

AGENDA
LEXINGTON COUNTY COUNCIL

Committee Meetings

Tuesday, April 26, 2005

Second Floor - County Administration Building

212 South Lake Drive, Lexington, SC 29072

Telephone - 803-785-8103 -- FAX 803-785-8101

3:30 p.m. - 4:00 p.m. - Planning and Administration

- (1) County Employee Handbook Revisions - Attorney Mike Malone- Malone, Thompson and Summers, LLC **A**
- (2) Procurement Procedures Evaluation and Recommendation - Procurement - Tim James, Chairman, Procurement Study Committee **B**
- (3) Old Business/New Business
- (4) Adjournment

4:00 p.m. - 4:05 p.m. - Justice

- (1) Justice Assistance Grant (JAG) - Sheriff's Department - Chief Keith Kirchner **C**
- (2) Old Business/New Business
- (3) Adjournment

4:05 p.m. - 4:15 p.m. - Health & Human Services

- (1) Emergency Shelter Grant Program - Intensive Outpatient Counseling and Housing for Women - Mr. Arnold Evans, Director - South Carolina Choices, Inc. **D**
- (2) Old Business/New Business
- (3) Adjournment

4:15 p.m. - 4:20 p.m. - Committee of the Whole

- (1) Battle for Columbia, Living History Event **E**
- (2) Old/Business/New Business
- (3) Adjournment

Planning & Administration

J. Owens, Chairman
J. Jeffcoat, V Chairman
J. Carrigg, Jr.
B. Derrick
D. Summers
B. Rucker

Justice

S. Davis, Chairman
T. Cullum, V Chairman
J. Owens
B. Keisler
B. Rucker

Health & Human Services

J. Carrigg, Jr., Chairman
D. Summers, V Chairman
J. Owens
B. Keisler
J. Jeffcoat
B. Rucker

Committee of the Whole

B. Rucker, Chairman
T. Cullum, V Chairman
B. Derrick
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J. Owens

AG E N D A
LEXINGTON COUNTY COUNCIL

Tuesday, April 26, 2005

Second Floor - Council Chambers - County Administration Building

212 South Lake Drive, Lexington, South Carolina 29072

Telephone - 803-359-8103 FAX - 803-359-8101

4:30 P.M. - COUNCIL CHAMBERS

Call to Order/Invocation

Pledge of Allegiance

Employee Recognition - Art Brooks, County Administrator

(1) Employee of the 1st Quarter for 2005

Presentation of Resolution

(1) Lowell C. "Butch" Spires Presented by Chairman Rucker

Resolutions **F**

- (1) Bryson M. Summers
- (2) Evelyn L. Faulk
- (3) Herbert J. Hames
- (4) June 2005 National Homeownership Month
- (5) Lexington County Peach Festival

Appointments **G**

Bids/Purchases/RFPs

- (1) Breathing Air Cascade System Accessories - Public Safety/Fire Service **H**
- (2) MSA Equipment - Sole Source Procurement - Public Safety/Fire Service **I**
- (3) Refurbish Fire Service Training Props - Public Safety/Fire Service **J**
- (4) Backhoe Replacement - Public Works **K**
- (5) Middlefield Roads, Eau Claire Drive, Scrub Oak Road, and Bachman Road - Public Works **L**
- (6) Door Security Equipment - West Columbia Fire Department and Cayce Department of
Public Safety - Sheriff's Department **M**
- (7) Emergency Equipment for Marked Vehicles - Sheriff's Department **N**

Chairman’s Report

Administrator’s Report

Ordinance

- (1) Ordinance 05-04 - FY 2005-06 General and Non-General Fund Budgets - 1st Reading
by Title **O**

Committee Reports

Planning & Administration, J. Owens, Chairman

- (1) Zoning Map Amendment M05-02 - North Lake Drive Between Elton Mectze Lane and
Regency Drive - 2nd Reading **P**

Justice, S. Davis, Chairman

- (1) Justice Assistance Grant (JAG) - Sheriff’s Department - **(Tab C)**

Health & Human Services, J. Carrigg, Jr., Chairman

- (1) Emergency Shelter Grant Program - Intensive Outpatient Counseling and Housing for
Women - **Tentative - (Tab D)**

6:00 P.M. - Public Hearings

- (1) Ordinance 05-02 - An Ordinance Adopting a Supplemental Appropriation for Fiscal Year
2004-2005 **Q**

Budget Amendment Resolutions

OLD BUSINESS/NEW BUSINESS

EXECUTIVE SESSION/LEGAL BRIEFING

MATTERS REQUIRING A VOTE AS A RESULT OF EXECUTIVE SESSION

ADJOURNMENT

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COUNTY OF LEXINGTON

Procurement Services

MEMORANDUM

(O) 785-8166

(F) 785-2240

DATE: April 18, 2005

TO: Art Brooks
County Administrator

FROM: Sheila R. Fulmer, CPPB
Procurement Manager



SUBJECT: Procurement Procedures Evaluation and Recommendation

As a directive from County Council, Administration developed a committee to review current procurement procedures in an effort to streamline small purchases that are made under the \$1,500.00 limit. This committee consisted of:

Art Brooks, County Administrator
Tim James, Deputy County Administrator
Larry Porth, Director of Finance
John Fechtel, Director of Public Works
Sheila Fulmer, Procurement Manager
Jim Schafer, Director of Information Services
Phil Hughes, Programmer Analyst
Beth Carrigg, Clerk of Court
Marsha Moore, Chief Deputy Clerk of Court
Judge Gary Reinhart, Chief Magistrate
Judge Marc Westbrook, 11th Judicial Circuit Judge
Jeff Anderson, County Attorney
Major Scott Prill, Director of Administration - Sheriff's Department

This committee discussed several methods that could possibly assist departments in obtaining needed items in a more expeditious manner.

- ◆ We revisited the utilization of the procurement card. Council approved the use of the procurement card on a very limited basis in March 1999. Attached you will find a revised procurement card manual. The major changes include all cards have to be approved by the County Administrator. There shall be no individual transaction limit, but rather a \$500.00 per month limit on each card, with the option to adjust limits based on demonstrated needs. There is specific detail describing what can and cannot be purchased with the procurement card. In essence, the procurement card is to be utilized for emergency purchases, or for those purchases to vendors that do not recognize the County's purchase order process.
- ◆ The County currently uses the Over-The-Counter purchase orders. This tool is currently used by certain departments and has a limit of \$200.00 per purchase order. This is typically used by Public Works, Fleet Services, Building Services and the Sheriff's Department for emergencies. We feel that this could be expanded to other departments to assist in their

needs.

- ◆ The committee discussed the dollar limits associated with items that require Council's approval. The current ordinance states that all purchases/contracts in excess of \$25,000.00 shall require Council's approval, however, a directive was given in 2003 that all Capital items over \$5,000.00 must have Council's approval. During the months that only have one council meeting causes even more of a delay in the receipt of goods and services. The committee requests that Council revisit this requirement in an effort to streamline those capital purchases above \$5,000.00.
- ◆ With the availability of secure fiber in most areas of the County, we would like to begin exploring the option of on-line requisitioning.
- ◆ Continuation of a quarterly meeting for this committee to review procurement procedures for a fluid and growing County

It is the request of this committee to implement the procurement card program as outlined, expand the usage of the Over-the-Counter purchase orders, and revise the purchasing limits that require Council's approval. We further recommend that this information be placed on County Council's agenda for consideration for their next scheduled meeting on April 26, 2005

Attachment

copy: Committee Members

COUNTY OF LEXINGTON
PROCUREMENT CARD PROGRAM
CARDHOLDER MANUAL

April, 2005

Sheila R. Fulmer, CPPB
Procurement Manager

Introduction

Welcome to the County of Lexington's Procurement Card Program. This program is designed to assist departments with low-dollar emergency purchases and/or purchases from vendors that may not accept purchase orders from the County.

The success of the Procurement Card Program and its continuing use depends on your participation and cooperation. Please be sure to read and follow the program guidelines as specified within this manual.

What is the Procurement Card?

The Procurement Card is a Visa credit card issued by the Contracted Bank. It is a flexible purchasing tool which offers an alternative to the existing purchasing process for small dollar items. The card is to be used only for official purchases.

The Visa Procurement Card will enable you to purchase non-restricted commodities, by telephone or in person, directly from the vendors. It will reduce the need for issuing low dollar purchase orders, many blanket purchase orders, small purchase vouchers and the use of many direct expenditure vouchers.

The Visa Procurement Card will be issued in the employee's name and the "County of Lexington" clearly indicated on the card. The Procurement Card will be welcomed by vendors who accept VISA. When they accept the card for business purchases, vendors need not send invoices to Lexington County, and they will receive payment directly from the contracted bank within 48 hours.

PARTIES INVOLVED

Card Issuer - The Contracted Bank's services include issuing Visa Procurement Cards to Lexington County employees, providing electronic transaction authorizations, and billing Lexington County for all purchases made on the cards.

County of Lexington - Arranges with the card issuer, to have Procurement Cards issued to approved employees and agrees to accept liability for the employees' use of the cards.

Department Head - County of Lexington official who must approve employee's request for a Procurement Card, assign Departmental Liaison, designate default accounting code for purchases on the Procurement Card, and submit application to the Procurement Card Administrator. Department Head approval delegates transaction authority to the Cardholder.

Departmental Liaison - An employee in each department designated by the Department Head to be responsible for reviewing transactions of individual Cardholders to make sure the transactions are legitimate business expenses and are classified appropriately

Procurement Card Administrator - The central Administrator located in the County's Procurement Division who coordinates the Procurement Card program for Lexington County and acts as the County's intermediary in correspondence with the card issuer.

Cardholder - An employee of Lexington County who is approved by his/her Department Head and the County Administrator to use the Procurement Card to execute purchase transactions on behalf of Lexington County.

Vendor - The merchant from whom a Cardholder is making a purchase.

Cardholder Eligibility

Criteria to receive a Procurement Card is as follows:

- Applicant must be an employee of the County of Lexington.
- Applicant's request for a Procurement Card must be approved by his/her Department Head and the County Administrator
- Applicant must be assigned a Departmental Liaison selected by his/her Department Head.
- Employee must attend a training session before he/she may be issued a Procurement Card.
- Each individual Cardholder must sign a Cardholder Agreement (Attachment 1) in the presence of the Procurement Card Administrator or Department Head and retain on file by the Procurement Card Administrator

CARDHOLDER RESPONSIBILITIES

The Cardholder must use the Procurement Card for legitimate business purposes only. The Procurement Card shall not be used to purchase items that are stocked at Central Stores, or items that are covered under an existing County Contract. Fixed asset (Capital-5A account) items shall not be purchased through the procurement card. Individual Departments shall not use the Procurement Card for any Information Technology (IT) equipment repairs. These repairs shall continue to be directed through the Information Services Department. The Procurement Card shall not be used for travel, registration fees, entertainment, cash and other categories as included in the Listing of Blocked Vendors (Attachment 3). Funds must be available from the proper account prior to conducting any procurement card transaction. Misuse of the card will subject Cardholder to disciplinary action. The Cardholder must:

- Strive to obtain the best value for any credit card purchase.
- Follow the established Policies and Procedures for the use of the Procurement Card
- Ensure the Procurement Card is used for legitimate business purposes only.
- Maintain the Procurement Card in a secure location at all times
- Not allow other individuals to use their Procurement Card
- Adhere to the purchase limits and restrictions of the Procurement Card and ensure the total monthly transaction amount does not exceed \$500
- Ensure all receipts are itemized to include appropriate sales tax.
- Obtain and reconcile all sales slips, register receipts, and/or Procurement Card slips to the Bank's Cardholder statement and provide same to Departmental Liaison for reconciliation, approval and allocation of transactions
- Attempt to resolve disputes or billing errors directly with the vendor and notify the Contracted Bank if the dispute or billing error is not satisfactorily resolved by faxing the Bank the required Dispute Form (Attachment 2)
- Ensure that an appropriate credit for the reported disputed item or billing error appears on a subsequent Cardholder statement.
- Not accept cash in lieu of a credit to the Procurement Card account
- Immediately report a lost or stolen card to the Contracted Bank at 1-800-538-8788 (24 hours a day, 365 days a year)
- Immediately notify Departmental Liaison of a lost or stolen Procurement Card at the first opportunity during normal business hours.
- Return the Procurement Card immediately to the Procurement Card Administrator upon terminating employment with the County of Lexington, or transferring Departments within the County, or at the request of the Procurement Card Administrator for misuse
- Report erroneous and emergency transaction needs to the Departmental Liaison during normal business hours.

DEPARTMENTAL LIAISON RESPONSIBILITIES

Each Department Head must designate one or more Departmental Liaisons for his/her department. The Department Head will assign a Departmental Liaison for each Procurement Card application approved for his/her employees. The Departmental Liaison must receive training before any employees in the department may receive a Procurement Card. Responsibilities include.

- Reviewing vendor receipts attached to the Bank's Cardholder statements.
- Retaining all Cardholder charge slips and receipts for audit by internal and external auditors.
- Reviewing Cardholder transactions on the monthly Department report distributed by the Procurement Card Administrator.
- Identifying transactions which require the submission of use tax to the South Carolina Department of Revenue.
- Submit audited and approved monthly bill for Department Head approval and forward to Procurement Card Administrator. All paperwork must be submitted to the Procurement office no later than the 10th of the month.
- Attempting to resolve any disputes with vendor and/or the Contracted Bank not resolved by Cardholder.
- Notifying Procurement Card Administrator in 3 to 5 days of any unresolved disputes, noting the reason for dispute
- Notifying Procurement Card Administrator of lost or stolen cards
- Requesting Procurement Card Administrator to cancel a Cardholder's card (e.g. terminated employees, transferring departments, loss of Procurement Card privileges) as approved by Department Head.
- Collecting canceled cards from Cardholders and forwarding to Procurement Card Administrator.
- Assisting Cardholders with erroneous declines and emergency transactions.

PROCUREMENT CARD ADMINISTRATOR RESPONSIBILITIES

The Procurement Office will assign a Procurement Card Administrator to be responsible for the over-all Procurement Card program. Responsibilities include:

- County of Lexington liaison with The Contracted Bank
- Utilizing InfoSpan Software from The Contracted Bank.
- Reviewing Department approved applications for completeness of required information.
- Submitting completed application to The Contracted Bank and receiving Procurement Card from The Contracted Bank.
- Training Departmental Liaisons before releasing Procurement Cards.
- Training Cardholder before releasing Procurement Card.
- Having Cardholder sign Cardholder Agreement (Attachment 1), signifying agreement with the terms of the Procurement Card program
- Handling disputed charges/discrepancies not resolved by Cardholder or Departmental Liaison
- Securing revoked Procurement Cards and submitting information to The Contracted Bank.
- Reviewing usage of Procurement Card data for appropriateness prior to submitting to Finance for payment.
- Ensuring that lost stolen cards have been blocked by The Contracted Bank
- Assisting the Departmental Liaison with erroneous declines and emergency transactions

1. Requirements For Receiving a Procurement Card

Before receiving a Procurement Card, you are required to sign The County of Lexington Procurement Card Cardholder Agreement (Attachment 1). By signing this agreement, you indicate that you understand the intent of the program, and will comply with all guidelines of this Manual as well as County of Lexington Policies and Procedures relating to the expenditure of County funds.

2. Procurement Card Maintenance and Closure

All contact with The Contracted Bank for card set up, maintenance and closure (except for reporting lost or stolen cards) will be handled by the Procurement Card Administrator who is located in the Procurement Department. Discrepancies, however, are handled by Department Liaison.

The Procurement Card Administrator is required to close an account if a Cardholder: a) transfers to a different department, b) moves to a new job in which a Procurement Card is not required, c) terminates employment or d) for any of the following reasons which will also subject Cardholder to disciplinary action:

- The Procurement Card is used for personal or unauthorized purposes.
- The Procurement Card is used to purchase alcoholic beverages or any substance, material, or service which violates policy, law or regulation pertaining to the County of Lexington.
- The Cardholder allows the card to be used by another individual.
- The Cardholder splits a purchase to circumvent the limitations of the Procurement Card.
- The Cardholder uses another Cardholder's card to circumvent the purchase limit assigned to either Cardholder or the limitations of the Procurement Card
- The Cardholder fails to provide Departmental Liaison with required receipts.
- The Cardholder fails to provide, when requested, information about any specific purchase.
- The Cardholder does not adhere to all of the Procurement Card policies and procedures.

A request for closing a Cardholder account will be submitted to The Contracted Bank by the Procurement Card Administrator. *If a plastic card exists for the Procurement Card account being closed, you should return it to your Departmental Liaison immediately.*

3. Procurement Card Use

The card works just like your personal credit card, except all charges are paid in full by the County of Lexington. It is to be used for the purchase of small dollar items and in emergency situations only. Emergency Purchases shall be defined by the County's Procurement Procedures and Regulations Manual and the Lexington County Code of Ordinances Section 2-336. In addition, the following procurement card standard use policies apply.

- Funds must be available from the proper account prior to conducting any procurement card transaction.
- Making multiple purchases or splitting of purchases to circumvent purchasing limits is strictly prohibited.
- County of Lexington spending parameters for each Procurement Card issued are set at \$500 per month per card. The County of Lexington may adjust limits as determined by demonstrated need.

- *The Procurement Card may not be used to purchase:*

- Items or like items that are stocked at Central Stores.
- Items that are covered under an existing County Contract;
- Capital items that normally would receive an asset tag number;
- IT equipment, services, parts, repairs or supplies,
- Certain types of vendors will be blocked from Procurement Card use. Among these are travel, registration fees, entertainment, and cash transactions. Please refer to the listing in the back of this manual for the types of vendors at which the Procurement Card may not be used (See Attachment 3). Transactions will be blocked at the point-of-sale level.

4. Procurement Card/Account Number Security and Storage

Cardholder should always treat the County of Lexington Procurement Card with at least the same level of care as one does their own personal credit cards. The card should be maintained in a secure location and the card account number should be carefully guarded. The only person entitled to use the card is the person whose name appears on the face of the card. The card may not be lent to another person for any reason.

