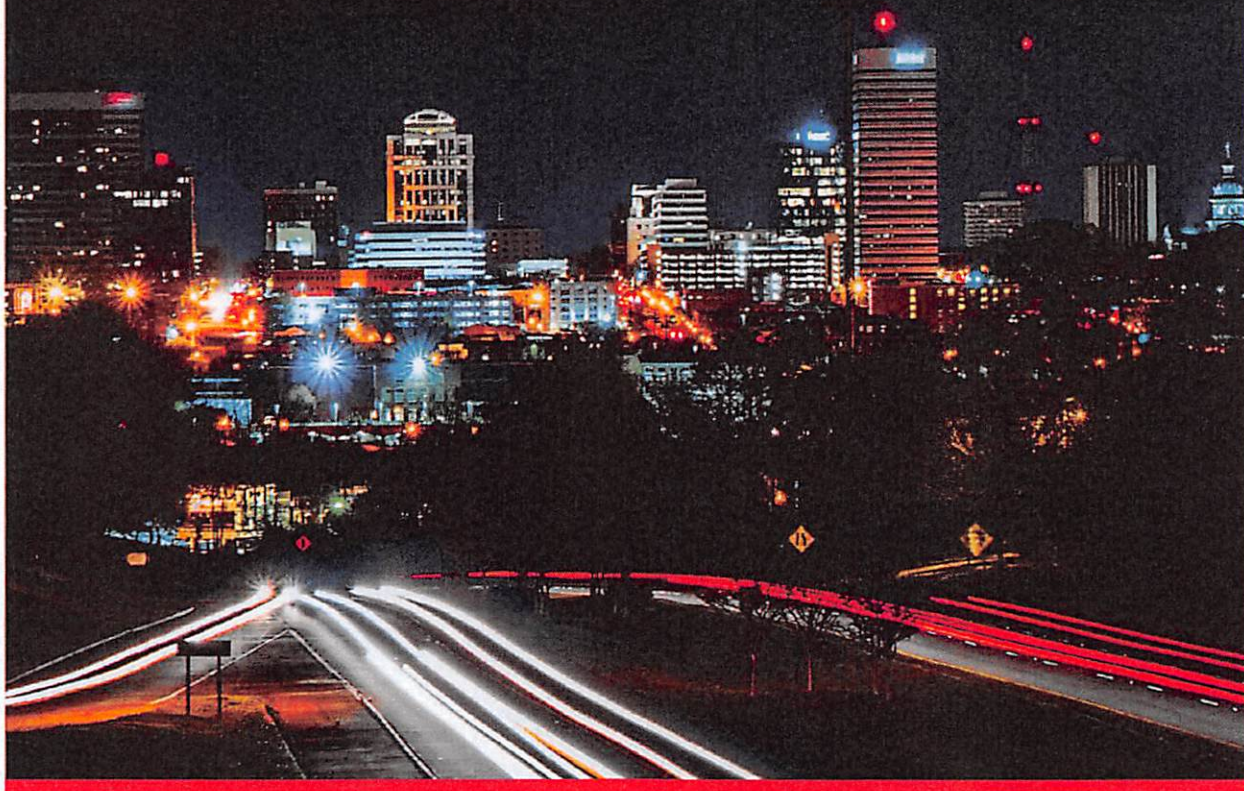
SCHEDULE WILL BE
MUTUALLY AGREED UPON
BY THE CITY AND ITR
OF GEORGIA AFTER FINAL
EXECUTION OF CONTRACT.

OF CONTINUED



Cost Proposal for:
City of Columbia
RFP 003-17-18-LAT
Revenue Parking System for
Park and Lincoln Street Parking Garages

December 21, 2017
11:00 am EST



in conjunction with
AMANO McGANN



**Updated Cost Proposal for:
City of Columbia
RFP 003-17-18-LAT
Revenue Parking System for
Park and Lincoln Street Parking Garages**

February 9, 2018

Submitted to: City
of Columbia
Department of Procurement and Contracts
Attn: RFP003-17-18-LAT:
Revenue Parking System for Park and
Lincoln Street Garages
1800 Main Street – 2nd Floor
Columbia, SC 29201

Submitted by:
Pete Hobbs
ITR of Georgia, Inc.
3346 Montreal Station
Tucker, GA 30084-6807
PHobbs@itrps.com
WBENC No.: 239521
WSOB No.: W030141



Proposal for:
City of Columbia
RFP 003-17-18-LAT
Revenue Parking System for Park and Lincoln Street Parking Garages



in conjunction with
AMANO McGANN

Information contained in this document is confidential and proprietary to ITR Parking Solutions and Amano McGann, Inc.

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Proposal for:
City of Columbia
RFP 003-17-18-LAT
Revenue Parking System for Park and Lincoln Street Parking Garages



In conjunction with
AMANO McGANN

Information contained in this document is confidential and proprietary to ITR Parking Solutions and Amano McGann Inc.

Cost Proposal

ITR has read and fully understands the requirements for the Cost Proposal for the City of Columbia. In compliance with our understanding, please find a completed copy of the following pricing forms to provide a Revenue Parking System for Park and Lincoln Street Garages.

- Appendix A – Updated Cost of Revenue Parking System
- Appendix B – Extended Warranty and Preventive Maintenance Cost
- Itemized Price Proposal
- Spare Parts List
- Service Rates
- Product Information Sheets for Event Option Solutions



Proposal for:
City of Columbia
RFP 003-17-18-LAT
Revenue Parking System for Park and Lincoln Street Parking Garages



In conjunction with
AMANO McGANN

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Proposal for:
City of Columbia
RFP 003-17-18-LAT
Revenue Parking System for Park and Lincoln Street Parking Garages



in conjunction with
AMANO McGANN

Information contained in this document is confidential and proprietary to ITR Parking Solutions and Amano McGann, Inc.

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Proposal for:
City of Columbia
RFP 003-17-18-LAT
Revenue Parking System for Park and Lincoln Street Parking Garages



in conjunction with
AMANO McGANN

Information contained in this document is confidential and proprietary to ITR Parking Solutions and Amano McGann, Inc.

RFP003-17-18-LAT: Revenue Parking System for Park and Lincoln Street Parking Garages (Re-Bid)

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Appendix A – Cost of Revenue Parking System

Revenue Parking System for Lincoln Street Parking Garage	
Total Cost for Revenue Parking System:	\$188,239.00 (Hardware)+(Software/Stall Allocation)+(Implementation)
Total Cost for Validator:	N/A
Total Cost for Hotel Package:	\$34,466.00 (Hotels Per Parking Facility)
Total Cost for Freight:	\$2,935.00
Total Cost for the Entire System:	\$225,640.00 (Revenue System + Hotel Package + Freight)

Revenue Parking System for Park Street Parking Garage	
Total Cost for Revenue Parking System:	\$237,610.00 (Hardware)+(Software/Stall Allocation)+(Implementation))
Total Cost for Validator:	N/A
Total Cost for Hotel Package:	\$17,233.00 (Hotels Per Parking Facility)
Total Cost for Freight:	\$3,379.00
Total Cost for the Entire System:	\$258,222.00 (Revenue System + Hotel Package + Freight)

Total Cost for both Lincoln & Park Street Systems: \$432,163.00 (Lincoln & Park Revenue Systems + Freight)

(Software Covers Unlimited Facilities / Lanes at No Additional Cost)

Note: Total cost is for Revenue Parking System per the SOW & Specification in Sections.

Hosted Software Option for Both Parking Facilities	
Total Monthly Cost for Hosted Software:	\$2,750.00 Per Month (Covers 13 Lanes w/Additional 12 Lanes of Future Capacity)

RFP003-17-18-LAT: Revenue Parking System for Park and Lincoln Street Parking Garages (Re-Bid)
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Appendix A – Cost of Revenue Parking System (Continued)

Online Web Event Software Management Option	
Lincoln Street:	\$9,184.00 (Software/Stall Allocation)
Park Street:	\$12,175.00 (Software/Stall Allocation)

Staffed Event Software & Hardware Management Option	
Lincoln Street:	\$27,084.00 (Software/Stall Allocation + 3 Lanes of Entry Hardware)
Park Street:	\$28,347.00 (Software/Stall Allocation + 3 Lanes of Entry Hardware)

(Software Covers Up to Eight (8) Handheld Units)

Note 1: Wireless Communications Access Points Included at Each Plaza for Wifi Communications

Note 2: Cellular Service & Fee's if Elected for Any Reason Not Included to be Provided by Others.

Unlimited Staff Handheld Units Software	
Lincoln Street:	\$27,084.00 (Software/Stall Allocation / Requires Option Just Above)
Park Street:	\$12,175.00 (Software/Stall Allocation / Requires Option Just Above)

(Software Covers Up to Nine (9) or More Handheld Units)

Note 1: Software for Additional Handheld Units, Only; Additional Handhelds Not Included.

Wireless Communications Access Points Included at Each Plaza for Wifi Communications Note

2: Cellular Service & Fee's if Elected, Not Included to be Provided by Others.

RFP003-17-18-LAT: Revenue Parking System for Park and Lincoln Street Parking Garages (Re-Bid)
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Appendix A – Cost of Revenue Parking System (Continued)

Custom Paint Option	
Lincoln Street:	\$0.00 (One (1) Custom Color. Excludes molded face panel. RAL# to be submitted with order.)
Park Street:	\$0.00 (One (1) Custom Color. Excludes molded face panel. RAL# to be submitted with order.)

NEC READERS	
Lincoln Street:	\$3,736.00 (Provided & Furnished for Each Automated Exit Lane Payment Device)
Park Street:	\$4,890.00 (Provided & Furnished for Each Automated Exit Lane Payment Device)

Pay-in-Lane, Coin Hopper Deduct Option	
Lincoln Street:	\$(4,010.00) Optional Cost Reduction for Eliminating PIL Coin Hoppers Only
Park Street:	\$(5,346.00) Optional Cost Reduction for Eliminating PIL Coin Hoppers Only

RFP003-17-18-LAT: Revenue Parking System for Park and Lincoln Street Parking Garages (Re-Bid)
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Appendix B – Extended Warranty and Preventative Maintenance Cost

Extended Warranty Cost	
Year (Year 1 & 2 shall be included in cost) COMPLY	Cost (Lincoln + Park Revenue System)
Year 3	\$20,944.00 (Quarterly Preventive Maintenance Included)
Year 4	\$21,572.00 (Quarterly Preventive Maintenance Included)
Year 5	\$22,219.00 (Quarterly Preventive Maintenance Included)
Year 6	\$22,886.00 (Quarterly Preventive Maintenance Included)
Total Cost for Years 3-6	\$87,621.00 (Quarterly Preventive Maintenance Included)

Note: Costs for Base Revenue Parking System per the SOW & Specifications, Options Not Included.

Preventative Maintenance Costs (Hourly Rates)		
	Normal Hours	After Hours
Cost for Year 3	\$6,500.00 ((\$125.00 Per Lane Quarterly))	N/A
Cost for Year 4	\$6,695.00 ((\$128.75 Per Lane Quarterly))	N/A
Cost for Year 5	\$6,896.00 ((\$132.61 Per Lane Quarterly))	N/A
Cost for Year 6	\$7,102.00 ((\$136.59 Per Lane Quarterly))	N/A
Maintenance Contract Exclusions	Consumables are excluded from the maintenance contract. Including but not limited to, barrier gate arms and paper stock, such as tickets.	

ITR Parking Solutions, Inc.

3346 Montreal Station, Tucker, GA 30084

Contact: PETE R. HOBBS

Mobile No.: (404) 276-7286

Email: PHOBBS@ITRPS.COM



2018 PROPOSAL

RFP No.: RFP003-17-18-LAT

Date: Friday, February 9, 2018

Reference: LINCOLN ST. GARAGE; PARCS v2

Client/Buyer:	CITY OF COLUMBIA SOUTH CAROLINA	CITY OF COLUMBIA SOUTH CAROLINA
Department:	DEPARTMENT OF PROCUREMENT & CONTRACTS	DEPARTMENT OF PARKING SERVICES
Client Name:	LEON MORGAN	PARKING FACILITY
Address:	1800 MAIN STREET-2ND FLOOR COLUMBIA, SOUTH CAROLINA 29201	820 WASHINGTON STREET COLUMBIA, SOUTH CAROLINA 29201
Phone No.:	(803) 545-3278	Email: LMORGAN@COLUMBIASC.NET

PART No.	QTY	DESCRIPTION	UNIT	EXTND	DISCOUNTED NET
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NORTH MAIN ENTRY/EXIT PLAZA: 4-LANES

O-2000/0S1	2	AMANO, OPUS SERIES, ENTRY STATION	\$	12,500.00	\$ 25,000.00
O-0120/000	2	AMI, PROXIMITY READER, HID RP40; BUILT-IN	\$	800.00	\$ 1,600.00
O-0120/000	2	AMANO, FLEXSCAN BARCODE IMAGER; BUILT-IN	\$	1,000.00	\$ 2,000.00
1008131020	2	STENTOFON, IP SUBSTATION; BUILT-IN	\$	615.00	\$ 1,230.00
O-7700/0S1	2	AMANO, OPUS SERIES PAY-IN-LANE w/EMV	\$	41,000.00	\$ 82,000.00
O-0170/000	2	AMANO, PAY-IN-LANE COIN HOPPER, U.S. \$.25/\$1; 2	\$	2,200.00	\$ 4,400.00
O-0170/000	2	AMANO, FLEXSCAN BARCODE IMAGER; BUILT-IN	\$	1,000.00	\$ 2,000.00
O-0170/000	2	AMI, PROXIMITY READER, HID RP40; BUILT-IN	\$	800.00	\$ 1,600.00
1008131020	2	STENTOFON, IP SUBSTATION; BUILT-IN	\$	615.00	\$ 1,230.00
O-5700/1K1	1	AMANO, OPUS SERIES, POS TERMINAL; EMV	\$	10,700.00	\$ 10,700.00
AGP-5910/A7	1	AMI, POS TERMINAL, FEE INDICATOR; WALL MNT	\$	1,250.00	\$ 1,250.00
O-0150/000	1	AMANO, FLEXSCAN BARCODE IMAGER	\$	1,000.00	\$ 1,000.00
A-1210/2S2	4	AMANO, DIRECT DRIVE BARRIER GATE; LH	\$	3,000.00	\$ 12,000.00
AL12	8	AMANO, BARRIER ARM ALMN, STRAIGHT; 10'	\$	150.00	\$ 1,200.00

EAST, MAIN ENTRY/EXIT PLAZA: 2-LANES

O-2000/0S1	1	AMANO, OPUS SERIES, ENTRY STATION	\$	12,500.00	\$ 12,500.00
O-0120/000	1	AMI, PROXIMITY READER, HID RP40; BUILT-IN	\$	800.00	\$ 800.00
O-0120/000	1	AMANO, FLEXSCAN BARCODE IMAGER; BUILT-IN	\$	1,000.00	\$ 1,000.00
1008131020	1	STENTOFON, IP SUBSTATION; BUILT-IN	\$	615.00	\$ 615.00
O-7700/0S1	1	AMANO, OPUS SERIES PAY-IN-LANE w/EMV	\$	41,000.00	\$ 41,000.00
O-0170/000	1	AMANO, PAY-IN-LANE COIN HOPPER, U.S. \$.25/\$1; 2	\$	2,200.00	\$ 2,200.00
O-0170/000	1	AMANO, FLEXSCAN BARCODE IMAGER; BUILT-IN	\$	1,000.00	\$ 1,000.00
O-0170/000	1	AMI, PROXIMITY READER, HID RP40; BUILT-IN	\$	800.00	\$ 800.00
1008131020	2	STENTOFON, IP SUBSTATION; BUILT-IN	\$	615.00	\$ 1,230.00
A-1210/2S2	2	AMANO, DIRECT DRIVE BARRIER GATE; LH	\$	3,000.00	\$ 6,000.00
AL25	4	AMANO, BARRIER ARM ALMN, FOLDING; 11'	\$	300.00	\$ 1,200.00

CONTINUED ON FOLLOWING PAGE

ITR of Georgia, Inc.

3346 Montreal Station, Tucker, GA 30084

Contact: PETE R. HOBBS

Mobile No.: (404) 276-7286

Email: PHOBBS@ITRPS.COM

**2018 PROPOSAL**RFP No.: **RFP003-17-18-LAT**Date: **Friday, February 9, 2018**Reference: **LINCOLN ST. GARAGE; PARCS v2**

Department:	DEPARTMENT OF PROCUREMENT & CONTRACTS	DEPARTMENT OF PARKING SERVICES
Client Name:	LEON MORGAN	Email: LMORGAN@COLUMBIASC.NET

PART No.	QTY	DESCRIPTION	UNIT	EXTND	DISCOUNTED NET
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IP REMOTE COMMUNICATIONS: STALL ALC

1009641006 43% STENTOFON, IP ENTERPRISE, CONFIGURED \$ 14,042.00 \$ 6,038.06

PARCS HARDWARE-SUBTOTAL \$ 221,593.06 \$ 134,509.00

SOFTWARE & COMMUNICATIONS: STALL ALC

AMS8305IP 43% AMANO iPARC PRO, PARCS SOFTWARE, UNLTD PKG. \$ 49,500.00 \$ 21,285.00

AMS7450MP 43% AMANO iPARC PRO, MiPARC ONLINE ACCT. MGMT. \$ 12,500.00 \$ 5,375.00

AMS4057IP 43% AMANO iPARC PRO, ACCOUNT RECEIVABLES \$ - \$ -

AMS5190EOB 43% AMANO, ePARC VIRTUAL, PRINT, PASS SOLUTIONS \$ 25,000.00 \$ 10,750.00

PARCS SOFTWARE-SUBTOTAL \$ 37,410.00 \$ 17,741.00

PARC SYSTEM IMPLEMENATION: OTHER

INSTALL01 1 INSTALLATION, MATERIALS, SURGE & EDU \$ 28,829.00 \$ 28,829.00

LOOPS 12 INDUCTIVE DETECTION LOOPS; (2'5"x6') \$ 400.00 \$ 4,800.00

PB 1 PERFORMANCE BONDING; (50% FACTORED) \$ 2,360.00 \$ 2,360.00

IMPLEMENTATION-SUBTOTAL \$ 35,989.00 \$ 35,989.00

LINCON ST. GARAGE TOTAL REVENUE SYSTEM \$ 294,992.06 \$ 188,239.00

HOTEL PACKAGE: 2-HOTELS

AMS3351IPB 2 AMANO, HOTEL TOUCH TERMINAL, w/ENCODER \$ 27,200.00 \$ 54,400.00

INSTALL01 1 INSTALLATION, MATERIALS, SURGE & EDU \$ 1,400.00 \$ 1,400.00

PB 1 PERFORMANCE BONDING; (50% FACTORED) \$ 426.00 \$ 426.00

HOTEL PACKAGE-TOTAL \$ 56,226.00 \$ 34,466.00

PARC SYSTEM SHIPPING/FREIGHT

FRT 1 SHIPPING & FREIGHT ALLOWANCE \$ 2,935.00 \$ 2,935.00

FREIGHT-TOTAL \$ 2,935.00 \$ 2,935.00

ITR of Georgia, Inc.

3346 Montreal Station, Tucker, GA 30084

Contact: PETE R. HOBBS

Mobile No.: (404) 276-7286

Email: PHOBBS@ITRPS.COM

**2018 PROPOSAL**RFP No.: **RFP003-17-18-LAT**Date: **Friday, February 9, 2018**Reference: **LINCOLN ST.; PARCS OPTIONS**

Department:	DEPARTMENT OF PROCUREMENT & CONTRACTS	DEPARTMENT OF PARKING SERVICES
Client Name:	LEON MORGAN	Email: LMORGAN@COLUMBIASC.NET

PART No.	QTY	DESCRIPTION	UNIT	EXTND	DISCOUNTED NET
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ONLINE EVENT SOFTWARE: STALL ALC

AMS9660IP	43%	AMANO, iPARC PRO ONLINE EVENT MGMT	\$	36,000.00	\$ 15,480.00
INSTALL01	43%	INSTALLATION, MATERIALS, SURGE & EDU	\$	3,456.00	\$ 1,486.08
PB	1	PERFORMANCE BONDING; (50% FACTORED)	\$	113.00	\$ 113.00

WEB EVENT MGMT-TOTAL \$ 17,079.08 \$ 9,184.00

EVENT STAFF PARCS OPTION: 3-LANES

AMS9660IP	43%	AMANO, EVENT STAFF REVENUE MGMT.; 8 UNITS	\$	26,000.00	\$ 11,180.00
AMS9060FZ	3	PANASONIC EVENT HANDHELD; CELLULAR	\$	7,300.00	\$ 21,900.00
AMS9080ZQP	3	ZEBRA ZQ510, BLUETOOTH PRINTER w/PWR SPLY	\$	2,590.00	\$ 7,770.00
AMS9080VND	3	AMANO, BARRIER GATE BLUETOOTH VEND	\$	1,200.00	\$ 3,600.00
INSTALL01	1	INSTALLATION, MATERIALS, SURGE & EDU	\$	2,875.00	\$ 2,875.00
PB	1	PERFORMANCE BONDING; (50% FACTORED)	\$	334.00	\$ 334.00

STAFFED EVENT-TOTAL \$ 47,659.00 \$ 27,084.00

EVENT STAFF HANDHELD UNITS: UNLIMITED

AMS9661IP	43%	AMANO, EVENT STAFF REVENUE MGMT.; UNLMTD	\$	13,000.00	\$ 5,590.00
PB	1	PERFORMANCE BONDING; (50% FACTORED)	\$	34.00	\$ 34.00

UNLIMITED STAFF-TOTAL \$ 5,624.00 \$ 2,773.00

ITR of Georgia, Inc.

3346 Montreal Station, Tucker, GA 30084

Contact: PETE R. HOBBS

Mobile No.: (404) 276-7286

Email: PHOBBS@ITRPS.COM **PARKING SOLUTIONS**
>>>>> DRIVING SUCCESS**Page 2 of 4****RFP No.: RFP003-17-18-LAT****Date: Friday, February 9, 2018****Reference: LINCOLN ST.; PARCS OPTIONS****Department: DEPARTMENT OF PROCUREMENT & CONTRACTS****DEPARTMENT OF PARKING SERVICES****Client Name: LEON MORGAN****Email: LMORGAN@COLUMBIASC.NET**

PART No.	QTY	DESCRIPTION	UNIT	EXTND	DISCOUNTED NET
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CUSTOM PAINT OPTION

C-PNT	1	CUSTOM LANE HARDWARE PAINT	\$ -	\$ -	
CUSTOM PAINT-TOTAL			\$	-	\$ -

NFC CONTACTLESS READERS

NFC-CR	3	NFC CONTACTLESS READ HEADS	\$ 1,500.00	\$ 4,500.00	
PB	1	PERFORMANCE BONDING; (50% FACTORED)	\$ 46.00	\$ 46.00	
NFC READERS-TOTAL			\$	4,546.00	\$ 3,736.00

PIL COIN HOPPER DEDUCT OPT. STALL ALC

O-0170/000	-3	AMANO, PAY-IN-LANE COIN HOPPER, U.S. \$.25/\$1; 2	\$ 2,200.00	\$ (6,600.00)	
PB	-1	PERFORMANCE BONDING; (50% FACTORED)	\$ 50.00	\$ (50.00)	
COIN ACCP. DEDUCT-TOTAL			\$	(6,650.00)	\$ (4,010.00)

EXTENDED WARRANTY COVERAGE

EXTD-W-3	1	EXTENDED WARRANTY; 3RD YEAR	\$ 9,135.00	\$ 9,135.00	
EXTD-W-4	1	EXTENDED WARRANTY; 4TH YEAR	\$ 9,409.00	\$ 9,409.00	
EXTD-W-5	1	EXTENDED WARRANTY; 5TH YEAR	\$ 9,691.00	\$ 9,691.00	
EXTD-W-6	1	EXTENDED WARRANTY; 6TH YEAR	\$ 9,982.00	\$ 9,982.00	
EXTD WARRANTY-TOTAL			\$	38,217.00	\$ 38,217.00

PREVENTIVE MAINTENANCE

EXTD-W-3	1	PREVENTATIVE MAINT. COST; 3RD YEAR	\$ 3,000.00	\$ 3,000.00	
EXTD-W-4	1	PREVENTATIVE MAINT. COST; 4TH YEAR	\$ 3,090.00	\$ 3,090.00	
EXTD-W-5	1	PREVENTATIVE MAINT. COST; 5TH YEAR	\$ 3,183.00	\$ 3,183.00	
EXTD-W-6	1	PREVENTATIVE MAINT. COST; 6TH YEAR	\$ 3,278.00	\$ 3,278.00	
MAINT. CONTRACT-TOTAL			\$	12,551.00	\$ 12,551.00

ITR Parking Solutions, Inc.

3346 Montreal Station, Tucker, GA 30084

Contact: PETE R. HOBBS

Mobile No.: (404) 276-7286

Email: PHOBBS@ITRPS.COM



2018 PROPOSAL

RFP No.: RFP003-17-18-LAT

Date: Friday, February 9, 2018

Reference: PARK STREET GARAGE; PARCS v2

Client/Buyer:	CITY OF COLUMBIA SOUTH CAROLINA	CITY OF COLUMBIA SOUTH CAROLINA
Department:	DEPARTMENT OF PROCUREMENT & CONTRACTS	DEPARTMENT OF PARKING SERVICES
Client Name:	LEON MORGAN	PARKING FACILITIES
Address:	1800 MAIN STREET-2ND FLOOR COLUMBIA, SOUTH CAROLINA 29201	107 PARK STREET COLUMBIA, SOUTH CAROLINA 29201
Phone No.:	(803) 545-3278	Email: LMORGAN@COLUMBIASC.NET

PART No.	QTY	DESCRIPTION	UNIT	EXTND	DISCOUNTED NET
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EAST MAIN ENTRY/EXIT PLAZA: 4-LANES

O-2000/0S1	2	AMANO, OPUS SERIES, ENTRY STATION	\$	12,500.00	\$ 25,000.00
DT000PML	2	DUAL TECH READER, PROXIMITY/BARCODE	\$	2,700.00	\$ 5,400.00
O-0120/000	2	AMANO, FLEXSCAN BARCODE IMAGER; BUILT-IN	\$	1,000.00	\$ 2,000.00
1008131020	2	STENTOFON, IP SUBSTATION; BUILT-IN	\$	615.00	\$ 1,230.00
O-7700/0S1	2	AMANO, OPUS SERIES PAY-IN-LANE w/EMV	\$	41,000.00	\$ 82,000.00
O-0170/000	2	AMANO, PAY-IN-LANE COIN HOPPER, U.S. \$.25/\$1; 2	\$	2,200.00	\$ 4,400.00
DT000PML	2	DUAL TECH READER, PROXIMITY/BARCODE	\$	2,700.00	\$ 5,400.00
O-0170/000	2	AMANO, FLEXSCAN BARCODE IMAGER; BUILT-IN	\$	1,000.00	\$ 2,000.00
1008131020	2	STENTOFON, IP SUBSTATION; BUILT-IN	\$	615.00	\$ 1,230.00
O-5700/1K1	1	AMANO, OPUS SERIES, POS TERMINAL; EMV	\$	10,700.00	\$ 10,700.00
AGP-5910/A7	1	AMI, POS TERMINAL, FEE INDICATOR; WALL MNT	\$	1,250.00	\$ 1,250.00
O-0150/000	1	AMANO, FLEXSCAN BARCODE IMAGER	\$	1,000.00	\$ 1,000.00
A-1210/2S2	4	AMANO, DIRECT DRIVE BARRIER GATE; LH	\$	3,000.00	\$ 12,000.00
AL25	8	AMANO, BARRIER ARM ALMN, FOLIDING; 11'	\$	300.00	\$ 2,400.00

SOUTH MAIN ENTRY/EXIT PLAZA: 3-LANES

O-2000/0S1	1	AMANO, OPUS SERIES, ENTRY STATION	\$	12,500.00	\$ 12,500.00
DT000PML	1	DUAL TECH READER, PROXIMITY/BARCODE	\$	2,700.00	\$ 2,700.00
O-0120/000	1	AMANO, FLEXSCAN BARCODE IMAGER; BUILT-IN	\$	1,000.00	\$ 1,000.00
1008131020	1	STENTOFON, IP SUBSTATION; BUILT-IN	\$	615.00	\$ 615.00
O-7700/0S1	2	AMANO, OPUS SERIES PAY-IN-LANE w/EMV	\$	41,000.00	\$ 82,000.00
O-0170/000	2	AMANO, PAY-IN-LANE COIN HOPPER, U.S. \$.25/\$1; 2	\$	2,200.00	\$ 4,400.00
DT000PML	2	DUAL TECH READER, PROXIMITY/BARCODE	\$	2,700.00	\$ 5,400.00
O-0170/000	2	AMANO, FLEXSCAN BARCODE IMAGER; BUILT-IN	\$	1,000.00	\$ 2,000.00
1008131020	2	STENTOFON, IP SUBSTATION; BUILT-IN	\$	615.00	\$ 1,230.00
A-1210/2S2	3	AMANO, DIRECT DRIVE BARRIER GATE; LH	\$	3,000.00	\$ 9,000.00
AL12	6	AMANO, BARRIER ARM, STRAIGHT ALM; 10'	\$	150.00	\$ 900.00

CONTINUED ON FOLLOWING PAGE

ITR of Georgia, Inc.

3346 Montreal Station, Tucker, GA 30084

Contact: PETE R. HOBBS

Mobile No.: (404) 276-7286

Email: PHOBBS@ITRPS.COM

**2018 PROPOSAL**RFP No.: **RFP003-17-18-LAT**Date: **Friday, February 9, 2018**Reference: **PARK STREET GARAGE; PARCS v2**Department: **DEPARTMENT OF PROCUREMENT & CONTRACTS**

DEPARTMENT OF PARKING SERVICES

Client Name: **LEON MORGAN**Email: **LMORGAN@COLUMBIASC.NET**

PART No.	QTY	DESCRIPTION	UNIT	EXTND	DISCOUNTED NET
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IP REMOTE COMMUNICATIONS: STALL ALC

1009641006	57%	STENTOFON, IP ENTERPRISE, CONFIGURED	\$ 14,042.00	\$ 8,003.94	
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PARCS HARDWARE-SUBTOTAL	\$ 285,758.94	\$ 173,303.00
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SOFTWARE & COMMUNICATIONS: STALL ALC

AMS8305IP	57%	AMANO iPARC PRO, PARCS SOFTWARE, UNLTD PKG.	\$ 49,500.00	\$ 28,215.00	
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AMS7450MP	57%	AMANO iPARC PRO, MiPARC ONLINE ACCT. MGMT.	\$ 12,500.00	\$ 7,125.00	
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AMS4057IP	57%	AMANO iPARC PRO, ACCOUNT RECEIVABLES	\$ -	\$ -	
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AMS5190EOB	57%	AMANO, ePARC VIRTUAL, PRINT, PASS SOLUTIONS	\$ 25,000.00	\$ 14,250.00	
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PARCS SOFTWARE-SUBTOTAL	\$ 49,590.00	\$ 23,516.00
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PARC SYSTEM IMPLEMENATION

INSTALL01	1	INSTALLATION, MATERIALS, SURGE & EDU	\$ 32,219.00	\$ 32,219.00	
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LOOPS	14	INDUCTIVE DETECTION LOOPS; (2'5"x6')	\$ 400.00	\$ 5,600.00	
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PB	1	PERFORMANCE BONDING	\$ 2,972.00	\$ 2,972.00	
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IMPLEMENTATION-SUBTOTAL	\$ 40,791.00	\$ 40,791.00
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PARK ST. GARAGE TOTAL NET INVESTMENT	\$ 376,139.94	\$ 237,610.00
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HOTEL PACKAGE: 1-HOTEL

AMS3351IPB	1	AMANO, HOTEL TOUCH TERMINAL, w/ENCODER	\$ 27,200.00	\$ 27,200.00	
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INSTALL01	1	INSTALLATION, MATERIALS, SURGE & EDU	\$ 700.00	\$ 700.00	
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PB	1	PERFORMANCE BONDING; (50% FACTORED)	\$ 213.00	\$ 213.00	
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HOTEL PACKAGE-TOTAL	\$ 28,113.00	\$ 17,233.00
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PARC SYSTEM SHIPPING/FREIGHT

FRT	1	SHIPPING & FREIGHT ALLOWANCE	\$ 3,379.00	\$ 3,379.00	
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FREIGHT-TOTAL	\$ 3,379.00	\$ 3,379.00
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ITR of Georgia, Inc.

3346 Montreal Station, Tucker, GA 30084

Contact: PETE R. HOBBS

Mobile No.: (404) 276-7286

Email: PHOBBS@ITRPS.COM

**2018 PROPOSAL**RFP No.: **RFP003-17-18-LAT**Date: **Friday, February 9, 2018**Reference: **PARK ST.; PARCS OPTIONS**Department: **DEPARTMENT OF PROCUREMENT & CONTRACTS****DEPARTMENT OF PARKING SERVICES**Client Name: **LEON MORGAN**Email: **LMORGAN@COLUMBIASC.NET**

PART No.	QTY	DESCRIPTION	UNIT	EXTND	DISCOUNTED NET
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ONLINE EVENT SOFTWARE: STALL ALC

AMS9660IP	57%	AMANO, iPARC PRO ONLINE EVENT MGMT	\$ 36,000.00	\$ 20,520.00	
INSTALL01	57%	INSTALLATION, MATERIALS, SURGE & EDU	\$ 3,456.00	\$ 1,969.92	
PB	1	PERFORMANCE BONDING; (50% FACTORED)	\$ 150.00	\$ 150.00	

WEB EVENT-TOTAL \$ 22,639.92 \$ 12,175.00**EVENT STAFF PARCS OPTION: 3-LANES**

AMS9660IP	57%	AMANO, EVENT STAFF REVENUE MGMT.; 8 UNITS	\$ 26,000.00	\$ 14,820.00	
AMS9060FZ	3	PANASONIC EVENT HANDHELD; CELLULAR	\$ 7,300.00	\$ 21,900.00	
AMS9080ZQP	3	ZEBRA ZQ510, BLUETOOTH PRINTER w/PWR SPLY	\$ 2,590.00	\$ 7,770.00	
AMS9080VND	3	AMANO, BARRIER GATE BLUETOOTH VEND	\$ 1,200.00	\$ 3,600.00	
INSTALL01	1	INSTALLATION, MATERIALS, SURGE & EDU	\$ 2,875.00	\$ 2,875.00	
PB	1	PERFORMANCE BONDING; (50% FACTORED)	\$ 350.00	\$ 350.00	

STAFFED EVENT-TOTAL \$ 51,315.00 \$ 28,374.00**EVENT STAFF HANDHELD UNITS: UNLIMITED**

AMS9661IP	57%	AMANO, EVENT STAFF REVENUE MGMT.; UNLMTD	\$ 13,000.00	\$ 7,410.00	
PB	1	PERFORMANCE BONDING; (50% FACTORED)	\$ 45.00	\$ 45.00	

UNLIMITED STAFF-TOTAL \$ 7,455.00 \$ 3,676.00

ITR of Georgia, Inc.

3346 Montreal Station, Tucker, GA 30084

Contact: PETE R. HOBBS

Mobile No.: (404) 276-7286

Email: PHOBBS@ITRPS.COM

**2018 PROPOSAL**RFP No.: **RFP003-17-18-LAT**Date: **Friday, February 9, 2018**Reference: **PARK ST.; PARCS OPTIONS**Department: **DEPARTMENT OF PROCUREMENT & CONTRACTS****DEPARTMENT OF PARKING SERVICES**Client Name: **LEON MORGAN**Email: **LMORGAN@COLUMBIASC.NET**

PART No.	QTY	DESCRIPTION	UNIT	EXTND	DISCOUNTED NET
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CUSTOM PAINT OPTION

C-PNT	1	CUSTOM LANE HARDWARE PAINT	\$ -	\$ -	
CUSTOM PAINT-TOTAL			\$ -	\$ -	

NFC CONTACTLESS READERS

NFC-CR	4	NFC CONTACTLESS READ HEADS	\$ 1,500.00	\$ 6,000.00	
PB	1	PERFORMANCE BONDING; (50% FACTORED)	\$ 60.00	\$ 60.00	
NFC READERS-TOTAL			\$ 6,060.00	\$ 4,980.00	

PIL COIN HOPPER DEDUCT OPT. STALL ALC

O-0170/000	-4	AMANO, PAY-IN-LANE COIN HOPPER, U.S. \$25/\$1; 2	\$ 2,200.00	\$ (8,800.00)	
PB	-1	PERFORMANCE BONDING; (50% FACTORED)	\$ 66.00	\$ (66.00)	
COIN ACCP. DEDUCT-TOTAL			\$ (8,866.00)	\$ (5,346.00)	

EXTENDED WARRANTY COVERAGE

EXTD-W-3	1	EXTENDED WARRANTY; 3RD YEAR	\$ 11,809.00	\$ 11,809.00	
EXTD-W-4	1	EXTENDED WARRANTY; 4TH YEAR	\$ 12,163.00	\$ 12,163.00	
EXTD-W-5	1	EXTENDED WARRANTY; 5TH YEAR	\$ 12,528.00	\$ 12,528.00	
EXTD-W-6	1	EXTENDED WARRANTY; 6TH YEAR	\$ 12,904.00	\$ 12,904.00	
EXTD WARRANTY-TOTAL			\$ 49,404.00	\$ 49,404.00	

PREVENTIVE MAINTENANCE

EXTD-W-3	1	PREVENTATIVE MAINT. COST; 3RD YEAR	\$ 3,500.00	\$ 3,500.00	
EXTD-W-4	1	PREVENTATIVE MAINT. COST; 4TH YEAR	\$ 3,605.00	\$ 3,605.00	
EXTD-W-5	1	PREVENTATIVE MAINT. COST; 5TH YEAR	\$ 3,713.00	\$ 3,713.00	
EXTD-W-6	1	PREVENTATIVE MAINT. COST; 6TH YEAR	\$ 3,824.00	\$ 3,824.00	
MAINT. CONTRACT-TOTAL			\$ 14,642.00	\$ 14,642.00	

Spare Parts List

Itemized costs for spare parts and consumable items are listed below. ITR is providing one (1) additional barrier arm per gate, within our proposed scope, to serve as immediate stock. Prices shown below to remain in place for one year minimum, beginning from the date of substantial completion.

AL25	Amano, Barrier Arm Aluminum, Folding 11'	\$215.00 (per arm)
AL12	Amano, Barrier Arm Aluminum, Straight 10'	\$115.00 (per arm)
AM0812-003	eFlexPrint / eFlexPass Printer Paper	\$25.00 (per unit)
OPUS-T-G*	OPUS Entry Station Tickets, Generic	\$20.00 (per thousand)

**Entry station tickets may be purchased directly by the City from any approved ticket manufacturer.*

Service Rates

Parking control equipment service labor rates and mileage charges are outlined below. Parts and supplies are charged in addition to the labor and mileage.

Labor Rate

Regular rate:	\$125.00 / hour	8:00AM – 5:00PM	Monday through Friday
Overtime rate:	\$187.00 /hour	5:01PM – 7:59AM All Day	Monday through Friday Saturday and Sunday
Double-time rate:	\$250.00 / hour	All Holidays	
Minimum Charge:	1 hour during regular hours 2 hours during overtime/double-time hours		
Billing increment:	30 minutes (.5 hour)		

Labor rates are charged portal to portal from the nearest hub location. After-hours emergency labor is charged portal to portal from the on-call technician's home or last service call (whichever is less).

Warranty Labor

No charge for warranty labor or travel during regular hours. Standard after-hours emergency labor and mileage rates apply to all after-hours service. No charge for covered parts.

AMANO McGANN

Event Management

Event Handheld Terminal



The Amano McGann Handheld Terminal provides the mobility and flexibility to make it the perfect device for event venues. The handheld communicates via cellular or Wi-Fi, vends gates, collects and communicates counts, and handles multiple events with multiple rates. The handheld may be paired with the Amano McGann FlexScan QR400® at the exit to provide total facility control.

Features

- Tracks multiple events at a time
- Apply multiple rates per event
- Real-time validation of pre-paid passes
- Anti-passback rules apply
- Real-time VIP reservation lookup
- Real-time VIP "in-list" lookup
- Real-time facility counts lookup
- Bi-directional communications
- Hot Buttons for set instructions to CSR
- Collects and communicates counts to host
- Cellular and Wi-Fi communications
- Optional printer provides receipt with barcode to allow multiple options for egress or re-entry
- Transactions via cash, credit, debit, pre-paid pass or VIP reservation list
- Vends gate when transaction is complete (Optional - additional hardware required)

Event Management

Event Handheld Terminal



SPECIFICATIONS

ENVIRONMENT

Temperature	Operating: -4 degrees F to 140 degrees F Storage: MIL-STD-810G
Humidity	MIL-STD-810G
Drop Specification	10' drop-resistant
Sealing	IP65 and IP68 sealed all-weather design (submersible up to 5' for 30 minutes)

PHYSICAL CHARACTERISTICS

Dimensions	6.5" (L) x 3.4" (W) x 1.2" (H)
Weight	Approx. .94lb, varies with options
Display	5" high definition 1280 x 720 daylight-viewable display
Touch Panel	10-point capacitive gloved multi touch with glove touch mode • 2-500 nit • VA display with direct bonding • Anti-reflective and anti-glare screen treatments • Automatic screen rotation
Backlight	Daylight-viewable display
Main Battery	Li-Ion battery pack 3.8 V, 6200mAh
Backup Battery	Optional backup battery is available

PERFORMANCE CHARACTERISTICS

CPU	Qualcomm MSM8974AB 2.3Hz Quad-core
Operating System	Windows embedded 8.1 handheld
Memory	2GB memory / 32GB storage • up to 64GB additional with optional microSDXC card

WIRELESS DATA AND VOICE COMMUNICATIONS

GPS	GPS 2m CEP50 (+/- 2 to 4m)
Security	FIPS140-2 level-1 compliant
ARM TrustZone	(Built-in)

DATA CAPTURE

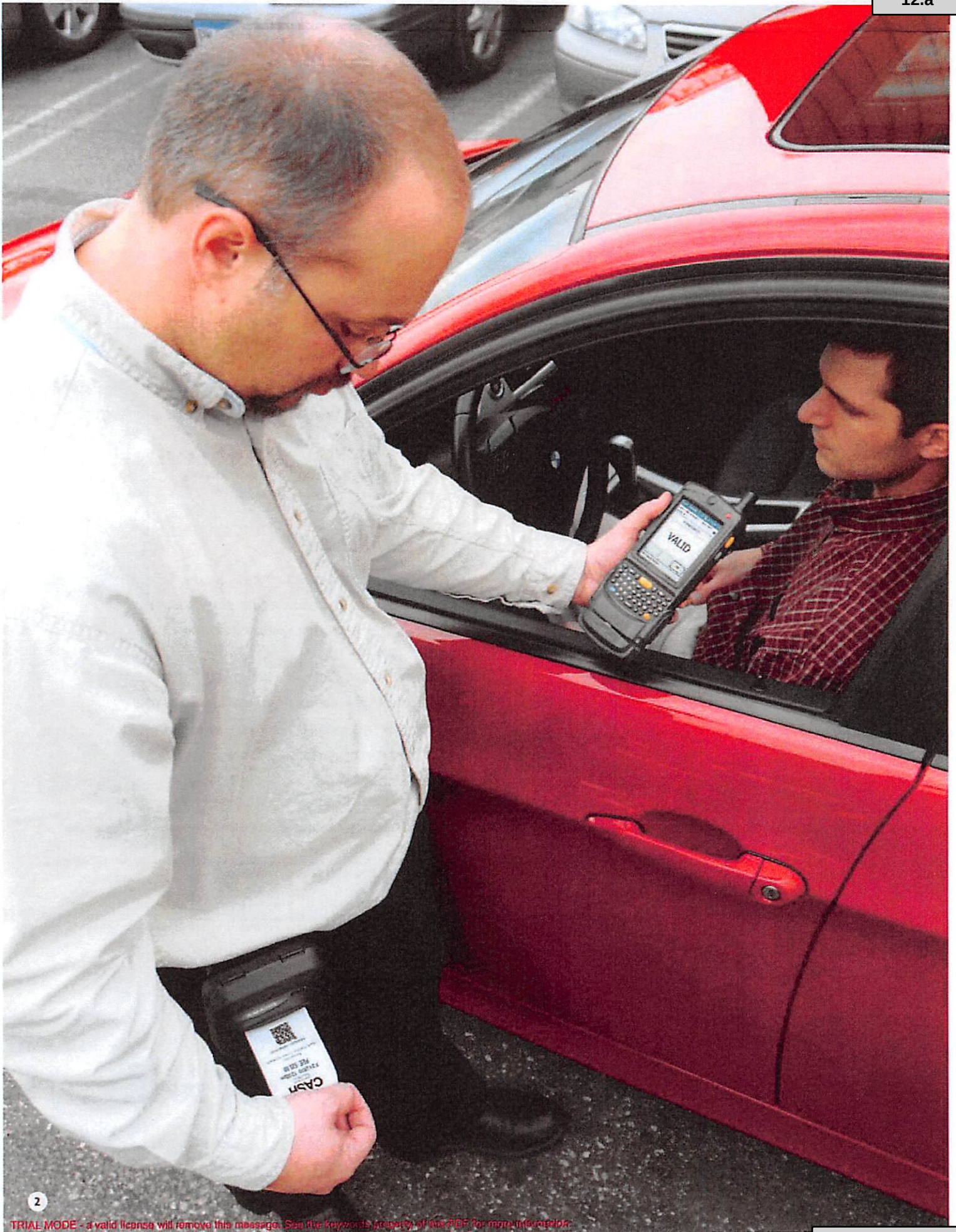
Scanning	Integrated barcode scanner
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AMANO McGANN. PARKING SOLUTIONS



Amano McGann Wireless Event Parking System





Event Parking

FAST PROCESSING STATISTICS AUDIT CONTROL



Now you can revolutionize and modernize a traditionally cash business, replacing it with fast, efficient cashless automation. The Amano McGann iParcProfessional Event System creates prepaid and credit card options that speed throughput and provide secure revenue management. Reducing cash handling will minimize financial loss and maximize profits.

Amano McGann's real-time two-way communications provide the personal touch for processing presales, VIP access and keeping employees in the know. Amano McGann also offers an Internet parking ticket sales module and legacy ticketing system integration options. Gain control of your parking operations with Amano McGann Event today.

Problem Solved!

- Fast processing of transactions minimizes queuing
- Proven wireless mobile handheld computers and portable printers
- Reduce cash handling in lanes with credit card and pre-paid transactions
- Unattended express lanes reduce staffing requirements
- Integrate real-time vehicle counts and wayfinding sign control
- Manage previously uncontrolled areas of any size
- Cost effective installation options – cellular, fiber, wireless, solar power
- Improve cashier monitoring and accountability
- Statistical reporting improves efficiencies, staffing and planning
- Integrate with third-party ticketing providers

The Perfect Application

Amano McGann Event System provides up-to-the-minute management and revenue control for a variety of customer types. Better controls help you make real-time management decisions. Amano McGann Event is the perfect application to provide pay-in-advance or pay-in-lane parking.

- | | |
|-------------------------------|---------------------------|
| • Stadiums | • Performing Arts Centers |
| • Arenas | • Shopping Centers |
| • Convention Centers | • Casinos |
| • University/College Campuses | • Hotels |
| • Municipal/City Garages | • Fairs |
| • Race Tracks | • Temporary Venues |
| • Amusement Parks | (PGA, NASCAR, etc.) |

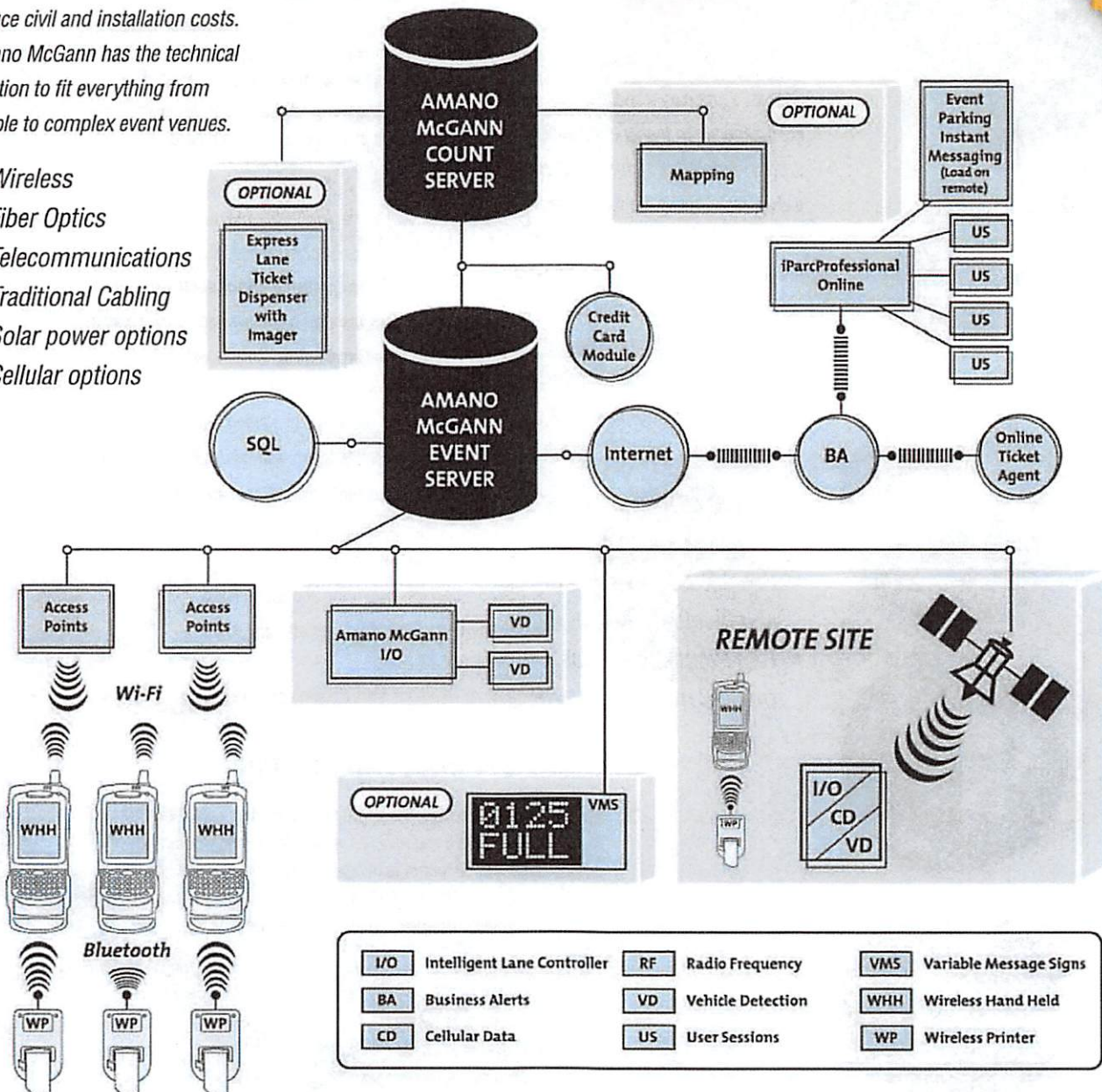


Configurations

FLEXIBLE COMMUNICATIONS

Communication is crucial and Amano McGann Event has it mastered. The system is designed to facilitate a variety of flexible communication techniques, such as wireless, fiber optics and telecommunications. Our secure encrypted wireless technology supports real-time two-way communications between the wireless handheld, mobile managers and server. The Amano McGann system also supports real-time count and variable message signage. With Amano McGann Thin Client and Mobile Workstations, remote management is a breeze. Our innovative solar power options can reduce civil and installation costs. Amano McGann has the technical solution to fit everything from simple to complex event venues.

- Wireless
- Fiber Optics
- Telecommunications
- Traditional Cabling
- Solar power options
- Cellular options



Operations

FAST TRANSACTION PROCESSING MADE EASY

Amano McGann's full-feature event system controls and manages cashless credit card, prepaid and on-line sales, in addition to traditional in-lane cash handling.

Simply scan the event prepaid parking ticket. It's that easy!

In-lane cash transactions are quick and efficient with Mobile Handheld Computers and the Amano McGann iParcProfessional Cashier Terminal Software. The cashier selects the event button (which is preprogrammed and automatically downloaded to the handheld) and the transaction fee is displayed for collection. The cashier can choose a variety of payment options (cash, credit card, etc.) to complete the transaction.

The Amano McGann iParcProfessional Event System significantly reduces cash handling in the lane. By simply scanning the 2D barcode of a prepaid sale, the system checks the validity to complete the transaction. The barcode is taken out of inventory, the transaction is recorded, and the patron is parked. Comprehensive statistics and management reports provide the tools to manage during – or long after – the event.

- Proven Mobile Wireless Handheld and Printer
- Reliable 802.11 WiFi, Cellular, and Bluetooth Technology
- Fast Processing – Cash, Credit Card, Prepaid, VIP



Rate Types

MULTIPLE RATES AND MULTIPLE EVENTS

The system allows management to program event and parking rates in advance so they activate automatically the day of the event.

If your facility hosts multiple events at the same time, you can track details such as the various transaction types, payment types and count statistics. The Amano McGann iParcProfessional Event System lets you manage the event's traffic flow and fill during the process. It also supports different rate structures for each specific event.

Calendar of Events		
Welcome to our calendar of events.		
January 2010 through July 2010		
January 2010 February 2010 March 2010 April 2010 May 2010 Ju		
January 2010		
Date	Event	Loc
Sun 24	Surf Expo	N
Sun 24 - Wed 27	Flower Show	So
Mon 25	The Super Show	We
February 2010		
Date	Event	Loc
Sat 6 - Mon 8	Gift Ventures	West I
Mon 8 - Thu 11	Craft Show	South
Fri 12	National Car Expo	East Bt
Sat 13 - Tue 16	Golf Merchandise Show	North B
Sat 13	Special Valentines Expo	East Bui
Mon 15	Immigration Graduation	West Bui
Mon 15 - Thu 18	Hotel Vacation Club	South Bui
Wed 17 - Fri 19	Technology Show	North Bui
Fri 19 - Sun 21	Sportsman Show	East Buildi
Fri 19 - Mon 22	Infomania	East Buildi



The Amano McGann iParcProfessional Event System allows for multiple rates for the same event such as daily, oversize (trucks, RV, Limousines, etc.), early bird, state residents and exceptions. The system is completely programmable so the options are virtually unlimited. It can easily facilitate premium parking, season ticket holders, and preferred patrons. With each event, your criteria can change because it is all completely programmable.

Payment Types

VERSATILE PAYMENT METHODS

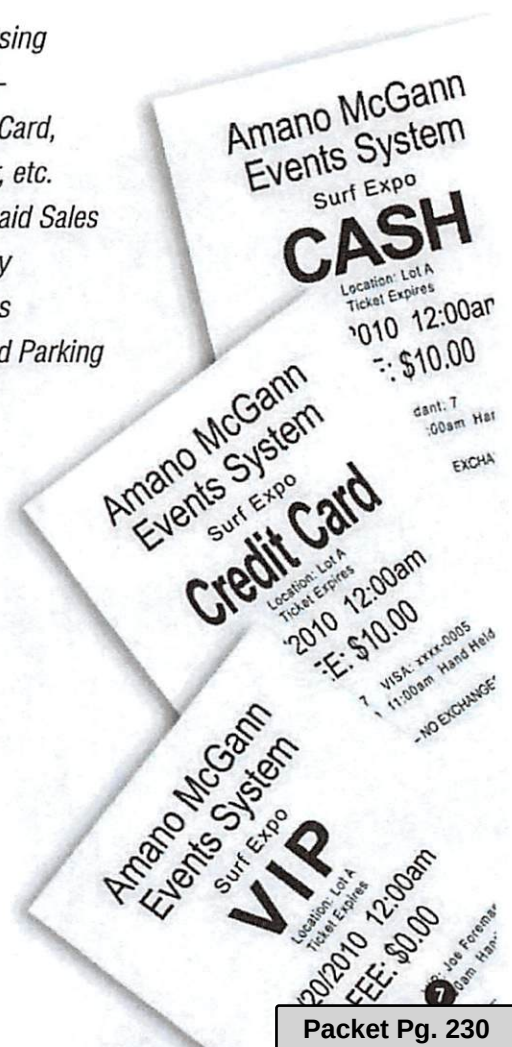
Until now event parking has been a manual, unsecured revenue source. The days of cash-only operations and waiting in long lines to park for an event are over.

Amano McGann iParcProfessional Event lets you take control of the operation with real-time payment information. The system supports a variety of payment options for fast patron processing and better money management. They include cash, credit card (Visa, MasterCard, American Express, Discover, etc.) VIP-arranged parking, prepaid ticket sales and prepaid on-line sales.

The mobile handheld computer can be operated as a credit card payment terminal with the addition of a magnetic swipe reader. With either batch or real-time processing available, Amano McGann offers the flexibility and controls the industry has been looking for. Credit card handling and processing has been designed to support PCI DSS compliancy requirements.

All payment options are tracked, detailed and itemized by payment type and quantities to produce both cashier and consolidated reporting. Amano McGann iParcProfessional Event Parking Software stores all transaction information for historical analysis.

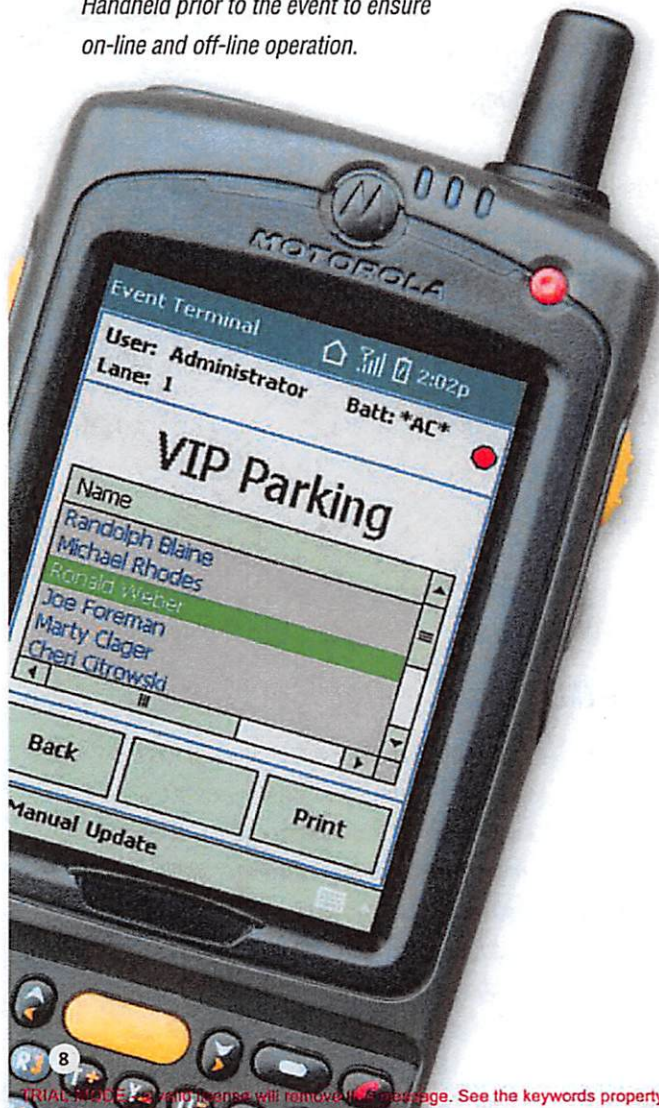
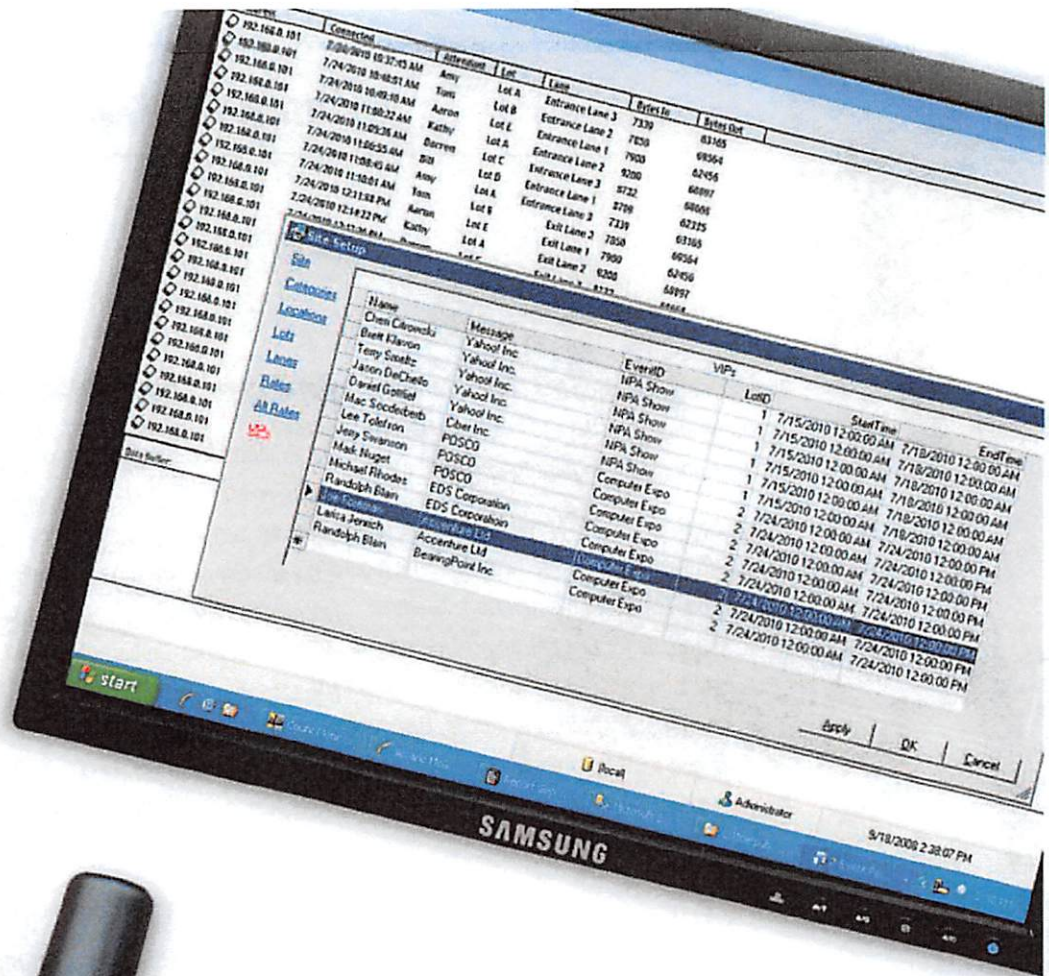
- Cash Processing
- Credit Card –
Visa, MasterCard,
AE, Discover, etc.
- On-line Prepaid Sales
- Ticket agency
Prepaid Sales
- VIP-Arranged Parking



VIP

ARRANGED PARKING/RESERVATION

The Amano McGann iParcProfessional Event System allows for allocation of reserved parking by the individual's or company name. The parking management records parker name and message in the VIP event server database. The information is stored with name, message, specific event, date, time range and fee if applicable. The Amano McGann iParcProfessional Event System automatically downloads VIP tables to the in-lane Wireless Handheld prior to the event to ensure on-line and off-line operation.



Amano McGann Events System

Computer Expo

VIP

Location: Lot A

Ticket Expires: 7/24/2010 12:00am

FEE: \$0.00

ADDITIONAL: 7 VIP: Joe Foreman
Issued: 7/24/2010 11:30am Hand-Held 13

NO REFUNDS - NO EXCHANGES



Event Terminal
User: Administrator Batt: *AC*
Lane: 1

Current VIP's in Facility

First	Last	Entrance
Beth	Wehrmister	14:01:35
Brett	Kisvon	14:00:45
Mark	Nugent	14:01:04
Terry	Smeltz	14:01:21

Sign Off Back

File Manual Update

The Amano McGann iParcProfessional Event System produces a thermal print-on-the-fly receipt that records the complete VIP transaction. It includes event, fee, ticket number (2D barcoded), lot number, cashier, entrance time and date, VIP name, expiration date and time.

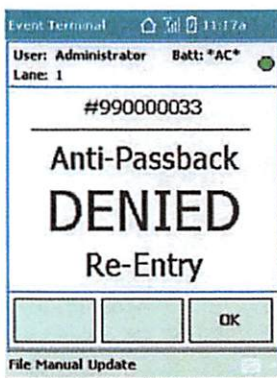
With Amano McGann real-time interactive communication, utility cashiers can quickly view a VIP access table to confirm who has already entered the facility. The user-programmable table displays name and entrance time.

Event Re-entry/Anti-passback Control

CONTROL AND SECURE RE-ENTRY

Re-Entry Transactions

The Amano McGann iParcProfessional Event System supports patron re-entry for preprogrammed event types, such as multi-day parkers or same day re-entry. The system is completely programmable to allow or deny re-entry by specific day or event type. All event receipts are bar-coded with transaction numbers to provide automatic read. Cashiers simply scan the receipt to get quick "Go/No-Go" acknowledgment to gain re-entry and to record the transaction.



Anti-Passback Control

Amano McGann iParcProfessional Event System allows the parker to reuse a prepaid parking pass via the secure on-line mode. With each cashier scan, the system checks the pass validity to ensure authenticity and unused status within your facility. The mobile handheld displays visual and audible antipassback messages (such as denied antipassback). It's the automatic way to make sure that only valid prepaid parking passes gain entry.





We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: Procurement and Contracts

FROM: *Sandra Wright, Purchasing Agent*

SUBJECT: Council is asked to approve the Purchase of Bypass Pumps for Wastewater Maintenance, as requested by Columbia Water. Award to Xylem Dewatering Solutions, Inc., doing business as Godwin Pumps of America, using the General Services Administration Contract in the amount of \$88,289.78. This firm is located in Summerville, SC.

REQUISITION NO.: R189110

FINANCIAL IMPACT: Funding Source: 5516205-638400 2015 October Flood Recovery. The original budgeted amount is \$90,000.00.

ORIGINAL BUDGET: \$90,000.00

CLEAN WATER 2020?: No

STRATEGIC GOALS: Foster a healthy quality of life, Provide high quality municipal services

Sec. 2-204.-Item (10) of the City Ordinance - Competitive sealed bidding required; exceptions. All city contracts shall be awarded by competitive sealed bidding except the following as determined pursuant to definitions and standards set by regulations, or except as otherwise provided in this article:
When purchasing through cooperative purchasing agreements.

ATTACHMENTS:

- **#a:** Xylem Quote (PDF)
- **#b:** Xylem GSA Price Schedule (PDF)
- **#c:** GSA Explanation (PDF)



225 Farmington Road
Summerville, SC 29486
Tel: 843-818-2266
Fax: 843-818-2230
www.godwinpumps.com

To:	Jody Harley	From:	Don Polzin
Company:	City of Columbia	Date:	March 27, 2018
Phone:	803-545-3414	Fax:	803-343-8720
RE:	Project Code B4104060		City of Columbia
No. of Pages:	4		

Attached please find the above referenced Project Proposal.

Should you need any additional information, please contact our local office at 843-818-2266.

Thank you again for your interest in Godwin Pumps' products and the services we provide.



225 Farmington Road
Summerville, SC 29486
Tel: 843-818-2266
Fax: 843-818-2230
www.godwinpumps.com

March 27, 2018

Jody Harley
City of Columbia
Accounting Department
Columbia, SC 29217

Phone: 803-545-3414
Fax: 803-343-8720
Email: jwharley@columbiasc.net

RE: Project Code B4104060
City of Columbia

Dear Jody Harley:

Thank you for your continued interest in Godwin Pumps of America, a Xylem brand. We appreciate your business.

Per our recent conversation, Godwin Pumps is pleased to provide you with the following sale pricing of new and used Godwin DriPrime CD100M Critically Silenced diesel powered pumpsets. Please Note: due to high utilization of this equipment in our rental fleet please allow for 4-6 weeks upon receipt of this order to deliver the used or new equipment. Spares and filters kits are available for this equipment as well, spares kits cost \$1,200 and filter kits retail for \$90.00. We highly recommend the purchase of both kits.

Thank you for this opportunity. We hope that the information provided herein suits your current needs.

If you should have any questions, or if you require any additional information, please do not hesitate to contact me at 843-514-8932.

Sincerely,

Don Polzin
Outside Sales Representative

DP / KC

Home Office:

84 Floodgate Road, Bridgeport, NJ 08014 www.godwinpumps.com (856) 467-3636 (856) 467-4841

March 27, 2018
City of Columbia
Attention: Jody Harley
Sale Quotation # 110017602
Page 3 of 4

SALE QUOTATION

New Equipment

ITEM	QTY	DESCRIPTION	UNIT PRICE	SALE TOTAL
A	2	Dri-Prime CD100M Critically Silenced * Sound Attenuated Enclosure * 4" 150# Flange Suction and Discharge * Yanmar 3TNV88F FT4 Diesel Engine * Skid-mounted	35,640.00	71,280.00
B	2	Pump Options	0.00	0.00
C	2	4-1/4" Female QD x 150# Flange * Mounting Kit includes Adapter, * Flange Gasket, Bolts & Nuts * mounted on pump suction	116.06	232.12
D	2	4-1/4" Male QD x 150# Flange * Mounting Kit includes Adapter, * Flange Gasket, Bolts & Nuts * mounted on pump discharge	140.54	281.01
E	2	CD100/CD103M Drop In Trailer (9232)	3,888.00	7,776.00
F	2	PrimeGuard Float Set * w/ 65' Mechanical Floats	324.00	648.00
NET SALE TOTAL				\$80,217.13
DELIVERY CHARGE				\$1,655.20

Please note all sale pricing is in U.S. Dollars. The price does not include export boxing, duties, taxes, or any other items not specifically mentioned.

This pricing information is for internal use only. We ask that these items and terms be kept confidential. All applicable tax and freight charges will be added to invoices. All quotations are subject to credit approval. All quotations are valid for 10 days. All prices quoted in US dollars. See attached Terms and Conditions which are part of this quote.

Xylem Dewatering Solutions, Inc.
d/b/a Godwin Pumps of America
84 Floodgate Road, Bridgeport, NJ 08014
Tel +1.856.467.3636 Fax +1.856.467.4428



TERMS AND DEFINITIONS

Rental Day:	One Calendar day; for diesel units, not exceeding eight (8) hours running.		
Rental Week:	Seven (7) calendar days; for diesel units, not exceeding 48 hours running in aggregate during a Rental Week.		
Rental Month:	Twenty-eight (28) calendar days; for diesel units, not exceeding 192 hours running.		
Standby Rate:	The Standby Rate is 75% of the scheduled rate. Standby is for a "second" or additional back-up pump to be run in the event the primary pump cannot. If the standby pump operates for any reason other than failure of a primary pump, the standard rate will apply.		
Overtime Running:	For diesel units, all scheduled rates are based on an 8 hour per day shift. If diesel equipment is used for a double shift, the 8 hour rate will be multiplied by 1 1/2 times the schedule rate. If used for a triple shift, the rate will be multiplied by 2 times the scheduled rate.		
Billing Cycles Based on Open Terms Approval	3 - 7 Days	=	1 Week
	8 Days	=	1 Week and 1 Day
	9 Days	=	1 Week and 2 Days
	10 - 14 Days	=	2 Weeks
	15 Days	=	2 Weeks and 1 Day
	16 Days	=	2 Weeks and 2 Days
	17 - 28 Days	=	1 Month
Billing Cycle - COD Customers	3 - 7 Days	=	1 Week
Off Rent:	It is the responsibility of the Customer to call into the Owner's local branch and obtain an Off Rent Call Confirmation Number. This call serves as notification that equipment is disassembled, properly decontaminated, and stockpiled in one readily-accessible area available for immediate pick-up. Rental and/or labor charges will accrue if equipment is not cleaned and staged for removal.		

IMPORTANT: Obtaining an Off Rent Call Confirmation Number does not release Customer from its obligations to safeguard and secure equipment, including maintaining required insurance coverages, while equipment remains under Customer's care, custody or control pending return of all rented equipment to Owner. Customer shall remain responsible for all loss or damage arising from Customer's failure to safeguard and secure equipment while awaiting pick up.

TERMS AND CONDITIONS

1. This quotation is valid for 30 days, however, prices may change without written notification. Quotations for sales of HDPE pipe are valid for seven (7) days.
2. This quotation is our estimate of equipment and material required. Actual installation may vary in cost due to site requirements. Additional equipment or time to set-up will be charged at the above itemized rates or based upon our published rental rate schedule.
3. Payment terms: Net 30 based on credit approval.
4. Taxes are not included in any rental, sale or labor quotes. Customer is responsible for paying applicable taxes on the equipment and services, including sales and use tax. Customer will only be considered exempt when a valid Sales Tax Exemption Certificate is received when ordering any rental equipment, pumping services and/or sale goods.
5. Delivery and Pick-Up available at Customer's request via Lessor's/Supplier's truck for an additional charge.
6. Customer shall be responsible for providing adequate labor and material handling equipment onsite to unload/load and setup/breakdown equipment, including chains or cables of sufficient capacity along with cribbing material to support pumps, piping and accessories.
7. Customer responsible for daily monitoring of all equipment on site, including but not limited to cleaning of suction screen(s) as necessary. Diesel driven pumps require routine service including changing oil, oil filter, fuel filter, and performing general maintenance every 250 hours of running time, and also replacing the air filter every 500 hours of running time. As requested, Lessor/Supplier will service the equipment for an additional charge.
8. Customer shall be responsible for any required secondary containment around and under each pump to contain possible spills during operation or refueling of the equipment.
9. Customer shall be responsible for compliance with permitting, licensing or other regulatory requirements associated with setup, installation, or operation of the equipment.

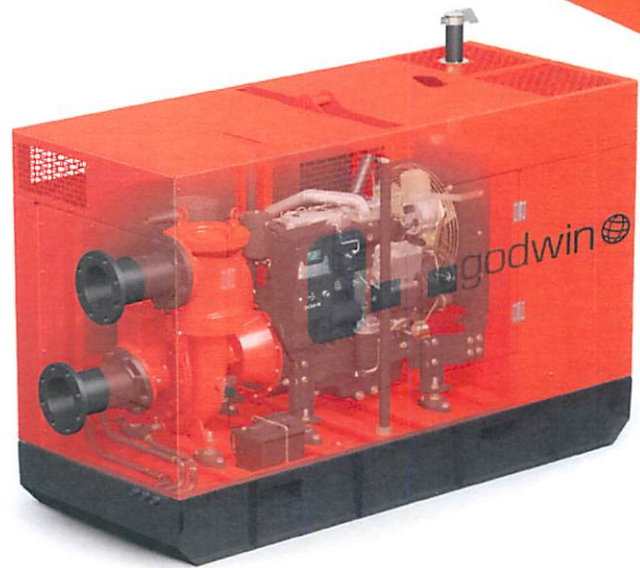
This order is subject to the Standard Terms and Conditions of Rental - Xylem Americas effective on the date the order is accepted which terms are available at <http://www.xyleminc.com/en-us/Pages/terms-conditions-of-rental.aspx> and incorporated herein by reference and made a part of the agreement between the parties.

Critically Silenced Dri-Prime® Pumps

The Godwin Critically Silenced enclosure houses the versatile Dri-Prime CD, HL, NC and Wellpoint range pumps in a specially designed, acoustically-silenced enclosure. The Critically Silenced unit is intended for use in any pumping application where engine and other noise must be kept to a minimum. Sound levels are approximately 69 dBA at 30 feet (9 meters).

Features and Benefits

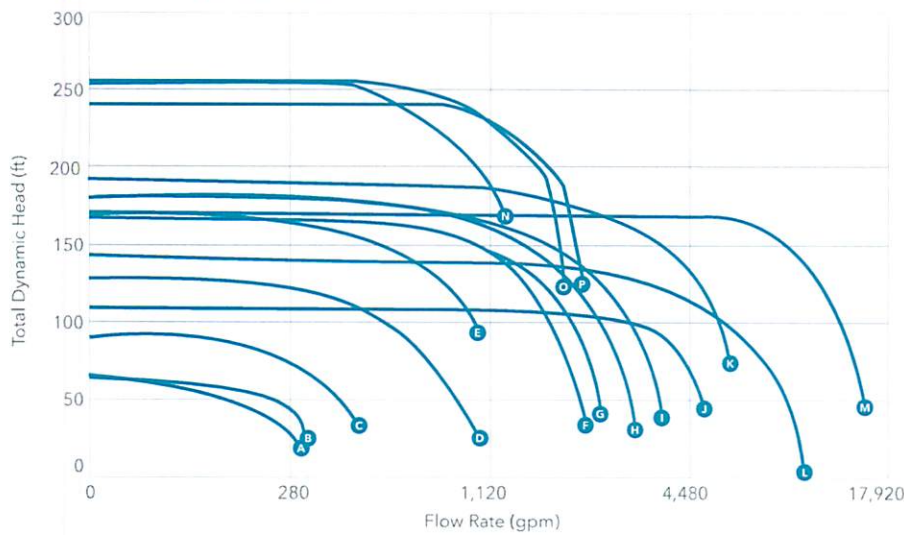
- 14-gauge sheet metal (12-gauge on larger units) enclosure lined with 1" and 2" (25mm and 50mm) layers of polydamp acoustical sound-deadening material
- Engine designed with critical grade muffler, silenced priming exhaust, and isolated engine vibration to further reduce operating noise
- Hinged, lockable doors for controlled access to operating controls and service locations
- Entire unit can be unbolted and removed from the optional DOT highway trailer for added versatility
- UL142 rated and double wall fuel tanks are available



godwin 
a xylem brand

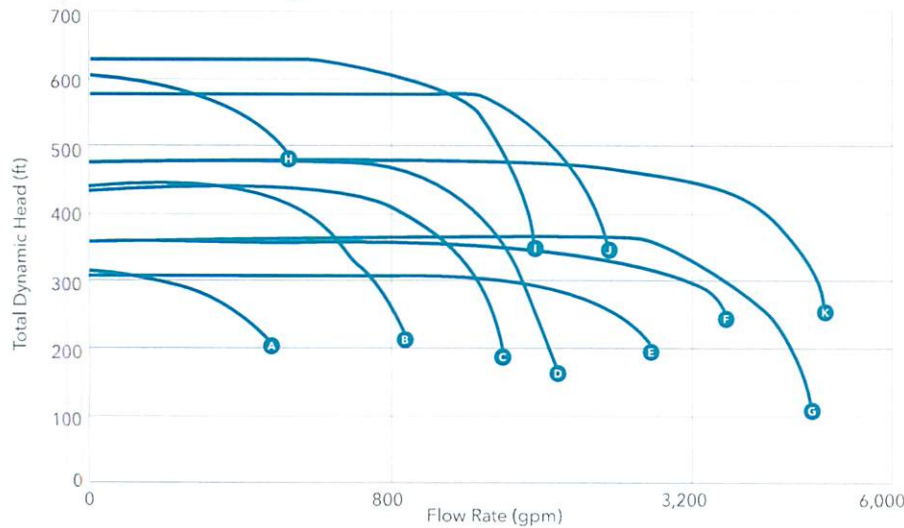
Please contact the factory or office for further details. A typical picture of the pump is shown. All information is approximate and for general guidance only.

Pump Curve - CD Range



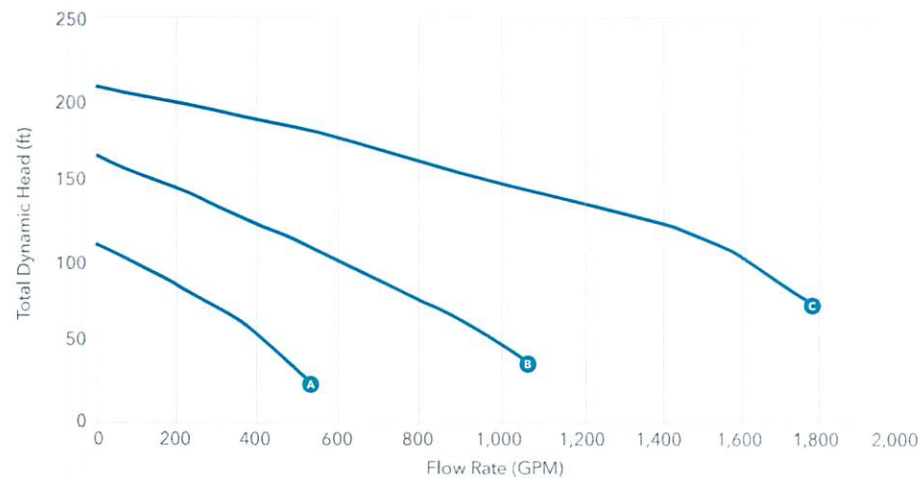
- A CD75MA5
- B CD80D
- C CD80M
- D CD100M/CD100MV
- E CD103M
- F CD150M/CD150MV
- G CD200M
- H CD225M/CD225MV
- I CD250M
- J DPC300
- K CD300M
- L CD400M
- M CD500M
- N CD140M
- O CD160M
- P CD180M

Pump Curve - HL Range



- A HL80M
- B HL100M
- C HL125M
- D HL150M
- E HL200M
- F HL225M
- G HL250M
- H HL110M
- I HL130M
- J HL160M
- K HL260M

Pump Curve - NC Range



- A NC80
- B NC100
- C NC150

Composite curves for comparison purposes only. Consult engineering data for exact flow and head capabilities.



84 Floodgate Road
Bridgeport, NJ 08014
(856) 467-3636 . Fax (856) 467-4841
sales@godwinpumps.com

Reference number: Critically Silenced
Date of issue: June 05, 2014
Issue: 1
www.godwinpumps.com



**GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system. The INTERNET address GSA Advantage!® is: GSAAvantage.gov.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

**Total Solutions for Law Enforcement, Security,
Facilities Management, Fire, Rescue**
FSC/PSC Code: 4210

GS-07F-102GA

Contract Period: April 15, 2017 through April 14, 2022

Modification KX1M1X8J
Add Accessories – 07.18.2017

Xylem Dewatering Solutions, Inc.
d/b/a Godwin Pumps of America, Inc.

84 Floodgate Rd
Bridgeport, NJ 08014-1001
Phone: 856-467-3636
Fax: 856-467-4428

<http://www.godwinpumps.com>

Contract Administrator: Robin Helmandollar
Email: Robin.Helmandollar@Xyleminc.com
Business Size: Large



CUSTOMER INFORMATION

1a. Table of awarded special item number with appropriate cross-reference to item descriptions and awarded price.

465-11 Fire Extinguishing/Suppressing Products, Retardant, Foams and Equipment –
SUBJECT TO COOPERATIVE PURCHASING

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract.

See GSA Pricing for awarded prices.

1c. A description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided.

Not Applicable

2. Maximum order.

\$100,000

3. Minimum order.

\$100.00

4. Geographic coverage.

Domestic Delivery

5. Point of production.

New Jersey, United States

6. Discount from list prices or statement of net price.

Prices are net.

7. Quantity discounts.

+5% on single orders greater than \$300,000

8. Prompt payment terms.

Net 30

Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.

Government purchases cards are accepted at or below the micro-purchase threshold.

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.

Government purchase cards are accepted above the micro-purchase threshold.



10. Foreign items.

Not Applicable

11a. Time of delivery.

45 Days; ARO

11b. Expedited Delivery.

Contact contractor for availability.

11c. Overnight and 2-day delivery.

Contact contractor for availability.

11d. Urgent Requirements.

Contact contractor for urgent requirements.

12. F.O.B. point.

Destination

13a. Ordering address.

Xylem Dewatering Solutions, Inc.
84 Floodgate Rd
Bridgeport, NJ 08014-1001
Phone: (856)467-3636

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address.

Xylem Dewatering Solutions, Inc.
84 Floodgate Rd
Bridgeport, NJ 08014-1001
Phone: (856)467-3636

15. Warranty provision.

Standard Commercial Warranty

16. Export packing charges.

Not Applicable

17. Terms and conditions of Government purchase card.

None

18. Terms and conditions of rental, maintenance, and repair.

Not Applicable



19. Terms and conditions of installation.

Not Applicable

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices.

Not Applicable

20a. Terms and conditions for any other services.

Not Applicable

21. List of service and distribution points.

Not Applicable

22. List of participating dealers.

Not Applicable

23. Preventive maintenance.

Not Applicable

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).

Not Applicable

24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at:

www.Section508.gov/.

25. Data Universal Number System (DUNS) number.

083244269

26. Notification regarding registration in System for Award management (SAM) database.

CAGE Code: 6RN45

SIN	MFR PART NO	PRODUCT DESCRIPTION	GSA PRICE	COO
465-11	PMHL080DUN145	HL225M-CD4MCu 8" Volvo TAD1170VE-FT4 PG SB	\$166,680.80	US
465-11	PMHL080DUN143	HL225M-CD4MCu 8" 6090HC09-FT4 PG SB	\$179,012.60	US
465-11	PMHL080DUN144	HL225M-CD4MCu 8" C9.3-FT4 PG SB	\$194,326.60	US
465-11	PMHL100DFN101	HL260M 10" C18-T4a PG SB	\$233,256.40	US
465-11	PMHL100DCN125	HL250M 10" TAD1374VE-FT4 PG 1PT-SB 250G	\$149,754.80	US
465-11	PMHL100DCN123	HL250M 10" C15-FT4 PG 1PT SB	\$207,303.20	US
465-11	PMNC030DCN107	NC80 3TNV80FSDSA-FT4 SB	\$24,824.80	US
465-11	PMNC030DCN108	NC80 3TNV80FSDSA-FT4 RGT	\$26,275.60	US
465-11	PMNC040DCN120	NC100 4" 3TNV88C-FT4 SB	\$34,658.00	US
465-11	PMNC040DCN121	NC100 4" 3TNV88C-FT4 RGT	\$35,867.00	US
465-11	PMNC040DCN122	NC100 4" Compressor Clutch 3TNV88C-FT4 SB	\$37,962.60	US
465-11	PMNC040DCN123	NC100 4" Compressor Clutch 3TNV88C-FT4 RGT	\$39,171.60	US
465-11	PMNC060DCN120	NC150 6" TCAE-55-FT4 SB	\$40,138.80	US
465-11	PMNC060DCN121	NC150 6" TCAE-55-FT4 RGT	\$41,347.80	US
465-11	PMNC060DCN122	NC150 6" 4045TFC03-FT4 SB	\$44,088.20	US
465-11	PMNC060DCN102	NC150 6" 4045TFC03-FT4 RGT	\$45,297.20	US
465-11	PMNC060DCN123	NC150 6" Compressor Clutch TCAE-55-FT4 SB	\$42,556.80	US
465-11	PMNC060DCN124	NC150 6" Compressor Clutch TCAE-55-FT4 RGT	\$43,846.40	US
465-11	PMNC060DCN125	NC150 6" Compressor Clutch 4045TFC03-FT4 SB	\$46,586.80	US
465-11	PMNC060DCN126	NC150 6" Compressor Clutch 4045TFC03-FT4 RGT	\$47,795.80	US
465-11	PMNC160DCN108	NC350 16" TAD1170VE-FT4 PG SB	\$156,928.20	US
465-11	PMNC160DCN104	NC350 16" 6090HC09-FT4 PG SB	\$169,260.00	US
465-11	PMNC160DCN106	NC350 16" C9.3-FT4 PG SB	\$184,574.00	US
465-11	PMCD030DCN129	CD80D 3" 3TNV80FSDSA-FT4 SB CS	\$37,882.00	US
465-11	PMCD030DCN132	CD80M 3" 3TNV80FSDSA-FT4 SB CS	\$37,559.60	US
465-11	PMCD040DCN246	CD100M 4" 3TNV88F-FT4 24HP PG SB CS	\$38,849.20	US
465-11	PMCD040DCN212	CD100M 4" 3TNV88C-FT4 SB CS	\$43,121.00	US

GSA PRICING

Xylem Dewatering Solutions, Inc.
 GSA Accessories Sales Prices
 Effective Date 02.01.2017
 Contract GS07F102GA

SIN	MFR PART NO	PRODUCT DESCRIPTION	GSA PRICE	COO
465-11	MSRG040QD000	4-1/4" Rubber Sealing Ring	\$6.45	US
465-11	MSRG060QD 000	6" Rubber Sealing Ring	\$8.87	US
465-11	MSRG080QD000	8" Rubber Sealing Ring	\$11.28	US
465-11	MSRG100QD000	10" Rubber Sealing Ring	\$14.51	US
465-11	MSRG120QD000	12" Rubber Sealing Ring	\$16.93	US
465-11	MSRG020QD001	2" Oil Resistant Rubber Sealing Ring	\$6.45	US
465-11	MSRG030QD001	3" Oil Resistant Rubber Sealing Ring	\$7.25	US
465-11	MSRG040QD001	4-1/4" Oil Resistant Rubber Sealing Ring	\$11.28	US
465-11	MSRG060QD001	6" Oil Resistant Rubber Sealing Ring	\$18.54	US
465-11	MSRG080QD001	8" Oil Resistant Rubber Sealing Ring	\$24.99	US
465-11	ACCP0023	2" Female QD x Male NPT Mounting Kit	\$28.21	US
465-11	ACCP0024	2" Male QD x Male NPT Mounting Kit	\$23.37	US
465-11	ACCP0025	3" Female QD x Female NPT Mounting Kit	\$76.57	US
465-11	ACCP0026	3" Male QD x Female NPT Mounting Kit	\$85.44	US
465-11	ACCP0059	4" Female QD x Male NPT Mounting Kit	\$53.20	US
465-11	ACCP0060	4" Male QD x Male NPT Mounting Kit	\$52.39	US
465-11	ACCP0061	6" Female QD x Male NPT Mounting Kit	\$108.81	US
465-11	ACCP0062	6" Male QD x Male NPT Mounting Kit	\$108.81	US
465-11	ACCP0063	8" Female QD x Male NPT Mounting Kit	\$211.98	US
465-11	ACCP0064	8" Male QD x Male NPT Mounting Kit	\$166.04	US
465-11	ACCP0027	3" 150# Flange x Female QD Mounting Kit	\$115.02	US
465-11	ACCP0028	4-1/4" 150# Flange x Female QD Mounting Kit	\$129.93	US
465-11	ACCP0029	6" 150# Flange x Female QD Mounting Kit	\$246.39	US
465-11	ACCP0030	8" 150# Flange x Female QD Mounting Kit	\$338.68	US
465-11	ACCP0031	10" 150# Flange x Female QD Mounting Kit	\$488.44	US
465-11	ACCP0032	12" 150# Flange x Female QD Mounting Kit	\$721.61	US
465-11	ACCP0033	3" 150# Flange x Male QD Mounting Kit	\$123.08	US
465-11	ACCP0034	4-1/4" 150# Flange x Male QD Mounting Kit	\$157.33	US
465-11	ACCP0035	6" 150# Flange x Male QD Mounting Kit	\$305.23	US
465-11	ACCP0036	8" 150# Flange x Male QD Mounting Kit	\$427.34	US
465-11	ACCP0037	10" 150# Flange x Male QD Mounting Kit	\$464.26	US

GSA PRICING

Xylem Dewatering Solutions, Inc.
 GSA Accessories Sales Prices
 Effective Date 02.01.2017
 Contract GS07F102GA

SIN	MFR PART NO	PRODUCT DESCRIPTION	GSA PRICE	COO
465-11	FTDB0500001	500 Gallon TransCube Fuel Tank w/ Dbl Wall & Skid	\$9,269.00	US
465-11	FTDB1000000	1000 Gallon TransCube Fuel Tank w/ Dbl Wall & Skid	\$14,669.20	US
465-11	FTDB1240000	1240 Gallon TransCube Fuel Tank w/ Dbl Wall & Skid	\$15,152.80	US
465-11	FTDB0250000	Lubecube UL Double Wall Auxiliary Fuel Tanks with Skid 280 Gal UL Fuel Cube W/Dbl Wall & Skid	\$4,755.40	US
465-11	FTDB0500000	Lubecube UL Double Wall Auxiliary Fuel Tanks with Skid 500 Gal UL Fuel Cube W/Dbl Wall & Skid	\$5,803.20	US
465-11	RC040120000	4" x 12' Temporary Road Ramps	\$1,853.80	US
465-11	RC060120000	6" x 12' Temporary Road Ramps	\$2,498.60	US
465-11	RC080120000	8" x 12' Temporary Road Ramps	\$3,465.80	US
465-11	RC120120000	12" x 12' Temporary Road Ramps	\$7,495.80	US
465-11	RC180120000	18" x 12' Temporary Road Ramps	\$14,830.40	US
465-11	RC240150000	24" x 15' Temporary Road Ramps	\$17,329.00	US
465-11	CAPGMA005	PrimeGuard Mechanical Float Switch 65'	\$346.58	US
465-11	CAPGMA004	PrimeGuard Mechanical Float Switch 125'	\$407.03	US
465-11	CAPTNA020	Normally Open Mechanical Float Switches 30'	\$54.00	US
465-11	CAPTNA016	Normally Open Mechanical Float Switches 65'	\$92.69	US
465-11	CAPTNA018	Normally Open Mechanical Float Switches 125'	\$116.87	US
465-11	CAPTNA022	Normally Open Mechanical Float Switches 150'	\$153.14	US
465-11	CAPTNA021	Normally Closed Mechanical Float Switches 30'	\$54.00	US
465-11	CAPTNA017	Normally Closed Mechanical Float Switches 65'	\$92.69	US
465-11	CAPTNA019	Normally Closed Mechanical Float Switches 125'	\$116.87	US
465-11	CAPTNA023	Normally Closed Mechanical Float Switches 150'	\$153.14	US
465-11	CAPF1P008	Normally Open Piggyback Mechanical Floats 30' 115 v	\$83.02	US
465-11	CAPF1P010	Normally Open Piggyback Mechanical Floats 50' 115 v	\$91.88	US
465-11	CAPF1P009	Normally Open Piggyback Mechanical Floats 30' 230 v	\$83.02	US
465-11	CAPF1P007	Normally Open Piggyback Mechanical Floats 50' 230 v	\$91.88	US
465-11	CAPTNA002	Normally Open Mechanical Confined Space Floats 100'	\$185.38	US
465-11	CAPTNA003	Normally Open Mechanical Confined Space Floats 175'	\$201.50	US

SIN	MFR PART NO	PRODUCT DESCRIPTION	GSA PRICE	COO
465-11	CPVF3P0310202	Godwin 20HP VFD CP W/CAGE 20AMP 460V	\$8,785.40	US
465-11	CPVF3P0700202	Godwin 50HP VFD CP W/CAGE 70AMP 460V	\$12,090.00	US
465-11	CPVF3P1050202	Godwin 75HP VFD CP W/CAGE 105AMP 460V	\$15,072.20	US
465-11	CPVF3P1420202	Godwin 100HP VFD CP W/CAGE 142AMP 460V	\$18,054.40	US
465-11	CPVF3P1802002	Godwin 150HP VFD CP W/CAGE 180AMP 460V	\$19,827.60	US
465-11	CPVF3P2110202	Godwin 175HP VFD CP W/CAGE 211AMP 460V	\$22,245.60	US
465-11	CPVF3P2420202	Godwin 200HP VFD CP W/CAGE 242AMP 460V	\$33,126.60	US
465-11	CPVF3P3700202	Godwin 300HP VFD CP W/CAGE 370AMP 460V	\$36,673.00	US
465-11	CPVF3P5150202	Godwin 400HP VFD CP W/CAGE 515AMP 460V	\$51,019.80	US
465-11	CPVF3P6010202	Godwin 500HP VFD CP W/CAGE 601AMP 460V	\$55,452.80	US
465-11	CPVF3P7200202	Godwin 600HP VFD CP W/CAGE 720AMP 460V	\$58,838.00	US
465-11	CPSS3P1850000	Soft Start Panel Max:185Amp	\$13,500.50	US
465-11	CPSS3P2550000	Soft Start Panel Max:255Amp	\$15,837.90	US
465-11	CPSS3P3400000	Soft Start Panel Max:340Amp	\$17,732.00	US
465-11	CPSS3P4840000	Soft Start Panel Max:484Amp	\$24,905.40	US
465-11	CPSS3P8200000	Soft Start Panel Max:820Amp	\$32,401.20	US
465-11	TRGL05000020	GL5 Drop Trl CS CD100/103 (9232)	\$4,191.20	US
465-11	TRGL10000005	CD250/DPC300/HL5M GL10 Trailer (5705)	\$6,528.60	US
465-11	TRNTNA060030	GP60 Int Trailer W/EB Less T&B (8706)	\$2,418.00	US
465-11	TRGL06000003	GL6 Drop Trl CS CD150/HS150 (9233)	\$4,674.80	US
465-11	TRGL12000002	HS300/HL5M/6M SAE GL12 Trailer (7754)	\$7,254.00	US
465-11	TRGL10000025	GL10 Drop In Trl CD225 SAE IT4 (9766)	\$7,334.60	US
465-11	TRGL10000030	GL 10 Drop In Trl CD225/JD4045HFC04 SAE	\$7,334.60	US
465-11	TRGL07000006	CD225 SAE GL7 Trailer (5954)	\$5,077.80	US
465-11	TRGL12000001	CD300/HL130/HL225 GL12 Trailer (5769)	\$7,254.00	US
465-11	TRGL21000006	CD300M/6090H Trailer w/CS Encl (8738)	\$11,848.20	US
465-11	TRGL14000003	GL14 Drop In Trl DPC300/6068-T3 (9404)	\$10,075.00	US

The General Services Administration (GSA) contracts for multiple types of services, supplies, equipment, and materials through a wide array of contractors.

GSA permits various federal agencies, states, and local governments to utilize their contracts. The Contracts are available by issuing Request for Quotations, and obtaining quotes from various contractors for the numerous supplies and services. The contracts are long term with 5 year periods of performance and/or ordering periods with multiple year option periods.

Contractors products, services supplies, equipment etc can be viewed online on the various GSA schedules and quotations can be requested electronically. The terms and conditions required by each of the schedule contracts are available online along with all required pricing. The pricing available is the maximum price that can be charged and the City or user of the GSA schedule contract(s) can negotiate reductions in the proposed prices or rates.

All contracts comply with Federal statutes and are competed so additional competition requirements are met so long as the user follows the ordering requirements of the awarded contracts. There are various GSA Schedules that help obtain Small Business goals; various products and services.

GSA eLibrary is available 24 hours a day, 7 days a week to provide up-to-date information on which suppliers have contracts and what items are available, by using various search options, such as:

- Keywords;
- Contract Number;
- Contractor/Manufacturer Name;
- Schedule Name, Schedule Number, Category/Sub-Category Name, or Category Number/Special Item Number (SIN); or
- Technology Contract Name, Contract Number, or Category Name/Number.

GSA eLibrary also provides an Alphabetical Listing of Available Contractors, allowing customers to easily locate all Schedule and Technology Contracts for a particular company. An updated Category Guide is designed to facilitate searches for specific groups of items.



We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: Procurement and Contracts

FROM: Sandra Wright, Purchasing Agent

SUBJECT: Council is asked to ratify Contract Amendment #1 for Project SS6857; Agreement for Engineering Services for the Olympia Sub Basin (Divisions I & II) Sewer Rehabilitation and Replacement. Award to WK Dickson, in the amount of \$152,150.00. This firm has headquarters in Charlotte, NC and a local office in Columbia.

PURPOSE: This is a Clean Water 2020 Program Project and a Mentor Protégé Program Project.

HPG and Company, Inc., a Small Business Enterprise of Columbia, SC is the protégé and will provide design and construction services at 9% (\$13,200.00) of the contract value.

REQUISITION NO.: P145995

FINANCIAL IMPACT: Funding Source: 5529999-658650. The original budgeted amount is \$500,000.00.

ORIGINAL BUDGET: \$500,000.00

BUSINESS PROGRAM: Mentor Protege Program

CLEAN WATER 2020?: Yes

STRATEGIC GOALS: Foster a healthy quality of life, Provide high quality municipal services

This inter-office memo describes the required revisions to the original Scope of Services for WK Dickson & Company, Inc., associated with the Sewer Rehabilitation and Replacement of the Olympia Sub Basin (Division I & II).

WK Dickson & Company, Inc., performed additional services to assist the City of Columbia by providing the design of a sanitary sewer system due to additional sanitary sewer footage found in the sub basin, a sanitary sewer overflow resulting in an emergency repair, sanitary sewer lines located under buildings and assessment of pipe bursting.

Please see WK Dickson & Company, Inc., scope of work letter for further details, Columbia Water is requesting that the submitted ratification be processed so that this work can be paid.

ATTACHMENTS:

- **#a:** WK Dickson SS6857 Sewer Rehabilitation & Replacement of the Olympia Sub Basin Contract Amendment 1 (PDF)
- **#b:** SS6857 Contract Amendment 1 Justification Memo (PDF)
- **#c:** SS6857 WK Dicksons Contract Amendment 1 Scope of Work (PDF)
- **#d:** WK Dickson SS6857 Olympia Sub Basin I & II Map (2) (PDF)

Agreement for Engineering Services
for the Sewer Rehabilitation & Replacement of the Olympia Sub Basin (Division I & II)
SS6857

W.K. Dickson & Company, Inc., Columbia, SC

Contract Amendment #1

February 28, 2018

Description of Change: Request change in the Agreement for Engineering Services between the City of Columbia (City) and W. K. Dickson & Company, Inc., (Engineer) dated August 19, 2014 (Agreement), to compensate the Engineer for additional sanitary sewer footage found in the sub basin, a sanitary sewer overflow emergency repair, sanitary sewer lines under buildings and assessment of pipe bursting. As more fully defined in Exhibit A, Exhibit B, Exhibit C, Exhibit D and Exhibit E, herein. All other provisions of the Agreement, except as herein modified or changed, remain in full force and effect.

Proposed Change and Basis for Payment:

Original Contract Price:	\$500,000.00
Previous Change Orders:	\$ 0.00
This Change (addition):	\$152,150.00
Revised Contract Price:	\$652,150.00

Additional funds are to be provided in the following manner: Capital Outlay Budget 5529999-658650

This Change is Acceptable:

WK Dickson:


Signature

Terry A. Macaluso, PE

Please Print Name

5/1/2018

Date

Vice President

Title

City of Columbia:

By:


Joseph D. Jaco, P.E., Director of Utility Operations

By:


Clint Shealy, P.E., Assistant City Manager for Columbia Water

By:


Sandra A. Wright, CPPB, Director of Procurement and Contracts/Purchasing Agent

Approval of Change:

Teresa Wilson, City Manager

W.K.Dickson.2014.Engineering.Services.Agreement.SS6857.Olympia Sub Basin I & II.CA.1.Jr

APPROVED AS TO FORM

Legal Department City of Columbia, SC



Address: 1441 Main Street, 10th Floor | Columbia, SC 29201
Office: 803.545.3400 Email: info@CleanWater2020.com

Memorandum

To: Kimberley Roof

From: John Riggs

Date: September 29, 2017

Subject: SS6857 Contract Amendment #1 Justification

W.K. Dickson and Co. Inc. has been leading the effort for the design and rehabilitation of the gravity sewer improvements in the Olympia Sub Basin. The scope of this work included condition assessment of the existing gravity sewer system and the design/rehabilitation of the system. Initial data given to W.K. Dickson indicated that the gravity sewer system consisted of pipes 8-inches in diameter and larger. However, upon assessment, most of the lines in the basin were determined to be 6-inches in diameter. To further complicate the design, it was also established that several of the gravity lines ran under homes, sheds and other structures. Since the lines were found to be of sub standard diameter, the method to repair these lines and whether to relocate the lines became a major issue. This caused W.K. Dickson and Co. to reassess the methods that they had initially planned to use within the system for repair and also develop other criteria for the ranking and priority of construction within the basin.

In addition to the above, an emergency SSO had to be repaired during this project, which caused extra time, contract preparation and construction administration for the contract.

SS6857 Contract Amendment #1 includes the following work that has already been performed:

1. Revisions to Task 1 – due to additional time for Project Management and Administration during Assessment and Design.
2. Revisions to Task 2 – due to additional manholes and lines found in the system and database changes that occurred during the project period.
3. Revisions to Task 3 – due to the sub standard size of the gravity sewer lines, additional manholes and lines found in the system, assessment of multiple sewer conflicts with homes/sheds and the evaluation of utilizing pipe bursting as an option for rehabilitation.
4. Revisions to Task 4 – due to additional manholes and lines found in the system, assessment of 6-inch lines in the system, multiple sewer conflicts with homes/sheds, modifications to the PER and and pipe bursting assessment.
5. Revisions to Task 5 – due to additional manholes and lines found in the system, Emergency SSO repair, and pipe bursting assessment.

6. Revisions to Task 8- due to Emergency SSO repair
7. Revisions to Task 10 - due to additional manholes and lines found in the system and Emergency SSO repair.
8. Revisions to Task 100 – due to additional manholes and lines found in the system, Emergency SSO repair, additional meetings necessary for the project, and easement documents needed for the preparation of plans involved with the relocation of the sewer lines around the homes/sheds.
9. Revisions to Task 200 – due to pipe bursting assessment and database changes that occurred during the project period.
10. Revisions to Task 300 – due to additional manholes and lines found in the system, multiple sewer conflicts with homes/sheds, Emergency SSO repair and easement documents needed for the preparation of plans involved with relocation around the homes/sheds.
11. Revisions to Task 400 - due to multiple sewer conflicts with homes/sheds.
12. Revisions to Task 500 – due to due to additional manholes and lines found in the system and pipe bursting assessment.

Based on the justification outlined above, W.K. Dickson Inc. should be awarded this contract amendment as described in Contract Amendment #1 (this work has already been completed).

Approve

Disapprove

CES

Clint Shealy, P.E. Assistant City Manager, Columbia Water

5/14/18
Date

Teresa Wilson, City Manager

Date



December 18, 2017

Mr. John Riggs, PE
 Wastewater Engineer
 City of Columbia
 Utilities and Engineering
 1136 Washington Street
 Columbia, South Carolina 29201

Re: SS6857- Sewer Rehabilitation & Replacement for the Olympia Sub-Basin (Division I & II)
 Contract Amendment 1
 WKD Project #20140094.00.CA

Dear Mr. Riggs:

This letter is a follow-up to our original letter of June 21, 2016 for additional work performed and associated fees. Additionally, your original reply letter of August 8, 2017 was utilized for our meeting of August 16, 2017, as well as our response letter of August 17, 2017 which documented our agreed upon fees for these additional services.

Per your request, we are following up with this additional letter, providing more condensed descriptions along with tables (using the Divisions and Tasks from the original Contract) for each item as previously outlined within the above referenced letters.