The Cardholder assigned to each Procurement Card will maintain the vendor receipts/packing slips/charge slips for reconciliation with the monthly billing statement for submittal to the Departmental Liaison. All other documentation concerning the Procurement Card program will be maintained by the Procurement Card Administrator located in the County of Lexington Procurement Department. This documentation includes, but is not limited to, applications, Cardholder Agreements, agency billing statements, reconciliation of accounting statements, InfoSpan programs, and copies of transmittals and correspondence with The Contracted Bank.

5. Cardholder Liability

The Procurement Card is a corporate charge card and will not affect your personal credit. It is your responsibility to ensure that the card is used within stated guidelines of this Manual. Failure to comply with program guidelines may result in permanent revocation of the card, notification of the situation to management, and/or disciplinary action, up to and including termination of employment. Employees who are found to have inappropriately used the Procurement Card may be required to reimburse the County of Lexington for all costs associated with such improper use.

6. Lost, Misplaced or Stolen Procurement Cards

Report any lost or stolen Procurement Card immediately to The Contracted Bank toll-free at 1-800-538-8788. The Contracted Bank representatives are available to assist you 24 hours a day, 365 days a year. Be sure to notify your Department Liaison about the lost or stolen card at the first opportunity during normal business hours.

7. Completing a Procurement Card Transaction

Follow these general guidelines when using your card or account number to make a purchase:

- Determine if the intended supply purchase is within spending and vendor guidelines.
- For face to face transactions provide the vendor with your Procurement Card plastic or for telephone orders give the vendor your account number and expiration date.

- Obtain a copy of the charge slip, itemized sales receipt and/or packing slips and reconcile to the Contracted Bank Cardholder statement.
- Provide Cardholder statement with attached receipts to Departmental Liaison.
- If order is by telephone or fax, provide Departmental Liaison with a copy of the order blank or description of the order.

8. Erroneous Declines

There may be certain situations when a vendor receives a decline message when processing your Procurement Card transaction. If you do not know the reason for the decline, contact The Contracted Bank at 1-800-538-8788 for an explanation. If the decline was in error, the Cardholder should immediately contact the Procurement Card Administrator for assistance. If purchase is being made outside of normal business hours, the employee must find an alternate payment method or terminate the purchase and contact the Procurement Card Administrator during normal hours.

9. Emergency Transactions

Emergency transactions over \$500 may not be handled with the Procurement Card. For any transaction which does not meet the spending controls assigned to the card, the Cardholder must contact the Procurement Office for assistance.

10. Credits

The vendor should issue a credit to your card account for any item they have agreed to accept for return. This credit will appear on a subsequent statement. *Under no circumstances should you accept cash in lieu of a credit to the Procurement Card account.*

11. Disputes & Billing Errors

You should always attempt to resolve any disputes or billing errors directly with the vendor. In most cases, the vendor will issue a credit to the card account. If an agreement cannot be reached with the vendor, you should contact The Contracted Bank at 1-800-538-8788. The Contracted Bank may request you to mail or fax to 1-800-253-5846 a signed Dispute Form to document the reason for the dispute. The Contracted Bank Dispute Form is included as an attachment to this manual (Attachment 2).

Nearly all issues can be resolved using this process. If you are unable to obtain an acceptable resolution, the Cardholder must contact the Departmental Liaison for assistance. The total amount billed by The Contracted Bank will be charged to the individual departmental accounts and credits for disputed transactions will be posted to departmental accounts when credit appears on The Contracted Bank billing.

12. Sales and Use Tax

Purchases From Vendors Located In South Carolina - The vendor is responsible for collecting retail sales tax at the point of sale. The amount of sales tax should be indicated on the receipt provided by the vendor.

Purchases From Vendors Located Outside South Carolina - If sales tax is paid in another state, a use tax credit is allowed for the County of Lexington, therefore, no South Carolina tax is due. The individual receipt provided by the vendor should indicate whether any out-of-state sales tax has been collected at the point of sale.

Should no tax be charged or the amount of tax charged be less than the amount required by the State of South Carolina, the Departmental Liaison will notify the Procurement Card Administrator in order for the proper amount to be submitted to the SC Department of Revenue.

13. Audit Assistance

Your Department Liaison and the Procurement Card Administrator will perform periodic audits of your compliance with the guidelines of the Procurement Card program, County of Lexington policies and procedures relating to the expenditure of County funds as well as Cardholder statements and other required documentation.

14. Customer Service

The Contracted Bank's Customer Service is available 24 hours a day, 365 days a year at 1-800-538-8788 for

- Reporting a lost or stolen card
- Disputes or billing errors
- Account information

For all other questions or issues, please contact the Departmental Liaison.

ATTACHMENT 1

County of Lexington Procurement Card CARDHOLDER AGREEMENT
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Requirements For Use

The Procurement Card is to be used only to make purchases at the request of and for the legitimate business benefit of the County of Lexington.

The Procurement Card must be used in accordance with the provisions of the Procurement Card Program policies and procedures established by the County of Lexington

Violations of these requirements as determined by the County Administrator will result in revocation of use privileges and/or disciplinary action, up to and including termination of employment (when applicable). Employees who are found to have inappropriately used the Procurement Card will be required to reimburse the County of Lexington for all costs associated with such improper use.

Procurement Card Account Number. _____

Monthly Credit Limit: _____

Recommended by:

Department Head Signature	Date	Print Department Head Name
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Cardholder Signature	Date	Print Cardholder Name
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Approved by:

County Administrator	Date
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Issued by:

Procurement Card Administrator	Date
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ATTACHMENT 2

Authorized by _____
Cardholder Signature _____

The Contracted Bank

Phone 1-800-538-8788, Fax 1-800-253-5846 Attn.: Commercial Card Services

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County of Lexington

Department: _____

Cardholder Name: _____

Cardholder Account Number: _____

Statement Date	Transaction Date	Merchant Name/Description
Amount	Posting Date	Reference Number

Check the description most appropriate to your dispute. If you have any questions, contact The Contracted Bank at 1-800-538-8788.

- _____ 1 **Alteration of Amount:**
 The amount of the sales draft has been altered from \$ _____ to \$ _____
 (Please include copy of sales draft)
- _____ 2 **Unauthorized Mail or Phone Order:**
 I certify the charge listed above was not authorized by me or any person authorized by me to use this account. I have not ordered merchandise by phone or mail, or received goods and services as represented above.
- _____ 3 **Cardholder Dispute:**
 I did participate in the above transaction, however, I dispute the entire charge, or a portion, in the amount of \$ _____ because. _____
- _____ 4 **Credit Not Received:**
 The merchant has issued me a credit slip for the transaction listed above, however, the credit has not posted to my account. The date on the voucher is between 30 and 90 days old. (Please include a copy of the credit voucher.)
- _____ 5 **Inprinting of Multiple Slips:**
 The above transaction represents multiple billing to my account. I only authorized one charge from this merchant for \$ _____. I am still in possession of my card.
- _____ 6 **Merchandise Not Received:**
 My account has been charged for the above transaction, but I have not received this Merchandise. I have contacted the merchant.
- _____ 7 **Merchandise Not Received:**
 My account has been charged for the above transaction, but I have since contacted this merchant and canceled the order. I will refuse delivery should the merchandise still be sent.
- _____ 8 **Merchandise Returned:**
 My account has been charged for the transaction listed above, but the merchandise has been returned. Provide a description of the circumstances. (Please include postal receipt if applicable.)
- _____ 9 **Inadequate Description/Unrecognized Charge:**
 I do not recognize this charge. Please supply a copy of the sales draft for my review.
- _____ 10 **I am no longer disputing this charge**

ATTACHMENT 3

LISTING OF BLOCKED VENDORS

3000 - 3299	Airlines
3351 - 3440	Automobile Rentals
3501 - 3722	Hotels and Motels
4011	Railroads
4111	Local/Suburban Commuter Passenger Transportation, Including Ferries
4112	Passenger Railways
4119	Ambulance Services
4121	Taxicabs/Limousines
4131	Bus Lines, Including Charter, Tour Buses
4411	Steamship/Cruise Lines
4457	Boat Rentals and Leases
4468	Marinas, Marine Service & Supplies
4511	Airlines, Air Carriers (Not Elsewhere Classified)
4582	Airports, Flying Fields, Airport Terminals
4722	Travel Agencies
4723	TUI Travel
4761	Transportation/Travel-Related Arrangement Services-Mail or Telephone Order (Excluding Travel Agencies)
4784	Toll and Bridge Fees
4789	Transportation Services (Not Elsewhere Classified)
4821	Telegraph Services
4829	Wire Transfer - Money Orders
6010	Financial Institutions - Manual Cash Disbursements
6011	Financial Institutions - Automated Cash Disbursements
6012	Financial Institutions - Merchandise & Svcs.
6051	Non-Financial Institutions -- Foreign Currency, Money Orders (not wire transfer), and Travelers Cheques
6211	Security Brokers/Dealers
6300	Insurance Sales & Underwriting
6381	Insurance Premiums
6399	Insurance (Not Elsewhere Classified)
6611	Overpayments
6760	Savings Bonds
7011	Lodging - Hotels, Motels, Resorts, Central Reservation Svcs., (Not Elsewhere Classified)
7012	Timeshares
7032	Sporting & Recreational Camps
7033	Trailer Parks & Camp Grounds
7512	Car Rental Agencies (Not Elsewhere Classified)
7513	Truck & Utility Trailer Rentals
7519	Motor Home & Recreational Vehicle Rentals
7995	Betting (Including Lottery Tickets, Casino Gaming Chips, Off-track Betting & Wagers)

COUNTY OF LEXINGTON
FINANCE DEPARTMENT

interoffice
MEMORANDUM

to: County Council

from: Kristi Hornsby, Manager of Grants Administration

subject: Justice Assistance Grant (JAG)

date: April, 19 2005

The Sheriff's Department is requesting your approval to apply for the Edward Byrne Memorial Justice Assistance Grant (JAG). Lexington County is eligible to receive \$72,611. The funds can be used for technical assistance, training, equipment, supplies, contractual support, and information systems for criminal justice.

The deadline for this grant was March 31, but the County has been given an extension. Due to the urgency of this deadline, the Sheriff's Department is requesting your immediate response.

There is no county match required. There are no personnel costs funded by this grant.



Edward Byrne Memorial
Justice Assistance Grant

JAG

FY 2005 Local Solicitation

Eligibility

Units of local government appearing on the *FY 2005 Units of Local Government List* are eligible to apply for JAG funds. To view this list, go to www.ojp.usdoj.gov/BJA/grant/jagallocations.html.

GMS Application Deadline

All JAG applications are due on or before 8:00 p.m. EST on March 31, 2005.

For assistance with the JAG solicitation, contact:

Timothy S. Wight, Associate Deputy Director, Programs Office, at Timothy.Wight@usdoj.gov or
Matthew D. Hanson, Director's Special Assistant for Administration, at Matthew.Hanson@usdoj.gov.

ABOUT OJP

The Office of Justice Programs (OJP), U.S. Department of Justice, was created in 1984 to provide federal leadership in developing the nation's capacity to prevent and control crime, administer justice, and assist crime victims. OJP carries out this mission by forming partnerships with other federal, state, and local agencies, as well as national and community-based organizations. OJP is dedicated to comprehensive approaches that empower communities to address crime, break the cycle of substance abuse and crime, combat family violence, address youth crime, hold offenders accountable, protect and support crime victims, enhance law enforcement initiatives, and support advancements in adjudication. OJP also works to reduce crime in Indian Country, enhance technology use within the criminal and juvenile justice systems, and support state and local efforts through technical assistance and training.

ABOUT BJA

The Bureau of Justice Assistance (BJA), Office of Justice Programs, U.S. Department of Justice, supports law enforcement, courts, corrections, treatment, victim services, technology, and prevention initiatives that strengthen the nation's criminal justice system. BJA provides leadership, services, and funding to America's communities by emphasizing local control; building relationships in the field; developing collaborations and partnerships; promoting capacity building through planning; streamlining the administration of grants; increasing training and technical assistance; creating accountability of projects; encouraging innovation; and ultimately communicating the value of justice efforts to decision makers at every level.

ABOUT JAG

Proposed to streamline justice funding and grant administration, the Edward Byrne Memorial Justice Assistance Grant (JAG) Program allows states, tribes, and local governments to support a broad range of activities to prevent and control crime based on their own local needs and conditions. JAG blends the previous Byrne Formula and Local Law Enforcement Block Grant (LLEBG) Programs to provide agencies with the flexibility to prioritize and place justice funds where they are needed most.

Formula

The JAG formula includes a *state allocation* consisting of a minimum base allocation with the remaining amount determined on population and Part 1 violent crime statistics, and a *direct allocation* to units of local government. Once the state allocation is calculated, 60% of the funding is awarded to the state and 40% to eligible units of local government. State allocations also have a *variable pass through* requirement to locals, calculated by the Bureau of Justice Statistics (BJS) from each state's crime expenditures.

Purpose Areas

JAG funds can be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice for any one or more of the following purpose areas:

- Law enforcement programs
 - Prosecution and court programs
 - Prevention and education programs
 - Corrections and community corrections programs
 - Drug treatment programs
 - Planning, evaluation, and technology improvement programs
- ★ Any law enforcement or justice initiative previously eligible for funding under Byrne or LLEBG is eligible for JAG funding.

Responsibilities

The chief executive officer of an eligible unit of local government or a local agency designated by the chief executive officer must apply for JAG funds. A unit of local government receiving a JAG award will be responsible for the administration of the funds including distributing the funds; monitoring the award; submitting reports including performance measure and program assessment data; and providing ongoing assistance to any subrecipients of the funds.

Administrative Funds

A unit of local government may use up to 10 percent of the award for costs associated with administering JAG funds.

Eligibility

Units of local government appearing on the *FY 2005 Units of Local Government List* established by BJS are eligible to apply for JAG funds. For JAG program purposes, a unit of local government is: a town; township; village; parish; city; county; or other general purpose political subdivision of a state; or a federally recognized Indian Tribe or Alaskan Native organization that performs law enforcement functions as determined by the Secretary of the Interior. In Louisiana, a unit of local government means a district attorney or a parish sheriff. For a listing of eligible units of local government, go to www.ojp.usdoj.gov/BJA/grant/jagallocations.html

Disparate Certification

A disparate allocation occurs when a constituent unit of local government is scheduled to receive one and one half times more (four times more for multiple units of local government) than another constituent unit(s), while the other unit of local government bears more than 50% of the costs of prosecution or incarceration that arise for Part 1 violent crimes reported by the geographically constituent unit(s). JAG disparities are certified by the Director of BJA, based in part on input from the state's Attorney General. For a listing of disparate jurisdictions, go to www.ojp.usdoj.gov/BJA/grant/jagallocations.html.

- Jurisdictions certified as disparate must submit a **joint application** for the aggregate of funds allocated to them, specifying the amount of the funds that are to be distributed to each of the units of local government and the purposes for which the funds will be used. The units of local government involved may establish a joint advisory board to carry out the joint application process. When beginning the JAG application process, a Memorandum of Understanding (MOU) must be completed, signed, and faxed to OJP, indicating who will serve as the applicant/fiscal agent for the joint funds. MOUs must be faxed to 202-354-4147, with the OJP Grants Management System (GMS)-generated application number printed on each page. For a sample MOU, go to www.ojp.usdoj.gov/BJA/grant/05JAGMOU.pdf

Application Reviews

The eligible unit of local government applying for a JAG award must make the grant application available for review to the governing body of the unit of local government or an organization designated by that governing body not fewer than 30 days before the application is submitted to BJA. Also, the unit of local government must provide an assurance that the application or any future amendment was made public and an opportunity to comment was provided to citizens and to neighborhood or community organizations to the extent applicable law or established procedure makes such an opportunity available.

Supplanting

Federal funds must be used to supplement existing funds for program activities and cannot replace, or supplant, nonfederal funds that have been appropriated for the same purpose.

Award Amount

Of the 40% allocated for direct awards to units of local government from the total JAG appropriation, funds will be allocated and awards made to units of local government by BJA based on the same ratio to such share as the average annual number of Part 1 violent crimes reported by the unit to the Federal Bureau of Investigation (FBI) for the 3 most recent calendar years for which data is available bears to the number of Part 1 violent crimes reported by all units of local government in the state to the FBI for such years.

- For FY 2005, 2006, and 2007, BJA will allocate the local amount to units of local government in the same way the LLEBG program amount was allocated among reporting and nonreporting units of local government.
- If the allocation to a unit of local government is less than \$10,000, the direct JAG award to the state will be increased by the total amount of such allocations to be distributed among state police departments that provide criminal justice services to units of local government and/or to any units of local government whose allocation is less than \$10,000.

Length of Award

Awards are made in the first fiscal year of the appropriation and may be expended during the following 3 years, for a total of 4 years. Extensions beyond this period may be made on a case-by-case basis at the discretion of the Director of BJA.

Match

While match is not required with the JAG Program, match is an effective strategy for states and units of local government to expand funds and build buy-in for law enforcement and criminal justice initiatives.

Trust Fund

The unit of local government must establish a trust fund in which to deposit JAG funds. The trust fund may or may not be an interest bearing account.

Prohibited Uses

JAG funds cannot be used directly or indirectly for security enhancements or equipment to nongovernmental entities not engaged in criminal justice or public safety. Based on extraordinary and exigent circumstances making the use of funds essential, BJA may certify a unit of local government's request to use funds for:

- Vehicles, vessels, or aircraft
- Luxury items
- Real estate
- Construction projects, other than penal or correctional institutions

HOW TO APPLY

The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.738, titled "Edward Byrne Memorial Justice Assistance Grant Program." OJP requires that funding applications be submitted through the OJP Grants Management System (GMS). Faxed or mailed applications will not be accepted.

To access the system, go to <http://grants.ojp.usdoj.gov>. Applications submitted via GMS must be in one of the following formats: Microsoft Word (.doc), PDF file (.pdf), or text (.txt). If you experience difficulties at any point in this process, call the GMS Help Desk at 888-549-9901 between 7:30 a.m. – 9:00 p.m. EST. New GMS users must create a new account before submitting an application. All JAG applications are due on or before 8:00 p.m. EST on March 31, 2005.

Step 1: Signing On

- If you already have a GMS user ID, proceed to GMS sign in. Even if your organization already has a user ID, you will not be registered for the solicitation until you have signed onto GMS and entered the appropriate solicitation. To do so, please proceed to step 2.
- If you do not have a GMS user ID, select "New User?" Register Here." After you have completed all of the required information, click "Create Account" at the bottom of the page and note your user ID and password, which are case sensitive.
- A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. Individuals who would personally receive a grant or cooperative agreement from the federal government are exempt from this requirement. Organizations should verify that they have a DUNS number or take the steps necessary to obtain

one as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 800-333-0505.

Step 2: Selecting/Registering for the Program

- After you have logged onto the system using your user ID and password, click on "Funding Opportunities."
- Select "Bureau of Justice Assistance" from the drop-down list, and click "Search." This will narrow the list of solicitations within the Office of Justice Programs to those in BJA.
- From the list of BJA grants, find "FY 2005 Justice Assistance Grant Program," and click "Apply Online."
- Confirm that your organization is eligible to apply for this program by reading the text on the screen. If eligible, proceed by clicking "Continue."

Step 3: Completing the Overview Information

- Select the type of application you are submitting by choosing "Application Non-Construction" in the "Type of Submission" section
- Select "New" in the drop-down box for "Type of Application."
- If your state has a review and comment process under Executive Order 12372 (<http://policy.fws.gov/library/rgeo12372.pdf>), then select either "Yes" and enter the date you made this application available under that review or "N/A" because this program has not been selected by your state for such a review. If your state does not have such a process, then select "No Program Not Covered by E.O. 12372."
- Click "Save and Continue."

Step 4: Completing the Applicant Information

- Answer "Yes" or "No" to the question about whether your organization is delinquent on any federal debt.
- The rest of this page will prepopulate based on the information you submitted during the registration process. Check this information for accuracy and relevance to your organization, and make any needed changes.
- Click "Save and Continue."

Step 5: Completing the Project Information

- Provide a title that is descriptive of your project.
- List the geographic areas to be affected by the project.
- Enter a start date for the project that is on or after October 1, 2004 and an end date that is not more than 48 months later.
- Select all of the Congressional districts that are affected by this application. To select multiple districts, hold down the CTRL key while making your selections.
- Enter the grant amount in the federal line under the "Estimated Funding" section.
- Click "Save and Continue."

Step 6: Uploading the Attachments

- You will be asked to upload three attachments to the online application system. (See the Attachments section for detailed instructions.)

1. Program Narrative (Attachment 1)
2. Budget Narrative (Attachment 2)
3. Review Narrative (Attachment 3)

- Click "Attach" to upload these documents. A new window will open. To continue, click "Browse" and find the file on your computer or the network drive from which you wish to upload, then click on "Upload Your Document." A window that says "File Upload Successful" should appear. Next to the upload list, the notation should change to "Attachment OK." Repeat these steps for all three uploads.
- If you encounter any difficulties uploading your file, click on "Tips for Successful Upload." This document will explain the usual problems with uploading files and will help you through them.
- Click "Save and Continue."
- Depending on the size of the attachment and/or your computer's Internet connection, the uploading process can take several hours. The system will shut down promptly at the deadline. Incomplete applications will not be accepted and no exceptions will be granted.

Step 7: Completing the Assurances and Certifications

- You will need to accept both the assurances document and the certifications document. To do this, click on "Assurances" and "Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements."
- Read both documents. At the bottom of each one, click the "Accept" button.
- After you have accepted both documents, enter the correct personal information for the person submitting the application.
- Click the box next to the text at the bottom of the page to certify that the person submitting the application is authorized to accept these assurances and certifications.
- Click "Save and Continue."

Step 8: Reviewing the SF-424

- By answering the questions contained in GMS, you have completed the Standard Form 424 (SF-424) and other forms required to apply for grant funding. Take a moment to review the SF-424 to ensure that it is accurate.
- If you need to make changes to any portion of the application, simply click on that section along the left side of the screen. Be sure to click "Save and Continue" after making any changes.
- When you are sure that the information is accurate, click "Continue."

Step 9: Submitting the Application

- A list of application components will appear on the screen. It should say "Complete" before each component. If it says "Incomplete" then click on the word and it will take you back to the section that needs to be completed. An explanation of what is missing will be at the top of that screen.

ATTACHMENTS

Program Narrative (Attachment 1)

Applicants must submit a program narrative that generally describes the proposed program activities for the 4-year grant period. The narrative must outline the type of programs to be funded by the JAG award, and provide a brief analysis of the need for the programs. Narratives must also identify anticipated coordination efforts involving JAG and related justice funds. Certified disparate jurisdictions submitting a **joint application** must specify the amount of the funds that are to be distributed to each of the units of local government and the purposes for which the funds will be used.

Budget Narrative (Attachment 2)

Applicants must submit a budget narrative outlining how JAG administrative funds will be used to support and implement the program.

Review Narrative (Attachment 3)

Applicants must submit information documenting that their JAG application was available for review to the governing body-or organization designated by that body-not less than 30 days before the application was submitted to BJA. The attachment must also specify that an opportunity to comment was provided to citizens and neighborhood or community organizations to the extent applicable law or established procedure makes such an opportunity available

GMS APPLICATION DEADLINE

While JAG's implementing language [H.R. 3036] identifies that applications are to be submitted within 90 days after the date on which funds are appropriated for a fiscal year, BJA is providing units of local government with the opportunity to submit their applications on or before 8 00 p.m. EST on March 31, 2005.

QUESTIONS

For assistance with the JAG solicitation, call the JAG Help Line at 1-888-549-9901, Option 4 or e-mail Timothy S. Wight, Associate Deputy Director, Programs Office, at Timothy.Wight@usdoj.gov; or Matthew D. Hanson, Director's Special Assistant for Administration, at Matthew.Hanson@usdoj.gov

For assistance with GMS, contact the GMS Help Desk at 888-549-9901

Lexington County / South Carolina Choices, Inc.
Emergency Shelter Grant Program

April 19, 2005

Application deadline
5:00 PM, May 6

Lexington County/South Carolina Choices, Inc. Emergency Shelter Grant Program

Section 1 Project Summary

Lexington County, in partnership with **South Carolina Choices, Inc.**, will provide a community-based shelter, open 24 hours a day, seven days a week, for up to five females who need a safe, supportive, drug-free environment in which to recover from addiction, with the assistance of the Emergency Shelter Grant. South Carolina Choices, Inc. is a non-profit organization designed to assist homeless individuals in recovery from addiction in improving their social, physical, intellectual, and spiritual condition in order to become productive members of society. South Carolina Choices, Inc. offers access to housing, addictions counseling, legal services, health care, child care, food, clothing, furniture, job assistance, and job training. An on-site computer lab, with a tutor, allows clients the opportunity to participate in GED-SAT-LSAT study and online job searches.

The location of the shelter, **Miss Kerry's Place**, is 268 Dreher Street, Lexington, SC, 29072. Miss Kerry's Place is a community-based shelter designed for females at least 18 years of age, who are chemically dependent and have begun the process of recovery. We will offer drug-free housing and specialized services to those females who need a safe, supportive environment in which to recover; interrupt involvement with a counter productive lifestyle; and increase the clients' focus on self-improvement, career/education planning, and life skills development. Ongoing assessment of individual needs will insure prompt referral to appropriate wraparound services; including medical care, dental care, mental health services, legal services, job assistance, and education in order to increase the clients' chances of success and reduce the financial burden on society. Due to the lack of public transportation in Lexington County, transportation will be provided to scheduled appointments for those residents who do not have available transportation.

The amount of ESGP funds being requested is \$60,300.00; matching resources already committed is \$81,200.00; the total cost of the project is \$141,500.00.

Section 2: Funding Sources & Past Performance

To date, Miss Kerry's Place has been funded in part by donations made possible through South Carolina Choices, Inc. These have been in the form of funds generated by fundraising events such as raffles, garage sales, and monetary donations from individuals

Section 3: Statement of Need

Miss Kerry's Place serves females who are at least 18 years of age, are chemically dependent, have successfully completed an inpatient treatment program for addiction, and need a safe, supportive environment in which to continue their recovery. It is located in the Town of Lexington and will serve the outlying areas of Lexington County in addition to the Town of Lexington. We will provide ongoing assessment of individual needs and prompt referral to appropriate wraparound services, in order to increase the clients' chances of success and reduce the financial burden on society. Miss Kerry's Place gives recovering females an opportunity to test new coping strategies and build on the positive aspects of their lives while remaining in a safe, supportive environment. Our focus is ongoing recovery, self-improvement, career/education planning, and life-skills development.

The only other shelter for recovering females in Lexington County is approximately 10 miles away. It is designed to accommodate 24 females for an average length of stay of 90 days. Their office hours are 8:00am until 5:00pm, with 24 hour staff supervision. Their scope of services includes initial assessment and evaluation, individual treatment planning, Vocational Rehabilitation assistance, life skills development, relapse prevention techniques, group/individual therapy, and daily transportation to off-site AA/NA meetings. All clients must remain alcohol and drug free and have an understanding and working knowledge of the addiction process, including the disease concept and the 12-step programs of AA/NA. It is also located on the City of Columbia bus line.

The Town of Lexington is a rural community and does not have a public transportation system. Miss Kerry's Place will provide transportation, for the clients who need it, to offsite ancillary services; such as medical appointments, dental appointments, legal services, Vocational Rehabilitation services, mental health appointments, job assistance/training, and continuing education. Due to the lack of recovery-oriented shelters in the Town of Lexington, we were unsuccessful in obtaining placement for clients on five different occasions during the past year; all of which resulted in clients continuing to live in drug-using environments and themselves returning to drug use.

Section 4: Goals and Objectives

Lexington County, in partnership with South Carolina Choices, Inc. plans to achieve several goals with the assistance of the Emergency Shelter Grant: (1) Provide assistance to a safe, supportive, drug-free environment for recovering females: A referral to Miss Kerry's Place will meet the immediate need of the recovering female for a safe, supportive, drug-free living environment, thereby interrupting involvement with a counter-productive lifestyle and increasing the clients' chances for success. (2) Provide recovering females with the needed support to obtain permanent housing and improve independent living skills: During the grant period, we will provide clients with access to training; to include financial planning, budgeting, and effective interview skills (3) Provide access to effective, gender-specific, personalized services. The primary issues that recovering females need to address as a part of treatment and recovery have been identified as being low self-esteem, powerlessness, sexism, family of origin issues, unhealthy relationships, violence, incest, rape, sexuality, recreation, grief and loss, parenting, vision for the future, and life planning. The limited structure and accountability at Miss Kerry's Place allows clients the freedom to test new coping strategies and build on the positive aspects of their lives while addressing these issues through referrals to appropriate services and community organizations. (4) Promote continued abstinence and ongoing recovery in order to prevent or reduce the harm of substance use and addiction: Clients referred to Miss Kerry's Place are expected to have completed an inpatient treatment program, have an understanding of the disease concept of addiction, and be familiar with the 12 step approach to recovery. Regular attendance at NA/AA meetings, the development of a positive peer support system, and enrollment in an Intensive Outpatient Program will increase the clients' chances of long term recovery. (5) Increase the clients' focus on self-improvement, career/education planning, and life skills development: Finally, access to online GED study/preparation, employment assistance and training, and focus on life-skills development supports positive change, promotes ongoing recovery, and reduces the financial burden on society.

Section 5: Project Activities

A. Essential Services

The range of support services provided to clients at Miss Kerry's Place will include: client enrollment in an Intensive Outpatient Program; referral to GED program for all clients without a high school diploma; assistance with meal planning, preparation, and budgeting; clients will assist with fundraising activities; assistance with obtaining employment/job training; assistance with seeking permanent housing; all clients will work a program of recovery and remain alcohol and drug free

With the assistance of the Emergency Shelter Grant, Miss Kerry's Place plans to add a case manager position. The responsibilities of this position include client screening, treatment planning, and individual, ongoing assessments to insure prompt referral to appropriate wraparound services. In the absence of volunteer drivers, this position will insure that clients have transportation, if needed, to all scheduled appointments for supportive services. This position will also insure that a staff member is available on a 24 hour basis to assist with any needs of the clients' that might arise and to insure adherence to shelter guidelines. Senior residents at the shelter, who have earned that position based on their individual progress and length of stay, will assist with daily schedules, activity planning, and serve as a positive role model for other clients.

B. Maintenance and Operations

We will seek funds to assist with lease payment, utility bills, property maintenance and upkeep, meals, and substance abuse counseling and treatment. Many costs will be deferred using client involvement in activities such as maintenance, meal preparation, and general housekeeping

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENT

The certification set out below is a material representation upon which reliance is placed by the U S Department of Housing and Urban Development in awarding the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the U S Department of Housing and Urban Development, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act

CERTIFICATION

1. The grantee certifies that it will provide a drug-free workplace by:
 - (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition,
 - (b) Establishing a drug-free awareness program to inform employees about
 1. The dangers of drug abuse in the workplace;
 2. The grantee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs, and
 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace,
 - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a),
 - (d) Notifying the employee in the state required by paragraph (a) that, as a condition of employment under this grant, the employee will:
 1. Abide by the terms of the statement; and
 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;
 - (e) Notifying the U.S. Department of Housing and Urban Development within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction.
 - (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted
 1. Taking appropriate personnel action against such an employee, up to and including termination, or
 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency;
 - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c) (d), (e) and (f).
2. The grantee shall insert in the space provided on the attached "Place of Performance" form the site(s) for the performance to work to be carried out with the grant funds (including street address, city, county, state, and zip code) The grantee further certifies that, if it is subsequently under the grant, it shall notify the U S Department of Housing and Urban Development immediately upon the decision to use such additional sites by submitting a revised "Place of Performance" form.

Emergency Shelter Grant Program Application

Subgrantee Name: Lexington County/ South Carolina Choices Inc.

Description	ESG Federal Funds Requested	Subgrantee Contribution/Match		Total Grant
		Cash	In-Kind	
1. SHELTER:				
Rehab. (minor)				
Rehab. (major)				
Conversion				
Shelter Total:				
2. ESSENTIAL SERV				
Client Assistance				
Counseling	31,200	0	0	31,200
Education	0	0	9,360	9,360
Other (Specify)	0	0	43,800	43,800
Essential Total:	31,200	0	53,160	84,360
<small>(Cannot Exceed 60% of Grant)</small>				
3. PREVENT. SERV.				
Client Assistance				
Other (Specify)				
Preventive Total:				
<small>(Cannot Exceed 40% of Grant)</small>				
4. OPERATIONAL:				
Equipment	700.00	0.00	0 00	700 00
Rent	11,400	0	0	11,400
Insurance	1,000	0	0	1,000
Utilities	6,000	0	0	6,000
Food	0	0	27,000	27,000
Furnishings				
*Staff Cost	10,000	0	0	10,000
Other(gen maintenance)	0	0	1,040	1,040
Operational Total:	29100.00	0.00	28040.00	57140.00
<small>*{Staff Costs Only - Cannot exceed 10% of Total Grant}</small>		0	0	
GRAND TOTAL:	60,300	0	81200	141,500

Approved By

Date

Agency Director		
OEO Program Coord		
OEO Fiscal Services		

SUB-GRANTEE/SHELTER

EMERGENCY SHELTER GRANTS PROGRAM

SAFE ENVIRONS CERTIFICATION

.....

We Lexington County (Sub-Grantee) and Arnold Evans (Shelter Operator), of the State of South Carolina, Lexington (County), do certify that every reasonable measure will be taken to ensure that this shelter's environment is the safest possible. We guarantee to the extent possible, that these premises MSS KERRY'S PLACE (Shelter Name), will be free of alcohol and illegal drugs. Further that the shelter residents and/or these premises will be protected from the illegal use, possession, or distribution of alcohol and drugs.

We understand that our commitment to the State of South Carolina is made in the best interest of all shelter residents and staff, knowing that an alcohol and drug-free environment better ensures our safety. While every effort will be made to comply with these assurances, we understand that no services are to be denied any client on the basis of failure to meet these objectives.

This certification is in compliance with the State of South Carolina's Comprehensive Housing Affordability Strategy (CHAS) and is in agreement with the basic safety requirements set forth in the regulations governing the Emergency Shelter Grants Program (see 24 CFR Part 24, Subpart f and 24 CFR Part 576.75).

.....

Signature and Title of Authorized Official/State

Date

Signature and Title of Authorized Official/Sub-Grantee

Date

Signature and Title of Authorized Official/Shelter

Date

**STATE OF SOUTH CAROLINA
OFFICE OF ECONOMIC OPPORTUNITY
EMERGENCY SHELTER GRANTS APPLICATION**

BLOCK 1 - PROJECT TITLE: LEXINGTON COUNTY/SOUTH CAROLINA CHOICES, INC.
EMERGENCY SHELTER GRANT PROGRAM

BLOCK 2 - FUNDING SOURCES:

	AMOUNT	PERCENT
A ESGP Federal Funds Requested	60,300	.43
B Local Cash	0	0
C Local In-Kind	81,200	57
D GRANT TOTAL	141,500	<u>100.00</u>
E *Other	<u>0</u>	<u>0</u>
F GRAND TOTAL	141,500 00	100.00

*Identify Sources _____

BLOCK 3 - ADMINISTERING AGENCY
(check one)

Local Government _____ Non-Profit/Shelter X

Local Government
Contact Person: _____
Agency _____
Address _____
Zip Code _____
Telephone No : _____

Non-profit/Shelter

Contact Person Arnold W Evans
Shelter Name South Carolina Choices, Inc/Mss Kerry's Place
Address: 401-B West Main St
Zip Code Lexington South Carolina 29072
Telephone No : 803-951-3881

BLOCK 4 - PROJECT SUMMARY: Lexington County, in partnership with South Carolina Choices, Inc. will provide a community based shelter, open 24 hours a day, seven days a week, for up to five females who need a safe, supportive, drug-free environment in which to recover from addiction, with the assistance of the Emergency Shelter Grant. South Carolina Choices, Inc. is a non-profit organization designed to assist homeless individuals in recovery from addiction in improving their social, physical, intellectual, and spiritual condition, in order to become productive members of society. South Carolina Choices, Inc. offers access to housing, addictions counseling, legal services, health care, child care, food, clothing, job assistance, and job training. An on-site computer lab, with tutor, allows clients the opportunity to participate in GED-SAT-LSAT study and online job searches

BLOCK 5 - Authorized Signature:	Authorized Signature for Shelter:
Chief Executive Official & Title:	Authorized Official for Shelter & Title
Date:	Date:

CERTIFICATION OF LOCAL GOVERNMENT APPROVAL FOR NONPROFIT ORGANIZATIONS

I, _____, (name and title) duly authorized to act on behalf of the County of Lexington (name of jurisdiction) hereby approve the following project(s) proposed by South Carolina Choices, Inc./Mss Kerry's Place (name of nonprofit) which is (are) to be located in County of Lexington (name of jurisdiction)

Lexington County, in partnership with South Carolina Choices, Inc will provide a community based shelter, open 24 hours a day, seven days a week, for up to five females who need a safe, supportive, drug-free environment in which to recover from addiction, with the assistance of the Emergency Shelter Grant. South Carolina Choices, Inc. is a non-profit organization designed to assist homeless individuals in recovery from addiction in improving their social, physical, intellectual, and spiritual condition. In order to become productive members of society South Carolina Choices, Inc. offers access to housing, addictions counseling, legal services, health care, child care, food, clothing, job assistance, and job training. An on-site computer lab, with tutor, allows clients the opportunity to participate in GED-SAT-L.S.A.T study and online job searches.