Work performed to date:

Item 1 - Additional lines and manholes were encountered beyond the original quantities included in the contract. Our contract was based upon 65 manholes and 16,721 linear feet of sewer lines. In the end, 82 manholes and 17,711 linear feet of sewer lines were found and evaluated in the field. The above work resulted in a \$55,600 fee increase for the following Divisions & Tasks as outlined in the table below:

Mr. John Riggs
December 18, 2017
Page 2

Task Item- Division I	Original Cost	Item 1 Change Cost
1	\$ 85,000	\$ 13,600
2	\$ 25,000	\$ 4,000
3	\$ 115,000	\$ 18,400
4	\$ 20,000	\$ 3,200
5	\$ 40,000	\$ 6,400
6	\$ 10,000	\$ -
7	\$ 10,000	\$ -
8	\$ 60,000	\$ -
9	\$ -	\$ -
10	\$ 10,000	\$ 1,600
Total Division I	\$ 375,000	\$ 47,200

Task Item- Division II	Original Cost	Item 1 Change Cost
100	\$ 10,000	\$ 900
200	\$ 5,000	\$ 1,500
300	\$ 60,000	\$ 4,000
400	\$ 5,000	\$ -
500	\$ 20,000	\$ 2,000
600	\$ 15,000	\$ -
700	\$ -	\$ -
800	\$ -	\$ -
900	\$ -	\$ -
10000	\$ -	\$ -
Total Division II	\$ 125,000	\$ 8,400

Item 2 – During the SSES inspection additional manholes and associated gravity mains were revealed upstream from a manhole on the Olympia School property. This section of the system was traced back to its origin to include an additional 5 manholes and associated gravity lines. The above work resulted in a \$2,500 fee increase for the following Divisions & Tasks as outlined in the table below:

Task Item- Division I	Original Cost	Item 2 Change Cost
1	\$ 85,000	\$ -
2	\$ 25,000	\$ -
3	\$ 115,000	\$ 2,500
4	\$ 20,000	\$ -
5	\$ 40,000	\$ -
6	\$ 10,000	\$ -
7	\$ 10,000	\$ -
8	\$ 60,000	\$ -
9	\$ -	\$ -
10	\$ 10,000	\$ -
Total Division I	\$ 375,000	\$ 2,500

Task Item- Division II	Original Cost	Item 2 Change Cost
100	\$ 10,000	\$ -
200	\$ 15,000	\$ -
300	\$ 60,000	\$ -
400	\$ 5,000	\$ -
500	\$ 20,000	\$ -
600	\$ 15,000	\$ -
700	\$ -	\$ -
800	\$ -	\$ -
900	\$ -	\$ -
10000	\$ -	\$ -
Total Division II	\$ 125,000	\$ -

Item 3 - Requirement to establish new protocol for database naming conventions. Some of the extra manholes discovered in the field during inspection were at the ends of lines and this condition was not outlined within the CW2020 specifications for database protocol. WKD had to create a new template and add the new manhole data for manholes on ends of lines while securing approval from CW2020. The above work resulted in a \$2,500 fee increase for the following Divisions & Tasks as outlined in the table below:

Task Item- Division I	Original Cost	Item 3 Change Cost
1	\$ 85,000	\$ -
2	\$ 25,000	\$ 2,500
3	\$115,000	\$ -
4	\$ 20,000	\$ -
5	\$ 40,000	\$ -
6	\$ 10,000	\$ -
7	\$ 10,000	\$ -
8	\$ 60,000	\$ -
9	\$ -	\$ -
10	\$ 10,000	\$ -
Total Division I	\$ 375,000	\$ 2,500

Task Item- Division II	Original Cost	Item 3 Change Cost
100	\$ 10,000	\$ -
200	\$ 15,000	\$ -
300	\$ 60,000	\$ -
400	\$ 5,000	\$ -
500	\$ 20,000	\$ -
600	\$ 15,000	\$ -
700	\$ -	\$ -
800	\$ -	\$ -
900	\$ -	\$ -
10000	\$ -	\$ -
Total Division II	\$ 125,000	\$ -

Item 4 - Additional work associated with assessing 6" lines in the system. Original maps provided by the City reflected minimum size lines of 8" for this sub-basin. It was later discovered, through our field investigations, that approximately 8,052 feet of line was 6" in size. WKD based the original scope and fee based on these lines being 8" minimum in size. Addressing these 6" lines imposed extra time requirements on our part including investigating options for complete removal of these 6" lines; these efforts are more fully described in our previous letters. The above work resulted in a \$15,500 fee increase for the following Divisions & Tasks as outlined in the table below:

Mr. John Riggs
December 18, 2017
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Task Item- Division I	Original Cost	Item 4 Change Cost
1	\$ 85,000	\$ -
2	\$ 25,000	\$ -
3	\$115,000	\$ 7,500
4	\$ 20,000	\$ 8,000
5	\$ 40,000	\$ -
6	\$ 10,000	\$ -
7	\$ 10,000	\$ -
8	\$ 60,000	\$ -
9	\$ -	\$ -
10	\$ 10,000	\$ -
Total Division I	\$ 375,000	\$ 15,500

Task Item- Division II	Original Cost	Item 4 Change Cost
100	\$ 10,000	\$ -
200	\$ 15,000	\$ -
300	\$ 60,000	\$ -
400	\$ 5,000	\$ -
500	\$ 20,000	\$ -
600	\$ 15,000	\$ -
700	\$ -	\$ -
800	\$ -	\$ -
900	\$ -	\$ -
10000	\$ -	\$ -
Total Division II	\$ 125,000	\$ -

Item 5 -Additional work associated with assessing multiple sewer conflicts with existing homes and sheds. At the onset of the project, it was unknown by WKD or the City/ CW2020 that numerous and significant conflicts existed between the gravity sewer lines and structures (homes or sheds). WKD identified numerous conflicts (roughly 68) throughout the basin. There were no easements or surveyed home/ shed locations available to determine these conflicts. Therefore, WKD determined the nature of these conflicts (with homes and fixed foundation sheds) and provided detailed information on these conflicts including addresses, locations, types of sheds, etc. WKD subsequently met with CW2020 and the City on many occasions to determine and develop a desired course of action resulting from these numerous conflicts. The above work resulted in a \$25,500 fee increase for the following Divisions & Tasks as outlined in the table below:

Task Item- Division I	Original Cost	Item 5 Change Cost
1	\$ 85,000	\$ -
2	\$ 25,000	\$ -
3	\$115,000	\$ 7,500
4	\$ 20,000	\$ 8,000
5	\$ 40,000	\$ -
6	\$ 10,000	\$ -
7	\$ 10,000	\$ -
8	\$ 60,000	\$ -
9	\$ -	\$ -
10	\$ 10,000	\$ -
Total Division I	\$ 375,000	\$ 15,500

Task Item- Division II	Original Cost	Item 5 Change Cost
100	\$ 10,000	\$ -
200	\$ 15,000	\$ -
300	\$ 60,000	\$ 7,500
400	\$ 5,000	\$ 2,500
500	\$ 20,000	\$ -
600	\$ 15,000	\$ -
700	\$ -	\$ -
800	\$ -	\$ -
900	\$ -	\$ -
10000	\$ -	\$ -
Total Division II	\$ 125,000	\$ 10,000

Item 6 - Multiple revisions to Preliminary Design Report for changing project objectives due to limited funding available. WKD spent considerable time and effort to establish project goals and priorities within the Preliminary Design Report (PDR). Much effort was spent trying to ascertain the priorities and goals of CW2020 and the City for allocation of a very constrained budget for many competing needs and total improvements required for this sub-basin. During the course of the PDR, it was determined that most of the basin sewer piping was in very poor condition. Additionally, there were high criticality factors placed on many of these lines due to conflicts, overflows, inadequate sizing (6"), etc. Since there was not enough funding to adequately address the system defects found, additional priorities had to be developed and considered to meet the goals of CW2020 and the City. WKD revised the PDR multiple times to rank these competing requirements for funding and obtain final approval of the PDR for spending priorities. The above work resulted in a \$5,000 fee increase for the following Divisions & Tasks as outlined in the table below:

Mr. John Riggs
December 18, 2017
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Task Item- Division I	Original Cost	Item 6 Change Cost
1	\$ 85,000	\$ -
2	\$ 25,000	\$ -
3	\$115,000	\$ -
4	\$ 20,000	\$ 5,000
5	\$ 40,000	\$ -
6	\$ 10,000	\$ -
7	\$ 10,000	\$ -
8	\$ 60,000	\$ -
9	\$ -	\$ -
10	\$ 10,000	\$ -
Total Division I	\$ 375,000	\$ 5,000

Task Item- Division II	Original Cost	Item 6 Change Cost
100	\$ 10,000	\$ -
200	\$ 15,000	\$ -
300	\$ 60,000	\$ -
400	\$ 5,000	\$ -
500	\$ 20,000	\$ -
600	\$ 15,000	\$ -
700	\$ -	\$ -
800	\$ -	\$ -
900	\$ -	\$ -
10000	\$ -	\$ -
Total Division II	\$ 125,000	\$ -

Item 7 - Final revisions to Preliminary Design Report (PDR) for formatting preferences. WKD made multiple changes to PDR after it was submitted according to the outline provided within the scope. However, WKD has agreed not to charge for these efforts. The above work resulted in a \$0 fee increase for the following Divisions & Tasks as outlined in the table below:

Task Item- Division I	Original Cost	Item 7 Change Cost
1	\$ 85,000	\$ -
2	\$ 25,000	\$ -
3	\$115,000	\$ -
4	\$ 20,000	\$ -
5	\$ 40,000	\$ -
6	\$ 10,000	\$ -
7	\$ 10,000	\$ -
8	\$ 60,000	\$ -
9	\$ -	\$ -
10	\$ 10,000	\$ -
Total Division I	\$ 375,000	\$ -

Task Item- Division II	Original Cost	Item 7 Change Cost
100	\$ 10,000	\$ -
200	\$ 15,000	\$ -
300	\$ 60,000	\$ -
400	\$ 5,000	\$ -
500	\$ 20,000	\$ -
600	\$ 15,000	\$ -
700	\$ -	\$ -
800	\$ -	\$ -
900	\$ -	\$ -
10000	\$ -	\$ -
Total Division II	\$ 125,000	\$ -

Mr. John Riggs
 December 18, 2017
 Page 7

Item 8a - Developing plans & specifications for the Georgia Street relocation, and procuring as a separate project due to its emergency nature. Due to overflows on this section of the sub-basin, the City directed WKD to immediately focus their work efforts on designing, permitting and bidding the relocation/ replacement sections of lines in this specific area of the project. Design work, easements, and contract documents had to be performed independently from the remainder of the project, making changes from original plans. The above work resulted in a \$33,650 fee increase for the following Divisions & Tasks as outlined in the table below:

Task Item- Division I	Original Cost	Item 8a Change Cost
1	\$ 85,000	\$ 10,550
2	\$ 25,000	\$ -
3	\$115,000	\$ -
4	\$ 20,000	\$ -
5	\$ 40,000	\$ 5,000
6	\$ 10,000	\$ -
7	\$ 10,000	\$ -
8	\$ 60,000	\$ 4,000
9	\$ -	\$ -
10	\$ 10,000	\$ -
Total Division I	\$ 375,000	\$ 19,550

Task Item- Division II	Original Cost	Item 8a Change Cost
100	\$ 10,000	\$ 2,000
200	\$ 15,000	\$ -
300	\$ 60,000	\$ 12,100
400	\$ 5,000	\$ -
500	\$ 20,000	\$ -
600	\$ 15,000	\$ -
700	\$ -	\$ -
800	\$ -	\$ -
900	\$ -	\$ -
10000	\$ -	\$ -
Total Division II	\$ 125,000	\$ 14,100

Mr. John Riggs
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Item 8b - City of Columbia project SS737902 -Georgia St. emergency section – Close out items. CW2020 has requested that WKD/HPG provide record drawings, data submittals and other close-out items. The above work will result in a \$3,000 fee increase for the following Divisions & Tasks as outlined in the table below:

Task Item- Division I	Original Cost	Item 8b Change Cost
1	\$ 85,000	\$ -
2	\$ 25,000	\$ -
3	\$115,000	\$ -
4	\$ 20,000	\$ -
5	\$ 40,000	\$ -
6	\$ 10,000	\$ -
7	\$ 10,000	\$ -
8	\$ 60,000	\$ -
9	\$ -	\$ -
10	\$ 10,000	\$ 2,000
Total Division I	\$ 375,000	\$ 2,000

Task Item- Division II	Original Cost	Item 8b Change Cost
100	\$ 10,000	\$ 1,000
200	\$ 15,000	\$ -
300	\$ 60,000	\$ -
400	\$ 5,000	\$ -
500	\$ 20,000	\$ -
600	\$ 15,000	\$ -
700	\$ -	\$ -
800	\$ -	\$ -
900	\$ -	\$ -
10000	\$ -	\$ -
Total Division II	\$125,000	\$ 1,000

Item 9a - Re-assessment of line relocations after approval of Preliminary Design Report (30% Design). After the PDR (30% Design) was approved, WKD began 60% designs for rerouting the conflicts previously identified and prioritized to provide suitable clearance (easements) for future servicing of these lines as requested by the City. Later, the City stated that they would like to leave some of these conflicts in place, potentially pipe bursting these lines. Therefore, the priority and goal of removing the sewer conflicts between all homes and permanent foundation sheds, as well as providing clearance/ easements, was adjusted, by the City, based on limited funding of the project. The above work resulted in a \$3,500 fee increase for the following Divisions & Tasks as outlined in the table below:

Mr. John Riggs
December 18, 2017
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Task Item- Division I	Original Cost	Item 9a Change Cost
1	\$ 85,000	\$ 500
2	\$ 25,000	\$ -
3	\$115,000	\$ -
4	\$ 20,000	\$ 1,500
5	\$ 40,000	\$ -
6	\$ 10,000	\$ -
7	\$ 10,000	\$ -
8	\$ 60,000	\$ -
9	\$ -	\$ -
10	\$ 10,000	\$ -
Total Division I	\$ 375,000	\$ 2,000

Task Item- Division II	Original Cost	Item 9a Change Cost
100	\$ 10,000	\$ -
200	\$ 15,000	\$ 750
300	\$ 60,000	\$ -
400	\$ 5,000	\$ -
500	\$ 20,000	\$ 750
600	\$ 15,000	\$ -
700	\$ -	\$ -
800	\$ -	\$ -
900	\$ -	\$ -
10000	\$ -	\$ -
Total Division II	\$ 125,000	\$ 1,500

Item 10a - Additional progress meetings, progress reports and minutes. Four (4) additional meetings have been required due to the extended timeframe caused by the items listed above. The above work resulted in a \$5,400 fee increase for the following Divisions & Tasks as outlined in the table below:

Task Item- Division I	Original Cost	Item 10a Change Cost
1	\$ 85,000	\$ 3,400
2	\$ 25,000	\$ -
3	\$115,000	\$ -
4	\$ 20,000	\$ -
5	\$ 40,000	\$ -
6	\$ 10,000	\$ -
7	\$ 10,000	\$ -
8	\$ 60,000	\$ -
9	\$ -	\$ -
10	\$ 10,000	\$ -
Total Division I	\$ 375,000	\$ 3,400

Task Item- Division II	Original Cost	Item 10a Change Cost
100	\$ 10,000	\$ 2,000
200	\$ 15,000	\$ -
300	\$ 60,000	\$ -
400	\$ 5,000	\$ -
500	\$ 20,000	\$ -
600	\$ 15,000	\$ -
700	\$ -	\$ -
800	\$ -	\$ -
900	\$ -	\$ -
10000	\$ -	\$ -
Total Division II	\$ 125,000	\$ 2,000

Mr. John Riggs
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The table shown below is a consolidation of the compensation for all the above item numbers, grouped by each Division & Task numbers consistent with the original contract. This total compensation of \$ 152,150 is for services detailed by Amendment 1.

Total Additional Compensation for Items 1 – 10a detailed by Task			
Task	Division I	Task	Division II
1	\$ 28,050	100	\$ 5,900
2	\$ 6,500	200	\$ 2,250
3	\$ 35,900	300	\$ 23,600
4	\$ 25,700	400	\$ 2,500
5	\$ 11,400	500	\$ 2,750
6	\$ -	600	\$ -
7	\$ -	700	\$ -
8	\$ 4,000	800	\$ -
9	\$ -	900	\$ -
10	\$ 3,600	10000	\$ -
Total Division I	\$ 115,150	Total Division II	\$ 37,000

The above information is additionally shown within **Exhibit B – 1** attached. Also, the new total compensation for this project is reflected within **Exhibit B – 2**.

A new project schedule for this Amendment is reflected within **Exhibit C – 1**.

Mr. John Riggs
 December 18, 2017
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HPG and Company is the Protégé Firm for this project. The Protégé and Sub-Consultant percentages and amounts are listed in the table below. Also, the adjusted subconsultant fees and percentages are reflected within Exhibit D – 1.

	Total Contract Amount	HPG and Company Consulting Engineers, Inc. Amount (Protégé)	% of Contract Amount
Original Contract	\$ 500,000	\$ 100,000	20%
CA #1	\$ 152,150	\$ 13,200	9%
New Total Contract Amount	\$ 652,150	\$ 113,200	17%

Sincerely,

W.K. Dickson & Co., Inc.



Jamie Wright, PE
 Senior Project Manager

cc: David Pond, PE – W.K. Dickson & Co., Inc.
 Terry Macaluso, PE – W.K. Dickson & Co., Inc.

EXHIBIT B - 1
COMPENSATION FOR AMENDMENT 1

Sewer Rehabilitation and Replacement for the Olympia Sub-basin
(Division I and Division II)
City of Columbia, South Carolina
CIP SS6857

Amendment 1

Task	Description	Hours	Total
	Division I		
1.0	Project Management and Administration (Assessment and Design)	215	\$ 28,050
2.0	Data Management	60	\$ 6,500
3.0	Sewer Assessment	215	\$ 35,900
4.0	Sewer Assessment Results and Preliminary Design Report	250	\$ 25,700
5.0	Rehabilitations Implementation	85	\$ 11,400
6.0	Permitting	-	-
7.0	Project Bidding	-	-
8.0	General Services During Construction	40	\$ 4,000
9.0	Full Time Construction Inspection	-	-
10.0	Final Completion	30	\$ 3,600
	Total Division I	895	\$ 115,150
	Division II		
100	Evaluation and Design Phase Administration	70	\$ 5,900
200	Preliminary Planning, Investigation, Engineering and Alternative Analysis	25	\$ 2,250
300	Survey and Utilities Mapping	95	\$ 23,600
400	Geotechnical Investigation	10	\$ 2,500
500	Final Design	25	\$ 2,750
600	Permits and Property	-	-
700	Bidding and Award	-	Included in Div. I
800	Engineering Service During Construction	-	Included in Div. I
900	Full Time Construction Inspection	-	N/A
1000	Project Closeouts	-	Included in Div. I
	Total Division II	225	\$ 37,000
	Total of Contract Amendment (Division I + Division II)	1,120	\$ 152,150

EXHIBIT B - 2
TOTAL COMPENSATION FOR AMENDMENT 1

Sewer Rehabilitation and Replacement for the Olympia Sub-basin
(Division I and Division II)
City of Columbia, South Carolina
CIP SS6857

Total Compensation = Original Contract + Amendment 1

Task	Description	Original Contract Amount	Prior Amendments	Current Amendment	Total
	Division I				
1.0	Project Management and Administration (Assessment and Design)	\$ 85,000	-	\$ 28,050	\$ 113,050
2.0	Data Management	\$ 25,000	-	\$ 6,500	\$ 31,500
3.0	Sewer Assessment	\$ 115,000	-	\$ 35,900	\$ 150,900
4.0	Sewer Assessment Results and Preliminary Design Report	\$ 20,000	-	\$ 25,700	\$ 45,700
5.0	Rehabilitations Implementation	\$ 40,000	-	\$ 11,400	\$ 51,400
6.0	Permitting	\$ 10,000	-	-	\$ 10,000
7.0	Project Bidding	\$ 10,000	-	-	\$ 10,000
8.0	General Services During Construction	\$ 60,000	-	\$ 4,000	\$ 64,000
9.0	Full Time Construction Inspection	-	-	-	-
10.0	Final Completion	\$10,000	-	\$ 3,600	\$ 13,600
	Total Division I	\$ 375,000	-	\$ 115,150	\$ 490,150
	Division II				
100	Evaluation and Design Phase Administration	\$ 10,000	-	\$ 5,900	\$ 15,900
200	Preliminary Planning, Investigation, Engineering and Alternative Analysis	\$ 15,000	-	\$ 2,250	\$ 17,250
300	Survey and Utilities Mapping	\$ 60,000	-	\$ 23,600	\$ 83,600
400	Geotechnical Investigation	\$ 5,000	-	\$ 2,500	\$ 7,500
500	Final Design	\$ 20,000	-	\$ 2,750	\$ 22,750
600	Permits and Property	\$ 15,000	-	-	\$ 15,000
700	Bidding and Award	Inc. in Div. I	-	-	-
800	Engineering Service During Construction	Inc. in Div. I	-	-	-
900	Full Time Construction Inspection	-	-	-	-
1000	Project Closeouts	Inc. in Div. I	-	-	-
	Total Division II	\$125,000	-	\$ 37,000	\$ 162,000
	Total of Contract (Division I + Division II)	\$ 500,000	-	\$ 152,150	\$ 652,150
	% of Contract to Subconsultants	-			
	% of Contract to Protégé	\$ 100,000 (20%)		\$ 13,200 (9%)	\$ 113,200 (17%)

Compensation is based on the assumptions indicated in Exhibit A. Additional services will be performed based on the Hourly Rate Schedule in Exhibit L once approved by the CITY.

EXHIBIT C – 1
AMENDMENT 1 SCHEDULE (Revised December 14, 2017)

**Sewer Rehabilitation and Replacement for the Olympia Sub-basin
(Division I and Division II)
City of Columbia, South Carolina
CIP SS6857**

*Duration (days) begin upon the issuance of the official Notice-to-Proceed date issued by the City of Columbia.

**The City of Columbia to secure permissions & hold harmless agreements and easements from necessary property owners prior to project bidding.

No schedule is required since works associated with Amendment 1 has already been performed for the City of Columbia based on previous schedule outlined in past correspondence and monthly progress reports.

EXHIBIT D – 1
SUBCONSULTANT INFORMATION FOR AMENDMENT 1

**Sewer Rehabilitation and Replacement for the Olympia Sub-basin
(Division I and Division II)
City of Columbia, South Carolina
CIP SS6857**

SUBCONSULTANT FIRM INFORMATION RECORDS

The Engineer shall list all firms, including minority and female owned firms, providing subconsulting services under this Agreement. The list shall be submitted in the format provided below. Any proposed changes must be submitted in writing to the City, including the reason(s) for the proposed changes, prior to initiation of any action by the Engineer. Any invoices submitted for payment under this Agreement must include the dollar amount to be paid to each firm listed below for the invoice period.

Firm Name and Address	Contact Name & Telephone #	Group (MBE, FBE, SBE, Non M/F/SBE)	Services to be Provided	Dollar Value of Services*
HPG and Company, Inc. 1432 Sunset Blvd; West Columbia, South Carolina 29169	803-739-2888	SBE	Design and Construction Management Services associated with Division II	\$ 13,200

*Estimated fee; fee may vary based on actual services provided.
Please clearly note the Protégé Firm in the "Group" Column.
Add additional rows as needed.



Legend

Spill Count

- ★ 1
- ★ 2
- Manholes
- Major Manholes
- Temp Flow Meters
- Permanent Meters
- Small Pipe <15"
- Large Pipe >=15"
- Olympia



We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: Procurement and Contracts

FROM: Sandra Wright, Purchasing Agent

SUBJECT: Council is asked to approve an Agreement for Project SS7447; Garden Springs Sanitary Sewer Services, as requested by Columbia Water. Award to Hazen and Sawyer in the amount of \$259,992.00. This firm is located in Columbia, SC.

PURPOSE: This is a Clean Water 2020 Program Project and a Mentor Protégé Project. Palmetto Consulting Engineering Group Inc., a Minority Business Enterprise (Woman) of Chapin, SC is the Protégé and will provide preliminary design, surveying, easement, exhibits, permitting, and site inspections services at 24.5% (\$63,625.00) of the contract value.

The following sub-consultant will provide additional services:

F&ME of Columbia, SC will provide geotechnical services at 1.92% (\$5,000.00) of the contract value.

REQUISITION NO.: R187519

FINANCIAL IMPACT: Funding Source: Water and Sewer Capital Projects– Garden Springs Sewer Service – Capital Projects Cost – 5529999-SS744701-658650.

ORIGINAL BUDGET: The adjusted budget amount is \$260,000.00 to accommodate construction administration services.

BUSINESS PROGRAM: Mentor Protege Program

CLEAN WATER 2020?: Yes

STRATEGIC GOALS: Foster a healthy quality of life, Provide high quality municipal services

The above referenced Agreement is to compensate the Engineer for providing technical consulting support for a sanitary sewer extension project for the City of Columbia, SC. The services being provided will encompass the following:

Task 100 - Evaluation and Design Phase Administration

Task 200 - Preliminary Planning, Investigation, Engineering, and Alternative Analysis

Task 300 - Survey and Utility Mapping

Task 320 - Easement Exhibits

Task 400 - Geotechnical Investigation

Task 500 - Final Design

Task 600 - Permits and Property

Task 700 - Bidding and Award

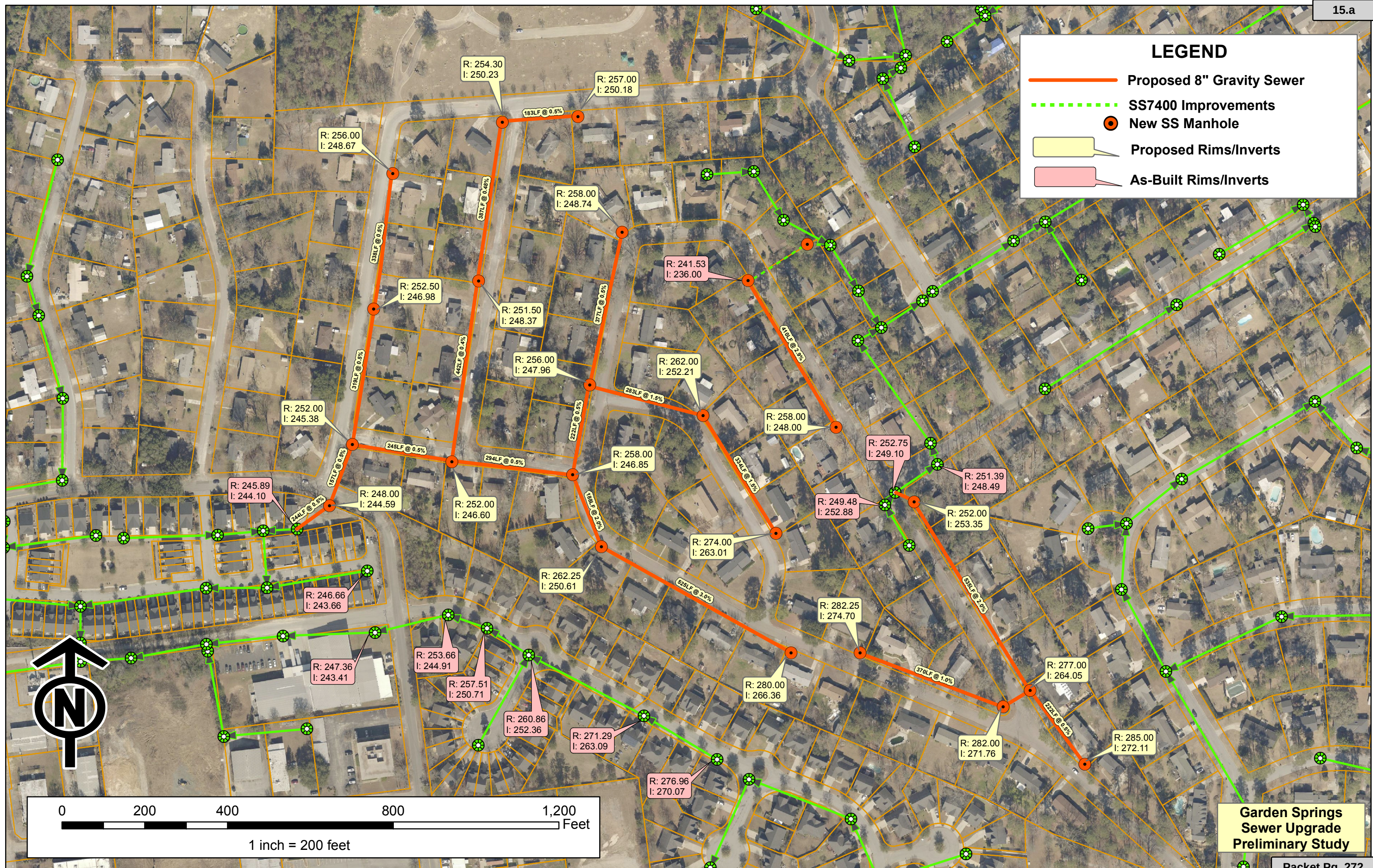
Task 800 - Engineering Services During Construction

Task 1000 - Project Closeout

Services to be performed will impact all City Council Districts. The Office of the City Attorney has approved the Agreement. The ACM for Columbia Water and the Director of Utility Operations recommend its approval.

ATTACHMENTS:

- **#a:** SS7447 Garden Springs SS Extension Location Map (PDF)
- **#b:** HazenandSawyer.2018.GardenSpringsSanitarySewer.SS7447 (PDF)





AGREEMENT FOR ENGINEERING SERVICES

This Agreement is being awarded under procurement method RFQ011-16-17-NMJ.

This Agreement is entered into as of the date of the last signature affixed hereto, by and between the City of Columbia, South Carolina (hereinafter referred to as the "City") and Hazen and Sawyer, (hereinafter referred to as the "Consultant"), for Consultant to provide technical consulting support for a sanitary sewer extension project for the City of Columbia, SC.

For and in consideration of the mutual covenants and promises contained herein, the parties agree as follows:

I. Scope of Services

Upon written notification by the City to proceed, the Consultant shall complete the scope of services more fully described in Exhibit A, attached hereto. The Consultant shall perform any and all incidental services not specifically set forth in Exhibit A, which are necessary to fully complete the scope of services described in Exhibit A.

II. Supplemental or Additional Services

The City may require supplemental or additional services of the Consultant or recommended by the Consultant and approved by the City in writing.

The Consultant must obtain written approval from the City for any supplemental or additional services prior to the work being performed. If the Consultant fails to obtain prior written approval to perform the work, the City is under no obligation to compensate the Consultant for services performed.

III. Term of Agreement

The term of the Agreement will be for an initial term of 29 months from award and contract execution, with the option to renew or continue with work for one (1) additional one-year period at the mutual pleasure of both parties.

The decision whether to extend the Agreement, upon written request, shall be in the sole and exclusive discretion of the party receiving the request and neither party shall be under any obligation to agree to an extension of the initial term or any additional term.

IV. Schedule for Completion of Services

The Consultant shall complete any and all services performed under this Agreement within the timeframes as outlined in Exhibit C, attached hereto.

V. Compensation (See Exhibit B)

A. The total compensation to be paid by the City to the Consultant under this Agreement shall not exceed Two Hundred Fifty-Nine Thousand, Nine Hundred Ninety-Two Dollars and No/100 (\$259,992.00).

B. The Consultant shall submit invoices no more frequently than monthly for services rendered during each phase of the Project. Each invoice submitted must describe the services for which payment is requested, show payment calculations and specify the person(s) rendering such service(s). Consultant must invoice monthly regardless of work being completed during that period. If no work is completed, a zero balance invoice should be submitted. Each invoice must also clearly identify any portion of the fee invoiced for subcontracted services, including any such services that are specified in the Summary of Proposed Subconsultants shown on Exhibit D hereto. Each invoice shall bear the signature of the Consultant, whose signature shall certify that the information contained in the invoice is true and accurate and that the invoice amount is currently due and owing. The City will not pay interest or penalty on any past due amount.

C. Invoicing Procedure: See Exhibit F

Failure of the Consultant to follow these invoice requirements will result in the delay of payment of the invoice.

D. Prompt Payment to Subconsultants and Material Suppliers (Use Prompt Payment Affidavit Exhibit G)

1. The Consultant is required to pay all Subconsultants and material suppliers for all work that the Subconsultant has satisfactorily completed, no later than twenty (20) calendar days after the Consultant has received payment from the City.
2. In addition, all retainage amounts received from the City by the Consultant must be paid by the Consultant to the Subconsultant no later than fourteen (14) calendar days after the Subconsultant has, in the opinion of the Assistant City Engineer for Construction or his/her designee, satisfactorily completed its portion of the Work.
3. A delay in or postponement of payment to the Subconsultant or material supplier requires good cause and prior written approval of the City's Assistant City Engineer for Construction or his/her designee.

4. The Consultant is required to include, in each Subcontract, a clause requiring the use of appropriate arbitration mechanisms or other method to resolve all payment disputes.
5. The City will not pay the Consultant for subsequent work performed unless and until the Consultant ensures that the Subconsultants have been promptly paid for the work they have performed under all previous payment requests, as evidenced by the filing of City lien waivers, canceled checks (if requested), and the Consultant's sworn statement that it has complied with the prompt payment requirements. The Consultant must submit a Prompt Payment Affidavit, Subconsultant list that identifies each Subconsultant (both Disadvantaged Business Enterprises (DBEs) and non-DBEs) including Subcontract values and the date and amount of the last payment to such Subconsultant(s). That documentation must be provided with every payment request submitted to the City, except for the first payment request.
6. Failure to comply with these prompt payment requirements is a breach of this Agreement. The City reserves the right to pursue any and all remedies permitted under law for breach of contract, including, but not limited to, Consultant debarment.

E. Affirmative Action Procurement and Contracting Goals:

It is the goal of the City of Columbia, SC to maximize opportunities for historically Disadvantaged Business Enterprises (DBEs) including, but not limited to, Small Business Enterprises (SBEs), Minority Business Enterprises (MBEs), and Women-Owned Business Enterprises (WBEs). The City has implemented an overall citywide 10% goal to encourage socially and economically disadvantaged business participation. This goal extends to bidders, contractors, Subconsultants and suppliers on its procurement and contracting offerings.

Additional information on the City's affirmative action goals and objectives may be obtained by contacting the following office: City of Columbia Office of Business Opportunities, 1225 Lady Street, Suite 102, Columbia, SC 29201, (803) 545-3950.

The City's success in tracking the amount of business received by SBE, MBE and WBE firms (whether as a prime Consultant or Subconsultant) is dependent upon the business community partnering with the City in this important endeavor.

The Consultant must comply with the affirmative action terms and conditions as outlined herein. The Consultant, shall in the performance of the Agreement, make constructive efforts to assist the City in complying with best practices in contracting as it relates to meeting affirmative action objectives.

F. Subcontracting Goals

Under this Agreement, the subcontracting goals are as follows:

SB Goals	<u>0</u>	%
MBE	<u>0</u>	%
WBE	<u>24.5</u>	%
LSA	<u>0</u>	%

The Consultant will ensure Subconsultant performance during the period of performance, and optional periods as applicable. Achievement of these goals is expected during the life of the Agreement, including any extensions thereof.

VI. Mentor-Protégé Program (<http://www.columbiasc.net/business-outreach/>)

The City of Columbia encourages, where economically feasible, establishment of mentor-protégé relationships to ensure contracting opportunities for all businesses, including minority / women / small business enterprises. The Mentor-Protégé Program (MPP) helps develop private sector business relationships and enhances the contracting capabilities of minority-owned business enterprises (MBE), women-owned business enterprises (WBE), and small business enterprises (SBE). In order to provide opportunities for growth and to encourage hands-on business relationships, certain capital improvement projects may be designated by the City of Columbia as Mentor-Protégé Program projects. The City of Columbia has determined that participation in the City's Mentor-Protégé Program is required for this project. The MPP goals for this requirement are a minimum of 20%

The Consultant must comply with Mentor-Protégé Program Guidelines. The Consultant agrees that the Mentor Protégé Program does not create any third-party beneficiary status or contractual rights and/or duties between the City and the Protégé and that the City is not a party to the Implementation Plan. The Consultant agrees that it has or will enter into a separate contractual Agreement with the Protégé to which the City is not a party. **The MPP Implementation Plan is attached hereto as Exhibit E.**

VII. Indemnification and Insurance

A. The Consultant shall procure and shall maintain during the life of this Agreement, whether such operation be by itself or by a Subconsultant or anyone directly or indirectly employed by either of them, such insurance as required by statute, ordinance, or this Agreement, to adequately protect the City from any claims or damages including bodily injury or death, which may arise during performance and operations under this Agreement.

Each insurance policy required by these instructions shall be endorsed to state that coverage shall not be suspended, voided, OR cancelled by either party, reduced in coverage or in limits, unless thirty (30) days prior written notice, by certified mail, return receipt requested, has been given to the City.

Workers Compensation Insurance: The Consultant shall procure and shall maintain during the life of this

Agreement, Workers Compensation Insurance for all employees to be engaged in work on the project under this Agreement, and in case any work is subcontracted, the Consultant shall require the Subconsultant similarly to provide Worker Compensation Insurance for all of the latter employees to be engaged in such work unless such employees are covered by the protection afforded by the Consultant's Worker Compensation Insurance. The Consultant shall not permit any person who is not protected by Workers Compensation Insurance or a properly approved Self-Insured Workers Compensation Program to perform any activity related to this Agreement.

General Liability: The Consultant shall provide to the City evidence of General Liability insurance in an amount not less than One Million Dollars and no/100 (\$1,000,000) per occurrence, and Two Million Dollars and no/100 (\$2,000,000) dollars aggregate in accordance with the current Code of Ordinances, City of Columbia, South Carolina, which can be located at www.columbiasc.net.

Professional Liability: Professional Liability Insurance in an amount not less than One Million Dollars and No/100 (\$1,000,000.00) per occurrence, and Two Million Dollars and No/100 (\$2,000,000.00) Aggregate.

Automobile Liability Insurance: Five Hundred Thousand Dollars and No/100 (\$500,000.00) combined single limit per accident for bodily injury and property damage.

B. The Consultant shall furnish the City with a certificate showing satisfactory proof of carriage of the insurance required hereunder and such insurance shall be approved by the City prior to the Consultant and any Subconsultant of the Consultant commencing any services under this Agreement and this insurance shall remain in effect throughout the term of this Agreement, and any extensions of service. Insurance shall remain in effect for the duration of the project and for a period of one (1) year after completion. The City of Columbia shall be the Certificate Holder and shall be named as an *Additional Insured*.

C. The Consultant shall indemnify, defend, hold harmless and reimburse the City, its agents, and employees from and against any and all losses, liabilities, expenses, and all claims for damages of any nature whatsoever relating to or arising out of any action or failure to act by Consultant, its Subconsultants, officers, agents and employees of any of the obligations under the Agreement. Losses, liabilities, expenses and claims for damages shall include, but will not be limited to, civil and criminal fines and penalties, loss of use or services, bodily injury, death, personal injury, or injury to real or personal property, defense costs, legal fees and costs, and attorney's fees for an appeal.

The Consultant will also agree to promptly notify the City of any civil or criminal actions filed against the Consultant or of any notice of violation from any federal or state agency, or of any claim as soon as practical as relates to the services provided under this Agreement. The City, upon receipt of such notice, shall have the right at its election to defend any and all actions or suits or to join in defense.

VIII. Permits and Licenses

A. The Consultant shall be responsible for obtaining any approvals, permits and/or licenses as may be

required of the Consultant in performing the services required under this Agreement. The Consultant shall be responsible for any costs relating to same.

B. The Consultant shall be responsible for identifying the necessity for and providing any applications and supporting documentation to the City for any approvals and/or permits required of the City in order for the Consultant to perform the services required under this Agreement. Such approvals and/or permits may include, but not be limited to, South Carolina Department of Health and Environmental Control (SCDHEC) Construction Permits, SCDHEC Stormwater Management for Construction Sites Permits, SCDHEC Water Resources Permits, Corps of Engineers Permits, City/County/ South Carolina Department of Health and Environmental Control (SCDOT) Encroachment Permits, encroachment permits for other utility rights-of-way and railroad right-of-way encroachment permits/agreements. The City shall obtain the approvals and/or permits identified by the Consultant and pay any costs relating to same.

C. The Consultant shall answer questions and consult with the City and/or appropriate authorities as necessary to assist the City's efforts in obtaining required permits/approvals.

D. The Consultant shall procure a City of Columbia business license while performing services under this Agreement.

IX. Duties Upon Termination

At termination of this Agreement, the Consultant shall immediately provide the City with all records and data in any format the Consultant is capable of producing and at no cost to the City, which were generated, created or received by the Consultant in performance of the services required by this Agreement or as the City may deem necessary to perform the required services by the City or the Consultant's successor. All records shall be free from any proprietary claims or interest. The Consultant agrees to fully cooperate with the City and any successor to ensure an effective transition to continuously provide the required services.

X. Interest of Consultant

The Consultant covenants that Consultant presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement or which is adverse to the interests of the City. The Consultant further covenants that in the performance of this Agreement no person having such interest shall be employed. The Consultant is expected to make Consultant's services available to other entities but agrees to refrain from representing other entities in matters where the position of the City conflicts with that of the other entity. The City may at its discretion, waive this provision. The Consultant has provided a list of all of its clients with whom there may be potential conflicts with the City. This list shall be supplemented throughout the duration of this Agreement.

XI. Termination of Agreement

The City may terminate this Agreement at any time upon any of the following grounds:

- A. Failure by the City to appropriate funds for the performance of any of the services required in this Agreement in any annual budget;
- B. The Consultant fails to perform any of the services required in this Agreement and does not correct such deficiency within fifteen (15) days after being notified by the City of such deficiency;
- C. Force Majeure;
- D. The City, at its sole option and discretion, has the right to terminate this Agreement for any reason whatsoever. A termination for default under this Agreement, if wrongfully made, shall be treated as a termination for convenience under this clause;
- E. Upon expiration of the term of this Agreement; and
- F. By mutual agreement.

Notice of termination shall be sent by registered mail, return receipt requested. In the event of termination, the Consultant shall only be entitled to the actual direct costs of all labor and material expended on the services required under this Agreement prior to the effective date of the termination or the Consultant shall be entitled to be paid a pro-rata percentage of the total Agreement price which is equal to its percent of completion, whichever of the two methods provides the lowest sum to be paid to the Consultant. In no event shall the Consultant be entitled to anticipatory profit or damages for any termination under this Agreement. In no event shall the Consultant be entitled to assert a claim in quantum meruit or any other measure of damages other than that stated herein.

XII. Ownership of Project Documents

All data, documents or other information of any description generated by or used by the Consultant or any Subconsultant retained by the Consultant and related to the services required by this Agreement shall be the property of the City and shall not be used by the Consultant for any purpose whatsoever except to perform the services required by this Agreement.

XIII. Notice

A. Written notice to the City shall be made by placing such notice in the United States Mail, postage prepaid and addressed to: Purchasing Agent/Director of Procurement and Contracts, c/o City of Columbia, 1800 Main Street, 2nd Floor, Columbia, South Carolina 29201.

B. Written notice to the Consultant shall be made by placing such notice in the United States Mail, postage prepaid and addressed to: Hazen and Sawyer, 1122 Lady Street, Suite 1230, Columbia, SC 29201.

XIV. Consent Decree Non-Applicable

A. The services performed by the Consultant pursuant to this Agreement are required in whole or in part to satisfy the terms of the Consent Decree entered by the United States District Court for the District of South Carolina on May 21, 2014, in the case captioned *The United States of America and State of South Carolina by and through the Department of Health and Environmental Control v. City of Columbia*, Civil Action No. 3:13-2429-TLW (the "Consent Decree"), a copy of which has been provided to the Consultant by the City and is incorporated by reference herein. The Consultant shall perform the services pursuant to this Agreement in conformity with the terms of the Consent Decree as required by Paragraph 5 therein.

B. In addition to the requirements above, the Consultant shall comply with the document retention requirements of Paragraph 68 of the Consent Decree which includes, but is not limited to, the obligation to preserve all non-identical copies of all documents, records, or other information (including documents, records, or other information in electronic form) in the Consultant's possession or control that relate in any manner to the Consultant's performance under this Agreement ("Preserved Documents"). Upon the Consultant's performance of all services required under this Agreement, the Consultant shall provide the City with all Preserved Documents. In addition to the requirements above, the Consultant shall provide the City with all Preserved Documents upon termination of this Agreement.

C. Upon the occurrence of a force majeure event as defined in Paragraph 55 of the Consent Decree, the Consultant shall provide notice to the City's Director of Utilities and Engineering in person, by phone, or by electronic mail within twenty-four (24) hours of when the Consultant first knew or should have known that the event might cause a delay. Within three (3) days thereafter, the Consultant shall provide written notice in accordance with Section XII above to include the following information: an explanation and description of the reasons for the delay; the anticipated duration of the delay; all actions taken or to be taken in an effort to prevent or minimize the delay; a schedule for implementation of any measures to be taken in an effort to prevent or mitigate the delay or the effect of the delay; and the Consultant's rationale for attributing such delay to a force majeure event. The Consultant shall include with any notice all available documentation supporting the claim that the delay was attributable to a force majeure event.

D. The Consultant shall reimburse the City the amount of any stipulated penalties imposed on the City pursuant to Paragraph 47 of the Consent Decree if the Consultant neglects, fails, or refuses to meet the deadlines set forth in Exhibit C attached hereto. The Consultant agrees that any failure to meet such deadlines will result in the City's failure to meet the deadlines set forth in the Consent Decree except in the event of force majeure notice by the Consultant that results in the extension of said deadline by the U.S. Environmental Protection Agency under the Consent Decree. The City reserves all other remedies available for the Consultant's failure to perform pursuant to the Agreement.

E. The Consultant shall perform the services pursuant to this Agreement using sound engineering practices as set forth in Paragraph 9 of the Consent Decree.

XV. Miscellaneous

A. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the City and the Consultant.

B. The Consultant shall be responsible for performance of all services required by this Agreement. The Consultant does not act as the City's agent or employee.

C. The Consultant will not assign or sublet its obligations to perform the services required by this Agreement without the written consent of the City. The Consultant shall be as fully responsible to the City for the acts and omission of its Subconsultants, as it is for the acts and omissions of persons directly employed by the Consultant.

The Consultant shall furnish and its Subconsultants shall furnish all information and reports required hereunder.

D. In the event there are any disagreements between the City and the Consultant with regard to any of the requirements, specifications or interpretation of this Agreement, the Consultant agrees to defer to the reasonable interpretations of the City as, from time to time, may be made by the City. Ambiguities in the terms of this Agreement, if any, shall not be construed against the City.

E. This Agreement shall be construed in accordance with the laws and City of Columbia Code of Ordinances and those of the State of South Carolina. The Consultant agrees to subject itself to the jurisdiction and venue of the courts of Richland or Lexington County, State of South Carolina as to all matters and disputes arising or to arise under this Agreement and the performance thereof. The City may seek attorney's fees and the Consultant agrees to pay such fees as awarded by the Court or other body. No attorney's fees may be sought by, nor will be paid to, the Consultant.

F. This Agreement represents the entire agreement between the City and the Consultant and supersedes all prior communications, negotiations, representations or agreements, either written or oral. The parties may amend this Agreement at any time provided that such Amendments are executed in writing, signed by a duly authorized representative of both organizations, and approved, where applicable, by the City's governing body.

The City may, in its discretion, amend this Agreement to conform with federal, state, or local governmental guidelines, policies and available funding amounts, or for other reasons. If such Amendments result in a change in the funding, the scope of services, or schedule of, the activities to be undertaken as part of the Agreement, such modifications will be incorporated only by written amendment signed by both the City and the Consultant .

G. The failure of either the Consultant or the City to insist upon the strict performance of any provision of this Agreement shall not be deemed to be a waiver of the right to insist upon strict

performance of such provision or of any other provision of this Agreement at any time. Partial payment by the City shall not be construed as a waiver. Waiver of any breach of this Agreement shall not constitute waiver of a subsequent breach.

H. In the event any provision of this Agreement is determined to be void or unenforceable, all other provisions shall remain in full force and effect.

I. This Agreement is subject to City Council approval.

J. The Consultant acknowledges, for itself and its Subconsultants, that it is subject to the provisions of the 1991 Ethics Reform Act (8-13-100, et seq, South Carolina Code of Laws, 1976, as amended). Under this Act, "A person may not, directly or indirectly, give, offer, or promise anything of value to a public official, public member, or public employee with intent to:

(1) influence the discharge of a public official's, public member's, or public employee's official responsibilities;

(2) influence a public official, public member, or public employee to commit, aid in committing, collude in, or allow fraud on a governmental entity; or

(3) induce a public official, public member, or public employee to perform or fail to perform an act in violation of the public official's, public member's, or public employee's official responsibilities.

"Anything of value" includes, but is not limited to, lodging, transportation, entertainment, food, meals, beverages, money, gifts, honorariums, discounts and interest-free loans.

K. In carrying out services under this Agreement, the Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation or national origin. The Consultant shall take affirmative action to ensure equal employment opportunities for all applicants for employment, without regard to their race, creed, color, religion, ancestry, sex, sexual orientation, national origin, disability or other handicap, age, marital status, or status with regard to public assistance. Such action shall include, but not be limited to, the following: employment, promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Consultant shall post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. The Consultant will incorporate these nondiscrimination requirements in all subcontracts for work under this Agreement.

L. This Agreement shall be binding upon the respondent and upon its successors and assignees. This Agreement shall be binding upon the City in accordance with its terms and provisions.

M. All of the reports, information, data, records or documents of any kind, prepared or assembled

Hazen and Sawyer
 Garden Springs Sanitary Sewer Project - SS7447
 Page 11 of 11

by the Consultant under this Agreement are matters of public record, but that the Consultant agrees that they shall only be made available to any individual or organization by the City and the Consultant shall not make them available to any individual or organization without the prior written approval of the City.

N. Every exhibit, schedule and appendix attached to this Agreement and referred to herein is hereby incorporated into this Agreement by reference unless this Agreement expressly provides otherwise. This Agreement, exhibits and other documents include, but are not limited to the Conflict of Interest Statement, Non-collusion Affidavit, Business Information Record for Subconsultants/Subcontractors, Local Business Enterprise, and Mentor Protégé Implementation forms are incorporated by reference in this Agreement and set forth the entire understanding between the parties hereto regarding the subject matter hereof.

Witness the parties' respective hands and seals on the date first written above.

CITY OF COLUMBIA, SOUTH CAROLINA

Witness

Teresa Wilson, City Manager

Date: _____

HAZEN AND SAWYER

David A. Nantz
 Print: Witness/Title
 David A. Nantz, VP

Ronald L. Taylor
 Signature
 Ronald L. Taylor

Date: 5/23/18

Recommended by:

 Joseph D. Jaco, P.E., Director of Utility Operations

 Clint Shealy, P.E., Assistant City Manager for Columbia Water

 Sandra A. Wright, CPPB, Purchasing Agent/
 Director of Procurement and Contracts

Hazen and Sawyer.2018.GardenSpringsSanitarySewerProject.SS7447.agr.nj

APPROVED AS TO FORM
[Signature]
Legal Department City of Columbia, SC

EXHIBITS:

Exhibit A – Scope of Services

Exhibit B – Compensation

Exhibit C – Schedule

Exhibit D – Subconsultant Form

Exhibit E – Mentor Protégé Implementation Plan

Exhibit F – Invoicing Procedures

Exhibit G - Prompt Payment Affidavit

EXHIBIT A**SCOPE OF SERVICES****City of Columbia****CIP # SS7447****Garden Springs Sanitary Sewer Project**

The services performed as a part of this Scope of Service include providing technical consulting support to the City of Columbia (CITY) for a proposed sanitary sewer extension totaling approximately 6,000 linear feet of 8-inch gravity sewer within the Garden Springs neighborhood located off of Leesburg Road. A preliminary conceptual layout of the project is shown on attached Figure 1.

In general, (CONSULTANT) will provide the following scope of services:

- Evaluate the Preliminary Sewer Layout and Modify as Required
- Easement Exhibits
- Engineering Design and Permitting
- Bidding Phase Support
- Engineering Services During Construction

CONSULTANT will also be participating in the City of Columbia's Mentor Protégé Program as part of this project, utilizing Palmetto Consulting Engineering Group, Inc. as our Protégé.

TASK 100 – Evaluation and Design Phase Administration**110 General Project Administration**

CONSULTANT will manage the efforts of its project team members and sub-consultants by assigning manpower, delegate responsibilities, review work progress, monitor budget and schedule, and direct the progress of the work. As part of project administration, CONSULTANT will:

- Participate in design review and construction progress meetings with the CITY as outlined.
- Provide monthly invoicing and schedule updates pertaining to CONSULTANT's portion of the work to the CITY. Provide a detailed project schedule within one week of execution of the Contract.
- Plan and perform project quality control and quality assurance.
- Project Administration will terminate at the completion of Task 700.
- Provide monthly progress reports.
- CONSULTANT will invoice monthly and include amounts invoiced by sub-consultants in accordance with the CITY's invoicing procedures.

120 Coordination Meetings

Throughout design of the project, CONSULTANT will maintain regular contact through the CITY's staff. Progress meetings include:

- Kickoff meeting.
- Monthly Progress meetings with CITY's Project Manager for duration of project through bidding and award. This is assumed to be 23 months for 23 meetings for the design and bidding phases of the project.
- 30% review of preliminary layout design meeting in Task 230 – One (1) meeting total.
- 60% and 90% review of design meetings in Task 540 – Two (2) meetings total.
- Two (2) public meetings in Task 140.
- One (1) pre-bid meeting in Task 710.

130 Project Management & Coordination with the CITY

- CONSULTANT will communicate with the CITY through a single point of contact, CONSULTANT's Project Manager.
- CONSULTANT will utilize SharePoint provided by the CITY to share and file documentation of project progress, data, decisions, deliverables, design and management of the project.
- CONSULTANT will adhere to and update schedule as shown in Attachment C.
- CONSULTANT will conduct coordination meetings as outlined in Task 120 of this agreement.

140 Public Outreach

Consultant will provide public relations for this project to include:

- Meet with the CITY to discuss logistics and receive input for up to two (2) public meetings.
- CITY will coordinate and secure meeting locations.
- Conduct one meeting between 30% and 60% design.
 - Discussion topics to include overview of project description and its purpose, schedule, properties affected, what to expect during design and construction, anticipated easements, restoration of property, contacts for communication with CITY and Consultant.
- Assist CITY in notification of customers in the area by mailers to inform them of the meetings, the type of work to be conducted, and who to contact with questions or concerns.
- Consultant will prepare all displays and handouts needed for the meetings.

150 Mentor-Protégé Program

CONSULTANT and Palmetto Consulting Engineering Group, Inc. will provide the following in compliance with the City of Columbia's Mentor-Protégé Program:

- CONSULTANT will continue the existing Mentor-Protégé Agreement with Palmetto Consulting Engineering Group, Inc.
- CONSULTANT will update the existing Mentor-Protégé Business Plan per the "City of Columbia Mentor-Protégé Program Guidelines".
- The updated Mentor-Protégé Project Scope and Mentor-Protégé Business and Implementation Plans will be presented to the City of Columbia for approval.
- Schedule and attend all quarterly developmental meetings.
- Comply with deadlines for furnishing information required under the Mentor-Protégé Program.
- Document and maintain copies of communications between the Mentor and the Protégé.
- Prepare and submit a quarterly report form to the City of Columbia's Office of Business Opportunities.

TASK 200 – Preliminary Planning, Investigation, Engineering, and Alternative Analysis210 General Data Collection, Field Reconnaissance, and Coordination

- CONSULTANT will coordinate with the CITY to obtain existing utility mapping in the project area.
- CONSULTANT will obtain county tax map records for identifying property potentially affected by the project.
- CONSULTANT will obtain SCDOT and COUNTY maps for road and street right-of-way information as needed.
- CONSULTANT will contact other utilities as needed that can be determined from field observation for mapping and location information that may impact alignment of the proposed sewer lines. (For this scope this is assumed to be a minor effort.)
- CONSULTANT may utilize existing aerial mapping along with utility mapping, county property maps and street right-of-way information to determine possible sewer line routing alternatives in a table top type route analysis.
- Field Reconnaissance:
 - Based upon the table top analysis, field reconnaissance will be conducted on the identified routing alternatives. Observation during the field reconnaissance will be recorded and used to identify qualifying or disqualifying issues associated with the routing alternatives.
 - CONSULTANT will meet with the CITY to discuss results of the data gathering and field reconnaissance. Upon agreement of the resulting

possible alternatives more detailed evaluation of alternatives will be conducted.

220 Establishing Design Criteria

- CONSULTANT will design the sanitary sewer facilities in accordance with SCDHEC regulations, the CITY standards, permitting requirements, and standard civil engineering practices.
- CONSULTANT will give consideration in the design to connections to side lines, manhole locations, and the ability to serve existing parcels and homes.

230 Preliminary Design Evaluation

- CONSULTANT shall evaluate the conceptual layout provided by the City for conformance with minimum engineering design standards and shall revise the layout as required.
- CONSULTANT shall confirm that sewer service will be available to each property located within the limits of the project not currently served. Detailed topographic and utility survey mapping as described in Task 300 may be necessary for this task.
- CONSULTANT will provide the CITY with the revised layout and a preliminary opinion of probable construction cost for the Project for review and approval. This submittal will serve as the thirty (30%) percent completion milestone.

TASK 300 – Survey and Utility Mapping

Once the final alignment has been selected by the CITY, field investigations for that alignment shall be conducted in support of plans preparation and final design. In some cases, limited Task 300 services may be needed to complete Task 200.

310 Field Survey

- CONSULTANT shall coordinate with CITY to send survey notification letters if necessary. CONSULTANT to provide addresses and property owners.
- All surveying shall be in accordance with current South Carolina surveying standards and conducted using conventional, GPS, or other accepted methods.
- Horizontal datum shall be: SC State Plane Coordinates NAD83
- Vertical datum shall be: NAVD 88
- The CONSULTANT's surveyor will complete field surveying as follows:
Survey limits shall include a minimum of all areas within the road rights-of-way and areas within existing and proposed easements for the proposed gravity sewer lines and manholes as shown on attached Figure 1.
- Detailed surveying associated with mapping delineated wetland boundaries is not included in this scope of services. CONSULTANT's surveyor shall recover

existing horizontal control monuments and establish GPS control points along the pipeline alignments. CONSULTANT's surveyor shall traverse along the proposed pipeline routes to locate existing property boundaries, and other existing utilities and physical features. CONSULTANT's surveyor shall recover existing vertical control points. Temporary benchmarks (TBMs) will be established along the project corridor at approximately 1,000-foot intervals. CONSULTANT's surveyor will also provide top of bank, bottom of bank, and water surface elevations at water crossings along the proposed pipeline alignments. Significant rock outcroppings shall be identified.

- Locate both horizontally and vertically (where appropriate) along the routes of each of the proposed sewer lines, exposed structures, land features, property corners (as required), marked utilities, etc., such as, but not limited to, location of paved roads and driveways (w/type identified); stormwater culverts with inverts and any headwalls or inlet/junction boxes (w/size and invert elevations identified); stormwater ditches (w/top and bottom of banks identified); power poles and guy wires (w/connection of overhead power lines to adjacent poles); electric boxes; gas valves and meters; water valves, meters, and fire hydrants; exposed pipes (w/type, diameter, and material identified); cable boxes; telephone pedestals; mailboxes; fences; signage (street name, traffic, etc.); tree and brush lines; trees of sufficient size that require protection according to applicable sections of Richland County's current tree ordinance (with identification of size and type); and any other miscellaneous aboveground structure or feature.
- State and County ROWs and any existing obvious and apparent utility easements within the project limits shall be researched through the appropriate entity and identified by the CONSULTANT's surveyor for use during the survey and used for design purposes. This information shall be included in the electronic file and survey drawings.
- Cross Sections along the center of the pipe route shall be taken every 50 feet at a minimum and at locations in between as required to define changes in slope, ditch crossings, etc., as necessary to develop an accurate topography of the survey extents.
- The CONSULTANT shall determine the necessary corridor to be surveyed for this project. At a minimum topographic survey and cross sections will include up to a 50-foot corridor and cover the area from the edge of pavement to the limits of a temporary construction easement. Where the water and/or sewer is located adjacent to an existing roadway, the opposite side of pavement and driveways will be horizontally located to facilitate developing traffic control plans for the construction phase. Where the water and/or sewer is within the road right of way, the adjacent property owners and their parcel sidelines will not be mapped.
- From the survey data, the surveyor and CONSULTANT shall prepare final in AutoCad Civil 3D. Files shall include the entire survey that accurately locates horizontal (planimetric) features and contains, on separate layers, feature labels and surveyed points with point number, description, and elevation.

320 Property Research and Easement Exhibits

- Depending on the exact sewer alignment chosen, CONSULTANT shall assist the City with easement acquisitions through the research and preparation of easement exhibits for each property on which a temporary and/or permanent easement will be required. CONSULTANT shall submit easement exhibits to the City upon review and approval of draft construction documents. This Scope of Services is based on preparing 10 easement exhibits. Up to two (2) rounds of edits are included for any exhibit; additional edits may require additional services. An amendment will be issued if additional easement exhibits are required. Note that the fee associated with this task is a not to exceed fee without prior approval by contract amendment. Please see "Exhibit B – Compensation" for additional information associated with cost per easement exhibit rates.

330 Utility Mapping

- Subsurface Utility Engineering (SUE) services is not included in this scope but can be provided as an additional service.
- CONSULTANT shall in areas where utility info is needed, but not provided by the CITY, obtain underground utilities as identified and marked in the field by the local utility locating service shall be located by the survey. This shall include, but not be limited to, electric, gas, water, cable, stormwater, fiber optics, and telephone service lines. It will be the responsibility of the CONSULTANT's surveyor to contact the utility locating service in the appropriate amount of time prior to field surveying, such that service lines as identified can be properly located. The CONSULTANT's surveyor will, at a minimum, contact the Palmetto Utility Protection Service (P.U.P.S.) at 1-800-721-7877 and CITY for field locating underground utilities.

340 Geotechnical Survey

- The CONSULTANT will survey the locations of the geotechnical borings in Task 400 for use by the design team and provide that information to the SUE for use as needed.

TASK 400 – Geotechnical Investigation410 Field Investigation

- CONSULTANT intends to utilize F&ME for geotechnical services to provide subsurface soil conditions along the proposed project routing.
- A boring location plan will be developed to indicate the approximate location of borings to be performed.
- F&ME will contact South Carolina 811 (SC811) and request utility marking, however, SC811 will not mark storm drain lines. F&ME and CONSULTANT

are not responsible for damage to unmarked and/or incorrectly marked utility lines.

- F&ME will cut six (6) cores in the pavement and advance a soil test boring at each core location. Cores will be wet cut with a diamonded tip core barrel. Cores will be 6-inch or 8- inch diameter.
- Soil test borings will be mechanically advanced Standard Penetration Test (SPT) borings. Six (6) borings will be extended to fifteen (15) feet below the pavement surface. Based upon the preliminary design information provided by the City, it is anticipated that these borings will extend below the sewer line inverts. Borings will be extended to the assigned depth or auger refusal, whichever is shallower. Standard penetration tests will be performed at two (2) foot intervals through the depth of each soil test boring.
- F&ME will evaluate the recovered soil samples and select six (6) samples for laboratory testing. The laboratory testing will include grain size distribution, Atterberg limits, and natural moisture content determinations. The results of our laboratory testing will be utilized to provide confidence in soil classifications determined in the field.
- Groundwater measurements will be obtained at the time of borings.
- Bore holes will be backfilled with auger cuttings after groundwater measurements are made.
- Holes cut in asphalt will be patched with commercially-available cold-patch asphalt.
- F&ME will provide a geotechnical data report that will include a summary of the field exploration, laboratory test results, boring logs, groundwater measurements, boring location plan, and a table of measured pavement thickness. F&ME will also include a discussion about the existing pavement section as it relates to patching at trenches and methods to consider if the City of Columbia decides to overlay the entire roadways where new sewer crosslines are placed.

TASK 500 – Final Design

510 Project Plans and Specifications

- CONSULTANT will prepare drawings and specifications depicting the scope, extent, and character of the materials to be provided and the work to be performed by an installation contractor. One set of contract documents will be provided to the CITY to be used to solicit bids for the construction of the project. The Contract Documents shall consist of and include the following:
 - Detailed plan and profile drawings, 1"=30'-scale (horizontal) and 1"=3'-scale (vertical).
 - A total of 14 plan sheets is anticipated;
 - 3 - Cover, notes, legend and abbreviations, key map
 - 8 - Plan & profile sheets, gravity sewer
 - 3 - Erosion control details, general details, traffic control

- CONSULTANT anticipates producing the construction drawings in AutoCad Civil 3D. After completion CONSULTANT will submit GIS information on the pipeline locations along with as-builts in AutoCad Civil 3D and pdf format.
- Relevant features impacting construction as located by the survey.
- Design and construction details.
- Sediment and erosion control details.
- Relevant environmental features.
- Existing pipe demolition/abandonment as needed
- Specifications coordinated with the CITY's standard contract documents.
- Special conditions related to permit requirements and easement requirements.
- Material specifications including minimum installation requirements.
- CITY will provide the standard contract, advertisement, general conditions, supplemental conditions, bid form, CITY procurement program requirements, etc. CONSULTANT will provide the technical specifications, bid quantities, measurement and payment items and special provisions.
- Upon approval of the 100% submittal, CONSULTANT will provide one set of final bid plans, one CD containing PDF's of the signed and sealed drawings, one sided copy of unbound specifications and final cost estimate in digital format to match the bid tab item list. CITY staff will also require seven full-size hardcopy sets of final plans.

520 Regulatory Agency Coordination

- CONSULTANT will contact and meet as necessary with City, County, State, and Federal regulatory agencies to determine design parameters for construction of the new transmission line in accordance with regulatory requirements.
- CONSULTANT will coordinate final design to comply with regulatory requirements.
- Potential agencies are:
 - South Carolina Department of Health and Environmental Control
 - South Carolina Department of Transportation
 - Richland County
 - City of Columbia

530 Opinion of Probable Construction Cost and Schedule

- CONSULTANT will submit an opinion of the probable cost for the Project including construction costs, contingencies, and other related items at the 60%, 90% and 100% plan reviews for each phase. Since CONSULTANT has no control over the cost of labor, materials, equipment, or the Contractors' methods of determining price or competitive bidding, we cannot and do not guarantee

that proposals, bids, or the project construction cost will not vary from the opinion of the probable cost of the Project.

540 Design Reviews

- CONSULTANT will conduct an Internal Technical Review using the CONSULTANT's Quality Assurance Policy.
- After each Internal Technical Review, CONSULTANT will provide the CITY copies of plans and specifications for the Project for review and approval at the sixty (60%) percent and ninety (90%) completion milestones for each phase. CONSULTANT will meet with the CITY during these milestones to discuss the project and obtain input from the Client. Following the review, CONSULTANT will make revisions as requested by the CITY. Documentation of the completed reviews will be provided to the CITY by the CONSULTANT. Following the technical reviews, CONSULTANT will make modifications to the construction documents.
- Upon approval by the CITY, plans and specifications and any permits obtained will be submitted to the CITY for production during the bidding process.

TASK 600 – Permits and Property

610 Property and Right-of-Way Assistance

- Easements – Refer to task 320 above.
- The CONSULTANT will rely on Richland County Tax Map information in identifying property owners and will research Richland County records for property plats that have been recorded and filed with the County. The CONSULTANT cannot guarantee the accuracy of the County records, but will revise the plats as necessary if during the legal research and easement acquisition process corrections are required to the plats.
- This scope assumes the CITY staff will obtain all necessary easements including temporary construction easements and new permanent easements utilizing the easement plats prepared by the CONSULTANT.
- Upon CITY approval of the 60% design plans, CONSULTANT will prepare and submit easement exhibits. See Task 320 for detail.

620 Permits

- Construction Permit: Upon CITY approval of the ninety (90%) percent completion documents, CONSULTANT will submit copies of the project plans and specifications for final review and approval by the South Carolina Department of Health and Environmental Control (SCDHEC); work with SCDHEC and assist the CITY in efforts to obtain the necessary permits and/or approvals; and furnish SCDHEC with the required number of copies of plans

and specifications needed for review and approval. The CONSULTANT is responsible for fees up to \$1000.

- Stormwater Permit: The scope assumes a Notice of Intent (NOI) Application for Stormwater Discharges from Construction Activities (sediment and erosion control permit) will be required by the City of Columbia. Upon CITY approval of the ninety (90%) percent completion drawings, CONSULTANT will prepare a Stormwater Pollution Prevention Plan and NOI application for submittal and approval by Richland County. CONSULTANT will provide required submittal copies and respond to inquiries by the CITY. The CONSULTANT is responsible for fees associated with the NOI approval process up to \$1000.
- Wetlands Permit: This scope assumes no wetland delineation and no mitigation will be required. However, CONSULTANT can perform these services as Additional Services under Task 1100 if it becomes necessary.
- Roadway Encroachment Permits: This scope assumes a Richland County and /or a SCDOT Encroachment Permit will be required. Upon approval by the CITY of the ninety (90%) percent completion documents, CONSULTANT will submit for review and approval for an Encroachment Permit by Richland County and/or the SCDOT; work with the City of Columbia and assist the CITY in efforts to obtain the necessary permits and /or approvals; and furnish the City of Columbia with the required number of copies of plans and specifications needed for review and final approval. The CITY is responsible for fees (no fees anticipated).
- Railroad Permits: This scope does not include railroad encroachment permits. If they are required, they can be added by amendment.

TASK 700 – Bidding and Award

710 Bidding Assistance

- CONSULTANT shall assist the City in the bidding and construction phase of the project. Assistance shall include attending a pre-bid conference, providing technical interpretation of the construction documents, issuing addenda as required, assisting with responses to contractor questions, attending the bid opening, review of bids received, assistance in evaluating the bids, and recommending award of the contract.
- While a formal prequalification process is not anticipated, CONSULTANT will work with the CITY to include qualification requirements in the Specifications that will be submitted by the bidders with the bids.

720 Award Recommendation

- CONSULTANT will review bids received and assist CITY in evaluating the bids and recommending award of the contract.

TASK 800 – Engineering Services During Construction**810 General Administration of Construction Contract**

- CONSULTANT shall also provide engineering services during construction, to include construction administration and observation. Administration efforts shall include pre-construction and progress meetings, shop drawings review, responses to contractor Request for Information (RFIs), design clarifications, change management, and review of Applications for Payment. The City anticipates periodic construction observation to include weekly site visits by the Consultant, but does not anticipate the need for a full-time construction representative.
- This scope assumes approximately a proposed sanitary sewer extension totaling approximately 6,000 linear feet of 8-inch gravity sewer within the Garden Springs neighborhood located off of Leesburg Road. After award of the construction contract, CONSULTANT will assist the CITY with the contract administration and provide periodic observation of the construction work. It is anticipated that the construction period for the utility relocation project will be one year with construction being performed in segments throughout this period. For estimating purposes, actual construction activity of eight (8) months (240 days) are assumed for substantial completion and an additional 60 days for final completion. An increase in the construction schedule may require an amendment to authorize additional construction services.
- CONSULTANT will provide general services during construction as described herein. In the performance of its services during the Construction Services, CONSULTANT shall not supervise, direct or have control over Contractor's work nor shall CONSULTANT have authority over or responsibility for the means, methods, techniques, sequences, procedures of construction or safety precautions and programs incident to the work selected by the Contractor's, or for any failure of the Contractor's compliance with laws, rules, regulations, ordinances, codes, or orders applicable to Contractor's.
- Administration of Construction Contract: As part of general administration of the construction contract, CONSULTANT will consult with and advise the CITY and act as its representative during the construction period. CONSULTANT will provide contract administration and general services required for the Project, including:
 - a) As CITY's representative for the duration of the construction contract, all communications to and from the contractor shall go through CONSULTANT. On behalf of the CITY, CONSULTANT will administer the construction contract, respond to Contractor's correspondence, and issue instructions from the CITY;
 - b) CONSULTANT will utilize the SharePoint document control system provided by the CITY. CONSULTANT will maintain a complete document file for the project. Documents to be maintained include, but are not limited to: correspondence, quality control procedures, quality control

- testing; site inspection records, shop drawing schedule, change orders, scheduling, project meetings, cost and disbursement data, progress reports and other documents pertaining to the construction contract;
- c) Attend a pre-construction meeting and monthly progress meetings that will address critical schedule requirements, payment procedures, emergency procedures, schedule updates, coordination issues, change orders, quality assurance testing approvals, and any other issues related to completion of the project. One (1) pre-construction meeting and 10 (10) monthly progress meetings have been budgeted. CONSULTANT will submit meeting minutes of these meetings to the CITY.

820 Submittal & Pay Application Review

- Shop Drawing Review: CONSULTANT will review and approve (or take other appropriate action with respect to) Shop Drawings and samples, the results of tests and inspections, and other data that the Contractor is required to submit for conformance with the design concept of the Project and compliance with the information given in the Contract Documents; and receive and review (for general content as required by the Specifications) maintenance and operating schedules and instructions, guarantees, bonds, and certificates of inspection which are to be assembled by the Contractor in accordance with the Contract Documents, and transmit them to the CITY with written comments.
- Request for Information (RFI): CONSULTANT will review and respond to Contractor's RFI as they relate to the contract requirements.
- Preparation of Design Clarifications: A necessary part of any construction project is the preparation of design clarifications and other routine supplementary information. This work will be performed by the CONSULTANT and reviewed with the CITY. CONSULTANT will issue necessary interpretations and clarifications of the Contract Documents; have authority, as the CITY's representative, to require special inspection or testing of the work; act as initial interpreter of the requirements of the Contract Documents and judge of the acceptability of the work thereunder, and make decisions on claims of the CITY and Contractor relating to the acceptability of the work or the interpretation of the requirements of the Contract Documents pertaining to the execution and progress of the work.
- Testing Results: Consultant will review testing results of test required by contractor for contract compliance and comment on any results that appear to be out of compliance.
- Review of Applications for Payment: Based on on-site observations and review of the applications for payment with the accompanying data and schedules, CONSULTANT will review the amounts payable to Contractor on a monthly basis. CONSULTANT will then forward applications for payment to the CITY for payments due to Contractor.

830 Change Management

- **Change Orders and Time Extensions:** CONSULTANT will provide services in connection with change orders to the Construction Contract to reflect minor changes or deletions requested by the CITY, CONSULTANT, or the Contractor and make revisions to Drawings and Specifications occasioned thereby. An accurate listing of additional costs and credits as a result of change orders will be maintained by CONSULTANT. Upon receipt of a requested change order, CONSULTANT will review it in detail and then discuss it with the CITY, and, together, will determine the manner in which to proceed. Larger changes or claims asserted by Contractor and major redesigns requested by the CITY or Contractor may require additional analyses or evaluation beyond the scope of this Contract. Up to four (4) change orders per phase have been budgeted.

840 Completion Monitoring & Documentation

- **Quality Assurance Testing:** CONSULTANT will specify and witness the quality assurance testing that is necessary for the project in the construction specifications relative to its designs.
- **Final Inspections:** CONSULTANT will perform the following:
 - Conduct a walk-through inspection with the Contractor and the CITY to determine if the Project has reached substantial and/or final completion.
 - Prepare a punch list of work items remaining.
 - Conduct one final inspection to determine if the work is acceptable, so that CONSULTANT may recommend, in writing, final payment to the Contractor and may give written notice to the CITY and the Contractor that the work is acceptable.
 - Observe the work of the Contractor to see that it has been completed in substantial accordance with respect to the Drawings and Specifications prepared by CONSULTANT.
 - Stormwater Closeout Inspection & Notice of Termination

850 Periodic Construction Observation

- **Construction Observation:** CONSULTANT's Project Engineer will visit the site (excluding visits coinciding with monthly progress meetings) to observe the progress and quality of the executed work of the Contractor and to determine, in general, if such work is proceeding in accordance with the Contract Documents. During CONSULTANT's visits, and on the basis of on-site observations, CONSULTANT will keep the CITY informed of the progress of the work, will endeavor to guard the Client against defects and deficiencies in such work, and may recommend to the CITY disapproval or rejection of work failing to conform to the Contract Documents. Considering the complexity of this work and its location, this scope includes the following time for observation of construction:

- This scope includes site visits for seven (7) months (28 weeks) at 8 hours per week by the Construction Observer and 4 hours per week by the Project Manager. An additional 40 hours of site visits will be provided through final completion. If additional site visits are required, this contract will be amended to provide such additional services. Total hours budgeted for Task 850 are 376; should the project or the CITY require hours in excess of that amount, an amendment will be needed.

This Task 800 will be charged hourly and the CITY will be updated on the status of these hours on a monthly basis.

TASK 900 – Full Time Construction Inspection

Full Time Construction Inspection is not included in this scope.

TASK 1000 – Project Closeout

1010 Record Drawings

- CONSULTANT will prepare record drawings in electronic format as approved by the CITY and in accordance with the CITY's record drawing standards. The final record drawings will be delivered in electronic format on a DVD. Drawings will be provided in a format compatible to the CITY's GIS system.

1020 Punch List and Final Inspection

- See Task 840 of this agreement.

1030 O&M Submittals

- At the conclusion of the project, CONSULTANT will receive, review and transmit to the CITY with written comments guarantees, Bonds, and certificates that are required by the Contract Documents and provided by the Contractor.
- No O& M submittals are anticipated on this project.

1040 Digital Information Submittals

- The final record drawings will be delivered in electronic format on a DVD. Drawings will be provided in a format compatible to the CITY's GIS system.

1050 Final Notice of Acceptability of the Work

- See Task 840 of this agreement.
- Based upon periodic observation, observation during a final walk through of the project site, and construction records the CONSULTANT will provide

written notice to the CITY when the CONSULTANT deems the work to be complete and acceptable.

1060 SCDHEC Permit to Operate

- Upon CITY acceptance of the final construction, CITY will provide an Owner's Letter of Acceptance and copies of all test results. CONSULTANT will submit these documents along with an Engineer's Letter of Certification and copies of the record drawings to SCDHEC with a request for Permits to Operate for the wastewater facilities. This certification letter will be based on construction observation, observation during a final walk through of the project site, and construction drawing markups provided by the contractor. The CONSULTANT will provide written notice to the CITY when the CONSULTANT deems the work to be complete and acceptable.

TASK 1100 – Additional Services

1110 General Task

The below items are not included in this scope for this project, but the CITY may choose to amend this Agreement so that CONSULTANT may furnish additional services such as those listed below (but not limited to):

- Additional gravity sewer above the proposed sanitary sewer extension totaling approximately 6,000 linear feet of 8-inch gravity sewer identified in the project description.
- Additional Surveying outside original scope or for Record Drawings.
- Additional Construction Services beyond the hours and time allotted under Task 850 in this agreement
- Flood Study or Flood Impact Analysis
- Wetland Delineation and Survey
- Professional engineering services related to additional or extended design, bidding, and construction services.
- Additional meetings with homeowners and agencies beyond those scheduled in the agreement.
- Redesign resulting from SCDOT or Richland County required design changes.
- Additional property research and easement exhibits, other than outlined herein.
- Traffic control other than what is required to obtain a roadway encroachment permit.
- Easement acquisition.
- Public outreach other than outlined herein.
- Additional bidding assistance.

This is not a comprehensive list and other work not specifically outlined in this scope of services may be defined as additional services. For services rendered

under Task 1100 - Additional Services, compensation to the CONSULTANT shall be negotiated with the CITY. An allowance is provided in this proposal to cover additional services. No additional services will be performed without written approval from the CITY.

ATTACHMENT A TO EXHIBIT A**RESPONSIBILITIES OF THE OWNER**

The responsibilities of the CITY as described in Exhibit A are amended and supplemented as follows:

The CITY agrees to perform the following:

- Provide assistance in gaining access to rights-of-way and/or easements for which field services will be provided.
- Notify CONSULTANT of property owners who may pose problems with CONSULTANT's ability to safely gain access and assist the CONSULTANT with gaining safe access.
- Respond to requests for information and review deliverables in a timely manner.
- Pay permitting and other local fees that may arise from the work completed as part of this Agreement.
- Provide independent quality assurance testing required by the specifications or deemed reasonable by CONSULTANT and CITY through contract award with Contractor.
- Provide available data as requested in the agreement.
- Upon CITY acceptance of the final construction, provide an Owner's Letter of Acceptance and copies of all test results.

EXHIBIT B
COMPENSATION

City of Columbia
CIP # SS7447
Garden Springs SS Extension

Compensation for services provided under Tasks 100 through 1000 as outlined in Exhibit A, Scope of Services, is estimated to be a total of \$259,992.00. This includes \$154,704.00 of lump sum tasks, as well as \$105,288.00 of hourly tasks. Lump Sum and Hourly tasks are clearly labeled in the chart below.

An estimated breakdown of the fee is shown in the following table:

Task	Description	Hourly/LS	Subconsultants	Total
100	Evaluation & Design Phase Administration	LS	\$0	\$24,515
200	Preliminary Planning, Investigation, Engineering & Alternative Analysis	LS	\$0	\$16,294
300	Survey & Utility Mapping	LS	\$28,325	\$39,077
320	*Easement Exhibits (10)	LS	\$3,300	\$5,030
400	Geotechnical Investigation	LS	\$5,000	\$6,490
500	Final Design	LS	\$0	\$30,830
600	Permits & Property	LS	\$12,000	\$18,952
700	Bidding & Award	LS	\$0	\$6,950
800	Engineering Services During Construction	Hourly	\$20,000	\$105,288
1000	Project Closeout	LS	\$0	\$6,566
	Total of Contract		\$68,625	\$259,992
	% of Contract to Subconsultants		26.39%	
	% of Contract to Protégé		24.47%	

The Consultant's requirement for Subconsultant and/or Protégé Participation is 20%.

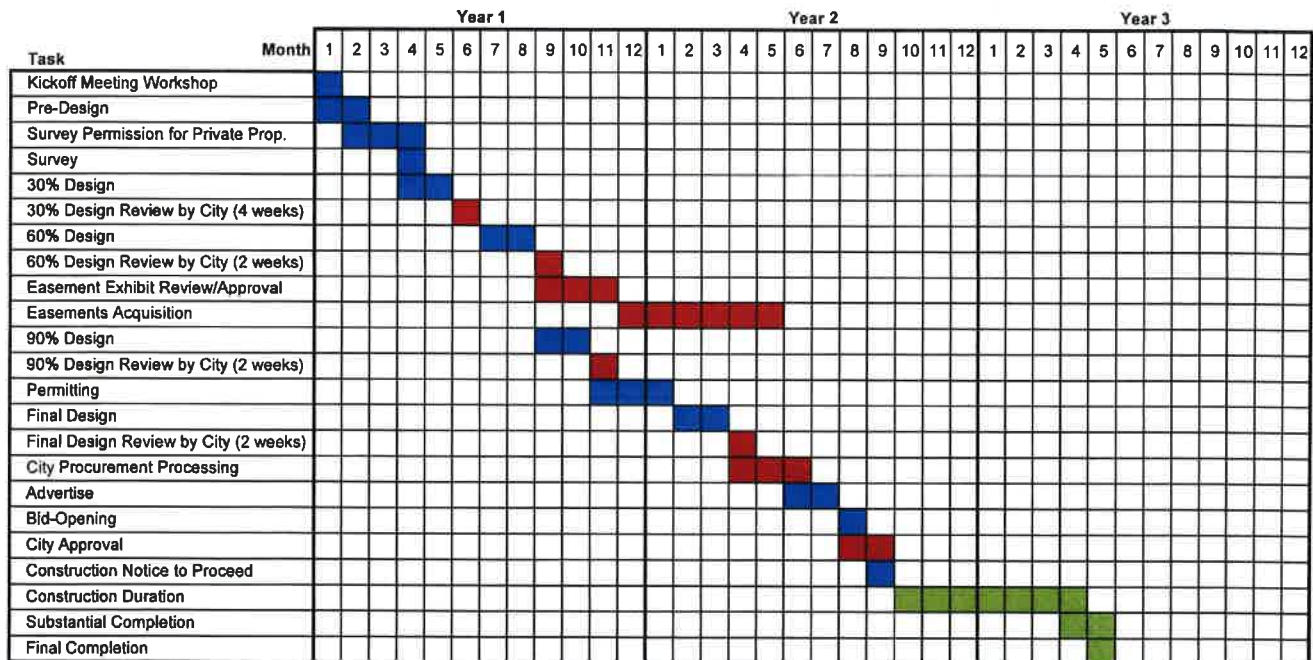
***Per Task 320 of Exhibit A – This Scope of Services includes the preparation of ten (10) easement exhibits at a rate of \$503.00 per exhibit. This task may be amended at this rate based on the actual number of easement exhibits required.**

EXHIBIT C

**City of Columbia
CIP # SS7447
Garden Springs SS Extension
Schedule**

Exhibit C

City of Columbia
Garden Springs Sanitary Sewer Extension Project



Project Schedule

2/27/2018

Exhibit D**City of Columbia
CIP # SS7447
Garden Springs SS Extension****SUBCONSULTANT FIRM INFORMATION RECORDS**

The Engineer shall list all firms, including minority and female owned firms, providing subconsulting services under this Agreement. The list shall be submitted in the format provided below. Any proposed changes must be submitted in writing to the City, including the reason(s) for the proposed changes, prior to initiation of any action by the Engineer. Any invoices submitted for payment under this Agreement must include the dollar amount to be paid to each firm listed below for the invoice period.

Firm Name and Address	Contact Name and Telephone #	Group/Classification (MBE, WBE, SBE, Non MBE/WBE/SBE) Select ONE	Services to be Provided	Dollar Value of Services*
Palmetto Consulting Engineering Group, Inc.	Marguerite McClam 803.932.2300	WBE (Protege)	Preliminary Design, Surveying, Easement Exhibits, Permitting, Site Inspections	\$63,625.00
F&ME	Andy Whitfield 803.254.4540	NON- MBE/WBE/SBE	Geotechnical	\$5,000.00

*Estimated fee; fee may vary based on actual services provided.
Please clearly note the Protégé Firm in the "Group" Column.
Add additional rows as needed.



CITY OF COLUMBIA

Department of Utilities and Engineering
Compliance Division
P.O. Box 147 | Columbia, South Carolina 29217
Phone: 803-545-3049 Fax: 803-545-4130

Hazen and Sawyer
Exhibit E
Page 1 of 6

MENTOR PROTÉGÉ PROGRAM Implementation Plan

Date: 3/6/18

Project Number: SS7447

Mentor: Hazen

Project Name: SS7447 – Garden Springs Sanitary
Sewer Project

Protégé: Palmetto Consulting Engineering
Group, Inc.

Duration of the Project: 2-Year

Project Contract Amount: \$259,992.00

Protégé Amount: \$63,625.00

Statement of Commitment: Both Mentor and Protégé are committed to providing an adequate amount of resources and effort to execute the plan below. Mentor and Protégé acknowledge the Implementation Plan is a joint plan and agree to meet at least quarterly to verify compliance with this Plan.

1. How do the Mentor and Protégé intend to work together on the designated project? Address contractual relationship, general roles and informal teaming arrangements.

The mentor and protégé will work together as an integrated team. The Mentor will provide oversight and guidance. The protégé will provide permitting and assist with onsite compliance observation.

2. How will the specific, quantitative goals in the Annual Business Plan and MPP Agreement be implemented via the work on the project? Address general goals here and specific goals in question 9.

The mentor and protégé will gain experience working with one another. This will help strengthen the teaming arrangement to hopefully expand the business partnership on future projects.

3. How will the team focus on developing protégé's business and implementing the actions necessary to obtain results reflected in the Mentor-Protégé Agreement? Identify milestones, thresholds, or other indicators team that would indicate success is being achieved.

Performing this work by the protégé will expand the protégé's experience in preliminary design, system permitting and construction administration. The services provided by the protégé will be an on-call type of service and milestones will be assessed on a case by case basis.

4. Proposed manpower and resources from both the Mentor and the Protégé is required for



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Hazen and Sawyer
Exhibit E
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the project. Address key personnel, equipment/materials, and insurance/bonding. Address special arrangements where applicable.

Mentor:

- PM
- Principal in Charge
- Engineering and Planning Development / Technical Document Development
- Document QC Review

Protégé: On permitting engineer, site reviewer and construction observer

Subcontractors:
None needed at this time.

Special Arrangements:
None needed at this time.

5. What scope of work to be performed by each participant of the MPP team?

a. Description of Mentor's responsibilities:

The Mentor will provide guidance as to what permits will be needed and when on-site observations will be made

b. Description of Protégé's responsibilities on project:

Provide construction observation services as required by a Registered Professional Engineer to assure quality and conformity with the Contract Documents.

Provide periodic site visits by a Registered Professional Engineer to observe the work in progress and to make appropriate reports regarding completion, scheduling, and quality control.

c. Description of responsibilities that will be completed as a team:

Coordinate all permitting and field related activities.



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Hazen and Sawyer
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6. What is the anticipated duration (in months) of each major phase of the project? During which phases will the Protégé be utilized?

The project is anticipated to last approximately 24 months.

7. How will the team comply with and maintain the focus on the requirements of the program for the duration of the project?

Both the mentor and the protégé will abide by the terms of the contract.

8. What are the team's specific, quantitative goals and milestones for the current project?

The services provided by the protégé will be an on-call type of service and milestones will be assessed on a case by case basis with Preliminary engineering, each permit submittals and opportunity for field observation.

9. Outline of Regularly Scheduled meeting between Mentor and Protégé (Progress reporting).

Monthly progress meeting will be held in the mentor's offices to assess the progress of all team members involved with the project.

10. Define payment schedule and financial terms identifying milestones for initial, progress and final payments.

The protégé will be paid based on monthly invoices submitted by the protégé. The protégé will receive payment within 15 days when payment is received from the City for service rendered.



CITY OF COLUMBIA

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Hazen and Sawyer
Exhibit E
Page 4 of 6

11. List the Subcontractors that will be used on this project, as well as the information requested below: (The Subcontractor(s) listed below will NOT consist of your Protégé.)

Subcontractor's Name	Telephone	Address	Who will they report to?	Contract Amount	MPP, MBE, WBE, SBE	Percentage of Contract
F&ME	(803) 254-4540	3112 Davina Street Columbia, SC 29205	Hazen	\$5,000	N/A	1.92%



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Compliance Division
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Hazen and Sawyer
Exhibit E
Page 5 of 6

12. What percentage of the project is being implemented by the Protégé? Must equate to a minimum of 20% of total contract amount.

Protégé Contract Value: \$63,625.00

Percentage of Contract: 24.5%
(Minimum of 20% of total contract amount is required)

MENTOR-PROTEGE IMPLEMENTATION PLAN SIGNATURE SHEET

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed by their proper officials thereunto duly authorized as of the dates below indicated:

EXECUTED by HAZEN (Mentor Firm) this 8th day of MARCH 2018.
Corporate SEAL

By: [Signature]
Title: SENIOR ASSOCIATE

ATTEST:
By: [Signature]
Title: ASSOCIATE

EXECUTED by Palmetto Consulting Engineering Group, Inc. (Protégé Firm) this 7th day of March, 2018.

Corporate SEAL
By: J. Marqueto McClam
Title: President

ATTEST:
By: [Signature]
Title: Office Manager AGS Environmental, Inc.



CITY OF COLUMBIA

Department of Utilities and Engineering
Compliance Division
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Hazen and Sawyer
Exhibit E
Page 6 of 6

RECOMMENDED FOR APPROVAL:

EXECUTED by the Department of Utilities & Engineering, Compliance Division on this 9th
day of March, 2018.

By: Ayesha Driggers

Title: Compliance Administrator

Invoicing Procedure: Exhibit F

1. The City's Project Manager or his/her designee must review all invoices prior to payment.
2. The Engineer's invoice must contain sufficient detail by task and resource and should be easily traceable to the work completed on the project schedule. Descriptions used in the project schedule shall match those descriptions contained in the Engineer's invoice.
3. The work completed on the Engineer's project schedule must be the basis for full or a percentage of payment for work completed on the Engineer's invoice.
4. The Engineer will not request payment for taxes on Professional Services, labor or installation fees.
5. The Engineer will not invoice, or request payment for any equipment or services that may be specified in this Agreement prior to the delivery of said equipment or performance of said services.
6. The Engineer shall adhere to an agreed-upon delivery schedule for equipment and/or services. This is to ensure that the City does not pay for the advanced delivery of equipment that was not approved for delivery and/or have to warehouse or make space for unanticipated equipment deliveries. Exceptions to this requirement must be approved by the City's designated Project Manager and Purchasing Agent in writing.
7. All invoices shall include a valid Purchase Order number on the bill. If an approved emergency purchases are required for any reason before a purchase order number is available, a copy of the emergency request for purchase should accompany the Engineer's invoice.
8. The Engineer shall name a representative that will be responsible for reviewing all invoicing concerns that the City may have regarding this project.
9. The Engineer shall submit receipts for all actual expenses.
10. Travel expenses including airfare and car rental shall be invoiced at cost, without markup and with approved documentation (Note: This section does not apply to travel within the Columbia region for work being performed for the Agreement. It pertains to approved travel to and from Columbia if necessary to fulfill the terms of the Agreement.). Travel expenses apply only if applicable and approved by the City.
11. Lodging shall be invoiced up to the per diem rate according to the General Services Administration (GSA) rates established at www.gsa.gov, based on the date of travel. Lodging expenses apply only if applicable and approved by the City.
12. Field documents and other equipment/supplies shall be invoiced at cost only, with no markup, and the invoice must be submitted with approved documentation (packing slip/vendor invoice).
13. Other required non-labor expenses that may be applicable to the project and pre-approved by the City's designated Project Manager shall be invoiced at cost only, with no markup, and the invoice must be submitted with approved documentation (packing slip/vendor invoice).
14. Each invoice/payment request shall identify the percentage and dollar amount that will be paid to the Subconsultant and/or vendor for work performed and materials/products furnished. If required, the Engineer shall submit supporting documentation as required by the designated point of contact to support the amount being invoiced.

Hazen and Sawyer
Garden Springs SS Extension - SS7447
Exhibit F
Page 2 of 2

15. The Engineer shall provide the names of the Subconsultants and/or vendors and a description of the work performed in the invoice/request for payment. The Engineer shall also provide a breakdown of the supplies and materials being billed by each Subconsultant and/or vendor and the dollar amount to be reimbursed by the City.

EXHIBIT G - PROMPT PAYMENT AFFIDAVIT

Consultant will place a check in the appropriate box below that applies to this payment request.

Re: Payment Request No. _____

I, _____ (Name), the _____ (Title - e.g., President, Vice President, etc.) of _____ ("Company"), do state the following with regard to payments made under Contract No. _____ ("Contract"):

1. ____ Subconsultant, at the first tier, both DBE and non-DBE, who completed work and were listed for payment on the prior Payment Request No. _____, were paid no later than twenty (20) calendar days after Company received payment from the City.
2. ____ Copies of invoices and cancelled checks for Subconsultant at the first tier who were paid under the prior payment request have been delivered or mailed to the Construction Management Division. In addition, Company has attached to the current Payment Request all lien waivers for prior subcontractor payments and any other documentation required by the City. (Failure to attach all required documentation to the Payment Request or forward cancelled checks and invoices to the City's Construction Management Division may cause the Payment Request to be rejected by City.)
3. ____ All retainage amounts withheld from any Subconsultant who satisfactorily completed its portion of the contract work, including punch list items, were paid to the Subconsultant(s) no later than fourteen (14) calendar days after it satisfactorily completed its work, whether or not City has paid said retainage amounts to Consultant. Attach a copy of the cancelled check evidencing payment of each retainage amount.
4. ____ There was no delay in or postponement of any payment owed to a Subconsultant, whether periodic payment or retainage amount, except for good cause and after receipt of prior written approval from the Assistant City Engineer for Construction.

Attach a copy of the written approval from the City of Columbia.

 Company Name

 Signature

 Print Name

Date: _____

Subscribed and sworn to before me this ____ day of _____ 20__.

 Notary Public



We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: Procurement and Contracts

FROM: *Sandra Wright, Purchasing Agent*

SUBJECT: Council is asked to approve Contract Amendment #1 and #2 for Project SS7284; Liquid Train One Upgrades at the Metro Wastewater Treatment Plant, as requested by Columbia Water. Award to AECOM Technical Services Inc., in the total amount of \$1,169,500.00. This firm is located in Columbia, SC.

PURPOSE: This is a Clean Water 2020 Program Project. The following sub consultants will provide additional services:

Howard Engineering of Marietta, SC, a Minority Business Enterprise (Woman), will provide Electrical Engineering Services at 42.0% (\$10,000.00) of the value of Contract Amendment 1 and 3.2% (\$36,320.00) of the value of Contract Amendment 2.

K&P Engineering of Lexington, SC, a Minority Business Enterprise, will provide Structural Engineering Services at 39.9% (\$9,500.00) of the value of Contract Amendment 1 and .7% (\$8,500.00) of the value of Contract Amendment 2.

Felkel and Hastings, a Minority Business Enterprise, will provide Mechanical Engineering Services at 9.7% (\$2,300.00) of the value of Contract Amendment 1 and .3% (\$3,500.00) of the value of Contract Amendment 2.

Terracon of Columbia, SC, will provide Geotechnical Services at 1.6% (\$18,000.00) of the value of Contract Amendment 2.

REQUISITION NO.: R181842

FINANCIAL IMPACT: Funding Source: Water and Sewer Budget; 5529999-SS7284-658650. The original budgeted amount is \$1,385,000.00 (encompassing both amendments).

ORIGINAL BUDGET: \$1,385,000 (encompassing both amendments)

BUSINESS PROGRAM: Subcontracting Outreach Program

CLEAN WATER 2020?: Yes

AECOM Technical Services is providing construction administrative and field services, evaluation of alternative aeration processes and devices, engineering and design services, and construction administration and observation services for the Metro WWTP Train 1 Liquid Treatment Train Upgrades - Aeration Improvements Project more fully described in Exhibit A, attached hereto. Cost Change Amendment 1 is for a redistribution of funds between tasks. Contract Amendment 2 is needed to compensate Engineer for construction services needed now that this project is ready for the Construction Phase. This amendment will also extend the Agreement from June 30, 2018 to June 30, 2023. The services being provided will encompass the following:

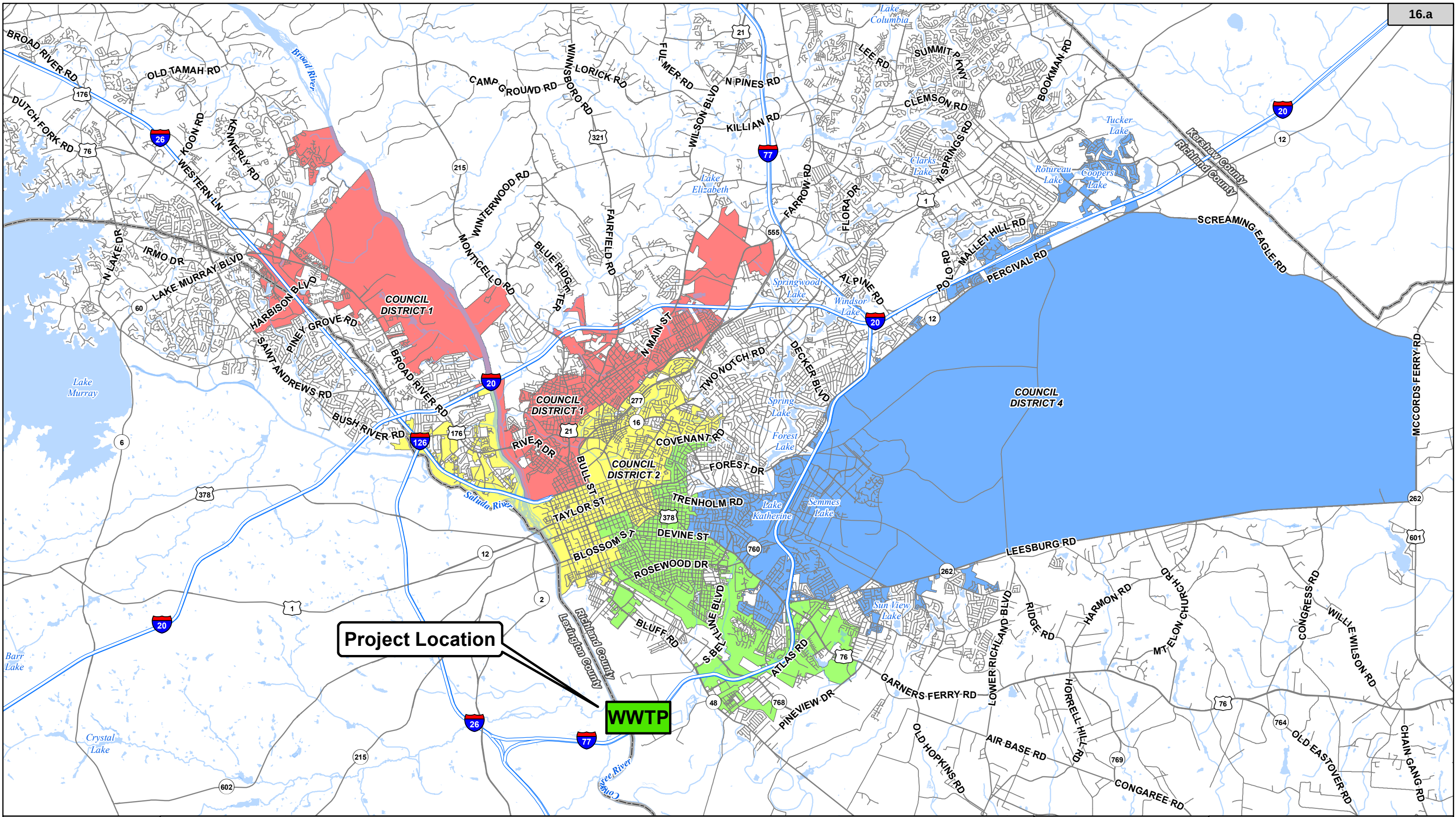
- Engineering Services During Construction
- Full Time Construction Inspection
- Project Closeout
- Additional Services

Agreement	Amount	Sub-consulting participation	Sub-consulting participation percentage	DBE participation	DBE participation percentage
Original Agreement	\$774,700.00	\$166,900.00	21.5%	\$161,400.00	20.8%
Contract Amendment #1	\$23,770.00	\$21,800.00	91.7%	\$21,800.00	91.7%
Contract Amendment #2	\$1,145,730.00	\$66,320.00	5.8%	\$48,320.00	4.2%
Revised Total Amount	\$1,944,200.00	\$255,020.00	13.1%	\$231,520.00	11.9%

Services to be performed will impact all City Council Districts. The Office of the City Attorney has approved the Amendment. The ACM for Columbia Water and the Director of Utility Operations recommend its approval.

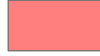
ATTACHMENTS:

- **#a:** SS7284 Location Map(PDF)
- **#b:** AECOM.2018.LiquidTreatmentTrain1Upgrade.SS7284.CA1.nj (PDF)



Clean Water 2020
Columbia's Clear Vision For Clean Water



- | | | |
|--|---|---|
|  Metro WWTP |  City Council District 1 |  City Council District 3 |
|  City Council District 2 |  City Council District 4 | |



1 in = 2 miles

0 0.5 1 2 3 Miles

Metro WWTP Location Map

Prepared For: Cle

Agreement for Engineering Services
Upgrade to Liquid Train One at the Metropolitan Wastewater Treatment Plant
Project Funding: 5529999-SS7284-658650

AECOM Technical Services Incorporated and City of Columbia, SC

Approval of Cost Change Amendments 1 and 2
April 25, 2018

Description of Change: Request change in Agreement for Engineering Services between the City of Columbia (City) and AECOM (Engineer) dated June 2, 2015 (Agreement), to provide construction administrative and field services, evaluation of alternative aeration processes and devices, engineering and design services, and construction administration and observation services for the Metro WWTP Train 1 Liquid Treatment Train Upgrades – Aeration Improvements Project. The Project is more fully described in Exhibit A, attached hereto.

Cost Change Amendment 1 is for a redistribution of funds between tasks. Cost Change Amendment 2 is needed to compensate the Engineer for construction services needed now that this project is ready for the Construction Phase. This amendment will also extend the Agreement from June 30, 2018 to June 30, 2023. The services being provided will encompass the following:

- Engineering Services During Construction
- Full Time Construction Inspection
- Project Closeout
- Additional Services

All other provisions of the Agreement, except as herein modified or changed, remain in full force and effect.

Proposed Change and Basis for Payment:

Original Contract Price:	\$ 774,700.00
Previous Change Orders:	\$ 0.00
This Change (addition):	\$ 1,169,500.00
Revised Contract Price:	\$ 1,944,200.00

Additional funds are to be provided in the following manner: 5529999-SS7284-658650

This Change is Acceptable:

AECOM Technical Services Incorporated:

Signature R. Thomas Haselden, Jr., PE, BCEE Date: 5/2/18
(Please Print Name)

Title: Vice President, SC Water Leader

City of Columbia:

By: _____ Date: 5.22.18
Joseph D. Jacob, P.E., Director of Utility Operations

By: _____ Date: 5/22/18
Clint Shealy, P.E., Assistant City Manager for Columbia Water

By: _____ Date: 5/22/2018
for Sandra A. Wright, CPPB, Director of Procurement and Contracts/Purchasing Agent

Approval of Change: _____ Date: _____

Teresa Wilson, City Manager

AECOM 2018.Liquid.Treatment.Train 1.Upgrade.SS7284.CA1.nj.doc

APPROVED AS TO FORM
Legal Department City of Columbia, SC

Exhibit A



AECOM
101 Research Drive
Columbia, SC 29203

803.254.4400 tel
803.771.6676 fax

COST CHANGE AMENDMENT NUMBER 1

John T. Riggs, P.E.
Assistant Wastewater Engineer
City of Columbia
Utilities and Engineering
1136 Washington Street
Columbia, South Carolina 29201

Subject: **PROJECT NAME:** Upgrades to Liquid Treatment Train One (1) at the MWWTP
CIP NUMBER: SS7284

Dear John,

Under a previously executed City of Columbia contract for SS7284, AECOM provided engineering services for surveying, preliminary engineering, design, preparation of plans and specifications and bid services for:

- Evaluation of aeration alternatives, aeration controls and instrumentation with preliminary engineering of the selected alternative.
- Improvements to aeration facilities including rehabilitation of existing concrete structures and replacement of aeration equipment.
- Replacement of the 44 year old unit electrical substations numbers 1 and 2 and the Train I aeration basin's main power equipment.
- Aeration controls, instrumentation and SCADA integration.

At the completion of the evaluation stage, it was determined that chemical storage and feed facilities (magnesium hydroxide) are required for alkalinity adjustment to ensure, in coordination combination with the other improvements, that the Metro WWTP can reliably meet existing and proposed NPDES permit requirements for Ammonia.

The City's engineering staff has concurred with this requirement and recommends that AECOM is approved under this Contract Amendment No. 1 to proceed with the preliminary engineering, design and preparation of plans and design of the chemical storage and feed facilities; however, due to the change in scope, a net additional fee increase in the amount of **\$23,770.00** is required.

A. COMPENSATION

The following changes to the initial SS7284 contract are recommended to incorporate the additional services for this proposed amendment:

- Task 1100 - "Additional Services" – Redistribution of the \$58,000 approved budget for this task along with the requested additional \$23,770.00 (total of \$81,770.00) according to the allocations presented below:

- Task 100 – “Evaluation and Design Phase Administration” – Move \$800.00 from Task 1100 to Task 100.
- Task 200 – “Preliminary Planning, Investigation, Engineering and Alternative Analysis” – Move \$4,070.00 from Task 1100 to Task 200.
- Task 300 – “Survey and Utility Mapping and Flood Plain Impact” – No Change to Task 300.
- Task 400 – “Geotechnical Investigation and Material Testing” – Move \$1,850.00 from Task 1100 to Task 400.
- Task 500 – “Final Design” – Move \$71,900.00 from Task 1100 to Task 500.
- Task 600 – “Permits” – Move \$250.00 from Task 1100 to Task 600.
- Task 700 – “Bidding and Award” – Move \$2,900.00 from Task 1100 to Task 700.

The new contract values based on the above recommended changes are presented below:

Task Number	Task Title	Original Contract	Previous Amendments	Current Amendment	New Contract Value
Task 100	Evaluation and Design Phase Administration	\$ 57,400.00	\$0	\$800.00	\$58,200.00
Task 200	Preliminary Planning, Investigation, Engineering and Alternative Analysis	\$ 108,800.00	\$0	\$4,070.00	\$112,870.00
Task 300	Survey and Utility Mapping and Flood Plain Impact	\$ 60,800.00	\$0	\$0.00	\$ 60,800.00
Task 400	Geotechnical Investigation and Material Testing	\$ 7,500.00	\$0	\$1,850.00	\$9,300.00
Task 500	Final Design	\$ 410,700.00	\$0	\$71,900.00	\$482,600.00
Task 600	Permits	\$ 30,800.00	\$0	\$250.00	\$31,100.00
Task 700	Bidding and Award	\$ 40,700.00	\$0	\$2,900.00	\$43,600.00
Task 1100	Additional Services	\$58,000.00	\$0	(-\$58,000.00)	\$0.00
Total Fee		\$774,700.00	\$0.00	\$23,770.00	\$798,470.00

B. SCHEDULE

The contract expiration from the original agreement is December 31, 2016. With this Amendment the contract expiration date will change to June 30, 2017.

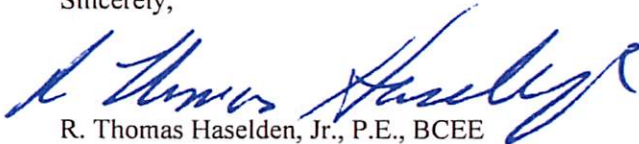
C. SUB-CONSULTANT FIRM INFORMATION

The updated sub-consultant percentages and amounts are listed in the table below for the original contract and the contract amendment, as well as the updated total. This amendment will increase the sub-consultant participation from the original contract from 21.5% to 23.6%.

Sub-consultant	Original Contract	Contract Amendment #1	Revised Contract Amount
Howard Engineering	\$98,400.00	\$10,000.00	\$108,400.00
K&P Engineering	\$10,000.00	\$9,500.00	\$19,500.00
Terracon	\$5,500.00	\$0.00	\$5,500.00
Felkel and Hastings	\$10,000.00	\$2,300.00	\$12,300.00
Davis Architecture	\$5,500.00	\$0.00	\$5,500.00
4D Engineering	\$37,500.00	\$0.00	\$37,500.00
Total Sub-Consultant Fees	\$166,900.00	\$21,800.00	\$188,700.00
Sub-Consultant Percent of Contract	21.5%	26.7%	23.6%

AECOM appreciates the opportunity to provide these highly technical modifications to the City of Columbia for the Upgrades to Liquid Treatment Train One (1) at the MWWTP project. If you should have any questions please feel free to contact me.

Sincerely,



R. Thomas Haselden, Jr., P.E., BCEE
Vice President

cc: Clean Water 2020 Project Manager



AECOM
101 Research Drive
Columbia, SC 29203

803.254.4400 tel
803.771.6676 fax

COST CHANGE AMENDMENT NUMBER 2

John T. Riggs, P.E.
Assistant Wastewater Engineer City
of Columbia
Utilities and Engineering
1136 Washington Street
Columbia, South Carolina 29201

Subject: **PROJECT NAME:** Upgrades to Liquid Treatment Train One (1) at the MWWTP
CIP NUMBER: SS7284

Dear John,

Under a previously executed City of Columbia contract for SS7284, AECOM provided engineering services for surveying, preliminary engineering, design, preparation of plans and specifications and bid services for:

- Evaluation of aeration alternatives, aeration controls and instrumentation with preliminary engineering of the selected alternative.
- Improvements to aeration facilities including rehabilitation of existing concrete structures and replacement of aeration equipment.
- Replacement of the 44 year old unit electrical substations numbers 1 and 2 and the Train I aeration basin's main power equipment.
- Aeration controls, instrumentation and SCADA integration.
- Chemical storage and feed facilities (magnesium hydroxide)

Bid services are complete, a contractor has been selected and this project is ready for construction. The services to be performed in this Cost Change Amendment are construction services which includes general administration of the construction contract, construction observation, material testing, project closeout, an update of the operation manual, operation training, an arc flash study and services during the warranty period.