BY: _____
(Name and Title)

(Signature)

(Date)

Past Performance Explanation

Has your agency received an Emergency Shelter Grants Program (ESGP) award in the past?

YES _____ NO _____

If YES, please explain briefly how the funds were expended (cite budget categories).

Were the awarded ESGP funds expended in their entirety?

YES _____ NO _____

If NO, please explain briefly why the funds were not expended.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85 Section 85.510 Participant responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211)

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS BELOW)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification such prospective participant shall attach an explanation to this proposal

Name and Address of Participant:

Grant Number

Name and Title of Authorized Representative

Signature

Date

INSTRUCTIONS FOR CERTIFICATION

- 1 By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below
- 2 The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies including suspension and/or debarment
- 3 The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances
- 4 The terms "covered transaction", "debarred", as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549
- 5 The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction, unless authorized by the department or agency with which this transaction originated
- 6 The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions", without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions
- 7 A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may check the Nonprocurement List
- 8 Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings
- 9 Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment

**PLACE OF PERFORMANCE
FOR CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

Name of Sub-Grantee: Lexington County/South Carolina Choices, Inc

Grant Program Name: Emergency Shelter Grant Program

Grant Number _____

Date: April 19, 2005

The sub-grantee shall insert in the space provided below the site(s) expected to be used for the performance of work under the grant covered by the certification:

Place of Performance (include street address, city, county, state, zip code for each site):

Miss Kerry's Place – 268 Dreher Street – Town of Lexington – Lexington County - SC 29072

Agency name and site(s) for the performance of work done in connection with the grant:

South Carolina Choices, Inc – 401-B West Main Street – Town of Lexington – Lexington County - SC 29072

Name and Title of Authorized Official (Typed or Printed)

Signature of Authorized Official

Date Submitted

*State Sub-Grantee
Emergency Shelter Grants Program
Certification of Matching Funds*

ESGP # _____

ESGP (State) Total: \$60,300.00

Local Match Total: \$\$\$1,200.00

*Other Funds Total: \$ _____

GRANT TOTAL \$141,500.00

Arnold W. Evans certifies that the matching supplemental funds (*City/Town/County Executive Director*) required by the regulations at 24 CFR 576.71 and 576.85(a)(3), will be provided. **Attached to this certification is a description of the sources and amounts of such supplemental funds.**

Authorized Official (City/Town/County)

Typed Name and Title

Date

By SUB-GRANTEE:

Authorized Official (Shelter)

Typed Name and Title

Date

CERTIFICATION REGARDING LOBBYING

OFFICE OF ECONOMIC OPPORTUNITY

Community Services Block Grant/Emergency Shelter Grants Programs

Program: Lexington County/South Carolina Choices, Inc. Emergency Shelter Grant Program

Period:

The undersigned certifies, to the best of his/her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award document for subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31 USC. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature

Title

Agency/Organization

Date

COA: COUNTY OF LEXINGTON
 Fund: 2140 Temp Alcohol Beverage License Fee
 Account:

Fiscal Year: 05
 OR Fund Type:
 OR Acct Type:

Acct	Description	Begin Balance	DC *	Curr. Balance	DC *
100190	Interfund Cash - Treasurer	61,009.75	D	140,417.50	D
100191	Interfund Cash - Operating	0.00	D	0.00	D
101140	Investments	111,835.62	D	0.00	D
102002	Account Receivable - Revenues	9,800.00	D	9,800.00	D
200100	Accounts Payable	2,500.00	C	0.00	C
301000	Revenue Control Account	0.00	C	74,883.13	C
302000	Expenditure Control Account	0.00	D	15,000.00	D
303000	Transfer Control Account	0.00	D	89,811.00	D
304000	Encumbrance Control Account	0.00	D	12,500.00	D
Total ALL ACCOUNTS		0.00		0.00	
		Current Fund Balance		150,217.50	C

* - denotes amount is opposite of Normal Balance

CASH ON HAND \$ 140,417
 APPROPRIATIONS NOT YET DISB. - 76,500
AMOUNT AVAILABLE \$ 63,917

04/20/05

Current Budget Status Report (by Department/Orgn)

FSYR 05

Fund 2140 to 2140

Orgn 000000 to 999999

Acct 000000 to 999999

<u>Fund</u>	<u>Orgn</u>	<u>Account</u>	<u>Title</u>	<u>Budget</u>	<u>YTD Activity</u>	<u>Commitments</u>	<u>Balance</u>
2140	000000	435400	Temporary Alcohol Bevq Permit Fee	78,400.00	73,500.00	00	4,900.00
		461000	Investment Interest	1,640.00	1,383.13	00	256.87
		534094	Rhythm on the River Concerts	.00	00	00	00
*TOTAL Organization 000000				80,040.00	74,883.13	.00	5,156.87
	999900	529903	Contingency	116,145.00	00	00	116,145.00
		534070	Gaston Collard Festival	5,000.00	5,000.00	00	.00
		534071	Lexington Cty Peach Festival	2,500.00	2,500.00	00	00
		534072	SC Poultry Festival	2,500.00	00	2,500.00	00
		534074	Chapin Labor Day Festival	2,500.00	2,500.00	00	.00
		534075	Irmo Okra Strut	2,500.00	2,500.00	00	.00
		534076	Lexington Fun Fest	2,500.00	00	2,500.00	00
		534077	Congaree Western Weekend	2,500.00	00	2,500.00	00
		534079	W Columbia Winterwest Festival	2,500.00	00	2,500.00	00
		534080	Swansea Festival	2,500.00	2,500.00	.00	00
		534083	Riverfest-Epilepsy Foundation of SC	2,500.00	00	2,500.00	00
		534093	Leaphart/Harman House Restoration	57,000.00	.00	00	57,000.00
		534094	Rhythm on the River Concerts	7,000.00	.00	.00	7,000.00
		812501	Op Trn to Sol.Comm Juvenile Arbitr	89,811.00	89,811.00	.00	.00
* TOTAL Organization 999900				297,456.00	104,811.00	12,500.00	180,145.00
*TOTAL Fund 2140				377,496.00	179,694.13	12,500.00	185,301.87
TOTAL				377,496.00	179,694.13	12,500.00	185,301.87

COUNTY OF LEXINGTON, SOUTH CAROLINA

RESOLUTION

THE COUNCIL FOR THE COUNTY OF LEXINGTON, SOUTH CAROLINA, MEETING IN GENERAL SESSION THE 26TH DAY OF APRIL, TWO THOUSAND AND FIVE ADOPTED THE FOLLOWING:

WHEREAS, Bryson Malone Summers has earned the distinction of Eagle Scout; and WHEREAS, this distinction is the highest award for a boy scout; and

WHEREAS, Bryson exhibits the qualities of a Boy Scout by his trustworthiness, loyalty, helpfulness, and kindness; and

WHEREAS, one of the major requirements to obtain this honor, Bryson had to plan, develop, and carry out an extensive service project providing leadership to others and had to serve as a troop officer; and

WHEREAS, his project consisted of building a kiosk at the new park located at the Town Hall of Pine Ridge that is designated for historical information about the Pine Ridge area; and

WHEREAS, Bryson is an outstanding young man who is an excellent student; participates in two varsity sports; contributes to his community as a volunteer for various organizations such as the Harvest Hope Food Bank, Habitat for Humanity, Special Olympics, and Americorp; and is active in his church; and

WHEREAS, Bryson is to be commended for his dedication to the Scout program and for his commitment to attaining the right to be honored as an Eagle Scout.

NOW, THEREFORE, BE IT RESOLVED that we extend to BRYSON MALONE SUMMERS, our congratulations on achieving his goal and earning the right to be named as Eagle Scout.

Bruce E. Rucker, Chairman

M. Todd Cullum, V Chairman

William C. "Billy" Derrick

George H. "Smokey" Davis

Debra B. Summers

Bobby C. Keisler

Johnny W. Jeffcoat

John W. Carrigg, Jr.

Joseph W. "Joe" Owens

COUNTY OF LEXINGTON, SOUTH CAROLINA

RESOLUTION

THE COUNCIL FOR THE COUNTY OF LEXINGTON, SOUTH CAROLINA,
MEETING IN GENERAL SESSION THE 26TH DAY OF APRIL, TWO
THOUSAND AND FIVE ADOPTED THE FOLLOWING:

WHEREAS, Evelyn L. Faulk has served faithfully for many years on the Lexington County Library Board; and

WHEREAS, her commitment to devoting the time necessary to fulfill the responsibilities of this appointment is a reflection of her concern for Lexington County and its citizens; and

WHEREAS, during Ms. Faulk's tenure on the Board, she served twice as Chair of the Board in 1996 and 1997, and also served on the Building Committee for the Lexington Main Library; and

WHEREAS, Ms. Faulk played a significant role in the smooth transition of the new Library Director through her support and wealth of knowledge; and

WHEREAS, while serving on the Library Board, Ms. Faulk was instrumental in obtaining enhanced resources to operate the new buildings constructed with the Library construction bond.

NOW, THEREFORE, BE IT RESOLVED that we extend to **EVELYN L. FAULK** our sincere thanks and gratitude for the tremendous job she has done for the Library Board and the citizens of Lexington County.

Bruce E. Rucker, Chairman

M. Todd Cullum, V Chairman

William C. "Billy" Derrick

George H. "Smokey" Davis

Debra B. Summers

Bobby C. Keisler

Johnny W. Jeffcoat

John W. Carrigg, Jr.

Joseph W. "Joe" Owens

ATTEST:

Diana W. Burnett, Clerk

COUNTY OF LEXINGTON, SOUTH CAROLINA

RESOLUTION

THE COUNCIL FOR THE COUNTY OF LEXINGTON, SOUTH CAROLINA, MEETING IN GENERAL SESSION THE 26TH DAY OF APRIL, TWO THOUSAND AND FIVE ADOPTED THE FOLLOWING:

WHEREAS, Mr. Herbert J. Hames served with honor on the Lexington County Health Services District Board of Directors since March 1996; and

WHEREAS, his commitment to devoting the time necessary to fulfill the responsibilities of this appointment is a reflection of his concern for Lexington County and its citizens; and

WHEREAS, during Mr. Hames' tenure on the Board, he has witnessed such projects as the construction of the Lexington Medical Park, the Irmo Medical Park, the Open MRI Addition, Heart Cath Lab Addition and the construction of the \$150 million expansion to Lexington Medical Center that will include complete replacement of the Operating Room, expansion to the Laboratory and other departments and the addition of an inpatient bed tower that can accommodate 150 new beds; and

WHEREAS, Mr. Hames has also served as Chairman for the Lexington Medical Center Extended Care Board and for the Community Outreach Committee; he also served on the Finance and Operations Committee, Executive Committee, PHS Board and Credentials Committee.

NOW, THEREFORE, BE IT RESOLVED that we, the members of Lexington County Council, extend to HERBERT J. HAMES our sincere thanks and gratitude for the tremendous job he has done for the Board, the County, and the citizens of Lexington County.

Bruce E. Rucker, Chairman

M. Todd Cullum, V Chairman

William C. "Billy" Derrick

George H. "Smokey" Davis

Debra B. Summers

Bobby C. Keisler

Johnny W. Jeffcoat

John W. Carrigg, Jr.

Joseph W. "Joc" Owens

ATTEST:

Diane W. Burnett, Clerk

COUNTY OF LEXINGTON, SOUTH CAROLINA

RESOLUTION

THE COUNCIL FOR THE COUNTY OF LEXINGTON, SOUTH CAROLINA,
MEETING IN GENERAL SESSION THE 26TH DAY OF APRIL, TWO
THOUSAND AND FIVE ADOPTED THE FOLLOWING:

WHEREAS, knowing the importance of homeownership to our society, President George W. Bush has declared that it is a national priority to increase the rate of homeownership in our country; and

WHEREAS, in recognition of this goal, the U S Department of Housing and Urban Development has designated the month of June 2005 as “National Homeownership Month,” to promote the benefits of homeownership; and

WHEREAS, Lexington County Government is committed to increasing the level of homeownership in Lexington County and participates in HUD’s Community Development Block Grant Program, which provides valuable funding to support homeownership initiatives; and

WHEREAS, Lexington County also commends the efforts of our County’s private sector, its home builders, lenders, and realtors, as well as the County’s non-profit organizations, and local governments, all of whom are practicing creative approaches that are opening the doors to the “American Dream” for many Lexington County families.

NOW, THEREFORE, BE IT RESOLVED that we, the members of Lexington County Council, do hereby proclaim **JUNE 2005** as “**NATIONAL HOMEOWNERSHIP MONTH.**” We call upon the people of Lexington County to join us in recognizing the importance of providing all our citizens a chance to achieve the American Dream and explore homeownership opportunities in their communities. By taking this important step, individuals and families help safeguard their financial future and contribute to the strength of our Nation.

Bruce E. Rucker, Chairman

M. Todd Cullum, V Chairman

William C “Billy” Derrick

George H. “Smokey” Davis

Debra B. Summers

Bobby C. Keisler

Johnny W. Jeffcoat

John W. Carrigg, Jr.

Joseph W. “Joe” Owens

COUNTY OF LEXINGTON, SOUTH CAROLINA

RESOLUTION

THE COUNCIL FOR THE COUNTY OF LEXINGTON, SOUTH CAROLINA, MEETING IN GENERAL SESSION THE 26TH DAY OF APRIL, TWO THOUSAND FIVE, ADOPTED THE FOLLOWING:

WHEREAS, the Lexington County Peach Festival is sponsored by residents of the Gilbert Community; and

WHEREAS, with the dedication of the people in the area the festival is one of the most popular and successful in the State; and

WHEREAS, the festival provides a day for the entire family to enjoy the delicious fruit of the peach tree and many wholesome activities and events.

NOW, THEREFORE, BE IT RESOLVED that we, the members of Lexington County Council, proclaim Monday, July 4, 2005, as LEXINGTON COUNTY PEACH FESTIVAL DAY.

BE IT FURTHER RESOLVED that we extend an invitation to citizens and visitors to join in the celebration of this annual event.

Bruce E. Rucker, Chairman

M. Todd Cullum, V Chairman

William C. "Billy" Derrick

George H. "Smokey" Davis

Debra B. Summers

Bobby C. Keisler

Johnny W. Jeffcoat

John W. Carrigg, Jr.

Joseph W. "Joe" Owens

ATTEST:

A P P O I N T M E N T S - B O A R D S & C O M M I S S I O N S

April 26, 2005

BILLY DERRICK

Board of Zoning Appeals - Ronnie E. Garner - Term expired 12/31/04 - Not eligible for reappointment

BOBBY KEISLER

Children's Shelter - Mary L. Miller - Term expires 6/30/05 - Not eligible for reappointment

JOHNNY JEFFCOAT

Children's Shelter - Christine B. Westbrook - Term expires 6/30/05 - Eligible for reappointment

JOHN CARRIGG

Children's Shelter - Vacant - Term expired 6/30/01

Library Board - Vacant (Resigned) - Term expires 9/26/07

JOE OWENS

Accommodations Tax Board - Vacant - Term expires 12/31/06

Children's Shelter - James E. Murray - Term expires 6/30/05 - Eligible for reappointment

TODD CULLUM

Accommodations Tax Board - Vacant - Term expired 12/31/03

Assessment Appeals Board - Bill Power - Term expired 9/21/04 - Eligible for reappointment

Children's Shelter - Vacant - Term expired 6/30/03

AIKEN/BARNWELL/LEXINGTON COMMUNITY ACTION

At-Large Appointment

Ms. Juanice Aaron (to replace Pamela Bobbitt) - Term expires 12/31/05

BUILDING CODE BOARD OF APPEALS

Building - E. D. Sturkie - Term expired 8/13/04

Plumbing - Perry Kimball - Term expired 8/13/03

CENTRAL MIDLANDS COUNCIL OF GOVERNMENTS

At-Large Appointment

Lowell C. Spires, Jr. - Term expires 6/15/06

S. Lyman Whitehead - Term expires 6/15/05 - Eligible for reappointment

Homer Mitchell - Term expires 6/15/05 - Not eligible for reappointment

REGIONAL TRANSIT AUTHORITY

At-Large Appointment (no term limit)

Andrew R. Gambrell (Resigned)

Lowell C. Spires, Jr.

LEXINGTON/RICHLAND ALCOHOL & DRUG ABUSE COUNCIL

At-Large Appointment

William L. Rawl, Jr. - Term expired 12/31/04 - Not eligible for reappointment

MIDLANDS AUTHORITY FOR CONVENTIONS, SPORTS & TOURISM

At-Large Appointment

Lowell C. Spires, Jr. - Term expires 6/30/05

TEMPORARY SIGN AND PERMITTING COMMITTEE

Vacant - District 7

AIKEN/BARNWELL/LEXINGTON COMMUNITY ACTION COMMISSION, INC.

GEORGE A. ANDERSON
EXECUTIVE DIRECTOR

JAMES C. MILLEDGE
CHAIRMAN OF THE BOARD

P.O. BOX 2066
AIKEN, SOUTH CAROLINA 29802
(803) 648-6836
FAX (803) 649-1588

March 7, 2005

The Honorable Bruce E. Rucker, Chairman
Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072

In Re: Board Membership Appointments
Aiken/Barnwell/Lexington Community Action

Dear Mr. Rucker:

We are seeking your assistance along with the consideration and approval of Council, regarding the appointment of a person to the referenced Board of Directors, which, as you may be aware, has involved itself in providing programmatic services and financial assistance to some of the most needy, and disadvantaged citizens in Lexington County. While our Commission has been operating since 1966, our provision and assistance in Lexington County began in 1984.

Accordingly, we would recommend the following and ask that you please cause the subject of this appointment be given the most immediate consideration by the Council.

Recommendee

Area Representing

Ms. Juanice Aaron
4465 Highway 321, SC-7,
Gaston, South Carolina 29053

Lexington County At Large

We have consulted the recommendee who has varied experience which we deem appropriate to serve on our Board, and she had indicated her desire, willingness, and availability. Thank you for your assistance and we look forward to hearing from you and Council at your earliest opportunity. You may wish to contact Mr. Anderson for any questions you may have at (803) 648-6836, extension 234.

Sincerely yours,

James C. Milledge
James C. Milledge, Chairman

George A. Anderson
George A. Anderson
Executive Director



PROGRAM AREAS:



807-01-2005 11:53 AM

FAX 00

P. 02

01/01/2005 23:55 7331395

LRADAC

PAGE 02/02

2005/01/04 24:15 7331395

LEXINGTON COUNTY SC

PAGE 02/02

772-1953

LEXINGTON COUNTY COUNCIL
BOARD COMMISSION NOMINATION FORM

Name of Board/Commission: LRADAC

Name: Steve Hatcher Steve Hatcher

Address: 300 Kennebec Court, Lexington SC 29072

Employed by: Total Comfort Service Center, Inc.

Address: 5136 Old Bush River Road, Columbia SC 29912

Home Telephone: 803-8535 Business Telephone: 772-4495

Mobile Phone: 442-4392 Pager Number: _____

Fax Number: 772-1953

Is applicant aware of Board/Commission duties and responsibilities: Yes

Background information (include education, community service activities, previous service on county boards/commissions or any other board/commissions on which you are currently serving):

Education: University of South Carolina - 1986
Degree: BS in Accounting

Boards: Boys + Girls Clubs of the Midlands
2002 - Present (Finance Committee)

Submitted by: William L. Row, Jr.

Date: 2/2/05

Supervisor: _____

COUNTY OF LEXINGTON

Procurement Services

MEMORANDUM

(O) 785-8385
(F) 785-2240

DATE: April 13, 2005

TO: Art Brooks
County Administrator

THROUGH: Sheila R. Fulmer, CPPB
Procurement Manager

FROM: Janice A. Bell, CPPB
Procurement Officer

SUBJECT: Breathing Air Cascade System Accessories
BID NO. B05027-03/01/05B
Public Safety/Fire Service



Bids were solicited and advertised to provide Breathing Air Cascade System Accessories for Public Safety/Fire Service. We received four(4) bids (see attached bid tabulation). The bid was evaluated by Russell Rawl, Fire Service Coordinator and Janice A. Bell, Procurement Officer.

Fire Service currently utilizes cascade systems onboard service trucks and at fire stations strategically located within the County to deliver Grade E breathing air to fire scenes to re-fill the SCBA cylinders worn by our firefighters during fire suppression operations. This air is compressed in cylinders and transferred to the SCBA cylinder on the fire scene. Our existing equipment is approaching the end of its service life. Additionally, many of the cascade cylinders are not capable of satisfying the pressure requirements of the newer cylinders in our system. Effective 2003, NFPA changed its standard for cascade systems placing much more strict requirements for the filling of SCBA systems. The largest change was the requirement for a completely enclosed fragmentation compartment to protect the cascade operator in the event of a cylinder failure during filling. This will allow for the upgrade of our cascade system including the addition of the new fragmentation compartment.

It is recommended that the award be made to Powell & Associates as submitting the lowest bid meeting our specifications. The total cost including sales tax is \$39,159 60

Funds are appropriated in the following account:

1000-131500-5A5091 Cascade System Replacement \$36,944.00

There is \$36,944.00 appropriated in the account for this purchase. If approved, a budget amendment will be prepared for the remaining 2,215 60.

I concur with the above recommendation and further recommend that this bid be placed on County Council's agenda for their next scheduled meeting on April 26, 2005

Attachments

copy: Larry Porth, Director of Finance/Assistant County Administrator
Timothy M. James, Deputy County Administrator
Russell Rawl, Fire Service Coordinator

County of Lexington

Bid Tabulation

BID. B05027-03/01/05B

CASCADE SYSTEM ACCESSORIES

Quantity	Description	Air Centers of SC		Emergency Apparatus		Powell & Associates		C W Williams	
		Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
16	Breathing Air Cylinders	\$725.99	\$11,615.84	\$766.92	\$12,270.72	\$665.97	\$10,655.52	\$765.00	\$12,240.00
6	Class 2 Fill Station	\$3,250.00	\$19,500.00	\$2,948.79	\$17,692.74	\$2,676.25	\$16,057.50	\$4,177.00	\$25,062.00
5	Air Control Panel	\$1,999.00	\$9,995.00	\$2,094.30	\$10,471.50	\$1,929.00	\$9,645.00	\$2,415.00	\$12,075.00
20	Valve Protector	\$19.99	\$399.80	\$34.38	\$687.50	\$29.25	\$585.00	\$29.00	\$580.00
1	Freight		\$1,050.00						
	Sub-Total		\$42,560.64		\$41,122.46		\$36,943.02		\$49,957.00
	Tax		\$2,553.64		\$2,467.35		\$2,216.58		\$2,997.42
	Grand Total		\$45,114.28		\$43,589.81		\$39,159.60		\$52,954.42

Bids Opened: March 1, 2005

Janice A. Bell, CPPB 
 Procurement Officer



To: Members of County Council

From: *James* Timothy M. James, Deputy County Administrator
Public Safety – Homeland Security

Council Meeting Date: April 26th, 2005

Reference: Lexington County Public Safety-Fire Service
Breathing Air Cascade Systems Upgrade

The Lexington County Fire Service is seeking to purchase six (6) breathing air cascade systems. Bids were solicited and received through our Procurement Procedures. Funds for this purchase have been appropriated in the Capital Contingency Account 100-131599-549904

These systems are utilized by the fire service personnel at fire scenes to supply breathing air to refill the breathing apparatus air cylinders worn by the firefighters during suppression operations. These upgrades are necessary in order for us to comply with the NFPA standard.

Upon Russell Rawl, Fire Services Director, reviewing the bids, we recommend that the bid be awarded to Powell and Associates in the amount of \$39,159.60, which does include all applicable sales tax.

We are seeking County Council's approval to purchase these systems from the low bidder as described above.



County of Lexington

DEPARTMENT OF PUBLIC SAFETY

212 South Lake Drive • Lexington, South Carolina 29072
TELEPHONE: (803) 359-8141 FAX (803) 359-8589

April 1, 2005

MEMORANDUM

To: Chief Timothy M. James 
Director of Public Safety / Assistant County Administrator

From: Russell Rawl 
Fire Service Coordinator

Reference: Breathing Air Cascade Systems Upgrade

The attached bid is for upgrading six breathing air cascade systems. These systems are utilized by the fire service to provide breathing air to fire scenes to refill self contained breathing apparatus air cylinders worn by firefighters during fire suppression operations. These upgrades are necessary in order to comply with the NFPA standard effective 2003.

It is recommended that the bid be awarded to Powell and Associates for \$36,943.02, which is low bid and meets specifications.

The fund budgeted for the project is \$35,000, which is \$1,943.02 less than the low bid of \$36,943.02. It is recommended that the \$1,643.02 be transferred from the Fire Service's contingency account. (See attached ABT).

If approved it is requested this be placed on the April 26, 2005 County Council agenda.

RECEIVED
4-4-05

COUNTY OF LEXINGTON

Procurement Services

MEMORANDUM

(O) 785-8385

(F) 785-2240

DATE: April 1, 2005

TO: Art Brooks
County Administrator

THROUGH: Sheila R. Fulmer, CPPB
Procurement Manager



FROM: Janice A. Bell, CPPB 
Procurement Officer

SUBJECT: MSA Equipment / Sole Source Procurement - Public Safety/Fire Service

We have received a requisition from Neil Ellis, Emergency Management Coordinator, for the purchase of Mine Safety Appliance (MSA) Breathing Airpacks for their Self-Contained Breathing Apparatus (SCBA).

Fire Service has previously purchased breathing equipment and has standardized with MSA. This has been deemed a Sole Source through Newton's Fire & Safety Equipment, Inc. as they are the only authorized dealer for South Carolina. The firefighters must be "fit tested" for breathing apparatus and with over 400 firefighters they need to maintain the same equipment. This equipment has been approved as part of the State Homeland Security Grant that is administered by the State Law Enforcement Division.

The cost of this equipment is \$12,698.80 including applicable tax.

Funds are appropriated in the following account:

2476-131500-5A5545	State Homeland Security Grant
(4) SCBA Blackhawk Airpacks	\$12,698.80

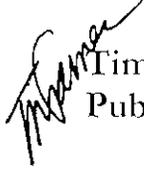
I concur with the above recommendation and further recommend that this purchase be placed on County Council's agenda for their next scheduled meeting on April 26, 2005

Attachment

copy: Larry Porth, Director of Finance/Assistant County Administrator
Timothy M. James, Deputy County Administrator
Russell Rawl, Public Safety/Fire Service Coordinator
Neil Ellis, Emergency Management Coordinator



To: Members of County Council

From:  Timothy M. James, Deputy County Administrator
Public Safety – Homeland Security

Council Meeting Date: April 26th, 2005

Reference: Public Safety – Emergency Preparedness
MSA Equipment / Sole Source Procurement

Lexington County Public Safety is seeking to purchase four (4) Mine Safety Appliance (MSA) Blackhawk Air Packs for their Self-Contained Breathing Apparatus (SCBA). Funds have been identified and approved through the Supplemental State Homeland Security Grant for this purchase. This is a 100% grant and requires no matching funds from Lexington County.

Newton's Fire & Safety Equipment, Inc. is the only authorized dealer for South Carolina; therefore, deeming this a Sole Source purchase through them.

Our previously purchased breathing equipment for the COBRA Team is standardized with MSA. Team members must be "fit tested" for breathing apparatus. This equipment has been approved as part of the State Homeland Security Grant.

The total cost of this equipment is \$12,698.80, including applicable tax.

As the grant procedures have been approved by the South Carolina Law Enforcement Division who administers the State Homeland Security Grant, we are seeking County Council's approval to move forward with this purchase.

COUNTY OF LEXINGTON

Procurement Services

MEMORANDUM

(O) 785-8319

(F) 785-2240

DATE: April 14, 2005

TO: Art Brooks
County Administrator

THROUGH: Sheila R. Fulmer, CPPB
Procurement Manager *Sheila R Fulmer*

FROM: Donna J. Harris, CPPB
Procurement Officer *Donna J Harris*

SUBJECT: Refurbish Fire Service Training Props - B05023-02/24/05H
Public Safety/Fire Service

Competitive sealed bids were solicited to refurbish training props at the Fire Service Training Center. We received two (2) bids and seven (7) no bids (see attached bid tabulation). The bids were evaluated by Russell Rawl, Fire Service Coordinator and Donna J. Harris, Procurement Officer.

Fire Service has utilized the props on their drill field for the training of firefighters for more than five years with little to no continuing maintenance. As a result, several of the props are in need of minor repairs. This will allow for all props to be repaired, and as a preventive measure, all props will be prepared and painted to aid in the prohibition of rusting and deterioration. We recommend award to Mike's Specialties, Incorporated as the low bidder meeting specifications. The total cost of this system is \$24,700.00 including applicable sales tax.

Funds are appropriated in the following account:

1000-131500-5A5093	Refurbish Training Props	\$10,000.00
--------------------	--------------------------	-------------

There is \$10,000.00 appropriated in the account for this purchase. If approved, a budget amendment will be prepared for the remaining \$14,700.00.

I concur with the above recommendation and further recommend that this bid be placed on County Council's agenda for their next scheduled meeting on April 26, 2005.

Attachments

copy: Larry Porth, Director of Finance/Assistant County Administrator
Timothy M. James, Deputy County Administrator
Russell Rawl, Fire Service Coordinator

COUNTY OF LEXINGTON

BID TABULATION SHEET

BID: B05023-02/24/05H

DATE: April 14, 2005

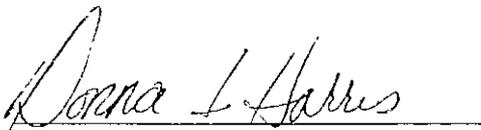
REFURBISH FIRE SERVICE TRAINING PROPS

BIDDER	TOTAL BID (INCLUDING APPLICABLE TAX)
Mike's Specialties, Incorporated	\$24,700.00
Core Construction Company, Incorporated	\$51,000.00

"No Bid" was received from MAR Construction Company, Incorporated; Eagle Building Systems, Incorporated; Pro-Fab Unlimited, Incorporated; Beasley Mechanical Contractor, Incorporated and Holzheimer Construction, Incorporated stating their schedule would not permit them to perform

"No Bid" was received from Murphy Contracting, Incorporated and Dillon Supply Company stating that they do not offer this product or service.

Bids Opened: February 24, 2005 @ 3:00 p.m.



Donna J. Harris, CPPB
Procurement Officer



To: **Members of County Council**

From: *Tim James* **Timothy M. James, Deputy County Administrator**
Public Safety – Homeland Security

Council Meeting Date: **April 26th, 2005**

Reference: **Lexington County Public Safety-Fire Service**
Refurbish of Training Props

The Lexington County Fire Service is seeking to refurbish training props at the Fire Service Training Center. The current props have been utilized for the past six years to train more than 430 fire service personnel. Due to the heavy uses of these structures, it is now necessary to make some structural repair as well as paint the exterior to prevent further damage and deterioration.

Bids were solicited through our Procurement Procedures as well as a pre-bid meeting held with the contractors to not only review the repairs, but to establish complete specifications for this project.

Upon review of the bids by Russell Rawl, Fire Services Director, and Donna Harris, Procurement Officer, it is our recommendation that the award be given to the low bidder, Mike Specialties in the amount of \$24,700

The estimated amount budgeted for this project is \$10,000 and had been appropriated in the current budget; therefore, an ABT in the amount of \$14,700 is also recommended. Money for this ABT have been identified in the Three Bay Garage Project account to cover the costs of completing all needed repairs.

We are seeking County Council's approval to move forward with the ABT and to complete this project through the low bidder as described above.



County of Lexington

DEPARTMENT OF PUBLIC SAFETY

212 South Lake Drive • Lexington, South Carolina 29072
TELEPHONE: (803) 359-8141 FAX (803) 359-8589

March 18, 2005

MEMORANDUM

To: Chief Timothy M. James
Director of Public Safety / Assistant County Administrator

From: Russell Rawl 
Fire Service Coordinator

Reference: Refurbish of Training Props

The attached bid is for the refurbishing of the training props at the Fire Service Training Center. These props have been used for over six years to train the Fire Service staff of over 430 personnel. Due to the age and heavy uses of these structures it is now necessary to make some structural repair, as well as paint the exterior to prevent further damage and deterioration.

Bids were solicited and a pre-bid meeting was held with the contractors to review the repairs and establish complete specification for this project. During this process some of the repairs and the preparation for painting were more extensive than anticipated.

The estimated amount budgeted was \$10,000. Two bids were received, one from Core Construction for \$51,000 and one from Mike Specialties for \$24,700. With approval from Donna Harris, Procurement Officer, I met with Mike Specialties, the low bidder, to evaluate the costs and determine if they could be reduced. It was determined the only way to reduce the cost is to change the scope of the project by eliminating some of the necessary repairs or eliminate painting the exterior. It was also determined that delaying these repairs would cause further deterioration, thus increasing future repair cost.

Based on this evaluation, it is my recommendation to complete all the repairs and award the bid to Mike Specialties for \$24,700, which is the low bid. It is also recommended that the additional \$14,700 needed to fund this refurbishing project be transferred from the Three Bay Garage Project (1000-131500-5A5094) that has been placed on hold. Please see attached ABT.

cc: Donna Harris, Procurement

COUNTY OF LEXINGTON

Procurement Services

MEMORANDUM

(O) 785-8385

(F) 785-2240

DATE: April 14, 2005

TO: Art Brooks
County Administrator

THROUGH: Sheila R. Fulmer, CPPB
Procurement Manager



FROM: Janice A. Bell, CPPB
Procurement Officer



SUBJECT: Backhoe Replacement - Public Works

We have received a requisition for the purchase of one (1) New Caterpillar 416D Backhoe for Public Works. This backhoe is available from Blanchard Machinery Company through South Carolina State Contract Number 05-S6779-A11352. This equipment has been recommended and approved in accordance with the Fleet Management Policy by Ellis Gammons, Fleet Manager. The total cost including applicable sales tax for this equipment is \$55,819.00.