The City's engineering staff has concurred with this requirement and recommends that AECOM is approved under this Contract Amendment No. 2 to proceed with the construction services; however, due to the change in scope, a net additional fee increase in the amount of **\$1,145,730.00** is required.

A. COMPENSATION

The following changes to the initial SS7284 contract are recommended to incorporate the additional services for this proposed amendment:

- Task 100 – "Evaluation and Design Phase Administration" – No Change to Task 100.
- Task 200 – "Preliminary Planning, Investigation, Engineering and Alternative Analysis" – No Change to Task 200.
- Task 300 – "Survey and Utility Mapping and Flood Plain Impact" – Move \$ 10,498.32 from Task 300 to Task 500.

AECOM

3

- Task 400 – “Geotechnical Investigation and Material Testing” – No Change to Task 400.
- Task 500 – “Final Design” – Move \$ 10,498.32 from Task 300 to Task 500.
- Task 600 – “Permits” – No Change to Task 600.
- Task 700 – “Bidding and Award” – No Change to Task 700.
- Tasks 100 through Tasks 700 - No Changes to these tasks.
- Task 800 – “Engineering Services During Construction” – New task.
- Task 900 – “Full Time Construction Inspection” – New task.
- Task 1000 – “Project Closeout” – New Task.
- Task 1100 - “Additional Services” – Add \$104,000.00 to this task

The new contract values based on the above recommended changes are presented below:

Task Number	Task Title	Original Contract	Previous Amendments	Current Amendment	New Contract Value
Task 100	Evaluation and Design Phase Administration	\$ 57,400.00	\$800.00	\$0.00	\$58,200.00
Task 200	Preliminary Planning, Investigation, Engineering and Alternative Analysis	\$ 108,800.00	\$4,070.00	\$0.00	\$112,870.00
Task 300	Survey and Utility Mapping and Flood Plain Impact	\$ 60,800.00	\$0.00	(-\$10,498.32)	\$50,301.68
Task 400	Geotechnical Investigation and Material Testing	\$ 7,500.00	\$1,850.00	\$0.00	\$9,350.00
Task 500	Final Design	\$ 410,700.00	\$71,900.00	\$10,498.32	\$493,098.32
Task 600	Permits	\$ 30,800.00	\$250.00	\$0.00	\$31,050.00
Task 700	Bidding and Award	\$ 40,700.00	\$2,900.00	\$0.00	\$43,600.00
Task 800	Engineering Services During Construction	\$0.00	\$0.00	\$516,950.00	\$516,950.00
Task 900	Full Time Construction Inspection	\$0.00	\$0.00	\$300,840.00	\$300,840.00
Task 1000	Project Closeout	\$0.00	\$0.00	\$223,940.00	\$223,940.00
Task 1100	Additional Services	\$58,000.00	(-\$58,000.00)	\$104,000.00	\$104,000.00
Total Fee		\$774,700.00	\$23,770.00	\$1,145,730.00	\$1,944,200.00

B. SCHEDULE

The contract expiration from the original agreement and previous amendments is June 30, 2018. With this Amendment the contract expiration date will change to June 30, 2023.

C. SUB-CONSULTANT FIRM INFORMATION

The updated sub-consultant percentages and amounts are listed in the table below for the original contract and the contract amendment, as well as the updated total. This amendment will decrease the sub-consultant participation from the original contract from 21.5% to 13.12%.

Sub-consultant	Original Contract	Previous Amendments	Current Amendment	Revised Contract Amount
Howard Engineering	\$98,400.00	\$10,000.00	\$ 36,320.00	\$144,720.00
K&P Engineering	\$10,000.00	\$9,500.00	\$ 8,500.00	\$28,000.00
Terracon	\$5,500.00	\$0.00	\$ 18,000.00	\$23,500.00
Felkel and Hastings	\$10,000.00	\$2,300.00	\$ 3,500.00	\$15,800.00
Davis Architecture	\$5,500.00	\$0.00	\$0.00	\$5,500.00
4D Engineering	\$37,500.00	\$0.00	\$0.00	\$37,500.00
Total Sub-Consultant Fees	\$166,900.00	\$21,800.00	\$66,320.00	\$255,020.00
Sub-Consultant Percent of Contract	21.5%	26.7%	5.80%	13.12%

AECOM appreciates the opportunity to provide these highly technical modifications to the City of Columbia for the Upgrades to Liquid Treatment Train One (1) at the MWWTP project. If you should have any questions please feel free to contact me.



R. Thomas Haselden Jr., P.E., BCEE, Vice President
South Carolina Water Department Manager
AECOM Technical Services, Inc.

cc: Clean Water 2020 Project Manager



We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: Planning and Development Services

FROM: *Krista Hampton, Director*

SUBJECT: ANNEXATION, COMPREHENSIVE PLAN MAP
AMENDMENT, AND ZONING MAP AMENDMENT 2916
Colonial Drive; TMS# 11503-06-30

PURPOSE: Ordinance No.: 2018-020 - Annexing and Incorporating 2916
Colonial Drive, Richland County TMS# 11503-06-30 into the
Plan Columbia Land Use Plan Putting the Pieces Together
adopted by Ordinance No.: 2015-014 on February 17, 2015

Council District: 2

Proposal: Request to annex, assign land use classification of
Urban Core Community Activity Center (UCAC-2) and assign
zoning of General Commercial (C-3). The property is currently
classified as Mixed Residential-High Density and zoned GC by
Richland County.

Applicant: WAT Properties Inc. of Columbia

Staff Recommendation: Approval

PC Recommendation: 03/05/2018; Approval (5-0)

First reading approval was given on May 15, 2018.

FINANCIAL IMPACT:

STRATEGIC GOALS: Connect the City's neighborhoods and business dist, Provide
high quality municipal services

ATTACHMENTS:

- **#a:** ANNEX_Colonial2916 (PDF)
- **#b:** 2018-020 annex-incorporate 2916 Colonial Drive (PDF)

HISTORY:

05/15/18

Columbia City Council

APPROVED ON FIRST READING



CITY COUNCIL

May 15, 2018 at 6:00 pm

City Council Chambers, 3rd Floor, 1737 Main Street, Columbia, SC 29201

ANNEXATION, COMPREHENSIVE PLAN MAP AMENDMENT, AND ZONING MAP AMENDMENT CASE SUMMARY 2916 Colonial Drive; TMS# 11503-06-30

Council District:	2
Proposal:	Request to annex, assign land use classification of Urban Core Community Activity Center (UCAC-2) and assign zoning of General Commercial (C-3). The property is currently classified as Mixed Residential-High Density and zoned GC by Richland County.
Applicant:	WAT Properties Inc. of Columbia
Staff Recommendation:	Approval
PC Recommendation:	03/05/2018; Approval (5-0)
ZPH, 1st Reading:	05/15/2018; Pending
2nd Reading:	06/05/2018; Pending

CURRENT PARCEL CHARACTERISTICS/CONDITIONS

Acreage: 0.43 acres
Current Use: Vacant
Proposed Use: Vacant
Reason for Annexation: Contiguous
Urban Service Area: Donut Hole
Current Richland County Land Use: Mixed Residential-High Density
Proposed Land Use Classifications: Urban Core Community Activity Center (UCAC-2)
Current Richland County Zoning: General Commercial (GC)
Proposed Zoning: General Commercial (C-3)
Census Tract: 9 and 10

DETERMINATION FOR CITY SERVICES

The following determination is an estimate of the benefits and costs associated with the annexation of the subject property.

Police

We find that the proposed annexation would likely result in an increased number of calls for services. We estimate that it would cost the CPD approximately **\$3,000 annually to provide service if this property were developed**, based upon current calls for service at adjacent commercial properties within the City of Columbia. However, **in its current status as a vacant lot, it is anticipated that the annual cost would be negligible.**

Fire

The proposed annexation **will not result in additional costs or impact services** being provided by this department. Annexation would lower the ISO rating of this property to a Class 1 from a Class 2.

Solid Waste

This property is a vacant commercial property and thus there is no anticipated cost to Solid Waste associated with this annexation.

Engineering

Water service is available to this property, however it does not appear that sewer is currently available. This property is currently vacant, however if sewer would be extended to the property the Utilities and Engineering Division estimates the one-time cost would be approximately **\$83,000**.

Water Customer Care

This is a vacant property and thus there are no customer accounts at this location. Any accounts created at this property would be new revenue to the City.

Planning & Development Services

This property is a single-parcel “Donut Hole” surrounded entirely by the City of Columbia and adjacent to the City’s Public Works and Fleet Services complex. We recommend annexation of this property. The annual City property tax revenue generated for this vacant parcel will be approximately **\$440**.

* Estimated City Tax Revenue is based on 2017 millage for real property and calculated as: (((Tax Value*Tax Rate)*City Millage Rate (.0981))-(Tax Value*Local Option Sales Tax Rebate (.002209))).

PLANS, POLICIES, AND LAND USE

Urban Service Area

Subject parcel is in a “Donut Hole” as identified in the Urban Service Area Map

Principles and Goals of the Urban Service Area

The Urban Service Area identifies those areas the City of Columbia wishes to provide with urban services. Primary emphasis will be given to annexing developed areas adjoining the City limits and “islands” of unincorporated territory surrounded by the City. Primary, secondary, and long-range annexation priorities for specific areas may be identified. Secondary areas may include higher value properties which assist the City in achieving a more balanced economic base.

Donut Holes are unincorporated areas that are completely surrounded by the City of Columbia and/or another municipality. These areas pose a number of challenges to the City that can be addressed through annexation. They can often cause inefficiencies in the delivery of services due to confusion about jurisdiction. Also, if the land is in a jurisdiction with a different approach to code enforcement, these areas can negatively impact the quality of life for adjacent City residents. Such inefficiencies and the costs to taxpayers are germane to City and County property both, which results in a greater impact to City residents since they pay City and County taxes.

The Columbia Plan 2018: Comprehensive Plan Land Use Classification

The proposed future land use classification for the subject property is Urban Core Community Activity Center (UCAC-2); the property is currently classified as Mixed Residential-High Density by Richland County.

Urban Core Community Activity Centers are medium scale collections of primarily business uses, developed within the urban grid of Columbia’s neighborhoods. They are destination locations that serve an area of about a 3-5 mile radius or drive distance. These centers often occupy several City blocks (within a neighborhood) and include several dozen businesses and multi-family or mixed-use buildings. The destination nature of these centers means significant demand for transit facilities and parking. Their scale and architecture are larger than most of

the surrounding single-family homes. They may be found as nodes in Urban Core mixed Residential neighborhoods, or in lower intensity within Urban Core Residential neighborhoods.

Primary Types:

- Small and Medium Format Business/Employment (excl. Flex)
- Multi-family Small and Medium Mixed-use

Secondary Types:

- Multi-family Small or Medium

Tertiary Types

- Civic/Institutional
- Single-family Attached
- Large Format Business/Employment (excl. Flex)
- Cemeteries & Mausoleums
- Parking Structures and Lots

Existing Neighborhood, Small Area, Community, and/or Corridor Plans

The subject property is within the study area of two plans: *A Plan for the Redevelopment of East Central City* (2004) and the *Walkable 29203 Pedestrian Master Plan* (2017).

The subject property falls within Cluster Three of *A Plan for the Redevelopment of East Central City*. The Plan notes that the corner intersection of Harden, Colonial, and Farrow is a significant intersection and potential gateway for the study area. The Plan identifies a land use of institutional for the site (Section 4C, Page 8), and proposes an Urban Boulevard for Colonial Drive along the frontage of the property (Section 4D, Page 1). A catalyst project is not identified for the subject property.

The *Walkable 29203 Pedestrian Master Plan* does not make any site specific recommendations for the subject property. More broadly, the Plan emphasizes improving the pedestrian environment and providing access to healthy foods throughout the 29203 zip code.

PROPOSED ZONING DISTRICT SUMMARY

The parcel is currently zoned General Commercial (GC) by Richland County. Surrounding parcels within the City of Columbia are currently zoned Office and Institutional District (C-1) to the West and North, General Commercial District (C-3) to the North and Heavy Industrial District (M-2) to the East and South.

The proposed City of Columbia zoning district is General Commercial (C-3).

General Commercial District (C-3)

The C-3 district is intended to accommodate a variety of general commercial and nonresidential uses characterized primarily by retail, office and service establishments and oriented primarily to major traffic arteries or extensive areas of predominantly commercial usage and characteristics. Certain related structures and uses are permitted outright or are permissible as special exceptions subject to restrictions and requirements intended to best fulfill the intent of this article. It is not the intent of this article to encourage the development of long, narrow strips of commercial development fronting on major arteries, often referred to as strip commercial areas. Such development is often incompatible with adjacent uses and may lead to the eventual formation of commercial slums, damage the traffic-carrying capacities of streets, increase congestion, lead to depreciation of property values in adjacent areas, encourage undue dispersion of commercial facilities to the inconvenience of the public, and create disproportionate costs in the provision of governmental services.

STAFF RECOMMENDATION

Staff recommends that City Council annex the property and assign future land use classification of Urban Core Community Activity Center (UCAC-2) and zoning of General Commercial District (C-3) at the time of annexation.



Future Land Use Map

2916 Colonial Drive, TMS# 11503-06-30

17.a

Existing Richland County FLU: Mixed Residential (High Density); Proposed FLU: UCAC-2

Department of Planning & Development Services

Legend



- UCMR-1 - Urban Core Mixed Residential-1
- UCMR-2 - Urban Core Mixed Residential-2
- UEMR - Urban Edge Mixed Residential
- UEMF - Urban Edge Multi-Family
- UCR-1 - Urban Core Residential Small Lot
- UCR-2 - Urban Core Residential Large Lot
- UER-1 - Urban Edge Residential Small Lot
- UER-2 - Urban Edge Residential Large Lot
- UCAC-1 - Urban Core Neighborhood Activity Center
- UCAC-2 - Urban Core Community Activity Center
- UEAC-1 Urban Edge Community Activity Center
- UCAC-3 Urban Core Regional Activity Center
- UEAC-2 - Urban Edge Regional Activity Center
- AC-1 - Neighborhood Activity Corridor
- AC-2 - Community Activity Corridor
- AC-3 - Regional Activity Corridor
- EC - Employment Campus
- IND - Industrial
- TU - Transportation & Utilities
- SD-1 - Sports/Amusement District
- SD-2 - Civic/Institutional Districts
- SD-3 - Central Business District
- SD-4 - Riverbanks Zoo and Garden
- SD-5 - Universities/Colleges
- SD-6 - Fort Jackson



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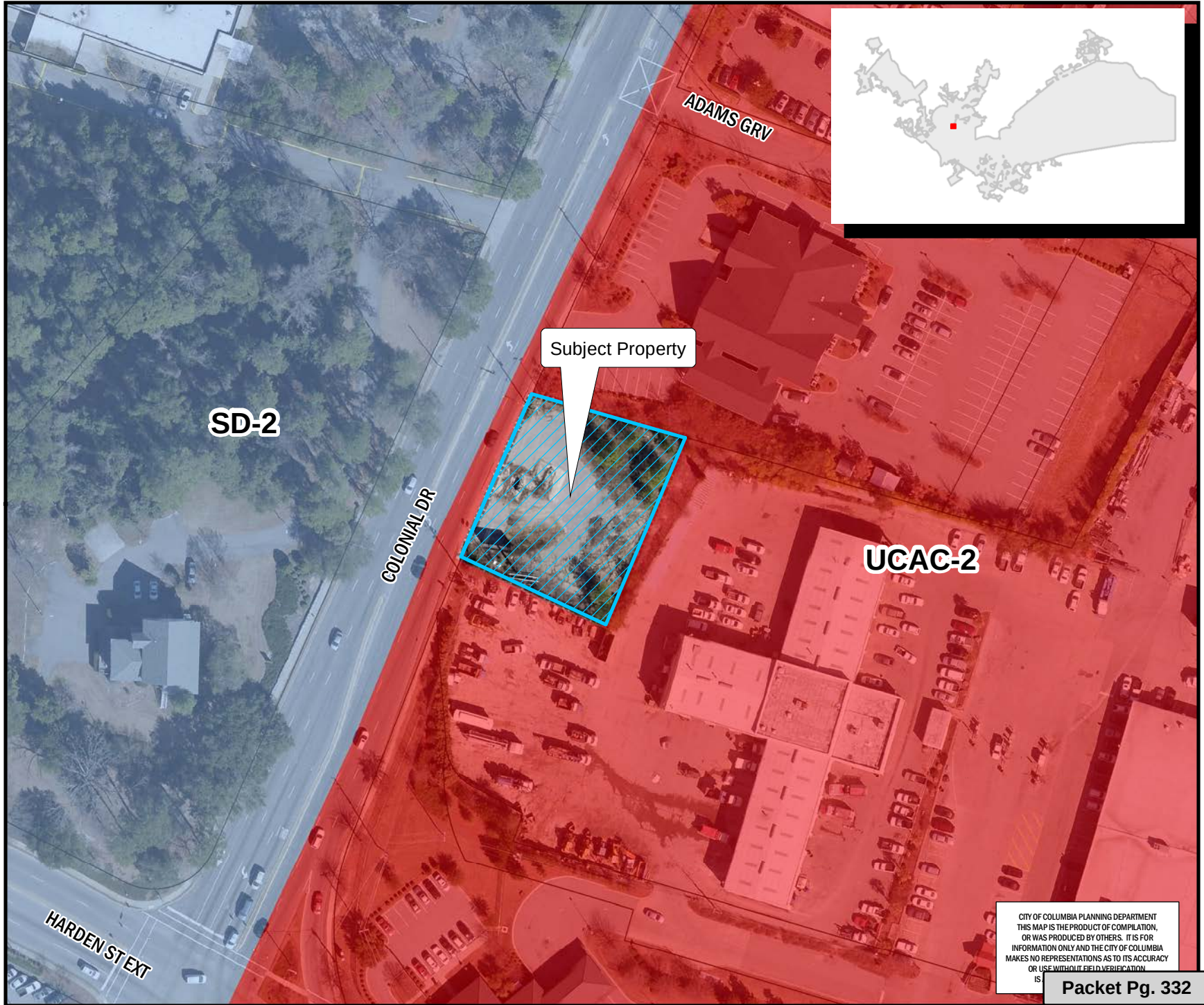
ORIGINAL PREPARATION/DATE:

This map was prepared by:

Shane Shaughnessy
January 22, 2018



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IS

Packet Pg. 332

** DATA SOURCE - CITY OF COLUMBIA, GIS DIVISION

Zoning Map

2916 Colonial Drive, TMS# 11503-06-30;
Existing Richland County Zoning: GC, Proposed Zoning: C-3

17.a

Department of Planning &
Development Services

Legend

 CITY LIMITS
 PARCELS

 D-1	 C-1
 RS-1	 C-2
 RS-1A	 C-3
 RS-1B	 C-3A
 RS-2	 C-4
 RS-3	 C-5
 RD	 M-1
 RD-2	 M-2
 RG-1	 PUD-C
 RG-1A	 PUD-LS
 RG-2	 PUD-LS-E
 RG-3	 PUD-LS-R
 UTD	 PUD-R
 MX-1	 OUT OF CITY
 MX-2	



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Feet

ORIGINAL PREPARATION/DATE:
This map was prepared by:

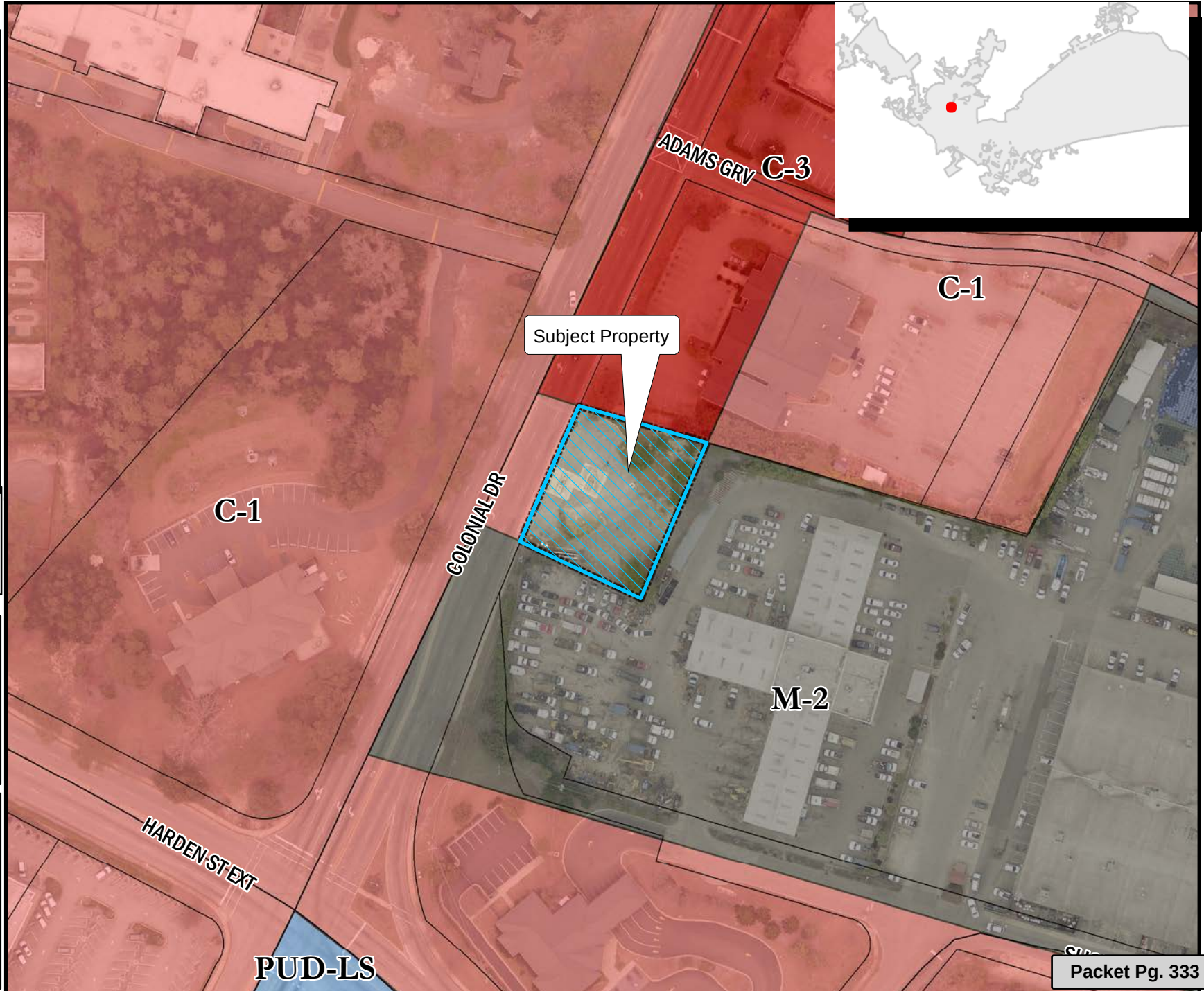
Shane Shaughnessy
January 22, 2018

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We Are Columbia



Packet Pg. 333

ORDINANCE NO.: 2018-020

*Annexing and Incorporating 2916 Colonial Drive, Richland County TMS# 11503-06-30
into the Plan Columbia Land Use Plan Putting the
Pieces Together adopted by Ordinance No.: 2015-014 on February 17, 2015*

WHEREAS, a proper petition has been filed with the City Council by one hundred (100%) percent of the property owners of the within described property under the provisions of South Carolina Ann. Sec. 5-3-150; and,

WHEREAS, it appears to City Council that the annexation of the property would be in the best interest of the property owners and the City of Columbia; and,

WHEREAS, City Council adopted the City of Columbia Comprehensive Plan 2018 by Ordinance No.: 2008-085 on October 1, 2008, and amended from time to time, in accordance with South Carolina Comprehensive Planning Act of 1994 (Title 6, Chapter 29 of the SC Code) and heard public comments on this amendment; NOW, THEREFORE,

BE IT ORDAINED by the Mayor and City Council of the City of Columbia, South Carolina, this ____ day of _____, 2018, that the property described herein is hereby annexed to, incorporated into Plan Columbia Land Use Plan Putting the Pieces Together adopted by Ordinance No.: 2015-014 on February 17, 2015, and becomes a part of the City of Columbia effective immediately. This property shall be zoned General Commercial District (C-3), apportioned to City Council District 2, Census Tract 9 and 10, contains 0.43 acres, and shall be assigned a land use classification of Urban Core Community Activity Center (UCAC-2).

PROPERTY DESCRIPTION: See Attached Exhibit "A"

Richland County TMS NO.: 11503-06-30

Also included in the territory hereby annexed are all contiguous portions of all public rights of way, streets and highways.

Requested by:

Assistant City Manager Gentry

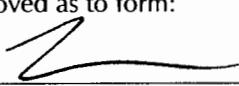
Mayor

Approved by:

City Manager

Approved as to form:

ATTEST:



City Attorney

City Clerk

Introduced:

Final Reading:

EXHIBIT "A"
PROPERTY DESCRIPTION
ORDINANCE NO.: 2018-020

All that certain piece, parcel and tract of land, with improvements thereon, if any, situate, lying and being near the City of Columbia, in the County of Richland, State of South Carolina, and containing 0.43 acres, more or less, and being more fully shown and delineated on a plat of same surveyed for Donald Gary Jones and Barbara Lynn Jones by Lucius D. Cobb, Sr., R.L.S., dated October 4, 1995 and recorded in the Office of the Register of Deeds for Richland County in Plat Book 280 at Page 2996; said property having the following course, metes, measurements, boundaries and distances as shown on the aforesaid plat, to wit:

Beginning at a point on the northwest boundary of said property, where said property adjoins the right-of-way on Colonial Drive and which is 233' +/- to Adams Grove and running S 71°53'00" E, for a distance of 124.97' along property now or formerly of James M. Wallace, Jr., to a point; thence turning and running S 25°25'04" W, for a distance of 158.60' along property now or formerly of the City of Columbia, to a point; thence turning and running N 63°25'25" W, for a distance of 125' along property now or formerly of the City of Columbia; thence turning and running N 23°32'03" E, for a distance of 39.89' along the right-of-way of Colonial Drive, to a point; thence turning and running N 26°44'52" E, for a distance of 100.36' to the point of beginning.

MEMORANDUM

Office of the City Manager

TO: Department Heads

FROM: Teresa Wilson, City Manager

DATE: January 26, 2018

RE: **Property Addresses:** 2916 Colonial Drive
Richland County TMS#: 11503-06-30
Owner(s): WAT Properties Inc. of Columbia
Current Use: Vacant
Proposed Use: Vacant
Current County Land Use: Mixed Residential – High Density
Proposed City Land Use: Urban Core Community Activity Center (UCAC-2)
Current County Zoning: General Commercial (GC)
Proposed City Zoning: General Commercial (C-3)
Reason for Annexation: Contiguous/Donut Hole
City Council District: 2
Census Tract: 9 and 10

The Planning & Development Services advises that the above referenced property has been offered for annexation. Attached, please find a map or drawing reflecting the property. You are directed to forward your comments and/or recommendations regarding the issue of whether to annex or not to Planning & Development Services. Planning & Development Services will compile your comments for City Council consideration.

Planning & Development Services staff will see to it that this matter is placed on the **March 5, 2018** Planning Commission's agenda. Planning & Development Services staff will notify the City Attorney of the Planning Commission's zoning recommendation by forwarding a copy of this form, completed, as soon as the Planning Commission has met.

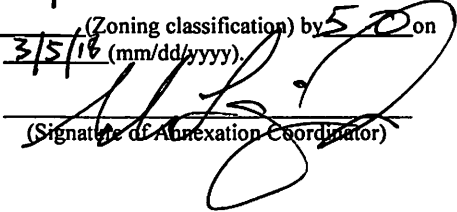
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Attachments

cc:	S. Allison Baker, Sr. Assistant City Manager Clint Shealy, Assistant City Manager Aubrey Jenkins, Fire Chief Joseph Jaco, Director, Utility Operations Robert Anderson, Public Works Director Krista Hampton, Planning & Development Services Gloria Saaed, Community Development Director Greg Williams, Deputy Business License Administrator Angela Adams, Customer Care Administrator Jerry Thompson, Building Official Michelle Brazell, Engineering Denny Daniels, Engineering Carolyn Wilson, Police Planning & Research Alfreda Tindall, Richland Co. 911 Addressing Coordinator	Missy Gentry, Assistant City Manager William Holbrook, Police Chief Teresa Knox, City Attorney Dana Higgins, Director, Engineering Jan Alonso, Finance Director Jeff Palen, Assistant City Manager/CFO George Adams, Fire Marshal Brian Cook, Zoning Administrator Kimberly Gathers, Columbia-Richland 911 David Hatcher, Housing Official Richland County Solid Waste Collection John Fellows, Planning Administrator Zach Kay, Dev. Center Administrator
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Planning Commission Land Use Recommendation: UCAC-2 (Land Use classification) by SD on 3/5/18 (mm/dd/yyyy).

Planning Commission Zoning Recommendation: C-3 (Zoning classification) by SD on 3/5/18 (mm/dd/yyyy).


 (Signature of Annexation Coordinator)



Future Land Use Map

2916 Colonial Drive, TMS# 11503-06-30

17.b

Existing Richland County FLU: Mixed Residential (High Density); Proposed FLU: UCAC-2

Department of Planning & Development Services

Legend

-  CITY LIMITS
-  PARCELS
-
-  UCMR-1 - Urban Core Mixed Residential-1
-  UCMR-2 - Urban Core Mixed Residential-2
-  UEMR - Urban Edge Mixed Residential
-  UEMF - Urban Edge Multi-Family
-  UCR-1 - Urban Core Residential Small Lot
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-  SD-5 - Universities/Colleges
-  SD-6 - Fort Jackson



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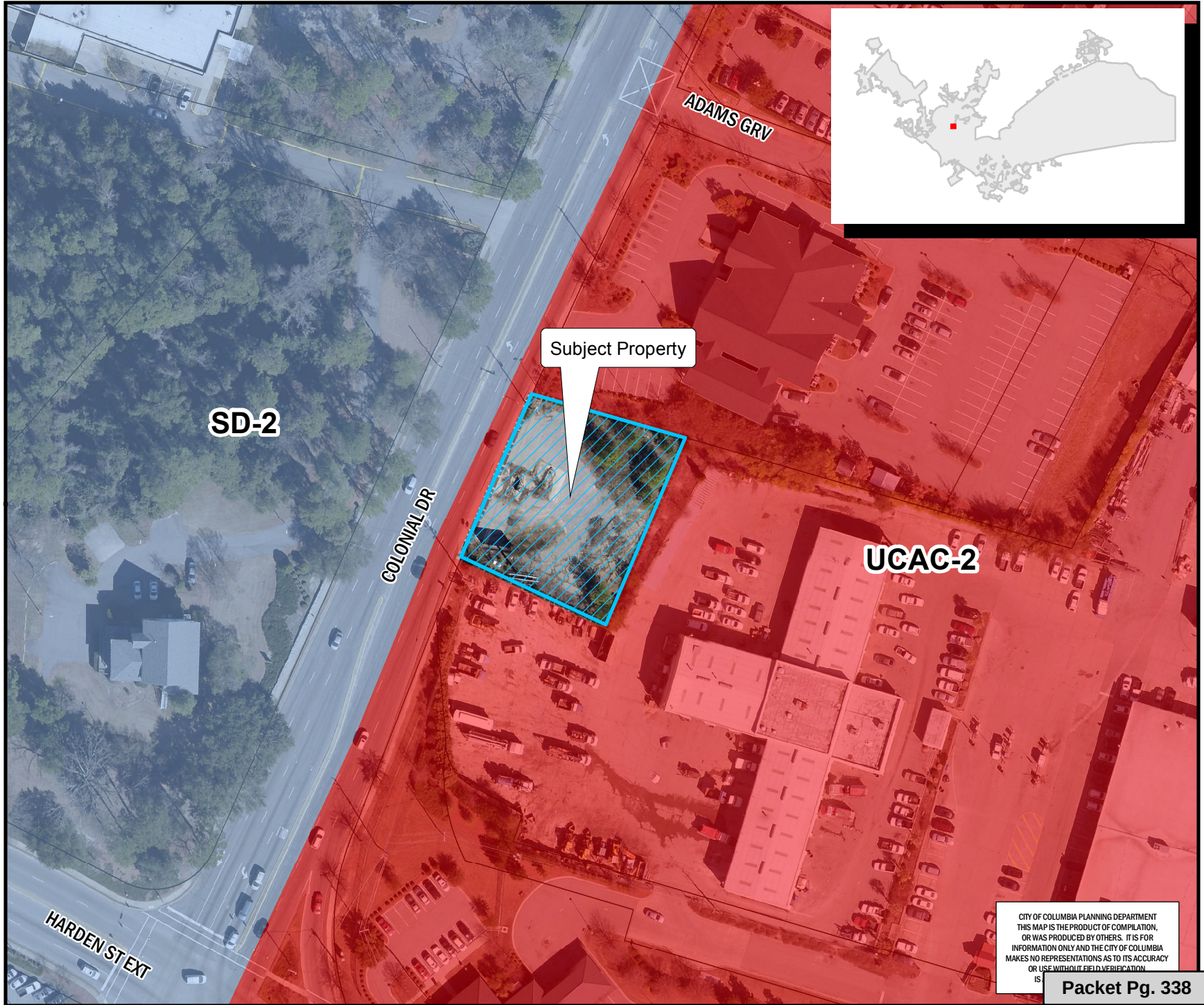
ORIGINAL PREPARATION/DATE:

This map was prepared by:

Shane Shaughnessy
January 22, 2018



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Packet Pg. 338

** DATA SOURCE - CITY OF COLUMBIA, GIS DIVISION

Zoning Map

Department of Planning &
Development Services

2916 Colonial Drive, TMS# 11503-06-30;
Existing Richland County Zoning: GC, Proposed Zoning: C-3

17.b

Legend

 CITY LIMITS
 PARCELS

 D-1	 C-1
 RS-1	 C-2
 RS-1A	 C-3
 RS-1B	 C-3A
 RS-2	 C-4
 RS-3	 C-5
 RD	 M-1
 RD-2	 M-2
 RG-1	 PUD-C
 RG-1A	 PUD-LS
 RG-2	 PUD-LS-E
 RG-3	 PUD-LS-R
 UTD	 PUD-R
 MX-1	 OUT OF CITY
 MX-2	



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ORIGINAL PREPARATION/DATE:
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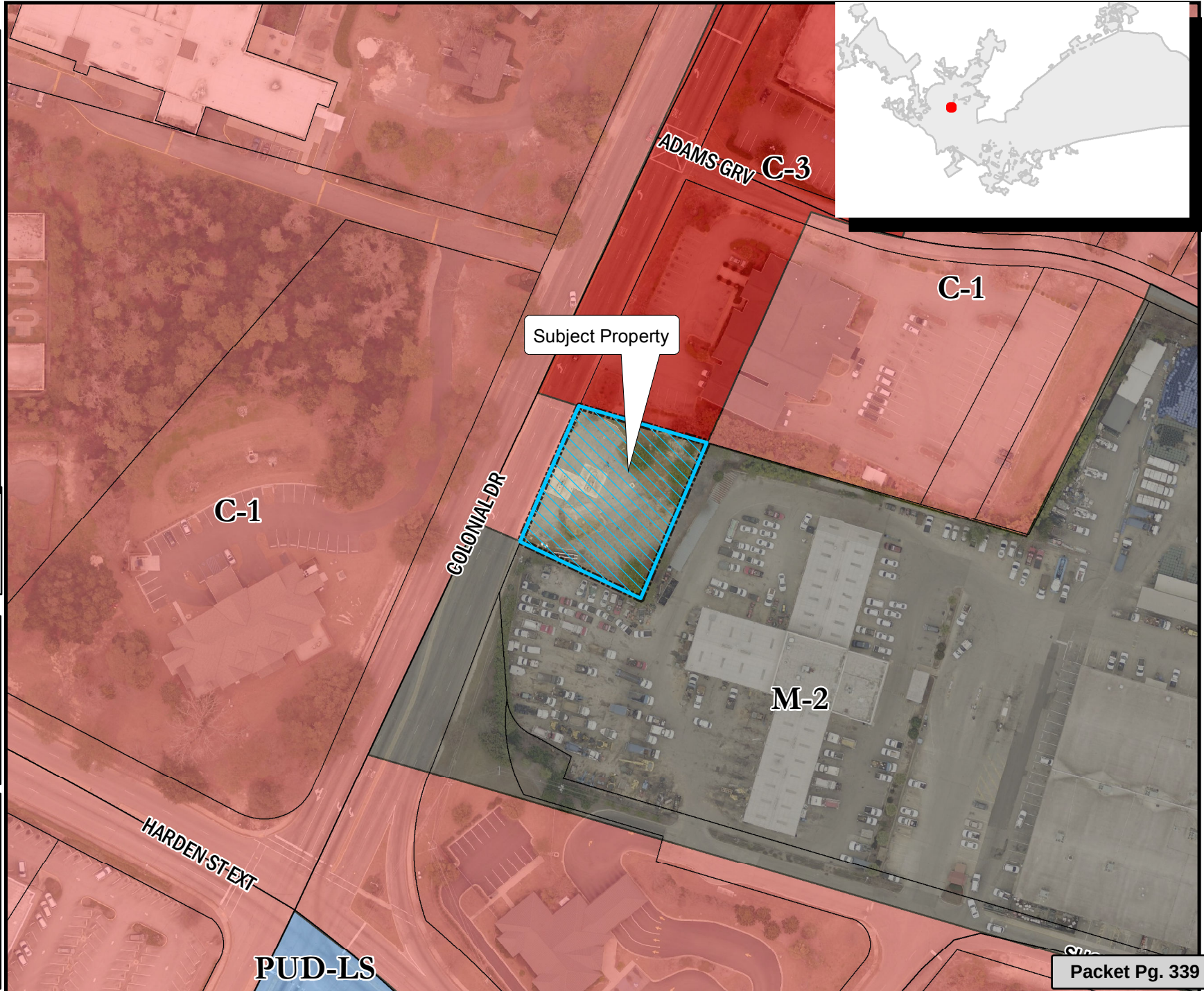
Shane Shaughnessy
January 22, 2018

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We Are Columbia



Packet Pg. 339

STATE OF SOUTH CAROLINA)
)
 COUNTY OF RICHLAND) PETITION FOR ANNEXATION

The undersigned, being the owner(s) of the property described below hereby petition(s) the Mayor and City Council for annexation to the City of Columbia, South Carolina pursuant to S.C. Code Ann. Section 5-3-150, 1976, as amended.

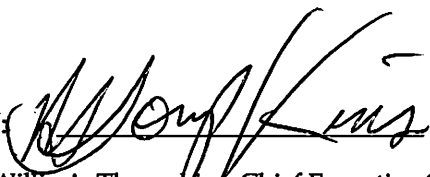
Property Description: ALL that certain piece, parcel or tract of land, situate, lying and being in Richland County, near the City of Columbia, South Carolina, located on Colonial Drive, and containing 0.43 acres, more or less, and being more fully shown and delineated on a plat of same surveyed for Donald Gary Jones and Barbara Lynn Jones, by Lucius D. Cobb, Sr., R.L.S., dated October 4, 1995 and recorded in the Office of the Register of Deeds for Richland County in Plat Book 280 at Page 2996; said property having the following courses, metes, measurements, boundaries and distances as shown on the aforesaid, plat to wit:

Beginning at a point on the northwest boundary of said property, where said property adjoins the right-of-way on Colonial Drive and which is 233' +/- to Adams Grove and running S 71°53'00" E, for a distance of 124.97' along property now or formerly of James M. Wallace, Jr., to a point; thence turning and running S 25°25'04" W, for a distance of 158.60' along property now or formerly of the City of Columbia, to a point; thence turning and running N 63°25'25" W, for a distance of 125' along property now or formerly of the City of Columbia; thence turning and running N 23°32'03" E, for a distance of 39.89' along the right-of-way of Colonial Drive, to a point; thence turning and running N 26°44'52" E, for a distance of 100.36' to the point of beginning.

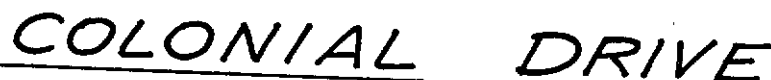
Richland County TMS: 11503-06-30

Property Address: 2916 Colonial Drive

WAT Properties Inc. of Columbia

BY: 
 Willie A. Thompson, Chief Executive Officer

Date: 1-20-18



PLAT PREPARED FOR

DONALD GARY JONES
BARBARA LYNN JONES

IN RICHLAND COUNTY, NEAR COLUMBIA, S.C.

NOTES:

1. THE ABOVE DESCRIBED IN DEED BOOK "D 585" AT PAGES 141-142.
2. THE SAME BEING SHOWN ON PLAT FOR ESSO STANDARD OIL COMPANY BY WILLIAM WINGFIELD, R.L.S., DATED MAY 21, 1956.
3. TMS 11503-06-30.
4. PLAT OF CITY OF COLUMBIA PROPERTY BY CITY OF COLUMBIA, DEPT. OF ENGINEERING DATED OCT. 30, 1978.
5. FIELD WORK BY ME DONE JUNE 16, 1995.

CERTIFICATION:

"I HEREBY STATE THAT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF, THE SURVEY SHOWN HEREON WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE MINIMUM STANDARDS MANUAL FOR THE PRACTICE OF LAND SURVEYING IN SOUTH CAROLINA, AND MEETS OR EXCEEDS THE REQUIREMENTS FOR A CLASS B SURVEY AS SPECIFIED THEREIN. THAT THERE ARE NO ENCROACHMENTS OR PROJECTIONS OTHER THAN SHOWN HEREON. THAT THE AREA SHOWN HEREON ☒ (IS) (IS NOT) LOCATED IN A FLOOD HAZARD AREA."

SCALE: 1"=30'

DATE: OCT. 4, 1995



GRAPHIC SCALE

LUCAS D. COBB, SR.
LAND SURVEYOR, INC.
S.C. REG. LAND SURVEYOR NO. 6239
110 FIRETOWER ROAD
IRMO, S.C. 29063
(803) 781-8120



We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: Planning and Development Services

FROM: *Krista Hampton, Director*

SUBJECT: ANNEXATION, COMPREHENSIVE PLAN MAP
AMENDMENT, AND ZONING MAP AMENDMENT - 638
Bluff Road (p); TMS# 11203-05-04(p)

PURPOSE: Ordinance No.: 2018-019 - Annexing and Incorporating 638
Bluff Road (portion), Richland County TMS# 11203-05-04(p)
into the Plan Columbia Land Use Plan Putting the Pieces
Together adopted by Ordinance No.: 2015-014 on February 17,
2015

Council District: 3

Proposal: Request to annex, assign land use classification of
Urban Core Neighborhood Activity Center (UCAC-1) and
assign zoning of General Commercial District (C-3). The
property is currently classified as Mixed Residential-High
Density and zoned General Commercial (GC) by Richland
County.

Applicant: 638 Bluff Road, LLC

Staff Recommendation: Approval

PC Recommendation: 03/05/2018; Approval (5-0)

First reading approval was given on May 15, 2018.

FINANCIAL IMPACT:

STRATEGIC GOALS: Connect the City's neighborhoods and business dist, Provide
high quality municipal services

ATTACHMENTS:

- **#a:** ANNEX_Bluff638 (PDF)
- **#b:** 2018-019 annex-incorporate 638 Bluff Road (PDF)

HISTORY:

05/15/18

Columbia City Council

APPROVED ON FIRST READING



CITY COUNCIL

MAY 15, 2018 at 6:00 pm

City Council Chambers, 3rd Floor, 1737 Main Street, Columbia, SC 29201

ANNEXATION, COMPREHENSIVE PLAN MAP AMENDMENT, AND ZONING MAP AMENDMENT CASE SUMMARY 638 Bluff Road (p); TMS# 11203-05-04(p)

Council District: 3

Proposal: Request to annex, assign land use classification of Urban Core Neighborhood Activity Center (UCAC-1) and assign zoning of General Commercial District (C-3). The property is currently classified as Mixed Residential-High Density and zoned General Commercial (GC) by Richland County.

Applicant: 638 Bluff Road, LLC

Staff Recommendation: Approval

PC Recommendation: 03/05/2018; Approval (5-0)

ZPH, 1st Reading: 05/15/2018; Pending

2nd Reading: 06/05/2018; Pending

CURRENT PARCEL CHARACTERISTICS/CONDITIONS

Acreage: 0.05 acres
Current Use: Restaurant (parking)
Proposed Use: Restaurant (parking/landscaping)
Reason for Annexation: Redevelopment
Urban Service Area: Donut Hole
Current Richland County Land Use: Mixed Residential-High Density
Proposed Land Use Classifications: Urban Core Neighborhood Activity Center (UCAC-1)
Current Richland County Zoning: General Commercial (GC)
Proposed Zoning: General Commercial (C-3)
Census Tract: 28

DETERMINATION FOR CITY SERVICES

The following determination is an estimate of the benefits and costs associated with the annexation of the subject property.

Police

We find that the proposed annexation will not result in an increased number of calls for services and the annual cost to the CPD will be negligible. This property is a small portion of a larger property that is already in the City of Columbia and most, if not all, of any anticipated calls for service would be associated with the portion of the property already within the City limits.

Fire

The proposed annexation **will not result in additional costs or impact services** being provided by this department. Annexation would improve the ISO rating of this property to a Class 1 from a Class 2.

Solid Waste

The business is on a portion of this property that is already within the City limits. Furthermore, it is anticipated that the business will utilize a private dumpster service and thus there is no anticipated cost to Solid Waste associated with this annexation.

Engineering

Because the building associated with this property is already in the City of Columbia and water and sewer lines currently exist in this area, the Utilities and Engineering Division **will not incur any costs** associated with this annexation.

Water Customer Care

Annexation will not change the water or sewer rates for the customer, as the building is already within the City limits.

Planning & Development Services

This property is within a “Donut Hole” surrounded by the City of Columbia and we recommend annexation of this property.

This 2,203 sq. ft. sliver of property was recently subdivided off of an adjacent parcel and combined with the current parcel. It will consist mostly of landscaping and a fraction of several parking spaces for the redevelopment of the Jaco’s Corner property, which is already within the City limits. It is difficult to estimate what increase in value, if any, this sliver will bring to the remainder of the parcel, especially as the redevelopment of the combined parcel is already underway. For these reasons, staff believes that there will be neither additional revenue nor cost to the City as a result of this annexation.

* Estimated City Tax Revenue is based on 2017 millage for real property and calculated as: (((Tax Value*Tax Rate)*City Millage Rate (.0981))-(Tax Value*Local Option Sales Tax Rebate (.002209))).

PLANS, POLICIES, AND LAND USE

Urban Service Area

Subject parcel is in a “Donut Hole” as identified in the Urban Service Area Map

Principles and Goals of the Urban Service Area

The Urban Service Area identifies those areas the City of Columbia wishes to provide with urban services. Primary emphasis will be given to annexing developed areas adjoining the City limits and “islands” of unincorporated territory surrounded by the City. Primary, secondary, and long-range annexation priorities for specific areas may be identified. Secondary areas may include higher value properties which assist the City in achieving a more balanced economic base.

Donut Holes are unincorporated areas that are completely surrounded by the City of Columbia and/or another municipality. These areas pose a number of challenges to the City that can be addressed through annexation. They can often cause inefficiencies in the delivery of services due to confusion about jurisdiction. Also, if the land is in a jurisdiction with a different approach to code enforcement, these areas can negatively impact the quality of life for adjacent City residents. Such inefficiencies and the costs to taxpayers are germane to City and County property both, which results in a greater impact to City residents since they pay City and County taxes.

The Columbia Plan 2018: Comprehensive Plan Land Use Classification

The proposed future land use classification for the subject property is Urban Core Neighborhood Activity Center (UCAC-1); the property is currently classified as Mixed Residential-High Density by Richland County.

Urban Core Neighborhood Activity Centers are small collections of primarily business uses, developed within the urban grid of Columbia’s neighborhoods. These centers occur along major roadways through neighborhoods and

provide services and retail to a market within the immediate neighborhood, or within a ¼-mile to 1-mile radius, but may capture traffic moving through the neighborhood on the way to other destinations. These centers typically occupy only parts of a City block and consist of just a few storefronts, 2-3 story mixed-use buildings, and have limited on-site parking. Their scale and architecture are similar to the surrounding neighborhood. They may be found as nodes in Urban Core mixed Residential neighborhoods, or in lower intensity within Urban Core Residential neighborhoods. They do not display a significantly different subdivision pattern from the surrounding neighborhood.

Primary Types

- Small format Business/Employment (excl. Flex)
- Multi-family Small Mixed-use

Secondary Types

- Civic/Institutional
- Multi-family Small or Medium
- Single-family Attached

Tertiary Types

- Cemeteries & Mausoleums
- Parking Structures and Lots

Existing Neighborhood, Small Area, Community, and/or Corridor Plans

The subject property is located within the study area of the *Capital City Mill District Area and Corridor Plan* (2017). The Plan recommended the adoption of the UCAC-1 future land use classification, noting that development within the Mill District's UCAC-1 areas should reflect a mill district vernacular architecture, occur at a small to medium scale, and reflect the patterns of adjacent neighborhoods (Page 33). During public comment, Jaco's Corner (the subject property) was identified as an opportunity for a gateway to the Mill District (Page 7), and several participants identified the location as the heart of the Mill District (Pages 101 and 119). No implementation strategies were made which were specific to this property, which is a small sliver of the Jaco's Corner property.

PROPOSED ZONING DISTRICT SUMMARY

The parcel is currently zoned General Commercial (GC) by Richland County. Surrounding parcels within the City of Columbia are currently zoned General Commercial District (C-3) to the East and Light Industrial District (M-1) to the South. Surrounding parcels in unincorporated Richland County are zoned GC to the North and West.

The proposed City of Columbia zoning district is General Commercial District (C-3).

General Commercial District (C-3)

The C-3 district is intended to accommodate a variety of general commercial and nonresidential uses characterized primarily by retail, office and service establishments and oriented primarily to major traffic arteries or extensive areas of predominantly commercial usage and characteristics. Certain related structures and uses are permitted outright or are permissible as special exceptions subject to restrictions and requirements intended to best fulfill the intent of this article. It is not the intent of this article to encourage the development of long, narrow strips of commercial development fronting on major arteries, often referred to as strip commercial areas. Such development is often incompatible with adjacent uses and may lead to the eventual formation of commercial slums, damage the traffic-carrying capacities of streets, increase congestion, lead to depreciation of property values in adjacent areas, encourage undue dispersion of commercial facilities to the inconvenience of the public, and create disproportionate costs in the provision of governmental services.

STAFF RECOMMENDATION

Staff recommends City Council annex the property, assign future land use classification of Urban Core Neighborhood Activity Center (UCAC-1) and General Commercial District (C-3) at the time of annexation.



Future Land Use Map

638 Bluff Road(p), TMS# 11203-05-04(p);
Existing Richland County FLU: Mixed Residential-High Density; Proposed FLU: UCAC-1

18.a

Department of Planning &
Development Services

Legend



- UCMR-1 - Urban Core Mixed Residential-1
- UCMR-2 - Urban Core Mixed Residential-2
- UEMR - Urban Edge Mixed Residential
- UEMF - Urban Edge Multi-Family
- UCR-1 - Urban Core Residential Small Lot
- UCR-2 - Urban Core Residential Large Lot
- UER-1 - Urban Edge Residential Small Lot
- UER-2 - Urban Edge Residential Large Lot
- UCAC-1 - Urban Core Neighborhood Activity Center
- UCAC-2 - Urban Core Community Activity Center
- UEAC-1 Urban Edge Community Activity Center
- UCAC-3 Urban Core Regional Activity Center
- UEAC-2 - Urban Edge Regional Activity Center
- AC-1 - Neighborhood Activity Corridor
- AC-2 - Community Activity Corridor
- AC-3 - Regional Activity Corridor
- EC - Employment Campus
- IND - Industrial
- TU - Transportation & Utilities
- SD-1 - Sports/Amusement District
- SD-2 - Civic/Institutional Districts
- SD-3 - Central Business District
- SD-4 - Riverbanks Zoo and Garden
- SD-5 - Universities/Colleges
- SD-6 - Fort Jackson



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Feet

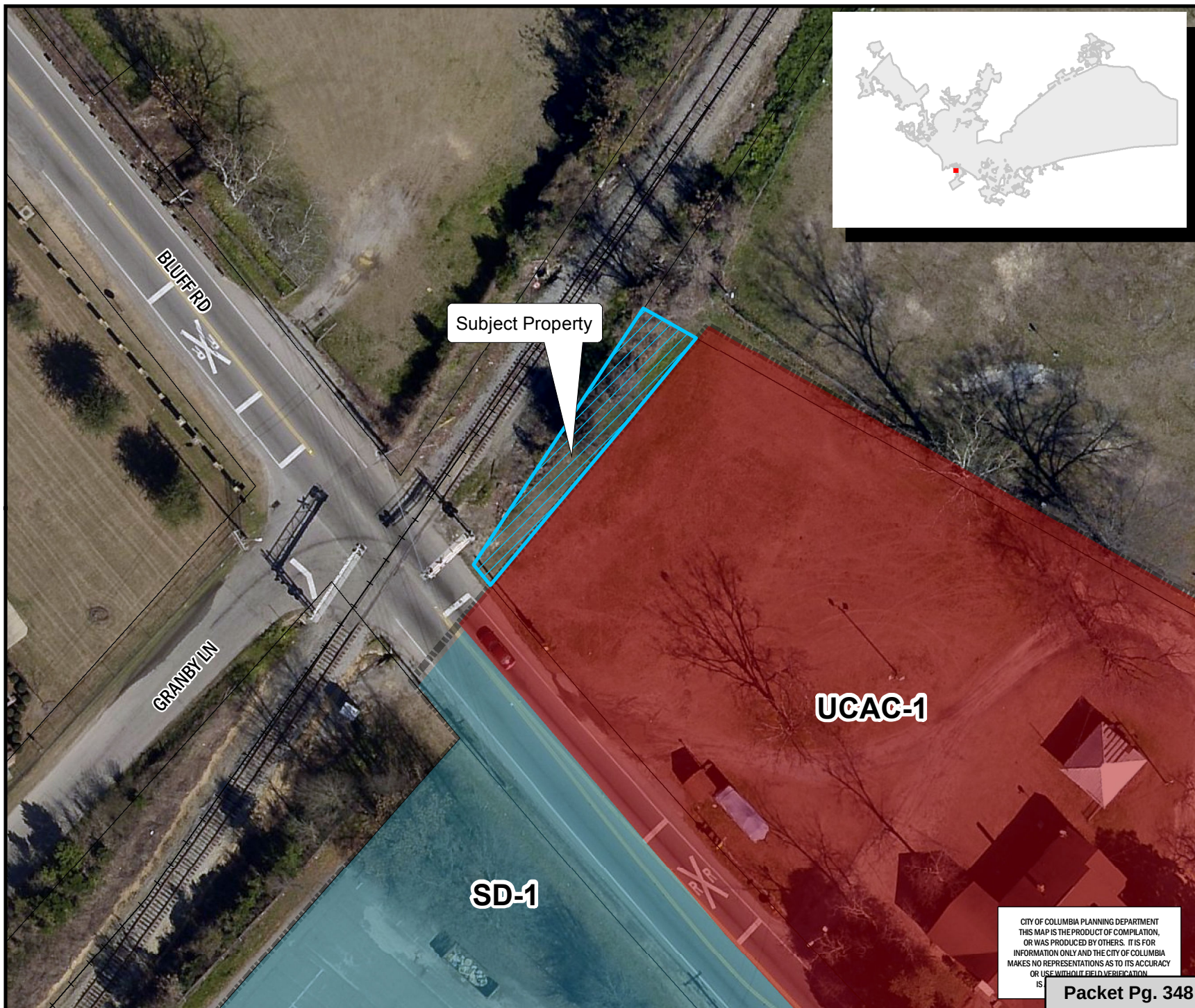
ORIGINAL PREPARATION/DATE:

This map was prepared by:

Shane Shaughnessy
February 12, 2018



We Are Columbia



CITY OF COLUMBIA PLANNING DEPARTMENT
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MAKES NO REPRESENTATIONS AS TO ITS ACCURACY
OR USE WITHOUT FIELD VERIFICATION
IS

Packet Pg. 348

** DATA SOURCE - CITY OF COLUMBIA, GIS DIVISION

Zoning Map

Department of Planning &
Development Services

638 Bluff Road(p), TMS# 11203-05-04(p);
Existing Richland County Zoning: GC, Proposed Zoning: C-3

18.a

Legend

CITY LIMITS
 PARCELS

D-1	C-1
RS-1	C-2
RS-1A	C-3
RS-1B	C-3A
RS-2	C-4
RS-3	C-5
RD	M-1
RD-2	M-2
RG-1	PUD-C
RG-1A	PUD-LS
RG-2	PUD-LS-E
RG-3	PUD-LS-R
UTD	PUD-R
MX-1	OUT OF CITY
MX-2	

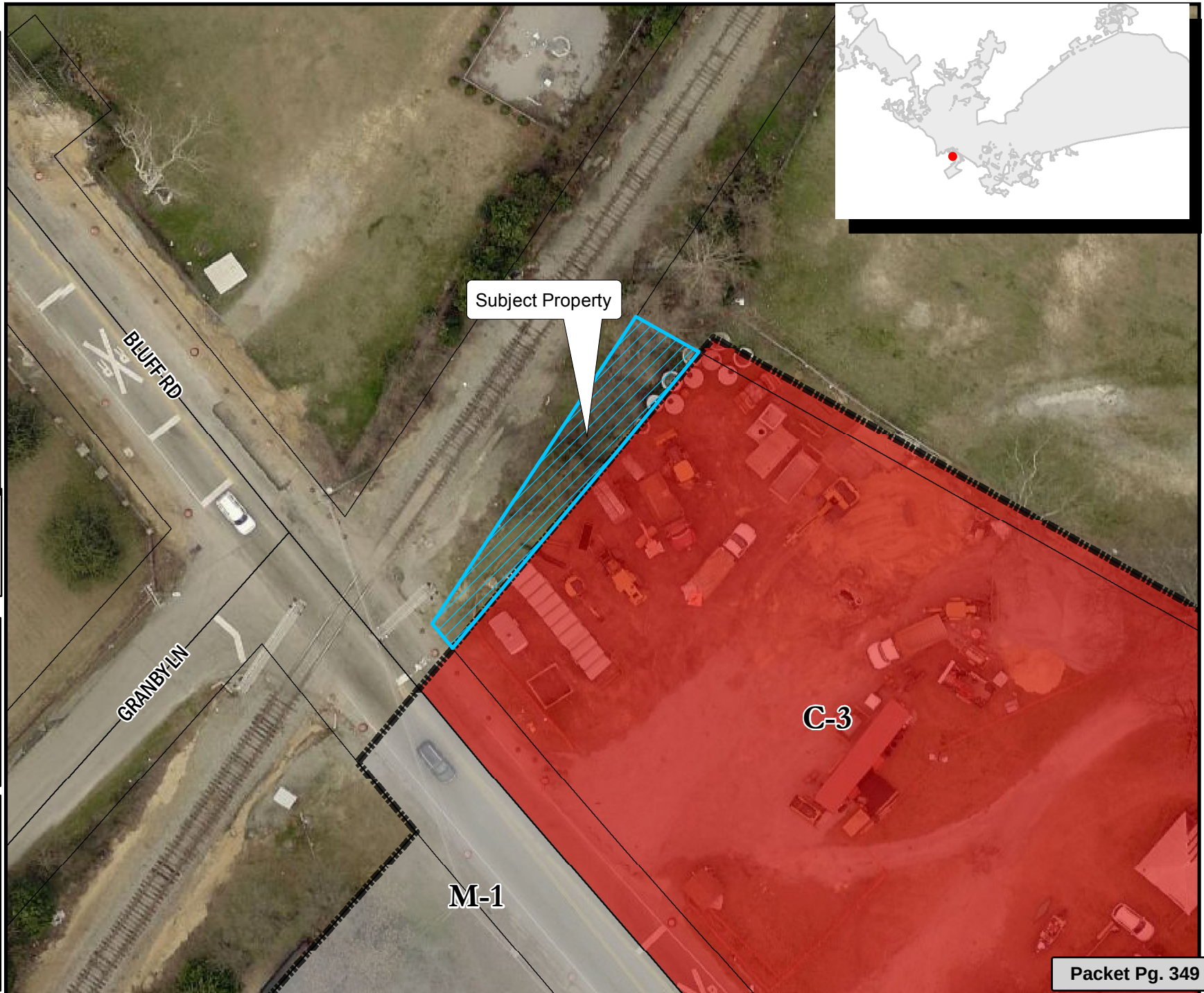
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DISCLAIMER:
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We Are Columbia



ORDINANCE NO.: 2018-019

*Annexing and Incorporating 638 Bluff Road(portion), Richland County TMS# 11203-05-04(p)
into the Plan Columbia Land Use Plan Putting the
Pieces Together adopted by Ordinance No.: 2015-014 on February 17, 2015*

WHEREAS, a proper petition has been filed with the City Council by one hundred (100%) percent of the property owners of the within described property under the provisions of South Carolina Ann. Sec. 5-3-150; and,

WHEREAS, it appears to City Council that the annexation of the property would be in the best interest of the property owners and the City of Columbia; and,

WHEREAS, City Council adopted the City of Columbia Comprehensive Plan 2018 by Ordinance No.: 2008-085 on October 1, 2008, and amended from time to time, in accordance with South Carolina Comprehensive Planning Act of 1994 (Title 6, Chapter 29 of the SC Code) and heard public comments on this amendment; NOW, THEREFORE,

BE IT ORDAINED by the Mayor and City Council of the City of Columbia, South Carolina, this ____ day of _____, 2018, that the property described herein is hereby annexed to, incorporated into Plan Columbia Land Use Plan Putting the Pieces Together adopted by Ordinance No.: 2015-014 on February 17, 2015, and becomes a part of the City of Columbia effective immediately. This property shall be zoned General Commercial District (C-3), apportioned to City Council District 3, Census Tract 28, contains 0.05 acres, and shall be assigned a land use classification of Urban Core Neighborhood Activity Center (UCAC-1).

PROPERTY DESCRIPTION: See Attached Exhibit "A"

Richland County TMS NO.: 11203-05-04(p)

Also included in the territory hereby annexed are all contiguous portions of all public rights of way, streets and highways.

Requested by:

Assistant City Manager Gentry

Mayor

Approved by:

City Manager

Approved as to form:

ATTEST:



City Attorney

City Clerk

Introduced:

Final Reading:

EXHIBIT "A"
PROPERTY DESCRIPTION
ORDINANCE NO.: 2018-019

All that certain piece, parcel and tract of land, with improvements thereon, if any, situate, lying and being near the City of Columbia, in the County of Richland, State of South Carolina, and shown as 0.05 acre, 2,203 square feet on that certain plat prepared for 638 Bluff Road LLC, prepared by William M. Brasington, SCPLS#9312, Belter & Associates, Inc., dated March 28, 2017, revised August 30, 2017 and having the following metes and bound description:

BEGINNING at a mag nail located at Bluff Road and Rosewood Drive and running along Bluff Road in a northwesterly direction N43°57'50"W at a distance of 181.08 feet to a ½" rebar; thence N42°03'07"W a distance of 189.78 feet to a ½" rebar, said ½" rebar being the point and place of Beginning; thence continuing along the curve of Bluff Road N42°01'54"W a distance of 10.52 feet, an arc of 10.52 feet and radius of 2844.19 feet to a ½" rebar; thence turning and running in a northeasterly direction along Seaboard Coastline Railroad siding N32°15'27"E a distance of 115.33 feet to a ½" rebar, thence turning and running in a southeasterly direction along property now or formerly of Seawell & Sons LLC S61°43'15"E a distance of 27.31 feet to a ½" rebar; thence turning and running in a southwesterly direction S40°22'11"W a distance of 121.29 feet to a ½" rebar, said ½" rebar being the point and place of Beginning.

Said plat is recorded in the Office of the Register of Deeds for Richland County in Plat Book 2241 at page 2845 and is incorporated into this description by this reference.

MEMORANDUM

Office of the City Manager

TO: Department Heads
 FROM: Teresa Wilson, City Manager
 DATE: February 13, 2018
 RE: **Property Addresses:** 2,203 square foot portion of 638 Bluff Road
Richland County TMS#: 11203-05-04 (portion)
Owner(s): 638 Bluff Road, LLC
Current Use: Restaurant (parking)
Proposed Use: Restaurant (parking/landscaping)
Current County Land Use: Mixed Residential – High Density
Proposed City Land Use: Urban Core Neighborhood Activity Center (UCAC-1)
Current County Zoning: General Commercial (GC)
Proposed City Zoning: General Commercial (C-3)
Reason for Annexation: Redevelopment/Donut Hole
City Council District: 3
Census Tract: 28

The Planning & Development Services advises that the above referenced property has been offered for annexation. Attached, please find a map or drawing reflecting the property. You are directed to forward your comments and/or recommendations regarding the issue of whether to annex or not to Planning & Development Services. Planning & Development Services will compile your comments for City Council consideration.

Planning & Development Services staff will see to it that this matter is placed on the **March 5, 2018** Planning Commission's agenda. Planning & Development Services staff will notify the City Attorney of the Planning Commission's zoning recommendation by forwarding a copy of this form, completed, as soon as the Planning Commission has met.

/atl

Attachments

cc:	Clint Shealy, Assistant City Manager Aubrey Jenkins, Fire Chief Joseph Jacob, Director, Utility Operations Robert Anderson, Public Works Director Krista Hampton, Planning & Development Services Gloria Saaed, Community Development Director Gloria Saaed, Community Development Director Greg Williams, Deputy Business License Administrator Angela Adams, Customer Care Administrator Jerry Thompson, Building Official Michelle Brazell, Engineering Denny Daniels, Engineering Carolyn Wilson, Police Planning & Research Alfreda Tindall, Richland Co. 911 Addressing Coordinator	Missy Gentry, Assistant City Manager William Holbrook, Police Chief Teresa Knox, City Attorney Dana Higgins, Director, Engineering Jan Alonso, Finance Director Jeff Palen, Assistant City Manager/CFO George Adams, Fire Marshal Rachel Bailey, Deputy Zoning Administrator Kimberly Gathers, Columbia-Richland 911 David Hatcher, Housing Official Richland County Solid Waste Collection John Fellows, Planning Administrator Zach Kay, Dev. Center Administrator
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Planning Commission Land Use Recommendation: UCAC-1 (Land Use classification) by 5-0 on 3/5/18 (mm/dd/yyyy).

Planning Commission Zoning Recommendation: C-3 (Zoning classification) by 5-0 on 3/5/18 (mm/dd/yyyy).

(Signature of Annexation Coordinator)



Future Land Use Map

638 Bluff Road(p), TMS# 11203-05-04(p);
Existing Richland County FLU: Mixed Residential-High Density; Proposed FLU: UCAC-1

18.b

Department of Planning &
Development Services

Legend



- UCMR-1 - Urban Core Mixed Residential-1
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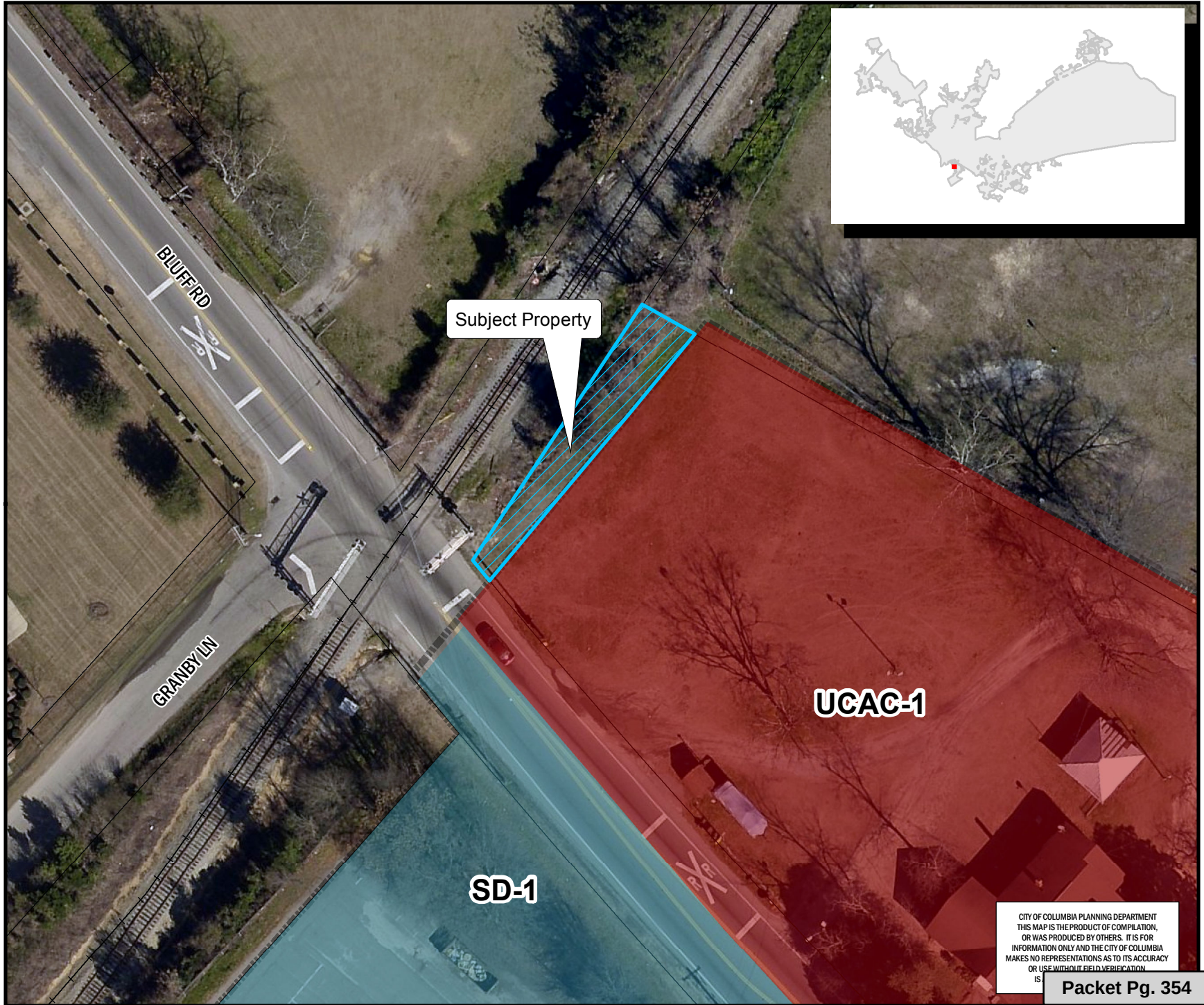
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This map was prepared by:

Shane Shaughnessy
February 12, 2018



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Packet Pg. 354

** DATA SOURCE - CITY OF COLUMBIA, GIS DIVISION

Zoning Map

Department of Planning &
Development Services

638 Bluff Road(p), TMS# 11203-05-04(p);
Existing Richland County Zoning: GC, Proposed Zoning: C-3

18.b

Legend

 CITY LIMITS
 PARCELS

 D-1	 C-1
 RS-1	 C-2
 RS-1A	 C-3
 RS-1B	 C-3A
 RS-2	 C-4
 RS-3	 C-5
 RD	 M-1
 RD-2	 M-2
 RG-1	 PUD-C
 RG-1A	 PUD-LS
 RG-2	 PUD-LS-E
 RG-3	 PUD-LS-R
 UTD	 PUD-R
 MX-1	 OUT OF CITY
 MX-2	



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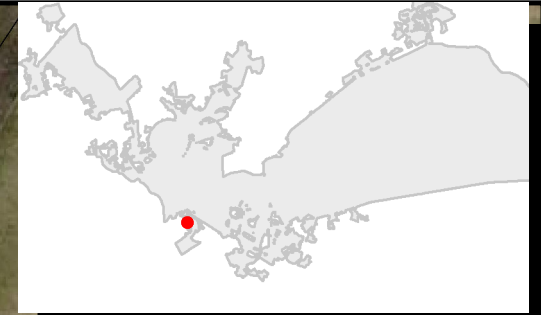
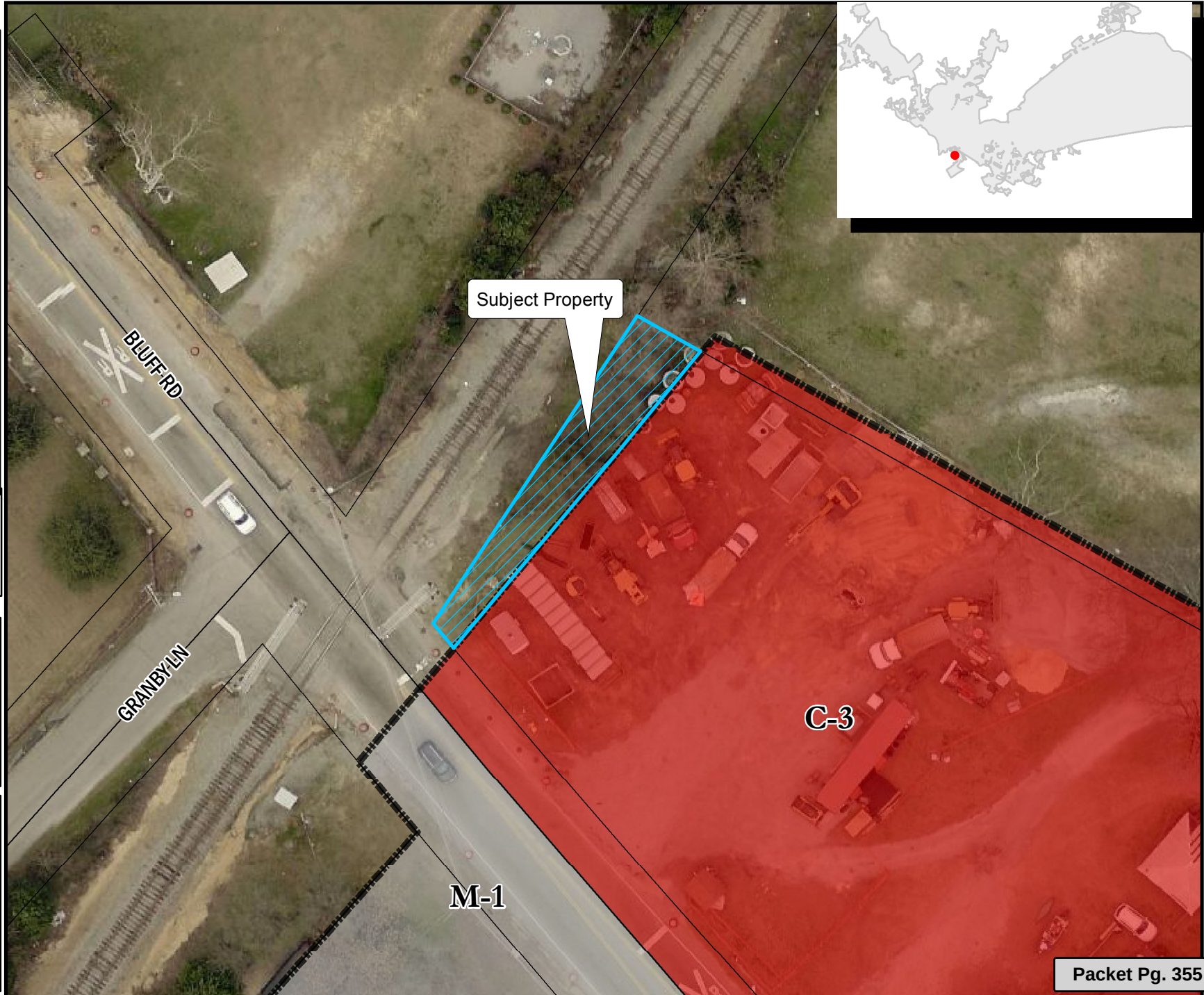
Shane Shaughnessy
February 12, 2018

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Packet Pg. 355

STATE OF SOUTH CAROLINA)
)
 COUNTY OF RICHLAND) PETITION FOR ANNEXATION

The undersigned, being the owner(s) of the property described below hereby petition(s) the Mayor and City Council for annexation to the City of Columbia, South Carolina pursuant to S.C. Code Ann. Section 5-3-150, 1976, as amended.

Property Description: All that certain piece, parcel or tract of land, situate, lying and being near the City of Columbia, County of Richland, State of South Carolina, and shown as 0.05 acre, 2,203 square feet on that certain plat prepared for 638 Bluff Road LLC, prepared by William M. Brasington, SCPLS#9312, Belter & Associates, Inc. dated March 28, 2017, revised August 30, 2017 and having the following metes and bound description:

BEGINNING at a mag nail located at Bluff Road and Rosewood Drive and running along Bluff Road in a northwesterly direction N43°57'50"W at a distance of 181.08 feet to a ½" rebar; thence N42°03'07"W a distance of 189.78 feet to a ½" rebar, said ½ " rebar being the point and place of Beginning; thence continuing along the curve of Bluff Road N42°01'54"W a distance of 10.52 feet, an arc of 10.52 feet and radius of 2844.19 feet to a ½" rebar; thence turning and running in a northeasterly direction along Seaboard Coastline Railroad siding N32°15'27"E a distance of 115.33 feet to a ½" rebar, thence turning and running in a southeasterly direction along property now or formerly of Seawell & Sons LLC S61°43'15"E a distance of 27.31 feet to a ½" rebar; thence turning and running in a southwesterly direction S40°22'11"W a distance of 121.29 feet to a ½" rebar, said ½" rebar being the point and place of Beginning.

Said plat is recorded in the Office of the Register of Deeds for Richland County in Plat Book 2241 at page 2845 and is incorporated into this description by this reference.

Richland County TMS: 11203-05-04 (portion)

Property Address: 2,203 square foot portion of 638 Bluff Road

638 Bluff Road, LLC

BY:



Date:

2/2/2018

JAMES F. KIRKHAM

(Print or Type Name)

Its:

OWNER

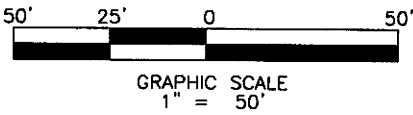
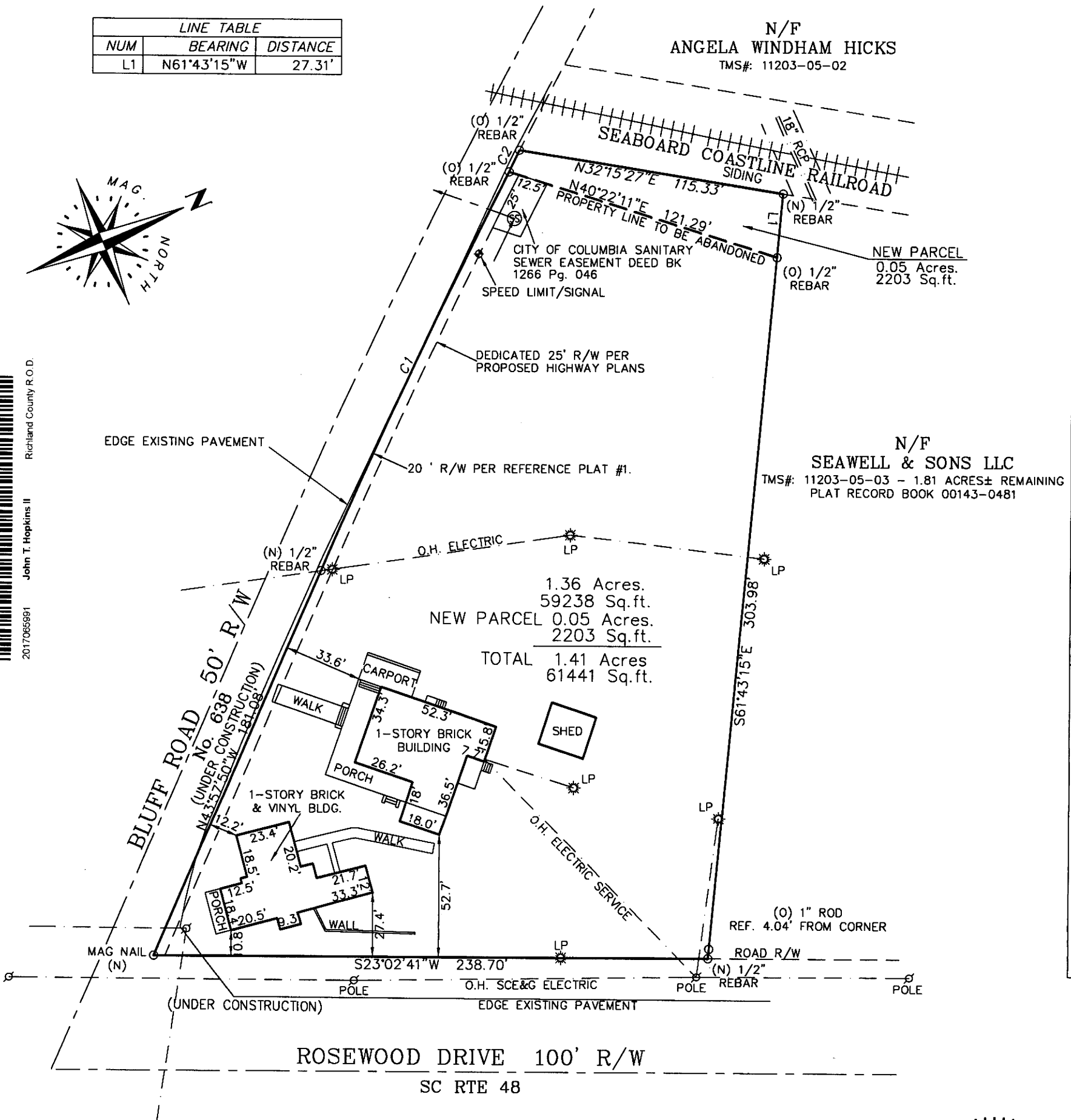
(Print or Type Title)

CURVE TABLE					
NUM	DELTA	ARC	RADIUS	BEARING	DISTANCE
C1	3°49'26"	189.82'	2844.19'	S42°03'07"E	189.78'
C2	0°12'43"	10.52'	2844.19'	N42°01'54"W	10.52'

LINE TABLE		
NUM	BEARING	DISTANCE
L1	N61°43'15"W	27.31'



Book 2241-2845
2017065991 09/06/2017 09:59:01.710
Plat Oversized 11 x 17
State Tax: \$0.00
County Tax: \$0.00
Fee: \$10.00
Richland County R.O.D.
John T. Hopkins II
2017065991



REVISED 08-30-2017 TO ADD NEW PARCEL

SURVEY DATE: 03-28-2017	PLAT PREPARED FOR	CITY: NEAR COLUMBIA, SC
LOT AREA: SEE DRAWING		COUNTY: RICHLAND

638 BLUFF ROAD LLC

1. SHOWN AS A PORTION PROPERTY SURVEYED FOR THE T.H. JACO ESTATE BY B.P. BARBER & ASSOCIATES, ENGINEERS, DATED 01-05-1959 AND RECORDED IN THE R.O.D. FOR RICHLAND COUNTY IN PLAT BOOK X PAGE 878.
2. REFERENCE: PROPOSED PLANS FOR RICHLAND COUNTY TRANSPORTATION PENNY PROGRAM, RPP PROJECT No. 425, SCDOT PROJECT ID 0041846, S.C. ROUTE 48 (BLUFF RD.) WIDENING PHASE 1, BY PARRISH & PARTNERS.

RICHLAND COUNTY TMS# 11203-05-04

F.I.R.M. MAP # 45079C - 0135 K DATED: 09-29-10

EXCEPT AS SPECIFICALLY STATED OR SHOWN ON THIS PLAT. THIS SURVEY DOES NOT PURPORT TO REFLECT ANY OF THE FOLLOWING WHICH MAY BE APPLICABLE TO THE SUBJECT REAL ESTATE; EASEMENTS, OTHER THAN POSSIBLE EASEMENTS THAT WERE VISIBLE AT THE TIME OF MAKING OF THIS SURVEY. BUILDING SETBACK LINES, RESTRICTIVE COVENANTS, SUBDIVISION RESTRICTIONS, ZONING OR OTHER LAND-USE REGULATIONS, AND ANY OTHER FACTS THAT AN ACCURATE AND CURRENT TITLE SEARCH MAY DISCLOSE.

ONLY THE LISTED DOCUMENTS SHOWN HEREON WERE CONSIDERED AS A PART OF THIS SURVEY.

THE LOCATIONS OF UNDERGROUND UTILITIES AS SHOWN HEREON ARE BASED ON ABOVE-GROUND VISIBLE STRUCTURES. LOCATIONS OF UNDERGROUND UTILITIES, STRUCTURES AND/OR EASEMENTS MAY VARY FROM LOCATIONS SHOWN HEREON UNLESS DESIGNATED WITH BEARINGS & DISTANCES. THIS PROPERTY MAY BE SUBJECT TO EASEMENTS AND SETBACKS OF RECORD.

THE UNDERSIGNED STATES THAT TO THE BEST OF HIS KNOWLEDGE AND BELIEF, THE LOCATION OF THE SUBJECT PROPERTY HAS BEEN CHECKED AGAINST FIRM / FEMA MAPS OR OTHER FLOOD DATA AND FINISHED FLOOR (IS NOT) OR PROPERTY (IS NOT) LOCATED IN A SPECIAL FLOOD HAZARD AREA.

I HEREBY STATE THAT TO THE BEST OF MY PROFESSIONAL KNOWLEDGE, INFORMATION, AND BELIEF, THE SURVEY SHOWN HEREIN WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE STANDARDS OF PRACTICE MANUAL FOR LAND SURVEYING IN SOUTH CAROLINA, AND MEETS OR EXCEEDS THE REQUIREMENTS FOR A CLASS B SURVEY AS SPECIFIED THEREIN; ALSO THERE ARE NO VISIBLE ENCROACHMENTS OR PROJECTIONS OTHER THAN SHOWN.

WILLIAM M. BRASINGTON SCPLS # 9312



We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: Planning and Development Services

FROM: *Krista Hampton, Director*

SUBJECT: ANNEXATION, COMPREHENSIVE PLAN MAP AMENDMENT, AND ZONING MAP AMENDMENT CASE SUMMARY - 1321 Piney Grove Road; TMS# 06200-01-15

PURPOSE: Ordinance No.: 2018-018 - Annexing and Incorporating 1321 Piney Grove Road, Richland County TMS# 06200-01-15 into the Plan Columbia Land Use Plan Putting the Pieces Together adopted by Ordinance No.: 2015-014 on February 17, 2015

Council District: 1

Proposal: Request to annex, assign land use classification of Urban Edge Mixed Residential (UEMR) and assign zoning of General Residential District (RG-2). The property is currently classified as Mixed Residential-High Density/Mixed Use Corridor and zoned GC by Richland County.

Applicant: Jimmy Love Land, LLC

Staff Recommendation: Approval

PC Recommendation: 04/09/2018; Approval (6-0)

First reading approval was given on May 15, 2018.

FINANCIAL IMPACT:

ATTACHMENTS:

- **#a:** ANNEX-2018-0005_1321PineyGrove (PDF)
- **#b:** 2018-018 annex-incorporate 1321 Piney Grove (PDF)

HISTORY:

05/15/18

Columbia City Council

APPROVED ON FIRST READING



CITY COUNCIL

May 15, 2018 at 6:00 pm

City Council Chambers, 3rd Floor, 1737 Main Street, Columbia, SC 29201

ANNEXATION, COMPREHENSIVE PLAN MAP AMENDMENT, AND ZONING MAP AMENDMENT CASE SUMMARY 1321 Piney Grove Road; TMS# 06200-01-15

Council District:	1
Proposal:	Request to annex, assign land use classification of Urban Edge Mixed Residential (UEMR) and assign zoning of General Residential District (RG-2). The property is currently classified as Mixed Residential-High Density/Mixed Use Corridor and zoned GC by Richland County.
Applicant:	Jimmy Love Land, LLC
Staff Recommendation:	Approval
PC Recommendation:	04/09/2018; Approval (6-0)
ZPH, 1st Reading:	05/15/2018; Pending
2nd Reading:	06/05/2018; Pending

CURRENT PARCEL CHARACTERISTICS/CONDITIONS

Acreage: 8.61 acres
Current Use: Vacant
Proposed Use: Residential
Reason for Annexation: Municipal Services
Urban Service Area: Long Range Area
Current Richland County Land Use: Mixed Residential-High Density/Mixed Use Corridor
Proposed Land Use Classifications: Urban Edge Mixed Residential (UEMR)
Current Richland County Zoning: GC
Proposed Zoning: General Residential District (RG-2)
Census Tract: 103.04

DETERMINATION FOR CITY SERVICES

The following determination is an estimate of the benefits and costs associated with the annexation of the subject property.

Police

We find that the proposed annexation will result in an increased number of calls for services and will cost the CPD approximately **\$21,700** annually to provide service for the proposed 92 single-family attached residences based upon current calls for service in nearby areas of the City of Columbia.

Fire

The proposed annexation **will not result in additional costs or impact services** being provided by this department. Annexation would lower the ISO rating of this property to a Class 1 from a Class 2.

Solid Waste

The cost associated with solid waste service for this property is **\$187.00** annually per household.

Engineering

Because water lines currently exist in this area, the Utilities and Engineering Division **will not incur any costs** associated with this annexation. This property is serviced by another sewer provider as it is outside of the City of Columbia sewer service area.

Water Customer Care

As the property is currently vacant, annexation will result in an approximately 92 new residential City of Columbia Water Customers.

Planning & Development Services

As the City already provides services to a number of properties on this side of the intersection of Broad River and Piney Grove Roads, we recommend annexation of this property. The proposed development consists of approximately 92 single-family attached residences to be constructed in 5 phases. Assuming that the majority of the residences are owner-occupied, the estimated annual City property tax revenue generated for this development would be approximately **\$18,000**; if a substantial number of the residences are rented, the revenue would be higher.

* Estimated City Tax Revenue is based on 2017 millage for real property and calculated as: (((Tax Value*Tax Rate)*City Millage Rate (.0981))-(Tax Value*Local Option Sales Tax Rebate (.002209))).

PLANS, POLICIES, AND LAND USE

Urban Service Area

Subject parcel is in a “Long Range Area” as identified in the Urban Service Area Map

Principles and Goals of the Urban Service Area

The Urban Service Area identifies those areas the City of Columbia wishes to provide with urban services. Primary emphasis will be given to annexing developed areas adjoining the City limits and “islands” of unincorporated territory surrounded by the City. Primary, secondary, and long-range annexation priorities for specific areas may be identified. Secondary areas may include higher value properties which assist the City in achieving a more balanced economic base.

Long Range areas include parcels that are anticipated for future growth and urban service expansion, but are currently lacking in basic service availability. The basis for this area is the Water Service Boundary established in the Comprehensive Plan which was then modified for the establishment of an Urban Service Area through a more detailed analysis of existing development and growth of adjacent municipalities. Long Range areas periodically will need to be reviewed to determine whether the status needs revision due to change in conditions.

The Columbia Plan 2018: Comprehensive Plan Land Use Classification

The proposed future land use classification for the subject property is Urban Edge Mixed Residential (UEMR); the property is currently classified as Mixed Residential-High Density/Mixed Use Corridor by Richland County.

Urban Edge Mixed Residential neighborhoods are appropriate near the perimeter of the City or in the outer ring of neighborhoods. This development type primarily represents existing post-1940s subdivisions and the auto-oriented corridors associated with them. The pattern is also suitable for small to medium infill development within these areas. It is primarily characterized by individual subdivisions or neighborhoods with specific street and block patterns adjacent to other subdivisions or neighborhoods with a different subdivision street and block

pattern. Urban Edge Mixed Residential neighborhoods can accommodate a variety of housing types from detached single-family to multi-family complexes.

Primary Types:

- Single-family Detached

Secondary Types:

- Single-family Attached
- Two-family
- Three-family
- Multi-family Small and Medium

Tertiary Types

- Small Format Business/Employment
- Small Format Civic/Institutional
- Cemeteries & Mausoleums

Existing Neighborhood, Small Area, Community, and/or Corridor Plans

The subject property is within the study area of the *Broad River Road Corridor and Community Master Plan*, which was adopted by Richland County Council in December 2010. The subject property falls within the Piney Grove Neighborhood Sub-Area as delineated by the Plan. The Plan as a whole recommends a transit-oriented development approach for the study area, noting areas for potential redevelopment and catalyst projects. The property is located within the Piney Grove Village Center, which is identified as a Transition Mixed-Use District. The Plan indicates that the Transition Mixed-Use District is characterized by a “medium-density, neighborhood-scaled mix of uses” (pg. 34). The Plan envisions that the development of the Piney Grove Activity Center... [would] create an identity for the area by capitalizing on its proximity to the State Forest facility and proposed trail network” (pg. 44). The catalyst project recommended for the neighborhood was the development of a trailhead, community garden, and farmers’ market (pg. 45).

PROPOSED ZONING DISTRICT SUMMARY

The parcel is currently zoned GC by Richland County. Surrounding parcels within the City of Columbia are currently zoned Office and Institutional District (C-1) and Neighborhood Commercial District (C-2) to the East. Surrounding parcels within unincorporated Richland County are currently zoned RM-HD and GC to the South, OI and RM-HD to the West and OI to the North.

The proposed City of Columbia zoning district is General Residential District (RG-2).

General Residential District (RG-2)

The RG-1, RG-1A and RG-2 districts are intended as medium and high density residential areas permitting progressively higher population densities, characterized by single-family detached, two-family detached and multiple-family structures, and garden type apartments. Certain structures and uses required to serve governmental, educational, religious, noncommercial recreational, and other needs of the areas are permitted outright or are permissible as special exceptions subject to restrictions and requirements intended to preserve and protect the residential character of the districts.

STAFF RECOMMENDATION

Staff recommends City Council annex the property, assign future land use classification of Urban Edge Mixed Residential (UEMR) and General Residential District (RG-2) at the time of annexation.

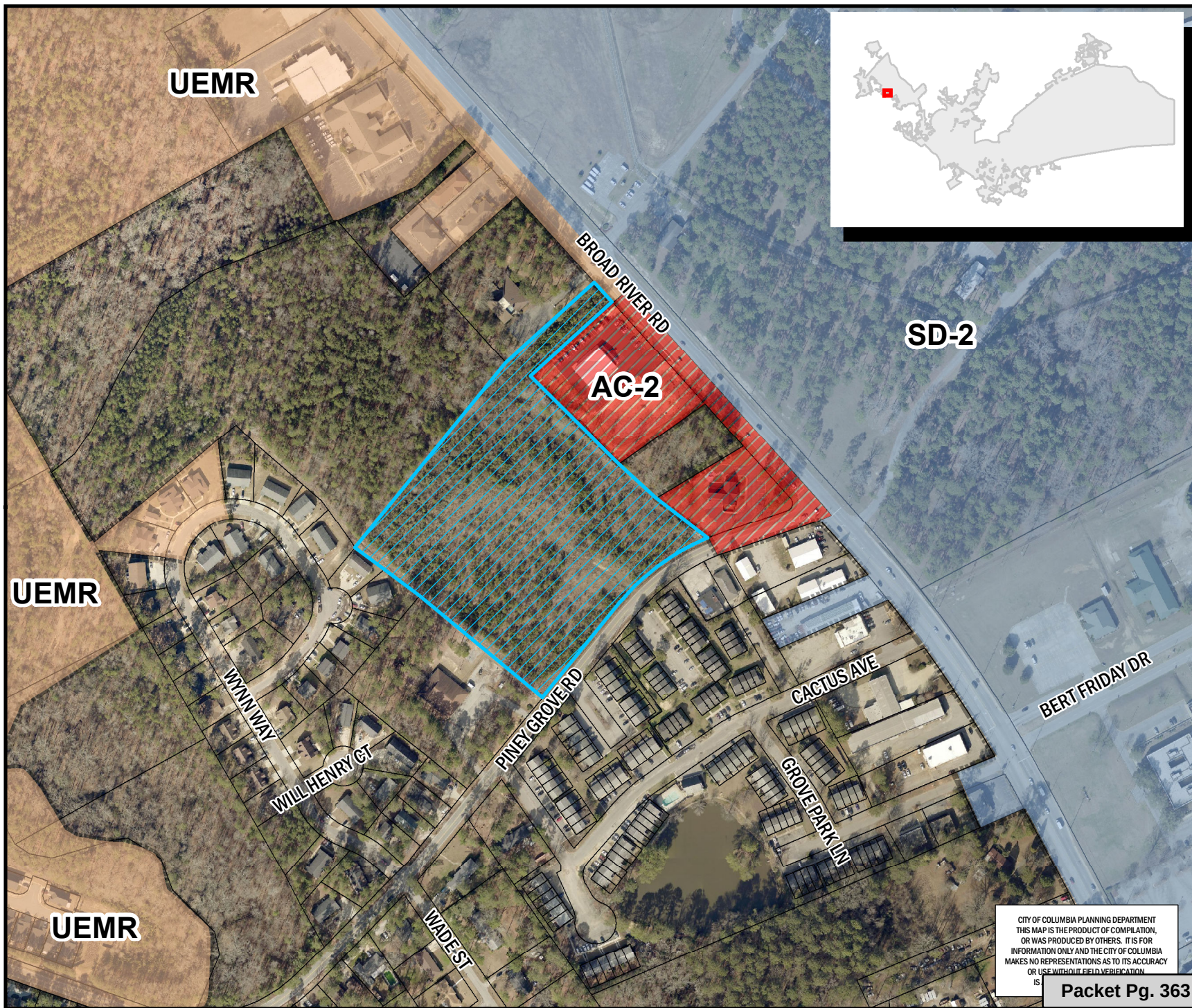


Future Land Use Map

Department of Planning & Development Services

1321 Piney Grove Road, TMS# 06200-01-15;
Existing Richland Co FLU: Mixed Residential-High Density/Mixed Use
Proposed FLU: Urban Edge Mixed Residential (UEMR)

19.a



ORIGINAL PREPARATION/DATE:
This map was prepared by:
Shane Shaughnessy
March 14, 2018



We Are Columbia

CITY OF COLUMBIA PLANNING DEPARTMENT
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OR USE WITHOUT FIELD VERIFICATION.

Packet Pg. 363

** DATA SOURCE - CITY OF COLUMBIA, GIS DIVISION

Zoning Map

Department of Planning &
Development Services

1321 Piney Grove Road, TMS# 06200-01-15;
Existing Richland Co Zoning: GC; Proposed Zoning: RG-2

19.a

Legend

CITY LIMITS
 PARCELS

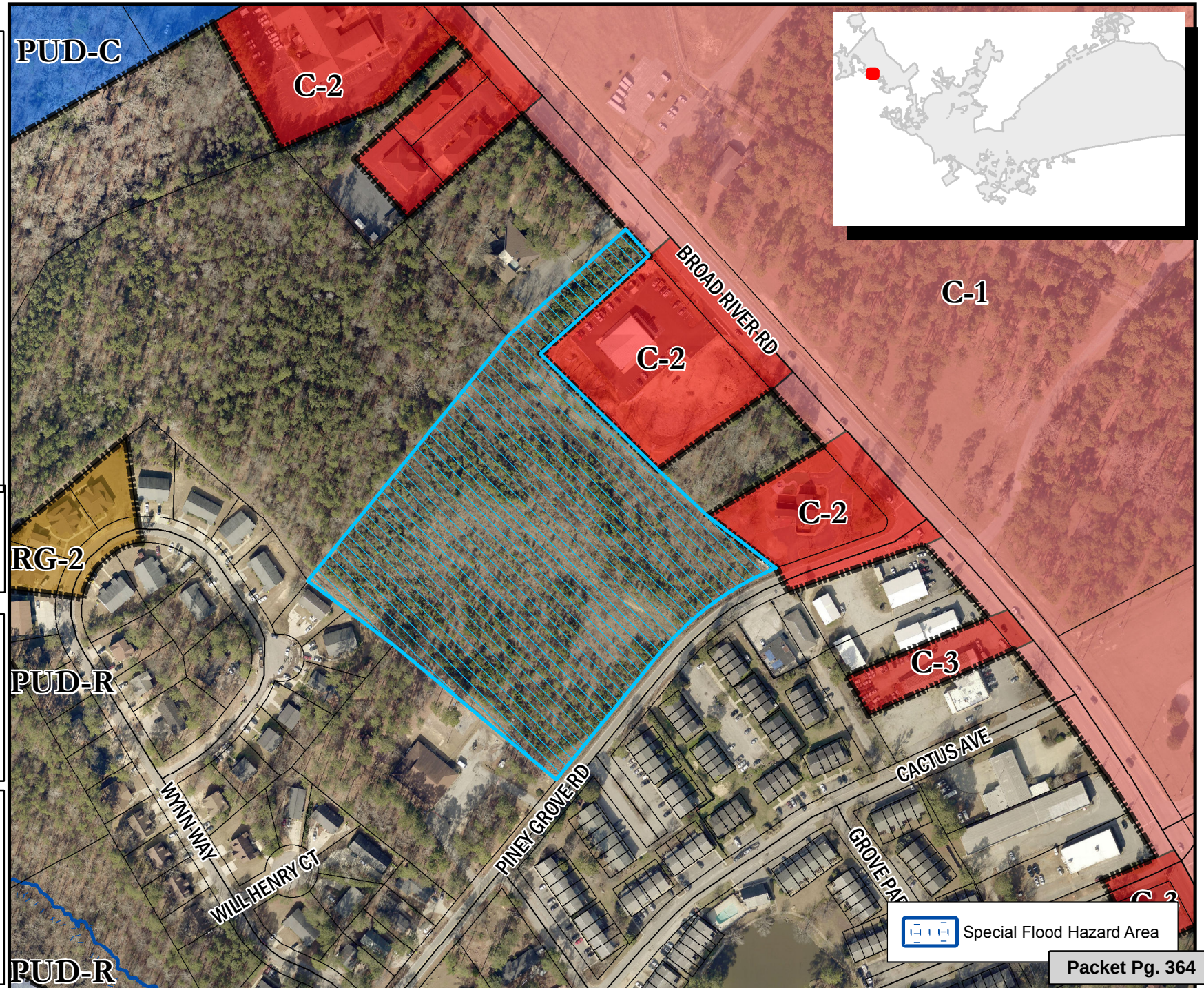
D-1	C-1
RS-1	C-2
RS-1A	C-3
RS-1B	C-3A
RS-2	C-4
RS-3	C-5
RD	M-1
RD-2	M-2
RG-1	PUD-C
RG-1A	PUD-LS
RG-2	PUD-LS-E
RG-3	PUD-LS-R
UTD	PUD-R
MX-1	OUT OF CITY
MX-2	

N

0 50 100 200 Feet

ORIGINAL PREPARATION/DATE:
This map was prepared by:
Shane Shaughnessy
March 14, 2018

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ORDINANCE NO.: 2018-018

*Annexing and Incorporating 1321 Piney Grove Road, Richland County TMS# 06200-01-15
into the Plan Columbia Land Use Plan Putting the
Pieces Together adopted by Ordinance No.: 2015-014 on February 17, 2015*

WHEREAS, a proper petition has been filed with the City Council by one hundred (100%) percent of the property owners of the within described property under the provisions of South Carolina Ann. Sec. 5-3-150; and,

WHEREAS, it appears to City Council that the annexation of the property would be in the best interest of the property owners and the City of Columbia; and,

WHEREAS, City Council adopted the City of Columbia Comprehensive Plan 2018 by Ordinance No.: 2008-085 on October 1, 2008, and amended from time to time, in accordance with South Carolina Comprehensive Planning Act of 1994 (Title 6, Chapter 29 of the SC Code) and heard public comments on this amendment; NOW, THEREFORE,

BE IT ORDAINED by the Mayor and City Council of the City of Columbia, South Carolina, this ____ day of _____, 2018, that the property described herein is hereby annexed to, incorporated into Plan Columbia Land Use Plan Putting the Pieces Together adopted by Ordinance No.: 2015-014 on February 17, 2015, and becomes a part of the City of Columbia effective immediately. This property shall be zoned General Residential District (RG-2), apportioned to City Council District 1, Census Tract 103.04, contains 8.61 acres, and shall be assigned a land use classification of Urban Edge Mixed Residential (UEMR).

PROPERTY DESCRIPTION: See Attached Exhibit "A"

Richland County TMS NO.: 06200-01-15

Also included in the territory hereby annexed are all contiguous portions of all public rights of way, streets and highways.

Requested by:

Assistant City Manager Gentry

Mayor

Approved by:

City Manager

Approved as to form:

ATTEST:



City Attorney

City Clerk

Introduced:

Final Reading:

EXHIBIT "A"
PROPERTY DESCRIPTION
ORDINANCE NO.: 2018-018

All that certain piece, parcel and tract of land, with improvements thereon, if any, situate, lying and being near the City of Columbia, in the County of Richland, State of South Carolina, containing 8.61 acres, more or less, being shown and delineated as "Parcel A" on a Final Subdivision/Lot Split Plat prepared for Pine Hills Development Group, LLC by American Engineering Consultants, Inc., dated February 13, 2007 and recorded in the Office of the Register of Deeds for Richland County in Book 1301 at Page 1227. Reference is hereby craved to said plat for a more complete and accurate description of the metes and bounds of said property.

MEMORANDUM

Office of the City Manager

TO: Department Heads

FROM: Teresa Wilson, City Manager

DATE: March 14, 2018

RE: **Property Address:** 1321 Piney Grove Road
Richland County TMS#: 06200-01-15
Owner(s): Jimmy Love Land, LLC
Current Use: Vacant
Proposed Use: Residential
Current County Land Use: Mixed Residential – High Density / Mixed Use Corridor
Proposed City Land Use: Urban Edge Mixed Residential (UEMR)
Current County Zoning: General Commercial (GC)
Proposed City Zoning: General Residential (RG-2)
Reason for Annexation: Municipal Services/Long Range Area
City Council District: 1
Census Tract: 103.04

The Planning & Development Services advises that the above referenced property has been offered for annexation. Attached, please find a map or drawing reflecting the property. You are directed to forward your comments and/or recommendations regarding the issue of whether to annex or not to Planning & Development Services. Planning & Development Services will compile your comments for City Council consideration.

Planning & Development Services staff will see to it that this matter is placed on the **April 9, 2018** Planning Commission's agenda. Planning & Development Services staff will notify the City Attorney of the Planning Commission's zoning recommendation by forwarding a copy of this form, completed, as soon as the Planning Commission has met.

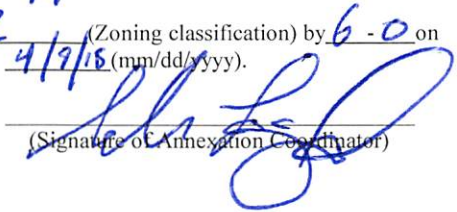
/atl

Attachments

cc: Clint Shealy, Assistant City Manager Aubrey Jenkins, Fire Chief Joseph Jaco, Director, Utility Operations Robert Anderson, Public Works Director Krista Hampton, Planning & Development Services Gloria Saaed, Community Development Director Gloria Saaed, Community Development Director Greg Williams, Deputy Business License Administrator Angela Adams, Customer Care Administrator Jerry Thompson, Building Official Michelle Brazell, Engineering Denny Daniels, Engineering Carolyn Wilson, Police Planning & Research Alfreda Tindall, Richland Co. 911 Addressing Coordinator	Missy Gentry, Assistant City Manager William Holbrook, Police Chief Teresa Knox, City Attorney Dana Higgins, Director, Engineering Jan Alonso, Finance Director Jeff Palen, Assistant City Manager/CFO George Adams, Fire Marshal Rachel Bailey, Deputy Zoning Administrator Kimberly Gathers, Columbia-Richland 911 David Hatcher, Housing Official Richland County Solid Waste Collection John Fellows, Planning Administrator Zach Kay, Dev. Center Administrator
---	--

Planning Commission Land Use Recommendation: UEMR (Land Use classification) by 6-0 on 4/9/18 (mm/dd/yyyy).

Planning Commission Zoning Recommendation: RG-2 (Zoning classification) by 6-0 on 4/9/18 (mm/dd/yyyy).