Funds are appropriated in account number:

1000-121300-5A5044	(1) Backhoe Replacement	\$55,819.00
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I concur with the above recommendation and further recommend that this purchase be placed on County Council's agenda for their next scheduled meeting on April 26, 2005.

copy: Larry Porth, Director of Finance/Assistant County Administrator
Ellis Gammons, Fleet Manager
John Fechtel, Director of Public Works

COUNTY OF LEXINGTON

Procurement Services

MEMORANDUM

(O) 785-8385

(F) 785-2240

DATE: April 15, 2005

TO: Art Brooks
County Administrator

THROUGH: Sheila R. Fulmer, CPPB
Procurement Manager 

FROM: Janice A. Bell, CPPB
Procurement Officer 

SUBJECT: Middlefield Road, Eau Claire Drive, Scrub Oak Road and Bachman Road
Public Works
BID NO. B05033-04/12/05B

Invitations for bids were advertised and solicited from qualified contractors for the Middlefield Road, Eau Claire Drive, Scrub Oak Road and Bachman Road Project. The project includes grading, drainage, and paving of approximately 0.65 miles of Middlefield Road from S-32-268 (Westwoods Drive) to S-32-1310 (Meadowlark Road); approximately 0.509 miles of Eau Claire Drive northerly from S-32-83 (Old Lexington Highway); approximately 0.449 miles of Scrub Oak Road from S-32-900 (Windy Wood Road) to Jerold Road; and approximately 0.699 miles of Bachman Road southerly from S-32-875 (Glenn Road). There is an estimated 6,559 L.F. of 18"; 1,585 L.F. of 24"; 412 L.F. of 30"; and 44 L.F. of 36" R.C. pipe, 7,661 C.Y. of Unclassified Excavation, 73 Type 9 Catch Basins, 15 Junction Boxes, 44 Tons Rip Rap (Class A), 27,098 S.Y. of Macadam Base Crusher Run (8" Uniform) and 206 Tons of Maintenance Stone. We received bids from three (3) contractors (see attached bid tab).

Bids were evaluated by John Fecthel, Director of Public Works; Brian Nickerson, EIT, Civil Engineering Consulting Services Incorporated, and Janice A. Bell, Procurement Officer. It is our recommendation to award this contract to Cherokee, Incorporated as being the lowest responsive bidder. The total bid for this project, based on estimated quantities, is \$1,492,264.99.

Funds are appropriated in the following accounts:

2700-121300-539895	SCHD "C" Funds	Middlefield Road	\$226,750.06
2700-121300-539713	SCHD "C" Funds	Eau Claire Road	\$279,006.89
2700-121300-539889	SCHD "C" Funds	Scrub Oak Road	\$ 40,710.46
2700-121300-539714	SCHD "C" Funds	Bachman Road	\$372,548.80

There is \$226,750.06 in the account for Middlefield Road. If approved, a budget amendment will be prepared for the remaining \$179,827.87 for this road. There is \$279,006.89 in the account for Eau Claire Road. If approved, a budget amendment will be prepared for the remaining \$94,258.96 for this road. There is \$40,710.46 in the account for Scrub Oak Road. If approved, a budget amendment will be prepared for the remaining \$245,817.89 for this road. There is \$372,548.80 in the account for Bachman Road. If approved, a budget amendment will be prepared for the remaining \$53,344.06 for this road.

I concur with the above recommendation and further recommend that this bid be placed on County Council's agenda for their next scheduled meeting on April 26, 2005.

Attachments

copy: Larry Porth, Director of Finance / Assistant County Administrator
John Fecthel, Director of Public Works

County of Lexington

Bid Tabulation

BID: B05033-04/12/05B

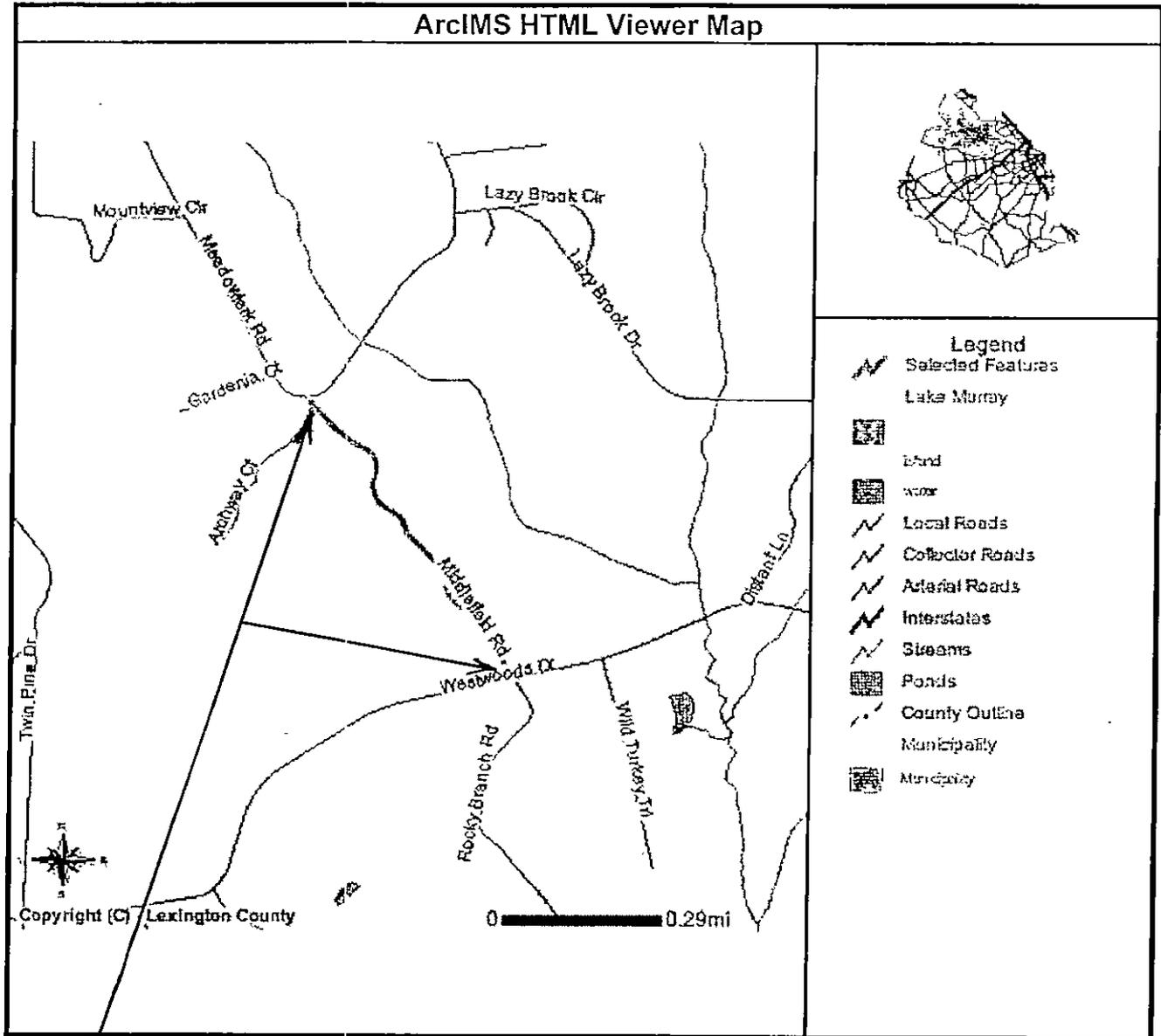
MIDDLEFIELD ROAD, EAU CLAIRE DRIVE, SCRUB OAK ROAD AND BACHMAN ROAD

Bidders Name	Total Bid
Cherokee, Inc.	\$1,492,264.99
Plowden Const.	\$1,699,015.40
CR Jackson, Inc.	\$1,999,609.45

Bids Opened: April 12, 2005

Janice A. Bell, CPPB
Procurement Officer





MIDDLEFIELD ROAD (0.65 MILES)
C.D. - 6, H.D. 40

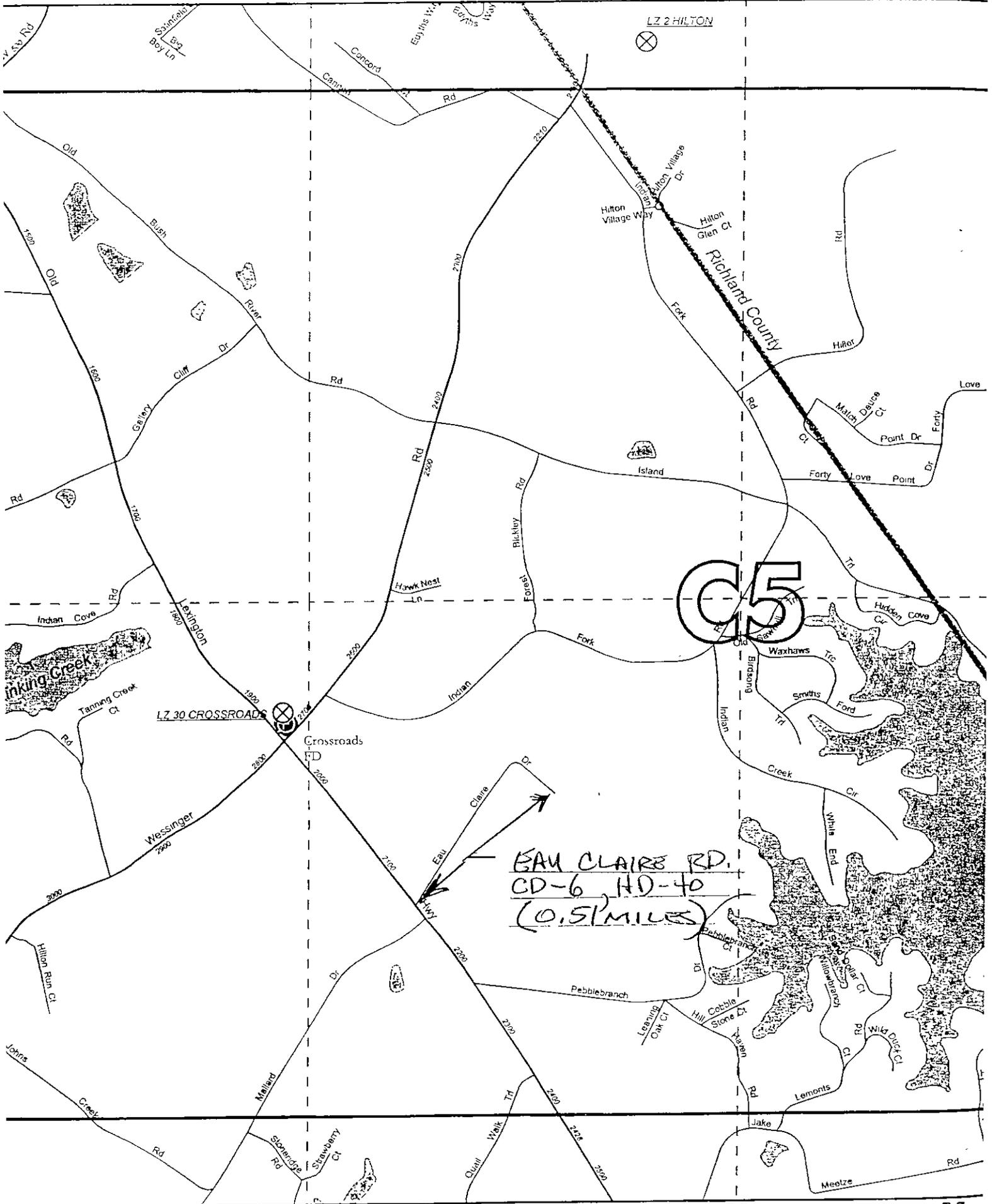
W

81°19'0"W

X

81 V

Y



C5

EAU CLAIRE RD.
CD-6, HD-40
(0.51 MILES)

WW

X

D5
81°19'0"W

Y

Y

81°17'0"W

Z

81°16'0"W

Sep 27, 2004



K6

33°50'0"N

H

9

33°49'0"N

2

M6

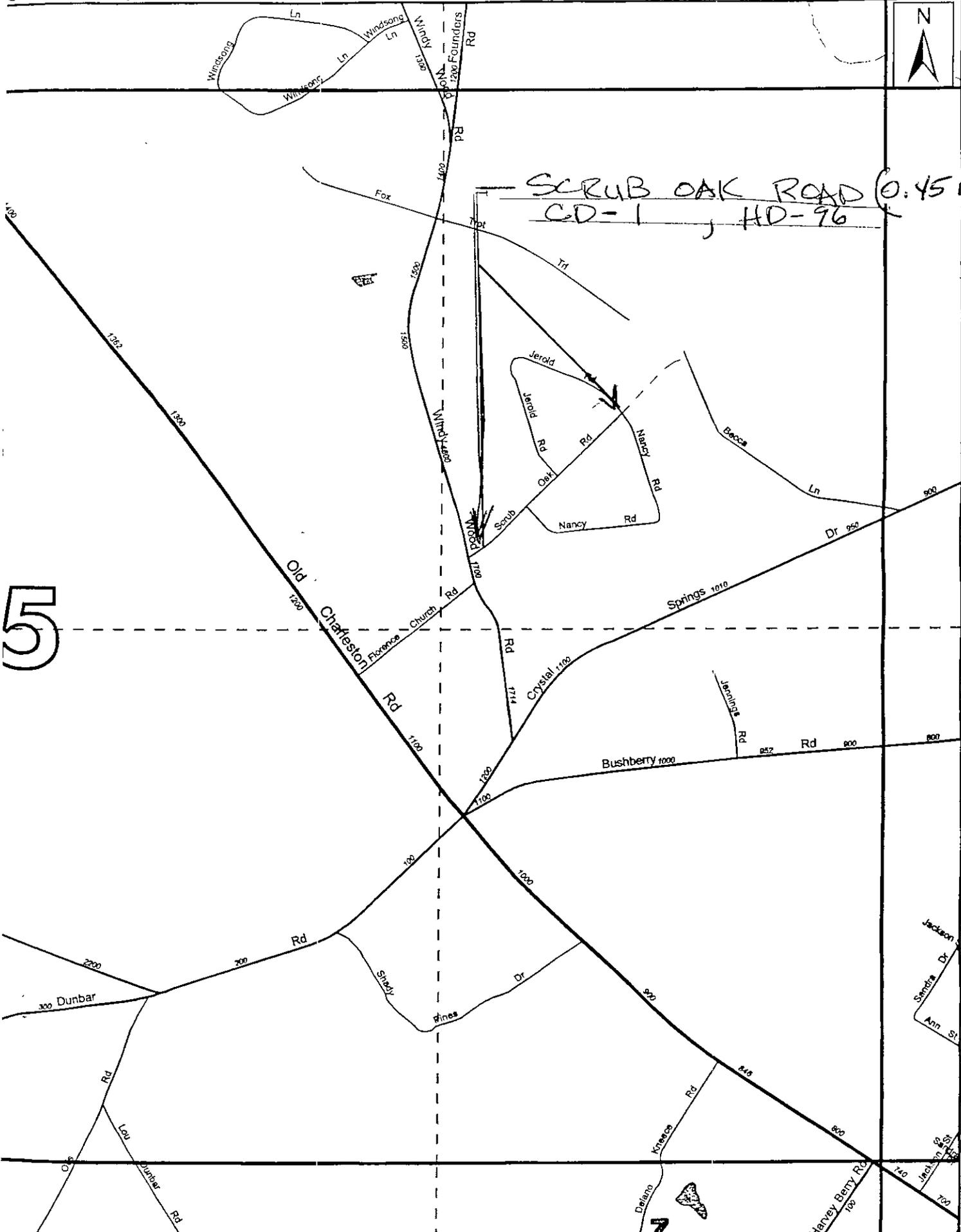
33°48'0"N

L5

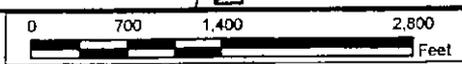
N

W

5



SCRUB OAK ROAD 0.45 MILES
CD-1, HD-76



81°17'0"W

81°16'0"W

X

8

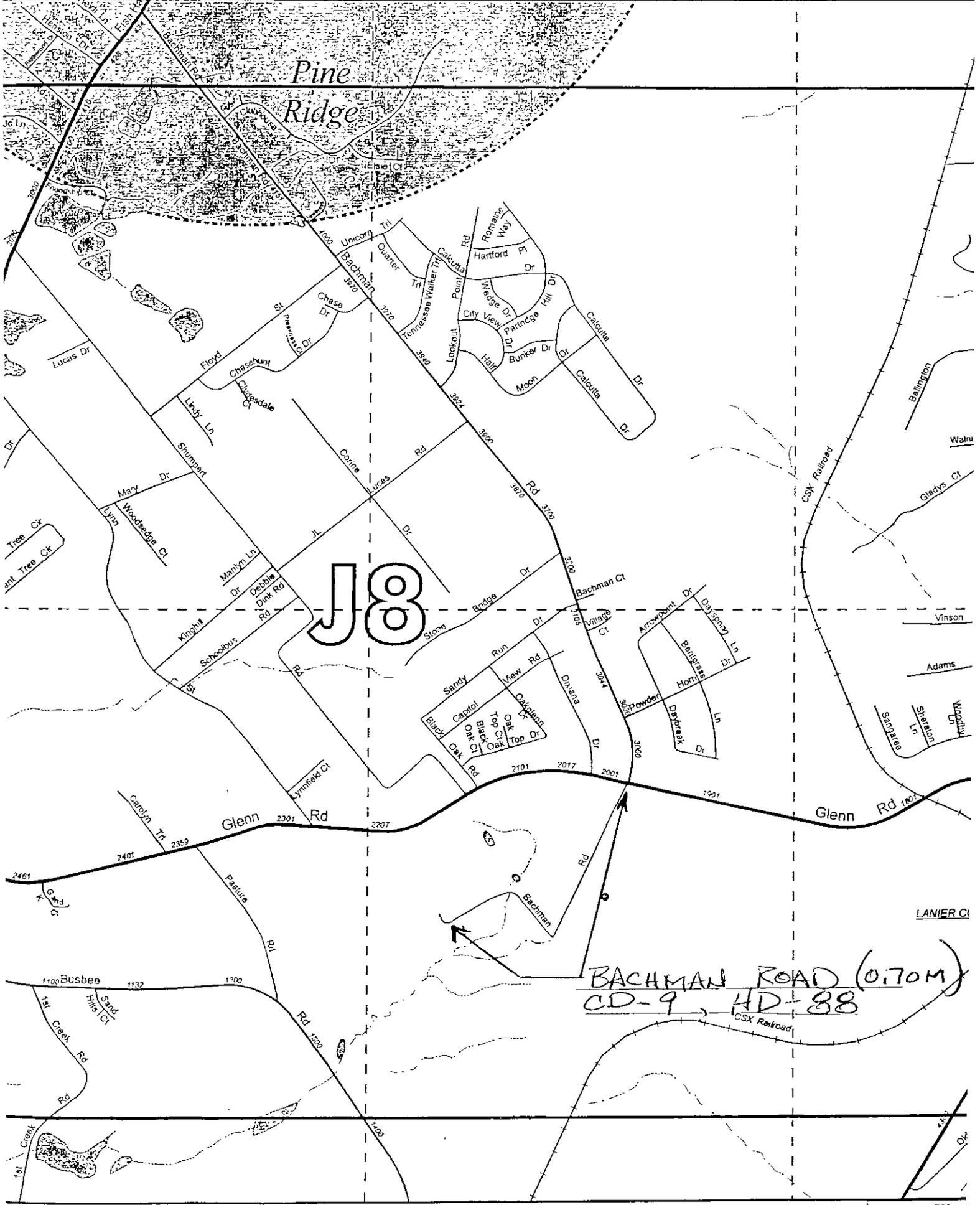
Y

81°5'0"W

Pine Ridge

J8

BACHMAN ROAD (0.70M)
CD-9, HD-88



X

K8
81°6'0"W

Y

81°5'0"W



COUNTY OF LEXINGTON

Procurement Services

MEMORANDUM

(O) 785-8319

(F) 785-2240

DATE: April 15, 2005

TO: Art Brooks
County Administrator

THROUGH: Sheila R. Fulmer, CPPB
Procurement Manager



FROM: Donna J. Harris, CPPB
Procurement Officer



SUBJECT: Door Security Equipment West Columbia Fire Department and Cayce Department of Public Safety- Sheriff's Department

Quotations were solicited from qualified vendors for the purchase of Door Security Equipment for the West Columbia Fire Department and Cayce Department of Public Safety. These locations have been identified as vulnerable facilities. The recommended equipment will be used to enhance the security for both municipalities. We received two (2) quotes (see attached bid tab).