 (Signature of Annexation Coordinator)



Future Land Use Map

Department of Planning & Development Services

1321 Piney Grove Road, TMS# 06200-01-15;
Existing Richland Co FLU: Mixed Residential-High Density/Mixed Use
Proposed FLU: Urban Edge Mixed Residential (UEMR)

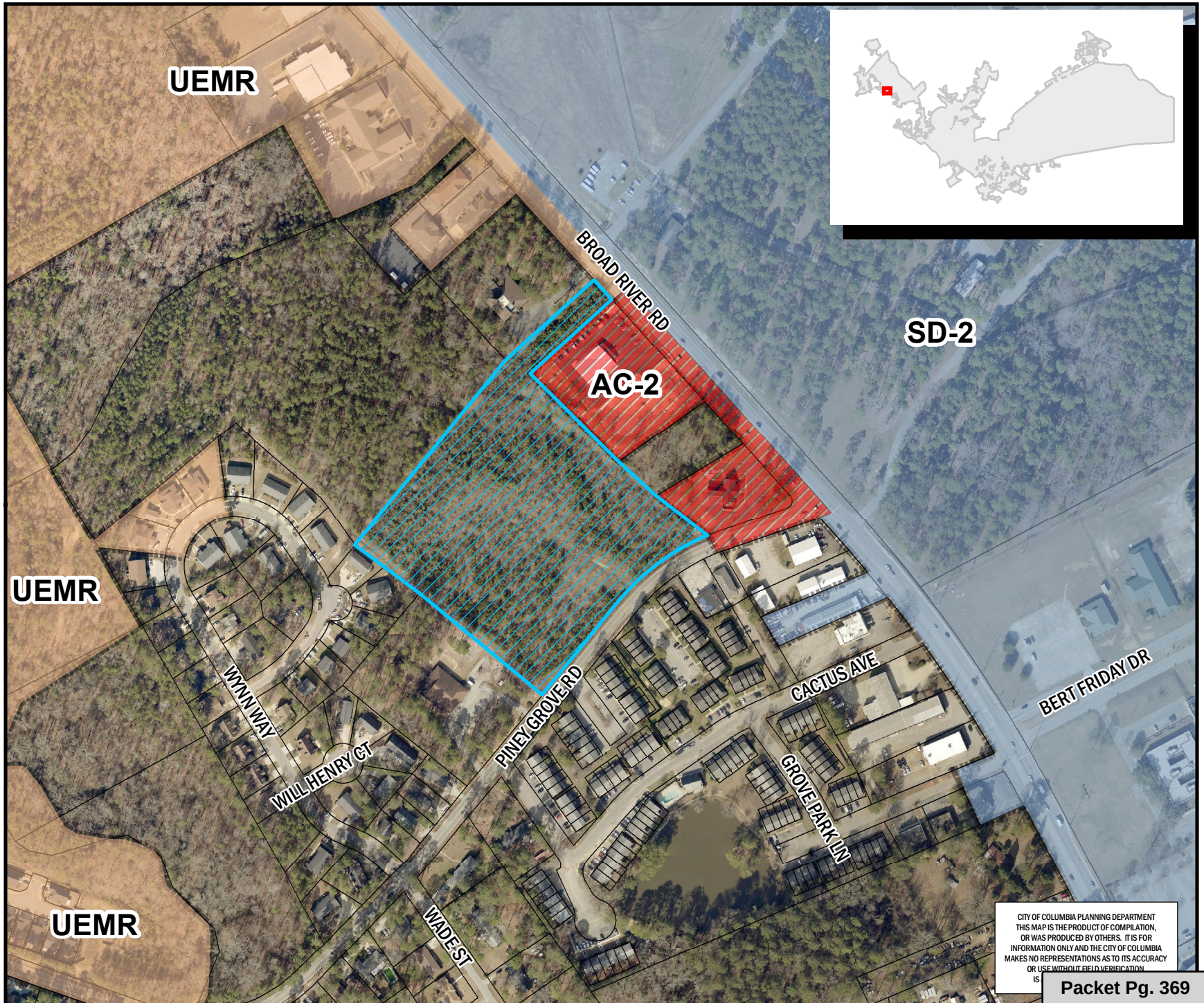
19.b

Legend

CITY LIMITS
PARCELS

- UCMR-1 - Urban Core Mixed Residential-1
- UCMR-2 - Urban Core Mixed Residential-2
- UEMR - Urban Edge Mixed Residential
- UEMF - Urban Edge Multi-Family
- UCR-1 - Urban Core Residential Small Lot
- UCR-2 - Urban Core Residential Large Lot
- UER-1 - Urban Edge Residential Small Lot
- UER-2 - Urban Edge Residential Large Lot
- UCAC-1 - Urban Core Neighborhood Activity Center
- UCAC-2 - Urban Core Community Activity Center
- UEAC-1 Urban Edge Community Activity Center
- UCAC-3 Urban Core Regional Activity Center
- UEAC-2 - Urban Edge Regional Activity Center
- AC-1 - Neighborhood Activity Corridor
- AC-2 - Community Activity Corridor
- AC-3 - Regional Activity Corridor
- EC - Employment Campus
- IND - Industrial
- TU - Transportation & Utilities
- SD-1 - Sports/Amusement District
- SD-2 - Civic/Institutional Districts
- SD-3 - Central Business District
- SD-4 - Riverbanks Zoo and Garden
- SD-5 - Universities/Colleges
- SD-6 - Fort Jackson

0 75 150 300 Feet



ORIGINAL PREPARATION/DATE:
This map was prepared by:
Shane Shaughnessy
March 14, 2018



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IS

Packet Pg. 369

** DATA SOURCE - CITY OF COLUMBIA, GIS DIVISION

Zoning Map

Department of Planning &
Development Services

1321 Piney Grove Road, TMS# 06200-01-15;
Existing Richland Co Zoning: GC; Proposed Zoning: RG-2

19.b

Legend

 CITY LIMITS
 PARCELS

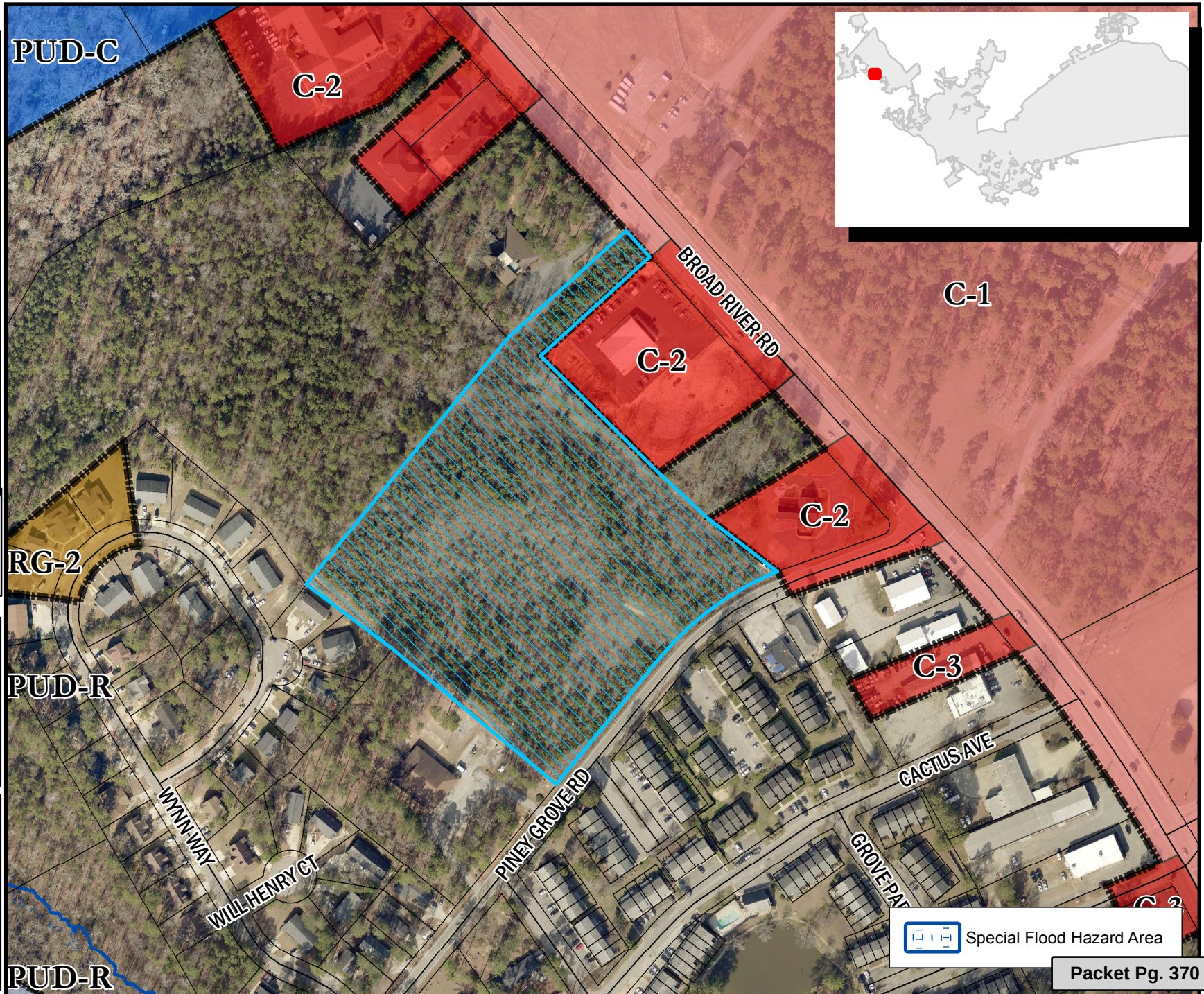
 D-1	 C-1
 RS-1	 C-2
 RS-1A	 C-3
 RS-1B	 C-3A
 RS-2	 C-4
 RS-3	 C-5
 RD	 M-1
 RD-2	 M-2
 RG-1	 PUD-C
 RG-1A	 PUD-LS
 RG-2	 PUD-LS-E
 RG-3	 PUD-LS-R
 UTD	 PUD-R
 MX-1	 OUT OF CITY
 MX-2	



0 50 100 200 Feet

ORIGINAL PREPARATION/DATE:
This map was prepared by:
Shane Shaughnessy
March 14, 2018

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 Special Flood Hazard Area

Packet Pg. 370

STATE OF SOUTH CAROLINA)
)
 COUNTY OF RICHLAND) PETITION FOR ANNEXATION

The undersigned, being the owner(s) of the property described below hereby petition(s) the Mayor and City Council for annexation to the City of Columbia, South Carolina pursuant to S.C. Code Ann. Section 5-3-150, 1976, as amended.

Property Description: All that certain piece, parcel or tract of land, together with the improvements thereon, if any, situate, lying and being near the City of Columbia, in the County of Richland, State of South Carolina, containing 8.61 acres, more or less, being shown and delineated as "Parcel A" on a Final Subdivision/Lot Split Plat prepared for Pine Hills Development Group, LLC by American Engineering Consultants, Inc., dated February 13, 2007 and recorded in the Office of the Register of Deeds for Richland County in Book 1301 at Page 1227. Reference is hereby craved to said plat for a more complete and accurate description of the metes and bounds of said property.

Richland County TMS: 06200-01-15

Property Address: 1321 Piney Grove Road

Jimmy Love Land, LLC

BY: _____

Date: _____

SWAGE McGINN

(Print or Type Name)

Its: _____

CEO/Minister

(Print or Type Title)

Book 2288-2653

2018016921 03/21/2018 14:08:44.090

Notice

Fee: \$0.00

County Tax: \$0.00

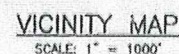
State Tax: \$0.00



2018016921

John T. Hopkins II

Richland County R.O.D.



LEGEND	
IO	IRON OLD
IN	IRON NEW (#5 REBAR)
POB	POINT OF BEGINNING
GV	GAS VALVE
FH	FIRE HYDRANT
FO	FIBER OPTIC MARKER
TP	TELEPHONE PEDESTAL
TMH	TELEPHONE MANHOLE
SSM	SANITARY SEWER MANHOLE
WV	WATER VALVE
PP	POWER POLE
SDMH	STORM DRAIN MANHOLE

REFERENCES:

1. PLAT BOOK Y, PAGE 8765.
2. PLAT BOOK Z, PAGE 7572.
3. PLAT BOOK Y, PAGE 6618.
4. PLAT BOOK Z, PAGE 3549.
5. PLAT BOOK P, PAGE 40.

THIS PROPERTY BEING SHOWN AS RICHLAND
COUNTY TMS# R06200-01-15 AND BEING LOCATED
APPROX. 6.8 MILES NORTH WEST OF COLUMBIA,
SHOWN ON A BOUNDARY SURVEY FOR COMPANION
HEALTHCARE CORPORATION BY CIVIL ENGINEERING
OF COLUMBIA, DATED 04/18/84, RECORDED IN
PLAT BOOK 2 PAGE 8921.

Phone 1301-4227

Richard L. Kemp, South Carolina
Approved for Recording
Date 02-22-99
2000-02-22
State of South Carolina, Land Use Management Planning Commission

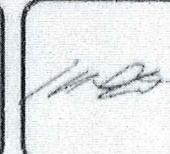
"I hereby state that to the best of my knowledge, information, and belief, the survey shown hereon was made in accordance with the requirements of the Minimum Standards Manual for Practice of Land Surveying in South Carolina, and meets or exceeds the requirements for a Class A survey as specified therein; also there are no visible encroachments or projections other than shown."

JOHN A. SHAWNEE DES. & FORM.

NO	DATE	REVISION	BY

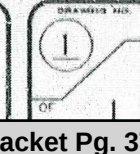


AMERICAN ENGINEERING CONSULTANTS, INC.
1300 12th Street • P.O. Box 2299 • Cayce, SC 29171
Phone: (803) 791-1400 • Fax: (803) 791-8110
Internet: www.aec-sc.com • Email: info@aec-sc.com



DATE 02-13-0
SCALE AS SHOWN
DRAWN RMC
DESIGNED HAS
CHECKED HAS
JOB NO 08-045
CAB FILE PLAT-1

Final Subdivision Plat
PREPARED FOR
Pine Hills Development Group, LLC
Richland County, South Carolina
Lot Split





We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: Planning and Development Services

FROM: *Krista Hampton, Director*

SUBJECT: MAJOR AMENDMENT TO A PUD-R - 2.16 acres S/S
Caughman Road; TMS# 19100-02-10

PURPOSE: Council District: 4

Proposal: Request to make a Major Amendment to a PUD-R

Applicant: Southeast Church of Christ

Staff Recommendation: Approval

PC Recommendation: 04/09/2018; Approval (6-0)

First reading approval was given on May 15, 2018.

FINANCIAL IMPACT:

ATTACHMENTS:

- **#a:** MajAmend_CaughmanPUD (PDF)

HISTORY:

05/15/18

Columbia City Council

APPROVED ON FIRST READING



CITY COUNCIL

May 15, 2018 at 6:00 pm

City Council Chambers, 3rd Floor, 1737 Main Street, Columbia, SC 29201

Major Amendment to a PUD-R Case Summary 2.16 acres S/S Caughman Road, TMS# 19100-02-10

Council District: 4

Proposal: Request to make a Major Amendment to a PUD-R

Applicant: Southeast Church of Christ

Staff Recommendation: Approval

PC Recommendation: 04/09/2018; Approval (6-0)

ZPH, 1st Reading: 05/15/2018; Pending

2nd Reading: 06/05/2018; Pending

CURRENT PARCEL CHARACTERISTICS/CONDITIONS

Acreage: 2.16 acres

Current Use: Vacant

Proposed Use: Religious Organization

Land Use Classification: Urban Edge Mixed Residential (UEMR)

Current Zoning: Planned Unit Development – Residential District (PUD-R)

Proposed Zoning: Planned Unit Development- Residential District (PUD-R)

PLANS, POLICIES, AND LAND USE

The Columbia Plan 2018: Comprehensive Plan Land Use Classification

The subject property is currently designated Urban Edge Mixed Residential (UEMR) in The Columbia Plan 2018 Future Land Use Map.

Urban Edge Mixed Residential neighborhoods are appropriate near the perimeter of the City or in the outer ring of neighborhoods. This development type primarily represents existing post-1940s subdivisions and the auto-oriented corridors associated with them. The pattern is also suitable for small to medium infill development within these areas. It is primarily characterized by individual subdivisions or neighborhoods with specific street and block patterns adjacent to other subdivisions or neighborhoods with a different subdivision street and block pattern. Urban Edge Mixed Residential neighborhoods can accommodate a variety of housing types from detached single-family to multi-family complexes.

Primary Types:

- Single-family Detached

Secondary Types:

- Single-family Attached
- Two-family
- Three-family
- Multi-family Small and Medium

Tertiary Types

- Small Format Business/Employment
- Small Format Civic/Institutional
- Cemeteries & Mausoleums

Existing Neighborhood, Small Area, Community, and/or Corridor Plans

The subject property is not located within the study area of a current neighborhood, small area, community, or corridor plan adopted by the City of Columbia or Richland County.

PROPOSED ZONING DISTRICT SUMMARY

The subject property is currently zoned Planned Unit Development – Residential District (PUD-R). The abutting properties in the City of Columbia are zoned Planned Unit Development- Residential District (PUD-R) to the South and West, Single-Family Residential District (RS-1) to the North and Single-Family Residential District (RS-2) to the East.

The proposed zoning district is Planned Unit Development- Residential District (PUD-R).

Planned Unit Development Districts

(a) *Intent.* The intent of planned unit development districts is to derive the benefits of efficiency, economy and flexibility by encouraging unified development of large sites, while also obtaining the advantage of creative site design, improved appearance, compatibility of uses, optimum service by community facilities, and better functioning of vehicular access and circulation. It is the intent of this article to allow development of large sites subject to specific regulations concerning permitted uses, but only subject to regulations concerning lot area, building coverage, yard spaces and building height insofar as the city council shall deem appropriate to fulfill the intent of this article, upon presentation of certification from the owners, developers or other parties at interest in the development of such sites that they will adhere to development policies which will fulfill the intent of this article.

(b) *Types of districts.* Two types of districts accommodating primarily residential or nonresidential uses are created as follows:

(1) *PUD-R Planned Unit Development—Residential.* The PUD-R district is intended to accommodate residential uses, with nonresidential uses integrated into the design of such districts as secondary uses.

(2) *PUD-C Planned Unit Development—Commercial.* The PUD-C district is intended to accommodate primarily nonresidential uses, with residential uses integrated into the design of such districts as secondary uses.

(c) *Design and planning features.* The types of residential dwelling units and the types of nonresidential uses allowed to be established in such districts increase with increasing site size of such districts, based upon the premise that increased site size will allow proper design, including functional interrelations, buffer treatments separating uses with potentially incompatible characteristics of use, design of access patterns, and relationships of uses within such planned unit developments with uses in adjacent districts. It is the intent of this article that such design and planning features be incorporated properly into any PUD district hereafter created, and that the planning commission and city council shall consider the existence and appropriateness of such features before any amendment to the zoning map is adopted to create such district.

STAFF RECOMMENDATION

Staff recommends City Council grant the Major Amendment to the PUD-R.



Future Land Use Map

2.16 acres S/S Caughman Road, TMS# 19
Existing FLU: UEMR

20.a

Department of Planning &
Development Services

Legend



- UCMR-1 - Urban Core Mixed Residential-1
- UCMR-2 - Urban Core Mixed Residential-2
- UEMR - Urban Edge Mixed Residential
- UEMF - Urban Edge Multi-Family
- UCR-1 - Urban Core Residential Small Lot
- UCR-2 - Urban Core Residential Large Lot
- UER-1 - Urban Edge Residential Small Lot
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- UCAC-1 - Urban Core Neighborhood Activity Center
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- UCAC-3 Urban Core Regional Activity Center
- UEAC-2 - Urban Edge Regional Activity Center
- AC-1 - Neighborhood Activity Corridor
- AC-2 - Community Activity Corridor
- AC-3 - Regional Activity Corridor
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- IND - Industrial
- TU - Transportation & Utilities
- SD-1 - Sports/Amusement District
- SD-2 - Civic/Institutional Districts
- SD-3 - Central Business District
- SD-4 - Riverbanks Zoo and Garden
- SD-5 - Universities/Colleges
- SD-6 - Fort Jackson



0 50 100 200
Feet

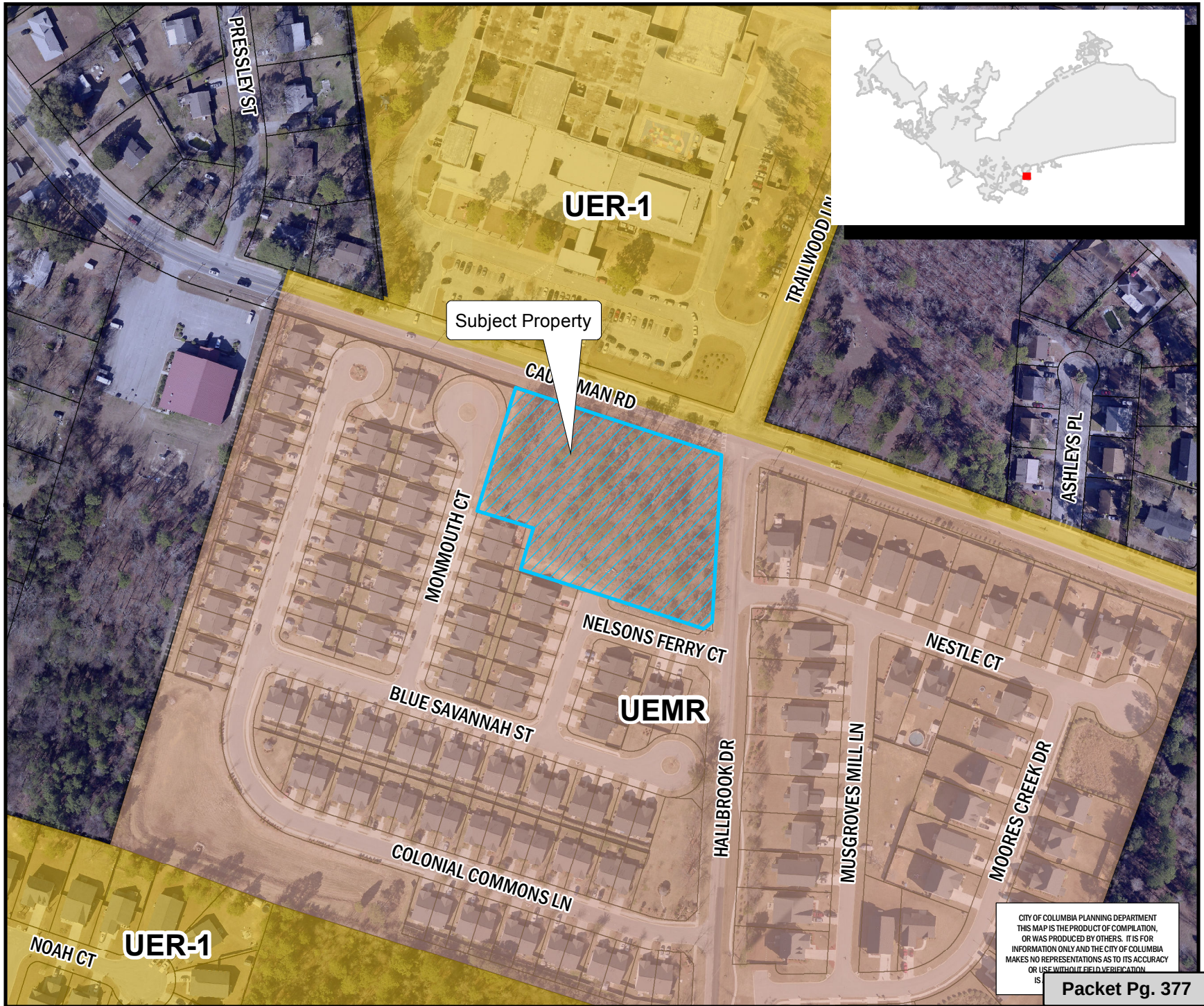
ORIGINAL PREPARATION/DATE:

This map was prepared by:

Shane Shaughnessy
March 6, 2018



We Are Columbia



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OR USE WITHOUT FIELD VERIFICATION
IS

Packet Pg. 377

** DATA SOURCE - CITY OF COLUMBIA, GIS DIVISION

Zoning Map

Department of Planning &
Development Services

2.16 acres S/S Caughman Road, TMS# 191
Existing Zoning: PUD-R

20.a

Legend

 CITY LIMITS

 PARCELS

 D-1	 C-1
 RS-1	 C-2
 RS-1A	 C-3
 RS-1B	 C-3A
 RS-2	 C-4
 RS-3	 C-5
 RD	 M-1
 RD-2	 M-2
 RG-1	 PUD-C
 RG-1A	 PUD-LS
 RG-2	 PUD-LS-E
 RG-3	 PUD-LS-R
 UTD	 PUD-R
 MX-1	 OUT OF CITY
 MX-2	

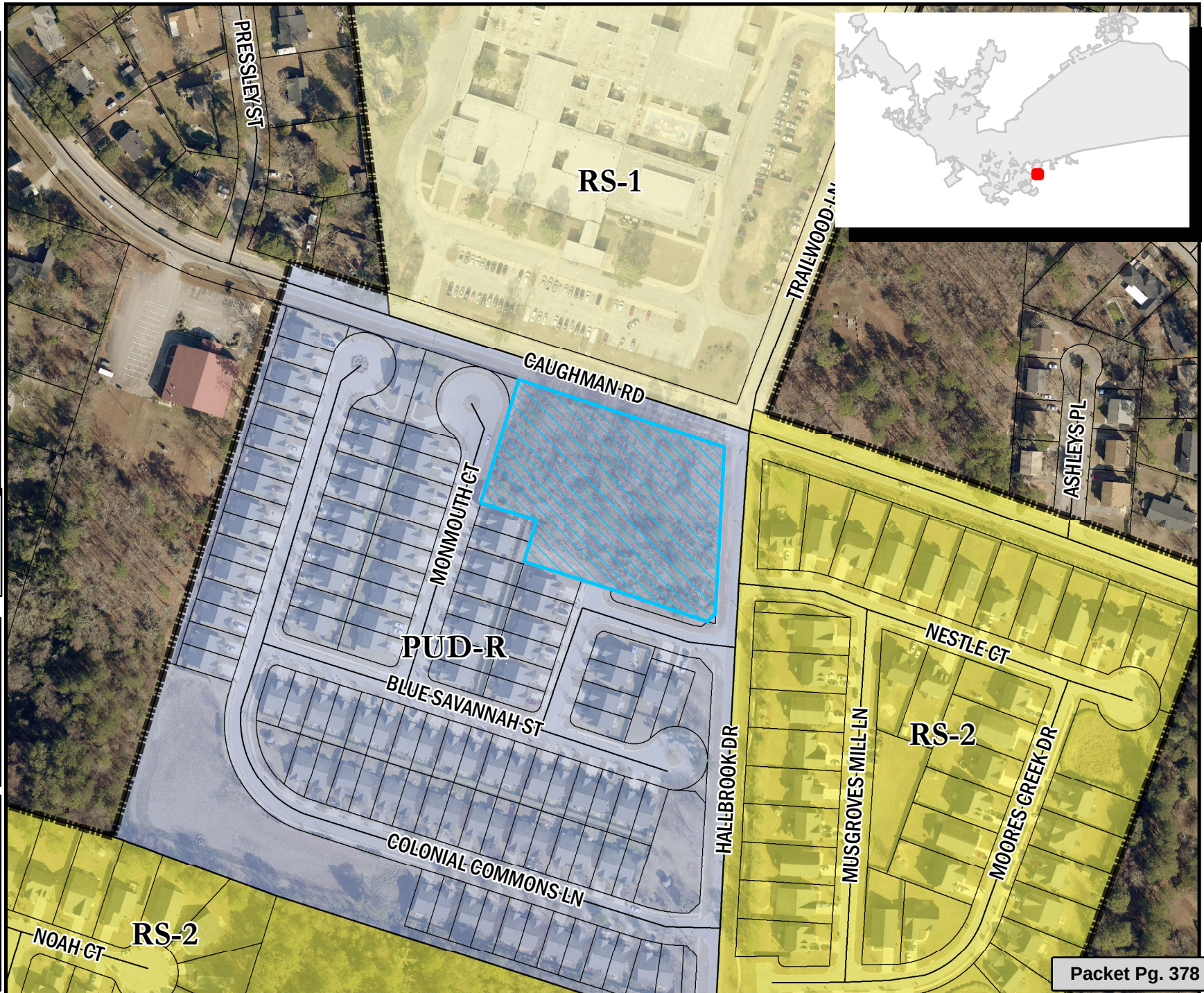


0 40 80 160 Feet

ORIGINAL PREPARATION/DATE:
This map was prepared by:

Shane Shaughnessy
March 6, 2018

DISCLAIMER:
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1121

Colonial Landings & Colonial Commons**RAISED 11.17.04**

Recent demographic studies of the South East Columbia area will show a steady, continuous growth in the region. As South East Columbia and surrounding regions continue to grow to meet the demands of the increasing and aging population, it is imperative for the regions, specifically South East Columbia, to maintain their tax base by attracting new community members while evolving to meet the needs of the current population. In order to achieve this, it is vital to promote smart growth in South East Columbia by allowing infill development under PUD guidelines. This will, in turn, satisfy the needs of current and future South East Columbia residents, while guaranteeing adjoining property owners that their community will be protected against uncontrolled growth.

After extensive research it appears the best use for this land, as well as the best impact this land can have for the surrounding community, is to not use the current RG2 zoning. The current zoning would allow a developer to mass grade this site and place multifamily housing, two story townhomes, and, worst of all, up to 16 units per acre. This would, in turn result in the loss of beautiful, mature trees, as well a significant traffic problem for the existing neighborhood and school. This type of RG2 zoning would attract a wide variety of people, and would likely be low cost housing which would create a burden on already over used services in this community like: schools, roads, police, and fire services.

We know from our research this property has been a target of commercial developers eager to put high impact C1 type commercial businesses here such as a Eckerd's or Walgreen's Pharmacies. This battle has already been fought by the neighborhood effectively; However the conflict will persist as long as the land is available.

We are proposing the annexation of a 17-acre parcel of land located on the corner of Caughman Road and Hallbrook drive. We hope to gain approval to develop this land as a PUD in order to meet two very specific needs of the region. We feel the PUD will allow the area to be developed with significantly more green space, and allow "true" neighborhood business unlike the current RG2 and attempted C1 and C2 zoning.

The primary element of the planned unit development will be a neighborhood consisting of estimated 114 patio homes designed specifically to meet the needs of the population in the area. Analysis will show that nearly 20% of South Columbia's population is near or already approached retirement age. At this time, retired consumers seek housing and communities that require low home maintenance while meeting their economic needs by providing housing in close proximity to conveniences such as restaurants, doctors, shopping and other services. Studies also reveal that around 12% of South Columbia's population fits into the first time home buyer profile. First time homebuyers are similar to retirees in that they are also seeking low maintenance, affordable housing while being able to enjoy nearby services. We have built many of these communities in other areas around Columbia, and have found that the combined potential base of clients, some 32%, make up over 75% of our sales. These buyers have a very positive impact on the tax base by negating the need for raising taxes. These buyers also do not bring with them the need to build or improve existing serves such as schools, police, EMS, roads, and utilities.

These homes will be two units attached, 1050 square feet each, and laid out so we only have eight homes to an acre, one half of the current zoning. As you can imagine, this will allow for a tremendous increase in green space for the residential area of the development. We have had a community meeting and decided to incorporate a brick front for a better blend with the surrounding community. From

neighborhood feedback, we have also included additional green space by eliminating four homes from the original plan, adding a neighborhood park, as well as connecting sidewalks.

TO BE REMOVED. SEE ATTACHED AMENDMENT

The second element of the development will include true neighborhood businesses. Buildings will not only serve the residents of this neighborhood, but also the residents surrounding neighborhoods. Current C2 zoning allows by its very definition, neighborhood business. However it would give no guarantee to the community who will occupy these buildings. Under our proposed PUD we would like to guarantee that the community will have no interest in any business owners wanting to have alcohol, guns, pornography, or ANY other business which would not fit with our neighbors, which include both residence, but more importantly churches and schools.

We feel "true" neighborhood business would architecturally fit into the existing community. In fact, at the neighbors request we did a tree survey and will maintain some 60% of all the existing mature trees in this part of the development. After having neighborhood meeting we decided to have the main entrance and signage for this part of the PUD on Hallbrook to assure we don't add unnecessary traffic on Caughman Road. There will be a monument tenant sign on Caughman Road, but there will not be another entrance.

The building will be one story and have brick fronts in order to blend better with the existing community. True neighborhood businesses are ones that serve the needs of its community members. They will not be businesses that attract persons off of Garners Ferry or Leesburg Roads. True neighborhood businesses protect our neighborhood kids and our elderly driving citizens from venturing into high traffic areas to get basic services like medical care or prescriptions.

The proposed commercial zone will consist of the following elements:

Building 1: 10,000 square feet. This would house a family practice, an ethical (local) pharmacy such as Long's Drugs or Hawthornes, and medical related offices.

Building 2: 5,000 square feet. This building would accommodate such business as a chiropractic clinic or dental office as well as other medical related offices.

In closing, I would like to state that our company is located right here in Lexington, South Carolina. We are local people that care about our community. The average customer for our communities already live in the area and want to continue to go to church, shop, and live in the area they are already familiar with.

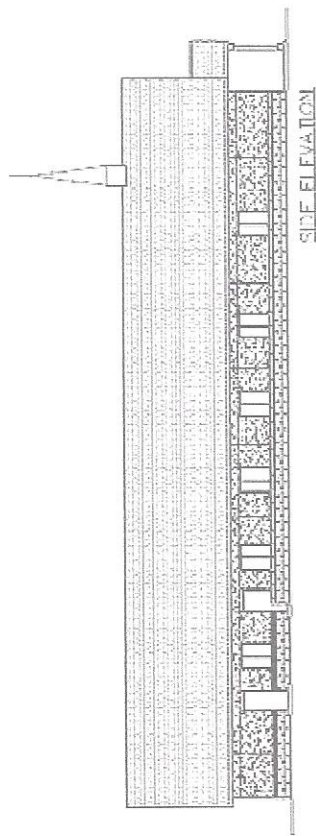
The corner of Hallbrook and Caughman Road will be developed; it is only a matter of when, and by who. As of present, there are three choices remaining: 1. Allow a developer take the land at it's current zoning and pack 16 units to an acre, crowding the neighborhood. 2. Continue to resist commercial development at the expense of the city and it's residents. Or 3. Promote smart growth and allow East Columbia to compete with other areas of town by attracting new businesses and residents. I do not believe you will find a more adequate compromise for this land than what we are proposing. This plan is balanced and smart. We hope you will! understand our plan and agree.

REVISED 11.17.09

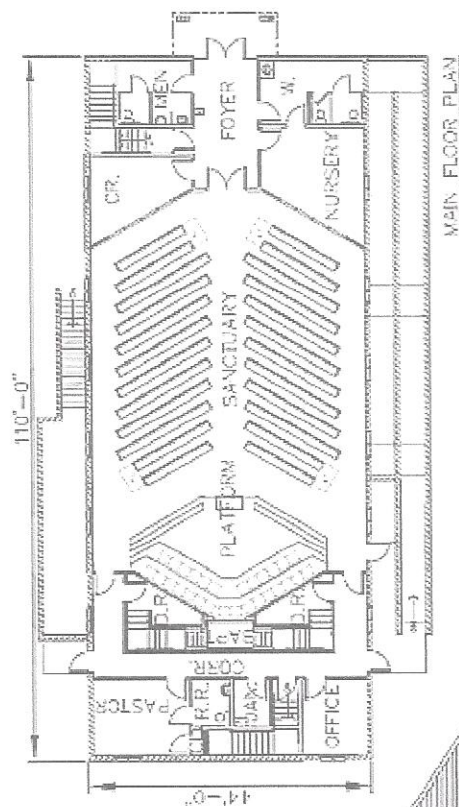
AMENDMENT DATED MARCH 28, 2018**Colonial Landings & Colonial Commons**

The second element of the development will include a +/- 9,600 square foot church. The building will contain classrooms, open space and a sanctuary that sits up to 372. The main entrance for this part of the PUD will be on Hallbrook to assure no unnecessary traffic is added on Caughman Road. Signage for the church will be on Caughman Road.

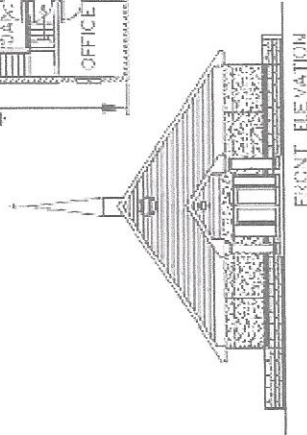
PLAN 10-276-SWP



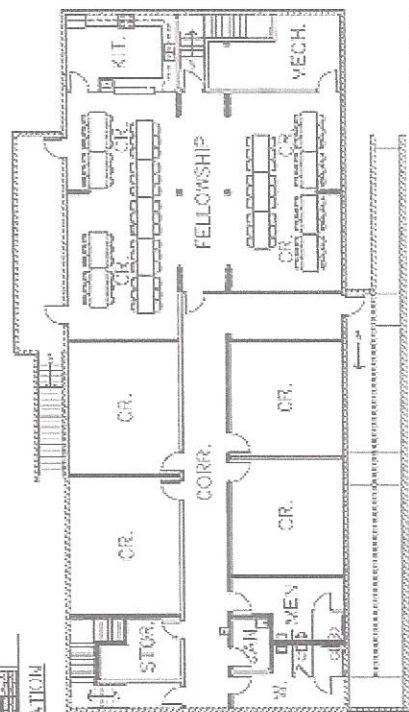
SIDE ELEVATION



MAIN FLOOR PLAN



FRONT ELEVATION



BASEMENT PLAN

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We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: Planning and Development Services

FROM: *Krista Hampton, Director*

SUBJECT: ZONING MAP & TEXT AMENDMENT - Seminary Ridge Historic District

PURPOSE: Ordinance No.: 2018-021 - Amending the 1998 Code of Ordinances of the City of Columbia, South Carolina, Chapter 17, Planning, Land Development and Zoning, Article V, Historic Preservation and Architectural Review, Division 3, Landmarks and Design Protection Districts, Sec. 17-681 Districts identified, (b) Architectural conservation district to delete (8) and amend (c) Protection area district to add (7)

Council District: 1

Proposal: Amend the text of the City of Columbia's Code of Ordinances to delete §17-681(b)(8) (Districts Identified, Architectural Conservation District) and modify §17-681(c) (Districts identified, Protection Area District) to add §17-681(c)(7) and amend the City Of Columbia's Official Zoning Map to modify the map label from "Seminary Ridge Architectural Conservation District" to "Seminary Ridge Protection Area".

Applicant: Sam Davis, City of Columbia Council Member

Staff Recommendation: Approval

PC Recommendation: 04/09/2018; Approval (6-0)

D/DRC Recommendation: 04/12/2018; Approval (5-2)

First reading approval was given on May 15, 2018.

FINANCIAL IMPACT:

ATTACHMENTS:

- **#a:** MA-and-TA_SeminaryRidge_ProtectArea (PDF)

- #b: 2018-021 amend Sec. 17-681 Districts identified(b) and (c) (add Seminary Ridge) (PDF)

HISTORY:

05/15/18

Columbia City Council

APPROVED ON FIRST READING



CITY COUNCIL

May 15, 2018 at 6:00 pm

City Council Chambers, 3rd Floor, 1737 Main Street, Columbia, SC 29201

Zoning Map and Text Amendment Case Summary Seminary Ridge Historic District

Council District:	1
Proposal:	Amend the text of the City of Columbia's Code of Ordinances to delete §17-681(b)(8) (Districts Identified, Architectural Conservation District) and modify §17-681(c) (Districts identified, Protection Area District) to add §17-681(c)(7) and amend the City Of Columbia's Official Zoning Map to modify the map label from "Seminary Ridge Architectural Conservation District" to "Seminary Ridge Protection Area".
Applicant:	Sam Davis, City of Columbia Council Member
Staff Recommendation:	Approval
PC Recommendation:	04/09/2018; Approval (6-0)
D/DRC Recommendation:	04/30/2018; Approval (5-2)
ZPH, 1st Reading:	05/15/2018; Pending
2nd Reading:	06/05/2018; Pending

CURRENT PARCEL CHARACTERISTICS/CONDITIONS

Acreage: There are 169 parcels in the Seminary Ridge Historic District

Current Use: Primarily residential

Proposed Use: Primarily residential

Land Use Classification: Various

Current Zoning: Various, -DP (-Design and Preservation Area) (Architectural Conservation District)

Proposed Zoning: Various, -DP (-Design and Preservation Area) (Protection Area)

HISTORICAL SIGNIFICANCE

Seminary Ridge is a residential neighborhood surrounded by several major vehicular thoroughfares and historic landmarks, with a landmark building (Ensor-Keenan House) from the late 1800s, and other landmark buildings such as the old Eau Claire Town Hall and the Eau Claire Print building. Located just above the nucleus of the small town of Eau Claire, which developed in the early 1900s, this neighborhood has evidence of its early development as well as continued infill throughout the early and mid-twentieth century. The Lutheran Seminary along its east border has also heavily influenced the landscape and development of the neighborhood.

The capital city of Columbia was expanding rapidly in the early twentieth century. The vehicle age was dawning, and trolley cars were able to move large groups of people rapidly to the outlying suburbs located to the southeast and to the north of the city's historic borders. Land developers saw the trolley lines as paths to wealth, and soon began buying up large tracts of land to create new neighborhoods along the tracks. Frederick Hargrave Hyatt was one such developer. An agent and eventually area manager for the New York Life Insurance Company, as well as a dairy farmer, Hyatt purchased a home north of Columbia in the early 1890s. He began the development of Hyatt's Park and created several neighborhoods, selling off lots at auction and encouraging the growth of the area. He helped establish an electric railway line out to his developments in 1896. Hyatt donated land to Columbia College, and was a dynamic force for developing the small town of Eau Claire, which was incorporated in 1899 with over 200 residents. The town was in the shape of a circle, with its center at the intersection of North Main Street and Monticello Road.

The new town gained some significant buildings in the late 1890s and early 1900s. The Hyatt Park Pavilion, built in 1897, provided an entertainment center with a casino, vaudeville theater, and orchestra and even a zoo. The next year the Hyatt Park School was completed. The Columbia College moved up from their downtown location to their new property in Eau Claire, and broke ground in 1905. The Lutheran Seminary constructed its first large building in 1911, and in the midst of all the new activity, homes and churches were also being built throughout the area, including Eau Claire Presbyterian Church in 1912, St. Paul Baptist Church in 1911, The Lutheran Church of the Ascension, completed in 1913, and others. While the churches were wood framed, wood-sided buildings, the schools were generally masonry buildings with imposing facades, lending a sense of stability to the new town. Its independence was somewhat brief, however, as the City of Columbia incorporated a portion of Eau Claire in 1913, along with suburbs located east southeast of the city, including Shandon, Waverly and South Waverly.

The area that is now the neighborhood of Seminary Ridge is located in between the two major thoroughfares within Eau Claire, being the two roads whose intersection formed the center point of the town. Just north of the intersection, the ornately decorated brick American Lutheran Survey building, later the Eau Claire Town Hall, was completed in 1914, followed later by the Survey Publishing Building. North of these buildings the neighborhood of Seminary Ridge begins, and residences have remained along this southern border since around the 1920s.

Originally, the neighborhood's southern border created a narrow point at the town's center. A plat map from 1910 indicates that the Monticello Home Company owned the entire area forming a triangle between North Main Street, Ensor and Arlington (west boundary) and Calhoun Street (later Timrod Street), excluding the Lutheran Seminary campus. The Ensor-Keenan House, reportedly built in the late 1860s and rebuilt in 1891 after a fire, was on part of the west boundary of the neighborhood. The company hired an Ohio landscape engineer to draw up the plan, and his plat shows there were to be fairly regularly sized lots, with sidewalks and trees lining the streets. Monticello was the name of the new neighborhood, and playing on the presidential theme it evoked, original street names included Mt. Vernon and Jefferson (later changed to Calhoun, and changed again to Timrod).

The earliest homes in the area were built adjacent to each other on Muller Avenue, by the Cannon family, with another home built on Wildwood Avenue in 1913. Churches and the Lutheran Seminary also began building in the area during the early 1900s, with the addition of the Lutheran publishing building by the 1910s. Built of stone and brick, these substantial new buildings offered the town a sense of permanence and stability. The City of Columbia annexed part of Eau Claire in 1913, with the remainder annexed in 1955. Between those periods the neighborhood continued to gain new houses. Bungalows built during the 1920s appear concentrated in the southern part of the neighborhood, along Jackson, Duke and Hillcrest Avenues, as well as their western border, Ensor Avenue.

The Great Depression brought construction nearly to a halt, though a few buildings were added along Main Street, Arlington, Wildwood and Sycamore. Construction picked up during the 1940s and 1950s, with homes filling in along Sycamore, Wildwood, and Ensor Avenue. Timrod gained some homes during the 1950s and 1960s, though its hilly topography seemed to deter consistent development. Reportedly in 1961, President John F. Kennedy tried to boost the steel industry with the re-introduction of steel houses, with seven buildings being built across the nation. One of them is on Timrod Street, and it is strikingly similar to the all-metal Lustron homes created during the 1940s.

The Lutheran Seminary reportedly housed professors in homes in the neighborhood and has undoubtedly contributed to the neighborhood throughout the years. Its campus has created somewhat of a calming buffer between the neighborhood and busy North Main Street. The campus extended into the neighborhood in the late 1990s when it removed Hillcrest Avenue to build student housing. There are a few vacant lots in the neighborhood that have been filled in with new housing within the past decade or so, but generally the area retains much of its historic buildings and wide, peaceful streets.

PROPOSED ZONING DISTRICT SUMMARY

The parcels currently have various base zoning district as well as –DP (-Design and Preservation Area).

The proposed zoning modifies the –DP (Design and Preservation Area) from an Architectural Conservation District to a Protection Area.

Design and Preservation Area (-DP)

It is the intent of the -DP to protect and improve the quality of the environment of the city by the encouragement of identification, recognition, conservation, maintenance and enhancement of areas, sites, structures, fixtures and other features of the architectural, economic, social, cultural and political history of the city as well as its natural features; to encourage appropriate use of such features, areas, sites, structures and fixtures; and to restrain influences adverse to such purposes, and by so doing to promote the public welfare. To this end, the -DP designation, when appended to a basic district classification, is intended to coordinate the purposes and intent of this article with those regulations established by other provisions whose primary intent is to further the purposes set out in this section.

PROPOSED ZONING TEXT SUMMARY

Sec. 17-681. - Districts identified.

(a) *Landmark district.* The area of the city bounded generally by Blanding, Marion, Richland and Henderson Streets is to be identified as Landmark District No. 1, and more specifically identified on attached map as 1973 TMS 28, Block 1, Lots 4, 5, 6, 7, 8, 9, 10 and 11; all of Block 2; all of Block 3; all of Block 4; Block 5, Lots 3, 4, 5 and 6; Block 6, Lots 2, 5, 6, 7 and portion of 21 (1402 Blanding); Block 7, Lots 1, 2, 5, 6, 7, 8, 9, 10, 11 and 22; all of Block 8; 1973 TMS 29, Block 2, Lots 7 and 8; Block 3, Lots 13, 14, 15 and 16; Block 4, Lots 4, 6, 9, 11, 12, 13, 14, 15 and portion of 24 (1904-08 Marion Street and 1403, 1407, 1409-11 Richland Street); all of Block 5; all of Block 6; Block 7, Lots 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 23 and 24; all of Block 8; all of Block 9; all of Block 10; 1973 TMS 37, Block 1, Lots 1, 2, 12, 13, 14, 15 and 16; Block 4, Lots 1, 2 and 13; 1973 TMS 38, Block 1, Lots 1, 2, 3, 4, 5, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27 and 28; Block 5, Lots 1, 2, 3, 4, 21, 23 and 25.

(b) *Architectural conservation district.*

(1) The area of the city bounded generally by Laurens, Senate, Henderson and Green Streets and to be identified as Architectural Conservation District No. 1, and further identified on attached map as 1973 TMS 24, all of Block 5; 1973 TMS 34, all of Block 1; all of Block 2; all of Block 3; Block 5, Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 33 and 34; all of Block 10; 1973 TMS 35, Block 3, Lots 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 24, 26, 27, 28, 29, 30, 31, 33 and 34; all of Block 5; all of Block 6; all of Block 7; all of Block 9; all of Block 10; all of Block 11.

(2) The area of the city bounded generally by Wayne Street, W. Confederate Avenue, Abbeville Street and Rembert Street and to be identified as Architectural Conservation District No. 2, which is further identified as 1982 TMS 09011, all of Block 2; Block 4, Lot 1; Block 5, Lots 3, 4, 5, 6; TMS 0901 2, all of Block 2; all of Block 3; all of Block 4; Block 6, Lots 13, 14 and 15; Block 7, Lots 1, 2, 7-14; Block 8, Lots 5, 6, 7 and 8; Block 9, Lots 13-21, 23 and 24; Block 10, Lots 1-15, 19-28; all of Block 11; Block 12, Lots 1-10, 12-24; all of Block 13; all of Block 14; all of Block 15; Block 16, Lots 2-15; TMS 09016, Block 15, Lots 9 and 10; TMS 09109 all of Block 15; ; and 2008 TMS 09012-10-16, 09012-12-11.

(3) Area generally bounded by: Woodrow Street on the west; Kirby, Webster and Murray Streets on the North; Millwood Avenue on the South and Maiden Lane on the East, TMS# 11413-06-4, 5; 11413-07-1 through 5 and

9 through 10; 11413-8-1 through 5 and 9 through 13; 11413-9-1 through 7 and 16; 11414-05-2 through 10; 11414-6-1 through 14; 11414-7-1 through 13; 11414-8-1 through 10; 11414-9-1 through 8; 11414-10-1 through 16; 11414-11-1 through 18; 11414-12-1 through 12; 11414-13-1, 2, 4 through 14; 11414-14-1 through 13; 11414-15-5 through 10; 11414-18-3 through 10; 11414-19-1 through 11 and 13 through 18; 11414-20-1 through 13; 11414-21-1 through 12; 11414-22-1, 2, 4, 5, 7 through 23; 11415-9-9 through 13; 11415-10-6, 7; 11415-12-11; 11415-13-1 through 14; 11415-14-1 through 7; 11415-15-3, 5 through 16; 11415-16-7 through 12; 13901-1-1, 2, 4 through 7; 13901-2-1 through 8; 13901-3-1 through 8; 13901-4-1 through 21; 13901-5-1 through 16; 13901-6-1 through 3 and 11 through 15; 13901-7-1 through 13; 13901-8-1, 13 through 15; 13901-10-1 through 16; 13901-11-1 through 14; 13901-12-1 through 16; 13901-13-3 through 6; 13901-17-1 through 10 and 12 through 16; 13901-18-1 through 9, 16 and 17; 13902-1-1 through 3; 5 through 19; 13902-8-1, 6 through 9; 13902-9-1 through 18; 13902-10-21 through 35 and 37 through 43 and 54 through 57; 13902-11-1 through 7; 13902-12-1 through 14; 13902-13-1 through 11; 13902-14-1 through 17.

(4) The area is generally bounded by Holly Street, Sims Street, Amherst Avenue, Bellwood Street and Kirkwood Street, and further identified on attached maps as TMS# 13804-01-01 through 04; 13804-10-07 through 11; 13804-11-07 through 11; 13804-12-02 through 15; 13804-13-01 through 04; 13804-14-01, 02, 03, 04, 05, and 11; 13804-18-01 through 05 and 09 through 10; 13901-15-09 through 12; and 11316-04-02 through 04 and 10 through 13.

(5) The area is generally bound to the north by Blossom Street, to the south by Heyward Street, to the east by Congaree and Waccamaw Avenues, and to the west by Pickens and Saint James Street and Saluda Avenue, and further identified on attached maps as TMS# 11306-04-02 through 35; 11306-05-01 through 06; 11306-06-01 through 06; 11306-07-01 through 39; 11307-03-13 through 16; 11307-04-01; 11307-05-02 through 06; 11307-06-01 through 11; 11307-07-02 through 25; 11307-08-01 through 04; 11307-09-01 through 09; 11308-09-01 through 11; 11308-10-02 through 13; 11308-11-08 through 13; 11310-01-01 through 06; 11310-02-01 through 16; 11310-03-01 through 16; 11310-22-01 through 10; 11311-01-01 through 14; 11311-02-01 through 38; 11311-03-01 through 06; 11311-03-17, 11311-03-19 through 22 (all up to 100' from Waccamaw); 11311-03-23 through 26; 11311-03-27 (up to 100' from Waccamaw); 11311-03-28 through 39; 11312-13-09 through 17; 11381-01-01 through 09; 11381-02-01 through 04; 11381-03-01 through 04; 11387-01-01; 11387-02-01 through 08; 11387-03-01 through 08; and 11387-04-01 through 08.

(6) The area of the city generally bound by the intersection of Grace and Marion Street to the north, Bull Street to the east, Elmwood Avenue to the south, and Sumter Street to the west and further identified by the following tax maps: 09016-03-02 thru 09, 09016-04-01 thru 14, 09016-05-01 thru 09, 09016-06-01 thru 09, 09016-06-11, 09016-06-16 thru 24, 09016-08-01 thru 17, 09016-08-28 and 29, 09016-09-02 thru 18, 09016-12-07, 09016-12-09 thru 11, 09109-07-01 thru 03, 09109-08-02 thru 05, 09109-09-02 and 04, 09113-01-01 and 02, 09113-05-01 thru 10, 09113-06-01 thru 10, 09113-06-12 thru 22, 09113-07-01 thru 14, 09113-08-01 thru 13, 09113-10-01 thru 07, 09113-11-01 and 02, 09113-12-01 thru 19, 09113-12-21 thru 29, 09113-13-03 thru 14, 09113-04-01 thru 12, 09113-02-01 thru 06, 09114-06-01 thru 03, 09113-03-01 thru 04, 09114-05-01 thru 06, 09110-11-02 thru 11, 09114-07-01, 09113-09-01 thru 12, 09114-01-16 and 17, 09110-10-06 (portion zoned C1), 09110-10-08 and 09, 09110-10-12, 09114-01-01 thru 14, 09114-02-01, 09114-02-03 thru 22, 09114-02-24 and 25.

(7) The area of the city bounded generally by Catawba Street on the north, Wayne Street on the east, Heyward Street on the south and Gist Street on the west and further identified on TMS# 08812-01-01 through 08812-01-17; 08812-02-01 through 08812-02-09; 08812-02-11 through 08812-02-15; 08812-03-01 through 08812-03-08; 08812-04-01; 08816-11-01 through 08816-11-10; 08816-12-01 through 08816-12-14; 08816-13-01 through 08816-13-15; 08816-14-02 through 08816-14-14; 08909-02-03 through 08909-02-12; 08913-13-01; 08913-14-01 through 08913-14-05; 08913-15-01 through 08913-15-06; 08913-16-01, 08913-16-02, 08913-16-04, 08913-17-01 through 08913-17-09; 08913-19-01 through 08913-19-08; 08913-20-01 through 08913-20-14 also to be known as the Granby Historic District.

~~(8) The area of the city bounded generally by Monticello and Arlington Streets on the west, Timrod Street on the north, Kinderway and Fuller Avenues to the east, Wildwood Avenue and Jackson Avenue to the south, and further identified as TMS# 09210-05-01 through 05, 09210-05-07, 09210-05-12, 09210-05-18, 09210-05-19, 09211-07-02, 09211-07-4, 09211-08-01, 09211-08-02, 09211-09-01, 09211-10-01 through 09211-10-12, 09212-07-08 through 09212-07-12, 09214-01-01 through 09214-01-10, 09214-02-01 through 09214-02-05, 09214-02-07 through 09214-02-12, 09215-01-01 through 09215-01-12, 09215-02-01 through 09215-02-05, 09215-03-01 through 09215-03-06, 09215-04-01 through 09215-04-08, 09215-05-01 through 09215-05-14, 09215-06-01, 09215-06-02, 09215-06-06, 09215-06-09, 09215-07-01 through 09215-07-04, 09215-17-01, 09215-18-01 through 09215-18-11, 09215-19-01~~

~~through 09215-19-05, 09215-19-07, 09215-20-01, 09215-21-01 (partial), 09215-22-01 through 09215-22-06, 09216-08-48 through 09216-08-54, 09216-08-56 through 09216-08-60, 09216-08-63 through 09216-08-66, 09216-09-01 through 09216-09-04, 09216-10-01 through 09216-10-04, 09216-10-06 through 09216-10-10, 09216-11-01 through 09216-11-04, 09216-12-01 through 09216-12-07 also to be known as the Seminary Ridge Historic District.~~

(c) *Protection area district.*

(1) The area of the city bounded generally by Laurel, Lincoln, Gadsden and Richland Streets and to be identified as Protection Area No. 1, and further identified on attached map as 1973 TMS 13, Block 3, Lots 4, 5 and 6; Block 4, Lots 1, 2, 3, 4, 5, 6, 7, 8, 9 and 23; 1973 TMS 14, Block 4, Lots 15 and 16; Block 5, Lots 17, 18, 19, 20, 21, 23, 24 and 30; Block 8, Lots 7, 8, 9, 10, 11 and 12; all of Block 9; Block 12, Lots 6, 7, 8, 9, 10, 11, 12 and 13; all of Block 13; 1973 TMS 20, Block 3, NW corner of Lot 3, west of Blanding Street; 1973 TMS 21, Block 1, Lot 22; all of Block 5; Block 9, Lots 1 and 11.

(2) The area of the city bounded generally by Millwood Avenue, Devine Street, Harden Street, Gervais Street and Maple Street and further identified on tax maps 11312-02-04 through 07; 11312-03-01, 11, 12 and 13; 11312-04-1 through 7, 16, 17 and 18; 11388; 11316-01-01 through 05; 11316-02-01, 03, 05 and 06; 11316-03-01 through 04, 06 through 11; 11316-04-01, 02 (200' from Maple Street), 23, 24 and 25; 11316-13-01, 02, 04, 05 and 10; 11316-14-01 through 04 and 15; 11316-15-01, 02, 05, 06, 15, 16 and 23; 11386; 11391; 11390 (150' portion from Lee Street); 11405-05-06 through 11; 11406-09-09 through 14; 11406-10-04, 07, 08, 09 and 10; 11406-11-10, 11 and 12; 11409-02-01 through 35; 11409-03-01 through 24; 11409-04-01 through 33; 11409-07-20 through 37, 39 through 42; 11409-08-01 through 14; 11409-09-01 through 12; 11409-10-01 through 23, 25 through 27; 11409-11-01 through 16, 18 through 21; 11409-12-01 through 24; 11409-13-01 through 21; 11409-14-01; 11409-15-01 through 19; 11409-16-01; 11409-17-01 through 13; 11409-18-05 through 09 and 11409-22-01 through 11, and the buffer area which is identified on tax maps 11405-05-05, 12, 13, 14 and 15; 11405-06-01 through 07; 11406-09-15 and 16; 11406-11-07 and 08; 11409-05-01 through 04; 11409-06-01 through 23 and 25 through 27; 11409-07-01, 03 through 19 and 43; 11409-18-04; 11409-21-04 through 07; and, 11409-22-12 through 15, is hereby designated as Protection Area No. 2, also to be known as the Old Shandon/Lower Waverly Historic District. A copy of the "Old Shandon/Lower Waverly Design Guidelines" are on file in the office of the city clerk and are incorporated herein by reference.

(3) The area of the City generally bound by Harden Street, Gervais Street, Millwood Avenue, and Taylor Street and to be identified as Waverly Protection Area and further identified on tax maps as TMS# 11410-01-1 through 17 and 26 through 29; 11410-02-1, 17 through 22; 11411-01-7, 11, 12, 14, 15; 11411-15-2 through 5, 8, 13 through 16; 11411-16-1 through 20; 11411-17-1 through 15; 11406-05-2 through 13; 11406-06-1 through 5 and 8 through 13; 11406-07-1 through 6, 10, 13, 18 through 24; 11406-08-2 through 19; 11407-14-3 through 23; 11407-15-1, 3 through 10; 11407-16-1 through 13; and as TMS# 11410-01-18 through 25; 11410-02-2 through 7, 9, 10, 14 through 16; 11411-01-1 through 3, 13, 16 through 19; 11411-15-1, 6, 7, 9 through 12; 11406-05-1, 14 through 20; 11406-07-7 through 9, 11, 12, 14 through 17; 11406-08-1, 20, 23 through 29; 11407-07-1 through 3; 11407-08-1 through 6; 11407-09-2; 11407-13-1 through 7, 10, 11, 13, 18 through 20, and 22 through 27; 11407-14-1.

(4) The area of the city generally bound by Sunset Drive on the north, the Seaboard Air Line Railroad to the east, Marlboro and Darlington Street to the west and Richfield Drive, Riverview Court and Park Street to the south and to be identified as Earlewood Protection Area and further identified on the following tax maps:

AREA A.

TMS# 9105-01-12, 13; 9105-03-01 through 03; 9105-04-01 through 15; 9105-05-01 through 04; 9105-06-01 through 15; 9105-07-01 through 15; 9105-05-01; 9105-09-01 through 10; 9105-10-01 through 05; 9105-11-01 through 07; 9105-12-01 through 06; 9105-13-01; 9105-14-01 through 08; 9105-15-10; 9106-03-03, 04, 06 through 08, 16; 9106-04-01 through 10, 12, 15 through 20; 9106-05-01 through 15; 9106-06-01 through 05; 9106-07-01 & 02; 9106-08-01 through 16; 9106-09-01 through 28, 30 through 21; 9106-10-01 through 16; 9106-11-01 through 06; 9106-12-01 through 15; 9106-13-01 through 08, 10 through 18; 9106-14-01 through 12; 9106-15-01 through 11; 9106-16-01 through 17; 9106-17-01 through 05, 07 through 12; 9106-18-01 through 11; 9107-09-01 through 16; 9107-10-01 through 03; 9107-11-01 through 06, 08 through 20; 9107-12-01; 9107-13-10; 9107-14-01 through 16; 9107-15-07, 08, 11, 12; 9107-16-01; 9109-01-01 through 14, 16 through 21; 9109-02-01 through 03, 05 through 10; 9109-03-01 through 08; 9109-19-01 through 07; 9109-21-01 through 09; 9110-01-01 through 12; 9110-02-01 through 17; 9110-03-01 through 16; 9110-04-01; 9110-05-01 through 06, 08 through 12; 9110-16-01 through 08; 9110-17-01 through 13; 9110-18-01 through 11; 9110-

19-01 through 17; 9110- 20-01 through 16, 18, 19; 9110-21-01 through 05; 9111-03-02 through 06; 9111-04-01, 08 through 11; 9111-10-01 through 10; 9111-11-07 through 13; 9112-09-02; 9112-10-02 through 04.

AREA B.

TMS# 9105-01-01 through 11, 14 through 21; 9105-02-01 through 04; 9105-12-07 through 15; 9105-14-09 through 17; 9105-15-02 through 09, 12 through 16, 20, 21, 23 through 36, 38 through 42; 9106-20-01 & 02; 9106-21-08 through 14; 9107-01-01 & 02; 9107-05-01 through 06, 08 through 16; 9107-06-01, 03 through 18; 9107-07-03 through 23, 46 through 53; 9107-15-02 through 06, 09; 9108-07-01 & 02; 9109-19-11 & 12; 9109-20-01 through 03, 12; 9111-01-01 through 11; 9111-02-01 through 10, 14 through 24; 9111-03-01, 07 through 10; 9111-08-01; 9111-11-01 through 06; 9111-12-03, 06 through 13; 9111-13-01 through 10; 9112-10-01 & 05; 9112-14-01 through 03, 07 through 12.

(5) The area of the city bounded generally by Catawba Street on the north, Assembly Street on the east, Heyward Street on the south and Wayne Street on the west and further identified on TMS# 08913-06-02 through 08913-06-06; 08913-07-01 through 08913-07-08; 08913-08-01 through 08913-08-08; 08913-09-02 through 08913-09-05; 08913-10-01 through 08913-10-08; 08913-11-01 through 08913-11-06; 08913-12-01 through 08913-12-10; 08981-01-01 through 08981-01-16 also to be known as the Whaley Historic District.

(6) The area of the city generally bound by Huger Street on the west, Gadsden Street on the east, Lady Street on the north and Gervais Street on the south and further identified on TMS# 08912-04-01, 08912-04-06, 08912-04-07; 08912-05-01 through 06, 08912-05-09, 08912-05-11; 08912-06-01 through 04, 08912-06-06A, 08912-06-06B, 08912-06-07 through 13; 08912-07-01, 08912-07-10 through 12; 08912-08-02(p), 08912-08-03, 08912-08-04, 08912-08-05; 08912-10-01 through 03, 08912-10-04(p), 08912-10-13 through 15, 08912-10-18 through 21; 08916-11-02(p), 08916-11-09(p); 09009-08-01(p), 09009-08-08 through 10; 09009-09-02, 09009-09-05(p), 09009-09-07 through 23; 09090-01-01 through 07; 09090-02-01 through 07; 09090-03-01 through 07.

(7) The area of the city bounded generally by Monticello and Arlington Streets on the west, Timrod Street on the north, Kinderway and Fuller Avenues to the east, Wildwood Avenue and Jackson Avenue to the south, and further identified as TMS# 09210-05-01 through 05, 09210-05-07, 09210-05-12, 09210-05-18, 09210-05-19, 09211-07-02, 09211-07-04, 09211-08-01, 09211-08-02, 09211-09-01, 09211-10-01 through 09211-10-12, 09212-07-08 through 09212-07-12, 09214-01-01 through 09214-01-10, 09214-02-01 through 09214-02-05, 09214-02-07 through 09214-02-12, 09215-01-01 through 09215-01-12, 09215-02-01 through 09215-02-05, 09215-03-01 through 09215-03-06, 09215-04-01 through 09215-04-08, 09215-05-01 through 09215-05-14, 09215-06-01, 09215-06-02, 09215-06-06, 09215-06-09, 09215-07-01 through 09215-07-04, 09215-17-01, 09215-18-01 through 09215-18-11, 09215-19-01 through 09215-19-05, 09215-19-07, 09215-20-01, 09215-21-01 (partial), 09215-22-01 through 09215-22-06, 09216-08-48 through 09216-08-54, 09216-08-56 through 09216-08-60, 09216-08-63 through 09216-08-66, 09216-09-01 through 09216-09-04, 09216-10-01 through 09216-10-04, 09216-10-06 through 09216-10-10, 09216-11-01 through 09216-11-04, 09216-12-01 through 09216-12-07 also to be known as the Seminary Ridge Historic District.

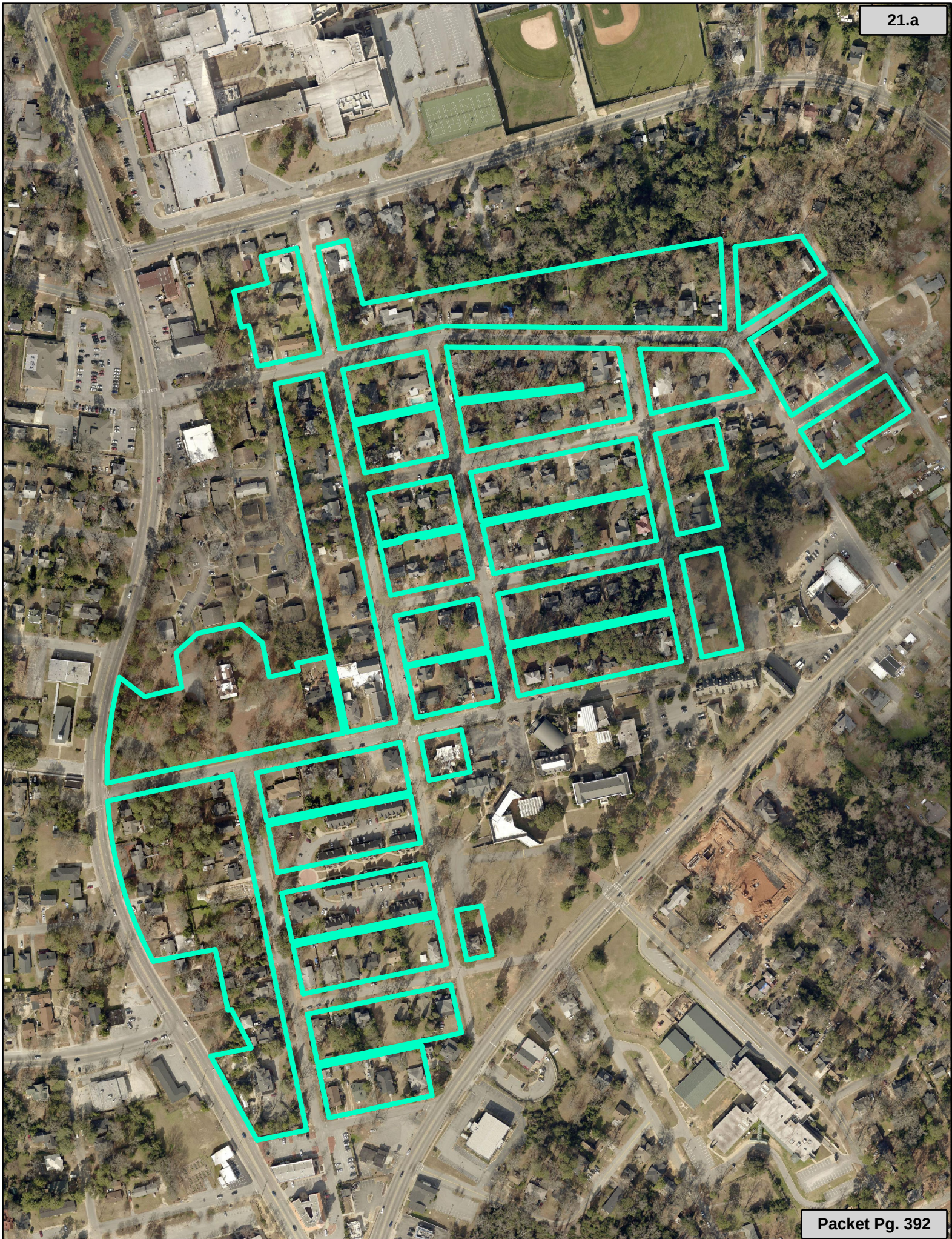
(d) Historic commercial district.

(1) The area of the city generally bound by Gadsden Street on the west, Lady Street on the north, Park Street on the east and Gervais Street on the south and further identified on TMS# 08912-07-02 through 04, 06 through 09, 13, 14; 08916-01-01 through 04, 06 through 10, 13 through 15, 19; 08916-02-01, 02, 04 through 09, 13; 08916-03-01 through 04(p); 08916-11-02(p), 04A(p), 07, 09(p), 10(p); 09013-09-17 through 19; 09013-11-01, 04 through 17, 20; 09013-12-03(p), 11 through 17, 20; 09013-13-09(p), 12, 13, 17; 09089-01-01; 09089-02-01; 09089-03-01; 09089-04-01.

(Code 1979, pt. 6, ch. 8, app. A; Ord. No. 2001-085, 10-3-01; Ord. No. 2003-054, § 3, 10-15-03; Ord. No. 2005-009, 2-9-05; Ord. No. 2005-071, 7-20-05; Ord. No. 2007-027, 6-6-07; Ord. No. 2008-009, 4-2-08; Ord. No. 2009-025, 6-3-09; 2009-130, 2-3-10; Ord. No. 2010-109, 7-29-10; Ord. No. 2010-138, 10-6-10; Ord. No. 2010-138, 10-6-10; Ord. No. 2011-070, 10-11-11; Ord. No. 2013-001, 2-5-13; Ord. No. 2013-085, 10-1-13; Ord. No. 2016-109, 12-16-16)

STAFF RECOMMENDATION

Staff recommends to City Council the movement of language regarding the Seminary Ridge Historic District from Section 17-681(b)(8) of the City of Columbia's Code of Ordinances to Section 17-681(c)(7) to change the Seminary Ridge Historic District from an Architectural Conservation District to a Protection Area and change the language on the Official Zoning Map from "Seminary Ridge Architectural Conservation District" to "Seminary Ridge Protection Area."



Future Land Use Map

Seminary Ridge Historic District

21.a

Department of Planning & Development Services

Legend



- UCMR-1 - Urban Core Mixed Residential-1
- UCMR-2 - Urban Core Mixed Residential-2
- UEMR - Urban Edge Mixed Residential
- UEMF - Urban Edge Multi-Family
- UCR-1 - Urban Core Residential Small Lot
- UCR-2 - Urban Core Residential Large Lot
- UER-1 - Urban Edge Residential Small Lot
- UER-2 - Urban Edge Residential Large Lot
- UCAC-1 - Urban Core Neighborhood Activity Center
- UCAC-2 - Urban Core Community Activity Center
- UEAC-1 Urban Edge Community Activity Center
- UCAC-3 Urban Core Regional Activity Center
- UEAC-2 - Urban Edge Regional Activity Center
- AC-1 - Neighborhood Activity Corridor
- AC-2 - Community Activity Corridor
- AC-3 - Regional Activity Corridor
- EC - Employment Campus
- IND - Industrial
- TU - Transportation & Utilities
- SD-1 - Sports/Amusement District
- SD-2 - Civic/Institutional Districts
- SD-3 - Central Business District
- SD-4 - Riverbanks Zoo and Garden
- SD-5 - Universities/Colleges
- SD-6 - Fort Jackson

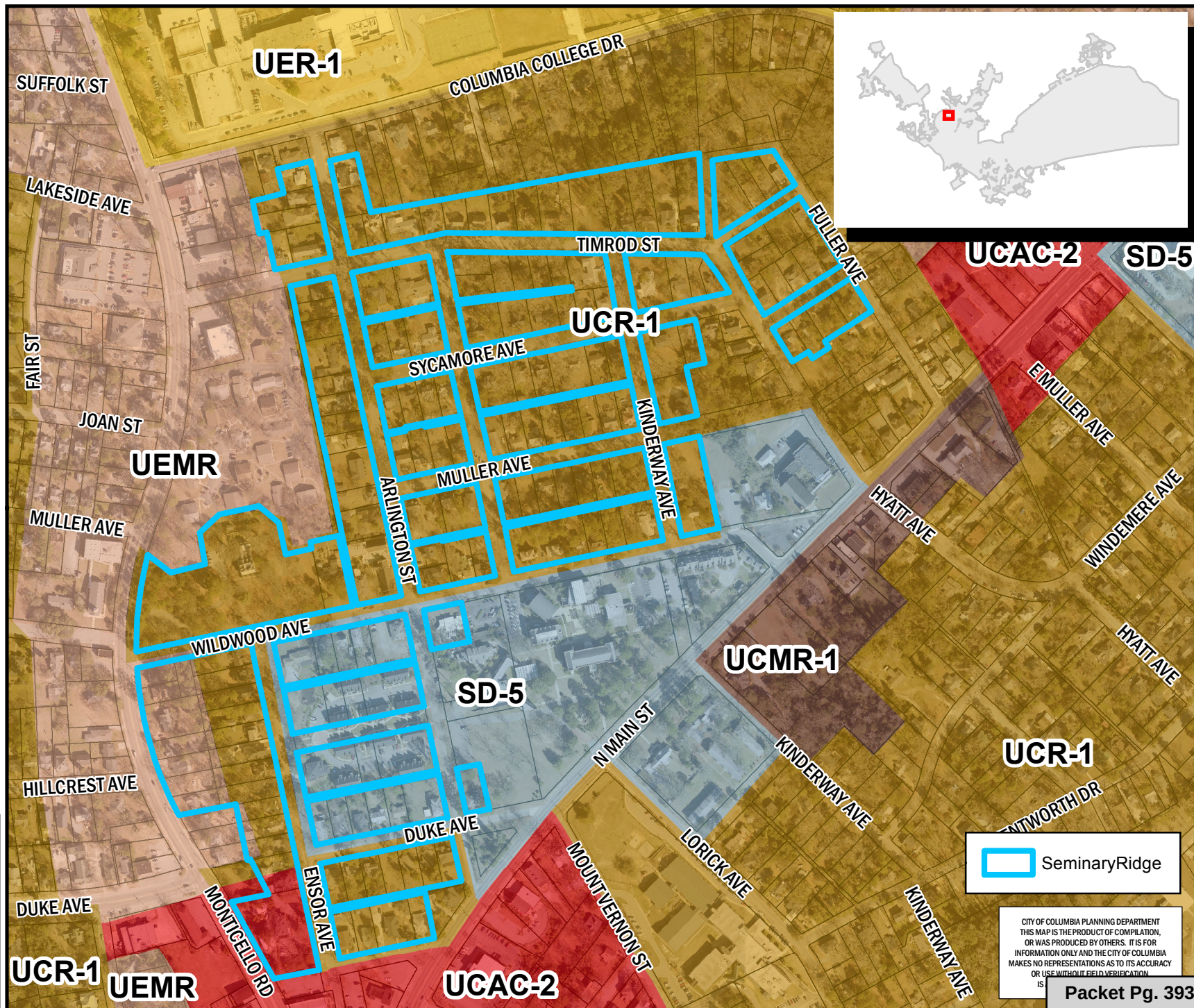


0 100 200 400 Feet

ORIGINAL PREPARATION/DATE:
This map was prepared by:
Shane Shaughnessy
March 6, 2018



We Are Columbia



 SeminaryRidge

CITY OF COLUMBIA PLANNING DEPARTMENT
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OR WAS PRODUCED BY OTHERS. IT IS FOR
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MAKES NO REPRESENTATIONS AS TO ITS ACCURACY
OR USE WITHOUT FIELD VERIFICATION
IS

Packet Pg. 393

** DATA SOURCE - CITY OF COLUMBIA, GIS DIVISION

Zoning Map

Department of Planning &
Development Services

Seminary Ridge Historic District

21.a

Legend

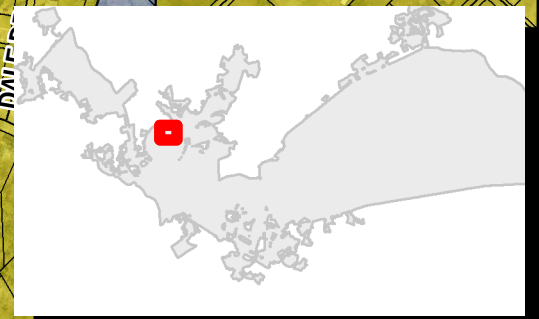
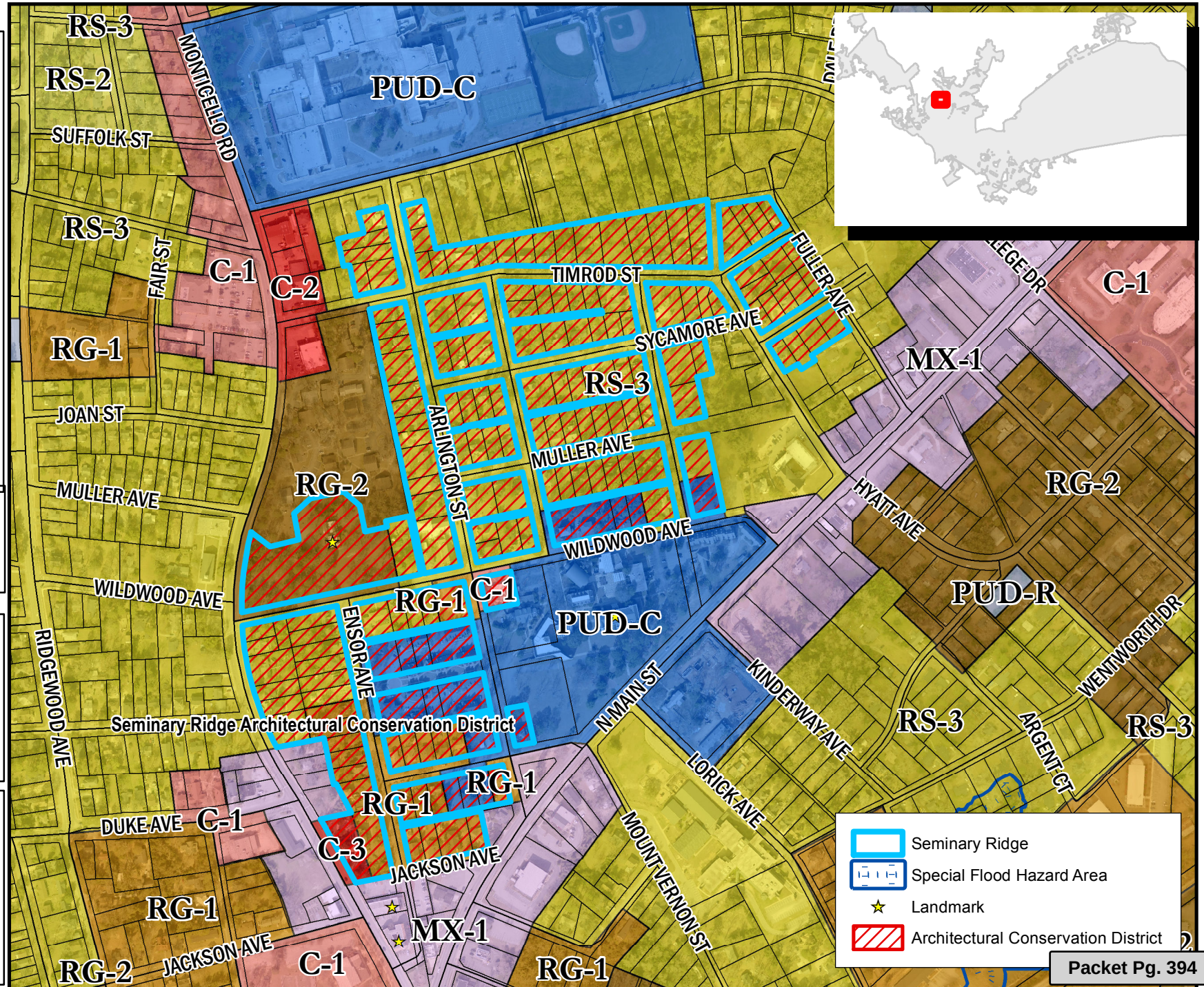
CITY LIMITS
 PARCELS

D-1	C-1
RS-1	C-2
RS-1A	C-3
RS-1B	C-3A
RS-2	C-4
RS-3	C-5
RD	M-1
RD-2	M-2
RG-1	PUD-C
RG-1A	PUD-LS
RG-2	PUD-LS-E
RG-3	PUD-LS-R
UTD	PUD-R
MX-1	OUT OF CITY
MX-2	

0 100 200 400 Feet

ORIGINAL PREPARATION/DATE:
This map was prepared by:
Shane Shaughnessy
March 6, 2018

DISCLAIMER:
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Seminary Ridge
 Special Flood Hazard Area
 Landmark
 Architectural Conservation District

Packet Pg. 394

Seminary Ridge

Protection Area **GUIDELINES**

Adopted _____

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Seminary Ridge Protection Area Guidelines

SECTION I: PURPOSE

Design Guidelines are criteria and standards that the Design/Development Review Commission (D/DRC) must consider in determining the appropriateness of proposed work within a historic district. Appropriateness of work must be determined in order to accomplish the goals of historic zoning, which are:

- Protect the beauty of the City and improve the quality of its environment through identification, recognition, conservation, maintenance and enhancement of areas, sites and structures that constitute or reflect distinctive features of the economic, social, cultural or architectural history of the city and its distinctive physical features;
- Foster appropriate use and wider public knowledge and appreciation of such features, areas, sites, and structures;
- Resist and restrain environmental influences adverse to such purposes;
- Encourage private efforts in support of such purposes; and
- By furthering such purposes, promote the public welfare, strengthen the cultural and educational life of the city, and make the city a more attractive and desirable place to live and work.

SECTION II: DISTRICT PRINCIPLES AND GOALS

- Retain the visual character of the district, so that history and development is understood;
- Maintain residential patterns in the district;
- Encourage new residential development which enhances the existing neighborhood
- Guidelines are not intended to restrict creativity but to guide development in ways that maintain the character of the area and discourage those elements which may threaten it.

SECTION III: HISTORIC SIGNIFICANCE, BOUNDARY DESCRIPTION AND DESIGN CHARACTERISTICS

HISTORIC SIGNIFICANCE

Seminary Ridge is a residential neighborhood surrounded by several major vehicular thoroughfares and historic landmarks, with a landmark building (Ensor-Keenan House) from the late 1800s, and other landmark buildings such as the old Eau Claire Town Hall and the Eau Claire Print building. Located just above the nucleus of the small town of Eau Claire, which developed in the early 1900s, this neighborhood has evidence of its early development as well as continued infill throughout the early and mid-twentieth century. The Lutheran Seminary along its east border has also heavily influenced the landscape and development of the neighborhood.

The capital city of Columbia was expanding rapidly in the early twentieth century. The vehicle age was dawning, and trolley cars were able to move large groups of people rapidly

to the outlying suburbs located to the southeast and to the north of the city's historic borders. Land developers saw the trolley lines as paths to wealth, and soon began buying up large tracts of land to create new neighborhoods along the tracks. Frederick Hargrave Hyatt was one such developer. An agent and eventually area manager for the New York Life Insurance Company, as well as a dairy farmer, Hyatt purchased a home north of Columbia in the early 1890s. He began the development of Hyatt's Park and created several neighborhoods, selling off lots at auction and encouraging the growth of the area. He helped establish an electric railway line out to his developments in 1896. Hyatt donated land to Columbia College, and was a dynamic force for developing the small town of Eau Claire, which was incorporated in 1899 with over 200 residents. The town was in the shape of a circle, with its center at the intersection of North Main Street and Monticello Road.¹

The new town gained some significant buildings in the late 1890s and early 1900s. The Hyatt Park Pavilion, built in 1897, provided an entertainment center with a casino, vaudeville theater, and orchestra and even a zoo. The next year the Hyatt Park School was completed. The Columbia College moved up from their downtown location to their new property in Eau Claire, and broke ground in 1905. The Lutheran Seminary constructed its first large building in 1911, and in the midst of all the new activity, homes and churches were also being built throughout the area, including Eau Claire Presbyterian Church in 1912, St. Paul Baptist Church in 1911, The Lutheran Church of the Ascension, completed in 1913, and others.² While the churches were wood framed, wood-sided buildings, the schools were generally masonry buildings with imposing facades, lending a sense of stability to the new town. Its independence was somewhat brief, however, as the City of Columbia incorporated a portion of Eau Claire in 1913, along with suburbs located east southeast of the city, including Shandon, Waverly and South Waverly.³

The area that is now the neighborhood of Seminary Ridge is located in between the two major thoroughfares within Eau Claire, being the two roads whose intersection formed the center point of the town. Just north of the intersection, the ornately decorated brick American Lutheran Survey building, later the Eau Claire Town Hall was completed in 1914, followed later by the Survey Publishing Building. North of these buildings the neighborhood of Seminary Ridge begins, and residences have remained along this southern border since around the 1920s.

Originally, the neighborhood's southern border created a narrow point at the town's center. A plat map from 1910 indicates that the Monticello Home Company owned the entire area forming a triangle between North Main Street, Ensor and Arlington (west boundary) and Calhoun Street (later Timrod Street), excluding the Lutheran Seminary campus. The Ensor-Keenan House, reportedly built in the late 1860s and rebuilt in 1891 after a fire, was on part of the west boundary of the neighborhood. The company hired an Ohio landscape engineer to draw up the plan, and his plat shows there were to be fairly regularly sized lots, with sidewalks and trees lining the streets. Monticello was the name of the new neighborhood,

¹ Walter Montgomery, Eau Claire Memories: A Pictorial History of the Eau Claire Neighborhood in Columbia, South Carolina 1890-2000 (Columbia, S.C.: The Columbia Star & The New Survey, 2000), 3-4, 6-7.

² Montgomery, 5-6, 57-58

³ John M. Bryan & Associates, "City-Wide Architectural Survey & Historic Preservation Plan, Columbia, South Carolina," 1993, 56. Copy on file with the City of Columbia Planning Office.

and playing on the presidential theme it evoked, original street names included Mt. Vernon and Jefferson (later changed to Calhoun, and changed again to Timrod).

The earliest homes in the area were built adjacent to each other on Muller Avenue, by the Cannon family, with another home built on Wildwood Avenue in 1913. Churches and the Lutheran Seminary also began building in the area during the early 1900s, with the addition of the Lutheran publishing building by the 1910s. Built of stone and brick, these substantial new buildings offered the town a sense of permanence and stability. The City of Columbia annexed part of Eau Claire in 1913, with the remainder annexed in 1955.

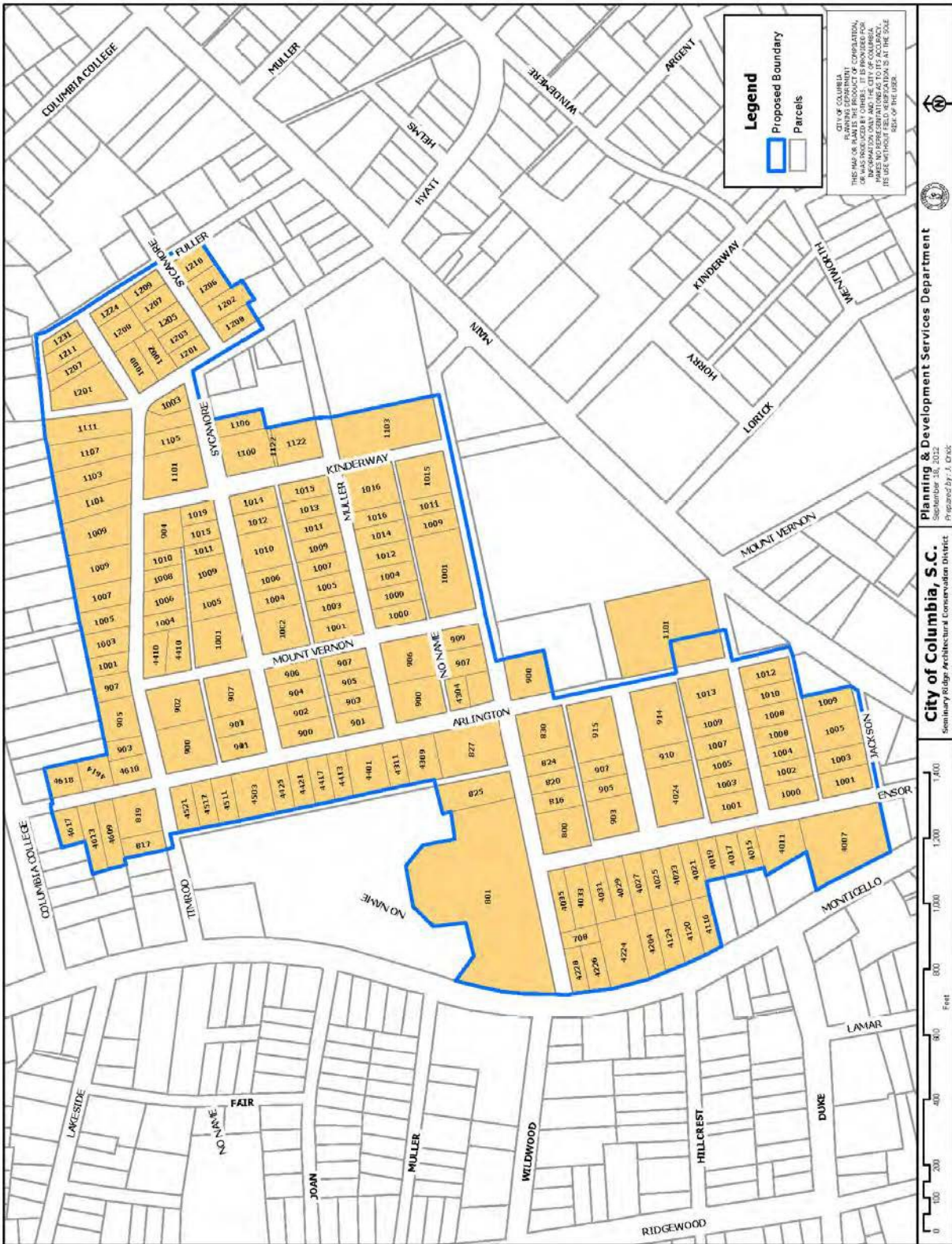
Between those periods the neighborhood continued to gain new houses. Bungalows built during the 1920s appear concentrated in the southern part of the neighborhood, along Jackson, Duke and Hillcrest Avenues, as well as their western border, Ensor Avenue.

The Great Depression brought construction nearly to a halt, though a few buildings were added along Main Street, Arlington, Wildwood and Sycamore. Construction picked up during the 1940s and 1950s, with homes filling in along Sycamore, Wildwood, and Ensor Avenue. Timrod gained some homes during the 1950s and 1960s, though its hilly topography seemed to deter consistent development. Reportedly in 1961, President John F. Kennedy tried to boost the steel industry with the re-introduction of steel houses, with seven buildings being built across the nation. One of them is on Timrod Street, and it is strikingly similar to the all-metal Lustron homes created during the 1940s.

The Lutheran Seminary reportedly housed professors in homes in the neighborhood and has undoubtedly contributed to the neighborhood throughout the years. Its campus has created somewhat of a calming buffer between the neighborhood and busy North Main Street. The campus extended into the neighborhood in the late 1990s when it removed Hillcrest Avenue to build student housing. There are a few vacant lots in the neighborhood that have been filled in with new housing within the past decade or so, but generally the area retains much of its historic buildings and wide, peaceful streets.

BOUNDARY DESCRIPTION

The west boundary generally follows the east side of Monticello Road up to the Ensor-Keenan House, and west sides of the lots along the west side of Arlington Street. The north boundary is generally along the north property lines of the lots on the north side of Timrod Street, then travels southeast along Fuller Avenue before cutting west along the south property lines of houses on the 1200 block of Sycamore Avenue. The boundary travels north along Hyatt and then west on the 1100 block of Sycamore before heading south behind lot lines along the east side of Kinderway Avenue. The boundary extends west from there along Wildwood Avenue before traveling south, where it undulates along the east side of Arlington Street, before heading west along Jackson Avenue, the southernmost border. This boundary generally follows the 1910 plat for the Monticello neighborhood and includes some development along Monticello Road that was simultaneous with the growth of the neighborhood.



PERIOD OF SIGNIFICANCE

The period of significance is from 1910 to 1965, which encompasses the many decades of development that occurred slowly in this neighborhood. This period covers the initial 1910 planned neighborhood from the Monticello Home Company, through the Bungalow and Minimal Traditional and Ranch style homes and is extended through the mid-1960s to include some exceptional examples of mid-century architecture, including an extremely rare all-steel house.

DESIGN CHARACTERISTICS

This is a somewhat eclectic neighborhood given its long period of significance. Early homes from the 1910s have wood clapboard siding and tall roofs, originally clad in standing seam metal. These vernacular homes are concentrated on Muller Avenue. Since development occurred very slowly in the neighborhood, there are only a few of these examples. By the 1920s, Bungalow styles with wood siding and low-slung, varied rooflines and exaggerated porch columns became the norm. Brick siding took over as the dominant exterior building material by the 1930s and 1940s with the influx of the Minimal Traditional styles houses, and continued into the 1950s through the 1960s with Ranch homes. An experimental all-steel house on Timrod is a unique feature of the neighborhood, and a stone-veneered modern house on Wildwood Avenue offers another unique example. Many brick homes feature stucco or other siding in gables, and cast stone or stone is used as a decorative feature around doors. While there are a number of porches, many of them on the sides of buildings, there are also a generous number of stoops in this neighborhood.

There is an unusually diverse and interesting collection of original front doors in this neighborhood, and many of the homes also retain original wood windows with varying designs, each of them complementary to the architecture of the building. Streets are generally wide and there are only a few sidewalks and no curbs. Driveways are concrete, though there are a few examples of gravel or other materials. Most front yards feature concrete sidewalks and the homes are all oriented parallel to the street. A number of old wire fences and some concrete block, piled stone, and other materials form a few low walls in the area.

SECTION IV: ADMINISTRATION

The City staff in the historic preservation office administers the projects within historic districts and Protection Areas, and directs those projects through the review process to the Design/Development Review Commission (D/DRC). When you are planning a project, it is helpful to go ahead and contact the City staff about the work before you make purchases or hire contractors, since the project may require review and/or alterations to help it meet these guidelines. Staff can speak with you, answer questions, visit the site of the project, and look at your plans with you to identify areas that appear to meet or not meet the guidelines.

If necessary, staff will provide you with an application to appear in front of the D/DRC, which is made up of a group of volunteers with professional backgrounds and interest in design and preservation issues, and which meets once a month to review projects. Once a signed application is returned, your project will be placed on the agenda for the next available meeting.

Applying for a building or zoning permit also triggers review by the historic preservation office, so speaking with staff before you make the trip to apply for a permit will help you save time, as we can explain the review process, write memorandums to the permit offices if your project does not require review, and stay in contact with other City staff to help make sure your wait time is minimal.

D/DRC MEETINGS

If your project does require review by the D/DRC, their meetings are held at 4:00 pm, typically on the second Thursday of the month. A blue sign will be placed in your yard 15 days prior to the meeting; it is a simple legal notification for the public hearing. Staff will remove the sign, often the day after the meeting.

At the D/DRC meeting, the staff will present the projects as they appear on the agenda and will usually have photos or plans for the project up on a screen. They will have already prepared an evaluation of your project the week before, showing how it does or does not meet the guidelines. You will be given an opportunity to speak to the D/DRC about your project and answer any questions they may have. Typically, the project is decided that same day, and as soon as possible within the next work day or two, the staff will prepare a Certificate of Design Approval if your project was approved. This will allow you to pull the proper permits. If your project was not approved, then you may revise the project and reapply, or you may appeal the decision to circuit court.

BAILEY BILL

City staff is aware that renovation work on historic houses can be costly, and for large-scale projects that are retaining original features and materials for the building, you may be interested in a tax program we offer called the “Bailey Bill.” This program requires that you meet certain parameters, but if you qualify, then the property’s tax value will remain at its pre-rehabilitation rate for 20 years, which can be a significant incentive.

A. ACTIONS THAT REQUIRE DESIGN REVIEW

1. Additions/Enclosures visible from the public right-of-way
2. New construction
3. Driveways and parking areas
4. Signage
5. Demolition and relocation
6. Changes to rooflines and roof forms

B. ACTIONS THAT DO NOT REQUIRE DESIGN REVIEW

1. Paint color and painting
2. Work not visible from the public right-of-way
3. Interior work
4. Fences and walls
5. Replacement of windows, siding, and doors
6. New construction of outbuildings and carports
7. Demolition of outbuildings and carports
8. Dormer additions, chimneys, and roof materials
9. Porch railings, shutters and columns
10. Sidewalks

- 11. Awnings and canopies
- 12. Screen doors/storm doors/security doors
- 13. Storm windows

C. GENERAL MAINTENANCE AND REPAIR

If you are repairing or replacing materials on the exterior of the building with the same materials (wood for wood, same size and details), you may be required to have a zoning permit. The Zoning Department handles simple permits, and you may call them at 545- 3333 to ask whether your project requires one.

D. REVIEW OF NON-CONTRIBUTING BUILDINGS

These are buildings that generally are outside of the period of significance for the neighborhood or have had significant alterations to the historic form or details, so that they no longer contribute to the character of the neighborhood. While these buildings are still reviewed under the guidelines, they are most often reviewed at staff level.

SECTION V: GUIDELINES FOR NEW CONSTRUCTION

Seminary Ridge has a few empty lots and has had some new construction in recent years that has generally blended with the overall sizes and shapes of buildings in the neighborhood. The guidelines for new construction are from the city ordinance and are the same for all historic districts. These are intended to help guide new development so that it complements surrounding historic buildings and streets rather than detracting from them. These will also help the neighborhood as it changes over time, so that new buildings maintain some of the essential characteristics of the area, such as the setback of buildings from the street, their general heights, forms and other details.

- (1) **Height:** Construct new buildings to a height that is compatible with the height of surrounding historic buildings.
- (2) **Size and scale:** The size and scale of a new building shall be visually compatible with surrounding buildings.
- (3) **Massing:** Arrange the mass of a new building (the relationship of solid components [ex. walls, columns, etc.] to open spaces [ex. windows, doors arches]) so that it is compatible with existing historic buildings on the block or street.
- (4) **Directional expression:** Site the entrance of the building so that it is compatible with surrounding buildings.
- (5) **Setback:** Locate the new building on the site so that the distance of the structure from the right-of-way is similar to adjacent structures.
- (6) **Sense of entry:** Place the main entrance and the associated architectural elements (porches, steps, etc.) so that they are compatible to surrounding structures. The main entrance shall be constructed with covered porches, porticos, or other architectural forms that are found on historic structures on the block or street.
- (7) **Rhythm of openings:** Construct new buildings so that the relationship of width to height of windows and doors, and the rhythm of solids to voids is visually compatible with historic buildings on the block or street. Maintain a similar ratio of height to width in the bays of the façade.
- (8) **Roof shape:** Use roof shapes, pitches, and materials that are visually compatible with those of surrounding buildings.

(9) **Materials, Texture, Details:** Materials, textures, and architectural features shall be visually compatible with the scale, placement, profile, and relief of details on surrounding structures on the block or street. The D/DRC may evaluate other materials based upon their compatibility within the district, the block on which the structure sits, and the materials found therein.



SECTION VI: ADDITIONS

A. PRINCIPLES

It is often necessary to increase the space of a building in order for it to continue to adapt to the owner's needs. Over time, a family's space needs change and, in order to accommodate these needs, a building may need to be enlarged. While these additions are permitted, they should serve to reinforce and not detract from the existing architectural form and design of the building.

Additions should not significantly alter the basic form of a building. Additions visible from the street should be constructed so that the essential form and integrity of the original building will be readily comprehended. Additions should be attached to the rear or least conspicuous side of the building. They should be compatible with yet distinct from the original portions of building and should result in minimal aesthetic damage to it.

B. GUIDELINES

1. The most appropriate location for an addition is the rear of the building.
2. Site additions so that they do not detract from or obstruct important architectural features of the existing building or others around it, especially the principal façade.
3. Additions should be compatible with the original structure in materials, style and detailing, but should be distinct from the original building.
4. The size and scale of the new addition should be in proportion to the existing building and clearly subordinate to it, so that the integrity of the original structure is not compromised.
5. Additions are also subject to the guidelines for new construction.

SECTION VII: REHABILITATION AND MAINTENANCE

1. ROOFS

A. PRINCIPLES

Roofs are highly visible components of historic buildings. They are an integral part of a building's overall design and often help define its architectural style. The most common residential roof types are gable, hip, or a combination. The original shape and pitch of the roof should be retained.

B. GUIDELINES

1. The original roof form should be retained.
2. Existing ridgelines and pitch should be retained.



2. PORCHES

A. PRINCIPLES

Porches serve as a covered entrance to buildings and a transitional space between the interior and exterior and are an important design feature.

Owners are often tempted to enclose porches for additional year-round living space. Although porch enclosures are generally not recommended, they can be done in an appropriate manner. Transparent materials, such as clear glass enclosures or screens that are set behind balustrade and structural systems and maintain the visual openness of a porch are permitted.

Stoops are a common feature in Seminary Ridge, these are generally uncovered, raised platforms with concrete floors, sometimes with a railing or balustrade, and are often found on the front sides of the buildings. They are generally the same height as the threshold of the front door and have a set of brick or concrete steps down to the front yard.



B. GUIDELINES

1. If enclosures are undertaken, maintain the openness of porches through the use of transparent materials such as glass or screens. Place enclosures behind significant detailing, so that the detailing is not obscured. Designs for front porch enclosures which alter the visual massing and volume of the building are prohibited.
2. Stoops on facades shall not be enclosed.

SECTION VIII: DRIVEWAYS AND PARKING AREAS

When considering construction or replacement of a driveway or parking area, residents must contact City staff in the Development Center and Planning and Preservation offices to obtain the necessary permits. The City Ordinance, Section 17-674(f) provides language for driveways and parking areas in historic districts and is included here.

Criteria for review of driveways and vehicular parking areas. The DDRC, in their review of all construction or alteration of driveways or other vehicular parking areas in residentially zoned DP districts located in the front or secondary front yard, shall use criteria which includes, but is not limited to the following:

- (1) Unless a showing of extraordinary and exceptional conditions pertaining to the piece of property can be shown, the amount of allowable area paved for the use of a driveway or a vehicular parking area shall be limited to a width of (12) feet measured with a straight line that runs parallel to the front or secondary front lot line.



(2) The designated vehicular parking area or driveway shall be placed so as to minimize its visual impact on the primary structure.

(3) Driveways and vehicular parking areas shall be compatible with the existing building and the site and setting of the historic district, taking into account the level of designation.

Appropriate materials are:

- a. Protection area: Brick pavers, cobblestones, concrete pavers, granite, concrete, asphalt, sand, gravel, or crushed stone.
- b. Architectural conservation district: Brick pavers, cobblestones, granite and concrete.

Not in Ordinance:

(4) If a parcel is commercially zoned and a parking lot is desired, parking shall not occur in the front yard. Parking shall be placed to minimize its impact on the associated structure. Parking lots must be surfaced with acceptable materials for paving in the historic district and any buffer walls or site improvements are subject to review for design and materials. Surface parking must be placed at 15' or more from a street right-of-way. Screening shall be required between a parking lot edge and a street right-of-way. Lighting must be appropriate for the residential and historic district in which the parking lot is located.

SECTION IX: BUSINESS SIGNAGE DEFINITION

Sign, business means any sign which relates in its subject matter to the buildings, businesses, establishments, occupants, uses, functions, or premises on which it is located, or to products, accommodations, services or activities offered, sold or engaged in or on the premises on which it is located. Mobile signs and portable signs may be business signs, but billboards or advertising signs are not business signs.

A. PRINCIPLES

In a residential area with the possibility of once residential properties being converted into commercial businesses, signage can have a great impact on nearby residential properties. Proper sizing, style, materials, location, and illumination will influence not only how effective a sign is for its associated business, but also its impact on the greater community.

The following guidelines do not supersede the Columbia Sign Ordinance. All signs must comply with the regulations contained in the Code of Ordinances, Columbia, South Carolina; Chapter 17, Planning, Land Development and Zoning, Divisions 12, Signs.

B. GUIDELINES

(1) **Color:** Limit total number of colors to increase legibility. Sign colors should complement the colors used on the structures and the project as a whole. Advertising signs should not be painted directly over brick facades.

(2) **Materials:** The following materials are recommended for signage in the Seminary Ridge Neighborhood (change wording here as necessary for historic district):

--Wood (carved, sandblasted, etched, and properly sealed and painted, or stained)

--Metal (formed, etched, cast, engraved, and properly primed and painted or factory coated to prevent corrosion);

--High density pre-formed foam or similar material. New materials may be appropriate if properly designed in a manner consistent with these guidelines, and painted or otherwise finished to complement the associated architecture.

(3) Legibility:

Keep the message brief for greatest legibility and effectiveness. Evaluate each word and remove any words that do not contribute directly to the basic message of the sign.

Do not space words or letters too closely together; likewise, limit the number of lettering styles to increase legibility. Glossy finishes which could cause glare should be avoided.

(4) Location:

Wall signs: signs should be placed consistent with the building's proportions and scale of elements. They should be located where architectural features or details suggest a location, size or shape for the sign. Signs should not obscure or interrupt existing architectural elements.

Ground mounted signs should be low and should not impede any sight triangles. Monument signs as well as signs hanging from a wrought iron or wood post would be appropriate. These signs should be placed far enough back from the front property line to be properly associated with the structure in which the business resides.

Window signs (such as vinyl lettering on glass) are prohibited in a primarily residential historic district.

(5) Illumination: Consider first whether the sign needs to be lighted at all, particularly in a primarily residential neighborhood. Nearby street lights may provide ample illumination.

If the sign can be illuminated by an indirect source of light, this is usually the best arrangement because the sign will appear to be better integrated into the building's architecture. A light fixture mounted on the building may provide adequate lighting. A flood light installed at ground level and directed up is appropriate for a stand-alone sign.

SECTION X: RELOCATION

A. PRINCIPLES

1. Much of a building's value is in its context: the street on which it sits, the buildings that surround it, and the landscape. Therefore a building should remain in its context unless its existence is threatened by encroachment or it cannot be preserved in the original location.
2. Moving a historic building from its original site should not occur.
3. Moving a non-historic building, or a building, which has irretrievably lost its architectural and historical integrity, may be appropriate.
4. Moving a building into the district is permitted if it is compatible with the district.

B. GUIDELINES

1. Moving a building into the district is permitted if the building will be compatible with the historic buildings surrounding the new location in terms of height, scale, setback, and rhythm of spacing, materials, texture, details, roof shape, orientation, and proportion and rhythm of openings.
2. Moving a building out of a district is not permitted unless the building does not contribute to the district's historical or architectural significance, or has irretrievably lost its architectural and historical integrity.

SECTION XI: DEMOLITION

A. PRINCIPLES

The demolition of an historic building should be an action of last resort. When a structure is demolished, the community loses a part of its history, which cannot be replaced. When a house is removed and not replaced, the fabric of the neighborhood is undermined.

Accordingly, such requests are reviewed very deliberately and require detailed information. Additionally, the removal of a structure without a replacement should be permitted in only the most extreme of circumstances and when all other options have been exhausted.

B. Criteria for Review *Reprinted from Code of Ordinances for City of Columbia & Rules & Regulations of Design/Development Review Commission.*

1. The historic or architectural significance of a building, structure, or object;
2. A determination of whether the subject property is capable of earning a reasonable economic return on its value without the demolition, consideration being given to economic impact to property owner of subject property;
3. The importance of the building, structure, or object to the ambience of a district;
4. Whether the building, structure, or object is one of the last remaining examples of its kind in the neighborhood, city or region;
5. Whether there are definite plans for the reuse of the property if the proposed demolition is carried out, and what the effect of those plans on the character of the surrounding area would be;
6. The existing structural condition, history of maintenance and use of the property, whether it endangers public safety, and whether the city is requiring its demolition;
7. Whether the building or structure is able to be relocated, and if a site for relocation is available; and
8. Whether the building or structure is under orders from the city to be demolished, and this criteria shall be given more significance than the above- mentioned criteria.

C. Types of Information *In addressing each of the demolition criteria the D/DRC may require the following types of information:*

1. Estimate of the cost of demolition, and estimate of the cost of renovation;
2. Report from an engineer, architect, or contractor as to the structure(s) on the property and their suitability for rehabilitation;
3. Estimated market value of the property in its current condition; after demolition, after renovation of the existing property for continued use, with proposed redevelopment;
4. Estimate from an architect, developer, real estate consultant, appraiser, or other real estate professional experienced in rehabilitation or reuse of the existing structure(s) on the property;
5. Information on any current negotiations to buy, rent, or lease property;
6. All appraisals obtained within the previous two (2) years by the owner or applicant in connection with the purchase, financing or ownership of the property;
7. Except in the case where a structure poses an extreme life-safety hazard, the demolition of a structure shall not be approved until the plans for its replacement have been reviewed and approved by the Design/Development Review Commission.

SECTION XII: DEFINITIONS

Please also see the Land Development ordinance for additional definitions.

Addition: 1. Construction that increases the living or working space of an existing structure, and is capable of being mechanically heated or cooled. (*ex. porch enclosures, room additions, etc.*) 2. An alteration that changes the exterior height of any portion of an existing building. 3. Any extension of the footprint of the structure, including porches and decks.

Appropriate: Suitable for, or compatible with, a structure or district, based upon accepted standards and techniques for historic preservation and urban design as set forth in the Secretary of the Interior's Standards and these guidelines.

Architectural feature/element: Any of the component parts that comprise the exterior of a building, structure or object that convey the style of a building. (*ex. Victorian, Bungalow, etc...*)

Character-defining feature: a detail or part of a structure that imparts style or design and distinguishes it from other structures (*ex. porch railings, decorative windows*)

Compatible: to conform or be in harmony with the components of the style of a building or the character of a district.

Contributing (building/structure/site): A building, structure or site that reinforces the visual integrity or interpretability of a historic district. A contributing building is not necessarily "historic" (50 years old or older). A contributing building may lack individual distinction but add to the historic district's status as a significant and distinguishable entity.

Demolition: Active deconstruction in whole or in part of a building, object, or site.

Elevation: 1. Height in terms of distance from grade; 2. an exterior wall of a building, usually used in referring to portions other than the façade.

Enclosure: To close off a previously exterior open space, through the installation of walls or other devices.

Exterior Change: An action that would alter the appearance of a structure. Examples include: change in roof pitch or form, or replacing or covering exterior siding with substitute material, reducing, enlarging, closing or relocating window or door openings

Façade: An exterior side of a building; usually the front elevation of the building.

General maintenance and repair: Work meant to remedy damage due to deterioration of a structure or its appurtenances or general wear and tear, which will involve no change in materials, dimensions, design, configuration, color, texture or visual appearance.

Major: Substantive; substantial; as in considerable amount of.

Muntin/Mullion: The strips of the window that divides the glass into panes or lights.

Muntins are horizontal, mullions are vertical.

New Construction: The construction of any freestanding structure on a lot that ordinarily requires a permit. This may apply to a variety of activities such as storage buildings, carports & garages, secondary dwellings, etc.

Non-contributing (building/ structure/site) A building, structure or site which no longer reinforces the visual integrity of the district either because it is a vacant parcel, it is a structure that was built outside of the period of significance of the district (and does not appear similar to those within the period of significance) or it is an historic structure that has lost its architectural integrity.

Period of Significance: **a.** For an individual structure: the date of construction plus or minus ten years; **b** for a district, the span of time from the date of the oldest building within the boundaries to the date by which significant development ended.

Secondary Front Yard: The non-primary side of a building on a corner lot.

Shall: What must happen.

Should: What must happen unless evidence is presented to illustrate why an alternative is more suitable.

APPENDIX A: ENERGY EFFICIENCY AND HISTORIC BUILDINGS

Just because you live in a charming old house does not mean you have to suffer through high energy bills or uncomfortable rooms. Historic houses have a lot of great features that were designed to take advantage of passive energy measures, like operable windows that were aligned for cross-ventilation, porches, thick materials like plaster and brick which help retain the interior temperature, and they often have mature deciduous trees around that help block the summer sun but allow the warmth in during winter months.

A variety of published studies indicate that historic homes can be as efficient as newly constructed buildings. Did you know that weather stripping a well-maintained historic window and adding a storm window can cost less than half the price of a new window but match the energy savings? Insulating in your attic and under the first floor is one of the best ways to stop energy loss in the building, as well as simple tricks like caulking around windows, doors and plumbing holes, adding weather stripping to windows, doors and your attic hatch, which is a big energy loss for buildings.

In an effort to help you enjoy your old home, these guidelines do not review energy saving measures like shutters, storm windows, storm doors or any weather stripping. Any interior treatments such as cellular shades, reflective roll shades, thermal drapes, or interior shutters are also not reviewed.

APPENDIX B: WINDOW REPAIR

Wonderful avenues for glimpses of the outside, for natural ventilation and for natural light, windows offer a lot of advantages for our homes. Historic windows offer even more benefits, they were built to complement the architecture of the house, they used old, slow growing wood with natural density and disease and rot resistance, and they were created to be almost infinitely repairable. The windows in Seminary Ridge offer a lot of variety between houses, but for each home they were obviously carefully selected to match the architecture of the home. Created for just a few decades in the early 1900s, some of these styles have never been repeated. Modern materials attempt to replicate the details of these old windows, but they often fail to evoke the character and solidarity of the original windows.

Repair

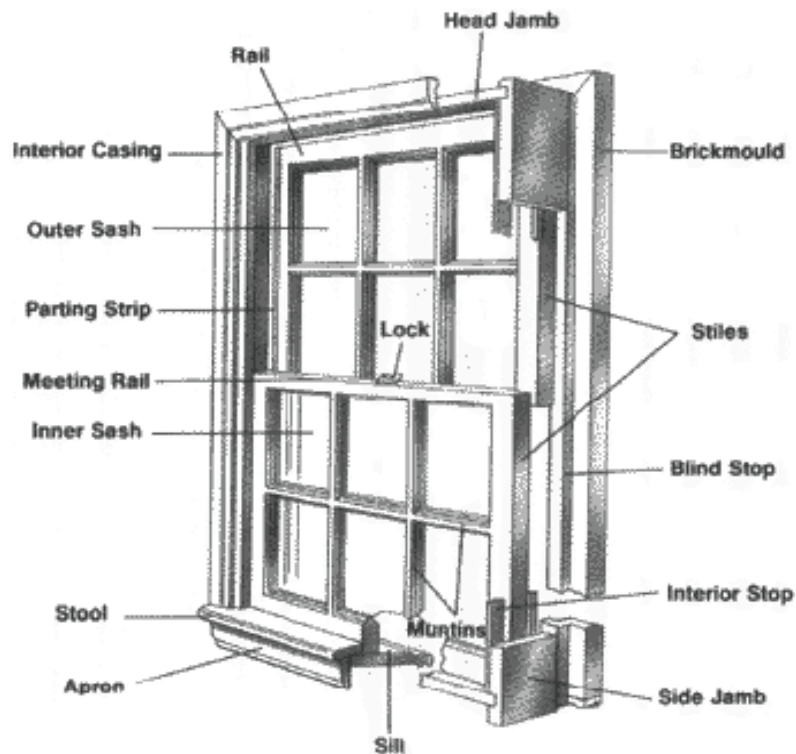
Windows are a significant character-defining feature of any structure. Original windows were constructed so that individual components could be repaired instead of requiring wholesale replacement if one piece breaks or rots. This often means that an existing historic window will be cheaper to repair than to replace. Additionally, materials in historic windows tend to be of better quality than anything available today. The following qualities of the original window must be carefully considered and rigorously applied when repairing windows in order to maintain visual consistency between new and existing window components:

- *trim detail;*
- *pane size, shape of frame, sash;*

- *location of meeting rail;*
- *reveal or set-back of window from wall plane;*
- *materials, reflective qualities of glass;*
- *glazing*
- *muntin, mullion profiles, configuration*

If sticking windows are a problem, or the windows simply won't open, the culprit is often the build-up of many layers of paint. A simple hand tool can easily remedy this situation in just a few minutes. Consider your City's historic preservation staff as a resource for assessment of your windows and free tips for repair.

Anatomy of a Window



ORDINANCE NO.: 2018-021

Amending the 1998 Code of Ordinances of the City of Columbia, South Carolina, Chapter 17, Planning, Land Development and Zoning, Article V, Historic Preservation and Architectural Review, Division 3, Landmarks and Design Protection Districts, Sec. 17-681 Districts identified, (b) Architectural conservation district to delete (8) and amend (c) Protection area district to add (7)

BE IT ORDAINED by the Mayor and Council this ____ day of _____, 2018, that the 1998 Code of Ordinances of the City of Columbia, South Carolina, Chapter 17, Planning, Land Development and Zoning, Article V, Historic Preservation and Architectural Review, Division 3, Landmarks and Design Protection Districts, Sec. 17-681 Districts identified, (b) Architectural conservation district to delete (8) and (c) Protection area district to add (7), is amended to read as follows:

Sec. 17-681. Districts identified.

(a) Landmark district. The area of the city bounded generally by Blanding, Marion, Richland and Henderson Streets is to be identified as Landmark District No. 1, and more specifically identified on attached map as 1973 TMS 28, Block 1, Lots 4, 5, 6, 7, 8, 9, 10 and 11; all of Block 2; all of Block 3; all of Block 4; Block 5, Lots 3, 4, 5 and 6; Block 6, Lots 2, 5, 6, 7 and portion of 21 (1402 Blanding); Block 7, Lots 1, 2, 5, 6, 7, 8, 9, 10, 11 and 22; all of Block 8; 1973 TMS 29, Block 2, Lots 7 and 8; Block 3, Lots 13, 14, 15 and 16; Block 4, Lots 4, 6, 9, 11, 12, 13, 14, 15 and portion of 24 (1904-08 Marion Street and 1403, 1407, 1409-11 Richland Street); all of Block 5; all of Block 6; Block 7, Lots 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 23 and 24; all of Block 8; all of Block 9; all of Block 10; 1973 TMS 37, Block 1, Lots 1, 2, 12, 13, 14, 15 and 16; Block 4, Lots 1, 2 and 13; 1973 TMS 38, Block 1, Lots 1, 2, 3, 4, 5, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27 and 28; Block 5, Lots 1, 2, 3, 4, 21, 23 and 25.

(b) Architectural conservation district.

(1) The area of the city bounded generally by Laurens, Senate, Henderson and Green Streets and to be identified as Architectural Conservation District No. 1, and further identified on attached map as 1973 TMS 24, all of Block 5; 1973 TMS 34, all of Block 1; all of Block 2; all of Block 3; Block 5, Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 33 and 34; all of Block 10; 1973 TMS 35, Block 3, Lots 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 24, 26, 27, 28, 29, 30, 31, 33 and 34; all of Block 5; all of Block 6; all of Block 7; all of Block 9; all of Block 10; all of Block 11.

(2) The area of the city bounded generally by Wayne Street, W. Confederate Avenue, Abbeville Street and Rembert Street and to be identified as Architectural Conservation District No. 2, which is further identified as 1982 TMS 09011, all of Block 2; Block 4, Lot 1; Block 5, Lots 3, 4, 5, 6; TMS 0901 2, all of Block 2; all of Block 3; all of Block 4; Block 6, Lots 13, 14 and 15; Block 7, Lots 1, 2, 7-14; Block 8, Lots 5, 6, 7 and 8; Block 9, Lots 13-21, 23 and 24; Block 10, Lots 1-15, 19-28; all of Block 11; Block 12, Lots 1-10, 12-24; all of Block 13; all of Block 14; all of Block 15; Block 16, Lots 2-15; TMS 09016, Block 15, Lots 9 and 10; TMS 09109 all of Block 15; ; and 2008 TMS 09012-10-16, 09012-12-11.

(3) Area generally bounded by: Woodrow Street on the west; Kirby, Webster and Murray Streets on the North; Millwood Avenue on the South and Maiden Lane on the East, TMS# 11413-06-4, 5; 11413-07-1 through 5 and 9 through 10; 11413-8-1 through 5 and 9 through 13; 11413-9-1 through 7 and 16; 11414-05-2 through 10; 11414-6-1 through 14; 11414-7-1 through 13; 11414-8-1 through 10; 11414-9-1 through 8; 11414-10-1 through 16; 11414-11-1 through 18; 11414-12-1 through 12; 11414-13-1, 2, 4 through 14; 11414-14-1 through 13; 11414-15-5 through 10; 11414-18-3 through 10; 11414-19-1 through 11 and 13 through 18; 11414-20-1 through 13; 11414-21-1 through 12; 11414-22-1, 2, 4, 5, 7 through 23; 11415-9-9 through 13; 11415-10-6, 7; 11415-12-11; 11415-13-1 through 14; 11415-14-1 through 7; 11415-15-3, 5 through 16; 11415-16-7 through 12; 13901-1-1, 2, 4 through 7; 13901-2-1 through 8; 13901-3-1 through 8; 13901-4-1 through 21; 13901-5-1 through 16; 13901-6-1 through 3 and 11 through 15; 13901-7-1 through 13; 13901-8-1, 13 through 15; 13901-10-1 through 16; 13901-11-1 through 14; 13901-12-1 through 16; 13901-13-3 through 6; 13901-

17-1 through 10 and 12 through 16; 13901-18-1 through 9, 16 and 17; 13902-1-1 through 3; 5 through 19; 13902-8-1, 6 through 9; 13902-9-1 through 18; 13902-10-21 through 35 and 37 through 43 and 54 through 57; 13902-11-1 through 7; 13902-12-1 through 14; 13902-13-1 through 11; 13902-14-1 through 17.

(4) The area is generally bounded by Holly Street, Sims Street, Amherst Avenue, Bellwood Street and Kirkwood Street, and further identified on attached maps as TMS# 13804-01-01 through 04; 13804-10-07 through 11; 13804-11-07 through 11; 13804-12-02 through 15; 13804-13-01 through 04; 13804-14-01, 02, 03, 04, 05, and 11; 13804-18-01 through 05 and 09 through 10; 13901-15-09 through 12; and 11316-04-02 through 04 and 10 through 13.

(5) The area is generally bound to the north by Blossom Street, to the south by Heyward Street, to the east by Congaree and Waccamaw Avenues, and to the west by Pickens and Saint James Street and Saluda Avenue, and further identified on attached maps as TMS# 11306-04-02 through 35; 11306-05-01 through 06; 11306-06-01 through 06; 11306-07-01 through 39; 11307-03-13 through 16; 11307-04-01; 11307-05-02 through 06; 11307-06-01 through 11; 11307-07-02 through 25; 11307-08-01 through 04; 11307-09-01 through 09; 11308-09-01 through 11; 11308-10-02 through 13; 11308-11-08 through 13; 11310-01-01 through 06; 11310-02-01 through 16; 11310-03-01 through 16; 11310-22-01 through 10; 11311-01-01 through 14; 11311-02-01 through 38; 11311-03-01 through 06; 11311-03-17, 11311-03-19 through 22 (all up to 100' from Waccamaw); 11311-03-23 through 26; 11311-03-27 (up to 100' from Waccamaw); 11311-03-28 through 39; 11312-13-09 through 17; 11381-01-01 through 09; 11381-02-01 through 04; 11381-03-01 through 04; 11387-01-01; 11387-02-01 through 08; 11387-03-01 through 08; and 11387-04-01 through 08.

(6) The area of the city generally bound by the intersection of Grace and Marion Street to the north, Bull Street to the east, Elmwood Avenue to the south, and Sumter Street to the west and further identified by the following tax maps: 09016-03-02 thru 09, 09016-04-01 thru 14, 09016-05-01 thru 09, 09016-06-01 thru 09, 09016-06-11, 09016-06-16 thru 24, 09016-08-01 thru 17, 09016-08-28 and 29, 09016-09-02 thru 18, 09016-12-07, 09016-12-09 thru 11, 09109-07-01 thru 03, 09109-08-02 thru 05, 09109-09-02 and 04, 09113-01-01 and 02, 09113-05-01 thru 10, 09113-06-01 thru 10, 09113-06-12 thru 22, 09113-07-01 thru 14, 09113-08-01 thru 13, 09113-10-01 thru 07, 09113-11-01 and 02, 09113-12-01 thru 19, 09113-12-21 thru 29, 09113-13-03 thru 14, 09113-04-01 thru 12, 09113-02-01 thru 06, 09114-06-01 thru 03, 09113-03-01 thru 04, 09114-05-01 thru 06, 09110-11-02 thru 11, 09114-07-01, 09113-09-01 thru 12, 09114-01-16 and 17, 09110-10-06 (portion zoned C1), 09110-10-08 and 09, 09110-10-12, 09114-01-01 thru 14, 09114-02-01, 09114-02-03 thru 22, 09114-02-24 and 25.

(7) The area of the city bounded generally by Catawba Street on the north, Wayne Street on the east, Heyward Street on the south and Gist Street on the west and further identified on TMS# 08812-01-01 through 08812-01-17; 08812-02-01 through 08812-02-09; 08812-02-11 through 08812-02-15; 08812-03-01 through 08812-03-08; 08812-04-01; 08816-11-01 through 08816-11-10; 08816-12-01 through 08816-12-14; 08816-13-01 through 08816-13-15; 08816-14-02 through 08816-14-14; 08909-02-03 through 08909-02-12; 08913-13-01; 08913-14-01 through 08913-14-05; 08913-15-01 through 08913-15-06; 08913-16-01, 08913-16-02, 08913-16-04, 08913-17-01 through 08913-17-09; 08913-19-01 through 08913-19-08; 08913-20-01 through 08913-20-14 also to be known as the Granby Historic District.

(8) The area of the city bounded generally by Monticello and Arlington Streets on the west, Timrod Street on the north, Kinderway and Fuller Avenues to the east, Wildwood Avenue and Jackson Avenue to the south, and further identified as TMS# 09210-05-01 through 05, 09210-05-07, 09210-05-12, 09210-05-18, 09210-05-19, 09211-07-02, 09211-07-4, 09211-08-01, 09211-08-02, 09211-09-01, 09211-10-01 through 09211-10-12, 09212-07-08 through 09212-07-12, 09214-01-01 through 09214-01-10, 09214-02-01 through 09214-02-05, 09214-02-07 through 09214-02-12, 09215-01-01 through 09215-01-12, 09215-02-01 through 09215-02-05, 09215-03-01 through 09215-03-06, 09215-04-01 through 09215-04-08, 09215-05-01 through 09215-05-14, 09215-06-01, 09215-06-02, 09215-06-06, 09215-06-09, 09215-07-01 through 09215-07-04, 09215-17-01, 09215-18-01 through 09215-18-11, 09215-19-01 through 09215-19-05, 09215-19-07, 09215-20-01,

~~09215-21-01 (partial), 09215-22-01 through 09215-22-06, 09216-08-48 through 09216-08-54, 09216-08-56 through 09216-08-60, 09216-08-63 through 09216-08-66, 09216-09-01 through 09216-09-04, 09216-10-01 through 09216-10-04, 09216-10-06 through 09216-10-10, 09216-11-01 through 09216-11-04, 09216-12-01 through 09216-12-07 also to be known as the Seminary Ridge Historic District.~~

(c) Protection area district.

(1) The area of the city bounded generally by Laurel, Lincoln, Gadsden and Richland Streets and to be identified as Protection Area No. 1, and further identified on attached map as 1973 TMS 13, Block 3, Lots 4, 5 and 6; Block 4, Lots 1, 2, 3, 4, 5, 6, 7, 8, 9 and 23; 1973 TMS 14, Block 4, Lots 15 and 16; Block 5, Lots 17, 18, 19, 20, 21, 23, 24 and 30; Block 8, Lots 7, 8, 9, 10, 11 and 12; all of Block 9; Block 12, Lots 6, 7, 8, 9, 10, 11, 12 and 13; all of Block 13; 1973 TMS 20, Block 3, NW corner of Lot 3, west of Blanding Street; 1973 TMS 21, Block 1, Lot 22; all of Block 5; Block 9, Lots 1 and 11.

(2) The area of the city bounded generally by Millwood Avenue, Devine Street, Harden Street, Gervais Street and Maple Street and further identified on tax maps 11312-02-04 through 07; 11312-03-01, 11, 12 and 13; 11312-04-1 through 7, 16, 17 and 18; 11388; 11316-01-01 through 05; 11316-02-01, 03, 05 and 06; 11316-03-01 through 04, 06 through 11; 11316-04-01, 02 (200' from Maple Street), 23, 24 and 25; 11316-13-01, 02, 04, 05 and 10; 11316-14-01 through 04 and 15; 11316-15-01, 02, 05, 06, 15, 16 and 23; 11386; 11391; 11390 (150' portion from Lee Street); 11405-05-06 through 11; 11406-09-09 through 14; 11406-10-04, 07, 08, 09 and 10; 11406-11-10, 11 and 12; 11409-02-01 through 35; 11409-03-01 through 24; 11409-04-01 through 33; 11409-07-20 through 37, 39 through 42; 11409-08-01 through 14; 11409-09-01 through 12; 11409-10-01 through 23, 25 through 27; 11409-11-01 through 16, 18 through 21; 11409-12-01 through 24; 11409-13-01 through 21; 11409-14-01; 11409-15-01 through 19; 11409-16-01; 11409-17-01 through 13; 11409-18-05 through 09 and 11409-22-01 through 11, and the buffer area which is identified on tax maps 11405-05-05, 12, 13, 14 and 15; 11405-06-01 through 07; 11406-09-15 and 16; 11406-11-07 and 08; 11409-05-01 through 04; 11409-06-01 through 23 and 25 through 27; 11409-07-01, 03 through 19 and 43; 11409-18-04; 11409-21-04 through 07; and, 11409-22-12 through 15, is hereby designated as Protection Area No. 2, also to be known as the Old Shandon/Lower Waverly Historic District. A copy of the "Old Shandon/Lower Waverly Design Guidelines" are on file in the office of the city clerk and are incorporated herein by reference.

(3) The area of the City generally bound by Harden Street, Gervais Street, Millwood Avenue, and Taylor Street and to be identified as Waverly Protection Area and further identified on tax maps as TMS# 11410-01-1 through 17 and 26 through 29; 11410-02-1, 17 through 22; 11411-01-7, 11, 12, 14, 15; 11411-15-2 through 5, 8, 13 through 16; 11411-16-1 through 20; 11411-17-1 through 15; 11406-05-2 through 13; 11406-06-1 through 5 and 8 through 13; 11406-07-1 through 6, 10, 13, 18 through 24; 11406-08-2 through 19; 11407-14-3 through 23; 11407-15-1, 3 through 10; 11407-16-1 through 13; and as TMS# 11410-01-18 through 25; 11410-02-2 through 7, 9, 10, 14 through 16; 11411-01-1 through 3, 13, 16 through 19; 11411-15-1, 6, 7, 9 through 12; 11406-05-1, 14 through 20; 11406-07-7 through 9, 11, 12, 14 through 17; 11406-08-1, 20, 23 through 29; 11407-07-1 through 3; 11407-08-1 through 6; 11407-09-2; 11407-13-1 through 7, 10, 11, 13, 18 through 20, and 22 through 27; 11407-14-1.

(4) The area of the city generally bound by Sunset Drive on the north, the Seaboard Air Line Railroad to the east, Marlboro and Darlington Street to the west and Richfield Drive, Riverview Court and Park Street to the south and to be identified as Earlewood Protection Area and further identified on the following tax maps:

AREA A.

TMS# 9105-01-12, 13; 9105-03-01 through 03; 9105-04-01 through 15; 9105-05-01 through 04; 9105-06-01 through 15; 9105-07-01 through 15; 9105-05-01; 9105-09-01 through 10; 9105-10-01 through 05; 9105-11-01 through 07; 9105-12-01 through 06; 9105-13-01; 9105-14-01 through 08; 9105-15-10; 9106-03-03, 04, 06 through 08, 16; 9106-04-01 through 10, 12, 15 through 20; 9106-05-01 through 15; 9106-06-01 through 05; 9106-07-01 & 02; 9106-08-01 through 16; 9106-09-01 through 28, 30 through 21; 9106-10-01 through 16; 9106-11-01 through 06; 9106-12-01 through 15; 9106-13-01 through 08, 10 through 18; 9106-14-01

through 12; 9106-15-01 through 11; 9106-16-01 through 17; 9106-17-01 through 05, 07 through 12; 9106-18-01 through 11; 9107-09-01 through 16; 9107-10-01 through 03; 9107-11-01 through 06, 08 through 20; 9107-12-01; 9107-13-10; 9107-14-01 through 16; 9107-15-07, 08, 11, 12; 9107-16-01; 9109-01-01 through 14, 16 through 21; 9109-02-01 through 03, 05 through 10; 9109-03-01 through 08; 9109-19-01 through 07; 9109-21-01 through 09; 9110-01-01 through 12; 9110-02-01 through 17; 9110-03-01 through 16; 9110-04-01; 9110-05-01 through 06, 08 through 12; 9110-16-01 through 08; 9110-17-01 through 13; 9110-18-01 through 11; 9110-19-01 through 17; 9110-20-01 through 16, 18, 19; 9110-21-01 through 05; 9111-03-02 through 06; 9111-04-01, 08 through 11; 9111-10-01 through 10; 9111-11-07 through 13; 9112-09-02; 9112-10-02 through 04.

AREA B.

TMS# 9105-01-01 through 11, 14 through 21; 9105-02-01 through 04; 9105-12-07 through 15; 9105-14-09 through 17; 9105-15-02 through 09, 12 through 16, 20, 21, 23 through 36, 38 through 42; 9106-20-01 & 02; 9106-21-08 through 14; 9107-01-01 & 02; 9107-05-01 through 06, 08 through 16; 9107-06-01, 03 through 18; 9107-07-03 through 23, 46 through 53; 9107-15-02 through 06, 09; 9108-07-01 & 02; 9109-19-11 & 12; 9109-20-01 through 03, 12; 9111-01-01 through 11; 9111-02-01 through 10, 14 through 24; 9111-03-01, 07 through 10; 9111-08-01; 9111-11-01 through 06; 9111-12-03, 06 through 13; 9111-13-01 through 10; 9112-10-01 & 05; 9112-14-01 through 03, 07 through 12.

(5) The area of the city bounded generally by Catawba Street on the north, Assembly Street on the east, Heyward Street on the south and Wayne Street on the west and further identified on TMS# 08913-06-02 through 08913-06-06; 08913-07-01 through 08913-07-08; 08913-08-01 through 08913-08-08; 08913-09-02 through 08913-09-05; 08913-10-01 through 08913-10-08; 08913-11-01 through 08913-11-06; 08913-12-01 through 08913-12-10; 08981-01-01 through 08981-01-16 also to be known as the Whaley Historic District.

(6) The area of the city generally bound by Huger Street on the west, Gadsden Street on the east, Lady Street on the north and Gervais Street on the south and further identified on TMS# 08912-04-01, 08912-04-06, 08912-04-07; 08912-05-01 through 06, 08912-05-09, 08912-05-11; 08912-06-01 through 04, 08912-06-06A, 08912-06-06B, 08912-06-07 through 13; 08912-07-01, 08912-07-10 through 12; 08912-08-02(p), 08912-08-03, 08912-08-04, 08912-08-05; 08912-10-01 through 03, 08912-10-04(p), 08912-10-13 through 15, 08912-10-18 through 21; 08916-11-02(p), 08916-11-09(p); 09009-08-01(p), 09009-08-08 through 10; 09009-09-02, 09009-09-05(p), 09009-09-07 through 23; 09090-01-01 through 07; 09090-02-01 through 07; 09090-03-01 through 07.

(7) The area of the city bounded generally by Monticello and Arlington Streets on the west, Timrod Street on the north, Kinderway and Fuller Avenues to the east, Wildwood Avenue and Jackson Avenue to the south, and further identified as TMS# 09210-05-01 through 05, 09210-05-07, 09210-05-12, 09210-05-18, 09210-05-19, 09211-07-02, 09211-07-04, 09211-08-01, 09211-08-02, 09211-09-01, 09211-10-01 through 09211-10-12, 09212-07-08 through 09212-07-12, 09214-01-01 through 09214-01-10, 09214-02-01 through 09214-02-05, 09214-02-07 through 09214-02-12, 09215-01-01 through 09215-01-12, 09215-02-01 through 09215-02-05, 09215-03-01 through 09215-03-06, 09215-04-01 through 09215-04-08, 09215-05-01 through 09215-05-14, 09215-06-01, 09215-06-02, 09215-06-06, 09215-06-09, 09215-07-01 through 09215-07-04, 09215-17-01, 09215-18-01 through 09215-18-11, 09215-19-01 through 09215-19-05, 09215-19-07, 09215-20-01, 09215-21-01 (partial), 09215-22-01 through 09215-22-06, 09216-08-48 through 09216-08-54, 09216-08-56 through 09216-08-60, 09216-08-63 through 09216-08-66, 09216-09-01 through 09216-09-04, 09216-10-01 through 09216-10-04, 09216-10-06 through 09216-10-10, 09216-11-01 through 09216-11-04, 09216-12-01 through 09216-12-07 also to be known as the Seminary Ridge Historic District.

(d) Historic commercial district.

(1) The area of the city generally bound by Gadsden Street on the west, Lady Street on the north, Park Street on the east and Gervais Street on the south and further identified on TMS# 08912-07-02 through 04, 06 through 09, 13, 14; 08916-01-01 through 04, 06 through 10, 13 through 15, 19; 08916-02-01, 02, 04 through

09, 13; 08916-03-01 through 04(p); 08916-11-02(p), 04A(p), 07, 09(p), 10(p); 09013-09-17 through 19; 09013-11-01, 04 through 17, 20; 09013-12-03(p), 11 through 17, 20; 09013-13-09(p), 12, 13, 17; 09089-01-01; 09089-02-01; 09089-03-01; 09089-04-01.

Requested by:

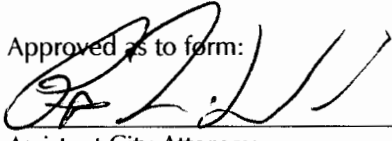
Assistant City Manager Gentry

Mayor

Approved by:

City Manager

Approved as to form:



Assistant City Attorney

ATTEST:

City Clerk

Introduced:

Final Reading:



We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: Planning and Development Services

FROM: *Krista Hampton, Director*

SUBJECT: ZONING MAP AMENDMENTS - 700 Gervais Street, TMS# 08916-11-02

PURPOSE: Council District: 2

Proposal: Request to rezone the parcel from M-1, M-2, -DD, -ID and -DP to MX-2, -ID and -DP

Applicant: Ben Arnold, Southern Realty Development Corp.

Staff Recommendation: Approval

PC Recommendation: 04/09/2018; Approval (6-0)

First reading approval was given on May 15, 2018.

FINANCIAL IMPACT:

ATTACHMENTS:

- **#a:** ZMA-2018-0003_Gervais700(PDF)

HISTORY:

05/15/18

Columbia City Council

APPROVED ON FIRST READING



CITY COUNCIL

May 15, 2018 at 6:00 pm

City Council Chambers, 3rd Floor, 1737 Main Street, Columbia, SC 29201

Zoning Map Amendment Case Summary 700 Gervais Street, TMS# 08916-11-02

Council District:	2
Proposal:	Request to rezone the parcel from M-1, M-2, -DD, -ID and -DP to MX-2, -ID and -DP
Applicant:	Ben Arnold, Southern Realty Development Corp.
Staff Recommendation:	Approval
PC Recommendation:	04/09/2018; Approval (6-0)
ZPH, 1st Reading:	05/15/2018; Pending
2nd Reading:	06/05/2018; Pending

CURRENT PARCEL CHARACTERISTICS/CONDITIONS

Acreage: 8.72 acres

Current Use: Mixed use

Proposed Use: Mixed use development

SC Aeronautics Overlay: The subject property is located within the SC Aeronautics Airport Vicinity Zone as it is in proximity to the Jim Hamilton-LB Owens Airport.

Land Use Classification: Urban Core Regional Activity Center (UCAC-3)

Current Zoning: Light Industrial District (M-1), Heavy Industrial District (M-2), -Design/Development Area (-DD), -Innovista Design District (-ID) and -Design and Preservation Area (-DP)

Proposed Zoning: Mixed-Use Urban District (MX-2), -Innovista Design District (-ID) and -Design and Preservation Area (-DP)

PLANS, POLICIES, AND LAND USE

The Columbia Plan 2018: Comprehensive Plan Land Use Classification

The subject property is currently designated Urban Core Regional Activity Center (UCAC-3) in The Columbia Plan 2018 Future Land Use Map.

These developments are intense mixed-use business districts within the urban context. They may be adjacent to the central business district, or found in the outer areas of the City. They are primary destinations for work and play which attract people from more than a 20-mile radius or drive distance. The uses are built within the urban blocks and grid, and whole scale redevelopment of blocks or adaptive reuse of existing structures may occur in these areas. Their scale is large and may take up multiple City blocks. Their primary use is as a business district but high-intensity residential in mixed-use buildings is also appropriate.

Primary Types:

- Small to Extra Large Business/Employment (inc. High-rise, excl. Flex)
- Multi-family Medium and High-rise Mixed-use

Secondary Types:

- Multi-family Medium to High-rise
- Small to Large Flex
- Civic/Institutional
- Parking Structures

Tertiary Types

- Single-family Attached
- Cemeteries & Mausoleums
- Parking Lots

Existing Neighborhood, Small Area, Community, and/or Corridor Plans

The subject parcel is within the study areas of three plans: the *City Center Master Plan* (1999), the *Innovista Master Plan* (2007) and the *West Gervais District Plan* (2017).

The property is located within the Vista District as delineated by the *City Center Master Plan*. The Plan does not make any recommendations specific to the property, but the general recommendations for urban design standards in the downtown core resulted in the adoption of the City Center Design/Development Zoning Overlay District and guidelines.

The *Innovista Master Plan* addressed the historic downtown grid between the Congaree River, Gervais, Assembly, and Catawba. The Plan classifies the subject property as falling within the Entertainment District (pgs. 24 & 25), and the adjacent streets were identified as follows for circulation purposes: Gervais Street - Boulevard II, Wayne Street - Street II (also as a service street) (pgs. 31-33). The Plan's emphasis on urban design was translated into the Innovista Design Zoning Overlay District and guidelines.

The *West Gervais District Plan* proposes a future land use of Mixed Use – Commercial for the subject property, with ground-floor activity zones along Gervais Street. The block between Gervais, Senate, Wayne, and Gadsden is proposed to be included within a Height Overlay area, with upper floor stepbacks of at least 25' along Gervais Street (pgs. 22 & 23). In order to maintain pedestrian connectivity and access, the Plan also proposes a pedestrian cut through between the structures that currently house Wet Willie's and Tin Lizzy's, and identifies an existing pedestrian cut, which is the parking lot to the East of Wet Willie's (this cut through allows for continuation along the alignment of Gadsden Street, which does not exist between Gervais and Pendleton) (pgs. 27 & 31). The proposed cut through is also identified as a location for proposed public art, and terminates along Gervais Street at a location which is recommended for a mid-block crossing (pg. 31). For the study area as a whole the Plan recommends improvement of the public realm, inclusion of bicyclist- and pedestrian-oriented infrastructure improvements, and greening of the area through the provision of green alleys, green roofs, and parklets.

PROPOSED ZONING DISTRICT SUMMARY

The subject property is currently zoned Light Industrial District (M-1), Heavy Industrial District (M-2), - Design/Development Area (-DD), -Innovista Design District (-ID) and -Design and Preservation Area (-DP). The abutting properties in the City of Columbia are zoned Planned Unit Development- Residential District (PUD-R) to the West, Mixed-Use Urban District (MX-2) to the South, Heavy Industrial District (M-2) and Planned Unit Development- Commercial District (PUD-C) to the East and Light Industrial District (M-1) to the North.

The proposed zoning is Mixed-Use Urban District (MX-2), -Innovista Design District (-ID) and -Design and Preservation Area (-DP)

Light Industrial District (M-1)

The M-1 district is intended to accommodate wholesaling, distribution, storage, processing, light manufacturing and general commercial uses. Certain related structures and uses required to serve the needs of such uses are permitted

outright or are permissible as special exceptions subject to restrictions and requirements intended to best fulfill the intent of this article.

Heavy Industrial District (M-2)

The M-2 district is intended to accommodate primarily those uses of a manufacturing and industrial nature, and secondarily those uses which are functionally related thereto such as distribution, storage and processing. General commercial uses are allowed but are considered incidental to the predominantly industrial nature of the district. Certain related structures and uses required to serve the needs of the primary uses are permitted outright or are permissible as special exceptions subject to restrictions and requirements intended to best fulfill the intent of this article. In addition, certain uses are permitted only as special exceptions or are prohibited in order to protect such uses from the potentially incompatible characteristics of industrial areas.

Mixed-Use Urban District (MX-2)

The MX-2 district is intended to accommodate the development of a wide range of commercial, research, residential, retail, and university uses in an urban mixed-use context. To promote development that exhibits the physical design characteristics of pedestrian-oriented streets, open space and parks, along with mixed uses and urban densities, the district provides flexibility from the conventional use and bulk requirements of other zoning districts. The intent of this article is that the MX-2 district classification be applied only within the urbanized region of the central business area.

-Design/Development Area (-DD)

The -DD area is intended to protect the area identified as "City Center" which is undergoing redevelopment and revitalization from incompatible land uses and influences which do not complement or promote the high-intensity mixed use character of the area. It is also the intent that new developments within the -DD area are coordinated to ensure that the land use, pedestrian environment, urban design, open space, signs, street scape and traffic circulation are sensitive to and implement the overall objectives and concept of the applicable redevelopment plan. Development within the -DD area must comply with design guidelines set forth in this Code and in the publication "City Center Design/Development Guidelines, Final Report, September 1, 1998," LDR International, Inc. Consultants.

The -DD area consists of approximately 1,400 acres in the area bounded as follows: on the North by Elmwood Avenue, east by Pickens Street, South by Blossom Street, and West by the Congaree River. Any lot of record which fronts or abuts Elmwood, Pickens or Blossom within the area described above shall be deemed to fall within the -DD area.

-Innovista Design District (-ID)

The ID overlay district is intended to implement the general principles found in the Innovista Master Plan by encouraging a vibrant, mixed-use, pedestrian-oriented urban fabric along with parks and open space that will interconnect to the City Center and adjacent neighborhoods. Development within the ID area must comply with design guidelines adopted by city council on June 3, 2009, entitled "Innovista, Design Development Guidelines, April 2009." The boundaries are outlined on the official City of Columbia zoning map.

-Design and Preservation Area (-DP) (West Gervais Historic Preservation Area District & West Gervais Historic Commercial District)

It is the intent of this article to protect and improve the quality of the environment of the city by the encouragement of identification, recognition, conservation, maintenance and enhancement of areas, sites, structures, fixtures and other features of the architectural, economic, social, cultural and political history of the city as well as its natural features; to encourage appropriate use of such features, areas, sites, structures and fixtures; and to restrain influences adverse to such purposes, and by so doing to promote the public welfare. To this end, the -DP designation, when appended to a basic district classification, is intended to coordinate the purposes and intent of this article with those regulations established by other provisions whose primary intent is to further the purposes set out in this section.

STAFF RECOMMENDATION

Staff recommends City Council approval of a rezoning of this property from M-1, M-2, -DD, -ID and -DP to MX-2, -ID and -DP.



Future Land Use Map

700 Gervais Street, TMS# 08
Existing FLU: UCAC-3

22.a

Department of Planning &
Development Services

Legend

-  CITY LIMITS
-  PARCELS
-  UCMR-1 - Urban Core Mixed Residential-1
-  UCMR-2 - Urban Core Mixed Residential-2
-  UEMR - Urban Edge Mixed Residential
-  UEMF - Urban Edge Multi-Family
-  UCR-1 - Urban Core Residential Small Lot
-  UCR-2 - Urban Core Residential Large Lot
-  UER-1 - Urban Edge Residential Small Lot
-  UER-2 - Urban Edge Residential Large Lot
-  UCAC-1 - Urban Core Neighborhood Activity Center
-  UCAC-2 - Urban Core Community Activity Center
-  UEAC-1 Urban Edge Community Activity Center
-  UCAC-3 Urban Core Regional Activity Center
-  UEAC-2 - Urban Edge Regional Activity Center
-  AC-1 - Neighborhood Activity Corridor
-  AC-2 - Community Activity Corridor
-  AC-3 - Regional Activity Corridor
-  EC - Employment Campus
-  IND - Industrial
-  TU - Transportation & Utilities
-  SD-1 - Sports/Amusement District
-  SD-2 - Civic/Institutional Districts
-  SD-3 - Central Business District
-  SD-4 - Riverbanks Zoo and Garden
-  SD-5 - Universities/Colleges
-  SD-6 - Fort Jackson



0 60 120 240
Feet

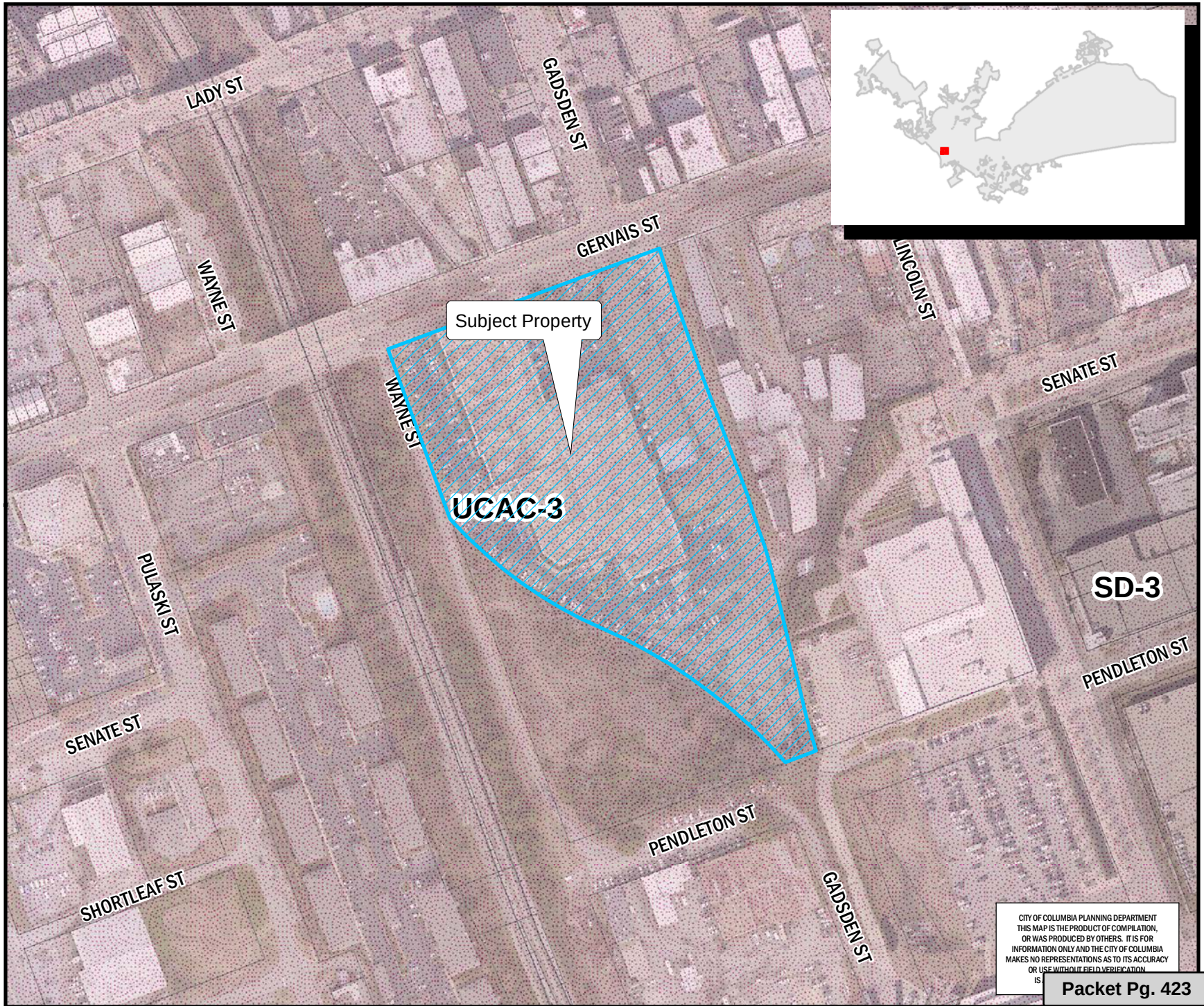
ORIGINAL PREPARATION/DATE:

This map was prepared by:

Shane Shaughnessy
February 27, 2018



We Are Columbia



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Packet Pg. 423

** DATA SOURCE - CITY OF COLUMBIA, GIS DIVISION

Zoning Map

700 Gervais Street, TMS# 08916-11-02;

22.a

Existing Zoning: M-1, M-2, -DP, -DD, and -ID, Proposed Zoning: MX-2, -DP, and -ID

Department of Planning &
Development Services

Legend

-  CITY LIMITS
-  PARCELS

- | | |
|---|---|
|  D-1 |  C-1 |
|  RS-1 |  C-2 |
|  RS-1A |  C-3 |
|  RS-1B |  C-3A |
|  RS-2 |  C-4 |
|  RS-3 |  C-5 |
|  RD |  M-1 |
|  RD-2 |  M-2 |
|  RG-1 |  PUD-C |
|  RG-1A |  PUD-LS |
|  RG-2 |  PUD-LS-E |
|  RG-3 |  PUD-LS-R |
|  UTD |  PUD-R |
|  MX-1 |  OUT OF CITY |
|  MX-2 | |



0 40 80 160
Feet

ORIGINAL PREPARATION/DATE:
This map was prepared by:

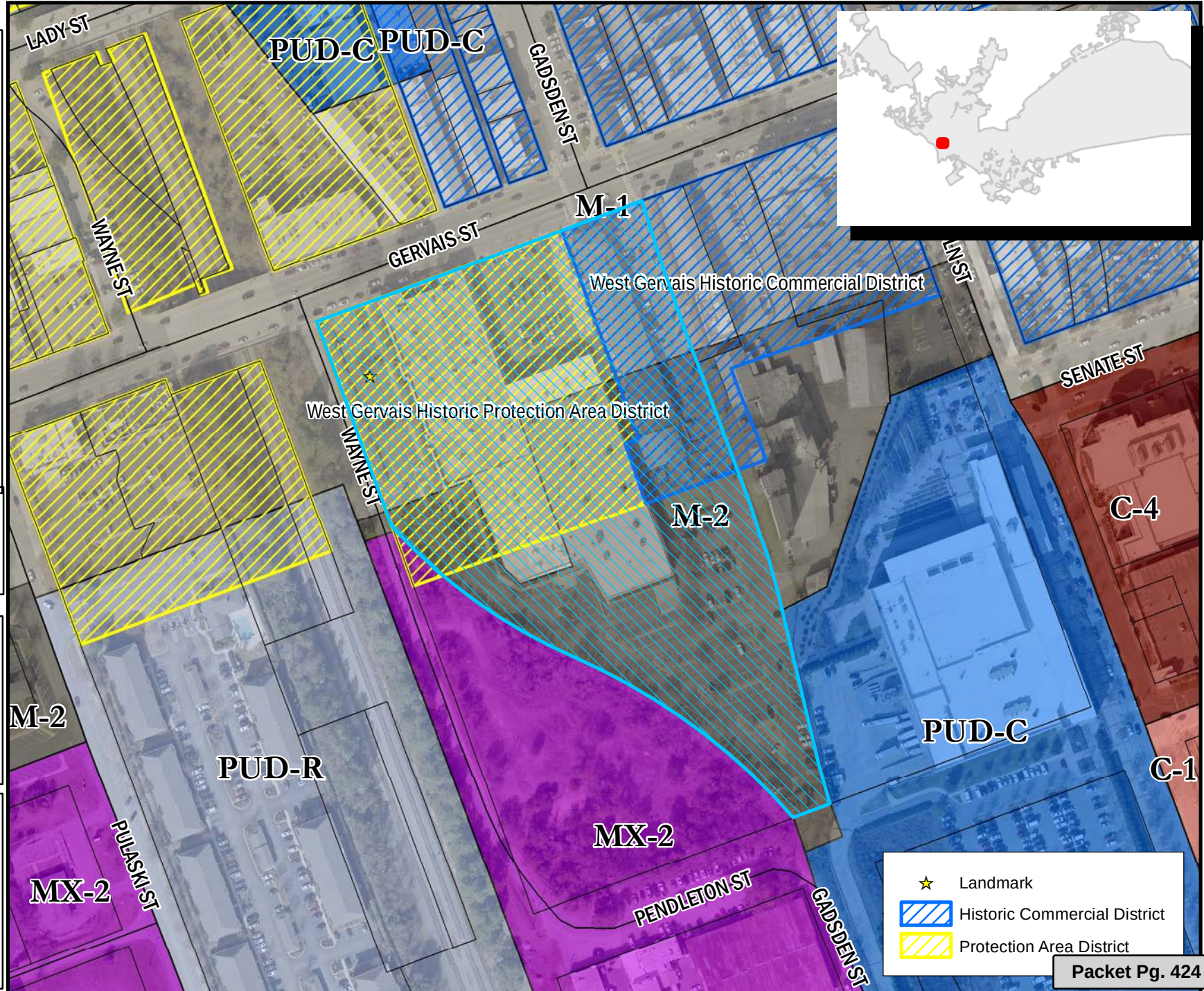
Shane Shaughnessy
February 27, 2018

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We Are Columbia



-  Landmark
-  Historic Commercial District
-  Protection Area District

Packet Pg. 424

Zoning Map

Department of Planning &
Development Services

700 Gervais Street, TMS# 08916-11-02;

Existing Zoning: M-1, M-2, -DP, -DD, and -ID, Proposed Zoning: MX-2, -DP, and -ID

22.a

Legend

-  CITY LIMITS
-  PARCELS



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ORIGINAL PREPARATION/DATE:
This map was prepared by:

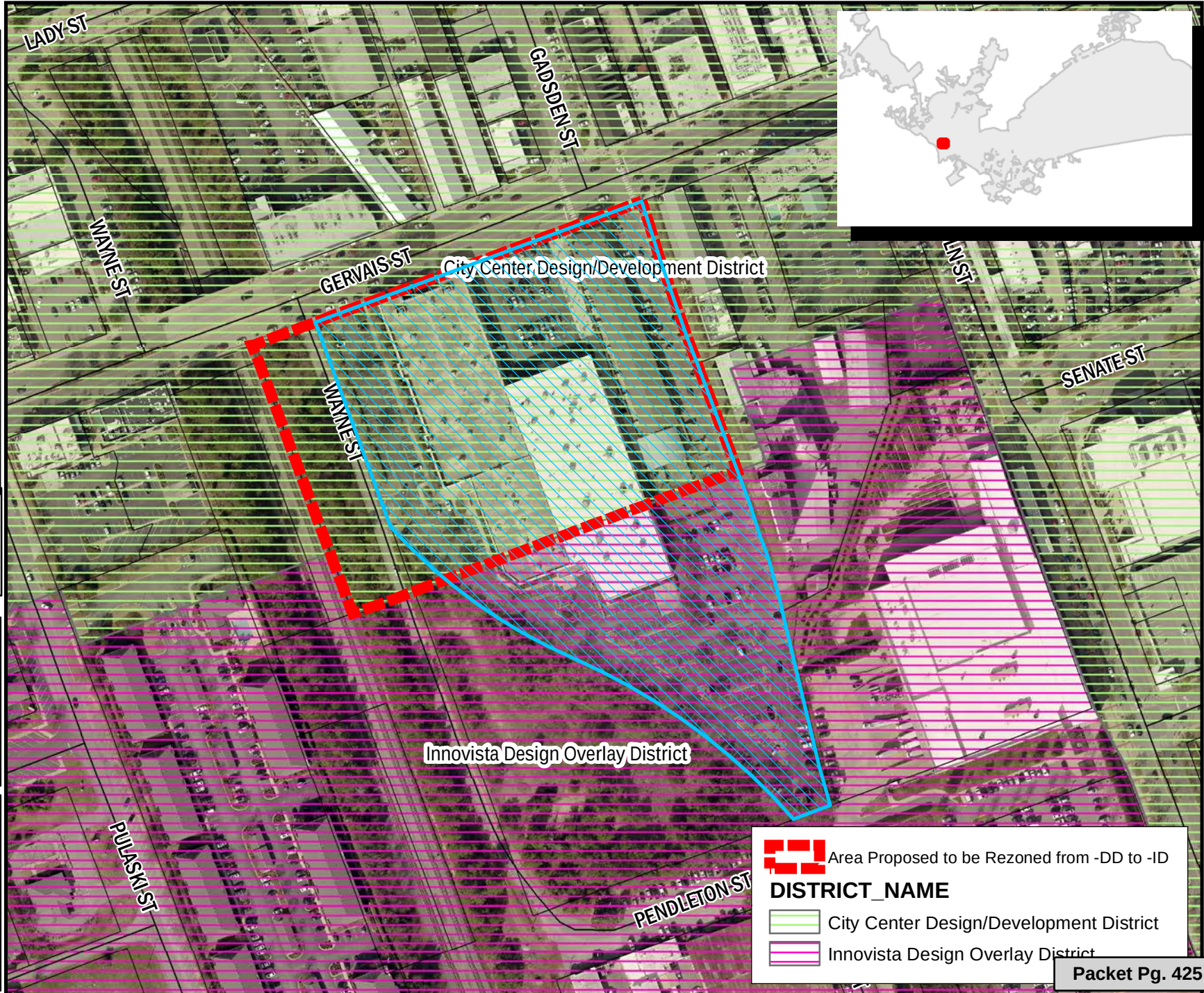
Shane Shaughnessy
February 27, 2018

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We Are Columbia



Packet Pg. 425

Zoning Map

Department of Planning &
Development Services

700 Gervais Street, TMS# 08916-11-02;
Existing Zoning: M-1, M-2, -DP, -DD and -ID, Proposed Zoning: MX-2, -DP and -ID

Legend

- CITY LIMITS
- PARCELS



0 40 80 160 Feet

ORIGINAL PREPARATION/DATE:
This map was prepared by:

Shane Shaughnessy
March 6, 2018

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We Are Columbia



Table of Permitted Uses
M-1
Permitted Principal Uses
Food crops grown within a covered enclosure
General farms, primarily crop
Agricultural services with indoor kennels
Agricultural services with outdoor kennels
Landscape counseling and planning
Lawn and garden services
Ornamental shrub and tree services
Building construction-General contractors and operative builders
Building Construction - Office Only
Construction other than building construction-General contractors
Construction other than building construction - Office Only
Construction-Special trade contractors
Construction - Special trade contractors - Office Only
Food and kindred products
Bakery products
Microbrewery (Sec. 17-290) products
Apparel and other finished products made from fabrics and similar materials
Lumber and wood products, except furniture
Furnitures and fixtures
Printing, publishing and allied industries
Measuring, analyzing and controlling instruments; photographic, medical and optical goods; watches and clocks
Railway express service

Table of Permitted Uses
M-2
Permitted Principal Uses
Food crops grown within a covered enclosure
General farms, primarily crop
Veterinary services with indoor kennels
Veterinary services with outdoor kennels
Landscape counseling and planning
Lawn and garden services
Ornamental shrub and tree services
Building construction-General contractors and operative builders
Building Construction - Office Only
Construction other than building construction-General contractors
Construction other than building construction - Office Only
Construction-Special trade contractors
Construction - Special trade contractors - Office Only
Food and kindred products
Bakery products
Microbrewery (Sec. 17-290) products
Tobacco products
Textile mill products
Apparel and other finished products made from fabrics and similar materials
Lumber and wood products, except furniture
Furnitures and fixtures
Paper and allied products

Table of Permitted Uses
MX-2
Permitted Principal Uses
Veterinary services with indoor kennels
Landscape counseling and planning
Lawn and garden services
Ornamental shrub and tree services
Building Construction - Office Only
Construction other than building construction - Office Only
Construction - Special trade contractors - Office Only
Printing, publishing and allied industries
Private Commercial Storage (Sec. 17-260)
Arrangement of Transportation Services
Telephone communication (wire or radio)
Communication: Telegraph
Water supply services
Sewerage Systems (Sec. 17-262)
Paint, glass and wallpaper stores
Hardware stores
Retail nurseries, lawn and garden supply stores
Department stores
Variety stores
General merchandise stores: Miscellaneous general merchandise stores
Grocery Stores
Retail bakeries

Local and suburban transit and interurban highway passenger transportation and service facilities for motor vehicle passenger transportation
Motor freight transportation and warehousing
Trucking, local and long distance
Motor freight transportation and warehousing: Local trucking without storage
Motor freight transportation and warehousing: Local trucking with storage
Public warehousing
Public warehousing: Miniwarehouse (Sec. 17-260)
Private Commercial Storage (Sec. 17-260)
U.S. Postal Service
Water transportation
Transportation by air
Pipelines
Transportation services
Arrangement of Transportation Services
Telephone communication (wire or radio)
Communication: Telegraph
Radio and television broadcasting
Communication: Cable
Electric substations
Water supply services
Sewerage Systems (Sec. 17-262)

Printing, publishing and allied industries
Chemicals and allied products
Petroleum refining and related industries
Rubber and miscellaneous plastic products
Leather and leather products
Stone, clay, glass and concrete products
Primary metal industries
Fabricated metal products, except machinery and transportation equipment
Machinery, except electrical
Electrical and electronic machinery, equipment and supplies
Transportation and equipment
Measuring, analyzing and controlling instruments; photographic, medical and optical goods; watches and clocks
Manufacturing industries, not elsewhere classified
Railroad transportation
Railroads
Railway express service
Local and suburban transit and interurban highway passenger transportation and service facilities for motor vehicle passenger transportation
Motor freight transportation and warehousing
Trucking, local and long distance
Motor freight transportation and warehousing: Local trucking without storage
Motor freight transportation and warehousing: Local trucking with storage

Food stores: Miscellaneous
Apparel and accessory stores
Furniture, home furnishings and equipment stores
Eating Places
Drugstores and proprietary stores
Miscellaneous shopping goods stores
Mail order house
Florist
Cigar store and stands
New dealers and newsstands
Miscellaneous retail stores, not elsewhere classified
Finance, Insurance, and Real Estate
Banquet Hall
Hotels, motels, and tourist courts
Suite Hotel (Sec. 17-271)
Bed and breakfast hotel (Sec. 17-271)
Organization hotels and lodginghouses on membership basis
Garment pressing and agents for laundries and dry cleaners
Laundry and garment services not elsewhere classified
Taylor and alteration shops
Coin-operated laundries and dry cleaning

Motor vehicles and automotive parts and supplies
Wholesale trade-Durable goods
Wholesale trade, Non durable goods: Paper and paper products
Wholesale trade, Non durable goods: Apparel - Goods and notions
Wholesale trade, Non durable goods: Groceries and related products
Wholesale trade, Non durable goods: Farm products-Raw materials
Wholesale trade, Non durable goods: Chemicals and allied products
Wholesale trade, Non durable goods: Beer, wine and distilled alcoholic beverages
Wholesale trade, not durable goods: Miscellaneous nondurable goods
Retail Trade: Lumber and other building materials dealers
Paint, glass and wallpaper stores
Hardware stores
Retail nurseries, lawn and garden supply stores
General merchandise stores: Miscellaneous general merchandise stores
Grocery Stores
Fruit stores and vegetable markets
Retail bakeries
Food stores: Miscellaneous
Motor vehicle dealers (new and used)(Sec. 17-286)
Motor vehicle dealers (used only)(Sec. 17-286)
Auto and home supply stores (Sec. 17-286)
Gasoline service stations (Sec. 17-286)
Boat dealers (Sec. 17-286)

Public warehousing
Private Commercial Storage (Sec. 17-260)
Water transportation
Transportation by air
Pipelines
Transportation services
Arrangement of Transportation Services
Radio and television broadcasting
Communication services, not elsewhere classified
Electric substations
Gas production and distribution
Combination electric and gas, and other utility services
Water supply services
Sewerage Systems (Sec. 17-262)
Refuse systems
Motor vehicles and automotive parts and supplies
Wholesale trade-Durable goods
Wholesale trade, Non durable goods: Paper and paper products
Wholesale trade, Non durable goods: Drugs, drug proprietaries, and drugist sundries
Wholesale trade, Non durable goods: Apparel - Goods and notions
Wholesale trade, Non durable goods: Groceries and related products
Wholesale trade, Non durable goods: Farm products-Raw materials
Wholesale trade, Non durable goods: Chemicals and allied products

Photographic Studies, portrait
Beauty Shops
Barbershops
Shoe repair shops, shoeshine parlors, and hat cleaning shops
Funeral service and crematories
Miscellaneous personal services, except massage parlors and spas
Body piercing facilities and tattoo establishments
Advertising agencies
Consumer credit reporting agencies
Blueprinting and photocopying (Sec. 17-264)
Commercial photography, art and graphics
Stenographic services and reproduction services not elsewhere classified
Personal supply services
Miscellaneous business services: Miscellaneous
Business services not elsewhere classified
Employment agencies
Temporary help services
Computer and data processing services
Detective agencies and protective services
Photofinishing laboratories
Parking Lots
Radio and television repair shops
Watch and jewelry repair

Recreational and utility trailer dealers (Sec. 17-286)
Apparel and accessory stores
Furniture, home furnishings and equipment stores
Eating Places
Drinking Places (alcoholic beverages)(Sec. 17-269)
Drugstores and proprietary stores
Miscellaneous shopping goods stores
Mail order house
Non-store retailers: Automatic merchandising machine operators
Fuel and ice dealers, except oil fuel dealers and bottled gas dealers
Fuel oil dealers
Liquified petroleum gas (bottled gas) dealers
Florist
Cigar store and stands
New dealers and newsstands
Miscellaneous retail stores, not elsewhere classified
Finance, Insurance, and Real Estate
Banquet Hall
Cemetery subdividers and developers
Suite Hotel (Sec. 17-271)
Bed and breakfast hotel (Sec. 17-271)
Power laundries
Garment pressing and agents for laundries and dry cleaners

Wholesale trade, Non durable goods: Petroleum bulk stations and terminals
Wholesale trade, Non durable goods: Beer, wine and distilled alcoholic beverages
Wholesale trade, Non durable goods: Miscellaneous nondurable goods
Mobile home dealers
Gasoline service stations (Sec. 17-286)
Fuel oil dealers
Liquified petroleum gas (bottled gas) dealers
Finance, Insurance, and Real Estate
Cemetery subdividers and developers
Power laundries
Coin-operated laundries and dry cleaning
Equipment rental and leasing services
Miscellaneous business services: Miscellaneous
Employment agencies
Computer and data processing services
Photofinishing laboratories
Parking Lots
Parking structures
Automotive repair shops
Automotive services, except repair and carwashes
Welding repair
Municipal or other passive recreation facilities (parks, greenways, including administrative facilities)
Labor Unions and similar labor organizations

Reupholstery and furniture repair
Motion picture production
Motion picture theaters except drive-in
Bowling alleys and billiard and pool establishments
Physical fitness facilities and yoga facilities
Dance studios
Municipal or other passive recreation facilities (parks, greenways, including administrative facilities)
Coin-operated amusement devices
Membership Sports and Recreation Clubs
Offices of physicians
Hospitals
Medical and dental laboratories
Legal services
Colleges, universities, professional schools, and junior colleges
Libraries and information centers
Business and secretarial schools
Vocational schools except vocational high schools not elsewhere classified
Individual and family social services
Job training and vocational rehabilitation services
Museums and art galleries
Arboreta, botanical and zoological gardens
Business associations
Professional membership

Linen supply
Diaper service
Coin-operated laundries and dry cleaning
Dry cleaning plants, except rug cleaning
Carpet and upholstery cleaning
Industrial launderers
Laundry and garment services not elsewhere classified
Photographic Studies, portrait
Beauty Shops
Barbershops
Shoe repair shops, shoeshine parlors, and hat cleaning shops
Miscellaneous personal services, except massage parlors and spas
Advertising agencies
Outdoor advertising agencies
Consumer credit reporting agencies
Blueprinting and photocopying (Sec. 17-264)
Commercial photography, art and graphics
Stenographic services and reproduction services not elsewhere classified
Disinfecting and extermination services
Cleaning and maintenance services to dwellings and other buildings not elsewhere classified
Equipment rental and leasing services
Personal supply services
Miscellaneous business services: Miscellaneous
Business services not elsewhere classified
Employment agencies
Computer and data processing services

Commercial, physical and biological research
Testing laboratories
Miscellaneous services
Police and Fire Protection
Permitted in District, provided owner and/or tenant complies with the associated conditions set forth in this article
Used merchandise stores without weapons (Sec. 17-87)
Non-depository personal credit institutions (pay day loan and/or title loan establishments (Sec. 17-294)
Municipal active recreation facilities (athletic ball fields, swimming pools, playgrounds, including administration facilities)(Sec. 17-289)
Dormitories , Private (Sec. 17-321)
Permitted Accessory Use
Aquaponics
Special Exception by Board of Zoning Appeals
Wholesale trade-durable goods-Scrap
Used merchandise stores with weapons
Pawn shops
Recycling centers (see Sec. 17-273)
Dormitories, Public
Fraternity and sorority houses
Correctional insitutions

Labor Unions and similar labor organizations
Civic, social and fraternal associations
Political organizations
Religious organizations
Engineering, architectural, and surveying services
Accounting, auditing, and bookkeeping services
Commercial, physical and biological research
Commercial economic, sociological, and educational research
Noncommercial research organization
Testing laboratories
Management and public relations services
Attached Two-Family Dwelling
Townhouses (Sec. 17-268)
Multi-Family Dwelling
Group Development
High-Rise (Sec. 17-304)
Mid-Rise (Sec. 17-267)
Dormitories, Public
Miscellaneous services
Executive Offices
Legislative bodies
General government not elsewhere classified
Courts
Police and Fire Protection
Public finance, taxation, and monetary policy
Administration of human resources programs

Detective agencies and protective services
Photofinishing laboratories
Passenger car rental and leasing without driver
Truck rental and leasing without drivers
Utility trailer and recreational vehicle rental
Parking Lots
Automotive repair shops
Carwashes
Automotive services, except repair and carwashes
Radio and mobile telephone installation shops
Radio and television repair shops
Refrigeration and air conditioning service and repair shops
Reupholstery and furniture repair
Watch and jewelry repair
Welding repair
Repair shops, not otherwise classified
Motion picture theaters except drive-in
Bowling alleys and billiard and pool establishments
Physical fitness facilities and yoga facilities
Dance studios
Professional sports clubs and promoters
Racing including track operations
Municipal or other passive recreation facilities (parks, greenways, including administrative facilities)

Administration of environmental quality and housing programs
Administration of economic programs
Permitted in District, provided owner and/or tenant complies with the associated conditions set forth in this article
Microbrewery (Sec. 17-290) products
Motor vehicle dealers (new and used)(Sec. 17-286)
Motor vehicle dealers (used only)(Sec. 17-286)
Auto and home supply stores (Sec. 17-286)
Boat dealers (Sec. 17-286)
Recreational and utility trailer dealers (Sec. 17-286)
Used merchandise stores without weapons (Sec. 17-87)
Equipment rental and leasing services
Municipal active recreation facilities (athletic ball fields, swimming pools, playgrounds, including administration facilities)(Sec. 17-289)
Offices and clinics of other health practitioners, including therapeutic massage (17-288)
Elementary and Secondary Schools (17-296)
Day Care Facilities (Sec. 17-265)
Permitted in District as an Accessory Use but is also permitted as a Primary Use provided owner and/or tenant complies with the associated conditions set forth in this article
Food and kindred products
Bakery products
Textile mill products
Apparel and other finished products made from fabrics and similar materials
Lumber and wood products, except furniture

Public golf courses
Coin-operated amusement devices
Amusement parks
Membership Sports and Recreation Clubs
Amusement and recreation services not elsewhere classified
Offices of physicians
Medical and dental laboratories
Legal services
Business and secretarial schools
Vocational schools except vocational high schools not elsewhere classified
Job training and vocational rehabilitation services
Museums and art galleries
Arboreta, botanical and zoological gardens
Business associations
Professional membership
Labor Unions and similar labor organizations
Civic, social and fraternal associations
Political organizations
Religious organizations
Engineering, architectural, and surveying services
Accounting, auditing, and bookkeeping services
Commercial, physical and biological research
Commercial economic, sociological, and educational research
Noncommercial research organization

Furnitures and fixtures
Paper and allied products
Printing, publishing and allied industries
Chemicals and allied products
Rubber and miscellaneous plastic products
Stone, clay, glass and concrete products
Primary metal industries
Fabricated metal products, except machinery and transportation equipment
Machinery, except electrical
Electrical and electronic machinery, equipment and supplies
Measuring, analyzing and controlling instruments; photographic, medical and optical goods; watches and clocks
Manufacturing industries, not elsewhere classified
Permitted in District, provided owner and/or tenant complies with the associated conditions set forth in this article or by Special Exception by Board of Zoning Appeals
Dormitories , Private (Sec. 17-321)
Permitted as an Accessory Use or as a Principal Use by Special Exception
Food crops grown within a covered enclosure
General farms, primarily crop
Special Exception by Board of Zoning Appeals
Railroad transportation
Railroads
Railway express service

Testing laboratories
Management and public relations services
Miscellaneous services
Police and Fire Protection
Permitted in District, provided owner and/or tenant complies with the associated conditions set forth in this article
Used merchandise stores without weapons (Sec. 17-87)
Non-depository personal credit institutions (pay day loan and/or title loan establishments (Sec. 17-294)
Municipal active recreation facilities (athletic ball fields, swimming pools, playgrounds, including administration facilities)(Sec. 17-289)
Offices and clinics of other health practitioners, including therapeutic massage (17-288)
Dormitories , Private (Sec. 17-321)
Permitted Accessory Use
Aquaponics
Special Exception by Board of Zoning Appeals
Gas production and distribution
Wholesale trade-durable goods-Scrap
Liquor Stores
Used merchandise stores with weapons
Pawn shops
Body piercing facilities and tattoo establishments
Recycling centers (see Sec. 17-273)
Parking structures
Drive-in motion picture theaters
Bingo parlors

Local and suburban transit and interurban highway passenger transportation and service facilities for motor vehicle passenger transportation
Motor freight transportation and warehousing: Local trucking without storage
Public warehousing: Miniwarehouse (Sec. 17-260)
U.S. Postal Service
Radio and television broadcasting
Electric substations
Gasoline service stations (Sec. 17-286)
Drinking Places (alcoholic beverages)(Sec. 17-269)
Liquor Stores
Used merchandise stores with weapons
Pawn shops
Linen supply
Laundry and garment services not elsewhere classified
Repair shops, not otherwise classified
Amusement and recreation services not elsewhere classified
Nursing and personal care facilities
Residential Care (Sec. 17-266)
Fraternity and sorority houses
Permitted in District as Office Only
Cemetery subdividers and developers
Diaper service
Carpet and upholstery cleaning

Libraries and information centers
Day Care Facilities (Sec. 17-265)
Dormitories, Public
Fraternity and sorority houses
Correctional insitutions

Outdoor advertising agencies
Disinfecting and extermination services
Cleaning and maintenance services to dwellings and other buildings not elsewhere classified
Truck rental and leasing without drivers
Passenger car rental and leasing without driver
Utility trailer and recreational vehicle rental
Parking structures



We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: Planning and Development Services

FROM: *Krista Hampton, Director*

SUBJECT: ZONING MAP AMENDMENT & TEXT AMENDMENT - Modification of Innovista Design District & Guidelines, and Rezoning of 1100 Wayne Street, TMS#08916-11-04A

PURPOSE: Ordinance No.: 2018-015 - Amending the 1998 Code of Ordinances of the City of Columbia, South Carolina, Chapter 17, Planning, Land Development and Zoning, Article III, Zoning, Division 8, District Descriptions; Use and Dimensional Regulations, Sec. 17-291 --ID Innovista design; Division 9, Supplementary District Regulations, Sec. 17-325 --ID Innovista design district, (b) Supplemental district regulations

Council District: 2

Proposal: Rezone a portion of 1100 Wayne Street from Mixed-Use Urban District (MX-2), -Design/Development Area (-DD), -Innovista Design District (-ID) and -Design and Preservation Area (-DP) to Mixed-Use Urban District (MX-2), -Innovista Design District (-ID) and -Design and Preservation Area (-DP); Amend Innovista Design District Guidelines to reflect proposed changes to the boundaries and height requirements in the buffer areas; Amend the City of Columbia's Official Zoning Map to extend the boundaries of the -ID zoning district and remove the -DD zoning district from the same area; Amend City of Columbia's Code of Ordinances §17-291 (-ID Innovista design) and §17-325 (-ID Innovista design district) to reflect proposed changes to the Innovista Design District Guidelines and the Official Zoning Map.

Applicant: Krista Hampton, City of Columbia Planning and Development

Staff Recommendation: Approval

PC Recommendation: 04/09/2018; Approval (5-1)

First reading approval was given on May 15, 2018.

FINANCIAL IMPACT:**ATTACHMENTS:**

- **#a:** MA-and-TA_Wayne1100-and-InnovistaExpan (PDF)
- **#b:** 2018-015 amend Sec 17-291 & Sec 17-325 (Innovista) (PDF)

HISTORY:

05/15/18

Columbia City Council

APPROVED ON FIRST READING



CITY COUNCIL

May 15, 2018 at 6:00 pm

City Council Chambers, 3rd Floor, 1737 Main Street, Columbia, SC 29201

Zoning Text and Map Amendment Case Summary **Modification of Innovista Design District and Guidelines, and Rezoning of 1100 Wayne Street, TMS# 08916-11-04A**

Council District:	2
Proposal:	1) Rezone a portion of 1100 Wayne Street from Mixed-Use Urban District (MX-2), -Design/Development Area (-DD), -Innovista Design District (-ID) and -Design and Preservation Area (-DP) to Mixed-Use Urban District (MX-2), -Innovista Design District (-ID) and -Design and Preservation Area (-DP); 2) Amend Innovista Design District Guidelines to reflect proposed changes to the boundaries and height requirements in the buffer areas; 3) Amend the City of Columbia's Official Zoning Map to extend the boundaries of the -ID zoning district and remove the -DD zoning district from the same area; 4) Amend City of Columbia's Code of Ordinances §17-291 (-ID Innovista design) and §17-325 (-ID Innovista design district) to reflect proposed changes to the Innovista Design District Guidelines and the Official Zoning Map.
Applicant:	Krista Hampton, City of Columbia Planning and Development
Staff Recommendation:	Approval
PC Recommendation:	04/09/2018; Approval (5-1)
ZPH, 1st Reading:	05/15/2018; Pending
2nd Reading:	06/05/2018; Pending

CURRENT PARCEL CHARACTERISTICS/CONDITIONS

Acreage: TMS# 08916-11-04A is 2.83 acres.

Current Use: Mixed Use

Proposed Use: Mixed Use development

SC Aeronautics Overlay: The subject property is located within the SC Aeronautics Airport Vicinity Zone as it is in proximity to the Jim Hamilton-LB Owens Airport.

Land Use Classification: Urban Core Regional Activity Center (UCAC-3)

Current Zoning: Mixed Use Urban District (MX-2), -Design/Development Area (-DD), -Innovista Design District (-ID) and -Design and Preservation Area (-DP)

Proposed Zoning: Mixed-Use Urban District (MX-2), -Innovista Design District (-ID) and -Design and Preservation Area (-DP)

PLANS, POLICIES, AND LAND USE

The Columbia Plan 2018: Comprehensive Plan Land Use Classification

The subject property is currently designated Urban Core Regional Activity Center (UCAC-3) in The Columbia Plan 2018 Future Land Use Map.

These developments are intense mixed-use business districts within the urban context. They may be adjacent to the central business district, or found in the outer areas of the City. They are primary destinations for work and play which attract people from more than a 20-mile radius or drive distance. The uses are built within the urban blocks and grid, and whole scale redevelopment of blocks or adaptive reuse of existing structures may occur in these areas. Their scale is large and may take up multiple City blocks. Their primary use is as a business district but high-intensity residential in mixed-use buildings is also appropriate.

Primary Types:

- Small to Extra Large Business/Employment (inc. High-rise, excl. Flex)
- Multi-family Medium and High-rise Mixed-use

Secondary Types:

- Multi-family Medium to High-rise
- Small to Large Flex
- Civic/Institutional
- Parking Structures

Tertiary Types

- Single-family Attached
- Cemeteries & Mausoleums
- Parking Lots

Existing Neighborhood, Small Area, Community, and/or Corridor Plans

The subject parcel is within the study areas of three plans: the *City Center Master Plan* (1999), the *Innovista Master Plan* (2007) and the *West Gervais District Plan* (2017).

The property is located within the Vista District as delineated by the *City Center Master Plan*. The Plan does not make any recommendations specific to the property, but the general recommendations for urban design standards in the downtown core resulted in the adoption of the City Center Design/Development Zoning Overlay District and Guidelines.

The *Innovista Master Plan* addressed the historic downtown grid between the Congaree River, Gervais, Assembly, and Catawba. The Plan classifies the subject property as falling within the Entertainment District (pgs. 24 & 25), and Wayne Street was identified as a Street II (and also as a service street) for purposes of circulation (pgs. 31-33). The Plan's emphasis on urban design was translated into the Innovista Design Zoning Overlay District and Guidelines.

The *West Gervais District Plan* proposes a future land use of Mixed Use – Commercial for the subject property, with ground-floor activity zones along Gervais Street. The block between Gervais, Senate, Wayne, and Gadsden is proposed to be included within a Height Overlay area (pgs. 22 & 23). In order to maintain pedestrian connectivity and access, the Plan also proposes a pedestrian cut through between the structures that currently house Wet Willie's and Tin Lizzy's, and identifies an existing pedestrian cut, which is the parking lot to the East of Wet Willie's (this cut through allows for continuation along the alignment of Gadsden Street, which does not exist between Gervais and Pendleton) (pgs. 27 & 31). The proposed cut through is also identified as a location for proposed public art, and terminates along Gervais Street at a location which is recommended for a mid-block crossing (pg. 31). For the study area as a whole, the Plan recommends improvement of the public realm,

inclusion of bicyclist- and pedestrian-oriented infrastructure improvements, and greening of the area through the provision of green alleys, green roofs, and parklets.

PROPOSED ZONING DISTRICT SUMMARY

The 1100 Wayne Street is currently zoned Mixed-Use Urban District (MX-2), -Design/Development Area (-DD), – Innovista Design District (-ID) and -Design and Preservation Area (-DP). The abutting properties in the City of Columbia are zoned Planned Unit Development- Residential District (PUD-R) to the West, Mixed-Use Urban District (MX-2) to the South, Heavy Industrial District (M-2) and Planned Unit Development- Commercial District (PUD-C) to the East and Light Industrial District (M-1) to the North.

The proposed zoning is Mixed-Use Urban District (MX-2), –Innovista Design District (-ID) -Design and Preservation Area (-DP).

Mixed-Use Urban District (MX-2)

The MX-2 district is intended to accommodate the development of a wide range of commercial, research, residential, retail, and university uses in an urban mixed-use context. To promote development that exhibits the physical design characteristics of pedestrian-oriented streets, open space and parks, along with mixed uses and urban densities, the district provides flexibility from the conventional use and bulk requirements of other zoning districts. The intent of this article is that the MX-2 district classification be applied only within the urbanized region of the central business area.

-Design/Development Area (-DD)

The -DD area is intended to protect the area identified as "City Center" which is undergoing redevelopment and revitalization from incompatible land uses and influences which do not complement or promote the high-intensity mixed use character of the area. It is also the intent that new developments within the -DD area are coordinated to ensure that the land use, pedestrian environment, urban design, open space, signs, street scape and traffic circulation are sensitive to and implement the overall objectives and concept of the applicable redevelopment plan. Development within the -DD area must comply with design guidelines set forth in this Code and in the publication "City Center Design/Development Guidelines, Final Report, September 1, 1998," LDR International, Inc. Consultants.

The -DD area consists of approximately 1,400 acres in the area bounded as follows: on the North by Elmwood Avenue, east by Pickens Street, South by Blossom Street, and West by the Congaree River. Any lot of record which fronts or abuts Elmwood, Pickens or Blossom within the area described above shall be deemed to fall within the -DD area.

-Innovista Design District (-ID)

The ID overlay district is intended to implement the general principles found in the Innovista Master Plan by encouraging a vibrant, mixed-use, pedestrian-oriented urban fabric along with parks and open space that will interconnect to the City Center and adjacent neighborhoods. Development within the ID area must comply with design guidelines adopted by city council on June 3, 2009, entitled "Innovista, Design Development Guidelines, April 2009." The boundaries are outlined on the official City of Columbia zoning map.

-Design and Preservation Area (-DP)

It is the intent of this article to protect and improve the quality of the environment of the city by the encouragement of identification, recognition, conservation, maintenance and enhancement of areas, sites, structures, fixtures and other features of the architectural, economic, social, cultural and political history of the city as well as its natural features; to encourage appropriate use of such features, areas, sites, structures and fixtures; and to restrain influences adverse to such purposes, and by so doing to promote the public welfare. To this end, the -DP designation, when appended to a basic district classification, is intended to coordinate the purposes and intent of this article with those regulations established by other provisions whose primary intent is to further the purposes set out in this section.

PROPOSED ZONING TEXT SUMMARY

The following are the proposed updates to the Official Zoning Code. Text that is red and struckthrough is the existing text in the Code that is proposed to be removed. Text that is blue and underlined is the proposed updated text.

Sec. 17-291. - ID Innovista design.

The ID overlay district is intended to implement the general principles found in the Innovista Master Plan by encouraging a vibrant, mixed-use, pedestrian-oriented urban fabric along with parks and open space that will interconnect to the City Center and adjacent neighborhoods. Development within the ID area must comply with [the most recent adopted/amended](#) design guidelines ~~adopted by city council on June 3, 2009~~, entitled "Innovista, Design Development Guidelines, ~~April 2009~~." The boundaries are outlined on the official City of Columbia zoning map.

(Ord. No. 2009-036, 6-3-09)

Sec. 17-325. - ID innovista design district.

(a) *Applicability/establishment.* The ID overlay district shall be established as a district which overlays the general use zoning districts. The extent and boundaries of the ID districts are indicated on the official zoning maps for the City of Columbia.

(b) *Supplemental district regulations.*

~~(1) *Building height:* To provide appropriate buffer to adjacent residential and historic districts, the height limit for structures located within buffer areas identified on the map titled "District Boundaries" in the "Innovista District Design Guidelines April 2009" shall be 75 feet.~~

(1) *Building Height:* To provide appropriate buffer to adjacent residential and adjacent or within historic districts, the height limit for structures located within the buffer areas identified on the Official Zoning Map shall be as follows:

a. In the area designated "-ID-55", the height limit shall be 55 feet.

b. In the area designated "-ID-75", the height limit shall be 75 feet.

c. In the area designated "-ID-80", the height limit shall be 80 feet.

d. In the area designated "-ID-150", the height limit shall be 150 feet.

e. In the area designated "-ID-U", the height limit shall be unlimited.

(2) *Signage size allowance:* Total allowable square footage of signage for a building may be increased by 25 percent if internally illuminated signage is not used for any business for any sign located on the parcel.

(3) *Ground floor activity zone:* Buildings with frontage on existing streets labeled as being a groundfloor activity zone as shown on the map labeled "Ground Floor Activity Zones" in the "Innovista Design District Guidelines, ~~April 2009~~" shall have a minimum of 60 percent of the façade, not counting ingress and egress, programmed with one or more of the following uses: retail trade, eating and drinking places, hotels and other lodging places, beauty and barber shops, dance studios, physical fitness and yoga studios, museums and art galleries, educational services, lobby or other active accessory space for residential uses, retail operations of finance institutions (banks).

(4) *Permitted uses:* Notwithstanding the provisions in this chapter concerning nonconforming uses (sections 17-201 through 17-205), the following existing uses or structures may be expanded up to 20 percent of the gross floor area on the same lot of record.

a. Manufacturing (SIC Division D).

b. Wholesale trade (SIC Division F).

(5) *Credit for on-street parking*: The amount of required off-street parking shall be reduced by one off-street parking space for every on-street parking space adjacent to the development.

(6) *Maximum parking ratio*: Surface parking shall not exceed 110 percent of the minimum parking requirement for the subject land use(s) as established in Table 1 of Section 17-258 prior to any reductions permitted.

(Ord. No. 2009-036, 6-3-09; Ord. No. 2010-060, 6-2-10)

Note— Formerly numbered as § 17-324.

PROPOSED INNOVISTA GUIDELINES SUMMARY

The proposed Innovista Design District Guidelines and their proposed changes are in the attached document titled “Innovista Design (-ID) District Guidelines for Development.

STAFF RECOMMENDATION

Staff recommends City Council approval of the rezoning of 1100 Wayne Street from MX-2, -DD, -ID and -DP to MX-2, -ID and -DP as well as the changes to the Official Zoning Code and Map and Innovista Design District Guidelines.



Future Land Use Map

1100 Wayne Street, TMS# 089
Existing FLU: UCAC-3

23.a

Department of Planning &
Development Services

Legend

-  CITY LIMITS
-  PARCELS
-  UCMR-1 - Urban Core Mixed Residential-1
-  UCMR-2 - Urban Core Mixed Residential-2
-  UEMR - Urban Edge Mixed Residential
-  UEMF - Urban Edge Multi-Family
-  UCR-1 - Urban Core Residential Small Lot
-  UCR-2 - Urban Core Residential Large Lot
-  UER-1 - Urban Edge Residential Small Lot
-  UER-2 - Urban Edge Residential Large Lot
-  UCAC-1 - Urban Core Neighborhood Activity Center
-  UCAC-2 - Urban Core Community Activity Center
-  UEAC-1 Urban Edge Community Activity Center
-  UCAC-3 Urban Core Regional Activity Center
-  UEAC-2 - Urban Edge Regional Activity Center
-  AC-1 - Neighborhood Activity Corridor
-  AC-2 - Community Activity Corridor
-  AC-3 - Regional Activity Corridor
-  EC - Employment Campus
-  IND - Industrial
-  TU - Transportation & Utilities
-  SD-1 - Sports/Amusement District
-  SD-2 - Civic/Institutional Districts
-  SD-3 - Central Business District
-  SD-4 - Riverbanks Zoo and Garden
-  SD-5 - Universities/Colleges
-  SD-6 - Fort Jackson



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Feet

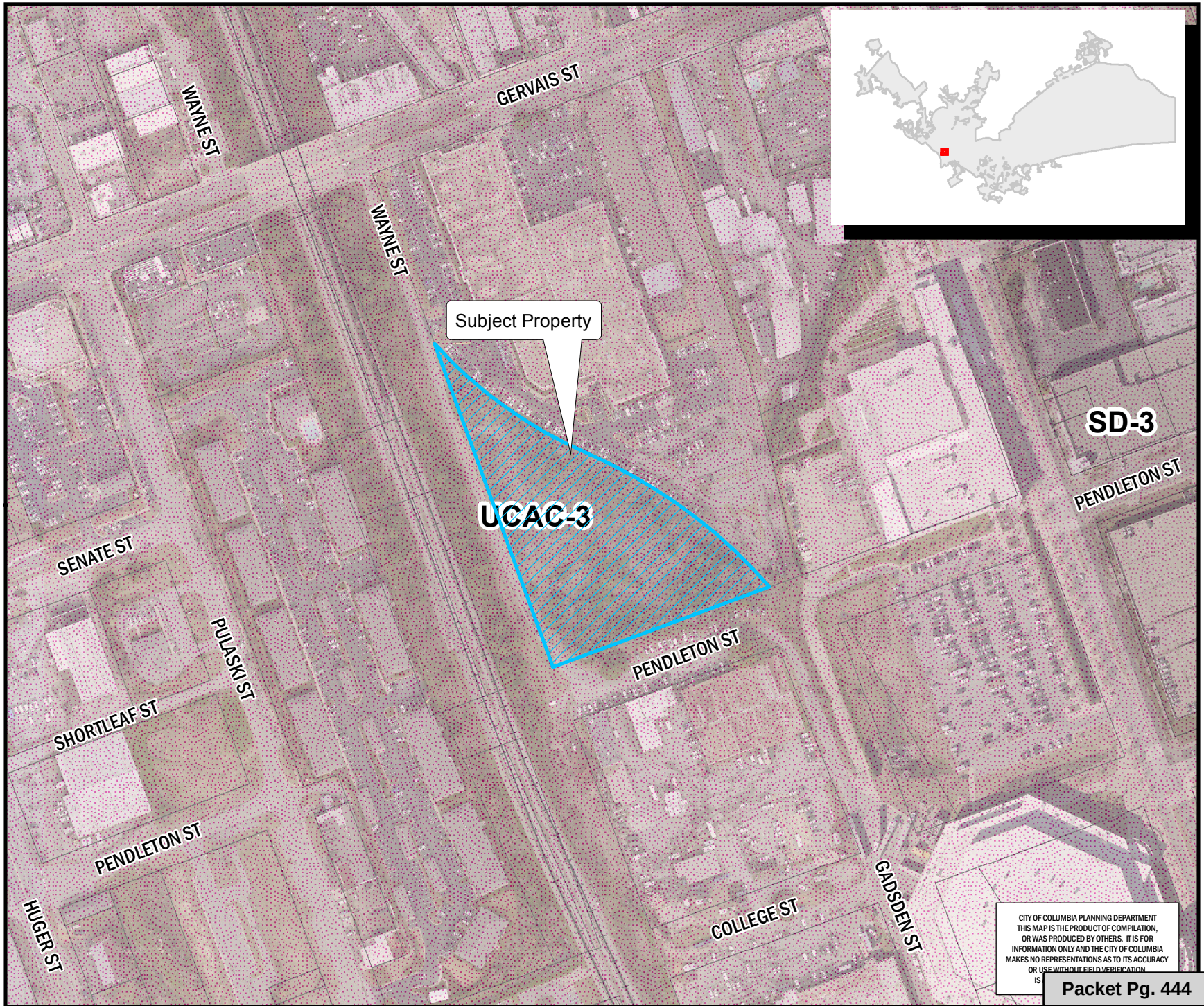
ORIGINAL PREPARATION/DATE:

This map was prepared by:

Shane Shaughnessy
February 27, 2018



We Are Columbia



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IS

Packet Pg. 444

** DATA SOURCE - CITY OF COLUMBIA, GIS DIVISION

Zoning Map

Department of Planning & Development Services

1100 Wayne Street, TMS# 08916-11-04A;

Existing Zoning: MX-2, -DP, -DD, and -ID, Proposed Zoning: MX-2, -DP and -ID

23.a

Legend

CITY LIMITS
 PARCELS

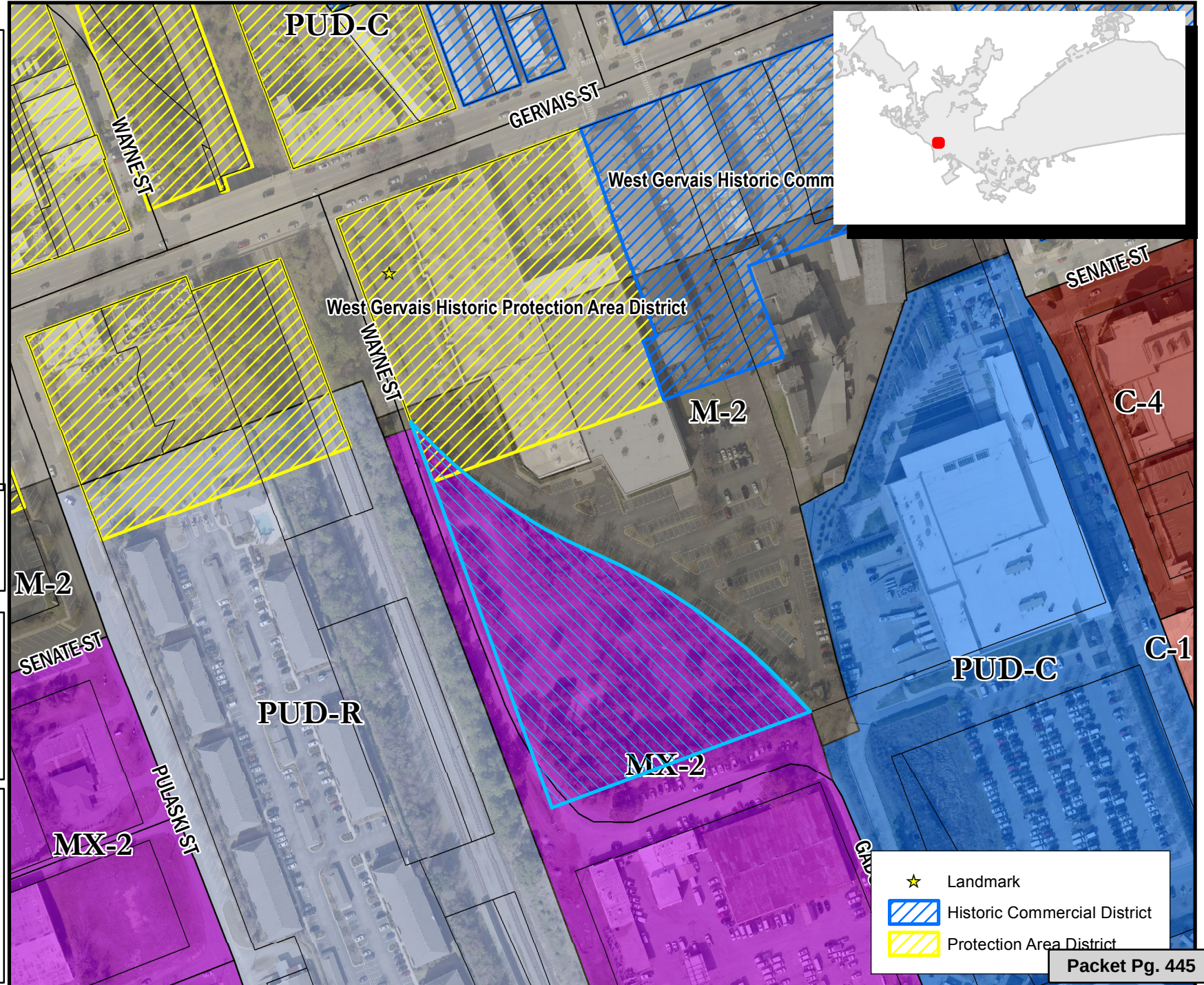
D-1	C-1
RS-1	C-2
RS-1A	C-3
RS-1B	C-3A
RS-2	C-4
RS-3	C-5
RD	M-1
RD-2	M-2
RG-1	PUD-C
RG-1A	PUD-LS
RG-2	PUD-LS-E
RG-3	PUD-LS-R
UTD	PUD-R
MX-1	OUT OF CITY
MX-2	

N

0 40 80 160 Feet

ORIGINAL PREPARATION/DATE:
This map was prepared by:
Shane Shaughnessy
February 27, 2018

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Zoning Map

Department of Planning &
Development Services

1100 Wayne Street, TMS# 08916-11-04A;

Existing Zoning: MX-2, -DP, -DD, and -ID, Proposed Zoning: MX-2, -DP and -ID

23.a

Legend

-  CITY LIMITS
-  PARCELS



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ORIGINAL PREPARATION/DATE:
This map was prepared by:

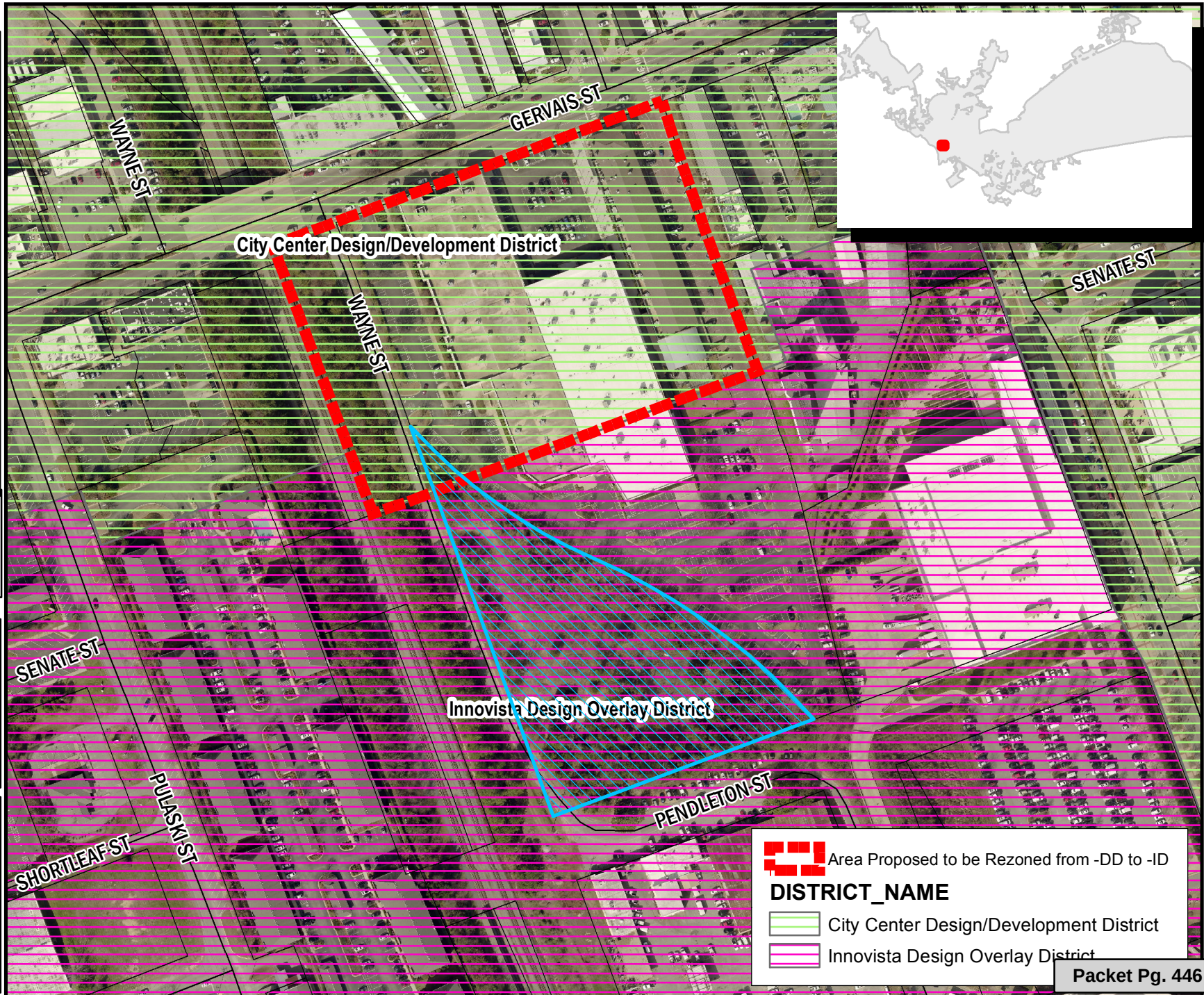
Shane Shaughnessy
February 27, 2018

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Packet Pg. 446

Zoning Map

Department of Planning &
Development Services

1100 Wayne Street, TMS# 08916-11-04A;

Existing Zoning: MX-2, -DP, -DD and -ID, Proposed Zoning: MX-2, -DP and -ID

23.a

Legend

-  CITY LIMITS
-  PARCELS



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ORIGINAL PREPARATION/DATE:
This map was prepared by:

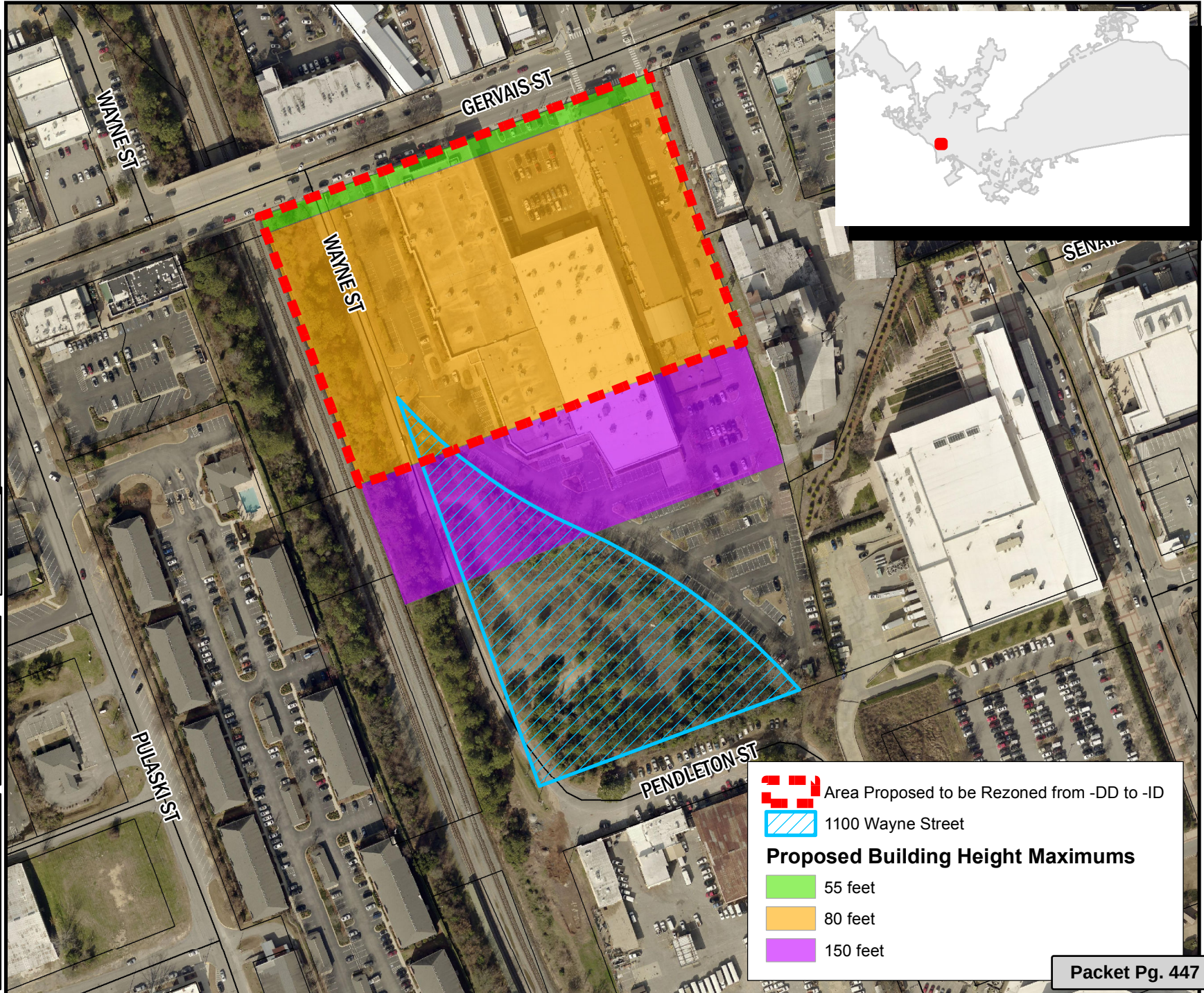
Shane Shaughnessy
March 6, 2018

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Area Proposed to be Rezoned from -DD to -ID



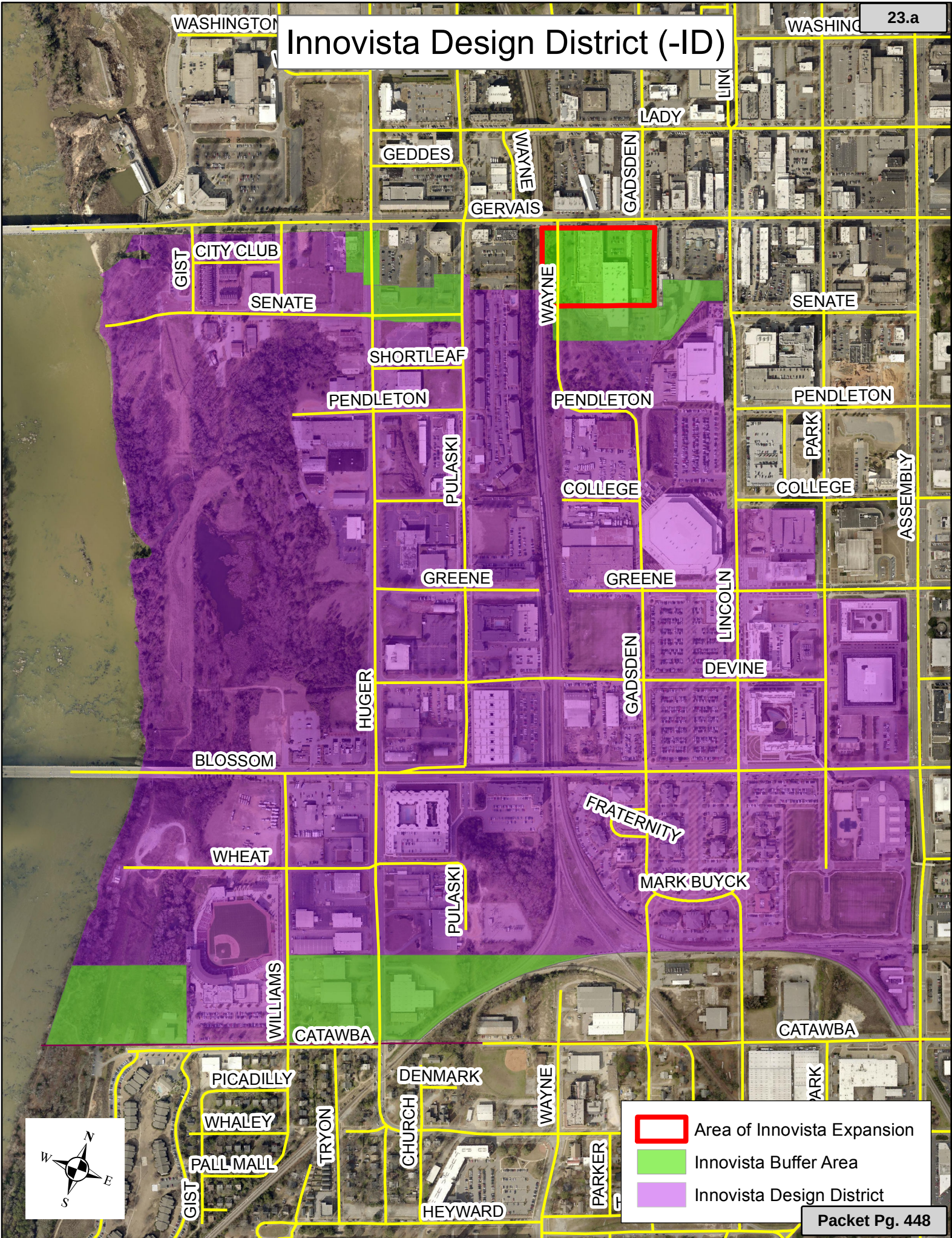
1100 Wayne Street

Proposed Building Height Maximums

-  55 feet
-  80 feet
-  150 feet

Packet Pg. 447

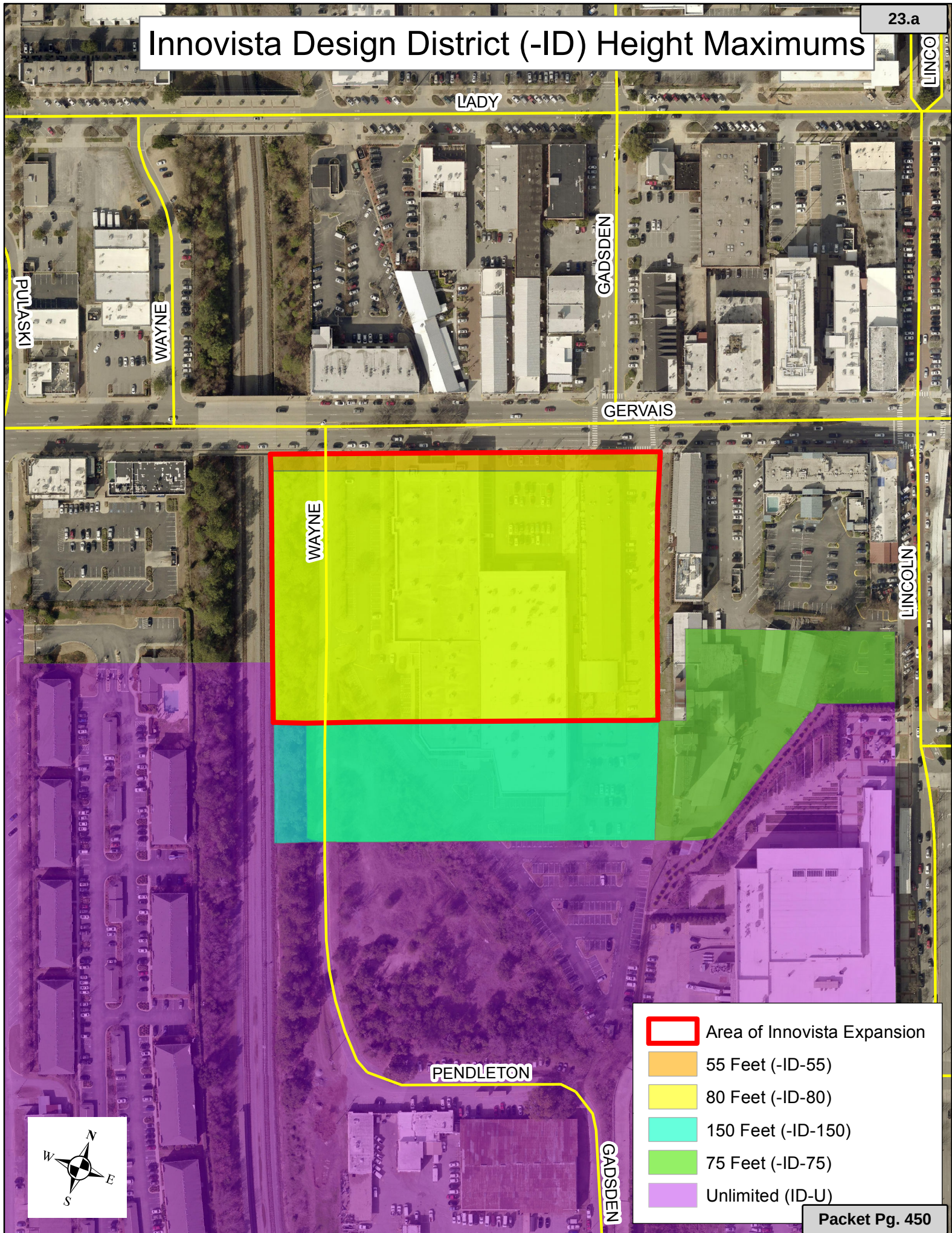
Innovista Design District (-ID)



-  Area of Innovista Expansion
-  Innovista Buffer Area
-  Innovista Design District



Innovista Design District (-ID) Height Maximums



The following are the proposed updates to the Innovista Design District Guidelines. Text that is red and struckthrough is the existing text in the Guidelines that is proposed to be removed. Text that is blue and underlined is the proposed updated text. Proposed changes to existing maps have also been included.