Quotations were evaluated by Chief Timothy James, Deputy County Administrator; Neil Ellis, Emergency Service Coordinator and Donna J. Harris, Procurement Officer. The grant procedures have been approved by the South Carolina Department of Public Safety. It is our recommendation to purchase the Door Security Equipment and installation from Triangle Safe and Lock as being the lowest responsible bidder for a total cost of \$5,598.98 including applicable sales tax and installation.

Funds are appropriated in the following account:

2476-151200-5A5547	State Homeland Security Grant
Door Security System	\$5,598.98

I concur with the above recommendation and further recommend that this purchase be placed on County Council's agenda for their next scheduled meeting on April 26, 2005.

Attachments

copy: Larry Porth, Director of Finance/Assistant County Administrator
Chief Timothy James, Deputy County Administrator
Neil Ellis, Emergency Service Coordinator



To: Members of County Council

From:  Timothy M. James, Deputy County Administrator
Public Safety – Homeland Security

Council Meeting Date: April 26th, 2005

Reference: Door Security Equipment
State Homeland Security Grant

As part of the Homeland Security initiatives to secure vulnerable facilities within Lexington County; two facilities have been identified meeting these criteria – the West Columbia Fire Department and Cayce Department of Public Safety. Therefore, we are seeking to purchase door security equipment for each of these locations. Funds have been identified and appropriated through the State Homeland Security Grant for this purchase. This is a 100% grant and requires no matching funds from Lexington County.

Bids were solicited and it is our recommendation that we proceed with awarding the bid to Triangle Safe and Lock in the amount of \$5,598.98 which will include all equipment, installation and sales tax.

This equipment will be used to enhance the security at the West Columbia Fire Department and Cayce Department of Public Safety.

As the grant procedures have been approved by the South Carolina Department of Public Safety; we are seeking County Council's approval to move forward

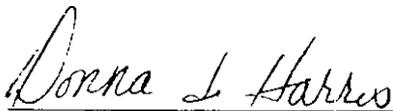
COUNTY OF LEXINGTON

BID TABULATION SHEET

DATE: April 14, 2005

DOOR SECURITY EQUIPMENT WEST COLUMBIA FIRE DEPARTMENT AND CAYCE PUBLIC SAFETY

BIDDER	DOOR SECURITY EQUIPMENT (PRICE INCLUDES SALES TAXES)
Triangle Safe and Lock	\$5,598.98
The Key Shop	\$7,413.85



Donna J. Harris, CPPB
Procurement Officer

COUNTY OF LEXINGTON

Procurement Services

MEMORANDUM

(O) 785-8385

(F) 785-2240

DATE: April 14, 2005

TO: Art Brooks
County Administrator

THROUGH: Sheila R. Fulmer, CPPB
Procurement Manager



FROM: Janice A. Bell, CPPB
Procurement Officer

SUBJECT: Emergency Equipment for Marked Vehicles - Sheriff's Department

We purchased one (1) Marked 2005 Chevrolet Impala patrol sedan and fifteen (15) Marked 2005 Ford Crown Victoria sedans for the Sheriff's Department in August 2004. These vehicles were recommended and approved in accordance with the Fleet Management Policy by Ellis Gammons, Fleet Manager. After utilizing the existing emergency equipment that was usable, it was found that some of the equipment was not in working condition and additional equipment is needed. This equipment is available from Palmetto Distributors through South Carolina State Contract Number 00-S3249-A5085.

The cost for this equipment is \$10,997.75 including applicable sales tax.

Funds are appropriated in account number.

1000-151200-5A5165	(16) Vehicles w/Equipment - Marked	\$10,997.75
--------------------	------------------------------------	-------------

I concur with the above recommendation and further recommend that this purchase be placed on County Council's agenda for their next scheduled meeting on April 26, 2005.

Attachment

copy: Larry Porth, Director of Finance/Assistant County Administrator
Timothy M. James, Deputy County Administrator
Sheriff James Metts
Ellis Gammons, Fleet Manager



To: **Members of County Council**

From:  **Timothy M. James, Deputy County Administrator
Law Enforcement / Public Safety**

Council Meeting Date: **April 26th, 2005**

Reference: **Emergency Equipment for Marked Vehicles**

At the recommendation of our County Fleet Services Manager, we purchased sixteen (16) replacement Ford Crown Victorias in FY 2004-2005.

After utilizing the existing emergency equipment that is usable, it was learned that some of the equipment was not in working condition and in need of replacement.

Therefore, we are requesting replacement emergency equipment in the amount of \$10,997.75.

It is our staff's recommendation to use a portion of the remaining capital funds from the initial purchase of the mentioned sixteen (16) vehicles.

ORDINANCE 05-04
AN ORDINANCE ADOPTING AN ANNUAL BUDGET FOR
FISCAL YEAR 2005-06

WHEREAS, South Carolina Code § 4-9-120 and § 4-9-130 require that County Council shall adopt an annual budget; and

WHEREAS, the annual budget shall be based upon estimated revenues and shall provide appropriations for County operations and debt service for all County departments and agencies.

NOW, THEREFORE, be it ordained and enacted by the Lexington County Council as follows:

SECTION 1 - GENERAL

The fiscal year 2005-06 County budget for Lexington County, South Carolina, a copy of which is attached hereto and incorporated herein by way of reference, is hereby adopted.

SECTION 2 - COUNTY OPERATIONS TAX LEVY

There shall be levied, for County operations on all taxable property in Lexington County, sufficient taxes to fund the referenced budget in the number of mills allowed in Code Section 6-1-320.

SECTION 3 - DEBT SERVICE TAX LEVY

The County Auditor is hereby authorized and directed to levy millages for all county and special district debt service funds in amounts sufficient to retire their respective debts.

SECTION 4 - MILLAGE AGENCY TAX LEVY

There shall be levied, for millage agencies (Lexington County Recreation and Aging Commission, Irmo-Chapin Recreation Commission, Midlands Technical College, Riverbanks Park, Irmo Fire District) on all taxable property in Lexington County, sufficient taxes to fund their respective budgets in the number of mills, allowed in Code Section 6-1-320.

SECTION 5 - BUDGETARY ESTIMATES

Anticipated revenues are stated as estimates and the respective appropriations are maximum and conditional. Should actual funding sources for any such fund be less than projected, the Administrator shall reduce budgeted expenditures attributable to said fund.

SECTION 6 - BUDGETARY CONTROL

Departments and/or other organizational units are bound to the appropriated expenditures incorporated herein. Upon the written request of the department head, the County Administrator, or his designated representative, is hereby authorized to effect transfers between line items.

Any departments which overspend their spending levels for two consecutive months shall have sufficient personnel in their department removed from the County payroll to fully compensate, prior to June 30, 2006, the impending overrun.

SECTION 7 - LINE ITEM CARRYOVERS

Any line items previously appropriated and/or properly encumbered as of June 30, 2005, shall be carried forward as an appropriation of fiscal year 2005-06 upon the recommendation of the County Administrator, and by passage of a budgetary amendment resolution by County Council.

SECTION 8 - NEW GRANTS

Grant funds applied for or received after the budget year, and therefore not stated in this budget ordinance, shall, by passage of a budgetary amendment resolution by County Council authorizing the acceptance of the grant and its appropriations, be accounted for in appropriate special revenues funds. The specific grant provisions shall direct the manner of expenditure of these funds.

SECTION 9 - OTHER MISCELLANEOUS RECEIPTS

Revenues other than those originally budgeted may be expended as directed by their respective revenue source after they are accepted and appropriated by the County Council by passage of the budgetary amendment resolution. Such funds include, but are not limited to, contributions, donations, special events, insurance and similar recoveries. These funds may be appropriated for any costs or overruns or new projects upon approval of County Council.

SECTION 10 - LINE OF CREDIT AUTHORIZATION

From time to time it may be necessary for the administration of the County (or any other agency for which the county levies taxes) to borrow in anticipation of tax revenues to guarantee continuity in regular operations. To provide for such contingencies, the administration of the county (or the respective agencies) is hereby authorized to borrow in anticipation of ad valorem tax collections. Such authorization may only be exercised upon certification of need by both the County Treasurer and the Finance Director (or the CEO of the agency and the Chief Financial Officer) and any amount borrowed must be obtained at the lowest possible interest rate and repaid as quickly as practical.

SECTION 11 - SEVERABILITY

If for any reason any provision of this Ordinance shall be declared invalid or unconstitutional, such shall not affect the remaining provisions of this Ordinance.

This Ordinance shall become effective July 1, 2005.

Enacted this _____ day of _____, 2005.

Bruce E. Rucker, Chairman

ATTEST:

Diana W. Burnett, Clerk

First Reading:

Second Reading:

Public Hearing:

Third & Final Reading:

Filed w/Clerk of Court:

COMMITTEE REPORT

RE: Zoning Map Amendment M05-02

DATE: April 13, 2005

COMMITTEE: Planning & Administration

MAJORITY REPORT: Yes

The Planning and Administration Committee convened on Tuesday, April 12, 2005 to discuss Zoning Map Amendment M05-02. The applicant, Henry O. Thompson, requested that North Lake Drive between Elton Meetze Lane and Regency Drive (TMS# 001800-01-018) be reclassified from High Density Residential (R3) to General Commercial (C2).

Mr. Thompson indicated on the submitted application that with the development in recent years of some of the properties in the area to commercial use, I feel that a change in zoning classification will be appropriate to improve the marketability of my property.

A public hearing was held on March 8, 2005, at which time no one spoke in opposition to the request.

The Planning Commission considered the application on March 17, 2005 and voted unanimously to recommend that the request be approved.

After much deliberation, it is the recommendation of the Planning and Administration Committee that Zoning Map Amendment M05-02 be denied.



COUNTY OF LEXINGTON, SOUTH CAROLINA

Department of Community & Economic Development
County Administration Building (803) 359-8121
212 South Lake Drive Lexington, South Carolina 29072

ZONING MAP AMENDMENT APPLICATION # M05-02

Address and/or description of property for which the amendment is requested:

On North Lake Drive between Elton Meetze Lane and Regency Drive TMS# 001800-01-018

Zoning classifications: High Density Residential (R3) General Commercial (C2)
(current) (proposed)

Reason for the request (use the back of this application form if necessary)

With the development in recent years of some of the properties in the area to commercial use, I feel that a change in zoning classification will be appropriate to improve the marketability of my property.

Even though this request will be carefully reviewed and considered, the burden of proving the need for the amendment rests with the applicant

Date 01-10-05

(X) Owner?
() Agent?

Signature [Handwritten Signature]

Name(print) HENRY O. THOMPSON

Address 208 AMENITY RD.
LEXINGTON, SC. 29036

Telephone (803) 751-5525

- 1 2/14/05 Application Received
2 2/14/05 Fee Received
3 2/17/05 Newspaper Advertisement
4 2/18/05 Property Posted
5 2/24/05 Notices Sent

3/17/05 Planning Commission Recommendation: 7-0 Approval

2/22/05 First Reading 3/8/05 Public Hearing 1/1/ Second Reading 1/1/ Third Reading

Results:



STAFF SUMMARY ZONING MAP AMENDMENT #M05-02

Description of the Amendment: This map amendment request is for a change in zoning classification from “High Density Residential (R3)” to “General Commercial (C2)”.

Character of the Area: There is a mix of commercial and residential property use in the immediate area. The subject property is bordered on the north by Elton Meetze Lane and residential, on the east by a mini-warehouse and residential uses, to the south there is Murray Landing Shopping Center and to the west, North Lake Drive and City of Columbia property.

Zoning History: This property is in the Dutch Fork Planning Area zoned in 1971/1974. Since 1993, there have been six requests for zoning change. This property was part of Map Amendment #M00-04 and at the time consisted of 4.25 acres. The zoning change was approved from “Development(D)” to “High Density Residential(R3)”.

Council District: Six-Councilman Johnny W. Jeffcoat

Attachments: Chart of Allowed Uses by Zoning District
Political Boundaries Maps
Location Maps

However, home occupation day care is not subject to the 25% of total floor area restriction, or the 750 square feet of floor area restriction imposed on other home occupations. Also, home occupation day care may be conducted outside on the premises using yard furnishings customary to the residential setting. Additional traffic generation from one delivery and one pick up of each individual each day shall be considered within the limitations of item "e" above. The Board of Zoning Appeal's deliberations shall include, but not be limited to, the following items.

1. the size of the residence and the outside recreation area;
2. parking and vehicular access to the residence and its ability to accommodate the drop-off and pick-up of the additional individuals,
3. the stated opinions of the surrounding property owners, and
4. if requested, the acceptability of having an employee ("caregiver" as defined by the South Carolina Department of Social Services) who is not a resident of the dwelling unit.

21.30 Permitted Uses by District

The columnar chart which follows describes the activities permitted within each district. This chart is based upon the list of principal activities defined in Section 21.10 of this Ordinance and the districts established in Section 11.40, and is subject to the following:

- a. The listing of a permitted activity within a district may be voided upon the application of the special overlay district regulations pertaining to flooding, drainage, or airports found in Articles 4 and 5 of this Ordinance
- b. The provisions of Chapters 2, 3, and 4 of this Article shall apply in all districts to all listed activities as applicable. The application of these provisions may prohibit an activity from locating in a particular district.
- c. Within the Limited Restriction (LR) district, all activities except the following are permitted without review for compliance with the specific provisions of this Ordinance:

- Extremely Hazardous Materials as regulated by Article 3
- Manufacturing Operations as regulated by Article 8
- Manufacturing Home Parks as regulated by Article 7
- Specialty Oriented Businesses as regulated by Article 10

21.31 Chart of Permitted Activities by District

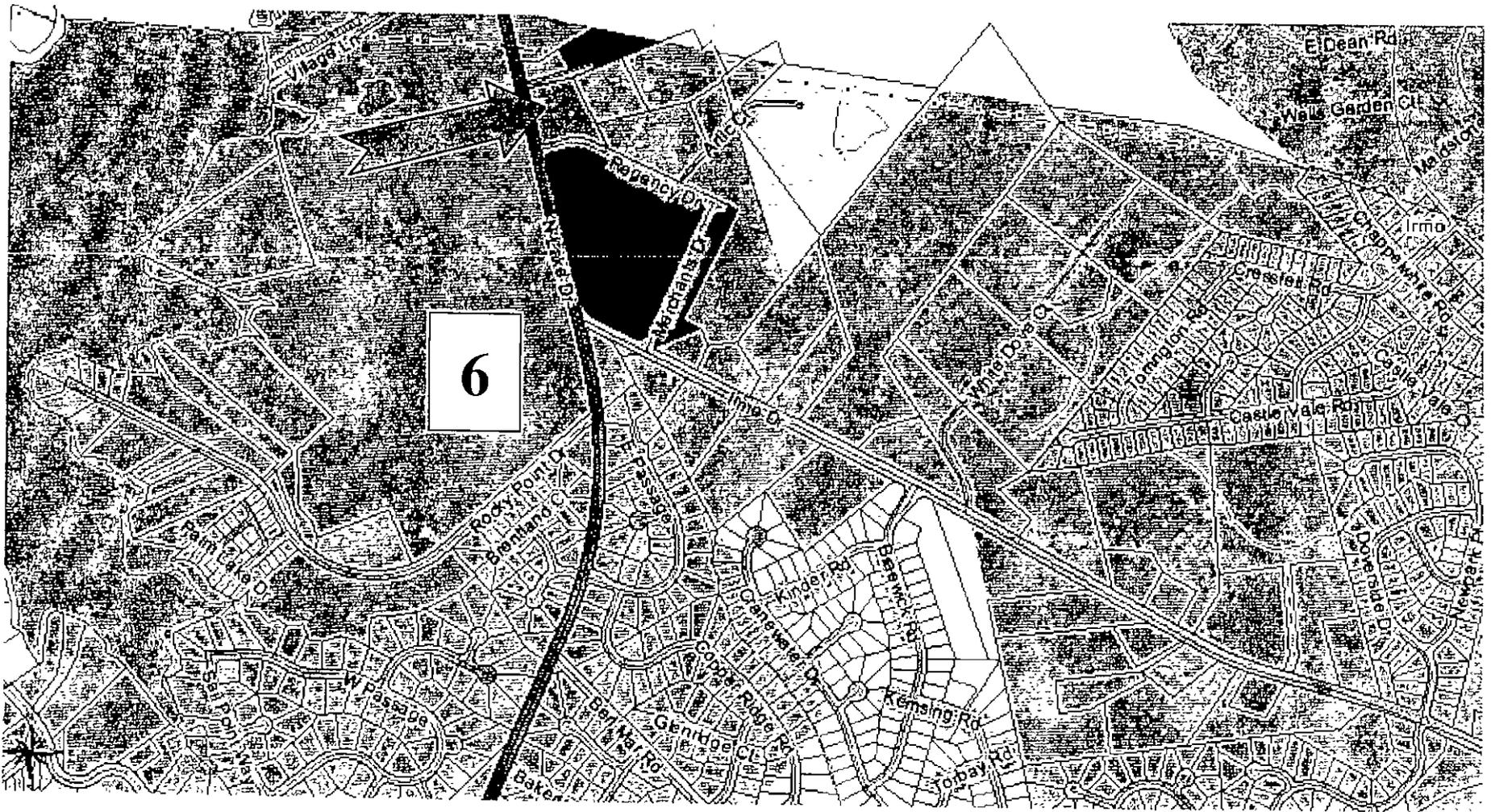
The activities that are marked by an asterisk (*) are allowed only when granted a special exception by the Board of Zoning Appeals as outlined in Article 12 of this Ordinance.