Innovista Design (-ID) District Guidelines for Development

Introduction

The Innovista area, roughly bounded by Gervais to the north, Catawba to the south, Assembly to the east, and the Congaree River to the west, encompasses about a quarter of Columbia's City Center.

The existing context of the area is largely undeveloped land, parking lots, and low density industrial and commercial uses. These guidelines are based on and support the proposed uses, densities, building envelopes, and special districts outlined in the Innovista master plan.

Principles

The intent of the design guidelines is not to restrict creative architecture, but rather to guide development to ensure it contributes positively to the Innovista District and to Columbia's larger City Center. To this end, the guidelines are not exhaustive or formulaic, but are intended to help new developments meet the principals of pedestrian friendly, quality urban development. The Innovista District Design Guidelines are organized around the following principles:

- Promote pedestrian interaction
- Reinforce the positive urban form and architectural features of the District
- Provide a well proportioned and unified building
- Provide active street-facing facades
- Provide appropriate signage and lighting
- Minimize the visual impact of parking and service areas
- Use trees, landscaping, and other streetscape amenities for enhancement

District Boundaries- Innovista Design (-ID) District Map

~~The purple shaded area indicates the boundaries of the Innovista Design District Overlay. All parcels within this area are required to obtain a Certificate of Design Approval prior to receiving a zoning permit for exterior work. The green areas indicate parcels which fall within the buffer zone, which have a maximum height allowance. Applicants should check with the City of Columbia zoning office for specific zoning requirements.~~

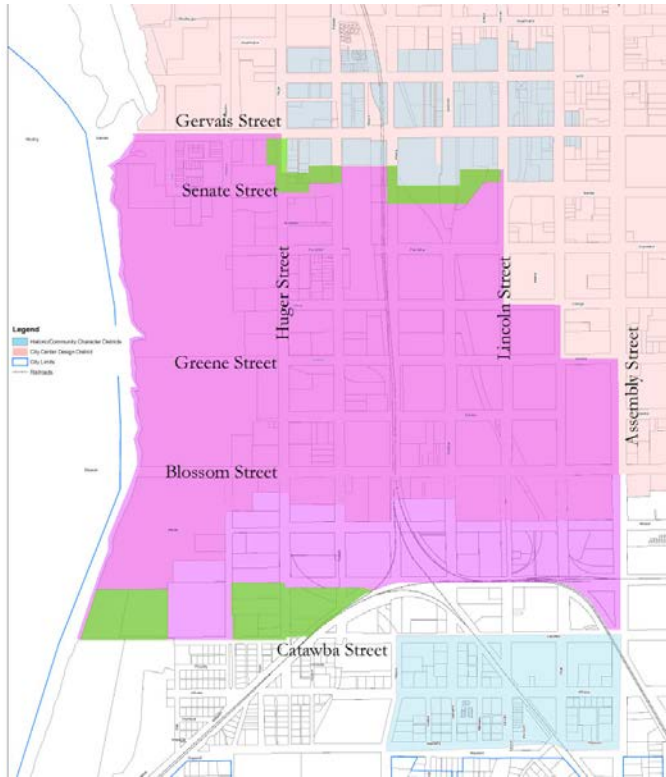
All parcels within this area are required to obtain a Certificate of Design Approval prior to receiving a zoning permit for exterior work.

The purple shaded area indicates the boundaries of the Innovista Design District Overlay.

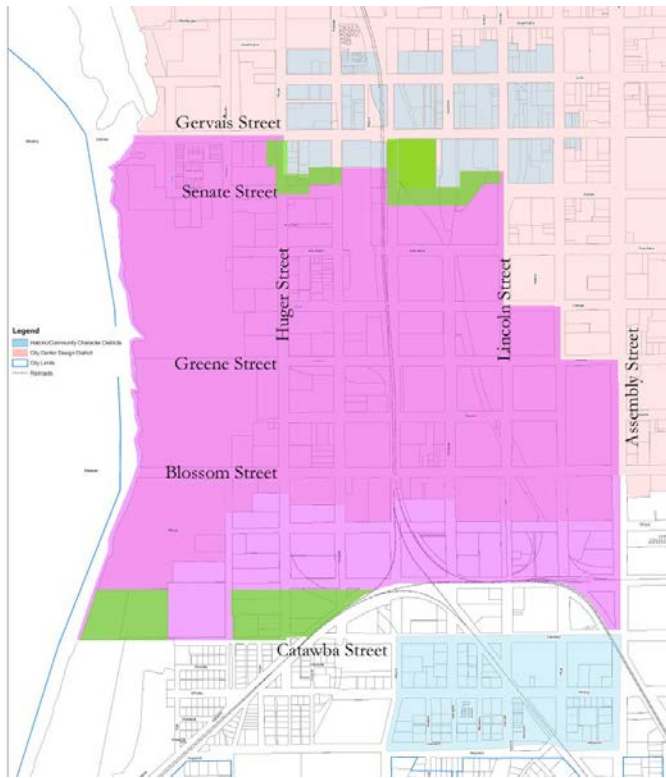
The green areas indicate parcels which fall within the buffer zone, which have a maximum height allowance.

Applicants should check with the City of Columbia zoning office for specific zoning requirements.

Existing Innovista Design District Map:

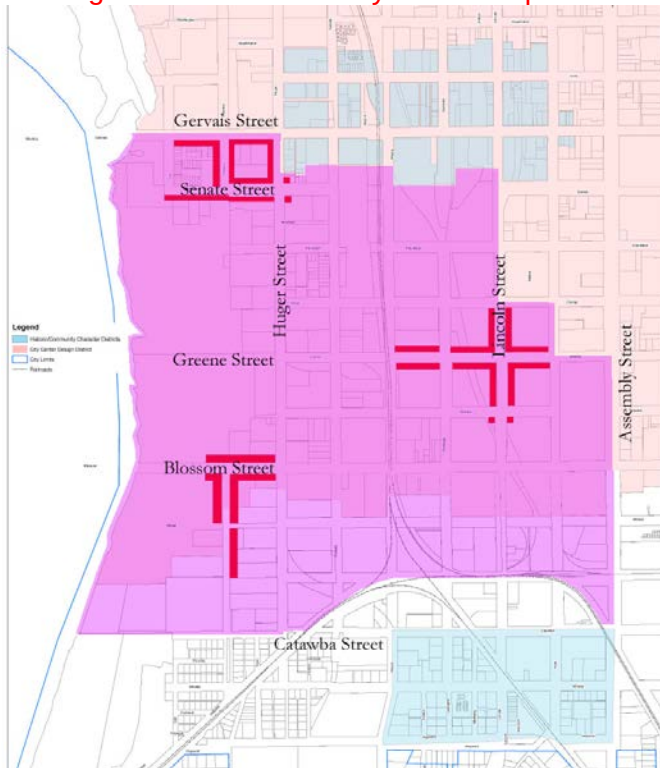


Proposed Innovista Design District Map:

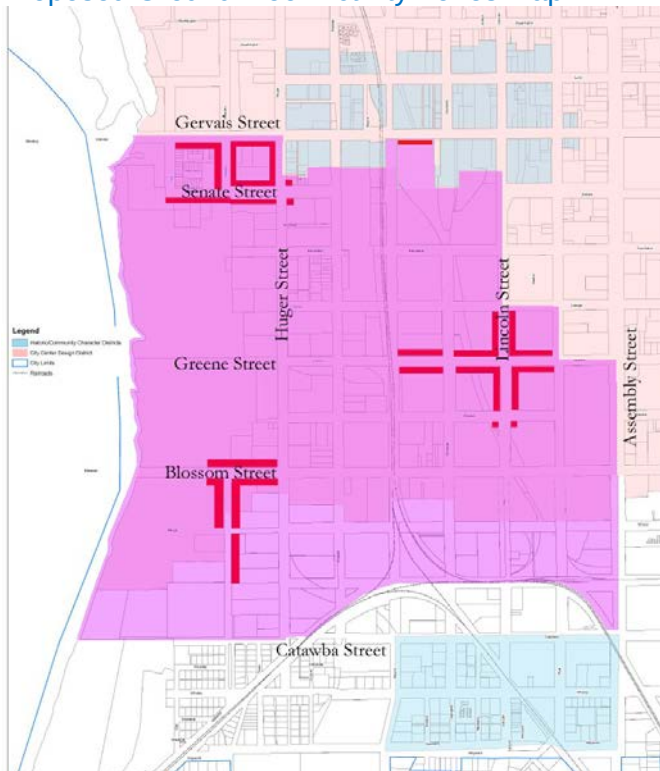


Ground Floor Activity Zones Map

Existing Ground Floor Activity Zones Map:



Proposed Ground Floor Activity Zones Map:



Innovista Design (-ID) District

Review Process

Any improvements to buildings or property that are visible from the public right-of-way and require a zoning permit must first obtain a Certificate of Design Approval. Visible from the public right of way means substantially visible by any person standing at street level in any right-of-way within or abutting the overlay district.

Small projects will be reviewed at the staff level. Larger projects will go before the Design/ Development Review Commission for review and approval. If an applicant is not satisfied with the staff decision, he or she may appeal to the Commission level within 30 days for a re-hearing.

To determine whether a project may be reviewed at the staff level (small projects) or if it must go to the Commission, use the following guide:

√ The building has a total square footage of greater than 50,000 sf

√ A project which exceeds the monetary threshold set forth for this district in the City of Columbia Zoning Ordinance.

Projects which meet or exceed either of the above thresholds automatically go to the Design Development Review Commission for review and approval. Projects which must go before the Commission for review and receive a Certificate of Design Approval will also receive a 50% discount on their building permit fees. This does not apply to projects appealed from the staff level.

1.0 Site Planning

The manner in which a building and its accessory uses are arranged on a site is critical to how the building contributes to the overall quality of the built environment. This section outlines a series of site planning guidelines that will help establish a human scale, pedestrian friendly quality in the Innovista district.

1.1 Parking Facility, Location, Landscaping and Screening

1.1.1 Location and design treatment of the parking needed to serve Innovista development will have significant influence on the area's physical structure and visual character. One of the most difficult issues in urban development is providing an adequate amount of convenient parking without allowing parking structures and surface lots to dominate the urban setting. The amount of off-street parking required for any new development is prescribed in the City's Zoning Ordinance; the guidance provided herein should ultimately be reflected in the parking provisions of that ordinance. Following are several principles that should apply to all parking facilities within the Innovista District, both structured and surface.

1.1.2 The use of an entire block for parking (either surface or structured) is discouraged.

1.1.3 Auto access to and from parking lots, structures, and service areas should be from "B" Streets only, [as follows:](#)

"A" Streets: Lincoln Street, Senate Street, Catawba Street, Greene Street, and Congaree River Parkway.

"B" Streets: Assembly Street, Gervais Street, Huger Street, Blossom Street, Pulaski Street, Gadsden Street, Park Street, Pendleton Street, College Street, Wayne Street, Devine Street and Wheat Street.

1.2 Structured Parking

1.2.1 The location and design of the parking structures both public and private should be governed by the following guidelines:

1.2.2 Where possible, parking structures should be located within the block core, with actively programmed building space fronting on all streets. [\(Refer to the text of the City of Columbia's Official Zoning Code for allowable uses in required Ground Floor Activity Zones.\)](#)

1.2.3 Where location of parking within the block core is not feasible, parking structures should be located to the rear of the principal-use building oriented to front on the address street. The ground floor of the parking structure should be actively programmed on streets with an active commercial frontage.

1.2.4 No parking structure frontage should be permitted on Innovista's "A" streets unless the structure's façade provides a compatible streetscape frontage and active programming on the ground floor. [\(See Section 1.1.3 on Page 7 of the Innovista Design District Guidelines for a list of streets.\)](#)

1.2.5 Any parking structure which is located adjacent to a street should be set back a minimum of 6 feet and a maximum of 10 feet from the sidewalk. This setback should be landscaped with trees, shrubs, and ground cover to soften views of the structure, provide visual interest, and establish a sense of human scale.

1.2.6 Structured parking configured as a base level podium supporting a high-rise tower should not be permitted.

1.2.7 The parking structure should be compatible in quality, form, materials, colors and textures with the structures being served.

1.2.8 Parking structure roof lines which are visible from the street should be level; ramping should occur within the structure or on the interior of the block where it is screened from the street.

1.2.9 Street trees should be provided along all street frontage and spaced at 35-40 ft. intervals.

1.3 Surface Parking

1.3.1 New surface parking lots should be designed to minimize the negative impact of large paved surfaces on the quality of the visual environment. They should be located behind the building(s) they serve.

1.3.2 New surface lots should meet the City's landscape ordinance; however, if a parking lot does not meet the threshold for which the Landscape Ordinance applies, screening and street trees shall be provided per the following:

1.3.3 Street trees should be provided along all street frontage and spaced at 35-40 ft. intervals.

1.3.4 Continuous landscape screening (along 100 percent of the street frontage except at entrances and exits) must be provided by a evergreen hedge.

1.3.5 Street trees should be installed at a minimum size of 2 ½ inch caliper and should be 14-16 ft high.

1.3.6 Hedges should be installed at a minimum height of 24 inches, with a maximum spacing of 30 inches; hedges should be maintained at a height of 36 to 42 inches. Hedges should be installed in a minimum 5 foot wide continuous landscape zone.

1.3.7 Irrigation is required in all landscaped areas.

1.3.8 Solid masonry walls 30 to 36 inches high, or a knee-wall 18 to 30 inches topped with decorative metal fencing can be substituted for hedges to screen parking areas; material should match the site's exterior building materials. Where such walls replace hedges, the 5 foot landscape zone may be reduced to the minimum width required for the wall plus a 12-inch planting zone for planting vines or other vegetation.

1.3.9 Where surface parking is not feasible to locate to the rear of the building, and is adjacent to the public sidewalk, specialty paving such as pavers, stamped concrete, or permeable paving should be used to minimize the visual impact on the pedestrian realm.

1.4 Setbacks

1.4.1 Setbacks shall be determined by the underlying zoning district. Further, detailed setback suggestions are provided in the Innovista Master Plan and should be considered where at all possible, on a site specific basis.

1.4.2 Main building façades should be aligned to define a continuous street edge. When residential buildings face the street on the majority of a block face, the main façade of the building should be recessed up to twelve feet from the edge of the right-of-way to provide privacy to the first floor of the building.

1.5 Street Orientation

1.5.1 The way in which a structure is oriented to the street plays a major role in establishing the overall feeling of the street. As a general rule, buildings should be oriented to engage the pedestrian, not only visually, but functionally. This section provides specific directions on how this can be accomplished.

1.5.2 Storefronts should be designed to orient to the major street frontage. While side or rear entries may be desirable, the predominant major building entry should be oriented toward the major street.

1.5.3 The front building façade should be oriented parallel to the street or toward a major plaza or park.

1.5.4 The ground floor of buildings should be located at the same level as the open space or sidewalk to emphasize the physical and visual connection with the street. If the primary use is residential, the ground floor may be raised up half a level to protect the privacy of occupants.

1.5.5 Residential buildings should include the following:

- Townhouses or other single-family attached: front door or stoop addressing the public sidewalk. Fences/walls should be transparent if they are higher than 24" above grade.
- Multi-family: An entrance to the lobby or common area addressing the public sidewalk.

1.5.6 At least 80% of the lot frontage should be covered by a building structure and the remaining land should be landscaped. Spacing between buildings should be minimal to none in order to maintain the continuity of the building edges. Spacing of up to 35 feet between buildings is permitted to provide pedestrian access to parking or courtyards located behind buildings.

1.5.7 Building architecture should address the corner to take advantage of the prominent location and having two street frontages. Buildings on corners should typically have corner entrances, and include storefront features for at least 50% of the wall area on the side street elevation.

1.6 Grade Change

1.6.1 Changes in grade on an urban site can vastly change the way a building relates to the pedestrian realm and to adjacent buildings. The following should be considered when dealing with grade changes on a site:

1.6.2 If a street and sidewalk are sloping, the building façade elements should step down along the façade to address the slope and continue storefront features along the street.

1.6.3 Minimize the use of retaining walls where they would limit access between spaces.

1.7 Open Spaces in Private Development

1.7.1 Innovista District's primary open spaces should be located and designed according to the Innovista master plan.

1.7.2 To invite public use and ensure user security, plazas or other public open spaces should be visible from streets and sidewalks, and should be surrounded by actively programmed building spaces such as shops, restaurants, and residential units or offices.

2.0 Architectural Style or Theme

2.0.1 No predetermined architectural style or theme is mandated in Innovista; however, the design of a building should be compatible with its function and with its surroundings

(context) provided those surroundings are urban, pedestrian-oriented developments. New buildings should be compatible with the existing more traditional buildings; their design, particularly front facades, should be influenced by the other facades on the street, but should not attempt to copy them.

2.0.2 New buildings should take care in material selections and architectural detailing so they do not look like cheap historic imitations. These projects should be sympathetic and compatible with urban pedestrian friendly buildings in terms of mass, scale, height, facade rhythm, placement of doors and windows, color, and use of materials without giving the feeling that new or renovated structures must duplicate an architectural style from the past to be successful. Most importantly, buildings should be true to whichever architectural style they are designed, for example, articulating a simple brick warehouse or office building with classical details would not be appropriate

2.0.3 Modern and/or innovative architecture is strongly encouraged. To that end, consideration will be given to buildings that are determined to be strong examples of such, in that specific guidelines typically applied to traditional “main street” architecture may not be appropriate in some situations. Encouraging a mix of uses in an urban setting with buildings which contribute positively to the pedestrian environment is the primary goal of these guidelines.

2.0.4 Architecture should be urban and therefore flexible for various businesses over time. A building should not be so strongly identified with a single business that it cannot reasonably be adapted to another use in the future. Corporate identity should be contained in signage, storefront displays, and/or artwork.

3.0 Building mass and Organization

3.0.1 Much of the existing context in this underdeveloped area is comprised of wide, one-story buildings, such as many of the metal storage buildings and warehouse structures. While this building type was appropriate when the area was an underutilized, industrial district, it will not contribute to the density and urban character necessary to encourage pedestrian activity. On blocks where the context is such, or on largely undeveloped blocks where little or no context exists, buildings should begin a precedent for urban, pedestrian friendly development.

3.0.2 The height and scale of new buildings within Innovista should complement existing structures while providing a sense of human scale and proportion.

Building heights are determined by the [underlying base zoning district, overlay districts and the Official Zoning Map](#). Consideration should be given to upper floor step-backs and/or street façade articulation to mitigate dramatic height adjacencies. More specific guidance on building height and upper floor stepbacks should be gleaned from the Innovista Master Plan.

3.1 Building mass and Organization

3.1.1 The spatial definition of the streets within the Innovista area is characterized by the relationship between the height of buildings and the space they face. That ratio is ideally 1:1, the width being measured from façade alignment to façade alignment. Should the

façade of the building be higher than the 1:1 ratio, additional stories should be recessed at least eight feet from the main plane of the façade

3.2 Façade Proportion and Rhythm

3.2.1 The façade is literally the exterior of a building that “faces” the street. It is the architectural front of the building and is typically distinguished from other faces by elaboration of architectural or ornamental details. Building facades are critical to the pedestrian quality of the street. The width and pattern of façade elements can help a pedestrian negotiate a street by providing a standard measure of progress. This is true regardless of the overall width of the building; for example, a building can extend for the full length of a block and still have a façade design that divides the building into smaller, pedestrian-scaled elements. The following guidelines deal with establishing a pedestrian friendly rhythm in new buildings, while subsequent sections address façade detail.

3.2.2 Whenever an infill building is proposed that is much “wider” than the existing characteristic facades on the street, the infill facades should be broken down into a series of appropriately proportioned “structural bays” or components typically segmented by a series of columns or masonry piers that frame window, door, and bulkhead components.

3.3 Proportion of Openings

3.3.1 Maintain the predominant difference between upper story openings and street level storefront openings (windows and doors). Usually, there is a much greater window area (70 percent) at the storefront level *to engage the pedestrian*, as opposed to upper stories which have smaller window openings (40 percent).

3.3.2 Whenever an infill building is proposed between two adjacent commercial structures, the characteristic rhythm, proportion, and spacing of existing door and window openings should be maintained.

3.4 Wall Articulation

3.4.1 Whenever an infill building is proposed, the common horizontal elements (e.g., cornice line and window height, width, and spacing) established by neighboring structures should be identified and the infill design should complement and accentuate what is already in place.

3.4.2 Long, blank, unarticulated street wall facades should not be allowed. Facades should instead be divided into a series of structural bays (e.g. masonry piers which frame window and door elements).

3.4.3 Monolithic street wall facades should be “broken” by vertical and horizontal articulation (e.g., sculpted, carved, or penetrated wall surfaces defined by recesses and reveals). These features are characterized by breaks in the surface of the wall itself, placement of window and door openings, or the placement of balconies, awnings, and/or canopies.

3.4.4 Large, unbroken façade surfaces should be avoided, especially at the storefront level. This can be achieved in a number of ways, including:

- Dividing the façade into a series of display windows and smaller panes of glass,
- Constructing the façade with small human scale materials such as brick or decorative tile along the bulkhead,
- Providing traditional recessed entries,
- Careful sizing, placement and overall design of signage, and
- Providing consistent door and window reveals.

3.5 Roofs and Upper Story Details

3.5.1 Roofs may be flat or sloped provided that emphasis is placed on a horizontal eave line. The visible portion of sloped roofs should be sheathed with a roofing material complimentary to the architectural style of the building and other surrounding buildings.

3.5.2 Roof mounted mechanical or utility equipment should be screened. The method of screening should be architecturally integrated with the structure in terms of materials, color, shape, and size. Equipment should be screened by solid building elements (e.g. parapet wall) instead of after-the-fact add-on screening (e.g. wood or metal slats).

4.0 Exterior Walls/Materials

4.0.1 The design elements for exterior walls involves two aspects- color and texture. If the building's design is complicated with many design features, the wall texture should be simple and subdued. If the building design is simple (perhaps more monolithic) a finely textured material, such as a patterned masonry, can greatly enrich the building's overall character.

Recommended Materials

4.0.2 Building materials should be high-quality, commercial grade materials, to ensure long wear and minimal maintenance. Storefront materials should be consistent with the materials used on significant (historically correct) adjacent buildings. The following materials are considered appropriate for buildings within the Innovista District. The number of different wall materials used on any one building should, however, be kept to a minimum (ideally two or less). Most importantly, materials must be appropriate to the style and application in an urban setting.

Building Walls:

- Clear glass, glass block (storefront only)
- Glass block (Transom)
- Stucco/ exterior plaster (smooth trowled)
- New or used face brick
- Cut stone, rusticated block (cast stone)

Roofs (where visible)

- Standing seam metal roofs (avoid bright colors)
- Class A composition shingles (limited to refurbishment of residential structures)
- Tile of neutral color.

Discouraged Materials

4.0.3 The following building materials are considered inappropriate in Innovista and are discouraged.

Building walls:

- Imitation masonry (e.g. imitation, rusticated block) of any kind, especially at street-level
- Reflective or opaque glass (at the street level)
- Vinyl siding
- Metal siding, as in the case of pre-fabricated butler buildings
- Imitation stone or flagstone parquet
- Rough sawn or “natural” (unfinished) wood
- “Pecky” cedar
- Used brick with no fired face (salvaged from interior walls)
- Imitation wood siding
- Coarsely finished “rough sawn” or rustic materials (e.g. wood shakes, barnwood, board and batten or T-111 siding)
- Plastic panels
- Vertical siding
- EFIS or other synthetic/imitation stucco

Roofs:

- Crushed stone
- Shake
- Brightly colored tile (orange, blue, etc.)
- Corrugated fiberglass

5.0 Storefront Composition, Accessories, and Details

5.1 Entries/Doorways

5.1.1 The main entry to a building, leading to a lobby, stair or central corridor, should be visually emphasized, and articulated in a way that is compatible with the style and scale of the building.

5.1.2 Commercial storefront entries are typically recessed and/ or sheltered by a covered arcade structure, canopy or awning. This provides more area for display space, a sheltered transition area to the interior of the store and reinforces the entrance. Recessed entries should be retained and are strongly encouraged in a new storefront construction, although overly-deep entries (over 5 feet) should be avoided.

5.2 Door and Window Design

5.2.1 The intent of the guidelines for storefront glass is to maintain the transparency of urban buildings at street level. These guidelines take into account the need for energy efficiency and energy code requirements, which should be obtained through a combination of materials and methods of construction, not only through glass selection. Privacy concerns should be handled with interior blinds, shades, and other operable means.

For first floor glass in new construction,

- low-iron glass shall be used to maximize clarity

- any factory applied coatings shall be applied to the #2 surface
- overall VLT (visible light transmission) shall be at least 61%
- exterior reflectance shall not exceed 15%

For film applications to existing glass,

- Visible light transmission shall be at least 45%
- Exterior reflectance shall not exceed 15%

5.2.2~~1~~ Doors to retail shops should contain a high percentage of glass to view retail contents.

~~5.2.2 Use of clear glass (at least 88 percent light transmission) on the first floor is recommended.~~

5.2.3 Window openings and mullions should have a substantial enough profile to help articulate the building with recesses and shadow lines. Muntins without a profile on the exterior of the window are not allowed.

5.2.4 Exterior details will ideally be functional as well as decorative. If a detail is not functional, such as a window shutter, it shall be scaled properly so that it is proportionate to both the window and the building façade.

5.2.5 Permanent, fixed security grates or grills in front of windows are discouraged; as an alternative security glass is recommended. If security grilles are necessary, they should be placed inside the building behind the window display area. (Applicants should also review such features with the fire marshal).

5.3 Awnings and Canopies

5.3.1 Awnings and canopies provide the opportunity to add color and visual relief to buildings, as well as serving a functional purpose by protecting windows from intense direct sunlight. The following guidelines describe the qualities that will ensure that awnings and canopies if used to contribute positively to Innovista's overall design quality.

5.3.2 When several businesses occupy one building, awnings of a compatible color should be used with simple signs on the valance flap that may vary in type style and color to differentiate the individual businesses within the building. Bright and/or contrasting colors should be avoided.

5.3.3 Where the façade is divided into distinct structural bays (sections defined by vertical architectural elements, such as masonry piers) awnings should be placed within the vertical elements rather than overlapping them. The awning design should respond to the scale, proportion and rhythm created by the structural bay.

5.3.4 Fabric awnings, if used, should be of durable, commercial grade fabric, canvas or similar materials having a matte finish.

5.3.5 Permanent awnings of a material integral to the building architecture are strongly encouraged.

5.3.6 Awning frames and supports should be of painted or coated metal or other non-corroding material.

5.3.7 Glossy or shiny plastic or similar awning material is not recommended.

5.3.8 Awnings should be well-maintained, washed regularly, and replaced when faded or torn.

5.3.9 Awnings should have a single color or two-color stripes. Utilizing more colors or patterns is permitted but will be considered as a sign area..

6.0 The Upper Facade

6.0.1 The upper façade of a building is distinct from the street-level storefront, and the design qualities differ. The upper façade consists of the following components:

- The cornice and fascia that cap the building front;
- The building's upper stories;
- The windows, which provide articulation and interest to the upper architecture; and
- The piers, which extend to the ground level to visually support the façade and frame the storefront.

6.0.2 Typically, the more massive, solid architecture of the upper façade gives the buildings its feeling of substance and expresses its architectural quality and character. As a result, the design treatment, materials and conditions of the upper façade play an important role in defining the architectural style of the building and in relating it to the neighboring buildings in the block face.

6.0.3 The following paragraphs provide general guidance for the development and/ or renovation of the upper facades of buildings in Innovista.

6.1 Cornice and Fascia

6.1.1 A cornice or fascia creates a strong roof line and gives a finished appearance to the building façade. Where they have been removed, these elements should be restored to re-emphasize the original design intent of the structure. The new cornice or fascia should be designed in proportion with the overall mass of the building.

6.2 Wall Materials

6.2.1 Wall materials should be selected to coordinate with neighboring structures and complement the design of the storefront.

6.3 Windows

6.3.1 Upper story windows should create a sense of scale and to add articulation and visual interest to the upper facade.

6.4 Piers

6.4.1 The piers that frame the storefront and visually anchor the upper façade play an essential role in creating the unified architectural framework which organizes the street level's visual diversity. Where these piers have been eliminated or reduced in size, the architectural definition of the façade will be weak and the upper architecture inadequately balanced. The piers' width and spacing should give support to the façade. Piers which segment the storefront are recommended on wide buildings to improve proportional balance. To emphasize the pier's integral role in defining the architectural character of the upper façade they should be treated with the same surface material.

7.0 Building Additions, Renovations, and Demolitions

7.0.1 Renovation of structures of historic significance should follow applicable City-adopted guidelines for historic landmarks and districts and the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, published by the U. S. Department of Interior, National Park Service(see Appendix A).

8.0 Demolitions

8.0.1 Demolition of existing buildings is strongly discouraged. However, in certain cases, buildings are not in character with their surroundings nor are they functionally necessary. In such situations, a building may be demolished if a replacement building is in character with the surrounding structures.

Sign Design Guidelines

Introduction

In Columbia, as in many American towns, the visual distinction between the traditional downtown business district and outlying general commercial strips has become blurred. Sign manufacturers and designers have encouraged businesses downtown to install the type of large-scale signs used along commercial highways, where signs need to be larger to attract the attention of motorists passing at high speeds. Pedestrian-oriented commercial areas, which describes much of Innovista, were designed to accommodate shoppers strolling along sidewalks and motorists driving at slower speeds. Signs to attract the attention of these passers-by should accordingly be encouraged; this chapter provides guidelines on how to evaluate the quality of signs to ensure this objective is met.

Ultimately, number and size of signs are regulated by the City of Columbia zoning code.

1.0 General Guidelines

1.0.1 The following general design guidelines are to be used by D/DRC staff and members in evaluating the appropriateness of sign proposals in The Innovista District. An important aspect of successfully designed signage is that its design should relate to its environment in mass, details, and scale.

2.0 Color

2.0.1 Limit the number of colors used in any one sign. Too many colors used simultaneously can confuse and negate the message of a sign.

2.0.2 Use sign colors that complement the colors used on the structures and the project as a whole. Bright day-glo (fluorescent) colors are discouraged.

3.0 Materials

3.0.1 The following materials are approved for use in Innovista District:

- Wood (carved, sandblasted, etched, and properly sealed, primed, and painted, or stained).
- Metal (formed, etched, cast, engraved, and properly primed and painted or factory coated to protect against corrosion).
- High-density pre-formed urethane or similar material.
- Custom neon tubing, in the form of graphics or lettering, may be incorporated into several of the above permitted sign types.
- Plastic facing when used in channel letters or dimensional signs.

3.0.2 The following materials are prohibited for use in Innovista:

- Plastic facing when used in flat panels in cabinet signs;

- Paper and cloth (except on awnings and banners);
- Balloons or inflatable material.

3.0.3 Cabinet (box construction) signs and monument signs should have opaque, non-internally illuminated face panels; only individual letters and/or logos should be back-lit, not the entire surface of the sign. Internally illuminated letters (routed/stenciled/embossed) may be plastic, but the face panels should not have glossy reflective surfaces.

3.0.4 Raceway cabinets, where used as an element of building mounted wall signs, should match the building color at the location of the building to where the sign is located.

4.0 Sign Legibility

4.0.1 An effective sign should do more than attract attention, it should communicate its message. Usually, this is a question of readability of words and phrases. The most significant influence on legibility is lettering.

4.0.2 Use a brief message whenever possible. The fewer the words, the more effective the sign. A sign with a brief, succinct message is easier to read and looks more attractive. Evaluate each word. If the word does not contribute directly to the basic message of the sign, it detracts from it and probably should be deleted.

4.0.3 Avoid spacing letters and words too close together. Crowding of letters, words or lines will make any sign more difficult to read. Conversely, over-spacing these elements causes the viewer to read each item individually, again obscuring the message. As a general rule, letters should not occupy more than 75% of sign panel area.

4.0.4 Limit the number of lettering styles in order to increase legibility. A general rule to follow is to limit the number of different letter types to no more than two for small signs and three for larger signs.

4.0.5 Avoid hard-to-read overly intricate typefaces and symbols. Typefaces and symbols that are difficult to read reduce the sign's ability to communicate.

4.0.6 Avoid faddish or bizarre typefaces if they are difficult to read. These typefaces may be in vogue and look good today, but soon may go out of style. The image conveyed by the sign may quickly become that of a dated and unfashionable business.

4.0.7 Use symbols and logos in the place of words whenever appropriate. Pictographic images will usually register more quickly in the viewer's mind than a written message.

5.0 Wall Signs

5.0.1 Signs should be placed consistent with the proportions and scale of the elements within the structure's façade. A particular sign may fit well on a plain wall area, but might overpower the finer scale and proportion of a lower storefront. A sign which is appropriate near an entry may look tiny and out of place above the ground level.

5.0.2 Signs should be located where architectural features or details suggest a location, size, or shape for the sign. The best location for a wall sign continues to be a band or blank area between the first and second floors of a building.

5.0.3 Permanent architectural features of the building should not be removed or altered to accommodate signage.

5.0.4 Signs should be placed on buildings consistent with sign locations on adjacent buildings. This approach can establish visual continuity among storefronts.

5.0.5 Signs should not break the roof or cornice line of a building or be roof-mounted.

5.0.6 In pedestrian-oriented areas, signs should relate to the sidewalk instead of motorists. In this case, small projecting signs under awnings are most appropriate. Place signs in close proximity to the store entrance.

5.0.7 The number of projecting signs per business should be limited to one. The distance between projecting signs shall be at least 50 feet for maximum visibility.

5.0.8 On a multi-storied building, the sign should be suspended between the bottom of the second story window sills and the top of the doors or windows of the first story. On a one-story building, the top of the sign should be suspended in line with the lowest point of the roof.

6.0 Projecting Signs

6.0.1 The sign should be hung at a 90° angle from the face of the building. It should be pinned at least six inches away from the wall for best visibility but should not project beyond a vertical plane set 2 feet inside the curb line.

6.0.2 The bottom of the sign should maintain at least a ten foot pedestrian clearance from the sidewalk level.

6.0.3 Decorative iron and wood brackets that support projecting signs are encouraged.

6.0.4 The lines of the brackets should harmonize with the shape of the sign. The most important feature of a bracket should be its ability to hold up the sign.

6.0.5 To avoid damaging brick and stonework, brackets should be designed so that they can be bolted into masonry joints when possible.

7.0 Window Signs

Note: Interior signs 12-inches or less from the window are considered as exterior advertising signs and as such are counted in the overall sign square footage limits of the City's zoning regulations.

7.0.1 Window signs (permanent or temporary) should not cover more than 50% of the area of each window.

7.0.2 Window signs should be limited to individual letters and logos placed on the interior surface of the window and intended to be viewed from the outside. Glass mounted graphic logos may be applied by silk screening or pre-placed vinyl die-cut forms.

8.0 Awning Signs

8.0.1 When initially installed, awnings should be provided with removable valances and end panels to accommodate future changes in sign copy. Painting cloth awnings in order to change sign copy is strongly discouraged, as this will decrease the fire resistant/retardant properties of the treated canvas.

8.0.2 The text copy is limited to the name of the business only.

8.0.3 Letter color should be compatible with the awning and the building color scheme.

9.0 Freestanding Signs

9.0.1 Pylon signs are not allowed

9.0.2 Freestanding signs shall be oriented and scaled to the pedestrian in the form of low, monument signs.

9.0.3 Freestanding signs should relate to the building in some way (i.e., brick base in front of a brick building).

10.0 Figurative Signs

10.0.1 Signs which advertise the occupant business through the use of graphic or crafted symbols, such as shoes, keys, glasses, books, etc. are encouraged. Figurative signs may be incorporated into any of the allowable sign types identified above.

12.0 Directional Signs

12.0.1 Any directional sign within ten feet of the right-of-way shall: Comply with Sign Design Guidelines in this document, and shall be limited to one directional per curb cut.

ORDINANCE NO.: 2018-015

Amending the 1998 Code of Ordinances of the City of Columbia, South Carolina, Chapter 17, Planning, Land Development and Zoning, Article III, Zoning, Division 8, District Descriptions; Use and Dimensional Regulations, Sec. 17-291 -ID Innovista design; Division 9, Supplementary District Regulations, Sec. 17-325 --ID innovista design district, (b) Supplemental district regulations

BE IT ORDAINED by the Mayor and Council this ____ day of _____, 2018, that the 1998 Code of Ordinances of the City of Columbia, South Carolina, Chapter 17, Planning, Land Development and Zoning, Article III, Zoning, Division 8, District Descriptions; Use and Dimensional Regulations, Sec. 17-291 -ID Innovista design; Division 9, Supplementary District Regulations, Sec. 17-325 --ID innovista design district, (b) Supplemental district regulations, are amended to read as follows:

Sec. 17-291. - ID Innovista design.

The ID overlay district is intended to implement the general principles found in the Innovista Master Plan by encouraging a vibrant, mixed-use, pedestrian-oriented urban fabric along with parks and open space that will interconnect to the City Center and adjacent neighborhoods. Development within the ID area must comply with the most recent adopted/amended design guidelines adopted by city council on June 3, 2009, entitled "Innovista, Design Development Guidelines, ~~April 2009~~." The boundaries are outlined on the official City of Columbia zoning map.

Sec. 17-325. - -ID innovista design district.

(a) *Applicability/establishment.* The ID overlay district shall be established as a district which overlays the general use zoning districts. The extent and boundaries of the ID districts are indicated on the official zoning maps for the City of Columbia.

(b) *Supplemental district regulations.*

~~(1) *Building height:* To provide appropriate buffer to adjacent residential and historic districts, the height limit for structures located within buffer areas identified on the map titled "District Boundaries" in the "Innovista District Design Guidelines April 2009" shall be 75 feet.~~

(1) *Building Height:* To provide appropriate buffer to adjacent residential and adjacent or within historic districts, the height limit for structures located within the buffer areas identified on the Official Zoning Map shall be as follows:

- a. In the area designated "-ID-55", the height limit shall be 55 feet.
- b. In the area designated "-ID-75", the height limit shall be 75 feet.
- c. In the area designated "-ID-80", the height limit shall be 80 feet.
- d. In the area designated "-ID-150", the height limit shall be 150 feet.
- e. In the area designated "-ID-U", the height limit shall be unlimited.

(2) *Signage size allowance:* Total allowable square footage of signage for a building may be increased by 25 percent if internally illuminated signage is not used for any business for any sign located on the parcel.

(3) *Ground floor activity zone:* Buildings with frontage on existing streets labeled as being a groundfloor activity zone as shown on the map labeled "Ground Floor Activity Zones" in the "Innovista Design District Guidelines, ~~April 2009~~" shall have a minimum of 60 percent of the façade, not counting ingress and egress, programmed with of one or more of the following uses: retail trade, eating and drinking places, hotels and other lodging places, beauty and barber shops, dance studios, physical fitness and yoga studios, museums and art galleries, educational services, lobby or other active accessory space for residential uses, retail operations of finance institutions (banks).

(4) *Permitted uses:* Notwithstanding the provisions in this chapter concerning nonconforming uses (sections 17-201 through 17-205), the following existing uses or structures may be expanded up to 20 percent of the gross floor area on the same lot of record.

- a. Manufacturing (SIC Division D).
- b. Wholesale trade (SIC Division F).

(5) *Credit for on-street parking:* The amount of required off-street parking shall be reduced by one off-street parking space for every on-street parking space adjacent to the development.

(6) *Maximum parking ratio:* Surface parking shall not exceed 110 percent of the minimum parking requirement for the subject land use(s) as established in Table 1 of Section 17-258 prior to any reductions permitted.

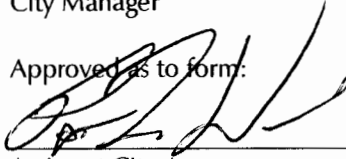
Requested by:

Assistant City Manager Gentry

Approved by:

City Manager

Approved as to form:



Assistant City Attorney

Mayor

ATTEST:

City Clerk

Introduced:

Final Reading:

FORWARDED



We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: Planning and Development Services

FROM: *Krista Hampton, Director*

SUBJECT: ZONING MAP AMENDMENT - 42.31 acres N/S Padgett Road, TMS# 22012-01-01

PURPOSE: Council District: 4

Proposal: Request to rezone the parcel from PUD-R to RS-3

Applicant: John Stephenson, Manchester Investment Group, LLC

Staff Recommendation: Approval

PC Recommendation: 04/09/2018; Approval (6-0)

First reading approval was given on May 15, 2018.

FINANCIAL IMPACT:

ATTACHMENTS:

- #a: ZMA-42.31 acres NS Padgett Rd (PDF)

HISTORY:

05/15/18

Columbia City Council

APPROVED ON FIRST READING



CITY COUNCIL

May 15, 2018 at 6:00 pm

City Council Chambers, 3rd Floor, 1737 Main Street, Columbia, SC 29201

Zoning Map Amendment Case Summary 42.31 acres N/S Padgett Road, TMS# 22012-01-01

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ZPH, 1st Reading: 05/15/2018; Pending

2nd Reading: 06/05/2018; Pending

CURRENT PARCEL CHARACTERISTICS/CONDITIONS

Acreage: 42.31 acres

Current Use: Wooded

Proposed Use: Single Family Residential Housing

Land Use Classification: Urban Edge Residential Small Lot (UER-1)

Current Zoning: Planned Unit Development – Residential District (PUD-R)

Proposed Zoning: Single-Family Residential District (RS-3)

PLANS, POLICIES, AND LAND USE

The Columbia Plan 2018: Comprehensive Plan Land Use Classification

The subject property is currently designated Urban Edge Residential – Small Lot (UER-1) in The Columbia Plan 2018 Future Land Use Map.

Urban Edge Residential Small Lot neighborhoods account for a significant portion of the City's existing residential neighborhoods. This development type is appropriate as development on remaining large lots or as redevelopment in the outer areas of Columbia. Most of these developments are relatively modern and occurred after 1970. Urban Edge Residential Small Lot developments generally do not continue the grid and block pattern found in the urban core neighborhoods, but do tend to have a consistently organized internal street network with loops and interconnections. Cul-de-sacs are most prominent in this development type.

Primary Types:

- Single-family Detached

Tertiary Types:

- Single-family Attached
- Two-family
- Three-family
- Multi-family Small
- Small Format Business/Employment (excl. Flex)
- Small Format Civic/Institutional
- Cemeteries & Mausoleums

Existing Neighborhood, Small Area, Community, and/or Corridor Plans

A portion of the subject parcel falls within the Lower Richland Neighborhood Improvement Area as defined by Richland County. The *Lower Richland County Plan* was adopted by County Council in March of 2014, and specific to the portion of the parcel included recommends future land use classifications of Suburban Transition Area and Military Compatibility Area. The Plan recommends that within the Suburban Transition Area sidewalk and greenway connections to existing community facilities should be identified and prioritized, and the development of a variety of housing types, including townhomes and apartments, developed in a manner that is respectful of existing neighborhoods and natural, agricultural, and historic resources, should be promoted.

Federal Defense Facilities Utilization Integrity Protection Act

A portion of the subject property is within 3000 feet of Fort Jackson. Pursuant to Section 6-29-1630 of the South Carolina Code of Laws, staff has requested comment from Fort Jackson. Michael Hipp, Chief, Master Planning Division, Fort Jackson, has indicated that the Fort has no concerns with this application.

PROPOSED ZONING DISTRICT SUMMARY

The subject property is currently zoned Planned Unit Development – Residential District (PUD-R). The abutting properties in the City of Columbia are zoned Single-Family Residential District (RS-3) to the East. The abutting properties in unincorporated Richland County are zoned RS-HD to the North and West and RS-MD to the South.

The proposed zoning district is Single-Family Residential District (RS-3).

Planned Unit Development Districts

(a) *Intent.* The intent of planned unit development districts is to derive the benefits of efficiency, economy and flexibility by encouraging unified development of large sites, while also obtaining the advantage of creative site design, improved appearance, compatibility of uses, optimum service by community facilities, and better functioning of vehicular access and circulation. It is the intent of this article to allow development of large sites subject to specific regulations concerning permitted uses, but only subject to regulations concerning lot area, building coverage, yard spaces and building height insofar as the city council shall deem appropriate to fulfill the intent of this article, upon presentation of certification from the owners, developers or other parties at interest in the development of such sites that they will adhere to development policies which will fulfill the intent of this article.

(b) *Types of districts.* Two types of districts accommodating primarily residential or nonresidential uses are created as follows:

(1) *PUD-R Planned Unit Development—Residential.* The PUD-R district is intended to accommodate residential uses, with nonresidential uses integrated into the design of such districts as secondary uses.

(2) *PUD-C Planned Unit Development—Commercial.* The PUD-C district is intended to accommodate primarily nonresidential uses, with residential uses integrated into the design of such districts as secondary uses.

(c) *Design and planning features.* The types of residential dwelling units and the types of nonresidential uses allowed to be established in such districts increase with increasing site size of such districts, based upon the premise that increased site size will allow proper design, including functional interrelations, buffer treatments separating uses with potentially incompatible characteristics of use, design of access patterns, and relationships of uses within such planned unit developments with uses in adjacent districts. It is the intent of this article that such design and planning features be incorporated properly into any PUD district hereafter created, and that the planning commission and city council shall

consider the existence and appropriateness of such features before any amendment to the zoning map is adopted to create such district.

Single-Family Residential District (RS-3)

The RS-1, RS-1A, RS-1B, RS-2 and RS-3 districts are intended as single-family residential areas with detached units with low to medium population densities. Use regulations for the single-family districts are identical, but contain varying classes of lot width and lot area, and these dimensional differences are intended to be preserved. Certain structures and uses required to serve governmental, educational, religious, noncommercial recreational and other needs of those areas are permitted outright within such districts or are permissible as special exceptions subject to restrictions and requirements intended to preserve and protect the single-family residential character of the district.

STAFF RECOMMENDATION

Staff recommends City Council approval of a rezoning of this property from PUD-R to RS-3.



Future Land Use Map

42.31 acres N/S Padgett Road, TMS# 22
Existing FLU: UER-1

24.a

Department of Planning &
Development Services

Legend

-  CITY LIMITS
-  PARCELS
-  UCMR-1 - Urban Core Mixed Residential-1
-  UCMR-2 - Urban Core Mixed Residential-2
-  UEMR - Urban Edge Mixed Residential
-  UEMF - Urban Edge Multi-Family
-  UCR-1 - Urban Core Residential Small Lot
-  UCR-2 - Urban Core Residential Large Lot
-  UER-1 - Urban Edge Residential Small Lot
-  UER-2 - Urban Edge Residential Large Lot
-  UCAC-1 - Urban Core Neighborhood Activity Center
-  UCAC-2 - Urban Core Community Activity Center
-  UEAC-1 Urban Edge Community Activity Center
-  UCAC-3 Urban Core Regional Activity Center
-  UEAC-2 - Urban Edge Regional Activity Center
-  AC-1 - Neighborhood Activity Corridor
-  AC-2 - Community Activity Corridor
-  AC-3 - Regional Activity Corridor
-  EC - Employment Campus
-  IND - Industrial
-  TU - Transportation & Utilities
-  SD-1 - Sports/Amusement District
-  SD-2 - Civic/Institutional Districts
-  SD-3 - Central Business District
-  SD-4 - Riverbanks Zoo and Garden
-  SD-5 - Universities/Colleges
-  SD-6 - Fort Jackson



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Feet

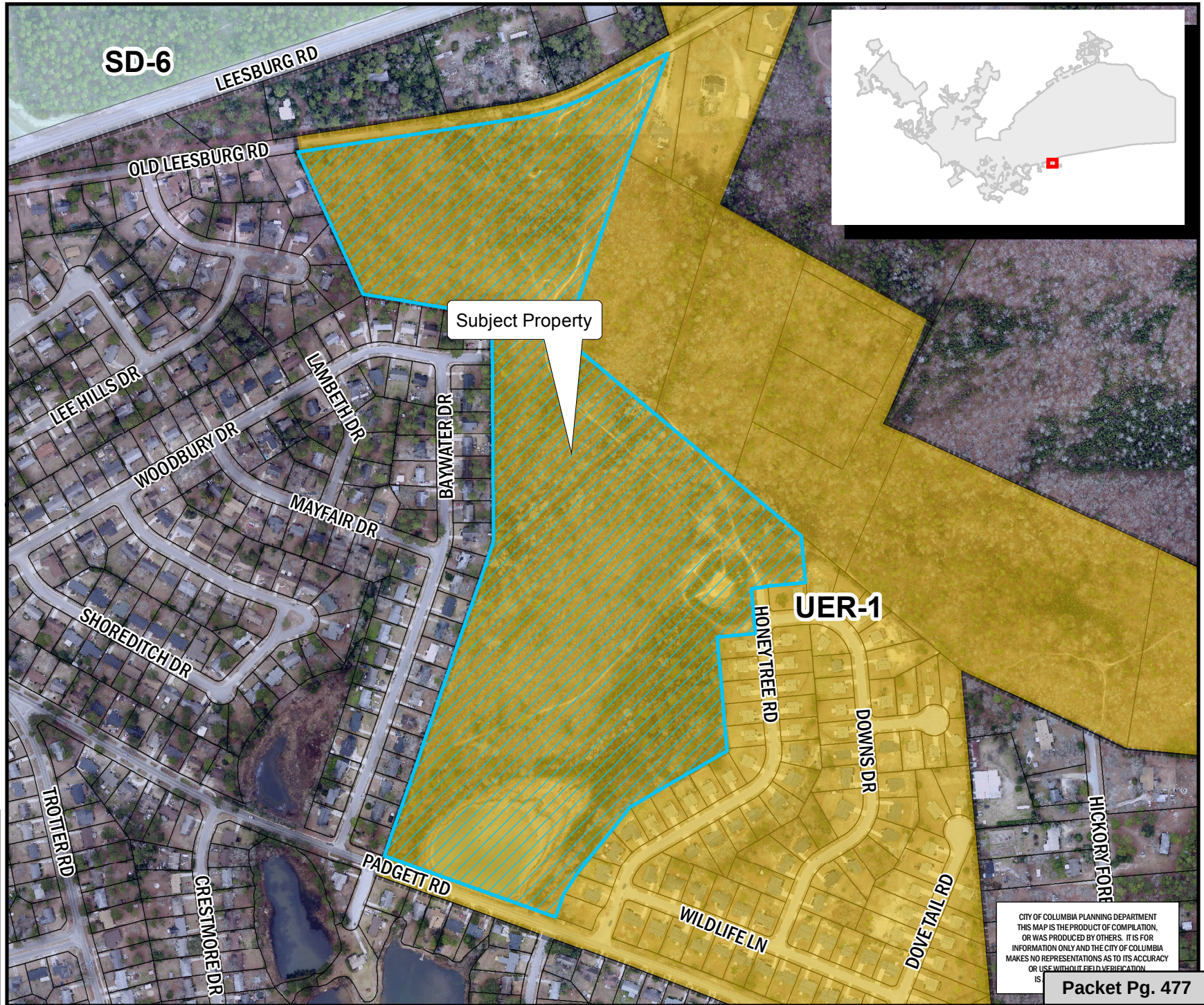
ORIGINAL PREPARATION/DATE:

This map was prepared by:

Shane Shaughnessy
February 12, 2018



We Are Columbia



CITY OF COLUMBIA PLANNING DEPARTMENT
THIS MAP IS THE PRODUCT OF COMPILED,
OR WAS PRODUCED BY OTHERS. IT IS FOR
INFORMATION ONLY AND THE CITY OF COLUMBIA
MAKES NO REPRESENTATIONS AS TO ITS ACCURACY
OR USE WITHOUT FIELD VERIFICATION
IS

Packet Pg. 477

** DATA SOURCE - CITY OF COLUMBIA, GIS DIVISION

Zoning Map

Department of Planning &
Development Services

42.31 acres N/S Padgett Road, TMS# 220 24.a
Existing Zoning: PUD-R; Proposed Zoning: RS-3

Legend

CITY LIMITS
 PARCELS

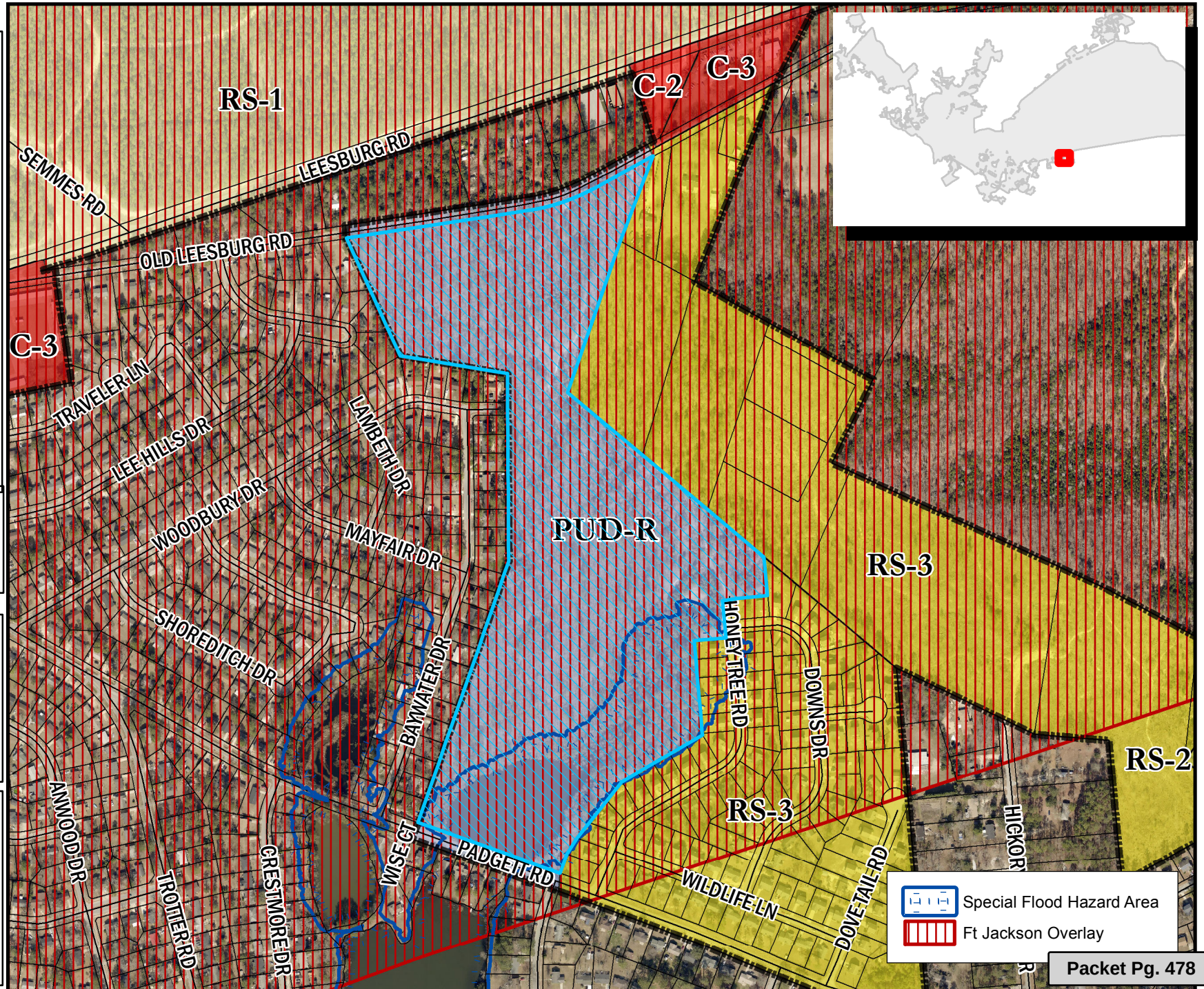
D-1	C-1
RS-1	C-2
RS-1A	C-3
RS-1B	C-3A
RS-2	C-4
RS-3	C-5
RD	M-1
RD-2	M-2
RG-1	PUD-C
RG-1A	PUD-LS
RG-2	PUD-LS-E
RG-3	PUD-LS-R
UTD	PUD-R
MX-1	OUT OF CITY
MX-2	

0 100 200 400 Feet

ORIGINAL PREPARATION/DATE:
This map was prepared by:

Shane Shaughnessy
March 14, 2018

DISCLAIMER:
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Special Flood Hazard Area
 Ft Jackson Overlay

Table of Permitted Uses
RS-1, RS-1A, RS-1B, RS-2, and RS-3

Permitted Principal Uses

Water supply services

Sewerage Systems (Sec. 17-262)

Municipal or other passive recreation facilities (parks, greenways, including administrative facilities)

Detached One-Family Dwelling

Police and Fire Protection

**Permitted in District, provided owner and/or tenant
 complies with the associated conditions set forth in
 this article**

Municipal active recreation facilities (athletic ball fields, swimming pools, playgrounds, including administration facilities)(Sec. 17-289)

Food crops grown within a covered enclosure

General farms, primarily crop

Special Exception by Board of Zoning Appeals

Electric substations

Cemetery subdividers and developers

Parking Lots

Public Golf Course

Membership Sports and Recreation Clubs

Elementary and Secondary Schools (Sec. 17-296)

Libraries and Information Centers

Day Care Facilities (Sec. 17-265)

Residential Care (17-266)

Religious Organizations

Group Development



We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: Legal Department

FROM: *Shari Ardis, Legal Office Manager*

SUBJECT: Resolution No.: R-2018-034 - Authorizing consumption of beer and wine only at Ladies of Lady Street in the 600 block of Lady Street on Friday, June 29, 2018, with a rain contingency of Friday, July 14, 2018

FINANCIAL IMPACT:

STRATEGIC GOALS: Foster a healthy quality of life, Grow opportunities for entrepreneurship

ATTACHMENTS:

- **#a:** R-2018-034 Ladies of Lady Street (June 29) (PDF)

RESOLUTION NO.: R-2018-034

*Authorizing consumption of beer and wine only at Ladies of Lady Street
in the 600 block of Lady Street on Friday, June 29, 2018
with a rain contingency date of Friday, July 14, 2018*

WHEREAS, Styled by Nadia ("Sponsor") is sponsoring Ladies of Lady Street in the 600 block of Lady Street between Pulaski Street and the eastern end of the Lady Street bridge on Friday, June 29, 2018, with a rain contingency date of Friday, July 14, 2018; and,

WHEREAS, Sponsor has requested permission for the temporary closing and use from 4:30 p.m. until 9:00 p.m. of the 600 block of Lady Street from Pulaski Street to the eastern end of the Lady Street bridge, for preparation of the event, clean up after the event, crowd control and overflow of the event to be held on Friday, June 29, 2018 with a rain contingency date of Friday, July 14, 2018, from 5:00 p.m. until 8:00 p.m.; and for patrons to consume beer and wine beverages only at the event during the hours of 5:00 p.m. until 7:30 p.m.; and,

WHEREAS, it has been determined that such an event would be in the public interest; NOW, THEREFORE,

BE IT RESOLVED by the Mayor and Council this ____ day of _____, 2018, that the sale of beer and wine beverages only is authorized between the hours of 5:00 p.m. and 7:30 p.m. on Friday, June 29, 2018 with a rain contingency date of Friday, July 14, 2018; and,

BE IT FURTHER RESOLVED that all vendors be restricted to stationary location; and,

BE IT FURTHER RESOLVED that outdoor possession and consumption of beer and wine beverages only, all outdoor musical performances and use of sound-amplifying devices shall end by 10:00 p.m. due to the proximity of the event to residential properties; and,

BE IT FURTHER RESOLVED that possession and consumption of alcoholic liquors or alcoholic beverages other than beer and/or wine beverages within the event area is prohibited; and,

BE IT FURTHER RESOLVED that VIP tents or VIP areas for the possession and consumption of alcoholic liquors or alcoholic beverages, other than beer or wine beverages, within the event area are prohibited; and,

BE IT FURTHER RESOLVED that organizer is responsible or shall make arrangements for the cleanup of all trash and debris within the festival area and within the designated area of impact as shown on the attached drawing, and shall place same in the roll carts provided by the City. Any overflow of trash and debris shall be placed in garbage bags with the top securely closed and placed beside the City roll carts. The number of roll carts needed for the event shall be determined by organizer and the City Solid Waste Division prior to the event and placed throughout the event area to ensure that trash and debris are well contained. Roll carts and bagged trash and debris shall be returned to the collection point designated by the City in a timely manner. If the organizer has not opted to use City services to clean up the festival area and within the designated area of impact as shown on the attached drawing, any costs incurred by the City in removing loose trash and debris within the festival area and within the designated area of impact as shown on the attached drawing, which the organizer has failed to clean up, shall be billed to and paid by the organizer; and,

BE IT FURTHER RESOLVED that only pedestrian traffic will be allowed within the area. All other traffic, including, but not limited to, automobiles, trucks, motorcycles, mopeds, bicycles, skate

boards, and horses, except police horses, is prohibited. All pets shall be prohibited. Coolers, glass bottles, breakable glasses and/or cups, large bags and backpacks shall be prohibited; and,

BE IT FURTHER RESOLVED that during the designated time the closed portions of 600 block of Lady Street from Pulaski Street to the eastern end of the Lady Street bridge, with the exception of the parking areas, adjacent off-street parking areas and any other areas posted as to not allow alcoholic liquors or alcoholic beverages other than beer and/or wine beverages, is deemed to be the site of a public festival at which only beer and wine beverages may be consumed and the prohibition against possession or consumption of alcoholic beverages set forth in Sec. 14-99 shall not apply as to the possession and consumption of beer and/or wine beverages. Possession and consumption of beer and wine beverages shall be permitted only in plastic cups, plastic or aluminum bottles or aluminum cans provided by vendors within the areas designated.

PROVIDED, FURTHER, that the event organizer shall provide the names and cell phone numbers of a least two contact persons who can receive complaints during the event, including any set up and breakdown times. The cell phones shall remain on at all times during the event and during any set up and breakdown time.

PROVIDED, FURTHER, that failure of the event organizer to strictly comply with the time frames and other requirements and responsibilities set forth in this resolution may result in a denial of subsequent requests to allow the event.

PROVIDED, HOWEVER, that no solicitation or transactions be made in violation of Sec. 14-32, 1998 Code of Ordinances of the City of Columbia, South Carolina.

BE IT FURTHER RESOLVED that in the event of inclement weather on Friday, June 29, 2018, that the 600 block of Lady Street from Pulaski Street to the eastern end of the Lady Street bridge, shall be closed on Friday, July 14, 2018. The hours of operation for the event, service of beer and wine only at the event and closing of streets for set up, clean up and crowd control of the event shall remain as outlined above.

BE IT FURTHER RESOLVED that should the organizer reschedule the event for another date beyond one (1) week from the date of the originally scheduled event, a request for a resolution of City Council approving the new date of the event shall be required.

Requested by:

Assistant City Manager Gentry

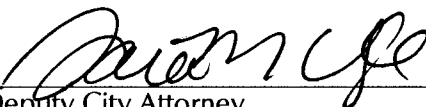
Mayor

Approved by:

City Manager

Approved as to form:

ATTEST:


Deputy City Attorney

City Clerk

Introduced:

Final Reading:

DATE OF REQUEST

4/13/18

REQUESTOR'S NAME/CONTACT
INFORMATION (E-MAIL/
PHONE#/FAX#)

Naida Rutherford

EVENT NAME/PURPOSE (i.e., St. Patrick's/Charity Fund-raiser)

Ladies of Lady Street

DATE(S) OF EVENTS: (monthly can be on one request)

June 29th

RAIN CONTINGENCY DATE:

(Rescheduling due to inclement weather is allowed once within one week from the date of the originally scheduled event upon 24-hours written notice to the City, without a new request. The time of event operation shall remain the same.)

July 14th, 2018

LOCATION OF EVENT

(i.e., Amphitheater area
of Finlay Park; 1300 and 1400 blocks
of Main Street between Lady Street
and Hampton Street)

607 Lady Street

STREET(S) OR PARK AREA TO BE
CLOSED(i.e., 1300 and 1400 blocks of Main
Street between Lady Street and
Hampton Street; Amphitheater area of
Finlay Park; Boyd Plaza)600 Block of Lady Street
bridge on Lady Street to 700 Block on Lady
StreetHOURS FOR STREET(S) OR PARK AREA TO
BE CLOSED

(i.e., 5:00 p.m. - 12:00 a.m.)

ALLOW TIME FOR SET UP/CLEAN UP

~~8pm - 8pm~~ 4:30pm - 8pm

HOURS OF EVENT

(i.e., 6:00 p.m. - 10:00 p.m.)*

5pm - 8pm

HOURS OF SERVICE OF BEER/WINE BEVERAGES ONLY (NO LIQUOR**)

(Service should end one-half hour prior to end of event, i.e., event is 6-10 p.m., beer/wine service is 6-9:30 p.m.)*

5pm - 8pm 7:30pm

Requests should be submitted by mail, e-mail or fax at least **NINETY (90) days in advance of the event** to allow for preparation and review of the Resolution and scheduling on Council's agenda. Requests may be sent by e-mail (slardis@columbiasc.net), fax (803-737-4250) or mailed to City Attorney's Office, ATTN: Shari Ardis, POB 667, Columbia, SC 29202. A draft Resolution will be prepared and forwarded for review to the event organizer, as well as to the City departments for coordination of City services and requirements (i.e., Police, Solid Waste, Parks and Recreation, etc.). Approval from the adjoining business/property owners must be obtained before your request will be submitted to City Council if streets are to be closed off during business hours. The event organizer is responsible for obtaining a permit or license if required by the South Carolina Department of Revenue.

***Outdoor possession and consumption of beer and wine beverages only, all outdoor musical performances and use of sound-amplifying devices shall end by 10:00 p.m. due to the proximity of events to residential properties.**

****With the exception of the parks listed in Sec. 15-1 Prohibited acts in parks (8), POSSESSION OF LIQUOR IS STRICTLY PROHIBITED, VIP tents or VIP areas for possession and consumption of alcoholic beverages or alcoholic liquors within the event area are prohibited.**

NOTE: **This form should only be used for public events where beer and/or wine are to be sold and consumed on City property** (i.e., Five After Five, St. Patrick's Festival, Concerts in Finlay Park, etc.).

This form **should not** be used to request use of City property for **private** events (birthday, retirement, anniversary parties, etc.) nor for sidewalk sales or neighborhood block parties. Requests for private events at City parks should be made through the Parks and Recreation Department. Requests for sidewalk sales should be made to the City Manager. Requests for street closings for private neighborhood block parties should be made to the Police Department Special Events and Public Safety.

Fire Marshal George N. Adams, Jr., 803-545-3703; cfdgadams@columbiasc.net

Legal Department - Shari Ardis; 803-737-4242; slardis@columbiasc.net or fax 803-737-4250 - resolution preparation

Parking Services - Zach Pearce; (803) 545-0287; zpearce@columbiasc.net - meter bagging

Police Department Special Events - Officer Robert Hall; 803-545-3535; rjhall@columbiasc.net **parade permit, police**

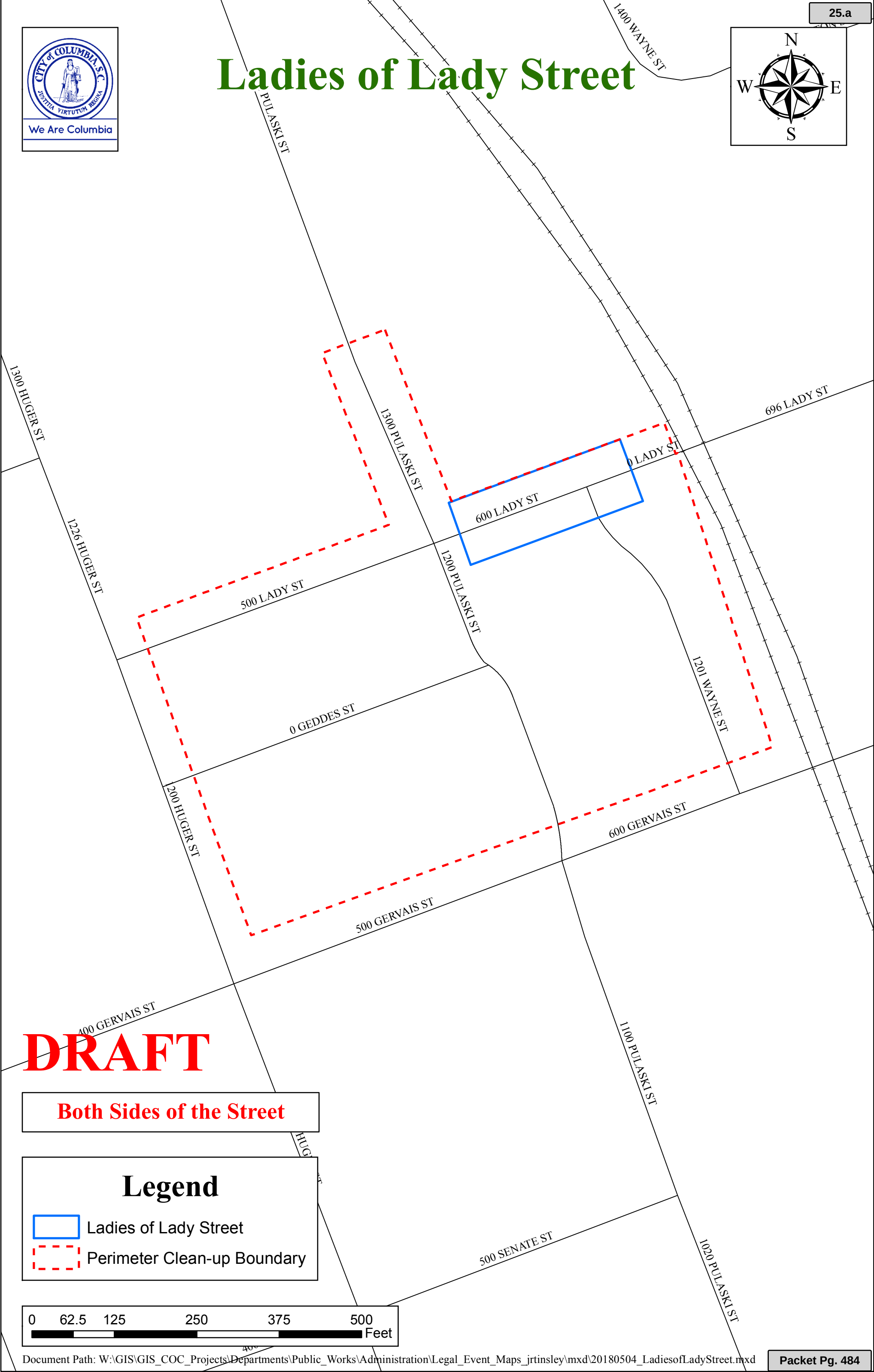
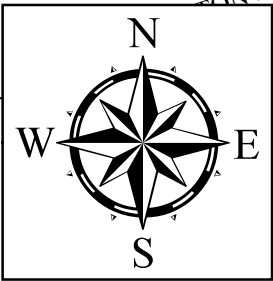
Parks and Recreation - Pearl Osborne; 803-545-3100; peosborne@columbiasc.net park reservations

Police Department Community Services - Brenda Murphy; 803-545-3507; bmmurphy@columbiasc.net - street closing

Last revised: 3/2018



Ladies of Lady Street



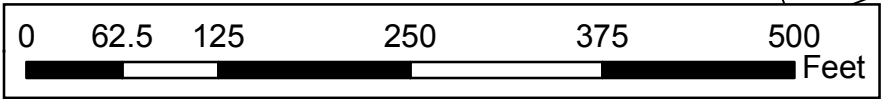
DRAFT

Both Sides of the Street

Legend

Ladies of Lady Street

Perimeter Clean-up Boundary





We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: Legal Department

FROM: *Shari Ardis, Legal Office Manager*

SUBJECT: Resolution No.: R-2018-043 - Authorizing consumption of beer and wine only at the South Carolina Carnival in the 1800 block of Main Street between Laurel Street and Richland Street on Saturday June 9, 2018

FINANCIAL IMPACT:

STRATEGIC GOALS: Foster a healthy quality of life, Grow opportunities for entrepreneurship

ATTACHMENTS:

- **#a:** R-2018-043 South Carolina Carnival (June 9) (PDF)

HISTORY:

05/15/18

Columbia City Council

DEFERRED

RESOLUTION NO.: R-2018-043

Authorizing consumption of beer and wine beverages only at the South Carolina Carnival in the 1800 block of Main Street between Laurel Street and Richland Street on Saturday, June 9, 2018

WHEREAS, South Carolina Carnival ("Sponsor") is sponsoring the South Carolina Carnival in the 1800 block of Main Street between Laurel Street and Richland Street from 12:00 p.m. until 8:00 p.m. on Saturday, June 9, 2018; and,

WHEREAS, Sponsor has requested permission for the temporary closing and use of the 1800 block of Main Street between Laurel Street and Richland Street from 8:00 a.m. until 9:00 p.m. for set up, clean up, and staging of the event to be held from 12:00 p.m. until 8:00 p.m.; for patrons to consume beer and wine beverages only during the event hours of 12:00 p.m. until 7:30 p.m.; and for crowd control and overflow; and,

WHEREAS, it has been determined that such an event would be in the public interest; NOW, THEREFORE,

BE IT RESOLVED by the Mayor and Council this ____ day of _____, 2018, that the sale of beer and wine beverages only is authorized between the hours of 12:00 p.m. and 7:30 p.m. on Saturday, June 9, 2018; and,

BE IT FURTHER RESOLVED that all vendors be restricted to stationary location; and,

BE IT FURTHER RESOLVED that outdoor possession and consumption of beer and wine beverages, all outdoor musical performances and use of sound-amplifying devices shall end by 10:00 p.m. due to the proximity of the event to residential properties; and,

BE IT FURTHER RESOLVED that possession and consumption of alcoholic liquors or alcoholic beverages other than beer and/or wine beverages within the event area is prohibited; and,

BE IT FURTHER RESOLVED that VIP tents or VIP areas for the possession and consumption of alcoholic liquors or alcoholic beverages, other than beer or wine beverages, within the event area are prohibited; and,

BE IT FURTHER RESOLVED that organizer is responsible or shall make arrangements for the cleanup of all trash and debris within the festival area and within the designated area of impact as shown on the attached drawing, and shall place same in the roll carts provided by the City. Any overflow of trash and debris shall be placed in garbage bags with the top securely closed and placed beside the City roll carts. The number of roll carts needed for the event shall be determined by organizer and the City Solid Waste Division prior to the event and placed throughout the event area to ensure that trash and debris are well contained. Roll carts and bagged trash and debris shall be returned to the collection point designated by the City in a timely manner. If the organizer has not opted to use City services to clean up the festival area and within the designated area of impact as shown on the attached drawing, any costs incurred by the City in removing loose trash and debris within the festival area and within the designated area of impact as shown on the attached drawing, which the organizer has failed to clean up, shall be billed to and paid by the organizer; and,

BE IT FURTHER RESOLVED that only pedestrian traffic will be allowed within the area. All other traffic, including, but not limited to, automobiles, trucks, motorcycles, mopeds, bicycles, skate boards, and horses, except police horses, is prohibited. All pets, including snakes, shall be prohibited. Coolers, glass bottles, breakable glasses and/or cups, large bags and backpacks shall be prohibited; and,

BE IT FURTHER RESOLVED that during the designated time that the closed portion of the 1800 block of Main Street between Laurel Street and Richland Street, with the exception of the parking area and any other areas posted as to not allow alcoholic beverages, shall be declared to be a Public Park and provisions of Chapter 15, Parks and Recreation, Sec. 15-1, 15-2 and 15-3, Code of Ordinances of the City of Columbia, South Carolina are in effect. Pursuant to Chapter 14, Offenses and Miscellaneous Provisions, Article IV, Offenses Against the Public Peace and Order, Sec. 14-99, 1998 Code of Ordinances of the City of Columbia, South Carolina, the closed portion of the 1800 block of Main Street between Laurel Street and Richland Street, with the exception of the parking area and any other areas posted as to not allow alcoholic beverages, is deemed to be the site of a public festival at which beer and wine beverages only may be consumed and the prohibition against possession or consumption of alcoholic beverages set forth in Sec. 14-99 shall not apply. Possession and consumption of beer and wine beverages shall be permitted only in plastic cups, plastic or aluminum bottles or aluminum cans provided by vendors within the areas designated.

PROVIDED, FURTHER, that the event organizer shall provide the names and cell phone numbers of a least two contact persons who can receive complaints during the event, including any set up and breakdown times. The cell phones shall remain on at all times during the event and during any set up and breakdown time.

PROVIDED, FURTHER, that failure of the event organizer to strictly comply with the time frames and other requirements and responsibilities set forth in this resolution may result in a denial of subsequent requests to allow the event.

PROVIDED, HOWEVER, that no solicitation or transactions be made in violation of Sec. 14-32, 1998 Code of Ordinances of the City of Columbia, South Carolina.

BE IT FURTHER RESOLVED that in the event of inclement weather on Saturday, June 9, 2018, the City Manager is authorized to approve the rescheduling of the canceled event for another date within one (1) week from the date of the originally scheduled event upon receiving twenty-four (24) hours written notice requesting the rescheduling of the event. The hours of operation for the event, service of beer and wine only at the event and closing of streets for set up, clean up and crowd control of the event shall remain as outlined above.

BE IT FURTHER RESOLVED that should the organizer reschedule the event for another date beyond one (1) week from the date of the originally scheduled event, a request for a resolution of City Council approving the new date of the event shall be required.

Requested by:

City Manager _____

Mayor _____

Approved by:

City Manager _____

Approved as to form:

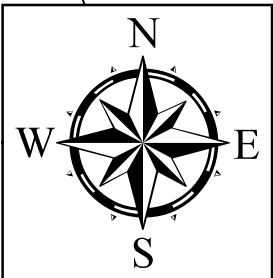
ATTEST:


Deputy City Attorney

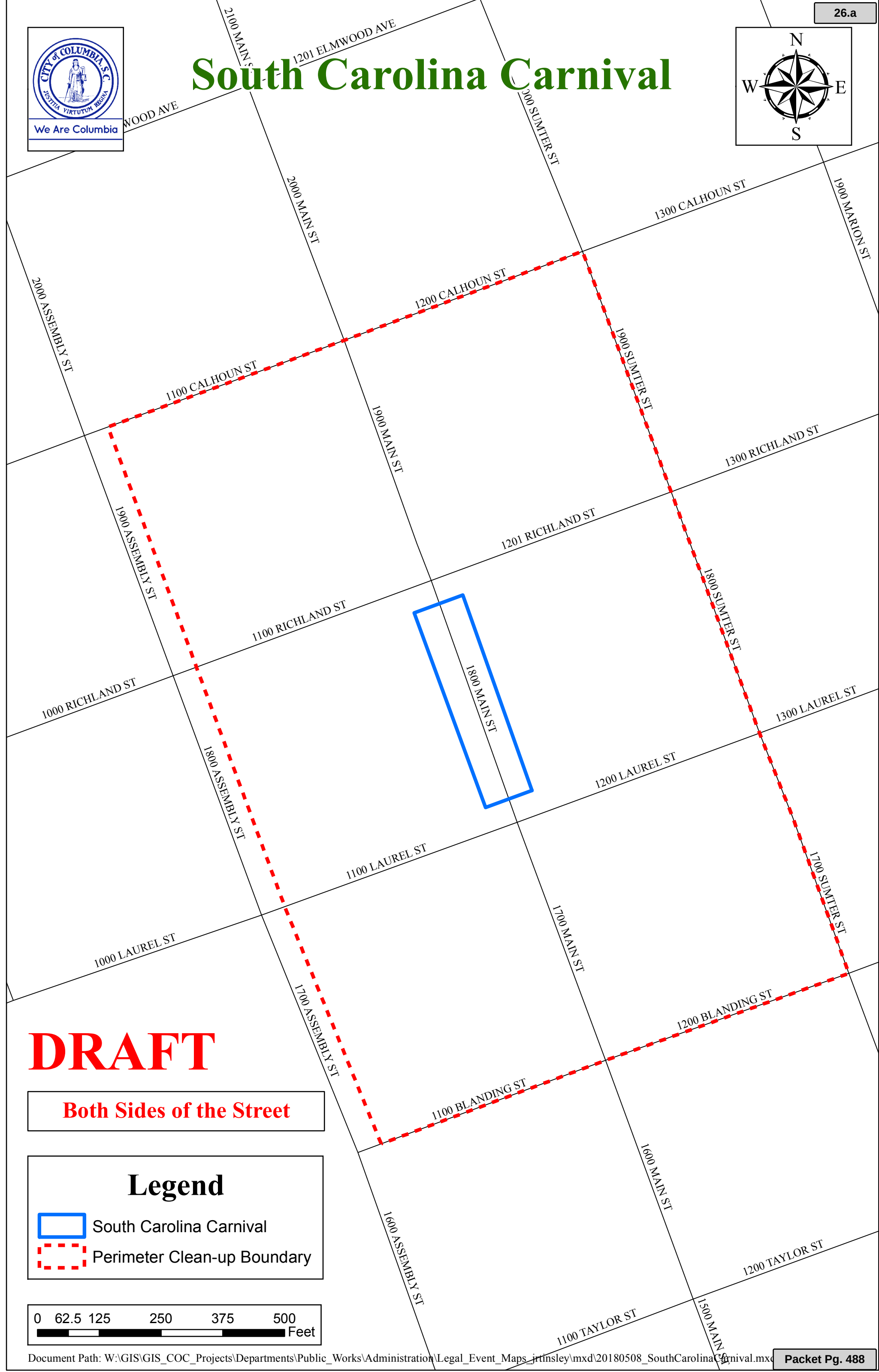
City Clerk

Introduced:

Final Reading:



South Carolina Carnival

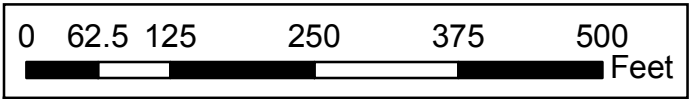


DRAFT

Both Sides of the Street

Legend

South Carolina Carnival

Perimeter Clean-up Boundary

DATE OF REQUEST 5/3/2018

REQUESTOR'S NAME/CONTACT
INFORMATION (E-MAIL/
PHONE#/FAX#)LISA SMALL/803-7965470
info.sccarnival@gmail.com

26.a

EVENT NAME/PURPOSE (i.e., St. Patrick's/Charity Fund-raiser)

SOUTH CAROLINA CARNIVAL

DATE(S) OF EVENTS:

SATURDAY JUNE 9TH

RAIN CONTINGENCY DATE:

(Rescheduling due to inclement weather is allowed once within one week from the date of the originally scheduled event upon 24-hours written notice to the City, without a new request. The time of event operation shall remain the same.)

NONE

LOCATION OF EVENT

(i.e., Amphitheater area
of Finlay Park; 1300 and 1400 blocks
of Main Street between Lady Street
and Hampton Street)

MAIN STREET BETWEEN LAUREL AND RICHLAND STREET

STREET(S) OR PARK AREA TO BE
CLOSED(i.e., 1300 and 1400 blocks of Main
Street between Lady Street and
Hampton Street; Amphitheater area of
Finlay Park; Boyd Plaza)

1800 BLOCK OF MAIN STREET

HOURS FOR STREET(S) OR PARK AREA TO
BE CLOSED(i.e., 5:00 p.m. - 12:00 a.m.
ALLOW TIME FOR SET UP/CLEAN UP

7AM - 9PM

HOURS OF EVENT

(i.e., 6:00 p.m. - 10:00 p.m.)*

NOON TO 8PM

HOURS OF SERVICE OF BEER/WINE BEVERAGES ONLY (NO LIQUOR**)

(Service should end one-half hour prior to end of event; i.e., event is 6-10 p.m., beer/wine service is 6-9:30 p.m.)*

NOON TO 7:30PM

Requests should be submitted by mail, e-mail or fax at least **NINETY (90) days in advance of the event** to allow for preparation and review of the Resolution and scheduling on Council's agenda. Requests may be sent by e-mail (slardis@columbiasc.net), fax (803-737-4250) or mailed to City Attorney's Office, ATTN: Shari Ardis, POB 667, Columbia, SC 29202. A draft Resolution will be prepared and forwarded for review to the event organizer, as well as to the City departments for coordination of City services and requirements (i.e., Police, Solid Waste, Parks and Recreation, etc.). Approval from the adjoining business/property owners must be obtained before your request will be submitted to City Council if streets are to be closed off during business hours. The event organizer is responsible for obtaining a permit or license if required by the South Carolina Department of Revenue.

***Outdoor possession and consumption of beer and wine beverages only, all outdoor musical performances and use of sound-amplifying devices shall end by 10:00 p.m. due to the proximity of events to residential properties.**

****With the exception of the parks listed in Sec. 15-1 Prohibited acts in parks (8), POSSESSION OF LIQUOR IS STRICTLY PROHIBITED. VIP tents or VIP areas for possession and consumption of alcoholic beverages or alcoholic liquors within the event area are prohibited.**

NOTE: This form should only be used for public events where beer and/or wine are to be sold and consumed on City property (i.e., Five After Five, St. Patrick's Festival, Concerts in Finlay Park, etc.).

This form **should not** be used to request use of City property for private events (birthday, retirement, anniversary parties, etc.) nor for sidewalk sales or neighborhood block parties. Requests for private events at City parks should be made through the Parks and Recreation Department. Requests for sidewalk sales should be made to the City Manager. Requests for street closings for private neighborhood block parties should be made to the Police Department Special Events and Public Safety.

Fire Marshal George N. Adams, Jr., 803-545-3703; cfdgadams@columbiasc.net

Legal Department - Shari Ardis; 803-737-4242; slardis@columbiasc.net or fax 803-737-4250 - resolution preparation

Police Department Special Events - Officer Robert Hall; 803-545-3535; rhall@columbiasc.net parade permit, police

Parks and Recreation - Pearl Osborne; 803-545-3100; peosborne@columbiasc.net park reservations

Police Department Community Services - Brenda Murphy; 803-545-3507; bmmurphy@columbiasc.net - street closing

Last revised: 1/2017



We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: Legal Department

FROM: *Shari Ardis, Legal Office Manager*

SUBJECT: Resolution No.: R-2018-049 - Authorizing consumption of beer and wine only at the Palmetto Tasty Tomato Festival on August 11, 2018

FINANCIAL IMPACT:

STRATEGIC GOALS: Connect the City's neighborhoods and business dist, Grow opportunities for entrepreneurship

ATTACHMENTS:

- **#a:** R-2018-049 Tasty Tomato (Aug 11) (PDF)

RESOLUTION NO.: R-2018-049

*Authorizing consumption of beer and wine beverages only at the
Palmetto Tasty Tomato Festival on August 11, 2018*

WHEREAS, Sustainable Midlands ("Sponsor") is sponsoring the Palmetto Tasty Tomato Festival at City Roots Urban Farm in the 1000 block of Airport Boulevard between Commerce Drive and Jim Hamilton Boulevard from 1:00 p.m. until 7:00 p.m. on Saturday, August 11, 2018; and,

WHEREAS, Sponsor has requested permission for the temporary closing and use of the 1000 block of Airport Boulevard between Commerce Drive and Jim Hamilton Boulevard from 12:00 p.m. until 8:30 p.m. for set up, clean up, and staging of the event to be held from 1:00 p.m. until 7:00 p.m.; for patrons to consume beer and wine beverages only during the event hours of 1:00 p.m. until 6:30 p.m.; and for crowd control and overflow; and,

WHEREAS, it has been determined that such an event would be in the public interest; NOW, THEREFORE,

BE IT RESOLVED by the Mayor and Council this ____ day of _____, 2018, that the sale of beer and wine beverages only is authorized between the hours of 1:00 p.m. and 6:30 p.m. on Saturday, August 11, 2018; and,

BE IT FURTHER RESOLVED that all vendors be restricted to stationary location; and,

BE IT FURTHER RESOLVED that outdoor possession and consumption of beer and wine beverages, all outdoor musical performances and use of sound-amplifying devices shall end by 10:00 p.m. due to the proximity of the event to residential properties; and,

BE IT FURTHER RESOLVED that possession and consumption of alcoholic liquors or alcoholic beverages other than beer and/or wine beverages within the event area is prohibited; and,

BE IT FURTHER RESOLVED that VIP tents or VIP areas for the possession and consumption of alcoholic liquors or alcoholic beverages, other than beer or wine beverages, within the event area are prohibited; and,

BE IT FURTHER RESOLVED that organizer is responsible or shall make arrangements for the cleanup of all trash and debris within the festival area and within the designated area of impact as shown on the attached drawing, and shall place same in the roll carts provided by the City. Any overflow of trash and debris shall be placed in garbage bags with the top securely closed and placed beside the City roll carts. The number of roll carts needed for the event shall be determined by organizer and the City Solid Waste Division prior to the event and placed throughout the event area to ensure that trash and debris are well contained. Roll carts and bagged trash and debris shall be returned to the collection point designated by the City in a timely manner. If the organizer has not opted to use City services to clean up the festival area and within the designated area of impact as shown on the attached drawing, any costs incurred by the City in removing loose trash and debris within the festival area and within the designated area of impact as shown on the attached drawing, which the organizer has failed to clean up, shall be billed to and paid by the organizer; and,

BE IT FURTHER RESOLVED that only pedestrian traffic will be allowed within the area. All other traffic, including, but not limited to, automobiles, trucks, motorcycles, mopeds, bicycles, skate boards, and horses, except police horses, is prohibited. All pets, including snakes, shall be prohibited. Coolers, glass bottles, breakable glasses and/or cups, large bags and backpacks shall be prohibited; and,

BE IT FURTHER RESOLVED that during the designated time that the closed portion of the 1000 block of Airport Boulevard between Commerce Drive and Jim Hamilton Boulevard, with the exception of the parking area and any other areas posted as to not allow alcoholic beverages, shall be declared to be a Public Park and provisions of Chapter 15, Parks and Recreation, Sec. 15-1, 15-2 and 15-3, Code of Ordinances of the City of Columbia, South Carolina are in effect. Pursuant to Chapter 14, Offenses and Miscellaneous Provisions, Article IV, Offenses Against the Public Peace and Order, Sec. 14-99, 1998 Code of Ordinances of the City of Columbia, South Carolina, the closed portion of the 1000 block of Airport Boulevard between Commerce Drive and Jim Hamilton Boulevard, with the exception of the parking area and any other areas posted as to not allow alcoholic beverages, is deemed to be the site of a public festival at which beer and wine beverages only may be consumed and the prohibition against possession or consumption of alcoholic beverages set forth in Sec. 14-99 shall not apply. Possession and consumption of beer and wine beverages shall be permitted only in plastic cups, plastic or aluminum bottles or aluminum cans provided by vendors within the areas designated.

PROVIDED, FURTHER, that the event organizer shall provide the names and cell phone numbers of a least two contact persons who can receive complaints during the event, including any set up and breakdown times. The cell phones shall remain on at all times during the event and during any set up and breakdown time.

PROVIDED, FURTHER, that failure of the event organizer to strictly comply with the time frames and other requirements and responsibilities set forth in this resolution may result in a denial of subsequent requests to allow the event.

PROVIDED, HOWEVER, that no solicitation or transactions be made in violation of Sec. 14-32, 1998 Code of Ordinances of the City of Columbia, South Carolina.

BE IT FURTHER RESOLVED that in the event of inclement weather on Saturday, August 11, 2018, the City Manager is authorized to approve the rescheduling of the canceled event for another date within one (1) week from the date of the originally scheduled event upon receiving twenty-four (24) hours written notice requesting the rescheduling of the event. The hours of operation for the event, service of beer and wine only at the event and closing of streets for set up, clean up and crowd control of the event shall remain as outlined above.

BE IT FURTHER RESOLVED that should the organizer reschedule the event for another date beyond one (1) week from the date of the originally scheduled event, a request for a resolution of City Council approving the new date of the event shall be required.

Requested by:

Assistant City Manager Gentry

Mayor

Approved by:

City Manager

Approved as to form:


Deputy City Attorney

ATTEST:

City Clerk

Introduced:

Final Reading:

DATE OF REQUEST 05/11/2018

REQUESTOR'S NAME/CONTACT
INFORMATION (E-MAIL/
PHONE#/FAX#)Sustainable Midlands
Helen Austin
info@sustainablemidlands.org
803-470-4302

EVENT NAME/PURPOSE (i.e., St. Patrick's/Charity Fund-raiser)

Tasty Tomato Festival

DATE(S) OF EVENTS: (monthly can be on one request)

August 11, 2018

RAIN CONTINGENCY DATE:

(Rescheduling due to inclement weather is allowed once within one week from the date of the originally scheduled event upon 24-hours written notice to the City, without a new request. The time of event operation shall remain the same.)

Rain or Shine

LOCATION OF EVENT

(i.e., Amphitheater area
of Finlay Park; 1300 and 1400 blocks
of Main Street between Lady Street
and Hampton Street)City Roots
1005 Airport Blvd
Columbia SC 29205STREET(S) OR PARK AREA TO BE
CLOSED(i.e., 1300 and 1400 blocks of Main
Street between Lady Street and
Hampton Street; Amphitheater area of
Finlay Park; Boyd Plaza)

1000 Block of Airport Blvd between Commerce and Jim Hamilton

HOURS FOR STREET(S) OR PARK AREA TO
BE CLOSED

(i.e., 5:00 p.m. - 12:00 a.m.)

ALLOW TIME FOR SET UP/CLEAN UP

12:00 pm - 8:30 pm

HOURS OF EVENT

(i.e., 6:00 p.m. - 10:00 p.m.)*

1:00 pm - 7:00 pm

HOURS OF SERVICE OF BEER/WINE BEVERAGES ONLY (NO LIQUOR**)

(Service should end one-half hour prior to end of event, i.e., event is 6-10 p.m., beer/wine service is 6-9:30 p.m.)*

1:00 pm - 6:30 pm

Requests should be submitted by mail, e-mail or fax at least **NINETY (90) days in advance of the event** to allow for preparation and review of the Resolution and scheduling on Council's agenda. Requests may be sent by e-mail (slardis@columbiasc.net), fax (803-737-4250) or mailed to City Attorney's Office, ATTN: Shari Ardis, POB 667, Columbia, SC 29202. A draft Resolution will be prepared and forwarded for review to the event organizer, as well as to the City departments for coordination of City services and requirements (i.e., Police, Solid Waste, Parks and Recreation, etc.). **Approval from the adjoining business/property owners must be obtained before your request will be submitted to City Council if streets are to be closed off during business hours.** The event organizer is responsible for obtaining a permit or license if required by the South Carolina Department of Revenue.

***Outdoor possession and consumption of beer and wine beverages only. all outdoor musical performances and use of sound-amplifying devices shall end by 10:00 p.m. due to the proximity of events to residential properties.**

****With the exception of the parks listed in Sec. 15-1 Prohibited acts in parks (8), POSSESSION OF LIQUOR IS STRICTLY PROHIBITED. VIP tents or VIP areas for possession and consumption of alcoholic beverages or alcoholic liquors within the event area are prohibited.**

NOTE: This form should only be used for public events where beer and/or wine are to be sold and consumed on City property (i.e., Five After Five, St. Patrick's Festival, Concerts in Finlay Park, etc.).

This form should not be used to request use of City property for private events (birthday, retirement, anniversary parties, etc.) nor for sidewalk sales or neighborhood block parties. Requests for private events at City parks should be made through the Parks and Recreation Department. Requests for sidewalk sales should be made to the City Manager. Requests for street closings for private neighborhood block parties should be made to the Police Department Special Events and Public Safety.

Fire Marshal George N. Adams, Jr., 803-545-3703; cfdgadams@columbiasc.net

Legal Department - Shari Ardis; 803-737-4242; slardis@columbiasc.net or fax 803-737-4250 - resolution preparation

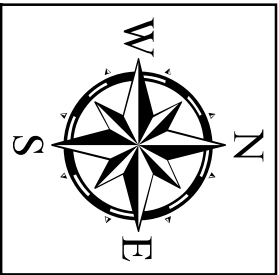
Parking Services - Zach Pearce; (803) 545-0287; ztp Pearce@columbiasc.net - meter bagging

Police Department Special Events - Officer Robert Hall; 803-545-3535; rjhall@columbiasc.net parade permit, police

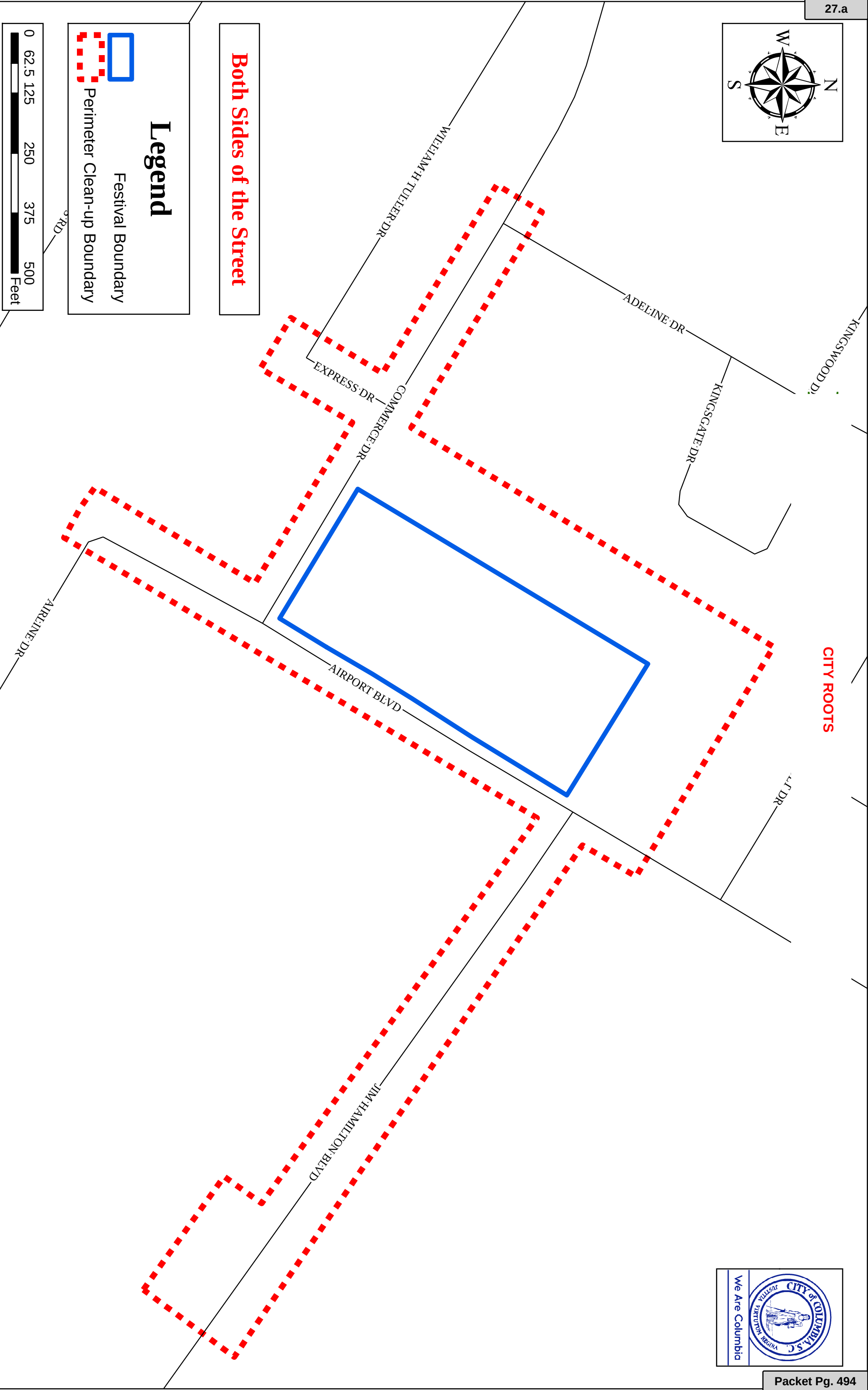
Parks and Recreation - Pearl Osborne; 803-545-3100; peosborne@columbiasc.net park reservations

Police Department Community Services - Brenda Murphy; 803-545-3507; bmmurphy@columbiasc.net - street closing

Last revised: 3/2018



CITY ROOTS



Both Sides of the Street

Festival Boundary

Perimeter Clean-up Boundary





We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: Legal Department

FROM: *Shari Ardis, Legal Office Manager*

SUBJECT: Resolution No.: R-2018-053 - Authorizing consumption of beer and wine only within Boyd Plaza adjacent to the Columbia Museum of Art for Arts and Draughts on Friday, June 8, 2018

FINANCIAL IMPACT:

STRATEGIC GOALS: Collaborate and partner with entities, Connect the City's neighborhoods and business dist

ATTACHMENTS:

- **#a:** R-2018-053 Arts and Draughts (June 8) (PDF)

RESOLUTION NO.: R-2018-053

Authorizing consumption of beer and wine only within Boyd Plaza adjacent to the Columbia Museum of Art for Arts and Draughts on Friday, June 8, 2018

WHEREAS, the Columbia Museum of Art is sponsoring A Night in Wonderland Gala Fundraiser in Boyd Plaza adjacent to the Museum on Friday, June 8, 2018 from 7:00 p.m. until 10:00 p.m.; and,

WHEREAS, the Museum has requested permission for the temporary closing and use of the courtyard/plaza area adjacent to the Museum on Friday, June 8, 2018 from 5:00 p.m. until midnight for set up, clean up, and staging of the event to be held on Friday, June 8, 2018 from 7:00 p.m. until 10:00 p.m.; for patrons to consume beer and wine beverages only during the event hours on Friday, June 8, 2018 from 7:00 p.m. until 9:30 p.m.; and for crowd control and overflow; and,

WHEREAS, it has been determined that such an event would be in the public interest; NOW, THEREFORE,

BE IT RESOLVED by the Mayor and Council this ____ day of _____, 2018, that the sale of beer and wine beverages only within the Courtyard area adjacent to the Columbia Museum of Art is authorized between the hours of 7:00 p.m. and 9:30 p.m. on Friday, June 8, 2018; and,

BE IT FURTHER RESOLVED that all vendors be restricted to stationary location; and,

BE IT FURTHER RESOLVED that outdoor possession and consumption of beer and wine beverages, all outdoor musical performances and use of sound-amplifying devices shall end by 10:00 p.m. due to the proximity of the event to residential properties; and,

BE IT FURTHER RESOLVED that only pedestrian traffic will be allowed within the area. All other traffic, including, but not limited to, automobiles, trucks, motorcycles, mopeds, bicycles, skate boards, and horses, except police horses, is prohibited. All pets shall be prohibited. Coolers, glass bottles, breakable glasses and/or cups, large bags and backpacks shall be prohibited; and,

BE IT FURTHER RESOLVED that VIP tents or VIP areas within the event area are prohibited; and,

BE IT FURTHER RESOLVED that organizer is responsible or shall make arrangements for the cleanup of all trash and debris within the festival area and within the designated area of impact as shown on the attached drawing, and shall place same in the roll carts provided by the City. Any overflow of trash and debris shall be placed in garbage bags with the top securely closed and placed beside the City roll carts. The number of roll carts needed for the event shall be determined by organizer and the City Solid Waste Division prior to the event and placed throughout the event area to ensure that trash and debris are well contained. Roll carts and bagged trash and debris shall be returned to the collection point designated by the City in a timely manner. If the organizer has not opted to use City services to clean up the festival area and within the designated area of impact as shown on the attached drawing, any costs incurred by the City in removing loose trash and debris within the festival area and within the designated area of impact as shown on the attached drawing, which the organizer has failed to clean up, shall be billed to and paid by the organizer; and,

BE IT FURTHER RESOLVED that during the designated time the closed portion of the courtyard/plaza area adjacent to the Museum, with the exception of the parking areas, adjacent off-street parking areas and other areas posted as to not allow alcoholic beverages, shall be declared to be a Public Park and provisions of Chapter 15, Parks and Recreation, Sec. 15-1, 15-2 and 15-3, Code of Ordinances of the City of Columbia, South Carolina are in effect. Pursuant to Chapter 14, Offenses and Miscellaneous Provisions, Article IV, Offenses Against the Public Peace and Order, Sec. 14-99, 1998 Code of Ordinances of the City of Columbia, South Carolina, the

courtyard/plaza area adjacent to the Museum, with the exception of the parking areas, adjacent off-street parking areas and any other areas posted as to not allow alcoholic beverages, is deemed to be the site of a public festival at which beer and wine beverages only may be consumed and the prohibition against possession or consumption of alcoholic beverages set forth in Sec. 14-99 shall not apply. Possession and consumption of beer and wine beverages shall be permitted only in plastic cups, plastic or aluminum bottles or aluminum cans provided by vendors within the areas designated.

PROVIDED, FURTHER, that the event organizer shall provide the names and cell phone numbers of a least two contact persons who can receive complaints during the event, including any set up and breakdown times. The cell phones shall remain on at all times during the event and during any set up and breakdown time.

PROVIDED, FURTHER, that failure of the event organizer to strictly comply with the time frames and other requirements and responsibilities set forth in this resolution may result in a denial of subsequent requests to allow the event.

PROVIDED, HOWEVER, that no solicitation or transactions be made in violation of Sec. 14-32, 1998 Code of Ordinances of the City of Columbia, South Carolina.

BE IT FURTHER RESOLVED that in the event of inclement weather on Friday, June 8, 2018, the City Manager is authorized to approve the rescheduling of the canceled event for another date within one (1) week from the date of the originally scheduled event upon receiving twenty-four (24) hours written notice requesting the rescheduling of the event. The hours of operation for the event, service of beer and wine only at the event and closing of streets for set up, clean up and crowd control of the event shall remain as outlined above.

BE IT FURTHER RESOLVED that should the organizer reschedule the event for another date beyond one (1) week from the date of the originally scheduled event, a request for a resolution of City Council approving the new date of the event shall be required.

Requested by:

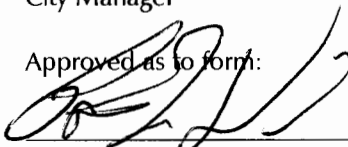
City Manager _____

Mayor _____

Approved by:

City Manager _____

Approved as to form:


Assistant City Attorney

ATTEST:

City Clerk _____

Introduced:

Final Reading:

DATE OF REQUEST 05/23/2018

REQUESTOR'S NAME/CONTACT
INFORMATION (E-MAIL/
PHONE#/FAX#)Mario Guevara
mguevara@columbiamuseum.org
803-343-2212

EVENT NAME/PURPOSE (i.e., St. Patrick's/Charity Fund-raiser)

Arts and Draughts

DATE(S) OF EVENTS: 06/08/2018

LOCATION OF EVENT

(i.e., Amphitheater area
of Finlay Park; 1300 and 1400 blocks
of Main Street between Lady Street
and Hampton Street)

Boyd Plaza

STREET(S) OR PARK AREA TO BE
CLOSED(i.e., 1300 and 1400 blocks of Main
Street between Lady Street and
Hampton Street; Amphitheater area of
Finlay Park; Boyd Plaza)

Boyd Plaza

HOURS FOR STREET(S) OR PARK AREA TO
BE CLOSED

(i.e., 5:00 p.m. - 12:00 a.m.)

ALLOW TIME FOR SET UP/CLEAN UP

5:00pm-12:00am

HOURS OF EVENT

(i.e., 6:00 p.m. - 10:00 p.m.)*

6:00-10:00pm

HOURS OF SERVICE OF BEER/WINE BEVERAGES ONLY (NO LIQUOR**)

(Service should end one-half hour prior to end of event, i.e., event is 6-10 p.m., beer/wine service is 6-9:30 p.m.)*

7:00-9:30

Requests should be submitted by mail, e-mail or fax at least **NINETY (90) days in advance of the event** to allow for preparation and review of the Resolution and scheduling on Council's agenda. Requests may be sent by e-mail (slardis@columbiasc.net), fax (803-737-4250) or mailed to City Attorney's Office, ATTN: Shari Ardis, POB 667, Columbia, SC 29202. A draft Resolution will be prepared and forwarded for review to the event organizer, as well as to the City departments for coordination of City services and requirements (i.e., Police, Solid Waste, Parks and Recreation, etc.). Approval from the adjoining business/property owners must be obtained before your request will be submitted to City Council if streets are to be closed off during business hours. The event organizer is responsible for obtaining a permit or license if required by the South Carolina Department of Revenue.

***Outdoor possession and consumption of beer and wine beverages only, all outdoor musical performances and use of sound-amplifying devices shall end by 10:00 p.m. due to the proximity of the event to residential properties.**

****With the exception of the parks listed in Sec. 15-1 Prohibited acts in parks (8), POSSESSION OF LIQUOR IS STRICTLY PROHIBITED. VIP tents or VIP areas for possession and consumption of alcoholic beverages or alcoholic liquors within the event area are prohibited.**

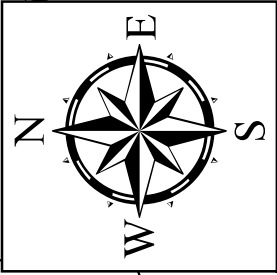
NOTE: **This form should only be used for public events where beer and/or wine are to be sold and consumed on City property** (i.e., Five After Five, St. Patrick's Festival, Concerts in Finlay Park, etc.).

This form **should not** be used to request use of City property for **private** events (birthday, retirement, anniversary parties, etc.) nor for sidewalk sales or neighborhood block parties. Requests for private events at City parks should be made through the Parks and Recreation Department. Requests for sidewalk sales should be made to the City Manager. Requests for street closings for private neighborhood block parties should be made to the Police Department Special Events and Public Safety.

Fire Marshal George N. Adams, Jr., 545-3703; 413-8553; cfdgadams@columbiasc.net
Legal Department - Shari Ardis; 737-4242; slardis@columbiasc.net - resolution preparation
Police Department Special Events - Officer Robert Hall; 545-3535; rjhall@columbiasc.net parade permit, police
Parks and Recreation - Loretta Coleman; 545-3100; peosborne@columbiasc.net park reservations
Police Department Community Services - Brenda Murphy; 545-3507; bmmurphy@columbiasc.net street closing

Last revised: 11/01/2013

Arts and Draughts



1500-MAIN-ST

1500-ASSEMBLY-ST

1200-HAMPDEN-ST

1100-HAMPDEN-ST

1400-MAIN-ST

1000-HAMPDEN-ST

1400-ASSEMBLY-ST

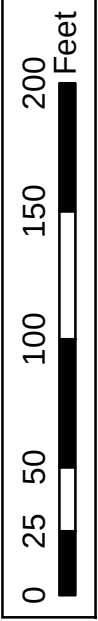
Boyd
Plaza

Both Sides of the Street

Legend

- Arts & Draughts
- Perimeter Clean-up Boundary
- Bus Lane - Food Service Truck

DRAFT





We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: Legal Department

FROM: *Shari Ardis, Legal Office Manager*

SUBJECT: Resolution No.: R-2018-058 Authorizing consumption of beer and wine only at the Make Music Day Happy Hour in the Amphitheater Area of the Riverfront Park on Thursday, June 21, 2018

FINANCIAL IMPACT:

STRATEGIC GOALS: Collaborate and partner with entities

ATTACHMENTS:

- **#a:** R-2018-058 Make Music Day Happy Hour (June 21) (PDF)

RESOLUTION NO.: R-2018-058

Authorizing consumption of beer and wine only at the Make Music Day Happy Hour in the Amphitheater Area of the Riverfront Park on Thursday, June 21, 2018

WHEREAS, One Columbia ("Sponsor") is sponsoring the Make Music Day Happy Hour in the Amphitheater Area of Riverfront Park from 5:00 p.m. until 9:00 p.m. on Thursday, June 21, 2018; and,

WHEREAS, the Sponsor has requested permission for the use of the Amphitheater Area at Riverfront Park from 5:00 p.m. until 9:00 p.m. for preparation and staging of the area and for crowd control and overflow at the outdoor event to be held on Thursday, June 21, 2018 between 5:00 p.m. until 9:00 p.m. in the Amphitheater Area at Riverfront Park and for patrons to consume beer and wine only at the event during the hours of 5:00 p.m. and 8:30 p.m.; and,

WHEREAS, it has been determined that such events would be in the public interest; NOW, THEREFORE,

BE IT RESOLVED by the Mayor and Council this ____ day of _____, 2018, that the sale of beer and wine beverages only are authorized between the hours of 5:00 p.m. and 8:30 p.m. at the event; and,

BE IT FURTHER RESOLVED that all vendors be restricted to stationary location; and,

BE IT FURTHER RESOLVED that only pedestrian traffic will be allowed within the area. All other traffic, including, but not limited to, automobiles, trucks, motorcycles, mopeds, bicycles, skateboards, and horses, except police horses, is prohibited. Canines are allowed, provided that current leash laws are observed as are set out in the 1998 Code of Ordinances of the City of Columbia, as amended. Coolers, glass bottles, breakable glasses and/or cups, large bags and backpacks shall be prohibited; and,

BE IT FURTHER RESOLVED that possession and consumption of alcoholic liquors or alcoholic beverages other than beer and/or wine beverages only within the event area is prohibited; and,

BE IT FURTHER RESOLVED that VIP tents or VIP areas for the possession and consumption of alcoholic liquors or alcoholic beverages, other than beer or wine beverages only, within the event area are prohibited; and,

BE IT FURTHER RESOLVED that organizer is responsible or shall make arrangements for the clean up of all trash and debris within the festival area and shall place same in the roll carts provided by the City. Any overflow of trash and debris shall be placed in garbage bags with the top securely closed and placed beside the City roll carts. The number of roll carts needed for the event shall be determined by organizer and the City Solid Waste Division prior to the event and placed throughout the event area to ensure that trash and debris are well contained. Roll carts and bagged trash and debris shall be returned to the collection point designated by the City in a timely manner. If the organizer has not opted to use City services to clean up the festival area, any costs incurred by the City in removing loose trash and debris within the festival area, which the organizer has failed to clean up, shall be billed to and paid by the organizer; and,

BE IT FURTHER RESOLVED that outdoor possession and consumption of beer and wine beverages only, all outdoor musical performances and use of sound-amplifying devices shall end by 10:00 p.m. due to the proximity of the event to residential properties; and,

BE IT FURTHER RESOLVED that during the designated time that the Amphitheater Area at Riverfront Park, with the exception of the parking area and any other areas posted as to not allow beer and wine only, shall be declared to be a Public Park and provisions of Chapter 15, Parks and Recreation, Sec. 15-1, 15-2 and 15-3, Code of Ordinances of the City of Columbia, South Carolina are in effect. Pursuant to Chapter 14, Offenses and

Miscellaneous Provisions, Article IV, Offenses Against the Public Peace and Order, Sec. 14-99, 1998 Code of Ordinances of the City of Columbia, South Carolina, the Amphitheater Area at Riverfront Park, with the exception of the parking area and any other areas posted as to not allow beer and wine only, is deemed to be the site of a public festival at which beer and wine only may be consumed and the prohibition against possession or consumption of beer and wine only as set forth in Sec. 14-99 shall not apply. Possession and consumption of beer and wine only shall be permitted only in containers provided by vendors within the areas designated.

PROVIDED, FURTHER, that the event organizer shall provide the names and cell phone numbers of a least two contact persons who can receive complaints during the event, including any set up and breakdown times. The cell phones shall remain on at all times during the event and during any set up and breakdown time.

PROVIDED, FURTHER, that failure of the event organizer to strictly comply with the timeframes and other requirements and responsibilities set forth in this resolution may result in a denial of subsequent requests to allow the event.

PROVIDED, HOWEVER, that no solicitation or transactions be made in violation of Code Sec. 14-32, 1998 Code of Ordinances of the City of Columbia, South Carolina.

BE IT FURTHER RESOLVED that in the event of inclement weather on Thursday, June 21, 2018, the City Manager is authorized to approve the rescheduling of the event for another date within one (1) week from the date of the originally scheduled event upon receiving twenty-four (24) hours written notice requesting the rescheduling of the event. The hours of operation for the event, service of beer and wine at the event and closing of streets for set up, clean up and crowd control of the event shall remain as outlined above.

BE IT FURTHER RESOLVED that should the organizer reschedule the event for another date beyond one (1) week from the date of the originally scheduled event, a request for a resolution of City Council approving the new date of the event shall be required.

Requested by:

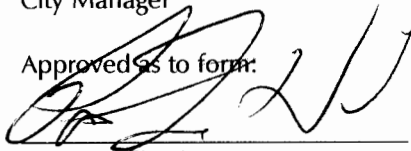
City Manager _____

Mayor _____

Approved by:

City Manager _____

Approved as to form:



Assistant City Attorney

ATTEST:

City Clerk _____

Introduced:

Final Reading:

DATE OF REQUEST 05-29-2018

REQUESTOR'S NAME/CONTACT
INFORMATION (E-MAIL/
PHONE#/FAX#)Mr. Lee Snelgrove, Lee@onecolumbiasc.net OR Karen Kustafik
803-315-9275 kakustafik@columbiasc.net

EVENT NAME/PURPOSE (i.e., St. Patrick's/Charity Fund-raiser)

Make Music Day Happy Hour

DATE(S) OF EVENTS: (monthly can be on one request)

6/21/2018

RAIN CONTINGENCY DATE:

(Rescheduling due to inclement weather is allowed once within one week from the date of the originally scheduled event upon 24-hours written notice to the City, without a new request. The time of event operation shall remain the same.)

N/A

LOCATION OF EVENT

(i.e., Amphitheater area
of Finlay Park; 1300 and 1400 blocks
of Main Street between Lady Street
and Hampton Street)

Amphitheater and field area of Riverfront South, 312 Laurel Street

STREET(S) OR PARK AREA TO BE
CLOSED(i.e., 1300 and 1400 blocks of Main
Street between Lady Street and
Hampton Street; Amphitheater area of
Finlay Park; Boyd Plaza)

N/A

HOURS FOR STREET(S) OR PARK AREA TO
BE CLOSED

(i.e., 5:00 p.m. - 12:00 a.m.)

ALLOW TIME FOR SET UP/CLEAN UP

Park does not have to be closed for set-up

HOURS OF EVENT

(i.e., 6:00 p.m. - 10:00 p.m.)*

5pm-9pm

HOURS OF SERVICE OF BEER/WINE BEVERAGES ONLY (NO LIQUOR**)

(Service should end one-half hour prior to end of event, i.e., event is 6-10 p.m., beer/wine service is 6-9:30 p.m.)*

5PM-8:30PM

Requests should be submitted by mail, e-mail or fax at least **NINETY (90) days in advance of the event** to allow for preparation and review of the Resolution and scheduling on Council's agenda. Requests may be sent by e-mail (slardis@columbiasc.net), fax (803-737-4250) or mailed to City Attorney's Office, ATTN: Shari Ardis, POB 667, Columbia, SC 29202. A draft Resolution will be prepared and forwarded for review to the event organizer, as well as to the City departments for coordination of City services and requirements (i.e., Police, Solid Waste, Parks and Recreation, etc.). Approval from the adjoining business/property owners must be obtained before your request will be submitted to City Council if streets are to be closed off during business hours. The event organizer is responsible for obtaining a permit or license if required by the South Carolina Department of Revenue.

***Outdoor possession and consumption of beer and wine beverages only, all outdoor musical performances and use of sound-amplifying devices shall end by 10:00 p.m. due to the proximity of events to residential properties.**

****With the exception of the parks listed in Sec. 15-1 Prohibited acts in parks (8), POSSESSION OF LIQUOR IS STRICTLY PROHIBITED. VIP tents or VIP areas for possession and consumption of alcoholic beverages or alcoholic liquors within the event area are prohibited.**

NOTE: This form should only be used for public events where beer and/or wine are to be sold and consumed on City property (i.e., Five After Five, St. Patrick's Festival, Concerts in Finlay Park, etc.).

This form **should not** be used to request use of City property for **private** events (birthday, retirement, anniversary parties, etc.) nor for sidewalk sales or neighborhood block parties. Requests for private events at City parks should be made through the Parks and Recreation Department. Requests for sidewalk sales should be made to the City Manager. Requests for street closings for private neighborhood block parties should be made to the Police Department Special Events and Public Safety.

Fire Marshal George N. Adams, Jr., 803-545-3703; cfdgadams@columbiasc.net

Legal Department - Shari Ardis; 803-737-4242; slardis@columbiasc.net or fax 803-737-4250 - resolution preparation

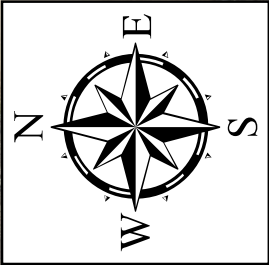
Parking Services - Zach Pearce; (803) 545-0287; ztpearce@columbiasc.net - meter bagging

Police Department Special Events - Officer Robert Hall; 803-545-3535; rjhall@columbiasc.net parade permit, police

Parks and Recreation - Pearl Osborne; 803-545-3100; peosborne@columbiasc.net park reservations

Police Department Community Services - Brenda Murphy; 803-545-3507; bmmurphy@columbiasc.net - street closing

Last revised: 3/2018

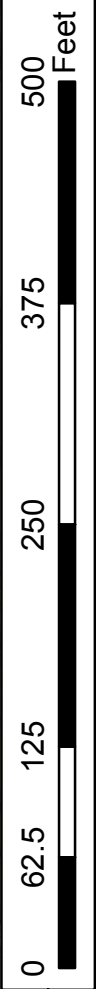


Riverfront Amphitheater

Both Sides of the Street

Legend

-  Perimeter Clean-up Boundary
-  Riverfront Amphitheater





We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: Public & Media Relations

FROM: *Leshia Utsey, Director*

SUBJECT: Recognition of Mr. Robert Harris as the Richland School District One Teacher of the Year - The Honorable Tameika Isaac Devine

FINANCIAL IMPACT:

CLEAN WATER 2020?: No

STRATEGIC GOALS: Collaborate and partner with entities

Mr. Robert Harris, M.Ed., 2017-2018 Richland One Teacher of the Year, is one of five finalists for SC Teacher emphasizing Columbia City Council Vision Statement Goal #4 Collaborate and partner with entities within the Midlands region to become the state's prime destination for residents, visitors, and businesses.



We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: Office of Business Opportunities

FROM: *Melissa Lindler, Office of Business Opportunities Director*

SUBJECT: Business Spotlight Honoree Recognition and Proclamation -
Ms. Melissa Lindler, Director of the Office of Business
Opportunities

PURPOSE: Need-A-Lift Transportation Services, LLC

FINANCIAL IMPACT:

BUSINESS PROGRAM: Small Business Enterprise

CLEAN WATER 2020?: No

STRATEGIC GOALS: Grow opportunities for entrepreneurship

ATTACHMENTS:

- **#a:** Need-A-Lift Transportation Services, LLC (PDF)
- **#b:** Need-A-Lift Proclamation Final (PDF)
- **#c:** Business Spotlight - Need A Lift (MP4)

CITY of COLUMBIA

IS PROUD TO RECOGNIZE

NEED-A-LIFT TRANSPORTATION SERVICES, LLC

AS THE BUSINESS SPOTLIGHT HONOREE FOR 2018
AND CONGRATULATES THEM ON 11 YEARS OF SUCCESS.



Two Locations:

- 2601 Read Street, Suite 1-1, Columbia, SC 29204
- Northeast Columbia 9005 Two Notch Road, Columbia, SC 29229

803.807.3346 | INFO@NEEDALIFTSC.COM
WWW.NEEDALIFTSC.COM

City of Columbia Office of Business Development
1225 Lady Street #102 | Columbia, SC 29201
WWW.COLUMBIASC.NET/OBD

Packet Pg. 507



A Proclamation

WHEREAS, Need-A-Lift Transportation Services, LLC was established on March 2, 2007 and is known for providing transportation for school pick-up & drop-off, after-school activities, field trips & college tours, work & internships, corporate meetings & special events, group leisure travel, and in-town errands in Columbia, South Carolina; and

WHEREAS, Need-A-Lift Transportation Services, LLC provides reliable and trusted needed transportation services to local families, school districts, charter schools, non-profits, government agencies, and communities; and

WHEREAS, Lasenta D. Lewis-Ellis, owner, has made significant contributions to her community by sponsoring 40 families participating in the Warrior Warehouse Project, providing financial and in-kind support to local schools, community organizations, charitable organizations; and

WHEREAS, Need-A-Lift Transportation Services, LLC has been widely recognized and featured in various outlets including the Carolina Panorama, WIS-TV, City of Columbia's InnovateHer, and maintains exceptional social media ratings;

WHEREAS, the City of Columbia and the Greater Columbia Chamber of Commerce recognizes Need-A-Lift Transportation Services, LLC as the Business Spotlight Honoree for 2018 and congratulate them on 11 years of success.

NOW, THEREFORE I, Stephen K. Benjamin, Mayor of the City of Columbia, South Carolina, along with my fellow members of Columbia City Council, do hereby proclaim the Business Spotlight Honoree of 2018 as

Need-A-Lift Transportation Services, LLC

in the City of Columbia and urge my fellow citizens to recognize and participate in its observance.

Stephen K. Benjamin
Mayor

Sam Davis
District I, Council Member

Tameika Isaac Devine
At-Large, Council Member

Howard E. Duvall, Jr.
At-Large, Council Member

Edward McDowell, Jr.
District II, Council Member

Daniel Rickenmann
District IV, Council Member



We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: City Management Office

FROM: *Teresa Wilson, City Manager*

SUBJECT: Recognition of the W. J. Keenan Girls Basketball Class 2A
State Championship Team - The Honorable Sam Davis

FINANCIAL IMPACT:

By the end of December, the Keenan girls' basketball team was looking for an identity and a way to get some games in the win column. That brutal early stretch ended up paying dividends as the Raiders rallied to win 17 of their final 18 games to claim their third state championship since 2008 with a 51-28 victory against defending state champion Mullins for the Class 2A title Friday at Colonial Life Arena.



We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: Engineering Department

FROM: Dana Higgins, Director of Engineering

SUBJECT: Recognition of Caughman Road Elementary School as the 2018 Spring Clean Stream Columbia Award Recipient - Ms. Dana Higgins, Engineering Director for Columbia Water

FINANCIAL IMPACT:

ORIGINAL BUDGET: \$500

CLEAN WATER 2020?: No

STRATEGIC GOALS: Collaborate and partner with entities, Connect the City's neighborhoods and business dist, Foster a healthy quality of life, Grow opportunities for entrepreneurship, Provide high quality municipal services

Columbia Water is requesting a spot at the June 5 Council meeting to formally present our Spring 2018 "Clean Stream Columbia" Award to Caughman Road Elementary School. The school is installing an interactive children's garden that will include vegetable gardening and composting. The garden will be fed with harvested rainwater from a system of connecting rain barrels. This collected rainwater is not only the best source of water for plants; it will also reduce stormwater runoff and erosion on the school grounds. The project was funded because it gives City of Columbia students an opportunity to learn about real-life actions they can take to improve water quality in their community.

The City of Columbia offers "Clean Stream Columbia" \$500 Fall and Spring awards to schools looking to enhance existing projects or develop new projects that address water quality and water quality education. Mike Jaspers, Stormwater Manager at Columbia Water, will be the presenter of the award to Caughman Road Elementary School parent volunteer, Amber Melbourne.



We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: Legal Department

FROM: *Shari Ardis, Legal Office Manager*

SUBJECT: Ordinance No.: 2018-026 - To Raise Revenue and Adopt the Budget for the City of Columbia, South Carolina, for the Fiscal Year ending June 30, 2019

FINANCIAL IMPACT:

STRATEGIC GOALS: Foster a healthy quality of life, Provide high quality municipal services

ATTACHMENTS:

- **#a:** 2018-026 adopt 2018-2019 Budget with Summaries (PDF)

ORDINANCE NO.: 2018-026

To Raise Revenue and Adopt the Budget for the City of Columbia, South Carolina, for the Fiscal Year ending June 30, 2019

BE IT ORDAINED by the Mayor and Council this ____ day of _____, 2018 as follows:

Section 1. That a tax to cover the period from the first day of July 2018, to the thirtieth day of June 2019, both inclusive, for the sums and in the manner hereinafter mentioned, is and shall be levied, collected and paid into the treasury of Richland and Lexington Counties, South Carolina, for the credit to The City of Columbia, South Carolina, for the use and service thereof; that is to say, a tax rate of ninety-eight and one tenth (98.1) mills, on the value of all real estate and personal property of every description owned and used in The City of Columbia, South Carolina, except such as is exempt from taxation under the Constitution and law of the State of South Carolina, is and shall be levied and paid into the County Treasury for the credit to The City of Columbia for the corporate purposes, permanent improvements, for the purpose of paying current expenses, and for the payment of interest and retiring outstanding bonds of the said City. Such tax is levied on such property as assessed for taxation for County and State purposes.

Section 2. That the budget heretofore adopted by the City Council and the estimated revenue for the payment of same is hereby adopted and is hereby made a part hereof as fully as if incorporated herein and a copy thereof is attached hereto.

Section 3. That the billing dates, the penalty dates, and the amount of penalty which shall be levied for delinquent taxes shall be the same as those established by Richland and Lexington Counties pursuant to State Law.

Section 4. That the City Manager shall administer the budget and may authorize the following to achieve the goals of this budget:

- a. Authorize the transfer of appropriated funds within and between departments and funds as necessary.
- b. Controls shall be made by fund appropriation.
- c. Designate continuing projects from fund balances.

Encumbrances will be carried over to the next year as a reserve to the fund balance.

Expenditures approved by council shall automatically carry amendments to fund appropriation where necessary.

Section 5. If for any reason any sentence, clause or provision of this ordinance shall be declared invalid, such shall not affect the remaining provisions hereof.

Requested by:

City Manager

Mayor

Approved by:

City Manager

Approved as to form:



City Attorney

ATTEST:

City Clerk

Public Hearing:

Introduced:

Final Reading:



FY 18-19 Approved Operating Budget Summaries

General Fund
Water & Sewer Operating
Storm Water Operating
Parking Fund
Hospitality Tax
Accommodations Tax



GENERAL FUND SUMMARY

PROPOSED FY 2018/2019

	ACTUAL FY 16/17	BUDGET FY 17/18	PROPOSED FY 18/19	Increase / (Decrease)	% Change
<u>REVENUE</u>					
GENERAL PROPERTY TAX	52,188,321	55,702,135	57,413,298	1,711,163	3%
LICENSES AND PERMITS	39,714,255	40,749,189	41,441,360	692,171	2%
FROM OTHER AGENCIES	14,822,853	15,953,090	16,113,090	160,000	1%
CURRENT SERVICE CHARGES	12,761,291	12,636,006	12,702,890	66,884	1%
FINES & FORFEITURES	813,469	918,000	868,000	(50,000)	-5%
MISCELLANEOUS REVENUE	257,859	200,300	200,300	-	0%
INTEREST ON INVESTMENT	(39,356)	150,000	200,000	50,000	33%
RENTS & SALE OF PROPERTY	2,859,635	397,000	397,000	-	0%
TOTAL REVENUE	123,378,327	126,705,720	129,335,938	2,630,218	2%
<u>TRANSFERS IN</u>					
FROM OTHER FUNDS	7,543,664	0	-	-	#DIV/0!
FROM ACCOMMODATIONS TAX	25,000	25,000	25,000	-	0%
FROM HOSPITALITY TAX	3,000,000	3,700,000	3,700,000	-	0%
FROM CAPITAL LEASE PROCEEDS	3,745,756	4,000,000	8,000,000	4,000,000	100%
FROM WATER & SEWER OPERATING	2,270,000	4,749,680	4,749,680	-	0%
FROM PARKING FUND	500,000	500,000	500,000	-	0%
FROM UN-APPROPRIATED SURPLUS	-	3,000,000	1,790,534	(1,209,466)	-40%
TOTAL TRANSFERS IN	17,084,420	15,974,680	18,765,214	2,790,534	17%
TOTAL GENERAL FUND REV & TRANS	140,462,747	142,680,400	148,101,152	5,420,752	4%
<u>DEPARTMENTS</u>					
LEGISLATIVE - MAYOR & CITY COUNCIL	743,811	808,979	809,508	529	0%
ADMINISTRATION - CITY MANAGER	527,255	644,234	655,463	11,229	2%
GOVERNMENTAL AFFAIRS	458,134	496,962	395,306	(101,656)	-20%
ADMINISTRATION - ACM COMMUNITY SERVICES	428,650	357,693	472,505	114,812	32%
ADMINISTRATION - ACM CHIEF FINANCIAL OFFICER	234,792	206,845	233,058	26,213	13%
ADMINISTRATION - ACM OPERATIONS	487,332	354,393	175,476	(178,917)	-50%
HUMAN RESOURCES	948,648	1,113,100	1,135,948	22,848	2%
BUDGET & PROGRAM MANAGEMENT OFFICE	296,953	392,228	389,558	(2,670)	-1%
PUBLIC RELATIONS	620,135	724,085	783,240	59,155	8%
COUNCIL SUPPORT SERVICES	451,673	558,565	390,715	(167,850)	-30%
LEGAL	1,733,240	2,147,350	2,198,111	50,761	2%
MUNICIPAL COURT	2,583,652	2,925,712	2,846,485	(79,227)	-3%
FINANCE	1,790,969	2,200,819	2,053,259	(147,560)	-7%
OFFICE OF BUSINESS OPPORTUNITIES	846,106	940,072	927,364	(12,708)	-1%
COMMUNITY DEVELOPMENT	266,248	361,607	376,180	14,573	4%
PLANNING & DEV. SERVICES	3,379,404	3,604,572	3,671,226	66,654	2%
POLICE	40,252,662	39,791,606	40,165,765	374,159	1%
EMERGENCY MANAGEMENT	191	543,876	605,239	61,363	11%
911 EMERGENCY COMMUNICATIONS	2,826,835	3,188,965	3,058,656	(130,309)	-4%
FIRE	22,143,259	22,901,669	23,599,972	698,303	3%
PARKS & RECREATION	12,177,219	12,858,985	13,324,713	465,728	4%
PUBLIC WORKS	19,412,560	19,389,812	19,351,284	(38,528)	0%
GENERAL SERVICES	1,695,675	2,278,422	2,301,973	23,551	1%
INFORMATION TECHNOLOGY	3,653,117	4,098,644	4,219,960	121,316	3%
TOTAL DEPARTMENT	117,958,520	122,889,195	124,140,964	1,251,769	1%
<u>NON-DEPARTMENTAL & MISC.</u>					
COUNCIL REQUESTED PROJECTS			300,000	300,000	#DIV/0!
COMMUNITY PROMOTIONS	730,001	50,000		(50,000)	-100%
CAPITAL LEASE PURCHASE	2,072,146	2,687,635	3,391,028	703,393	26%
SOLICITOR'S OFFICE	215,817	215,817	215,817	-	0%
PUBLIC DEFENDER	100,000	100,000	100,000	-	0%
HOMELESS SERVICES	972,725	1,000,000	1,000,000	-	0%
ECONOMIC DEV. SPECIAL PROJECTS	66,300	0		-	#DIV/0!
DETENTION CENTER PER DIEM	434,455	600,000	600,000	-	0%
NON-DEPARTMENTAL & MISC.	1,435,296	40,000	40,000	-	0%
OFFICE SPACE LEASE - 1225 LADY STREET	543,279	542,000	550,000	8,000	1%
TOTAL NON-DEPARTMENTAL	6,570,019	5,235,452	6,196,845	961,393	18%
TOTAL EXPENDITURES	124,528,539	128,124,647	130,337,809	2,213,162	2%
<u>TRANSFERS OUT</u>					
TO INTERNAL SERVICE FUNDS	9,614,994	3,169,923	3,169,923	-	0%
TO DEBT SERVICE	5,508,714	5,814,150	4,955,600	(858,550)	-15%
TO COMPONENT UNIT	1,477,553	1,571,680	1,637,820	66,140	4%
TO CAPITAL REPLACEMENTS	-	4,000,000	8,000,000	4,000,000	100%
TOTAL TRANSFERS OUT	16,601,261	14,555,753	17,763,343	3,207,590	22%
TOTAL BUDGET	141,129,800	142,680,400	148,101,152	5,420,752	4%

WATER/SEWER OPERATING FUND SUMMARY
PROPOSED FY 2018/2019

	ACTUAL FY 16/17	BUDGET FY 17/18	PROPOSED FY 18/19	Increase / (Decrease)	% Change
<u>REVENUE</u>					
WATER SALES	83,465,739	89,058,186	97,402,576	8,344,390	9.4%
SEWER SALES	51,692,808	61,666,337	62,062,997	396,660	0.6%
MISCELLANEOUS REVENUE	14,036	44,881	45,042	161	0.4%
FINES AND FORFEITURES	656,011	510,166	656,500	146,334	28.7%
TOTAL OPERATING REVENUES	135,828,594	151,279,570	160,167,115	8,887,545	5.9%
<u>NON-OPERATING REVENUE & TRANSFERS IN</u>					
INTEREST	1,054,117	1,445,709	1,666,557	220,848	15.3%
RENTS & USE OF PROPERTY	178,416	160,721	162,328	1,607	1.0%
CONTRIBUTED CAPITAL	9,909,405			-	
TOTAL NON-OPERATING REVENUES	11,141,938	1,606,430	1,828,885	222,455	13.8%
TOTAL REVENUE & TRANSFERS IN	146,970,532	152,886,000	161,996,000	9,110,000	6.0%
<u>EXPENDITURES</u>					
<u>Operating Departments & Non-Departmental</u>					
FINANCE	1,766,367	2,053,794	2,106,381	52,587	2.6%
FIRE HYDRANT MAINTENANCE	462,114	629,870	663,192	33,322	5.3%
POLICE - CSO/PUBLIC SAFETY	736,132	895,817	1,430,055	534,238	59.6%
PUBLIC WORKS-STREET REPAIR	885,939	1,288,795	1,603,411	314,616	24.4%
GENERAL SERVICES PUBLIC BLDGS.	1,637,475	2,307,929	2,354,426	46,497	2.0%
GIS MANAGEMENT	520,948	627,746	660,399	32,653	5.2%
CUSTOMER CARE CENTER	2,436,825	4,296,531	4,761,862	465,331	10.8%
UTILITIES	48,544,917	64,900,104	66,028,953	1,128,849	1.7%
ENGINEERING	7,881,347	12,402,025	12,647,624	245,599	2.0%
COLA / MERITS			833,656	833,656	
TOTAL OPERATING	64,872,064	89,402,611	93,089,959	3,687,348	4.1%
<u>Non-Operating Departments & Non-Departmental</u>					
ECONOMIC DEV DEPARTMENT	974,425	1,205,356	1,246,785	41,429	3.4%
TOTAL NON-OPERATING DEPARTMENTS	974,425	1,205,356	1,246,785	41,429	3.4%
DEPRECIATION	37,303,595				
DEBT SERVICE	17,246,845	32,085,999	35,224,748	3,138,749	9.8%
ECONOMIC DEV SPECIAL PROJECTS	53,500	78,500	78,500	-	0.0%
TECHNOLOGY REPLACEMENTS	55,902	57,634	200,000	142,366	247.0%
NON-DEPARTMENTAL	55,000	35,000	35,000	-	0.0%
BAD DEBT	2,856,506	268,900	795,328	526,428	195.8%
RESERVE	0	1,157,320	3,531,000	2,373,680	205.1%
TOTAL NON-DEPARTMENTAL OPERATING	57,571,348	33,683,353	39,864,576	6,181,223	18.4%
<u>TRANSFERS OUT</u>					
TO GENERAL FUND/INDIRECT COST ALLOCATION	2,270,000	4,189,680	4,189,680	-	0.0%
TO FEMA/FLOOD RECOVERY	0	10,000,000	0	(10,000,000)	-100.0%
TO WATER/SEWER CAPITAL IMP.		12,300,000	21,500,000	9,200,000	74.8%
TO INTERNAL SERVICE FUNDS	3,799,520	2,105,000	2,105,000	-	0.0%
TOTAL TRANSFERS	6,069,520	28,594,680	27,794,680	(800,000)	-2.8%
TOTAL BUDGET	129,487,357	152,886,000	161,996,000	9,110,000	6.0%

STORM WATER OPERATING SUMMARY
PROPOSED FY 2018/2019

	ACTUAL FY 16/17	BUDGET FY 17/18	PROPOSED FY 18/19	Increase / (Decrease)	% Change
<u>REVENUE</u>					
<u>Operating Revenue</u>					
STORM WATER FEE	7,385,286	12,548,300	13,378,499	830,199	6.6%
STORM WATER INSPECTIONS	13,700	20,000	15,000	(5,000)	-25.0%
STORM WATER REVIEW	14,650	15,000	20,000	5,000	33.3%
TOTAL OPERATING REVENUES	7,413,636	12,583,300	13,413,499	830,199	6.6%
<u>Non-operating Revenue & Transfers</u>					
INTEREST & USE OF PROPERTY	62,594	46,800	53,000	6,200	13.2%
TRANSFER FROM STORM WATER IMPROVEMENTS	444,345	0	0	0	#DIV/0!
TOTAL NON-OPERATING REVENUES	506,939	46,800	53,000	6,200	13.2%
TOTAL REVENUES & TRANSFERS IN	7,920,575	12,630,100	13,466,499	836,399	6.6%
<u>EXPENDITURES</u>					
<u>DEPARTMENTS</u>					
ENGINEERING	2,806,143	2,175,216	2,910,335	735,119	33.8%
PUBLIC WORKS	2,435,309	3,721,591	3,980,033	258,442	6.9%
COLA/MERIT			80,000	80,000	
TOTAL DEPARTMENTS	5,241,452	5,896,807	6,970,368	1,073,561	18.2%
<u>NON-DEPARTMENTAL EXPENSES</u>					
GRANT MATCH		200,000	0	(200,000)	(1)
DEPRECIATION	0	84,793		(84,793)	(1)
DEBT SERVICE		1,593,800	2,732,000	1,138,200	1
RESERVE	0	3,294,700	3,204,131	(90,569)	(0)
<u>TRANSFERS OUT</u>					
TO GENERAL FUND/INDIRECT COST ALLOCATION		560,000	560,000	0	0.0%
TO STORM WATER CAPITAL PROJECTS		1,000,000	0	(1,000,000)	-100.0%
TOTAL OTHER	0	1,560,000	560,000	(1,000,000)	-64.1%
TOTAL BUDGET	5,241,905	12,630,100	13,466,499	836,399	6.6%

PARKING OPERATING FUND SUMMARY
PROPOSED FY 2018/2019

	ACTUAL FY 16/17	BUDGET FY 17/18	PROPOSED FY 18/19	Increase / (Decrease)	% Change
<u>OPERATING REVENUES</u>					
STREET PARKING METERS	2,567,160	2,350,000	2,700,000	350,000	15%
PARKING GARAGES	2,858,040	2,756,726	2,771,726	15,000	1%
PARKING LOTS	415,247	202,400	352,400	150,000	74%
MISCELLANEOUS REVENUE	49,542	9,250	10,250	1,000	11%
VALIDATIONS	268	0	4,000	4,000	
IN-OUT PARKING	67,300	60,000	60,000	-	0%
PARKING METER BAG FEE	174,692	60,000	125,000	65,000	108%
NON-MOVING VIOLATIONS	1,997,601	1,900,000	2,000,000	100,000	5%
TOTAL REVENUE	8,129,850	7,338,376	8,023,376	685,000	9%
<u>NON-OPERATING & TRANSFERS IN</u>					
INTEREST REVENUE	65,672	120,000	120,000	-	0%
RENTS & USE OF PROPERTY	114,273	108,675	108,675	-	0%
FROM FUND BALANCE	0	441,180	440,937		
TOTAL NON-OPERATING & TRANSFERS	179,945	669,855	669,612	(243)	0%
TOTAL REVENUES & TRANSFERS IN	8,309,795	8,008,231	8,692,988	684,757	9%
<u>EXPENDITURES</u>					
<u>Operating Departments</u>					
FINANCE - PARKING PAYMENT SERVICES	128,803	137,895	120,761	(17,134)	-12%
PARKING ADMINISTRATION	529,296	0	0	-	
PARKING SERVICES	1,344,858	2,379,217	3,679,409	1,300,192	55%
PARKING FACILITIES	1,601,897	1,679,662	997,153	(682,509)	-41%
PUBLIC WORKS	82,004	101,424	103,936	2,512	2%
TOTAL OPERATING DEPARTMENTS	3,686,858	4,298,198	4,976,259	678,061	16%
<u>Non-Departmental</u>					
DEPRECIATION	1,648,286	0	0	-	
DEBT SERVICE	1,704,650	2,808,033	2,809,729	1,696	0%
NON-DEPARTMENTAL/MISC.	112,309	15,000	5,000	(10,000)	-67%
RESERVE			10,000	10,000	
TOTAL NON-DEPARTMENTAL	3,455,673	2,823,033	2,824,729	1,696	0%
<u>TRANSFERS OUT</u>					
TO GENERAL FUND	500,000	500,000	500,000	-	0%
TO CAPITAL IMPROVEMENTS		0	0	-	
TO RISK MANAGEMENT	0	180,000	185,000	5,000	3%
TO CENTRAL STORES	0	207,000	207,000	-	0%
TOTAL TRANSFERS	500,000	887,000	892,000	5,000	1%
TOTAL BUDGET	7,642,531	8,008,231	8,692,988	684,757	9%

HOSPITALITY TAX SUMMARY
PROPOSED FY 2018/2019

	ACTUAL FY 16/17	AMENDED FY 17/18	PROPOSED FY 18/19	Increase / (Decrease)	% Change
<u>REVENUES</u>					
HOSPITALITY TAX	11,489,497	11,371,250	12,063,972		
FINES & LATE FEES	67,453	40,000	40,000		
INTEREST	8,653				
TOTAL REVENUES	11,565,603	11,411,250	12,103,972		
<u>TRANSFERS IN & OTHER FINANCING</u>					
FM FUND BALANCE		814,295	-		
TOTAL REVENUE & TRANSFERS IN	11,565,603	12,225,545	12,103,972	557,709	4.8%
<u>EXPENDITURES</u>					
HOSPITALITY TAX COMMITTEE ALLOCATIONS	2,664,392	2,109,500	2,109,500	-	0.0%
PRIOR YEAR CARRYFORWARDS		10,662			
LINE ITEM AGENCIES	2,696,257	2,716,257	2,966,257	250,000	9.2%
COUNCIL ALLOCATIONS	-	995,620	566,857	139,857	32.8%
<u>TRANSFERS OUT</u>					
TO GEN. FUND	3,000,000	3,700,000	3,700,000		
TO DEBT SERVICE	2,600,643	2,593,506	2,761,358		
TO CAPITAL PROJECTS		100,000			
TOTAL TRANSFERS OUT	5,600,643	6,393,506	6,461,358	167,852	2.7%
TOTAL BUDGET	10,961,292	12,225,545	12,103,972	557,709	4.8%

ACCOMMODATIONS TAX
PROPOSED FY 2018/2019

	ACTUAL FY 16/17	BUDGET FY 17/18	PROPOSED FY 18/19	Increase / (Decrease)	% Change
<u>REVENUES</u>					
ACCOMMODATIONS TAX	2,496,308	2,226,244	2,596,160		
MISCELLANEOUS REVENUE					
TOTAL REVENUES	2,496,308	2,226,244	2,596,160	369,916	16.6%
<u>TRANSFERS IN</u>					
FROM FUND BALANCE					
TOTAL REVENUE & TRANSFERS IN	2,496,308	2,226,244	2,596,160	369,916	16.6%
<u>EXPENDITURES</u>					
COMMITTEE ALLOCATIONS	2,295,078	2,089,282	2,442,602	353,320	16.9%
TOTAL GENERAL ALLOCATIONS (5%)	109,301	111,962	128,558	16,596	14.8%
TOTAL EXPENSES	2,404,379	2,201,244	2,571,160	369,916	16.8%
<u>TRANSFERS OUT</u>					
TO GENERAL FUND	25,000	25,000	25,000		
TOTAL OTHER FUNDS	25,000	25,000	25,000	-	0.0%
TOTAL BUDGET	2,429,379	2,226,244	2,596,160	369,916	16.6%



FY 18-19 Approved Capital Improvement Program

Water & Sewer CIP
Storm Water CIP



PROPOSED WATER WASTEWATER
CAPITAL IMPROVEMENT PROGRAM

FY 2018-2019 PROPOSED WATER CAPITAL IMPROVEMENT PROGRAM

Project Number	Project Name	Type of Improvement	FY18-19 Proposed
WM435401	Automated Meter Reading/Automated Metering Infrastructure AMI/AMR (Phase 2 and 3)	Meter System	\$28,000,000
WM3355XX	Utility Conflicts (Annual)	Relocation for SCDOT	\$2,000,000
WM439301	Leesburg Road Widening - relocated approximately 12,500 feet of water lines	Relocation for SCDOT	\$2,600,000
WM442201	Chapin New Road Phase 1 / I-26 Widening - relocate existing watermain	Relocation for SCDOT	\$500,000
WM3358XX	Pay Difference Agreements Various Subdivisions (Annual)	System Expansion	\$400,000
WM4315	Bull Street Water System Improvements	System Expansion	\$2,000,000
WM4323XX	Unforeseen Projects	System Expansion	\$1,000,000
WM3001XX	Water Quality Projects City Wide (Services & 2-inch water line replacement) (Annual)	Water Quality	\$2,000,000
WM3912	Shandon Area Waterline Replacement (Engineering Only)	Water Quality	\$1,500,000
TOTAL PROPOSED CAPITAL IMPROVEMENT PROGRAM			\$40,000,000

FY 2018 - 2019 PROPOSED WASTEWATER CAPITAL IMPROVEMENT PROGRAM

Project Number	Project Name	Type of Improvement	FY18-19 Proposed
SS7261	Lake Katharine	Capacity	\$150,000
SS733702	East Rocky Branch Improvements Phase II	Capacity	\$15,750,000
SS7465	Lower Crane Creek Relief Sewer Phase 2 (project 44)	Capacity	\$4,000,000
SS7466	Lower Rocky Branch Relief Sewer (project 15A)	Capacity	\$1,430,000
SS746701	NCPS Upgrade (project 43A)	Capacity	\$1,290,000
SS7470	Lower Crane Creek Relief Sewer phase 1 (project 38)	Capacity	\$1,000,000
SS7471	North Richland Crane Creek Sewer Improvements (project 33)	Capacity	\$150,000
SS7472	Upper Crane Creek Relief Sewer Phase 1 (Project 35)	Capacity	\$600,000
SS7474	Upper North Branch Crane Creek Sewer Improvements (project 17A)	Capacity	\$500,000
SS6000	Sewer Service for City Annexations	Other	\$200,000
SS7236	CD Program Management	Other	\$5,000,000
SS7274	Richard Street - Phase II	Other	\$50,000
SS7286	CE Projects not yet Defined	Other	\$3,000,000
SS7288	Unforeseen & Miscellaneous Projects	Other	\$3,000,000
SS7301	Bull Street	Other	\$2,000,000
SS7454	Lower Broad River FM Rehabilitation and Gravity Sewer Upgrades	Rehab	\$2,000,000
SS725802	Hampton Forest/Greenlawn Capacity Improv. (construct alternate bid)	Rehab	\$1,645,000
SS7323	Food Lion Pump Station Improvements	Rehab	\$1,600,000
SS7384	Pumping Station Upgrades not yet Defined (minor Pump Stations)	Rehab	\$1,000,000
SS7435	Wexford and Windsong Lift Stations Rehabilitation Project	Rehab	\$320,000
SS7437	Miscellaneous Lift station Improvements & Backup Power Addition Project	Rehab	\$300,000
SS7462	Investigation of Crockett Road, Atlas Road and Versch Lock Lift Stations	Rehab	\$150,000
SS7468	Three Rivers Force Main Replacement / Relocation	Rehab	\$75,000
SS6786	Annual Gravity Sewer MH Lining and Replacement	Rehab	\$2,000,000
SS6966	Annual Rehab on lines less than 15"	Rehab	\$7,500,000
SS7363	Smith Branch 03 SSES	Rehab	\$9,040,000
SS7447	Garden Springs	Rehab	\$1,575,000
SS7449	Olympia Sewer Service	Rehab	\$2,050,000
SS7464	Crane Creek 02 and 04 SSES	Rehab	\$1,400,000
SS7478	Rocky Branch 01 Phase 2 SSES	Rehab	\$750,000
SS7479	Smith Branch 02 Phase 2 SSES	Rehab	\$750,000
SS7432	Starlite Pump Station Improvements (removal of Pump Station)	Rehab	\$200,000
SS6099	Sewer Utility Conflicts	Utility Relocation	\$2,000,000
SS7409	Leesburg Road Widening	Relocation for SCDOT	\$400,000
SS717101	Construct and Upgrade Metro Dike	WWTP	\$1,700,000
SS7382	Compliance and Lift Station Maintenance Facility	WWTP	\$300,000
SS7481	Influent / Effluent Meter Improvements	WWTP	\$125,000
SS7484	Thickening & Dewatering Improv. (Biosolids Master Plan Improvements)	WWTP	\$5,000,000
TOTAL PROPOSED WASTEWATER CAPITAL IMPROVEMENT PROGRAM			\$80,000,000

FY 2018 - 2019 TOTAL PROPOSED WATER & WASTEWATER CIP

\$120,000,000



CITY OF COLUMBIA
FY 2018 -2019
PROPOSED STORM WATER
CAPITAL IMPROVEMENT PROGRAM

34.a

FY 2018-2019 PROPOSED WATER CAPITAL IMPROVEMENT PROGRAM

Project #	Project Name	FY18-19 Proposed
SD8013	Eightmile Branch from Danfield to Chinaberry	350,000
SD8049	Smith Branch Drainage Area - Tier 1 (not included as separate projects)	1,000,000
SD8049	Rocky Branch Drainage Area - Tier 1 (not included as separate projects)	1,000,000
SD8159	Gregg Street & Gervais Street Phase 2	1,000,000
SD8395	Taylor/Washington 60" Improvement	350,000
SD8410	Bull Street Drainage Improvements	1,000,000
SD8435	Whaley at Railroad Crossing	900,000
SD8439	Whaley and Main Upgrade	1,350,000
SD8443	Sumter and Marion Street Bioretention Bumpouts	1,260,000
SD8449	Gills Creek Debris Removal	1,000,000
SDXXXX	SD Projects Not Defined	2,135,000
TOTAL PROPOSED STORM WATER CAPITAL IMPROVEMENT PROGRAM		11,345,000



We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: Legal Department

FROM: *Shari Ardis, Legal Office Manager*

SUBJECT: Ordinance No.: 2018-025 - Amending the 1998 Code of Ordinances of the City of Columbia, South Carolina, Chapter 15, Parks and Recreation, Sec. 15-5, User fees (a) Definitions, (3); (d) Parks, (3) Ensor Keenan House, (4) Earlewood Community Building and (5) Eau Claire Print Building; (i) Athletics, Fee (4) Swimming; (j) Classes/camps/programs, and to add (l) Event vendor fees

FINANCIAL IMPACT:

STRATEGIC GOALS: Foster a healthy quality of life, Provide high quality municipal services

ATTACHMENTS:

- **#a:** 2018-025 amend Sec. 15-5 User fees (PDF)

ORDINANCE NO.: 2018-025

Amending the 1998 Code of Ordinances of the City of Columbia, South Carolina, Chapter 15, Parks and Recreation, Sec. 15-5, User fees (a) Definitions, (3); (d) Parks, (3) Ensor Keenan House, (4) Earlewood Community Building and (5) Eau Claire Print Building; (i) Athletics, Fee (4) Swimming; (j) Classes/camps/programs, and to add (l) Event vendor fees

BE IT ORDAINED by the Mayor and Council this ____ day of _____, 2018, that the 1998 Code of Ordinances of the City of Columbia, South Carolina, Chapter 15, Parks and Recreation, Sec. 15-5 User fees (a) Definitions, (3); (d) Parks, (3) Ensor Keenan House, (4) Earlewood Community Building and (5) Eau Claire Print Building; (i) Athletics, Fee (4) Swimming; (j) Classes/camps/programs are hereby amended and (l) Event vendor fees is added to read as follows:

Sec. 15-5. User fees.

(a) Definitions.

Fee structure for parks and recreation is broken into four categories:

- (1) Rentals (facilities, equipment).
- (2) Event support fees.
- (3) Athletics.
- (4) Classes/camps/programs.

Rentals are classified into three groups and fees are assessed accordingly:

- (1) *Gated/admission* (admission charged and/or controlled access)—Rental fees, deposit plus support fees.
- (2) *Public* (no controlled access or admission fees)—Rental fees plus deposit.
- (3) *Non-profit/exempt*—Support costs plus security deposit.

Examples: American Cancer Society, Boy Scouts, Richland County School District 1

(b) *Park rental fee schedule.* Gated/admission rates for facility or park rentals will apply to events which require an admission fee to the park and/or fencing around a park to control access. (Fencing will be paid for by the renter). Rates will be set in a six-hour time block.

(c) *Fee waiver.* The city manager or his/her designee is authorized to waive any and all fees associated with the use of city owned facilities. Such waivers are limited to organizations with a direct affiliation to the City of Columbia (i.e. Columbia Council of Neighborhoods, Parks and Recreation Foundation, City Development Corporations) and whose activity benefits the expressed mission of the city and is determined to be for the public good.

(d) Parks.

- (3) *Ensor Keenan House* (non-profit rate not available Friday's & Saturday's and December 1st - January 1st)

	Block	Setup/Takedown Additional Hours
Gated/admission (admission charged and/or controlled access) (more than 2 additional hrs. requires second block of time)	\$425	\$60/hr.
Public (no controlled access or admission fees)	\$275	\$50/hr.
City holidays	\$325	\$60/hr.
Deposit (daily rental)	\$200	N/A
Non-profit* (*proof of non-profit status required)		\$200 deposit + \$50/hr. support fee

(4) *Earlewood Community Building*; (non-profit rate not available Friday's & Saturday's and December 1st - January 1st)

	Block	Setup/Takedown Additional Hours
Gated/admission (admission charged and/or controlled access) (more than 2 additional hrs. requires second block of time)	\$425	\$60/hr.
Public (no controlled access or admission fees)	\$350	\$75/hr.
City holidays	\$425	\$90/hr.
Deposit (daily rental)	\$300	N/A
Non-profit* (*proof of non-profit status required)		\$300 deposit + \$50/hr. support fee

(5) *Eau Claire Print Building* (non-profit rate not available Friday's & Saturday's and December 1st - January 1st)

Gated/admission (admission charged and/or controlled access) (more than 2 additional hrs. requires second block of time)	\$600	\$125/hr.
Public (no controlled access or admission fees)	\$400	\$100/hr.
City holidays	\$475	\$125/hr.
Deposit (daily rental)	\$300	N/A
Non-profit* (*proof of non-profit status required)		\$300 deposit + \$50/hr. support fee

(i) *Athletics:*
Fee

(4) *Swimming:*

Daily admission:	
Youth	\$3
Adult	\$4
Swim lessons	\$35 per person
Season passes:	
Youth	\$100
Adult	\$140
<u>Swim Team Practice</u>	<u>\$1,200/2 months</u>
<u>Swim Party</u>	<u>\$300</u> <u>Saturday and Sunday only, from 6:00 p.m. – 9:00 p.m.</u> <u>Maxcy Gregg and Greenview Pools only</u>
<u>Swim Meets</u>	<u>\$600 per meet</u>

(j) *Classes/camps/programs:*
Fee

(1) *Camp.*

Summer day camp	\$55/week
Cultural arts <u>summer</u> camp	\$85 \$95/week
<u>Cultural arts 4 day camp</u>	<u>\$65/for the 4 days</u>
<u>Cultural arts specialty camp</u>	<u>\$40 minimum - \$80 maximum</u>
Sports camp	\$55/week
Double Dutch camp	\$55/week
Outdoor/environmental camp	\$125/week
After school	\$30/week
Whitewater Kids Club Camp	\$100/week

(2) *Classes.*

Adult class (standard 6 wks.)	\$80 \$90 per class
Youth class (standard 6 wks.)	\$80 \$90 per class
Art center open studio	\$70 \$80/2 months
Adult pottery	\$80 \$90/6 Weeks

(l) Event Vendor Fees

<u>Food and Drink Vendor (vendor serving a variety of food and beverages)</u>	<u>\$150.00</u>
<u>Business/Professional Services Vendor</u>	<u>\$100.00</u>
<u>Merchandise Vendor</u>	<u>\$100.00</u>
<u>Snack Vendor</u>	<u>\$75.00</u>
<u>Arts and Crafts Vendor</u>	<u>\$50.00</u>

Requested by:

City Manager _____

Approved by:

City Manager _____

Approved as to form:

Deputy City Attorney

Public Hearing:

Introduced:

Final Reading:

Mayor _____

ATTEST:

City Clerk _____



We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: Legal Department

FROM: *Shari Ardis, Legal Office Manager*

SUBJECT: Ordinance No.: 2018-027 - Amending the 1998 Code of Ordinances of the City of Columbia, South Carolina, Chapter 23, Utilities and Engineering, Article V, Water and Sewer Rates, Sec. 23-143 Water service rates and Sec. 23-149 Sewer service rates (a) and (b)

FINANCIAL IMPACT:

STRATEGIC GOALS: Foster a healthy quality of life, Provide high quality municipal services

ATTACHMENTS:

- **#a:** 2018-027 amend Sec 23-143 Water service rates and Sec. 23-149 Sewer service rates (PDF)

ORDINANCE NO.: 2018-027

Amending the 1998 Code of Ordinances of the City of Columbia, South Carolina, Chapter 23, Utilities and Engineering, Article V, Water and Sewer Rates, Sec. 23-143 Water service rates and Sec. 23-149 Sewer service rates (a) and (b)

BE IT ORDAINED by the Mayor and Council this ____ day of _____, 2018, that the 1998 Code of Ordinances of The City of Columbia, South Carolina, Chapter 23, Utilities and Engineering, Article V, Water and Sewer Rates, Sec. 23-143 Water service rates and Sec. 23-149 Sewer service rates (a) and (b), are amended to read as follows:

Sec. 23-143. Water service rates.

Generally. Except as otherwise provided by contract, monthly water service charges shall be as follows:

Monthly Water Use (cubic feet)	Meter Size (inches)	In City		Out of City	
		Current	Proposed	Current	Proposed
Minimum--300	3/4"	\$6.91	7.58	\$11.75	12.90
	1"	\$11.54	12.67	\$19.62	21.53
	1.5"	\$17.28	18.97	\$29.38	32.25
	2"	\$27.65	30.35	\$47.01	51.60
	3"	\$55.31	60.71	\$94.02	103.20
	4"	\$86.42	94.85	\$146.91	161.25
	6"	\$173.05	189.94	\$294.18	322.89
	8"	\$276.54	303.53	\$470.12	516.00
	10"	\$549.07	602.66	\$933.42	1024.52
Additional charge per 100 cubic feet					

Volumetric Charges are based on the customer category.

Monthly Water Use (cubic feet)	In City		Out of City	
	Current	Proposed	Current	Proposed
Residential:				
Next 9,700	\$2.48	2.72	\$4.22	4.63
Next 90,000	\$2.36	2.59	\$4.01	4.40
Over 100,000	\$2.23	2.45	\$3.79	4.16
Irrigation:				
Next 9,700	\$4.22	4.63	\$7.17	7.87
Next 90,000	\$4.01	4.40	\$6.82	7.49
Over 100,000	\$3.79	4.16	\$6.45	7.08
All others:				
Next 9,700	\$2.36	2.59	\$4.01	4.40
Next 90,000	\$2.23	2.45	\$3.79	4.16
Over 100,000	\$2.09	2.29	\$3.55	3.90

Sec. 23-149. Sewer service rates.

(a) Generally. Except as otherwise provided by contract, the monthly sewer service charge shall be as follows:

Size of Meter (inches)	In City		Out of City	
	Current	Proposed	Current	Proposed
5/8	\$6.91	7.58	\$11.75	12.90
1	\$6.91	7.58	\$11.75	12.90
1½	\$6.91	7.58	\$11.75	12.90
2	\$11.06	12.14	\$18.80	20.63
3	\$22.12	24.28	\$37.60	41.27
4	\$34.57	37.94	\$58.76	64.49
6	\$69.13	75.88	\$117.53	129.00
8	\$110.62	121.42	\$188.05	206.40
10	\$172.84	189.71	\$293.82	322.50

Monthly Water Use (cubic feet)	Monthly Sewer Service Charge			
	In City		Out of City	
	Current	Proposed	Current	Proposed
Each 100 cubic feet	\$3.59	3.94	\$6.11	6.71

(b) Consumers using water cooling towers for air conditioning. Consumers using water cooling towers for air conditioning systems shall be given a credit of 30 cubic feet per ton per month during the service periods commencing in the months of April through October. The minimum charge shall be:

Size of Meter (inches)	In City		Out of City	
	Current	Proposed	Current	Proposed
5/8	\$11.21	12.30	\$14.26	15.65
1	\$15.81	17.35	\$20.87	22.91
1½	\$20.39	22.38	\$27.49	30.17
2	\$29.57	32.46	\$40.68	44.65
3	\$47.92	52.60	\$67.12	73.67
4	\$84.62	92.88	\$119.98	131.69
6	\$176.37	193.58	\$252.15	276.76
8	\$249.75	274.13	\$357.89	392.82
10	\$550.20	603.90	\$790.75	867.93

(c) Limitation on charge on single-family residences. Maximum sewer charge on single-family residences during the service periods commencing in the months of April through October will be 1,400 cubic feet.

(d) Apartments and trailer parks. Sewer rates for apartment buildings and trailer parks shall be the base rate of a single-family residence per dwelling unit plus a base fee based on meter connection size plus the rate per 100 cubic feet as reflected by water consumption.

(e) Hotels, motels, dormitories and roominghouses. Sewer rates for hotels, motels, dormitories and roominghouses shall be one-half the base rate of a single-family residence per room plus a base fee based on meter connection size plus the rate per 100 cubic feet as reflected by water consumption.

(f) Contaminated groundwater. Separate meters for discharges of contaminated groundwater are required. In city or out of city customers discharging contaminated ground water shall pay the out of city base monthly sewer service charge times one and one-half plus the out of city monthly sewer service charge for each 100 cubic feet times one and one-half.

This ordinance is effective as of July 1, 2018.

Requested by:

Mayor and City Council

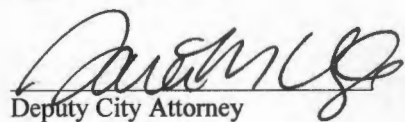
Mayor

Approved by:

City Manager

Approved as to form:

ATTEST:


Deputy City Attorney

City Clerk

Public Hearing:

Introduced:

Final Reading:



We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: Legal Department

FROM: *Shari Ardis, Legal Office Manager*

SUBJECT: Resolution No.: R-2018-037 - In Support of the issuance by the South Carolina Jobs-Economic Development Authority of its Revenue Bonds or Notes (Columbia International University) in one or more series in one or more years, pursuant to the provisions of Title 41, Chapter 43 of the Code of Laws of South Carolina, 1976, as amended, in the aggregate principal amount of not exceeding \$10,000,000

FINANCIAL IMPACT:

STRATEGIC GOALS: Collaborate and partner with entities, Foster a healthy quality of life

ATTACHMENTS:

- **#a:** R-2018-037 JEDA - Columbia International University (PDF)

RESOLUTION NO.: R-2018-037

IN SUPPORT OF THE EXECUTION AND DELIVERY BY THE SOUTH CAROLINA JOBS-ECONOMIC DEVELOPMENT AUTHORITY OF ITS EQUIPMENT LEASE-PURCHASE AGREEMENT (COLUMBIA INTERNATIONAL UNIVERSITY) IN ONE OR MORE SERIES AND IN ONE OR MORE YEARS, PURSUANT TO THE PROVISIONS OF TITLE 41, CHAPTER 43, OF THE CODE OF LAWS OF SOUTH CAROLINA 1976, AS AMENDED, IN THE AGGREGATE PRINCIPAL AMOUNT OF NOT EXCEEDING \$10,000,000

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

WHEREAS, the Authority is further authorized by Section 41-43-90 of the Act to acquire, purchase, hold, use, improve, manage, lease, mortgage, pledge, sell, transfer, and dispose of any property, real, personal, or mixed, or any interest in any property, or revenues of the authority, including as security for notes, bonds, evidences of indebtedness, or other obligations of the Authority; and,

WHEREAS, the Authority is further authorized by Section 41-43-110 of the Act to issue revenue Agreement, payable by the Authority solely from a revenue producing source and secured by a pledge of said revenues, to defray the cost of a business enterprise as defined in the Act; and,

WHEREAS, the Authority and Columbia International University, an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "*Borrower*"), entered into an Inducement Agreement dated May 16, 2018 (the "*Inducement Agreement*"), pursuant to which and in order to implement the public purposes enumerated in the Act, and in furtherance thereof to comply with the undertakings of the Authority pursuant to the Inducement Agreement, the Authority proposes, subject to such approval of the South Carolina Coordinating Council for Economic Development, Lexington County and the City of Columbia, as may be required by law, to execute and deliver its revenue bond in the form of a not exceeding \$10,000,000 aggregate principal amount equipment lease purchase agreement (Columbia International University) in one or more series and in one or more years (the "*Agreement*"), under and pursuant to Sections 41-43-90 and 41-43-110 of the Act. The proceeds of the Agreement will be used by the Borrower to (i) defray the cost of acquisition and installation of certain energy savings improvements including heating and air-conditioning equipment, lighting equipment and water and sewer service equipment in South Carolina, particularly Columbia International University, located at 7435 Monticello Road, Columbia, SC 29203 and Ben Lippen School, located at 7401 Monticello Road, Columbia, SC 29203, both in the City of Columbia, and Ben Lippen School located at 500 St. Andrews Road, Columbia, SC 29210, in Lexington County, and (ii) pay certain fees and expenses incurred in connection with the execution and delivery of the Agreement (collectively, the "*Project*"); and,

WHEREAS, the City Council of the City of Columbia and the Authority have on this date jointly held a public hearing, duly noticed by publication in a newspaper having general circulation in the City of Columbia, not less than 15 days prior to the date hereof, at which all interested persons have been given a reasonable opportunity to express their views; NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Columbia, South Carolina, this ____ day of _____, 2018, as follows:

SECTION 1. It is hereby found, determined and declared that (a) the Project will subserve the purposes of the Act, (b) the Project is anticipated to benefit the general public welfare of the City of Columbia by providing services, employment, recreation or other public benefits not otherwise provided locally, (c) the Project will give rise to no pecuniary liability of the City of Columbia or a charge against its general credit or taxing power, (d) the amount of Agreement required to finance the Project is not exceeding \$10,000,000; and (e) the documents to be delivered by the Borrower and the Authority with respect to the Agreement will provide, among other things, (i) for the amount necessary in each year to pay the principal of and interest on the Agreement, (ii) whether reserve funds of any nature will be established with respect to the retirement of the Agreement and the maintenance of the Project (and, if any such reserve funds are to be so established, the amount necessary to be paid each year into such funds), and (iii) that the Borrower shall maintain the Project and carry all proper insurance with respect thereto.

SECTION 2. The City Council of the City of Columbia supports the Authority in its determination to execute and deliver the Agreement to defray the costs related to the Project.

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

Requested by:

Assistant City Manager Palen

Approved by:

City Manager

Approved as to form:

Deputy City Attorney

Public Hearing:

Introduced:

Final Reading:

Mayor

ATTEST:

City Clerk



We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: Legal Department

FROM: *Shari Ardis, Legal Office Manager*

SUBJECT: Ordinance No.: 2018-022 - Consenting to the Inclusion of Property in a Multi-County Industrial/Business Park (Project Reign, 1087 and 1115 Shop Road – TMS # R11210-01-13 and R11210-01-01)

PURPOSE: First reading approval was given on May 15, 2018.

FINANCIAL IMPACT:

ATTACHMENTS:

- **#a:** 2018-022 Reign Living student housing project Shop Road (PDF)

HISTORY:

05/15/18

Columbia City Council

APPROVED ON FIRST READING

ORDINANCE NO.: 2018-022

*Consenting to the Inclusion of Property in a Multi-County Industrial/Business Park
(Project Reign, 1087 and 1115 Shop Road – TMS # R11210-01-13 and R11210-01-01)*

WHEREAS, the City of Columbia, South Carolina ("City"), is a body, politic and corporate located in Richland County, South Carolina ("County"); and,

WHEREAS, through Columbia City Council ("Council"), the City is entitled to exercise all the powers and privileges provided to municipal corporations in the State of South Carolina; and,

WHEREAS, a student housing developer, Reign Living, LLC, and its affiliates (collectively, "Developer") are planning a privately-owned student housing development known as Project Reign ("Development") on property located in the City, as more particularly described on Exhibit A ("Property," together with the Development, "Project"); and,

WHEREAS, to make the Project competitive with the university-owned student housing developments in the County, representatives of the Developer and the City approached the County seeking certain property tax incentives for the Project; and,

WHEREAS, the County has agreed to offer an infrastructure credit to reduce the property taxes due on the Project ("Credit") pursuant to the terms of Section 4-1-175 of the Code of Laws of South Carolina 1976, as amended ("Credit Act") and an infrastructure credit agreement between the County and the Developer ("Credit Agreement"); and,

WHEREAS, to grant the Developer the full value of the Credit, the County desires to locate the Project in the multi-county industrial park ("Park") the County has jointly developed with Fairfield County, South Carolina ("Fairfield"), pursuant to Article VIII, Section 13(D) of the South Carolina Constitution and Section 4-1-170 of the Code of Laws of South Carolina, 1976, as amended ("Park Act"); and,

WHEREAS, pursuant to the Park Act and the agreement between the County and Fairfield which governs the operation of the Park ("Park Agreement"), following application of the Credit and distribution of the net fees in lieu of taxes ("FILOT") generated from the Project to Fairfield, the FILOT payment will be distributed on a pro-rata basis to the taxing entities in the County that, at the time the Project is included in the Park, are eligible to levy tax millage on the Project; and,

WHEREAS, pursuant to the Park Act, because the Project is located within the City's geographical borders, the City must consent to the inclusion of the Project within the boundaries of the Park; and

WHEREAS, the Project is anticipated to meet the criteria set forth in Resolution No.: R-2014-024, ~~as amended by Resolution No.: 2014-045 and subsequent amendments in R-2014-045, R-2015-049 and R-2018-040~~, and it is appropriate to consent to including the Project in the Park;
NOW, THEREFORE,

BE IT ORDAINED by the Mayor and City Council this ____ day of _____, 2018, that the City hereby consents to the inclusion of the Property in the Park, which consent is conditioned upon the following:

1. The County's approval, execution and delivery of the Credit Agreement with the Developer related to the Project; and,

2. Collectively, the Park Agreement and Credit Agreement will provide that (a) the owner of the Property will pay a FILOT with respect to the Project during the term of the Credit Agreement; (b) the annual FILOT payment due with respect to the Project will be subject to reduction by the Credit, which is equal to a maximum of 33% of the FILOT due with respect to the Project, for a period of 10 consecutive years, beginning with the first full year for which the Developer owes a FILOT payment with respect to the Project; (c) the City will be entitled to receive the portion of the net FILOT payment; and (d) the Project will be deemed removed from the Park on the expiration or earlier termination of the Credit Agreement; and,

3. The City Manager is authorized to execute any documents, and take any further action as may be reasonably necessary to further the intent of this Ordinance.

4. Any prior ordinance, resolution or order, the terms of which are in conflict with this Ordinance, is, only to the extent of that conflict, repealed.

Requested by:

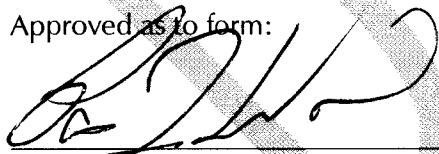
Assistant City Manager Palen

Mayor

Approved by:

City Manager

Approved as to form:



Assistant City Attorney

ATTEST:

City Clerk

Introduced:

Final Reading:

**ORDINANCE NO.: 2018-022
EXHIBIT A
PROPERTY DESCRIPTION**

COLONIAL II, PARCEL A

ALL that certain place, parcel or tract of land, with the improvements thereon, situate, lying and being on the southwest side of Shop Road near the southern limits of the City of Columbia, in the County of Richland, State of South Carolina, containing 7.31 acres, being designated as Parcel "A", as shown on a plat of Property Surveyed for William M. Gregg, II made by B.P. Barber & Associates, dated November 25, 1957, last revised November 23, 1988, and filed for record in the Office of the Register of Deeds for Richland County, South Carolina, in Plat Book 52 at Page 4211. Said tract of land containing the same buttings, boundings and dimensions as shown on said plat.

BEGINNING at a concrete monument on the southwest side of Shop Road, distant 570.4 feet in a southeast direction from the southeast corner of said Shop Road and Stadium Road; thence along said Shop Road S46°06'E for a distance of 711.97 feet to an iron, said iron being the Point of Beginning of this Parcel "A"; thence continuing along Shop Road S45°05'E for a distance of 708.03 feet to a concrete monument; thence turning and running S44°55'W for a distance of 450.0 feet along land now or formerly of Morris to a concrete monument; thence turning and running N45°05'W for a distance of 708.03 feet along land now or formerly of State Record and now or formerly of Kahn to a concrete monument; thence turning and running N44°55'E for a distance of 450.0 feet along the line dividing this parcel from parcel "B" on said plat to an iron, said iron being the Point of Beginning of Parcel "A".

TMS #: R11210-01-01

COLONIAL I, PARCEL B:

All that certain place, parcel or tract of land, with the improvements thereon, situate, lying and being on the southwest side of Shop Road near the southern limits of the City of Columbia, in the County of Richland, State of South Carolina, containing 6.95 acres, being designated as Parcel "B", as shown on a plat of Property Surveyed for William M. Gregg, II made by B.P. Barber & Associates, dated November 25, 1957, last revised November 23, 1988, and filed of record in the Register of Deeds for Richland County, South Carolina, in Plat Book 52 at page 4211. Said tract of land containing the same buttings, boundings and dimensions as shown on said plat.

LESS, HOWEVER, all that certain place, parcel or tract of land, lying, situate and being in the County of Richland, Near the City of Columbia, in the state of South Carolina, designated as a portion of Tax Parcel Number 11210-01-13, and shown on a plat prepared for DIN/CAL, INC. by United Design Services, Inc. dated October 31, 2006, and being more fully described as follows:

COMMENCING from the intersection of George Rogers Boulevard and Shop Road, then running along the Southwestern Right-of-Way of Shop Road in a southeasterly direction for 530' +/- to a

concrete monument, which is the point of beginning, thence continuing along said right-of-way of Shop road S45°10'29" E for 421.85' to an iron pin, thence turning and running along the remaining portion of Tax Parcel Number 11210-01-13 (Parcel B-1) now or formerly of Colonial Warehouse, LLC S44°50'30" W for 450.45' to an iron pin, thence turning and running along lands now or formerly of Seaboard Coastline Railroad N45°08'34" W for 135.65' to a concrete monument, thence turning and continuing along lands of the same N44°41'27"E for 15.33' to a concrete monument, thence turning and continuing along lands of the same along a curve to the right being subtended by chord bearing of N16°44'59"W and a chord distance of 325.42' have a radius of 349.1' to a concrete monument; thence turning and running along lands of the same N44°55'00"E for 279.95' to a concrete monument, which is the point of beginning. Said parcel contains 3.95 acres, 172,198 sq.ft.

TMS #: R11210-01-13

Said property is subject to all applicable covenants, conditions, restrictions, limitations, obligations and easements of record.

DERIVATION: This being the same property conveyed from Joseph M. Strickland, Master-in-Equity for Richland County to Charles E. Truluck and Douglas H. Truluck, as Co-Trustees of the Milton F. Truluck Testamentary Trust dated February 21, 2014 and recorded on March 12, 2014 in Book 1931, Page 3606 in the ROD Office for Richland County.

It is the intent of Grantor to convey to Grantee any and all property currently owned by it and known under the above TMS Number(s).



We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: Legal Department

FROM: *Shari Ardis, Legal Office Manager*

SUBJECT: Ordinance No.: 2018-023 - Granting and encroachment to the East Lake Home Owners Association for installation and maintenance of a wooden privacy fence within the right of way of the 100 block of Fountain Lake Way adjacent to properties located at 124 Pine Mast Court, 128 Pine Mast Court, 132 Pine Mast Court, 136 Pine Mast Court, 140 Pine Mast Court, 144 Pine Mast Court, 148 Pine Mast Court, 152 Pine Mast Court, and 156 Pine Mast Court, Richland County TMS#16310-05-70, 16310-05-71, 16310-05-72, 16310-05-73, 16310-05-74, 16310-05-75, 16310-05-76 and 16310-05-77

FINANCIAL IMPACT:

STRATEGIC GOALS: Foster a healthy quality of life

ATTACHMENTS:

- **#a:** 2018-023 encroach East Lake HOA - Fountain Lake Way (PDF)

ORDINANCE NO.: 2018-023

Granting and encroachment to the East Lake Home Owners Association for installation and maintenance of a wooden privacy fence within the right of way of the 100 block of Fountain Lake Way adjacent to properties located at 124 Pine Mast Court, 128 Pine Mast Court, 132 Pine Mast Court, 136 Pine Mast Court, 140 Pine Mast Court, 144 Pine Mast Court, 148 Pine Mast Court, 152 Pine Mast Court, and 156 Pine Mast Court, Richland County TMS#16310-05-70, 16310-05-71, 16310-05-72, 16310-05-73, 16310-05-74, 16310-05-75, 16310-05-76 and 16310-05-77

WHEREAS, the East Lake Home Owners Association (hereinafter "Grantee") desires to utilize a portion of the right of way area of the 100 block of Fountain Lake Way adjacent to properties located at 124 Pine Mast Court, 128 Pine Mast Court, 132 Pine Mast Court, 136 Pine Mast Court, 140 Pine Mast Court, 144 Pine Mast Court, 148 Pine Mast Court, 152 Pine Mast Court, and 156 Pine Mast Court, Richland County TMS#16310-05-70, 16310-05-71, 16310-05-72, 16310-05-73, 16310-05-74, 16310-05-75, 16310-05-76 and 16310-05-77 to install and maintain a wooden privacy fence approximately six (6') feet in height and four hundred eighty-five (485') feet in length as shown on the attached drawing; and,

WHEREAS, it appears that the encroachment will not interfere with the use of the medians or street for traffic, utility locations or other uses within the foreseeable future; NOW, THEREFORE,

BE IT ORDAINED by the Mayor and City Council of the City of Columbia, South Carolina, this ___ day of _____, 2018, that the grantee is hereby granted the right to use the right of way area of the 100 block of Fountain Lake Way adjacent to properties located at 124 Pine Mast Court, 128 Pine Mast Court, 132 Pine Mast Court, 136 Pine Mast Court, 140 Pine Mast Court, 144 Pine Mast Court, 148 Pine Mast Court, 152 Pine Mast Court, and 156 Pine Mast Court, Richland County TMS#16310-05-70, 16310-05-71, 16310-05-72, 16310-05-73, 16310-05-74, 16310-05-75, 16310-05-76 and 16310-05-77 to install and maintain a wooden privacy fence approximately six (6') feet in height and four hundred eighty-five (485') feet in length as shown on the attached drawing; and,

ALL WORK SHALL COMPLY with the requirements of The City of Columbia and South Carolina Department of Transportation now in existence or hereafter enacted. The materials and type of finish to be used are to be approved by the City Engineer prior to installation. Any damage to the street or sidewalk caused by construction shall be repaired to the satisfaction of the City Manager. Improvements within the encroachment shall be maintained by the grantee at no cost to the City in a manner approved by the City Manager.

PROVIDED FURTHER that the privilege granted hereby is subject to the Grantee complying with the following conditions, restrictions or limitations:

1. No item, including landscaping, shall be placed, planted or allowed to grow such that it creates a visual impediment to persons safely entering or exiting the driveway or to persons safely walking along the sidewalk. The City reserves the right to remove or cut any item located within the right of way which it deems to be a safety hazard.
2. Grantee is responsible for all maintenance and assuring that all accessibility and ADA requirements are met and maintained.
3. Irrigation must be designed to avoid spraying walkways, sidewalks and streets and/or creating hazardous conditions upon the walkways, sidewalks and streets.

4. Obstructions of more than be four (4') feet in height are prohibited within the sight-visibility triangle.
5. Forestry and Beautification shall be provided access to trees within the right of way for maintenance purposes.
6. All trees shall be protected and no large tree roots shall be removed from any existing trees.
7. Gates must swing into property.
8. Fence posts must be located outside of the drip line of City trees to insure protection of City trees.

PROVIDED FURTHER that the privilege granted hereby may be modified or terminated by Columbia City Council at any time without notice to the Grantee, his successors and assigns.

PROVIDED FURTHER that a certificate of insurance be issued as evidence of general liability insurance with at least the minimum amount of \$600,000.00 for personal injury and property damage and naming the City as an insured, be provided to and filed annually with the City Clerk by Grantee, his successors and assigns, as required by Chapter 11, Licenses, Permits, Business Regulations, Article III, Contractors, Sec. 11-71, 1998 Code of Ordinances of the City of Columbia, South Carolina.

BE IT FURTHER ORDAINED that Grantee, in consideration of the above privilege, shall at his expense provide for protection and relocation of all utilities that might be within this area to the satisfaction of the City Manager.

Requested by:

Assistant City Manager Gentry

Mayor

Approved by:

City Manager

Approved as to form:

ATTEST:


Deputy City Attorney

City Clerk

Introduced:

Final Reading:

**CITY COUNCIL
ENCROACHMENT SUMMARY
2018-023**



**100 BLOCK OF FOUNTAIN LAKE WAY
ADJACENT TO 124 THRU 156 PINE MAST COURT
WOOD PRIVACY FENCE**

Subject Property:	Right-of-way adjacent to the 100 block of Fountain Lake Way adjacent to 124, 128, 132, 136, 140, 144, 148, 152, 156 Pine Mast Court, Richland County TMS#16310-05-70, 16310-05-71, 16310-05-72, 16310-05-73, 16310-05-74, 16310-05-75, 16310-05-76, 16310-05-77
Council District:	4
Proposal:	The applicant is requesting an encroachment for installation and maintenance of a 6 ft. high wood privacy fence
Applicant:	East Lake Home Owners Association
Staff Recommendation:	Approval.

Detail:	The applicant is requesting an encroachment for installation and maintenance of a wood privacy fence measuring approximately six (6') feet in height four hundred eighty-five (485') feet in length, as shown on the attached drawing; and, Conditions of the proposed encroachment are as follows: 1. No item, including landscaping, shall be placed, planted or allowed to grow such that it creates a visual impediment to persons safely entering or exiting the driveway or to persons safely walking along the sidewalk. The City reserves the right to remove or cut any item located within the right of way which it deems to be a safety hazard. 2. Grantee is responsible for all maintenance. 3. Irrigation must be designed to avoid spraying walkways, sidewalks and streets and/or creating hazardous conditions upon the walkways, sidewalks and streets. 4. Obstructions of more than be four (4') feet in height are prohibited within the sight-visibility triangle. 5. Forestry and Beautification shall be provided access to trees within the right of way for maintenance purposes. 6. All trees shall be protected and no large tree roots shall be removed from any existing trees. 7. Gates must swing into property. 8. Fence posts must be located outside of the drip line of City trees to insure protection of City trees.
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CITY AGENCY COMMENTS FOR ENCROACHMENT

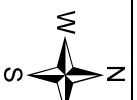
Planning	Recommend approval.
Streets	Recommend approval.
Utilities and Engineering	Recommend approval with condition 1. If the fence is within a City utility easement a hold harmless agreement will need to be executed.

Traffic Engineering	Recommend approval.
Forestry	Recommend approval.
Land Development	Recommend approval.
Fire	Recommend approval.

City of Columbia

Fountain Lake Way - Fence Encroachment

Monday, March 5, 2018



Packet Pg. 544

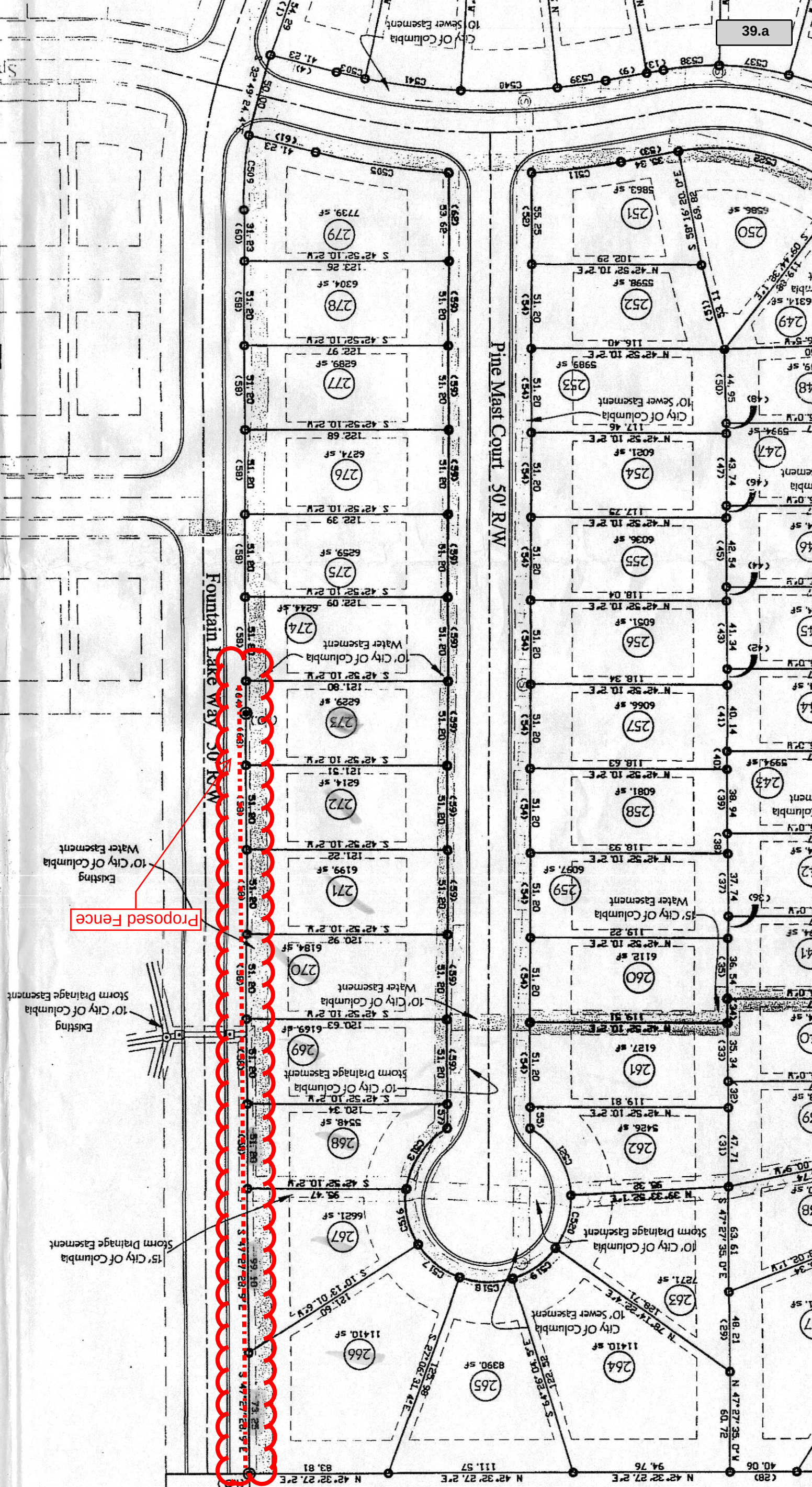


CITY OF COLUMBIA GIS DATA DISCLAIMER



The City of Columbia GIS data represented on this map or plan is the product of compilation, as produced by others. It is provided for informational purposes only and the City of Columbia makes no representation as to its accuracy. Its use without field verification is at the sole risk of the user.





REQUEST FOR A PERMANENT RESIDENTIAL OR CHURCH DIRECTIONAL SIGNS ENCROACHMENT ORDINANCE

For a continuing encroachment on any type of property in which the City has an interest (i.e., rights of way, tree zone, sidewalk, streets), the person or entity is required to have an encroachment ordinance enacted by City Council permitting the encroachment. Encroachment ordinances are required for but not limited to: irrigation systems; landscaping; fencing; walls; pavers; walkways; outdoor dining items (chairs, tables, umbrellas, etc.); awnings; bollards and directional signs (i.e., churches) **Business signs are NOT permitted via an encroachment.** An encroachment must comply with all existing City codes, rules and regulations, the Americans with Disabilities Act, if applicable, and is subject to review and approval by City staff. Enactment of the encroachment ordinance by a majority vote of City Council, which is a discretionary legislative act, is also required. In order to obtain an encroachment ordinance from the City of Columbia, it will be necessary for the City of Columbia to be named as an additional insured on your homeowners' policy with limits being increased to \$600,000 as required by Sec. 11-71. It is recommended that you contact your insurance provider to determine if it will name the City of Columbia as an additional insured prior to submitting your request for an encroachment ordinance. If you have any questions concerning these requirements, please contact Chip Timmons with Risk Management.

Please complete and submit this form along with any attachment(s) to Shari Ardis by e-mail at slardis@columbiasc.net ; fax at 803-737-4250; or mail to Shari Ardis, Legal Department, POB 147 Columbia, SC 29217, for preparation of an encroachment ordinance. Copies to City departments should be directed to the contact person for that department as shown below and not through the Legal Department. Chip Timmons with Risk Management (733-8306 or catimmons@columbiasc.net) should be contacted regarding the insurance requirements.

Date: 2-14-2018 Property Owner: East Lake Homeowners Association
 Applicant's Name if different from Property Owner: Cheryl Goodwin, President
 Contact Information: Telephone Number: 803-240-9140 Fax Number: _____
 Mailing address: Fountain Lake way E-mail address: cgoodwin4@bellsouth.net
 Encroachment Location (Address): Fountain Lake way
 (If corner lot, include name and block number of side street, i.e., 1737 Main Street and 1100 block of Laurel Street)

Tax Map Number for Encroachment Location: _____

Encroachment type: ☐ Wall ☒ Fence ☐ Columns ☐ Steps ☐ Irrigation System ☐ Landscaping ☐ Driveway ☐ Pavers
☐ Walkway/Side walk ☐ Underground Utilities ☐ other

If Other - specify: _____

Dimensions (height/width/length): See attachments left fence -

(i.e., 6'x42' wooden privacy fence; two 12"x4' concrete step; two 12"x12"x24" brick columns; 4'x15' brick paver walkway)

Construction material: Treated wood/lumber

Please provide photographs and drawing or site plan drawn to scale - no larger than 8-1/2 x 11.

Church Directional Signs (Must provide picture or drawing of proposed signs that reflect dimensions)

Location(s) signs are to be placed (i.e. Northeast corner of Main Street) _____



All work shall comply with the requirements of The City of Columbia and South Carolina Department of Transportation now in existence or hereafter enacted. The materials and type of finish to be used are to be approved by the City Engineer prior to installation. Any damage to the street or sidewalk caused by construction shall be repaired to the satisfaction of the City Manager. Improvements within the encroachment shall be maintained by the grantee at no cost to the City in a manner approved by the City Manager.

The proposed ordinance will be sent to the requesting party and City offices for review and approval. Johnathan Chambers will compile the recommendations and forward them to the City Clerk for scheduling before City Council. This process may take from 30-90 days.

CONTACT

Johnathan Chambers
 John Fellows
 Brian Cook
 Jerry Thompson
 Fanessa Pinckney
 Amy Moore
 Robert Harkins
 Denny Daniels
 Robert Anderson
 Robert Sweat
 David Brewer
 Sara Hollar
 John Hooks
 Chip Timmons
 David Koon
 John David Spade

DEPARTMENT

Development Services (Land Development)
 Development Services (Planning)
 Development Services (Zoning)
 Development Services (Building Inspections)
 Development Services (Permits)
 Development Services (Historic Preservation)
 Development Services (Plans Review)
 Utilities & Engineering (Construction Management)
 Public Works (Administration)
 Public Works (Street Division)
 Public Works (Traffic Engineering)
 Public Works (Forestry & Beautification)
 Public Works (Solid Waste)
 Risk Management
 Fire Department
 Parking Services

PHONE

803-545-3333
 803-545-3222
 803-545-3332
 803-545-3420
 803-545-3420
 803-545-3222
 803-545-3420
 803-545-3400
 803-545-3780
 803-545-3790
 803-545-3850
 803-545-3860
 803-545-3800
 803-733-8306
 803-545-3701
 803-545-3070

FAX

803-343-8779
 803-733-8647
 803-733-8647
 803-733-8699
 803-733-8699
 803-733-8647
 803-733-8647
 803-988-8199
 803-733-8648
 803-545-3785
 803-733-8648
 803-733-8648
 803-733-8648
 803-733-8245
 803-401-8839
 803-733-8523

E-MAIL

jechambers@columbiasc.net
 jsfellows@columbiasc.net
 kbcook@columbiasc.net
 jlthompson@columbiasc.net
 fcpinckney@columbiasc.net
 aemoore@columbiasc.net
 rharkins@columbiasc.net
 jddaniels@columbiasc.net
 raanderson@columbiasc.net
 rgsweatt@columbiasc.net
 ddbrewer@columbiasc.net
 sehollar@columbiasc.net
 jphooks@columbiasc.net
 catimmons@columbiasc.net
 cfdgkoon@columbiasc.net
 spade@columbiasc.net



FENCE/WALL



BUILDING/ZONING PERMIT APPLICATION CITY OF COLUMBIA DEVELOPMENT SERVICES

Development Center • 1136 Washington Street, Columbia, SC 29201 • 803.545.3333 • Fax: 803.733.8699

DATE	2/28/18	SC LICENSE #	
JOB LOCATION	Fountain Lake Way		
TAX MAP #		ZONING DISTRICT	

I, as a property owner or owner representative, confirm to the best of my knowledge that the above property ☐ is ☒ is not within a flood hazard area

SIGNATURE:

CONTACT INFORMATION <i>Whom should reviewers contact with questions?</i>	NAME:	Cheryl Goodwin			
	ADDRESS:	101 Creek Way Lane			
	TEL:	803-240-9140	FAX:		E-Mail
					cgoodwin4@belksouth.net
CONTRACTOR INFORMATION <i>If not known, enter: "To Be Determined"</i>	NAME:	To be determined			
	ADDRESS:				
	TEL:		FAX:		E-Mail

PROPERTY OWNER	
----------------	--

DESCRIPTION OF WORK	Replace 6 ft fence.
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Facts About Fences <i>Note: this information is not comprehensive; please consult the Zoning Ordinance Chapter 17-277 for more information</i>	Conditions - Fences may not be located in the required sight area (See Code of Ordinances 17-280). - Maximum allowed height for a fence or wall within the required front yard setback is 4'. - Maximum allowed height for a fence or wall within the required side or rear yards is 7' however, if the fence will be located within 6' of an adjacent structure, the fence height may not exceed 5'. - Maximum allowed height for a fence or wall within the required secondary front yard is 6' in height. - Detailed sketch showing exact location of fence must be submitted with this application. - Owner is responsible to ensure that the proposed work is <u>NOT</u> within a recorded easement.	
	☒ By checking this box I agree to the above conditions.	

FENCE HEIGHT	6 ft		
EXISTING USE OF PROPERTY	Privacy fence	PROPOSED USE PROPERTY	Replacement
JOB VALUE FOR THIS JOB	\$	FENCE MATERIAL	Treated Lumber
SIGNATURE	Cheryl Goodwin		COMPLETION DATE
FOR STAFF USE	INVOICE#		

Google Maps Fountain Lake Way



Image capture: Aug 2014 © 2018 Google

Columbia, South Carolina

Google, Inc.

Street View - Aug 2014



Google Maps Fountain Lake Way



Image capture: Aug 2014 © 2018 Google

Columbia, South Carolina

Google, Inc.

Street View - Aug 2014



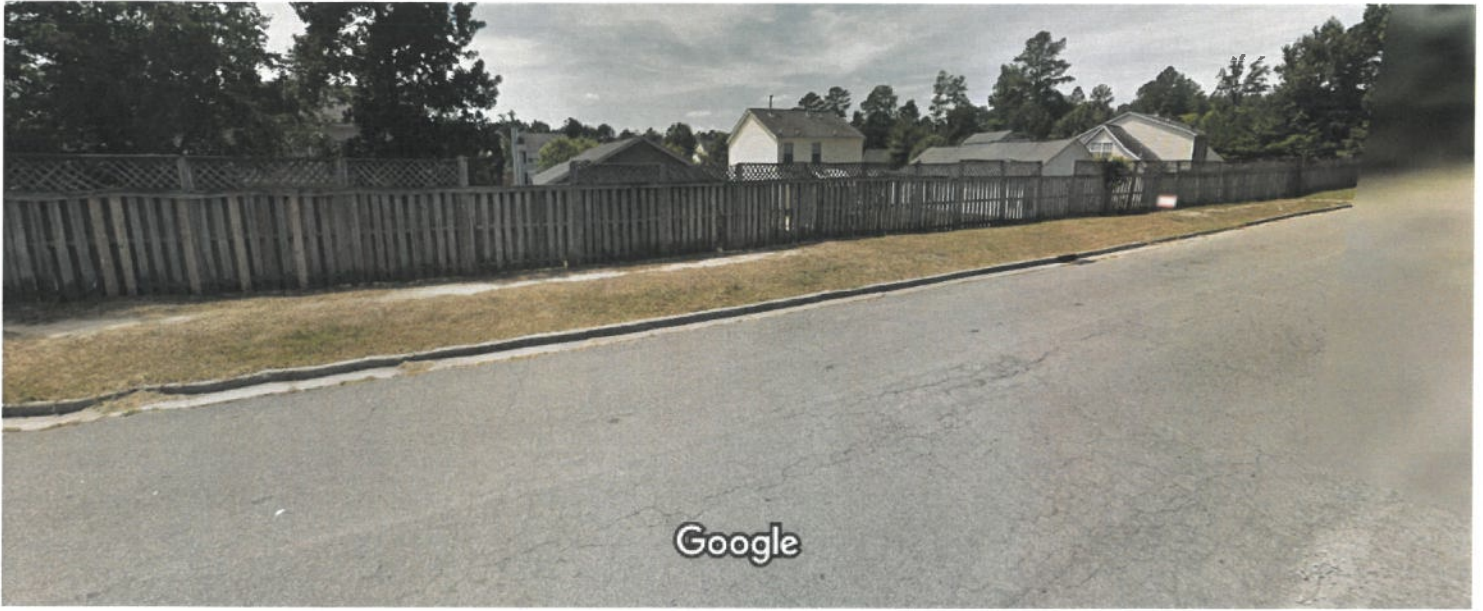


Image capture: Aug 2014 © 2018 Google

Columbia, South Carolina

Google, Inc.

Street View - Aug 2014





We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: Legal Department

FROM: *Shari Ardis, Legal Office Manager*

SUBJECT: Ordinance No.: 2018-028 Granting an encroachment to the City Center Partnership for installation and maintenance of a steel bicycle repair stand within the right of way area of the 1300 block of Main Street adjacent to 1339 Main Street, Richland County TMS #09013-05-02

FINANCIAL IMPACT:

STRATEGIC GOALS: Collaborate and partner with entities, Connect the City's neighborhoods and business dist, Foster a healthy quality of life

ATTACHMENTS:

- **#a:** 2018-028 encroach CCP - Bike Repair Stand adj 1339 Main (PDF)

ORDINANCE NO.: 2018-028

Granting and encroachment to the City Center Partnership for installation and maintenance of a steel bicycle repair stand within the right of way are of the 1300 block of Main Street adjacent to 1339 Main Street, Richland County TMS #09013-05-02

WHEREAS, City Center Partnership (hereinafter "Grantee") desires to utilize a portion of the right of way area of the 1300 block of Main Street adjacent to 1339 Main Street, Richland County TMS #09013-05-02 for installation and maintenance of a steel bicycle repair stand approximately five (5') feet in height and two (2') feet in width as shown on the attached drawing; and,

WHEREAS, it appears that the encroachment will not interfere with the use of the medians or street for traffic, utility locations or other uses within the foreseeable future; NOW, THEREFORE,

BE IT ORDAINED by the Mayor and City Council of the City of Columbia, South Carolina, this ____ day of _____, 2018, that the grantee is hereby granted the right to use the right of way area of the 1300 block of Main Street adjacent to 1339 Main Street, Richland County TMS #09013-05-02 for installation and maintenance of a steel bicycle repair stand approximately five (5') feet in height and two (2') feet in width as shown on the attached drawing; and,

ALL WORK SHALL COMPLY with the requirements of The City of Columbia and South Carolina Department of Transportation now in existence or hereafter enacted. The materials and type of finish to be used are to be approved by the City Engineer prior to installation. Any damage to the street or sidewalk caused by construction shall be repaired to the satisfaction of the City Manager. Improvements within the encroachment shall be maintained by the grantee at no cost to the City in a manner approved by the City Manager.

PROVIDED FURTHER that the privilege granted hereby is subject to the Grantee complying with the following conditions, restrictions or limitations:

1. The location of the repair stand, bicycles and any and all items used for repair shall not be placed to create a visual impediment or impede the path of travel for persons safely walking along the sidewalk, or entering or existing the adjoining building or parking spaces; shall be placed to allow five (5') feet of passageway along the sidewalk at all times and not obstruct pedestrian movement, vehicle movement and parking, and shall be of durable material and weighted to withstand strong winds. The City reserves the right to remove any item located within the right of way which it deems to be a safety hazard.
2. Grantee is responsible for all maintenance and assuring that all accessibility and ADA requirements are met and maintained.
3. Grantee shall provide a refuse receptacle.

PROVIDED FURTHER that the privilege granted hereby may be modified or terminated by Columbia City Council at any time without notice to the Grantee, his successors and assigns.

PROVIDED FURTHER that a certificate of insurance be issued as evidence of general liability insurance with at least the minimum amount of \$600,000.00 for personal injury and property

damage and naming the City as an insured, be provided to and filed annually with the City Clerk by Grantee, his successors and assigns, as required by Chapter 11, Licenses, Permits, Business Regulations, Article III, Contractors, Sec. 11-71, 1998 Code of Ordinances of the City of Columbia, South Carolina.

BE IT FURTHER ORDAINED that Grantee, in consideration of the above privilege, shall at his expense provide for protection and relocation of all utilities that might be within this area to the satisfaction of the City Manager.

Requested by:

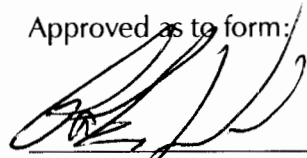
Assistant City Manager Gentry

Mayor

Approved by:

City Manager

Approved as to form:



Assistant City Attorney

ATTEST:

City Clerk

Introduced:

Final Reading:

LEGAL DEPARTMENT DRAFT

**CITY COUNCIL
ENCROACHMENT SUMMARY
2018-028**



**1300 BLOCK OF MAIN STREET
ADJACENT TO 1339 MAIN STREET
BICYCLE REPAIR STATION**

Subject Property:	Right-of-way adjacent to the 1300 block of Main Street adjacent to 1339 Main Street, Richland County TMS 09013-05-02
Council District:	2
Proposal:	The applicant is requesting an encroachment for installation and maintenance of a bicycle repair station
Applicant:	City Center Partnership
Staff Recommendation:	Approval.

Detail:	The applicant is requesting an encroachment for the installation and maintenance of a steel bicycle repair stand measuring approximately five (5') feet in height and two (2') feet in width ft. within the right of way area of the 1300 block of Main Street adjacent to 1339 Main Street, Richland County TMS 09013-05-02, as shown on the attached drawing; and, Conditions of the proposed encroachment are as follows: 1. The location of the repair stand, bicycles and any and all items used for repair shall not be placed to create a visual impediment or impede the path of travel for persons safely walking along the sidewalk, or entering or existing the adjoining building or parking spaces; shall be placed to allow five (5') feet of passageway along the sidewalk at all times and not obstruct pedestrian movement, vehicle movement and parking, and shall be of durable material and weighted to withstand strong winds. The City reserves the right to remove any item located within the right of way which it deems to be a safety hazard; and, 2. Grantee is responsible for all maintenance and assuring that all accessibility and ADA requirements are met and maintained. 3. Grantee shall provide a refuse receptacle.
----------------	--

CITY AGENCY COMMENTS FOR ENCROACHMENT

Planning	Recommend approval.
Streets	Recommend approval.
Utilities and Engineering	Recommend approval.
Traffic Engineering	Recommend approval.
Forestry	Recommend approval.
Land Development	Recommend approval.
Fire	Recommend approval.

REQUEST FOR A PERMANENT COMMERCIAL ENCROACHMENT ORDINANCE (INCLUDING OUTDOOR DINING/LANDSCAPING/STUDENT HOUSING)

For a continuing encroachment on any type of property in which the City has an interest (i.e., rights of way, tree zone, sidewalk, streets), the person or entity is required to have an encroachment ordinance enacted by City Council permitting the encroachment. Encroachment ordinances are required for but not limited to: irrigation systems; landscaping; fencing; walls; pavers; walkways; outdoor dining items (chairs, tables, umbrellas, etc.); awnings; bollards and directional signs (i.e., churches) Business signs are NOT permitted via an encroachment. Encroachments must comply with all existing City codes, rules and regulations, the Americans with Disabilities Act, if applicable, and are subject to review and approval by City staff. Enactment of the encroachment ordinance by a majority vote of City Council, which is a discretionary legislative act, is also required. In order to obtain an encroachment ordinance from the City of Columbia, it will be necessary for the City of Columbia to be named as an additional insured on your insurance policy with limits being increased to \$600,000 as required by Sec. 11-71. It is recommended that you contact your insurance provider to determine if it will name the City of Columbia as an additional insured prior to submitting your request for an encroachment ordinance. If you have any questions concerning these requirements, please contact Chip Timmons with Risk Management, (803) 733-8306 or catimmons@columbiasc.net.

Please complete and submit this form along with photographs and drawings or site plan drawn to scale (including a 8-1/2 x 11) to Johnathan Chambers by e-mail at jechambers@columbiasc.net; fax at 803-255-8935; or mail to Johnathan Chambers, Development Services, POB 147 Columbia, SC 29217, for preparation of an encroachment ordinance. Copies to City departments should be directed to the contact person for that department as shown below.

All work shall comply with the requirements of the City of Columbia and South Carolina Department of Transportation now in existence or hereafter enacted. The materials and type of finish to be used are to be approved by the City Engineer prior to installation. Any damage to the street or sidewalk caused by construction shall be repaired to the satisfaction of the City Manager. Improvements within the encroachment shall be maintained by the grantee at no cost to the City in a manner approved by the City Manager. Property owned, operated and maintained by SCDOT shall comply with SCDOT encroachment requirements.

Date: 2/27/2018 Property Owner: City of Columbia
 Business Name/Applicant's Name if different than owner: City Center Partnership
 Contact Information: Telephone Number: 803-233-0620 Fax Number: _____
 Mailing address: 1201 Main St. # 150 Columbia, SC 29201 E-mail address: matt@citycentercolumbia.sc
 Business Name/Development Name for Encroachment: City Center Partnership
 Encroachment type: ☐ Wall ☐ Fence ☐ Columns ☐ Steps ☐ Irrigation System ☐ Landscaping ☐ Driveway ☐ Pavers ☐ Sidewalk/Walkway
☐ Planters ☐ Awning ☐ Underground Utilities ☐ Other: Dero Fixit bicycle repair stand

Dimensions (height/width/length): Unit is 59" x 12.75." Minimum footprint 90" x 45."
 (i.e. 6'x42' wooden privacy fence;
 two 12'x4'x3' concrete steps)

Construction material: Main body 6" x .154" tube; Bike hanger: 1.5" sch. 40 pipe, 1/4" plate; Foot: 10" dia x .25" plate; Tool tethers; 5/32" stainless steel cable; manual air pump

☐ **OUTDOOR DINING:** The Fire Marshal's posted capacity allowed within the business at the time of enactment of the outdoor dining encroachment ordinance shall include the total number of patron seating approved for the outdoor dining encroachment area, if not already included in the posted capacity allowance, so that patrons relocating from inside to the outside or from outside to the inside do not cause the posted capacity to be exceeded.

Hours/days of operation for outdoor dining: _____

Posted Maximum Capacity Allowance (inside/outside combined): _____ No. of chairs outdoors: _____ No. of Tables Outdoors: _____

Do you serve: ☐ Wine ☐ Beer ☐ Liquor SCDOR ABL No.: _____ If not, do you intend to apply for an ABL license? _____

I acknowledge that the adjoining property owners and businesses have been contacted and approve the addition of outdoor dining at this location to include the service of beer, wine and/or liquor if applicable during the business hours noted above, and that any changes made to the business hours, use of the encroachment area or items allowed within the encroachment area will require an amendment to the encroachment ordinance.

Name/Title: _____
 Date: _____

I acknowledge that any changes made to the business, hours, use of the encroachment area, or items allowed within the encroachment area, to include obtaining a license to sell beer, wine and/or liquor will require an amendment to the encroachment ordinance.

Name/Title: _____
 Date: Feb. 28, 2018

The proposed ordinance will be sent to the requesting party and City offices for review and approval. Johnathan Chambers will compile the recommendations and forward them to the City Clerk for scheduling before City Council. This process may take from 30-90 days.

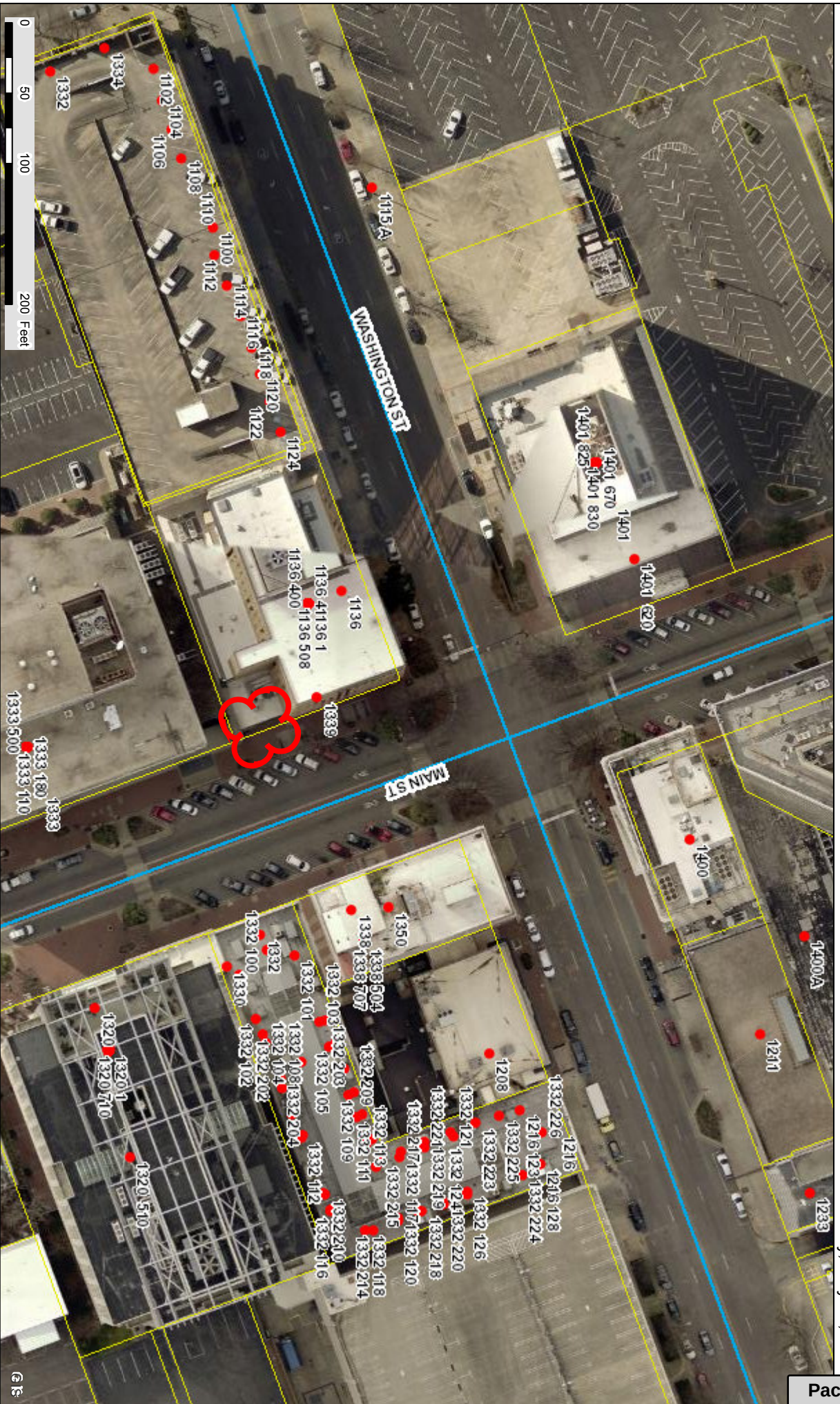
CONTACT	DEPARTMENT	PHONE ³²⁰⁴	FAX	E-MAIL
Johnathan Chambers	Development Services (Land Development)	803-545-3333	803-255-8935	jechambers@columbiasc.net
John Fellows	Development Services (Planning)	803-545-3222	803-733-8647	jsfellows@columbiasc.net
Brian Cook	Development Services (Zoning)	803-545-3332	803-733-8647	kbccook@columbiasc.net
Jerry Thompson	Development Services (Building Inspections)	803-545-3420	803-733-8699	jthompson@columbiasc.net
Zach Kay	Development Services (Development Center)	803-545-3420	803-733-8699	zpkay@columbiasc.net
Amy Moore	Development Services (Historic Preservation)	803-545-3222	803-733-8647	aemoore@columbiasc.net
Lucinda Statler	Development Services (Urban Design)	803-545-0229	803-733-8647	lsstatler@columbiasc.net
Jerry Thompson	Development Services (Commercial Plan Review)	803-545-3420	803-733-8647	jthompson@columbiasc.net
Scott Holder	Development Services (Landscaping)	803-545-3218	803-255-8935	jsholder@columbiasc.net
Denny Daniels	Utilities & Engineering (Construction Management)	803-545-3400	803-988-8199	jddaniels@columbiasc.net
Robert Anderson	Public Works (Administration)	803-545-3780	803-733-8648	raanderson@columbiasc.net
Robert Sweatt	Public Works (Street Division)	803-545-3790	803-545-3785	rgsweatt@columbiasc.net
David Brewer	Public Works (Traffic Engineering)	803-545-3850	803-733-8648	ddbrewer@columbiasc.net
Sara Hollar	Public Works (Forestry & Beautification)	803-545-3860	803-733-8648	sehollar@columbiasc.net
John Hooks	Public Works (Solid Waste)	803-545-3800	803-733-8648	jphooks@columbiasc.net
Chip Timmons	Risk Management	803-733-8306	803-733-8245	catimmons@columbiasc.net
Kris Scott	Fire Department	803-545-3736	803-401-8839	cfkdscott@columbiasc.net
Linda Matney	Parking Services	803-545-3070	803-733-8523	lmatney@columbiasc.net

LR: 1/2017

City of Columbia

1339 Main Street - Bicycle Repair Stand

Wednesday, May 16, 2018



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40.a



Packet Pg. 557

40.a

45"

90"

Packet Pg. 558



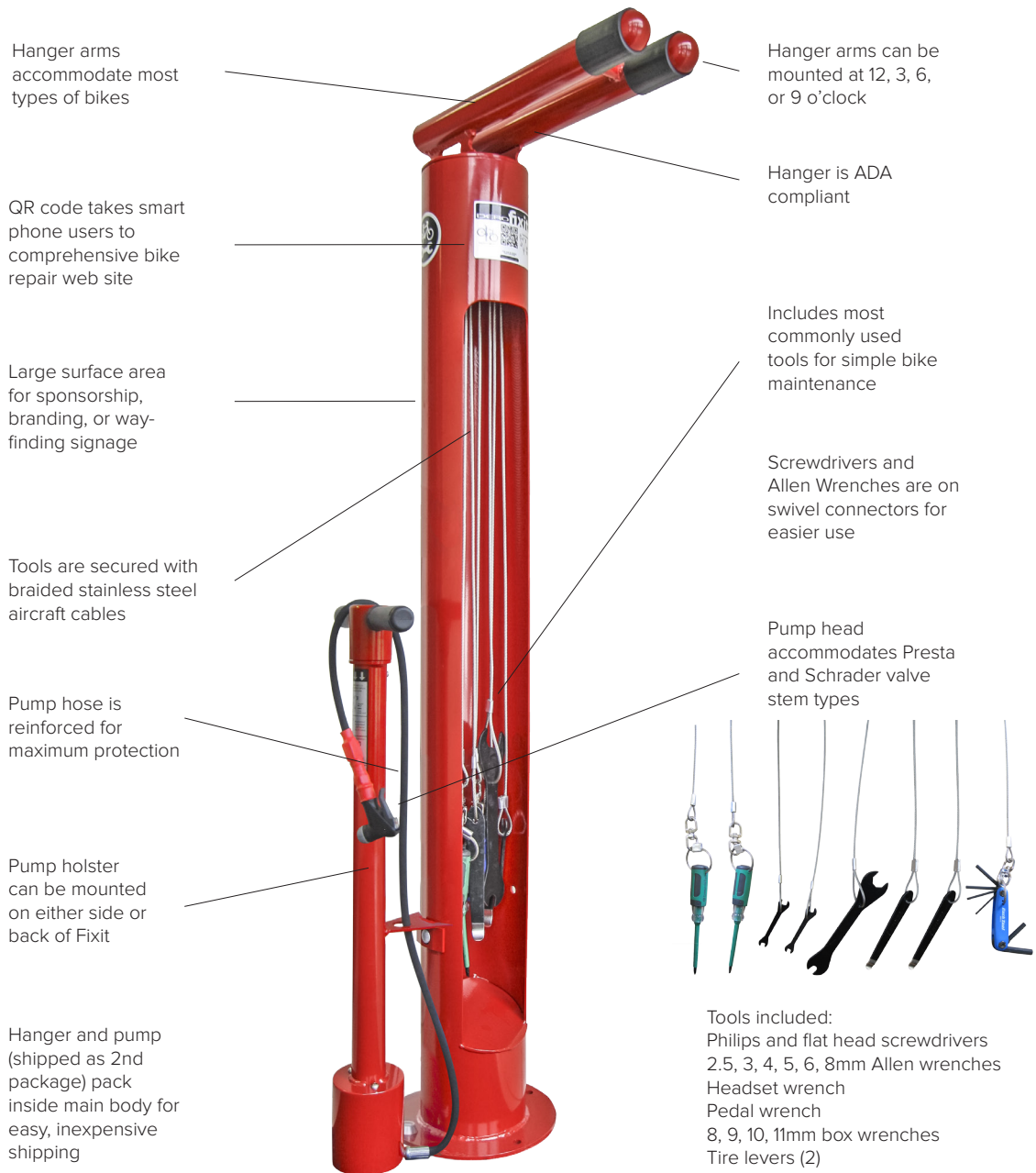
Today's Service Station

The Fixit includes all the tools necessary to perform basic bike repairs and maintenance, from changing a flat to adjusting brakes and derailleurs. The tools and air pump are securely attached to the stand with stainless steel cables and tamper-proof fasteners. Hanging the bike from the hanger arms allows the pedals and wheels to spin freely while making adjustments.

Patents D680,914 S1 and US 9,498,880 B2



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FINISH OPTIONS

Galvanized

Stainless



Powder Coat

White	Black	Light Gray RAL 7042	Deep Red RAL 3003	Yellow RAL 1023
CNH Bright Yellow	Orange RAL 2004	Beige RAL 1001	Iron Gray 7011	Hunter Green RAL 6005
Light Green RAL 6018	Green RAL 6016	Sepia Brown RAL 8014	Bronze	Silver 9007
Dark Purple	Flat Black	Wine Red RAL 3005		

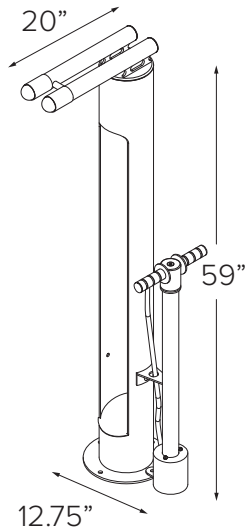
Thermoplastic

Black	Green	Red	Gray	Brown
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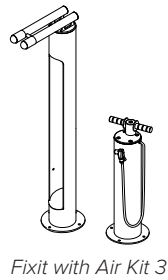


FIXIT

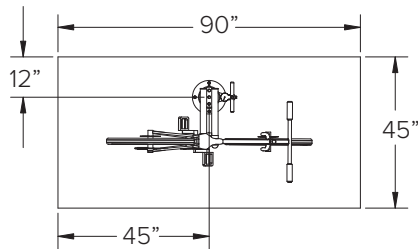
Submittal Sheet



Fixit with Air Kit 2



Fixit with Air Kit 3



Minimum Footprint

CAPACITY

1 Bike

MATERIALS

Main body: 6"x .154" tube
 Bike Hanger: 1.5" sch. 40 pipe, 1/4" plate
 Foot: 10" dia. x .25" plate
 Tool tethers: 5/32" stainless steel cable
 Manual air pump
 Hand tools:
 Philips and flat head screwdrivers
 2.5, 3, 4, 5, 6, 8mm Allen wrenches
 Headset wrench
 Pedal wrench
 8, 9, 10, 11mm box wrenches
 Tire levers (2)

FINISHES**Galvanized**

An after fabrication hot dipped galvanized finish is our standard option.

**Powder Coat**

Our powder coat finish assures a high level of adhesion and durability by following these steps:

1. Sandblast
2. Epoxy primer electrostatically applied
3. Final thick TGIC polyester powder coat

**Thermoplastic**

In addition to an increased thickness (8-10mils), the thermoplastic finish covers a galvanized layer and offers superior impact resistance over powder coating.

**Stainless**

Stainless Steel: 304 grade stainless steel material finished in either a high polished shine or a satin finish.

MOUNT OPTIONS**Surface**

Has 10" diameter x.25" foot with four anchors per foot.

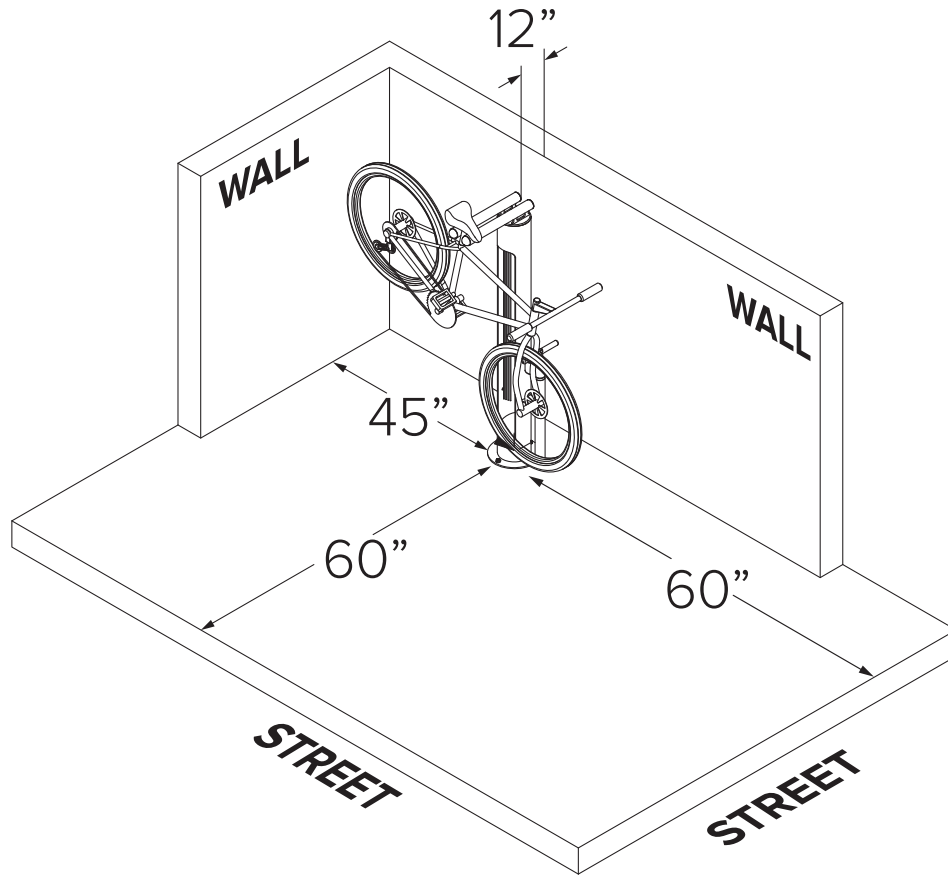


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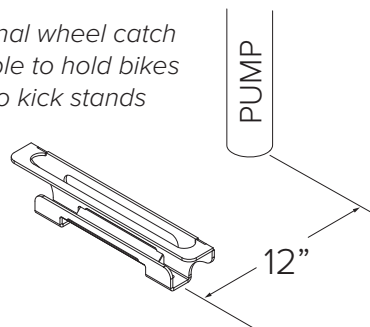
www.dero.com | 1-888-337-6729

FIXIT

Setbacks



An optional wheel catch is available to hold bikes with no kick stands



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FIXIT

Installation Instructions

TOOLS NEEDED

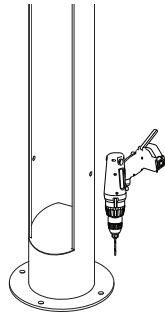
Hammer drill
 3/8" masonry bit
 Hammer
 Socket Wrench
 9/16" socket
 Tamper-proof socket (included)*
 Socket extension, 6" min.

RECOMMENDED BASE MATERIAL

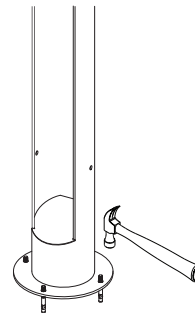
Solid concrete is the best base material for installation. To ensure the proper anchors are shipped with your rack, ask your Dero Rack representative which anchor is appropriate for your application. Be sure nothing is underneath the base material that could be damaged by drilling.



Be sure to save your tamper-resistant tools for any future maintenance. They are costly to replace.

1

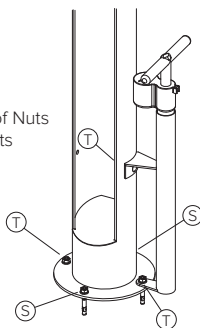
Reference the Fixit setback recommendations and place the upright in the desired location. Use the base as a template and drill (4) 3/8" x 3" holes in the concrete with a hammer drill and masonry bit. Clean up all concrete dust from drilling.

2

Hammer in the (4) wedge anchors. Leave at least 3/4" of an inch of exposed threads above the Fixit base.

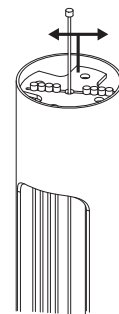
3

Ⓣ = Tamper-proof Nuts
 Ⓢ = Standard Nuts



Decide which position the pump will be installed in and place the bottom pump flange over the corresponding wedge anchor. Attach the top pump flange to the Fixit upright with a carriage bolt, washer, and tamper-proof nut. Tighten all wedge anchors with washers and nuts.

Reserve one of the tamper-proof nuts to secure the tools.

4

Insert the tool cables into the cable slot on the Fixit upright.



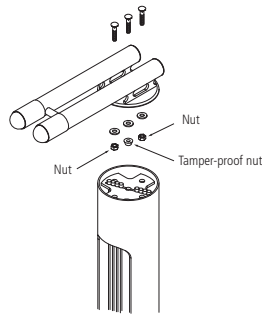
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FIXIT

Installation Instructions

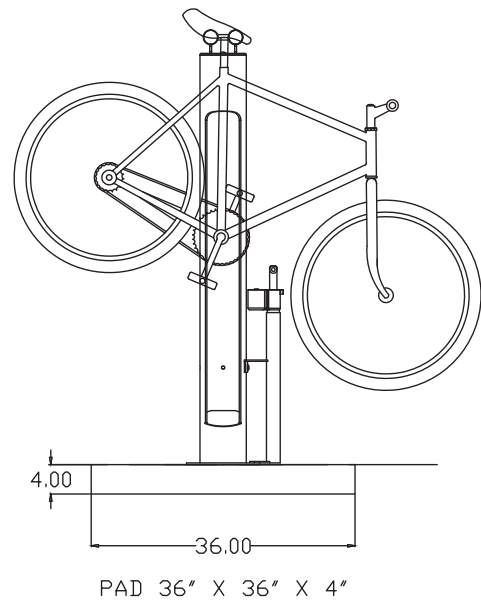
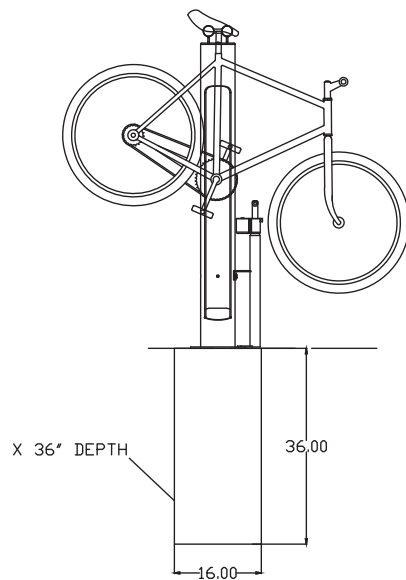
5



Place the bike hanger in the desired position on top of the Fixit upright and attach with carriage bolts, washers and nuts. **Apply the tamper-proof nut to center bolt to secure tools.**

After installation is complete, please scan the QR code on the Fixit with a smartphone. This will allow us to add this Fixit station to our map available here:

<http://www.dero.com/fixitmap/fixitmap.html>



Pad recommendations for pouring along trail



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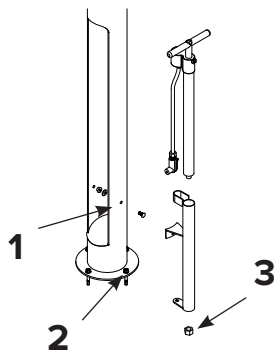
www.dero.com | 1-888-337-6729

FIXIT

Maintenance and Replacement

NOTE:

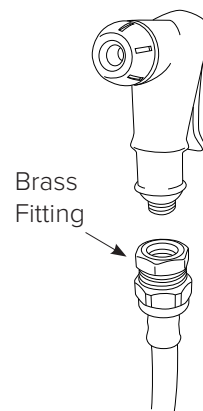
All threads for all parts of the pump are right-hand threads. They tighten clockwise, and loosen counter-clockwise ("righty tighty, lefty loosey"). However, when you are looking top-down at a bolt that threads from underneath, if you move it counter-clockwise from your point of view, you are actually tightening, not loosening, the nut! This has led to some unnecessary breakage of pump parts. Be sure you are looking at the nut with the proper orientation before tightening or loosening.

REMOVING THE AIR KIT FROM THE FIXIT

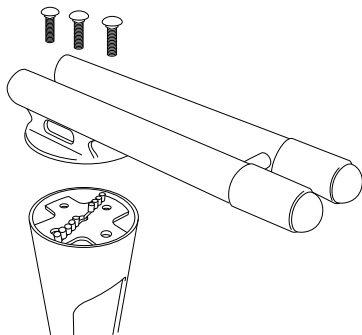
1. Remove nut and bolt on side of Fixit.

2. Remove tamperproof nut on bottom of Fixit, using the Tamperproof Penta Tool supplied for this purpose.

3. Once Airpump is removed, but still in sleeve, remove the 1 3/16" nut on the bottom of the sleeve (turning counter-clockwise). You can now slide the pump out.

CHANGING THE PUMPHEAD

Remove the shrinkwrap. Unscrew the pumphead from the brass fitting (turning counter-clockwise). You will need to keep the brass fitting for the new pumphead. Replace the pumphead. If you want to put on shrinkwrap, then put the shrinkwrap sleeve over the hose before replacing pumphead. Once pumphead is on, pull shrinkwrap sleeve over the brass fitting and use a heatgun to shrink it.

**REPLACING TOOLS**

There are three bolts at the top of the Fixit. Underneath are two 3/8" nuts, and one penta tamper-proof nut (center bolt). These are all best removed with a socket wrench, using the extension tool to enable you to reach the nuts. Once the nuts are removed, take off the cap to replace tools.



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We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: Planning and Development Services

FROM: *Krista Hampton, Director*

SUBJECT: ZONING MAP AMENDMENT - 1400 Huger Street, TMS# 09009-11-04

PURPOSE: Council District: 2

Proposal: Request to rezone the parcel from C-1, -DD to M-1, -DD

Applicant: Brad Wolfe, 908 Group Holdings, LLC

Staff Recommendation: Denial

PC Recommendation: 02/05/2018; Approval (7-2)

First reading consideration was deferred on May 15, 2018.

FINANCIAL IMPACT:

ATTACHMENTS:

- #a: ZMA-Huger1400 (PDF)

HISTORY:

05/15/18

Columbia City Council

DEFER CONSIDERATION



CITY COUNCIL

March 20, 2018 at 7:00pm

City Council Chambers, 3rd Floor, 1737 Main Street, Columbia, SC 29201

Zoning Map Amendment Case Summary 1400 Huger Street, TMS# 09009-11-04

Council District: 2

Proposal: Request to rezone the parcel from C-1, -DD to M-1, -DD

Applicant: Brad Wolfe, 908 Group Holdings, LLC

Staff Recommendation: Denial

PC Recommendation: 02/05/2018; Approval (7-2)

ZPH, 1st Reading: 03/20/2018; Pending

2nd Reading: 04/03/2018; Pending

CURRENT PARCEL CHARACTERISTICS/CONDITIONS

Acreage: 1.65 acres

Current Use: Abandoned Richland County Traffic Court Building

Proposed Use: Private Dormitory

Land Use Classification: Urban Core Regional Activity Center (UCAC-3)

Current Zoning: Office and Institutional District (C-1), -Design/Development Area (-DD)

Proposed Zoning: Light Industrial District (M-1), -Design/Development Area (-DD)

PLANS, POLICIES, AND LAND USE

The Columbia Plan 2018: Comprehensive Plan Land Use Classification

The subject property is currently designated Urban Core Regional Activity Center (UCAC-3) in The Columbia Plan 2018 Future Land Use Map.

These developments are intense mixed-use districts within the urban context. They may be adjacent to the central business district or found in outer areas of the City. They are primary destinations for work and play which attract people from more than a 20-mile radius or drive distance. The uses are built within the urban blocks and grid, and whole scale redevelopment of blocks or adaptive reuse of existing structures may occur in these areas. Their scale is large and may take up multiple city blocks. Their primary use is as a business district, but high-intensity residential in mixed-use buildings is also appropriate.

Primary Types:

- Small to Extra Large Business/Employment (incl. High-rise, excl. Flex)

- Multi-family Medium and High-rise Mixed-use

Secondary Types:

- Multi-family Medium to High-rise
- Small to Large Flex
- Civic/Institutional
- Parking Structures

Tertiary Types

- Single-family Attached
- Cemeteries & Mausoleums
- Parking Lots

Existing Neighborhood, Small Area, Community, and/or Corridor Plans

The subject property is covered by two area plans: the *City Center Master Plan* (1999) and the *West Gervais District Plan* (2017).

The subject property is located within the Vista District as identified by the *City Center Master Plan*. While this area “was traditionally a service commercial district with a mixture of industrial uses” (pg. 43), it is now a growing mixed-use district. The Plan noted that internalized parking for residential developments is desired, and that the area along Huger Street was anticipated to give way to higher uses along the corridor than those office uses that were in place at the time of the Plan’s adoption. Throughout the study area, the *City Center Master Plan* makes recommendations for economic development strategies, streetscaping improvements, and pedestrian connectivity. The planning process resulted in the adoption of the City Center Design/Development Guidelines, which help to guide form, scale, and massing in the study area.

The *West Gervais District Plan* generally focuses on the desire for a high quality public realm, multi-modal connectivity, and the appropriate scale and massing of development within the study area. Specific to the subject property, the Plan indicates that the anticipated future land use would be Mixed Use - Residential, which would primarily consist of “dense residential developments... while allowing for some supporting commercial uses to encourage street level activity” (pg. 21). In addition, the Plan proposes an additional eight foot setback area along Huger Street as a continuation of the design element found to the south in the Innovista. “The eight foot setback is designed to encourage a well-defined public realm and provide a buffer for pedestrians. This zone should be used for wider sidewalks, trees, and other amenities” (23). Proposed connectivity improvements include bike facilities along Hampton Street, as well as proposed sidewalk improvements along Pulaski.

PROPOSED ZONING DISTRICT SUMMARY

The subject property is currently zoned Office and Institutional District (C-1), -Design/Development Area (-DD). The abutting properties are zoned Office and Institutional District (C-1) to the North, Light Industrial District (M-1) to the East and South and General Commercial District (C-3) to the West. All abutting properties are in the -Design/Development Area (-DD).

The proposed zoning is Light Industrial District (M-1), -Design/Development Area (-DD).

Office and Institutional District (C-1)

The C-1 district is intended to accommodate office, institutional, and certain types of residential uses in areas whose characteristic is neither general commercial nor exclusively residential in nature. Certain related structures and uses required to serve the needs of the areas are permitted outright or are permissible as special exceptions subject to restrictions and requirements intended to best fulfill the intent of this article.

-Design/Development Area (-DD)

The -DD area is intended to protect the area identified as "City Center" which is undergoing redevelopment and revitalization from incompatible land uses and influences which do not complement or promote the high-intensity mixed use character of the area. It is also the intent that new developments within the -DD area are coordinated to ensure that the land use, pedestrian environment, urban design, open space, signs, street scape and traffic circulation are sensitive to and implement the overall objectives and concept of the applicable redevelopment plan. Development within the -DD area must comply with design guidelines set forth in this Code and in the publication "City Center Design/Development Guidelines, Final Report, September 1, 1998," LDR International, Inc. Consultants.

The -DD area consists of approximately 1,400 acres in the area bounded as follows: on the North by Elmwood Avenue, east by Pickens Street, South by Blossom Street, and West by the Congaree River. Any lot of record which fronts or abuts Elmwood, Pickens or Blossom within the area described above shall be deemed to fall within the -DD area.

Light Industrial District (M-1)

The M-1 district is intended to accommodate wholesaling, distribution, storage, processing, light manufacturing and general commercial uses. Certain related structures and uses required to serve the needs of such uses are permitted outright or are permissible as special exceptions subject to restrictions and requirements intended to best fulfill the intent of this article.

-Design/Development Area (-DD)

The -DD area is intended to protect the area identified as "City Center" which is undergoing redevelopment and revitalization from incompatible land uses and influences which do not complement or promote the high-intensity mixed use character of the area. It is also the intent that new developments within the -DD area are coordinated to ensure that the land use, pedestrian environment, urban design, open space, signs, street scape and traffic circulation are sensitive to and implement the overall objectives and concept of the applicable redevelopment plan. Development within the -DD area must comply with design guidelines set forth in this Code and in the publication "City Center Design/Development Guidelines, Final Report, September 1, 1998," LDR International, Inc. Consultants.

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STAFF RECOMMENDATION

Staff recommends City Council deny the rezoning from C-1, -DD to M-1, -DD as the requested Light Industrial District (M-1) does not align with the parcel's Urban Core Regional Activity Center (UCAC-3) future land use designation.



Future Land Use Map

1400 Huger Street, TMS# 09009-11-04
Existing FLU: Urban Core Regional Activity Center (UCAC-3)

41.a

Department of Planning & Development Services

Legend

-  CITY LIMITS
-  PARCELS
-  UCMR-1 - Urban Core Mixed Residential-1
-  UCMR-2 - Urban Core Mixed Residential-2
-  UEMR - Urban Edge Mixed Residential
-  UEMF - Urban Edge Multi-Family
-  UCR-1 - Urban Core Residential Small Lot
-  UCR-2 - Urban Core Residential Large Lot
-  UER-1 - Urban Edge Residential Small Lot
-  UER-2 - Urban Edge Residential Large Lot
-  UCAC-1 - Urban Core Neighborhood Activity Center
-  UCAC-2 - Urban Core Community Activity Center
-  UEAC-1 Urban Edge Community Activity Center
-  UCAC-3 Urban Core Regional Activity Center
-  UEAC-2 - Urban Edge Regional Activity Center
-  AC-1 - Neighborhood Activity Corridor
-  AC-2 - Community Activity Corridor
-  AC-3 - Regional Activity Corridor
-  EC - Employment Campus
-  IND - Industrial
-  TU - Transportation & Utilities
-  SD-1 - Sports/Amusement District
-  SD-2 - Civic/Institutional Districts
-  SD-3 - Central Business District
-  SD-4 - Riverbanks Zoo and Garden
-  SD-5 - Universities/Colleges
-  SD-6 - Fort Jackson



0 50 100 200 Feet

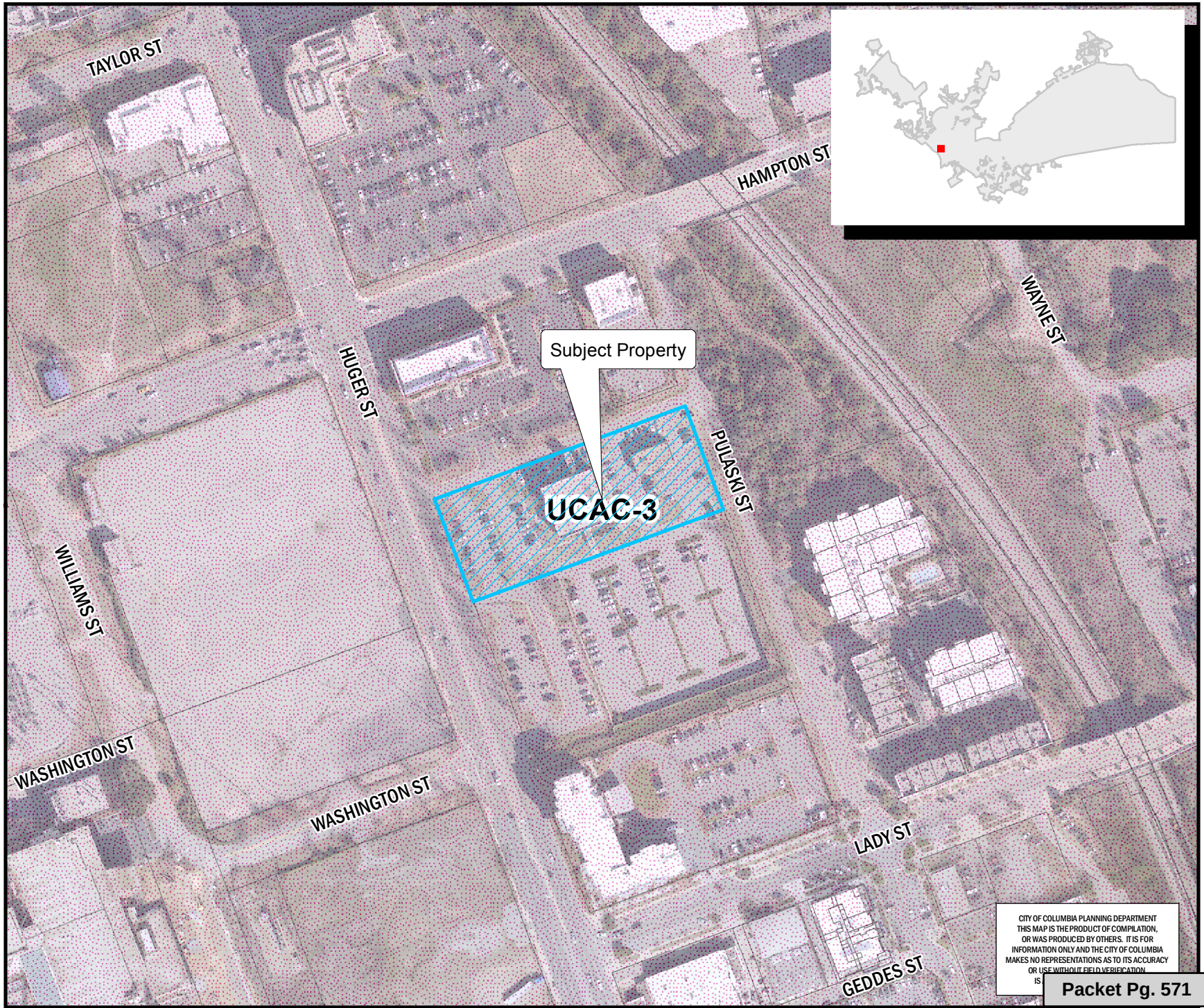
ORIGINAL PREPARATION/DATE:

This map was prepared by:

Shane Shaughnessy
January 9, 2018



We Are Columbia



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IS

Packet Pg. 571

** DATA SOURCE - CITY OF COLUMBIA, GIS DIVISION

Zoning Map

Department of Planning & Development Services

1400 Huger Street, TMS# 09009-11-04;
Existing Richland County Zoning: C-1, -DD, Proposed Zoning: M-1, -DD

41.a

Legend

 CITY LIMITS
 PARCELS

 D-1	 C-1
 RS-1	 C-2
 RS-1A	 C-3
 RS-1B	 C-3A
 RS-2	 C-4
 RS-3	 C-5
 RD	 M-1
 RD-2	 M-2
 RG-1	 PUD-C
 RG-1A	 PUD-LS
 RG-2	 PUD-LS-E
 RG-3	 PUD-LS-R
 UTD	 PUD-R
 MX-1	 OUT OF CITY
 MX-2	



0 25 50 100 Feet

ORIGINAL PREPARATION/DATE:
This map was prepared by:

Shane Shaughnessy
January 9, 2018

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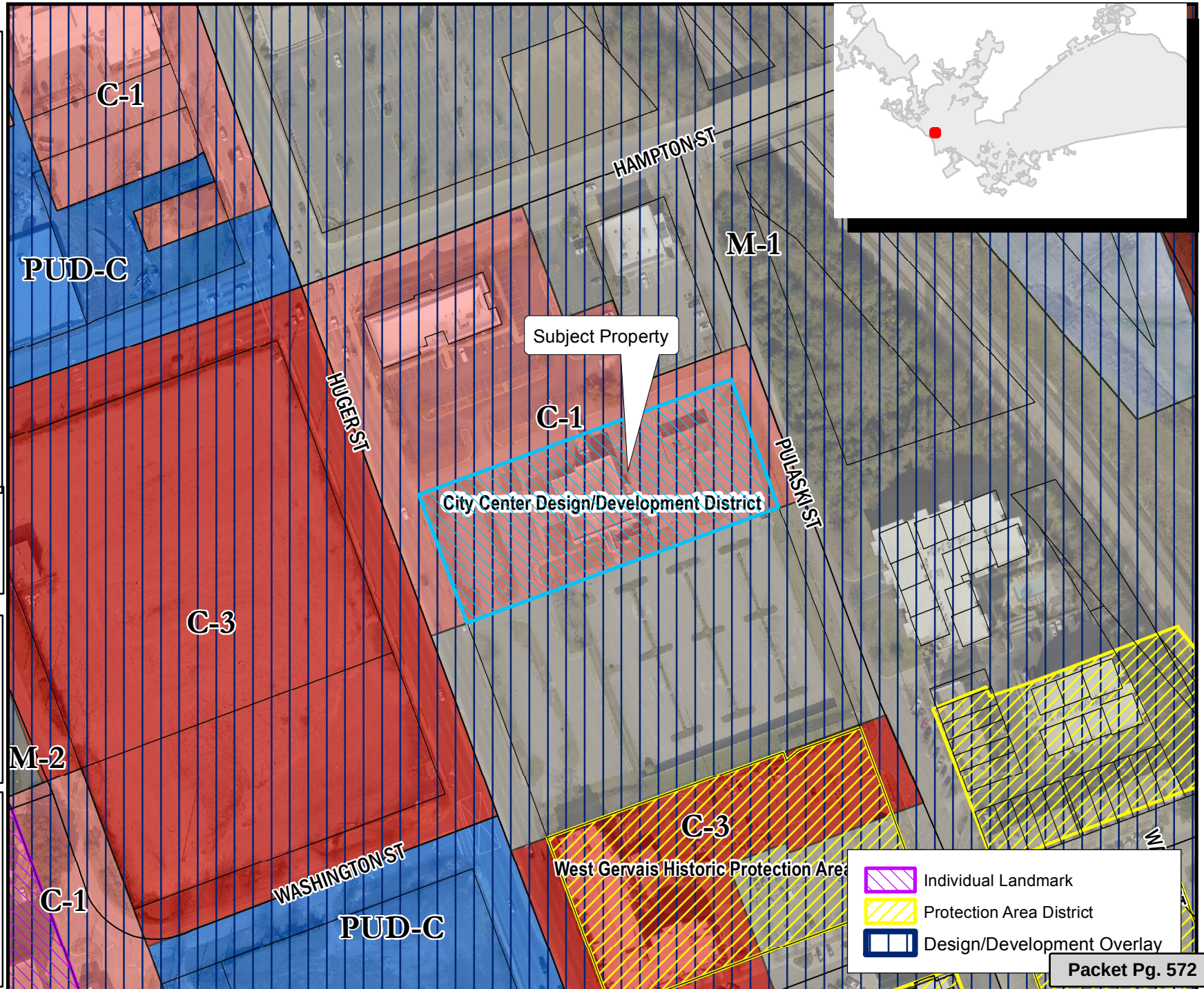


Table of Permitted Uses
C-1
Permitted Principal Uses
Landscape counseling and planning
Building Construction - Office Only
Construction other than building construction - Office Only
Arrangement of Transportation Services
Water supply services
Sewerage Systems (Sec. 17-262)
Finance, Insurance, and Real Estate
Organization hotels and lodgings on membership basis
Cemetery subdividers and developers
Photographic Studies, portrait
Funeral Service and crematories
Advertising agencies
Consumer credit reporting agencies
Blueprinting and photocopying (Sec. 17-264)
Commercial photography, art and graphics
Stenographic services and reproduction services not elsewhere classified
Employment agencies
Temporary help services
Computer and data processing services
Detective agencies and protective services
Parking Lots
Municipal or other passive recreation facilities (parks, greenways, including administrative facilities)
Dance studios
Public Golf Course
Offices of physicians
Nursing and personal care facilities
Hospitals
Medical and dental laboratories
Legal services
Colleges, universities, professional schools, and junior colleges
Libraries and information centers
Business and secretarial schools

Table of Permitted Uses
M-1
Permitted Principal Uses
Food crops grown within a covered enclosure
General farms, primarily crop
Agricultural services with indoor kennels
Agricultural services with outdoor kennels
Landscape counseling and planning
Lawn and garden services
Ornamental shrub and tree services
Building construction-General contractors and operative builders
Building Construction - Office Only
Construction other than building construction-General contractors
Construction other than building construction - Office Only
Construction-Special trade contractors
Construction - Special trade contractors - Office Only
Food and kindred products
Bakery products
Microbrewery (Sec. 17-290) products
Apparel and other finished products made from fabrics and similar materials
Lumber and wood products, except furniture
Furnitures and fixtures
Printing, publishing and allied industries
Measuring, analyzing and controlling instruments; photographic, medical and optical goods; watches and clocks
Railway express service
Local and suburban transit and interurban highway passenger transportation and service facilities for motor vehicle passenger transportation
Motor freight transportation and warehousing
Trucking, local and long distance
Motor freight transportation and warehousing: Local trucking without storage
Motor freight transportation and warehousing: Local trucking with storage
Public warehousing
Public warehousing: Miniwarehouse (Sec. 17-260)
Private Commercial Storage (Sec. 17-260)
U.S. Postal Service
Water transportation

Vocational schools except vocational high schools not elsewhere classified
Individual and family social services
Job training and vocational rehabilitation services
Museums and art galleries
Business associations
Professional membership
Labor unions and similar organizations
Civic, social and fraternal associations
Political organizations
Religious organizations
Engineering, architectural, and surveying services
Accounting, auditing, and bookkeeping services
Commercial economic, sociological, and educational research
Noncommercial research organization
Management and public relations services
Detached One-Family Dwelling
Attached Two-Family Dwelling
High-Rise (Sec. 17-304)
Mid-Rise (Sec. 17-267)
Miscellaneous services
Executive Offices
Legislative bodies
General government not elsewhere classified
Courts
Police and Fire Protection
Public finance, taxation, and monetary policy
Administration of human resources programs
Administration of environmental quality and housing programs
Administration of economic programs
Permitted in District, provided owner and/or tenant complies with the associated conditions set forth in this article

Transportation by air
Pipelines
Transportation services
Arrangement of Transportation Services
Telephone communication (wire or radio)
Communication: Telegraph
Radio and television broadcasting
Communication: Cable
Electric substations
Water supply services
Sewerage Systems (Sec. 17-262)
Motor vehicles and automotive parts and supplies
Wholesale trade-Durable goods
Wholesale trade, Non durable goods: Paper and paper products
Wholesale trade, Non durable goods: Apparel - Goods and notions
Wholesale trade, Non durable goods: Groceries and related products
Wholesale trade, Non durable goods: Farm products-Raw materials
Wholesale trade, Non durable goods: Chemicals and allied products
Wholesale trade, Non durable goods: Beer, wine and distilled alcoholic beverages
Wholesale trade, not durable goods: Miscellaneous nondurable goods
Retail Trade: Lumber and other building materials dealers
Paint, glass and wallpaper stores
Hardware stores
Retail nurseries, lawn and garden supply stores
General merchandise stores: Miscellaneous general merchandise stores
Grocery Stores
Fruit stores and vegetable markets
Retail bakeries
Food stores: Miscellaneous
Motor vehicle dealers (new and used)(Sec. 17-286)
Motor vehicle dealers (used only)(Sec. 17-286)

Municipal active recreation facilities (athletic ball fields, swimming pools, playgrounds, including administration facilities)(Sec. 17-289)
Non-depository personal credit institutions (pay day loan and/or title loan establishments (Sec. 17-294)
Offices and clinics of other health practitioners, including therapeutic massage (17-288)
Elementary and Secondary Schools (17-296)
Permitted Accessory Use
Private Commercial Storage (Sec. 17-260)
Eating Places
Drugstores and proprietary stores
Beauty Shops
Barbershops
Reupholstery and furniture repair
Permitted as an Accessory Use or as a Principal Use by Special Exception
Food crops grown within a covered enclosure
General farms, primarily crop
Special Exception by Board of Zoning Appeals
Veterinary services with indoor kennels
Veterinary services with outdoor kennels
Roominghouses and boardinghouses
U.S. Postal Service
Drinking Places (alcoholic beverages)(Sec. 17-269)
Electric substations
Florist
Cigar store and stands
New dealers and newsstands
Miscellaneous retail stores, not elsewhere classified
Apparel and accessory stores
Coin-operated laundries and dry cleaning
Garment pressing and agents for laundries and dry cleaners
Miscellaneous personal services, except massage parlors and spas
Massage parlors and spas
Business services not elsewhere classified
Agricultural services with indoor kennels
Agricultural services with outdoor kennels

Auto and home supply stores (Sec. 17-286)
Gasoline service stations (Sec. 17-286)
Boat dealers (Sec. 17-286)
Recreational and utility trailer dealers (Sec. 17-286)
Apparel and accessory stores
Furniture, home furnishings and equipment stores
Eating Places
Drinking Places (alcoholic beverages)(Sec. 17-269)
Drugstores and proprietary stores
Miscellaneous shopping goods stores
Mail order house
Non-store retailers: Automatic merchandising machine operators
Fuel and ice dealers, except oil fuel dealers and bottled gas dealers
Fuel oil dealers
Liquefied petroleum gas (bottled gas) dealers
Florist
Cigar store and stands
New dealers and newsstands
Miscellaneous retail stores, not elsewhere classified
Finance, Insurance, and Real Estate
Banquet Hall
Cemetery subdividers and developers
Suite Hotel (Sec. 17-271)
Bed and breakfast hotel (Sec. 17-271)
Power laundries
Garment pressing and agents for laundries and dry cleaners
Linen supply
Diaper service
Coin-operated laundries and dry cleaning
Dry cleaning plants, except rug cleaning
Carpet and upholstery cleaning
Industrial launderers
Laundry and garment services not elsewhere classified

Parking structures
Radio and mobile telephone installation shops
Watch and jewelry repair
Motion picture theaters except drive-in
Physical fitness facilities and yoga facilities
Membership Sports and Recreation Clubs
Arboreta, botanical and zoological gardens
Day Care Facilities (Sec. 17-265)
Residential Care (Sec. 17-266)
Attached One-Family Dwelling
Multi-Family Dwelling
Group Development
Dormitories, Public
Fraternity and sorority houses

Photographic Studies, portrait
Beauty Shops
Barbershops
Shoe repair shops, shoeshine parlors, and hat cleaning shops
Miscellaneous personal services, except massage parlors and spas
Advertising agencies
Outdoor advertising agencies
Consumer credit reporting agencies
Blueprinting and photocopying (Sec. 17-264)
Commercial photography, art and graphics
Stenographic services and reproduction services not elsewhere classified
Disinfecting and extermination services
Cleaning and maintenance services to dwellings and other buildings not elsewhere classified
Equipment rental and leasing services
Personal supply services
Miscellaneous business services: Miscellaneous
Business services not elsewhere classified
Employment agencies
Computer and data processing services
Detective agencies and protective services
Photofinishing laboratories
Passenger car rental and leasing without driver
Truck rental and leasing without drivers
Utility trailer and recreational vehicle rental
Parking Lots
Automotive repair shops
Carwashes
Automotive services, except repair and carwashes
Radio and mobile telephone installation shops
Radio and television repair shops
Refrigeration and air conditioning service and repair shops
Reupholstery and furniture repair
Watch and jewelry repair
Welding repair
Repair shops, not otherwise classified
Motion picture theaters except drive-in
Bowling alleys and billiard and pool establishments
Physical fitness facilities and yoga facilities
Dance studios
Professional sports clubs and promoters
Racing including track operations

Municipal or other passive recreation facilities (parks, greenways, including administrative facilities)
Public golf courses
Coin-operated amusement devices
Amusement parks
Membership Sports and Recreation Clubs
Amusement and recreation services not elsewhere classified
Offices of physicians
Medical and dental laboratories
Legal services
Business and secretarial schools
Vocational schools except vocational high schools not elsewhere classified
Job training and vocational rehabilitation services
Museums and art galleries
Arboreta, botanical and zoological gardens
Business associations
Professional membership
Labor Unions and similar labor organizations
Civic, social and fraternal associations
Political organizations
Religious organizations
Engineering, architectural, and surveying services
Accounting, auditing, and bookkeeping services
Commercial, physical and biological research
Commercial economic, sociological, and educational research
Noncommercial research organization
Testing laboratories
Management and public relations services
Miscellaneous services
Police and Fire Protection
Permitted in District, provided owner and/or tenant complies with the associated conditions set forth in this article
Used merchandise stores without weapons (Sec. 17-87)
Non-depository personal credit institutions (pay day loan and/or title loan establishments (Sec. 17-294)
Municipal active recreation facilities (athletic ball fields, swimming pools, playgrounds, including administration facilities)(Sec. 17-289)
Offices and clinics of other health practitioners, including therapeutic massage (17-288)
Dormitories , Private (Sec. 17-321)
Permitted Accessory Use

Aquaponics
Special Exception by Board of Zoning Appeals
Gas production and distribution
Wholesale trade-durable goods-Scrap
Liquor Stores
Used merchandise stores with weapons
Pawn shops
Body piercing facilities and tattoo establishments
Recycling centers (see Sec. 17-273)
Parking structures
Drive-in motion picture theaters
Bingo parlors
Libraries and information centers
Day Care Facilities (Sec. 17-265)
Dormitories, Public
Fraternity and sorority houses
Correctional insitutions



We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: Legal Department

FROM: *Shari Ardis, Legal Office Manager*

SUBJECT: Resolution No.: R-2018-044 - Certifying the Robinson Building as an Abandoned Building Pursuant to the South Carolina Abandoned Buildings Revitalization Act, Title 12, Chapter 67, Section 12-67-100 et seq., of the South Carolina Code of Laws (1976), as amended, regarding the property located at 1619-1621 Main Street, Richland County TMS #09014-10-12

FINANCIAL IMPACT:

STRATEGIC GOALS: Collaborate and partner with entities, Foster a healthy quality of life

ATTACHMENTS:

- **#a:** R-2018-044 certify 1619-1621 Main (Robinson Bldg) (PDF)

RESOLUTION NO.: R-2018-044

Certifying the Robinson Building as an Abandoned Building Pursuant to the South Carolina Abandoned Buildings Revitalization Act, Title 12, Chapter 67, Section 12-67-100 et seq., of the South Carolina Code of Laws (1976), as amended, regarding the property located at 1619-1621 Main Street, Richland County TMS #09014-10-12

WHEREAS, the South Carolina Abandoned Buildings Revitalization Act of 2013 (the "Act") was enacted in Title 12, Chapter 67 of the South Carolina Code of Laws to create an incentive for the rehabilitation, renovation and redevelopment of abandoned buildings located in South Carolina; and,

WHEREAS, the Act provides that restoration of abandoned buildings into productive assets for the communities in which they are located serves a public and corporate purpose and results in job opportunities; and,

WHEREAS, Section 12-67-120 of the Act provides the following definitions (in pertinent part):

(1) "Abandoned Building" means a building or structure, which clearly may be delineated from other buildings or structures, at least sixty-six percent of the space in which has been closed continuously to business or otherwise nonoperational for income producing purposes for a period of at least five years immediately preceding the date on which the taxpayer files a "Notice of Intent to Rehabilitate". For purposes of this item, a building or structure that otherwise qualified as an "abandoned building" may be subdivided into separate units or parcels, which units or parcels may be owned by the same taxpayer or different taxpayers, and each unit or parcel is deemed to be an abandoned building site for purposes of determining whether each subdivided parcel is considered to be abandoned.

(2) "Building Site" means the abandoned building together with the parcel of land upon which it is located and other improvements located on the parcel. However, the area of the building site is limited to the land upon which the abandoned building is located and the land immediately surrounding such building used for parking and other similar purposes directly related to the building's income producing use; and,

WHEREAS, Section 12-67-140 of the Act provides that a taxpayer who rehabilitates an abandoned building is eligible either for a credit against certain income taxes, license fees or premium taxes, or a credit against local real property taxes; and,

WHEREAS, GSM Main, LLC ("GSM Main" or the "Taxpayer") is the owner and developer of (i) real property known as the Robinson Building located at 1623-1625 Main Street, Columbia, South Carolina, as referenced in deed dated June 22, 2016 and recorded June 24, 2016 in the Richland County Register of Deeds Office in Book 2123 at Page 3985, which property is further identified in Richland County Tax Maps as TMS No. 09014-10-11 (collectively, the "Property"); and,

WHEREAS, on October 19, 2016, GSM filed a Notice of Intent to Rehabilitate the Property with the South Carolina Department of Revenue; and,

WHEREAS, GSM intends to restore and convert the existing building into retail/commercial space (the "Building Site") as shown in Exhibit A, attached hereto; and,

WHEREAS, the Property is located within the city limits of Columbia, South Carolina; and,

WHEREAS, the Taxpayer has requested that the City certify that the Building Sites are abandoned as defined by Section 12-67-120; NOW THEREFORE,

BE IT RESOLVED by the Mayor and City Council this ____ day of _____, 2018, that the City of Columbia makes the following certifications as requested by Sumter, LLC under the South Carolina Abandoned Buildings Revitalization Act of 2013 (S.C. Code Section 12-67-100, et seq.):

Section 1. The Taxpayer has submitted to the City a request to certify each of the Building Sites pursuant to Section 12-67-160 of the Act (the "Request to Certify").

Section 2. The City has reviewed the Request to Certify, conferred with the Taxpayer and conducted a review of its records concerning the Property.

Section 3. The City hereby certifies that (i) each of the Building Sites are separate abandoned building sites as defined in Section 12-67-120(1) of the Act, and (ii) the geographic area of each of the Building Sites is consistent with Section 12-67-120(2) of the Act.

Requested by:

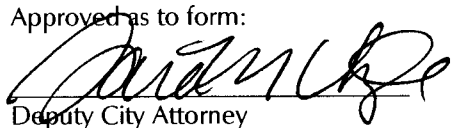
Assistant City Manager Gentry

Mayor

Approved by:

City Manager

Approved as to form:



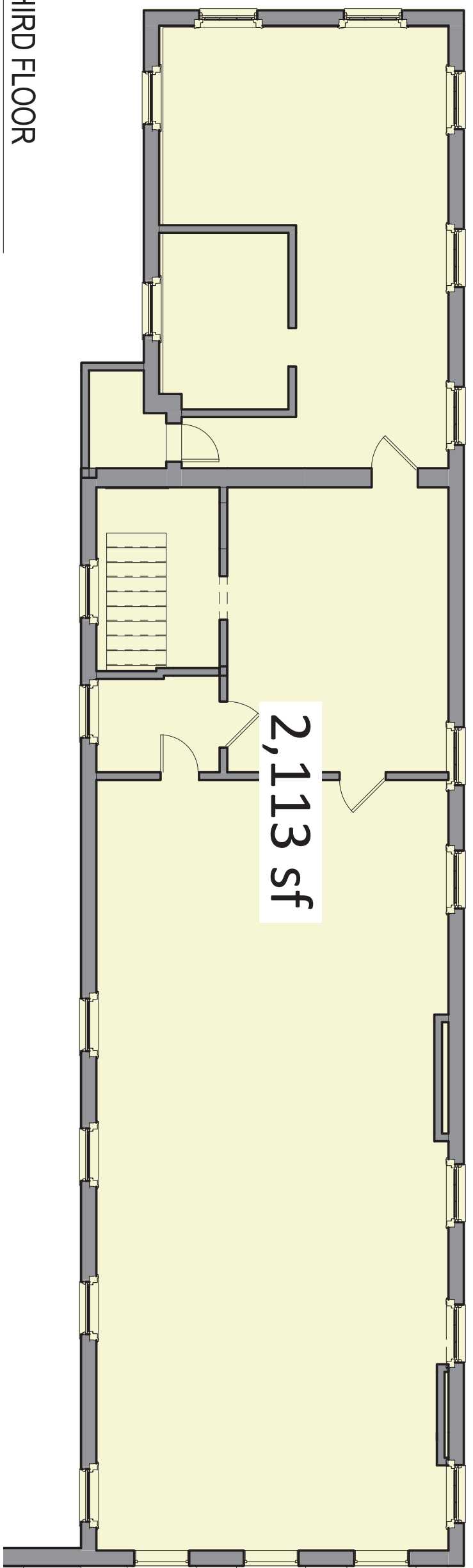
Deputy City Attorney

Introduced:

Final Reading:

ATTEST:

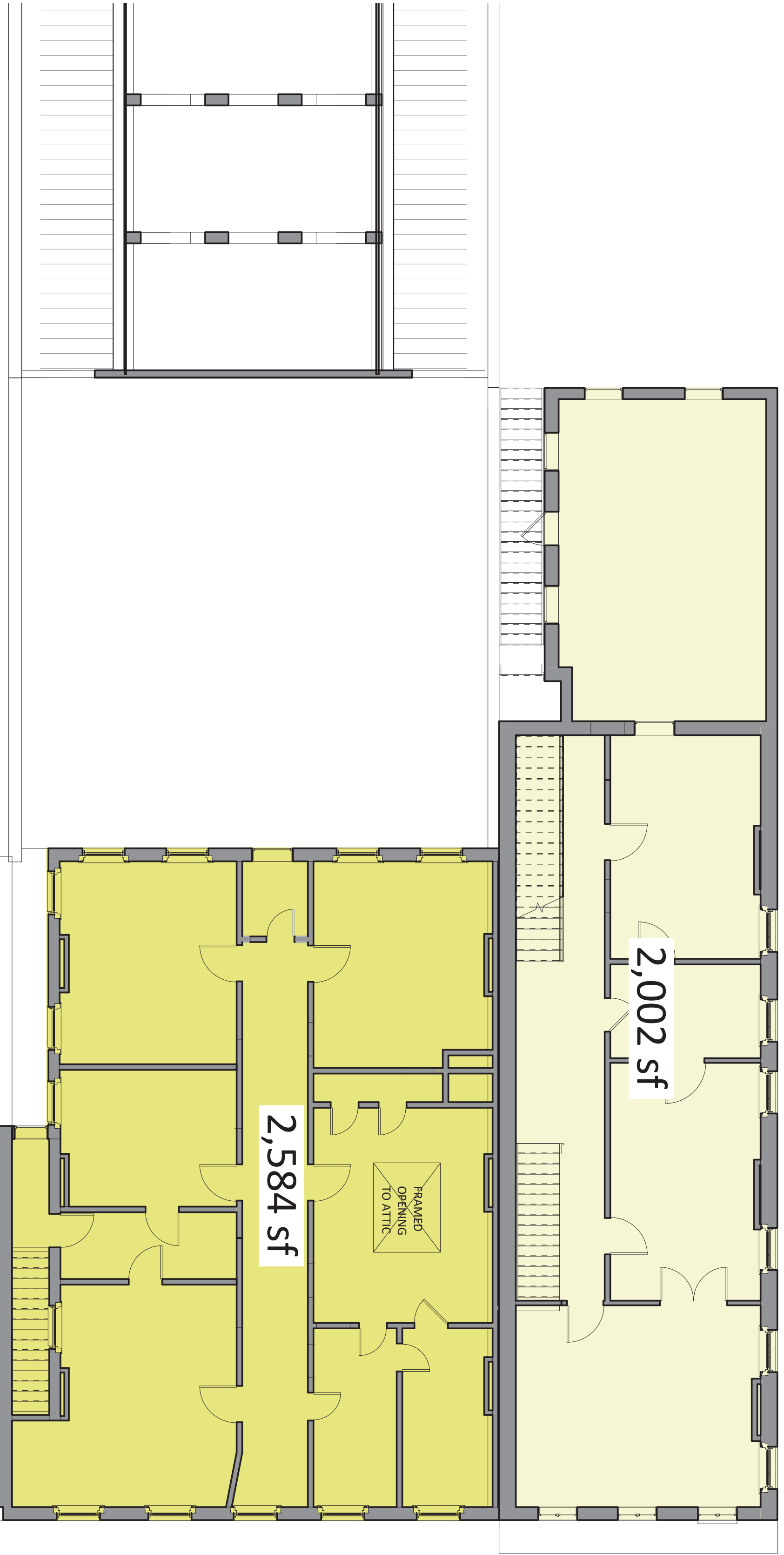
City Clerk



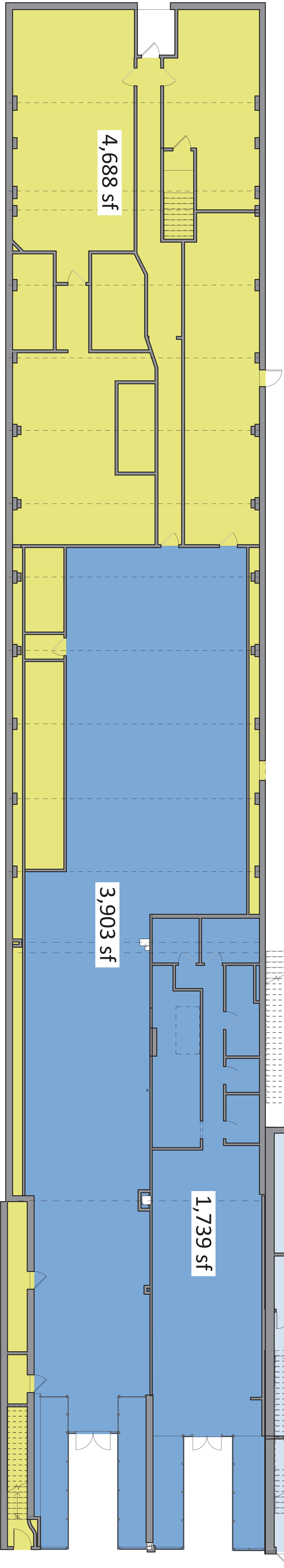
1 MARKS THIRD FLOOR
SCALE: 1/8" = 1'-0"

CITY CERTIFICATION OF ABANDONED BUILDING STATUS - 1619 - 1621 MAIN STREET: Robinson Building	
UNOCCUPIED/STORAGE	= 12,635 SF
PORTIONS OF BUILDING IN USE BEFORE RENOVATION	= 5,642 SF
TOTAL SQUARE FOOTAGE:	= 18,277 SF
% OF TOTAL PORTIONS OF BUILDING IN USE BEFORE RENOVATION & TOTAL SQUARE FOOTAGE	= 5,642 / 18,277 SF = 30.9%

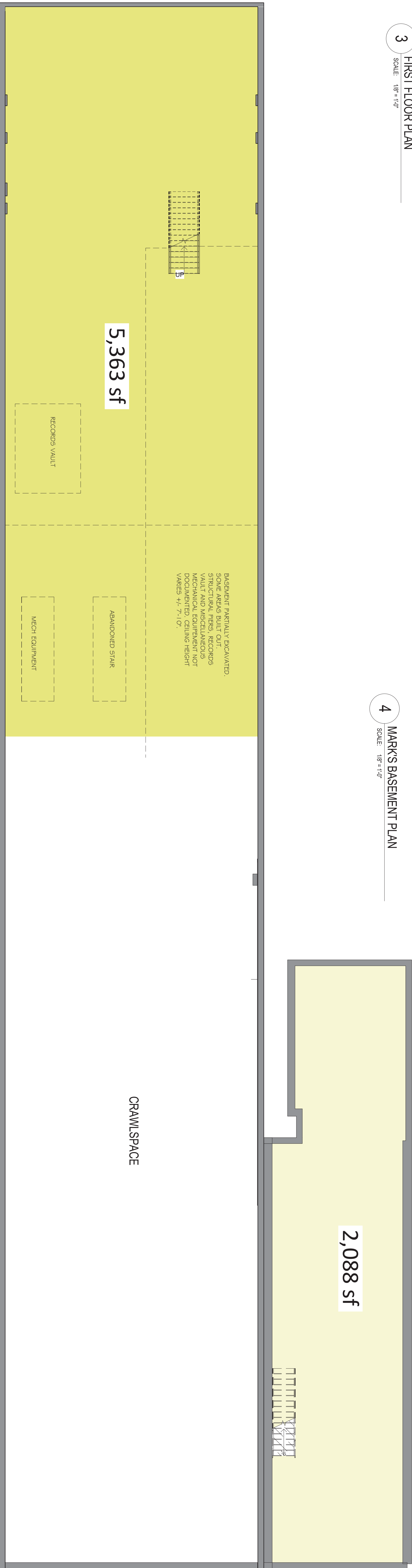
CITY CERTIFICATION OF ABANDONED BUILDING STATUS - 1625 MAIN STREET: Marks Building	
UNOCCUPIED/STORAGE	= 6,203 SF
PORTIONS OF BUILDING IN USE BEFORE RENOVATION	= 1,907 SF
TOTAL SQUARE FOOTAGE:	= 8,110 SF
% OF TOTAL PORTIONS OF BUILDING IN USE BEFORE RENOVATION & TOTAL SQUARE FOOTAGE	= 1,907 / 8,110 SF = 23.5%



2 SECOND FLOOR PLAN
SCALE: 1/8" = 1'-0"



3 FIRST FLOOR PLAN
SCALE: 1/8" = 1'-0"



4 MARKS BASEMENT PLAN
SCALE: 1/8" = 1'-0"

5 ROBINSON BASEMENT PLAN
SCALE: 1/8" = 1'-0"

1619 - 1625 MAIN STREET -
CITY CERTIFICATION OF
ABANDONED BUILDING STATUS
DIAGRAM

PROJ. NO.: 1926115
DRAWN BY:
DATE: 02.14.2018

1619-1625 MAIN STREET

COLUMBIA, SC

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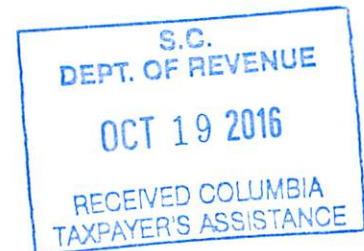
ROGERS LEWIS

ATTORNEYS AT LAW

Christian L. Rogers
Direct: (803) 403-8820
crogers@rogerslewis.com

October 19, 2016

Abandoned Building Credit Notice
Research and Forms Development
South Carolina Department of Revenue
Columbia, SC 29214-0019



RE: Notice of Intent to Rehabilitate
Unit B of the Robinson Marks Horizontal Property Regime
Robinson Building, 1619-1621 Main Street, Columbia, SC

Dear Sir/Madam,

I am writing on behalf of my client, GSM Main, LLC (the "Taxpayer"), with respect to the above-noted abandoned building site in Richland County (the "Building Site"). Pursuant to S.C. Code Sections 12-67-140(B)(1) and 12-67-120(7), this letter shall serve as my client's notice of intent to rehabilitate the Building Site in a manner that qualifies for state tax credits under the Abandoned Building Revitalization Act of 2013 (the "Act").

The Taxpayer intends to restore and convert the existing building on the Building Site into retail/commercial space for income producing purposes. The taxpayer does not plan to construct any new buildings or demolish any existing buildings, but it will perform site work on land surrounding the structure and related to its income producing use.

The following specific information regarding the rehabilitation is provided pursuant to S.C. Code Section 12-67-120(7):

- **Statement of Intent:** The Taxpayer intends to rehabilitate the Building Site in a manner that qualifies for state income tax credits under the Act.
- **Location:** 1619-1621 Main Street, Unit B, Columbia, SC 29201. Unit B has the meaning attributed to it under the Robinson Marks Horizontal Property Regime. This is a portion of Richland County TMS No. R09014-10-12.
- **New construction:** No new buildings will be constructed on the Building Site as part of the rehabilitation.
- **Acreage:** The Building Site is a portion of the parcel located at 1619-1621 Main Street in Columbia, SC, bearing Richland County TMS No. R09014-10-12, which is approximately 0.265 acre, more or less, in size.

1330 Lady Street, Ste. 400, Columbia, SC 29201 • P.O. Box 11803 (29211)
Office: (803) 256-1268 • Fax: (803) 252-3653 • www.rogerslewis.com

Abandoned Building Credit Notice
October 19, 2016
Page 2 of 2

ROGERS LEWIS

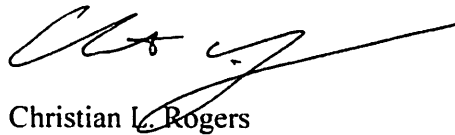
- Square footage of Existing Buildings: The existing building on the Building Site contains approximately 11,274 square feet.
- Buildings to be Renovated: The Taxpayer intends to renovate the existing building in the Building Site.
- Estimated Rehabilitation Expenses: \$1,600,000.

The taxpayer elects to receive the income tax credit in the amount of 25% of actual rehabilitation expenses allowed under S.C. Code Section 12-67-140(A)(1).

Please do not hesitate to contact me if you have any questions or need any additional information.

Sincerely,

ROGERS LEWIS JACKSON MANN & QUINN, LLC



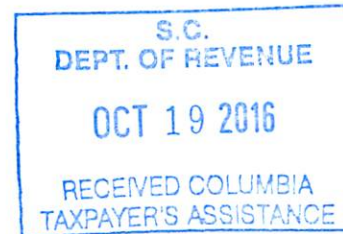
Christian L. Rogers

COPY**ROGERS LEWIS**

ATTORNEYS AT LAW

Christian L. Rogers
 Direct: (803) 403-8820
 crogers@rogerslewis.com

October 19, 2016



Abandoned Building Credit Notice
 Research and Forms Development
 South Carolina Department of Revenue
 Columbia, SC 29214-0019

RE: Notice of Intent to Rehabilitate
 Unit C of the Robinson Marks Horizontal Property Regime
 Robinson Building, 1619-1621 Main Street, Columbia, SC

Dear Sir/Madam,

I am writing on behalf of my client, GSM Main, LLC (the "Taxpayer"), with respect to the above-noted abandoned building site in Richland County (the "Building Site"). Pursuant to S.C. Code Sections 12-67-140(B)(1) and 12-67-120(7), this letter shall serve as my client's notice of intent to rehabilitate the Building Site in a manner that qualifies for state tax credits under the Abandoned Building Revitalization Act of 2013 (the "Act").

The Taxpayer intends to restore and convert the existing building on the Building Site into residential apartments for income producing purposes. The taxpayer does not plan to construct any new buildings or demolish any existing buildings, but it will perform site work on land surrounding the structure and related to its income producing use.

The following specific information regarding the rehabilitation is provided pursuant to S.C. Code Section 12-67-120(7):

- Statement of Intent: The Taxpayer intends to rehabilitate the Building Site in a manner that qualifies for state income tax credits under the Act.
- Location: 1623-1625 Main Street, Unit C, Columbia, SC 29201. Unit C has the meaning attributed to it under the Robinson Marks Horizontal Property Regime. This is a portion of Richland County TMS No. R09014-10-12.
- New construction: No new buildings will be constructed on the Building Site as part of the rehabilitation. A rooftop patio consisting of approximately 1,936 square feet of outside space will be added to the Building Site on a portion of the existing rooftop.

Abandoned Building Credit Notice
October 19, 2016
Page 2 of 2

ROGERS LEWIS

- **Acreage:** The Building Site is a portion of the parcel located at 1623-1625 Main Street in Columbia, SC, bearing Richland County TMS No. R09014-10-11, which is approximately 0.265 acre, more or less, in size.
- **Square footage of Existing Buildings:** The existing building on the Building Site contains approximately 2,592 square feet.
- **Buildings to be Renovated:** The Taxpayer intends to renovate the existing building in the Building Site.
- **Estimated Rehabilitation Expenses:** \$1,600,000.

The taxpayer elects to receive the income tax credit in the amount of 25% of actual rehabilitation expenses allowed under S.C. Code Section 12-67-140(A)(1).

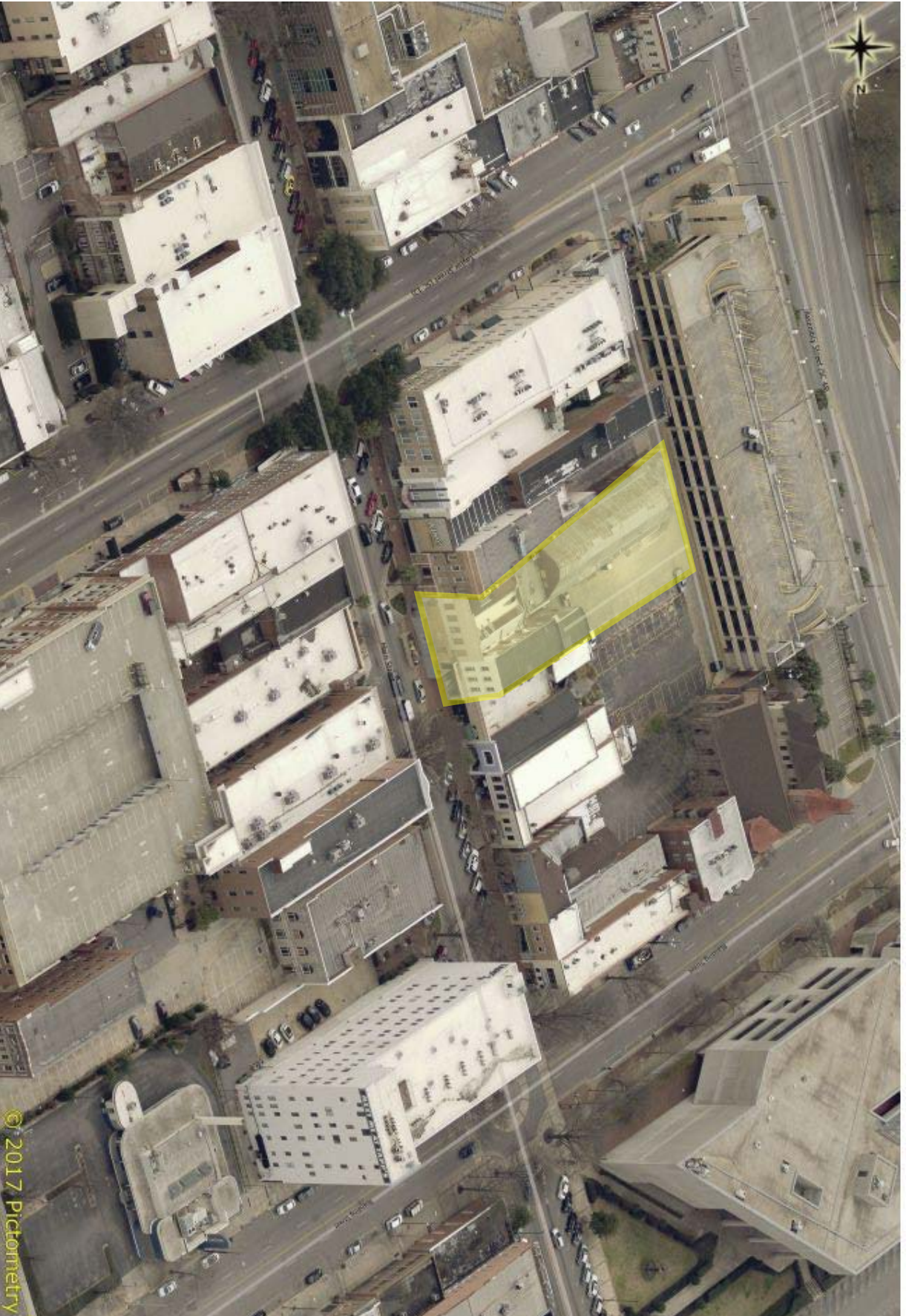
Please do not hesitate to contact me if you have any questions or need any additional information.

Sincerely,

ROGERS LEWIS JACKSON MANN & QUINN, LLC



Christian L. Rogers



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1619-21 and 1625 Main Street - Abandoned Building Tax Credit Certification



We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: Legal Department

FROM: *Shari Ardis, Legal Office Manager*

SUBJECT: Resolution No.: R-2018-045 - Certifying the Marks Building as an Abandoned Building Pursuant to the South Carolina Abandoned Buildings Revitalization Act, Title 12, Chapter 67, Section 12-67-100 et seq., of the South Carolina Code of Laws (1976), as amended, regarding the located at 1623-1625 Main Street, Richland County TMS #09014-10-11

FINANCIAL IMPACT:

STRATEGIC GOALS: Collaborate and partner with entities, Foster a healthy quality of life

ATTACHMENTS:

- **#a:** R-2018-045 certify 1623-1625 Main (Marks Building) (PDF)

RESOLUTION NO.: R-2018-045

Certifying the Marks Building as an Abandoned Building Pursuant to the South Carolina Abandoned Buildings Revitalization Act, Title 12, Chapter 67, Section 12-67-100 et seq., of the South Carolina Code of Laws (1976), as amended, regarding the located at 1623-1625 Main Street, Richland County TMS #09014-10-11

WHEREAS, the South Carolina Abandoned Buildings Revitalization Act of 2013 (the "Act") was enacted in Title 12, Chapter 67 of the South Carolina Code of Laws to create an incentive for the rehabilitation, renovation and redevelopment of abandoned buildings located in South Carolina; and,

WHEREAS, the Act provides that restoration of abandoned buildings into productive assets for the communities in which they are located serves a public and corporate purpose and results in job opportunities; and,

WHEREAS, Section 12-67-120 of the Act provides the following definitions (in pertinent part):

(1) "Abandoned Building" means a building or structure, which clearly may be delineated from other buildings or structures, at least sixty-six percent of the space in which has been closed continuously to business or otherwise nonoperational for income producing purposes for a period of at least five years immediately preceding the date on which the taxpayer files a "Notice of Intent to Rehabilitate". For purposes of this item, a building or structure that otherwise qualified as an "abandoned building" may be subdivided into separate units or parcels, which units or parcels may be owned by the same taxpayer or different taxpayers, and each unit or parcel is deemed to be an abandoned building site for purposes of determining whether each subdivided parcel is considered to be abandoned.

(2) "Building Site" means the abandoned building together with the parcel of land upon which it is located and other improvements located on the parcel. However, the area of the building site is limited to the land upon which the abandoned building is located and the land immediately surrounding such building used for parking and other similar purposes directly related to the building's income producing use; and,

WHEREAS, Section 12-67-140 of the Act provides that a taxpayer who rehabilitates an abandoned building is eligible either for a credit against certain income taxes, license fees or premium taxes, or a credit against local real property taxes; and,

WHEREAS, GSM Main, LLC ("GSM Main" or the "Taxpayer") is the owner and developer of (i) certain real property known as the Marks Building located at 1623-1625 Main Street, Columbia, South Carolina, as referenced in deed dated June 23, 2016 and recorded June 24, 2016 in the Richland County Register of Deeds Office in Book 2124 at Page 881, which property is further identified on Richland County Tax Maps as a portion of TMS No. 09014-10-12; (collectively, the "Property"); and,

WHEREAS, on October 19, 2016, GSM filed a Notice of Intent to Rehabilitate the Property with the South Carolina Department of Revenue; and,

WHEREAS, GSM intends to restore and convert the existing building into retail/commercial space (the "Building Site") as shown in Exhibit A, attached hereto; and,

WHEREAS, the Property is located within the city limits of Columbia, South Carolina; and,

WHEREAS, the Taxpayer has requested that the City certify that the Building Sites are abandoned as defined by Section 12-67-120; NOW THEREFORE,

BE IT RESOLVED by the Mayor and City Council this ____ day of _____, 2018, that the City of Columbia makes the following certifications as requested by Sumter, LLC under the South Carolina Abandoned Buildings Revitalization Act of 2013 (S.C. Code Section 12-67-100, et seq.):

Section 1. The Taxpayer has submitted to the City a request to certify each of the Building Sites pursuant to Section 12-67-160 of the Act (the "Request to Certify").

Section 2. The City has reviewed the Request to Certify, conferred with the Taxpayer and conducted a review of its records concerning the Property.

Section 3. The City hereby certifies that (i) each of the Building Sites are separate abandoned building sites as defined in Section 12-67-120(1) of the Act, and (ii) the geographic area of each of the Building Sites is consistent with Section 12-67-120(2) of the Act.

Requested by:

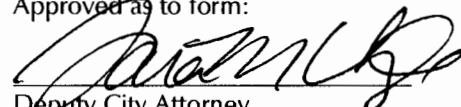
Assistant City Manager Gentry

Mayor

Approved by:

City Manager

Approved as to form:



Deputy City Attorney

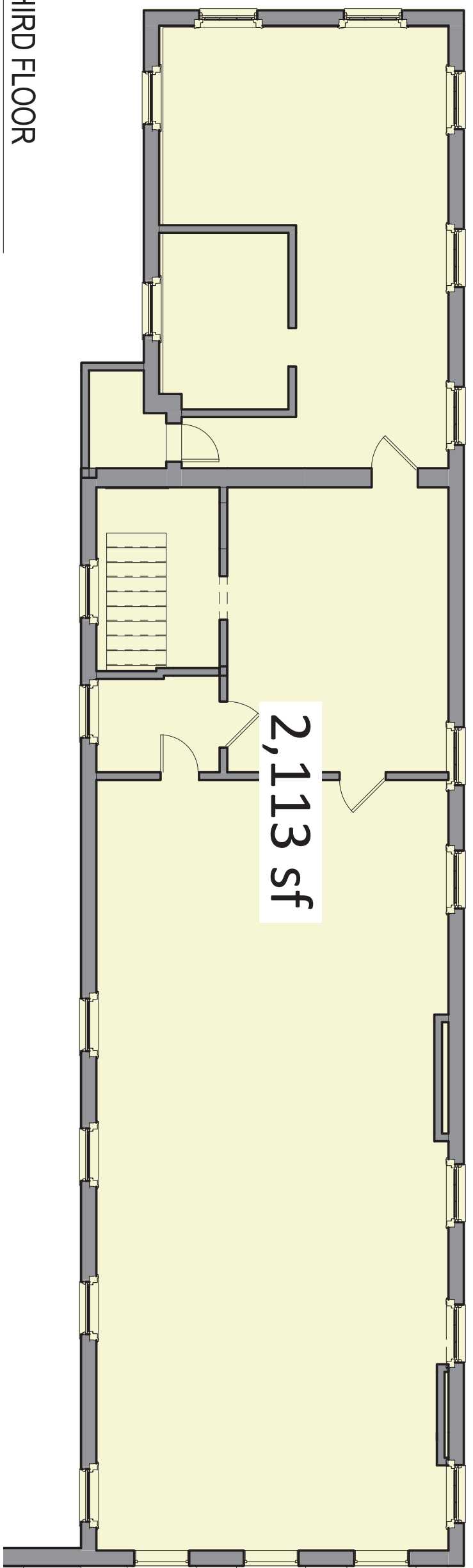
Introduced:

Final Reading:

ATTEST:

City Clerk

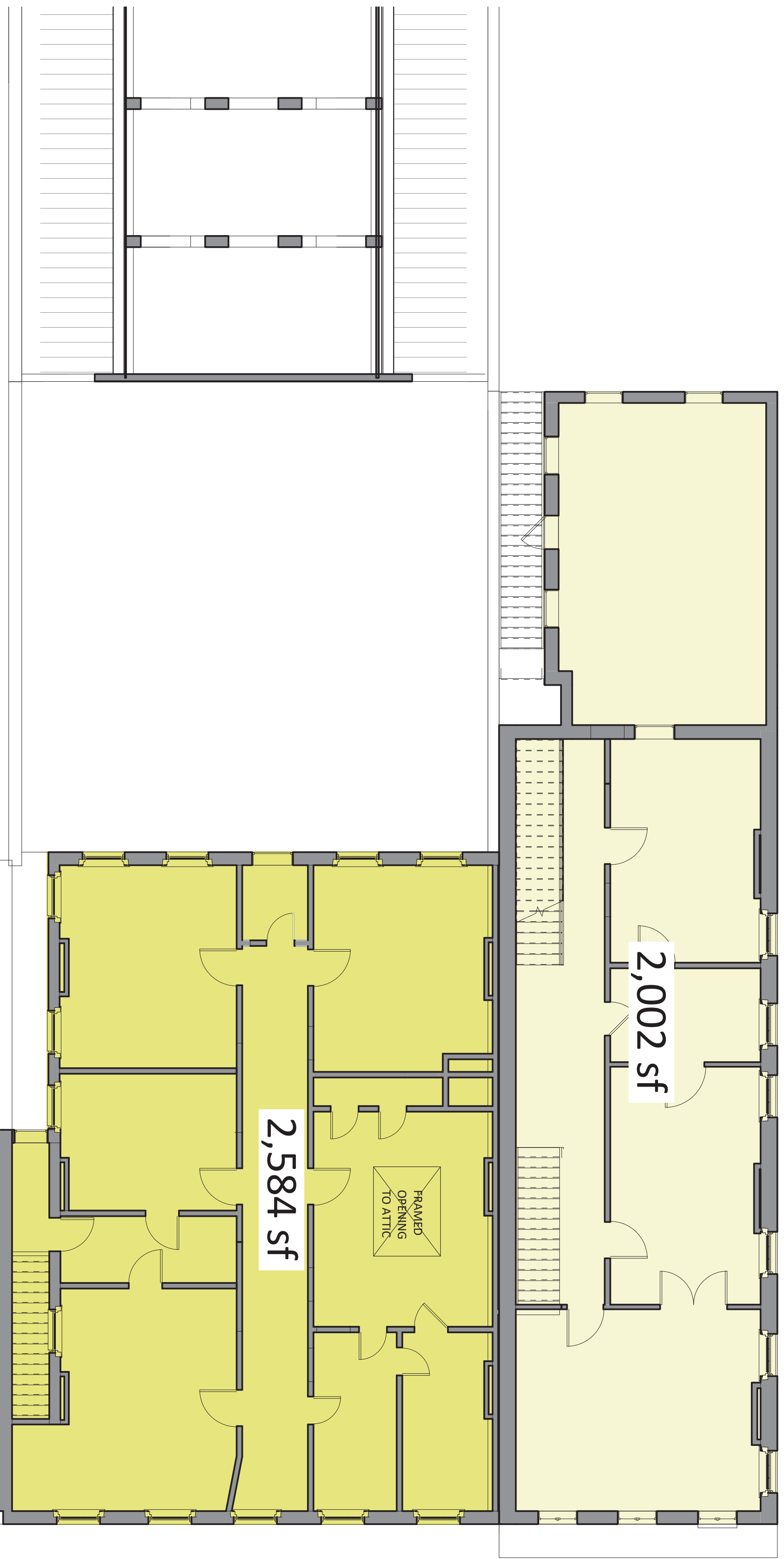
LEGAL DEPARTMENT DRAFT



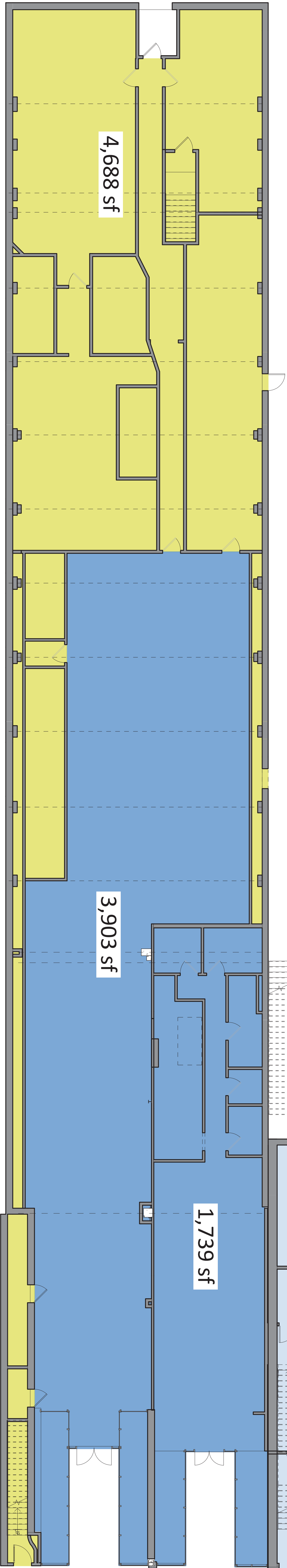
1 MARKS THIRD FLOOR
SCALE: 1/8" = 1'-0"

CITY CERTIFICATION OF ABANDONED BUILDING STATUS - 1619 - 1621 MAIN STREET: Robinson Building	
UNOCCUPIED/STORAGE	= 12,635 SF
PORTIONS OF BUILDING IN USE BEFORE RENOVATION	= 5,642 SF
TOTAL SQUARE FOOTAGE:	= 18,277 SF
% OF TOTAL PORTIONS OF BUILDING IN USE BEFORE RENOVATION & TOTAL SQUARE FOOTAGE	= 5,642 / 18,277 SF = 30.9%

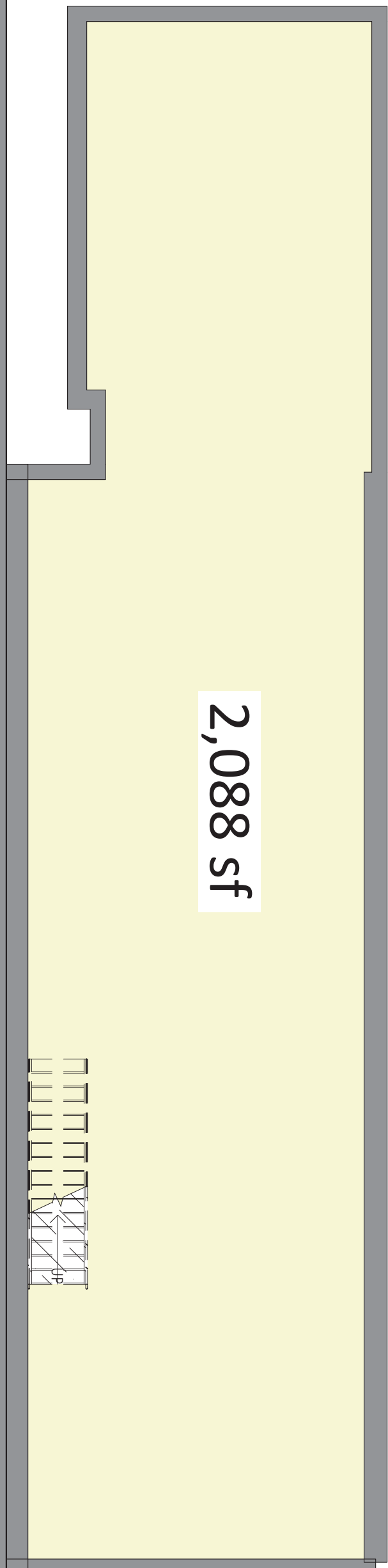
CITY CERTIFICATION OF ABANDONED BUILDING STATUS - 1625 MAIN STREET: Marks Building	
UNOCCUPIED/STORAGE	= 6,203 SF
PORTIONS OF BUILDING IN USE BEFORE RENOVATION	= 1,907 SF
TOTAL SQUARE FOOTAGE:	= 8,110 SF
% OF TOTAL PORTIONS OF BUILDING IN USE BEFORE RENOVATION & TOTAL SQUARE FOOTAGE	= 1,907 / 8,110 SF = 23.5%



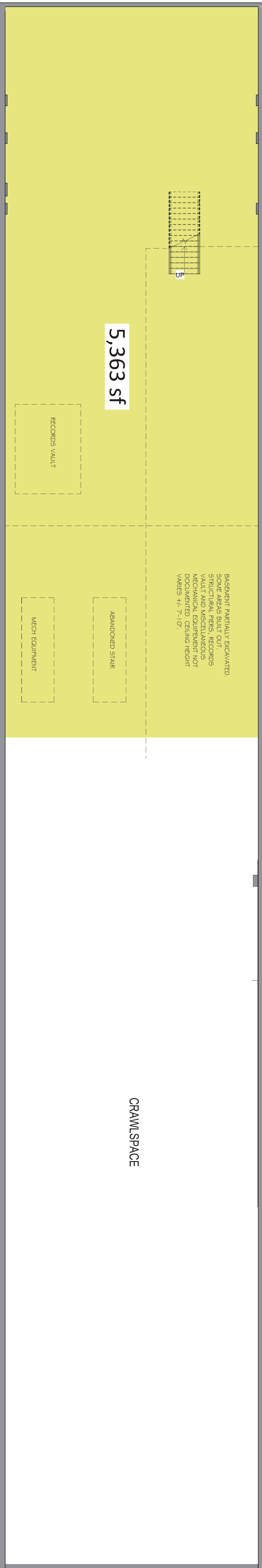
2 SECOND FLOOR PLAN
SCALE: 1/8" = 1'-0"



3 FIRST FLOOR PLAN
SCALE: 1/8" = 1'-0"



4 MARKS BASEMENT PLAN
SCALE: 1/8" = 1'-0"



5 ROBINSON BASEMENT PLAN
SCALE: 1/8" = 1'-0"

1619 - 1625 MAIN STREET -
CITY CERTIFICATION OF
ABANDONED BUILDING STATUS
DIAGRAM

PROJ. NO.: 1926115
DRAWN BY:
DATE: 02.14.2018

1619-1625 MAIN STREET

COLUMBIA, SC

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architecture construction services planning historic consulting

P.O. BOX 5250 COLUMBIA, SC 29250
522 LADY ST. COLUMBIA, SOUTH CAROLINA 29201
PHONE 803.451.8359 www.lambertarchcs.com

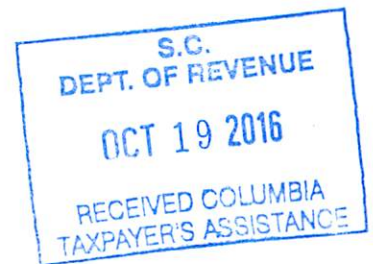
COPY**ROGERS LEWIS**

ATTORNEYS AT LAW

Christian L. Rogers
 Direct: (803) 403-8820
 crogers@rogerslewis.com

October 19, 2016

Abandoned Building Credit Notice
 Research and Forms Development
 South Carolina Department of Revenue
 Columbia, SC 29214-0019



RE: Notice of Intent to Rehabilitate
 Unit A of the Robinson Marks Horizontal Property Regime
 Marks Building, 1623-1625 Main Street, Columbia, SC

Dear Sir/Madam,

I am writing on behalf of my client, GSM Main, LLC (the "Taxpayer"), with respect to the above-noted abandoned building site in Richland County (the "Building Site"). Pursuant to S.C. Code Sections 12-67-140(B)(1) and 12-67-120(7), this letter shall serve as my client's notice of intent to rehabilitate the Building Site in a manner that qualifies for state tax credits under the Abandoned Building Revitalization Act of 2013 (the "Act").

The Taxpayer intends to restore and convert the existing building on the Building Site into retail/commercial space for income producing purposes. The taxpayer does not plan to construct any new buildings or demolish any existing buildings, but it will perform site work on land surrounding the structure and related to its income producing use.

The following specific information regarding the rehabilitation is provided pursuant to S.C. Code Section 12-67-120(7):

- **Statement of Intent:** The Taxpayer intends to rehabilitate the Building Site in a manner that qualifies for state income tax credits under the Act.
- **Location:** 1623-1625 Main Street, Unit A Columbia, SC 29201. Unit A has the meaning attributed to it under the Robinson Marks Horizontal Property Regime. This is a portion of Richland County TMS No. R09014-10-11.
- **New construction:** No new buildings will be constructed on the Building Site as part of the rehabilitation.
- **Acreage:** The Building Site is a portion of the parcel located at 1623-1625 Main Street in Columbia, SC, bearing Richland County TMS No. R09014-10-11, which is approximately 0.148 acre, more or less, in size.

1330 Lady Street, Ste. 400, Columbia, SC 29201 • P.O. Box 11803 (29211)
 Office: (803) 256-1268 • Fax: (803) 252-3653 • www.rogerslewis.com

Abandoned Building Credit Notice
October 19, 2016
Page 2 of 2

ROGERS LEWIS

- **Square footage of Existing Buildings:** The existing building on the Building Site contains approximately 4,894 square feet.
- **Buildings to be Renovated:** The Taxpayer intends to renovate the existing building in the Building Site.
- **Estimated Rehabilitation Expenses:** \$1,439,112.

The taxpayer elects to receive the income tax credit in the amount of 25% of actual rehabilitation expenses allowed under S.C. Code Section 12-67-140(A)(1).

Please do not hesitate to contact me if you have any questions or need any additional information.

Sincerely,

ROGERS LEWIS JACKSON MANN & QUINN, LLC



Christian L. Rogers

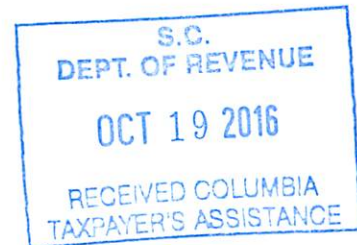
COPY**ROGERS LEWIS**

ATTORNEYS AT LAW

Christian L. Rogers
 Direct: (803) 403-8820
 crogers@rogerslewis.com

October 19, 2016

Abandoned Building Credit Notice
 Research and Forms Development
 South Carolina Department of Revenue
 Columbia, SC 29214-0019



RE: Notice of Intent to Rehabilitate
 Unit D of the Robinson Marks Horizontal Property Regime
 Marks Building, 1623-1625 Main Street, Columbia, SC

Dear Sir/Madam,

I am writing on behalf of my client, GSM Main, LLC (the "Taxpayer"), with respect to the above-noted abandoned building site in Richland County (the "Building Site"). Pursuant to S.C. Code Sections 12-67-140(B)(1) and 12-67-120(7), this letter shall serve as my client's notice of intent to rehabilitate the Building Site in a manner that qualifies for state tax credits under the Abandoned Building Revitalization Act of 2013 (the "Act").

The Taxpayer intends to restore and convert the existing building on the Building Site into residential apartments for income producing purposes. The taxpayer does not plan to construct any new buildings or demolish any existing buildings, but it will perform site work on land surrounding the structure and related to its income producing use.

The following specific information regarding the rehabilitation is provided pursuant to S.C. Code Section 12-67-120(7):

- **Statement of Intent:** The Taxpayer intends to rehabilitate the Building Site in a manner that qualifies for state income tax credits under the Act.
- **Location:** 1623-1625 Main Street, Unit D, Columbia, SC 29201. Unit D has the meaning attributed to it under the Robinson Marks Horizontal Property Regime. This is a portion of Richland County TMS No. R09014-10-11.
- **New construction:** No new buildings will be constructed on the Building Site as part of the rehabilitation.
- **Acreage:** The Building Site is a portion of the parcel located at 1623-1625 Main Street in Columbia, SC, bearing Richland County TMS No. R09014-10-11, which is approximately 0.148 acre, more or less, in size.

1330 Lady Street, Ste. 400, Columbia, SC 29201 • P.O. Box 11803 (29211)
 Office: (803) 256-1268 • Fax: (803) 252-3653 • www.rogerslewis.com

Abandoned Building Credit Notice
October 19, 2016
Page 2 of 2

ROGERS LEWIS

- **Square footage of Existing Buildings:** The existing building on the Building Site contains approximately 4,933 square feet.
- **Buildings to be Renovated:** The Taxpayer intends to renovate the existing building in the Building Site.
- **Estimated Rehabilitation Expenses:** \$1,600,000.

The taxpayer elects to receive the income tax credit in the amount of 25% of actual rehabilitation expenses allowed under S.C. Code Section 12-67-140(A)(1).

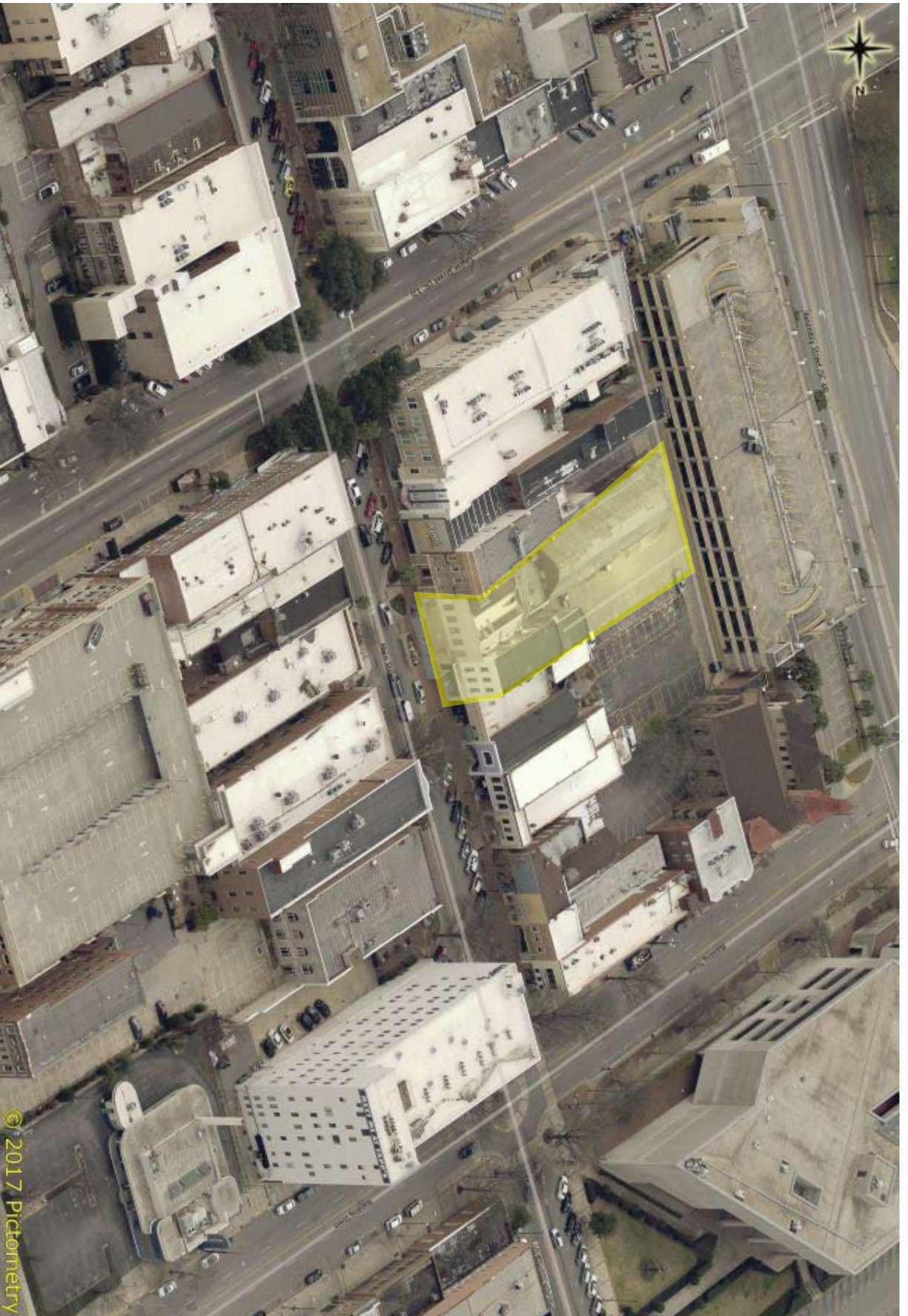
Please do not hesitate to contact me if you have any questions or need any additional information.

Sincerely,

ROGERS LEWIS JACKSON MANN & QUINN, LLC



Christian L. Rogers



1619-21 and 1625 Main Street - Abandoned Building Tax Credit Certification



We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: City Management Office

FROM: *Teresa Wilson, City Manager*

SUBJECT: Council is asked to approve the appointment of two (2) individuals to the Columbia Museum of Art Commission.

FINANCIAL IMPACT:

STRATEGIC GOALS: Connect the City's neighborhoods and business dist

Council is asked to appoint two (2) individuals to the Columbia Museum of Art Commission.

ATTACHMENTS:

- **#b:** CMA Memo 052018 (PDF)



We Are Columbia

TO: Teresa Wilson, City Manager
FROM: Chanique J. Belton, City Council Office
DATE: May 21, 2018
SUBJECT: Columbia Museum of Art Commission

Purpose: The Columbia Museum of Art Commission manages the investments and the maintenance, preservation and exhibition of its art collection.

Composition: The commission is comprised of five (5) individuals serving five (5) year terms.

Action: Council is asked to appoint two (2) individuals to the commission.

- Current District Representation is:
 - District 1 – 0
 - District 2 – 0
 - District 3 – 3
 - District 4 – 0
 - Not in City Limits – 0

Applications Received

Wanda Cannon
 105 Rosewood Hills Drive Apt.106
 Columbia, SC 29205
District 4

Disabled

Wendell Brown
 3408 Palmetto Avenue
 Columbia, SC 29203
District 1

Associate Professor of Art
 Benedict College

Caroline Keith
 1403 Dahlia Road
 Columbia, SC 29205
District 3

Appeals Manager
 PEBA

Joshua Austin
 707 S Woodrow Street
 Columbia, SC 29205
District 3

Maisie Osteen
 1531 Fairview Drive
 Columbia, SC 29205
District 3

Assistant Public Defender
 Richland County

Robin Harriford
 1100 Pulaski Street
 Columbia, SC 29201
District 2

Teacher
 Richland District Two

Katherine Davis
 520 Oakbrook Drive
 Columbia, SC 29223
Outside City Limits

Healthcare Fundraiser
 Palmetto Heath Foundation

Brenda Wheeler
 1644 Kathwood Drive
 Columbia, SC 29206
District 4

Wealth Advisor
 First Citizens Bank

Brittany Kilpatrick
 411 Maple Street
 Columbia, SC 29205
District 3

Development
 Congaree Riverkeeper

CURRENT MEMBERS

	<u>APPOINTED</u>	<u>STARTS</u>	<u>ENDS</u>
Joel Smith, III 120 Edisto Avenue Columbia, SC 29205 District 3			
C. Carroll Heyward 421 Edisto Ave. Columbia, SC 29205 District 3	05/2015	06/2015	09/2020
Katherine Davis - VACANT 520 Oakbrook Drive Columbia, SC 29223 Not in City Limits	05/20/2014	05/2004 05/2009 05/2014	05/2009 05/2014 05/2019
Palmetto Health Foundation			
Gail Morrison 2626 Stratford Road Columbia, SC 29204 District 3 Community Leader Filling Unexpired term of Stephen Morrison	03/05/2013	01/2008 01/2013	01/2013 01/2018
Ronald Rogers - VACANT 828 Kilbourne Rd. Columbia, SC 29205 District 4 Retired	04/18/2012	01/2007 01/2012 04/05/2017	01/2012 01/2017 05/01/2022
	11/15/2011*added additional time to stagger appointments 10/18/2016	09/2010 10/19/2016	09/2014 09/2016 10/2021



We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: Human Resources

FROM: *Pam Benjamin,*

SUBJECT: Council is asked to approve the appointment of Municipal Court Judges.

FINANCIAL IMPACT:



We Are Columbia

MEETING DATE: June 5, 2018

DEPARTMENT: City Management Office

FROM: *Teresa Wilson, City Manager*

SUBJECT: Council is asked to approve the appointment of four (4) individuals to the Planning Commission.

FINANCIAL IMPACT:

STRATEGIC GOALS: Collaborate and partner with entities

City Council is asked to appoint four (4) individuals to the Planning Commission.

ATTACHMENTS:

- **#a:** PC_Memo_052018 (PDF)



We Are Columbia

TO: Ms. Teresa Wilson, City Manager

FROM: Chanique J. Belton, Office of the City Manager

DATE: May 21, 2018

SUBJECT: Planning Commission

Purpose: The purpose of this commission is to develop and maintain a continuing planning program which will benefit City of Columbia residents; to provide a mutual forum to identify, discuss, study and address local development issues and opportunities; to foster, develop and review policies, plans and priorities in order to ensure orderly growth, development, conservation and preservation; to furnish technical assistance to city government and its agents; and to review and coordinate federal, state and local programs that have an impact on the city.

Composition: This commission is comprised of nine (9) members. Appointees serve a three (3) year term with the possibility of one (1) re-appointment.

District Representation:

- District 1 – 1
- District 2 – 1
- District 3 – 3
- District 4 – 1
- Outside City Limits – 1

District Representation of Applicants:

There are nine **(9)** applications for consideration.

- District 1 – 0
- District 2 – 2
- District 3 – 4
- District 4 – 1
- Outside City Limits – 2

APPLICANTS

Wanda Cannon
 105 Rosewood Hills Drive
 Apt. 106
 Columbia, SC 29205
District 3

Disabled

Brian Dolphin
 825 Abelia Road
 Columbia, SC 29205
District 4

Senior Development Manager
 Columbia Museum of Art

Richard Cohn
 809 Hampton Creek Way
 Columbia, SC 29209
District 3

Cohn Construction
 809 Hampton Creek Way
 Columbia, SC 29209

Seeking Re-Appointment

Rodney S, Mills
 2020 Holt Drive
 Columbia, SC 29205
District 3

Mills Termite/Pest Control

Ann Eisenberg
 1100 Pulaski Street
 Apt. 424
 Columbia, SC 29201
District 2

Assistant Professor
 USC School of Law

William Gregg
 1407 Brentwood Drive
 Columbia, SC 29206
Outside City Limits

Property Manager
 Newmark Wilson Kibler

April James
 1301 Wonder Street
 Chapin, SC 29036
Outside City Limits
Business is located within city limits

Real Estate Owner/Broker
 iRealtyInternational LLC

Kaziah Howard
 115 Knox Abbott Drive #4001
 Cayce, SC 29033
Outside City Limits

Director of Business Development/Owner
 Society 54/Rips Consulting Group

Isabelle Mandell
 920 Maple Street
 Columbia, SC 29205
District 3

Psychologist/Consultant
 Self-Employed

CURRENT MEMBERS**APPOINTED****STARTS****ENDS**

Joshua McDuffie
2417 Marion Street
Columbia, SC 29205
District 3

09/20/2016

12/01/2016

12/31/2019

Project Manager
Sumwalt Associated
3800 Forest Drive
Columbia, SC 29205

LaTrell Harts
2308 Adams Street
Columbia, SC 29203
District 2

06/07/2016

07/01/2016

06/30/2019

Instructional Assistant
Richland One School District

John Taylor – **WILL EXPIRE**
1127 Williams Street
Columbia, SC 29201
District 2

05/15/2012

06/01/2012

05/31/2015

05/19/2015

06/01/2015

06/30/2018

LTC Associates, Inc.
912 Lady Street
Columbia, SC 29201

Brian Stern - **RESIGNED**
601 Main Street # 317
Columbia, SC 29201
District 2

09/17/2013

10/01/2013

10/31/2016

09/20/2016

11/01/2016

12/31/2019

Real Estate Developer
Stern & Stern
8910 Two Notch Road
Columbia, SC 29223

<u>CURRENT MEMBERS</u>	<u>APPOINTED</u>	<u>STARTS</u>	<u>ENDS</u>
James Frost II 2305 Lincoln Street Columbia, SC 29201 District 1 Engineer Alliance Consulting Engineers, Inc. P.O. Box 8147 Columbia, SC	09/20/2016	11/01/2016	12/31/2019
April James -WILL EXPIRE 7 Spotswood Court Columbia, SC 29210 Outside City Limits Commercial Real Estate Brooker iRealty International LLC 3201 Broad River Road Columbia, SC 29210	05/19/2015	06/01/2015	6/30/2018
Richard Cohn- EXPIRED 809 Hampton Creek Way Columbia, SC 29209 District 3 Cohn Construction 809 Hampton Creek Way Columbia, SC 29209	05/17/2011 04/22/2014	05/17/2011 05/17/2014	05/17/2014 05/17/2017
Dale Stigamier 5912 Hampton Leas Lane Columbia, SC 29209 District 3 Integrity Real Estate Advisors 600 Lawand Drive. Ste. 201 Columbia, SC 29210	02/18/2014 04/04/2017	02/18/2014 04/05/2017	02/28/2017 05/01/2020

<u>CURRENT MEMBERS</u>	<u>APPOINTED</u>	<u>STARTS</u>	<u>ENDS</u>
Earl Craig Waites, Jr. 738 Abelia Road Columbia, SC 29205 District 4	02/18/2014 04/04/2017	02/18/2014 04/05/2017	02/28/2017 05/01/2020
Colliers International P.O. Box 11610 Columbia, SC 29211			