RI	R2	R3	D	RA	RD	LC	CI	C2	ID	LR	ACTIVITIES
					XX	XX	XX	XX	XX	XX	Administrative Offices
					XX		XX	XX	XX	XX	Advertising Signs
				XX	Airports						
			XX	XX	XX				XX	XX	Animal Operations
		XX		XX	XX		XX	XX	XX	XX	Boat Docks
					XX				XX	XX	Bus and Transit Terminals
					XX			XX	XX	XX	Business Services
	XX	XX	XX	XX	XX			XX	XX	XX	Cemeteries
	XX	Child or Adult Day Care									
XX	Churches										
					XX				XX	XX	Communication Towers
XX	XX	XX	XX	XX	XX			XX	XX	XX	Community Education
					XX			XX	XX	XX	Construction Services
			XX	XX	XX				XX	XX	Crops

R1	R2	R3	D	RA	RD	LC	C1	C2	ID	LR	ACTIVITIES
					XX				XX	XX	Detention Centers
XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	Essential Services (Limited)
	XX	XX	XX	XX	XX			XX	XX	XX	Essential Services (Extensive)
				XX	XX			XX	XX	XX	Food Services
					XX			XX	XX	XX	General Repair and Maintenance Services
					XX		XX	XX	XX	XX	General Retail (Limited)
					XX			XX	XX	XX	General Retail (Extensive)
XX#	XX#	XX#	XX#	XX	XX		XX	XX	XX	XX	Group Assembly (Limited)
				XX	XX			XX	XX	XX	Group Assembly (Intermediate)
					XX			XX	XX	XX	Group Assembly (Extensive)
		XX	XX	XX	XX	XX	XX	XX	XX	XX	Group Housing
					XX		XX	XX	XX	XX	Hospitals
			XX	XX	XX				XX	XX	Kennels and Stables
					XX				XX	XX	Landfills (Limited)
					XX				XX	XX	Landfills (Intermediate)
					XX				XX	XX	Landfills (Extensive)
					XX			XX	XX	XX	Manufacturing (Light Assembly)
					XX				XX	XX	Manufacturing (Limited)
					XX				XX	XX	Manufacturing (Intermediate)
					XX				XX	XX	Manufacturing (Extensive)
					XX			XX	XX	XX	Marinas
					XX	XX	XX	XX	XX	XX	Medical Services
					XX				XX	XX	Military Installations
			XX		XX			XX	XX	XX	Mining (Limited)
					XX				XX	XX	Mining (Intermediate)
					XX				XX	XX	Mining (Extensive)
XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	Mini-Parks
					XX			XX	XX	XX	Mini-Warehouses
	XX	XX	XX	XX	XX		XX	XX	XX	XX	Mobile Homes
		XX			XX			XX	XX	XX	Mobile Home Parks (Limited) *
		XX			XX			XX	XX	XX	Mobile Home Parks (Extensive) *
XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	Natural Reserves
				XX	Non-Assembly Cultural						
	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	Nursing Homes
					XX		XX	XX	XX	XX	Personal Convenience Services
			XX	XX	XX	XX	XX	XX	XX	XX	Plant Nurseries
					XX				XX	XX	Power Plants
					XX	XX	XX	XX	XX	XX	Professional Services
					XX				XX	XX	Radioactive Materials Handling
					XX				XX	XX	Railroad
					XX				XX	XX	Recycling Centers
					XX			XX	XX	XX	Research Services
XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	Residential Detached
	XX	XX			XX	XX	XX	XX	XX	XX	Residential Attached (2 dwelling units)
		XX			XX			XX	XX	XX	Residential Attached (3 or more dwelling units)
		XX			XX			XX	XX	XX	Retirement Centers/Assisted Living
					XX				XX	XX	Salvage/Wrecking Yard
					XX				XX	XX	Scrap Operations

R1	R2	R3	D	RA	RD	LC	CL	C2	ID	LR	ACTIVITIES	
					XX		XX	XX	XX	XX	Business Parks	Speculative Development
					XX			XX	XX	XX	Shopping Centers	
					XX				XX	XX	Industrial Parks	
					XX			XX	XX	XX	Towing and Impoundment Lot	
					XX			XX	XX	XX	Trade Enterprises	
					XX			XX	XX	XX	Transient Habitation	
					XX			XX	XX	XX	Transport and Warehousing (Limited)	
					XX				XX	XX	Transport and Warehousing (Extensive)	
					XX		XX	XX	XX	XX	Transport Services	
					XX			XX	XX	XX	Undertaking	
XX	Utilities											
					XX			XX	XX	XX	Vehicle Parking	
					XX			XX	XX	XX	Vehicle Repair	
					XX			XX	XX	XX	Vehicle Sales	
					XX		XX	XX	XX	XX	Vehicle Servicing (Limited)	
					XX			XX	XX	XX	Vehicle Servicing (Extensive)	
				XX	XX			XX	XX	XX	Veterinarian	
				XX	XX			XX	XX	XX	Zoos	

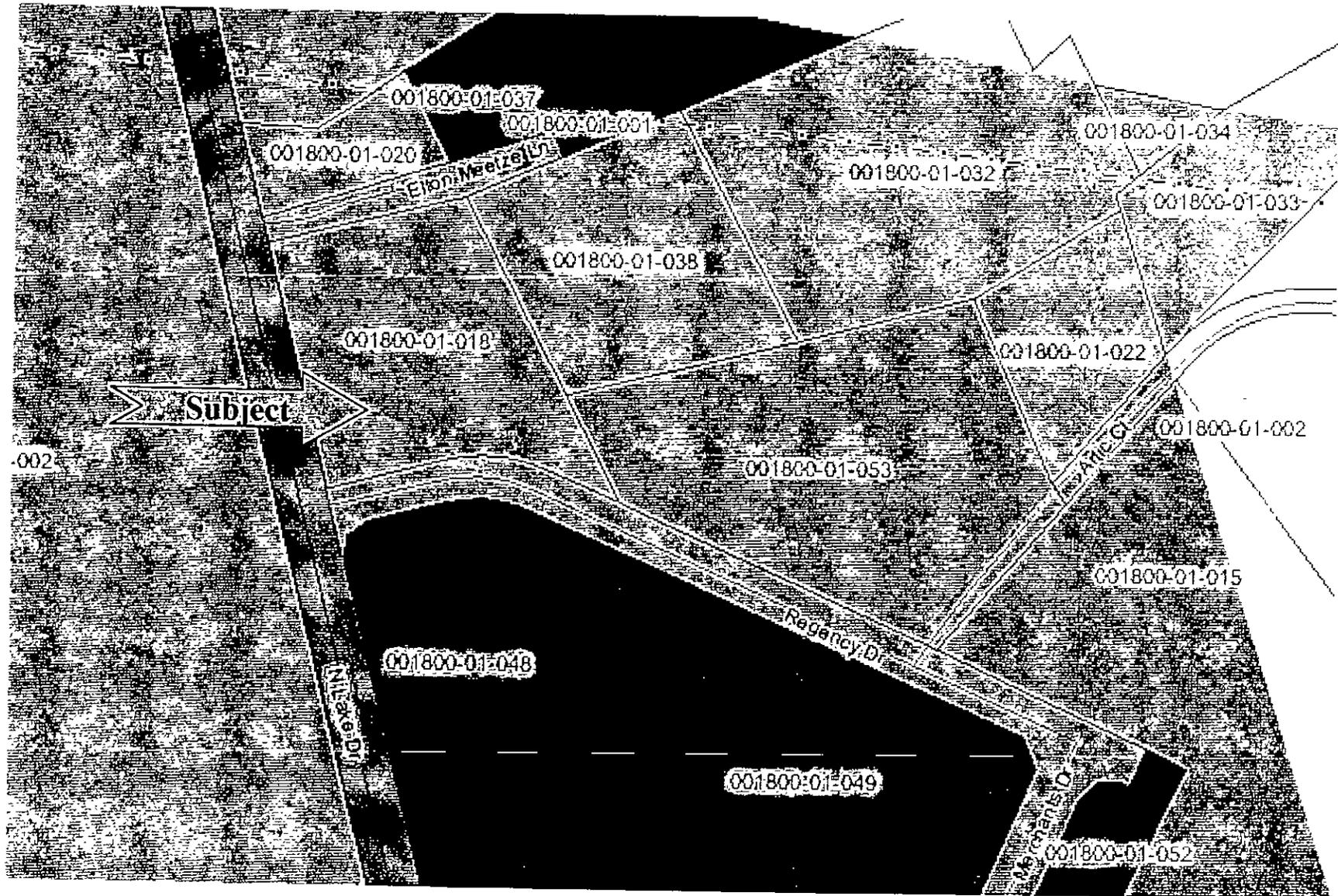
The permitting of this activity in these districts is allowed only if the Group Assembly (Limited) activity is a membership facility owned, operated, and used by the property owners in the surrounding residential area for which the facility is being established



COUNTY COUNCIL DISTRICT MAP

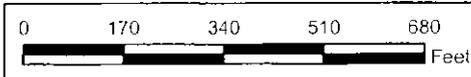
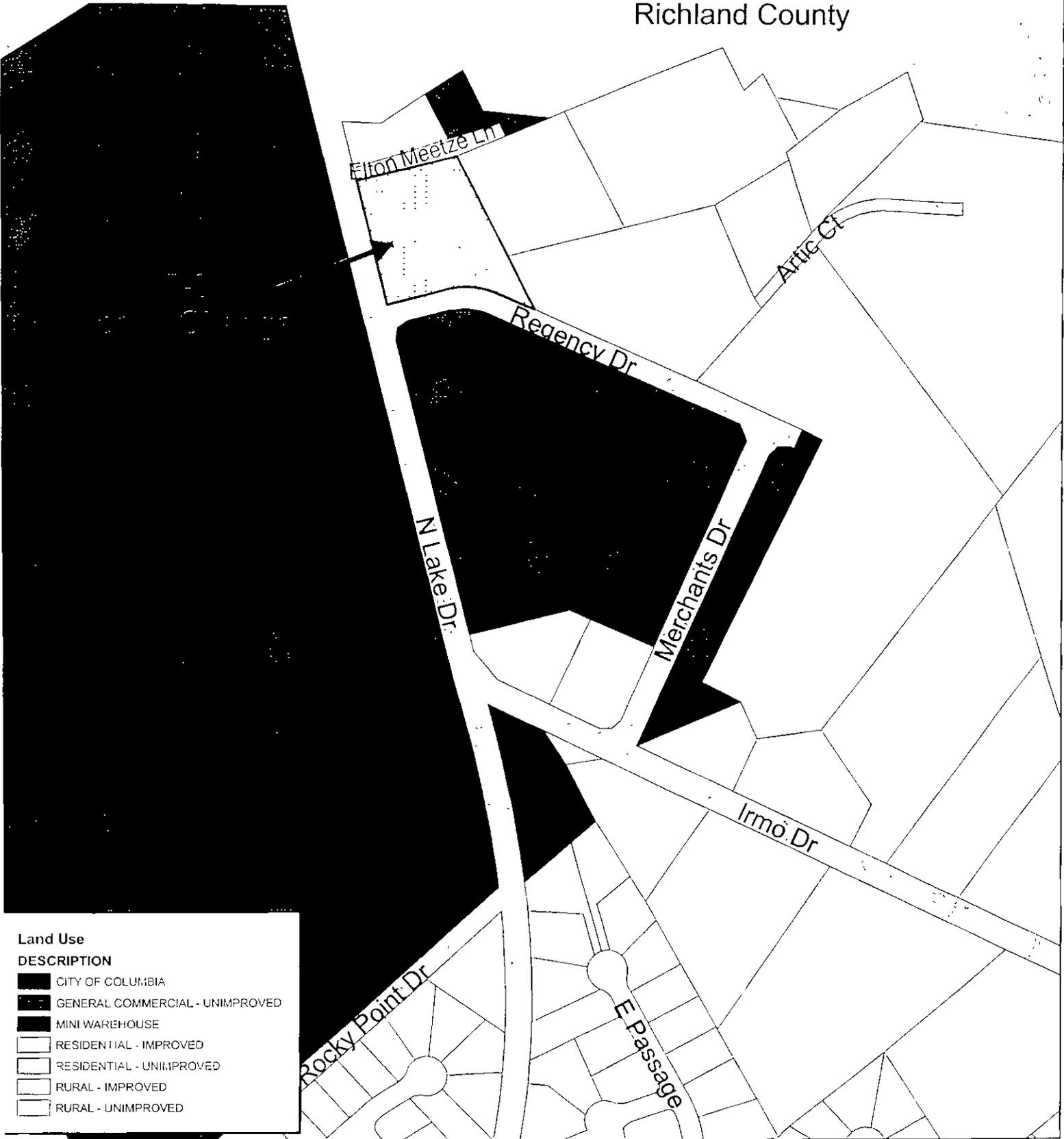


ZONING MAP AMENDMENT #M05-02



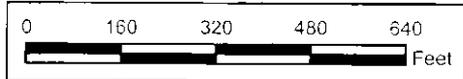
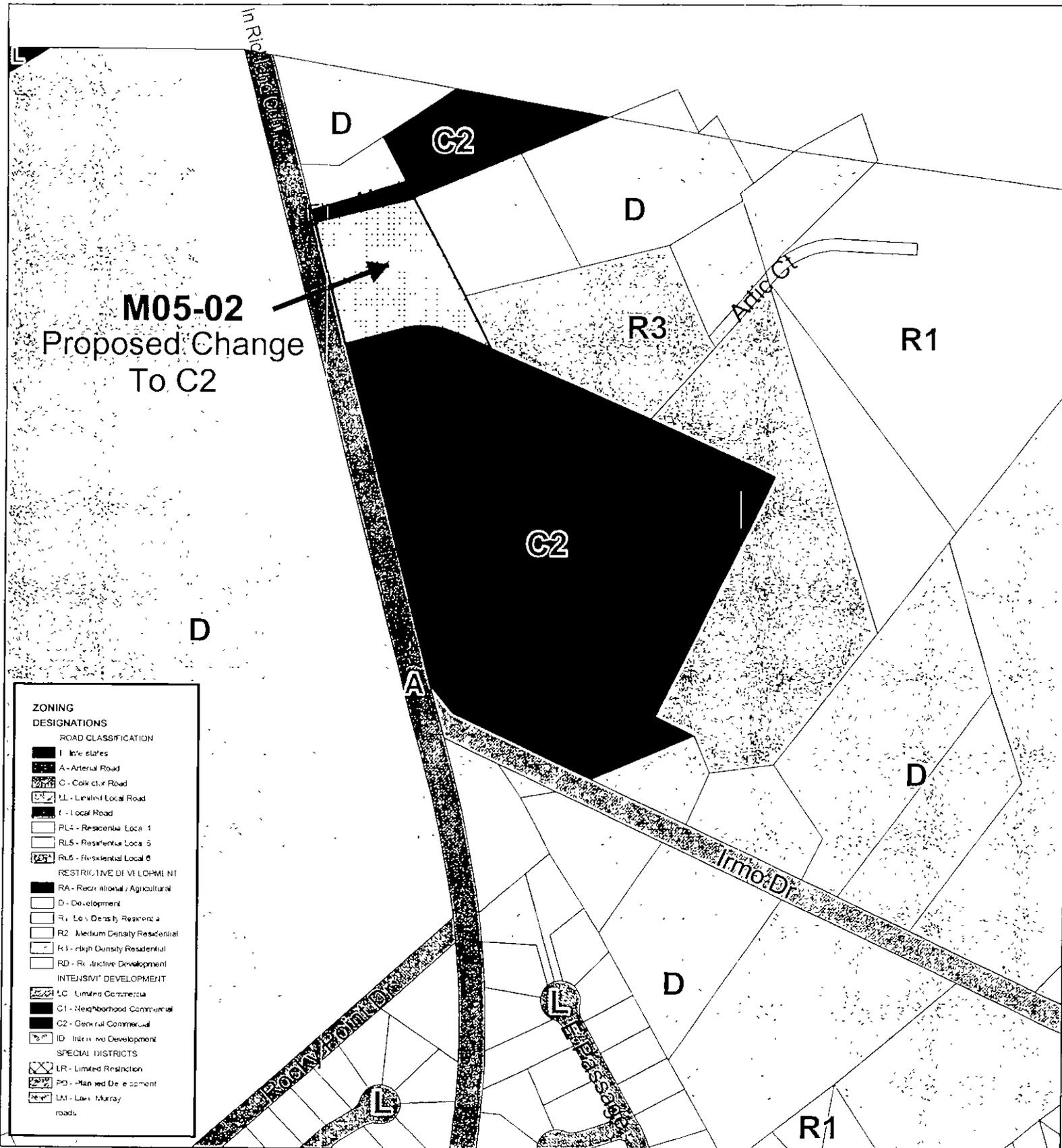
ZONING MAP AMENDMENT #M05-02

Richland County



Existing Landuse
Map Amendment # M05-02
TMS # 001800-01-018





Map Amendment # M05-02
TMS # 001800-01-018





COUNTY OF LEXINGTON, SOUTH CAROLINA

ORDINANCE 05-02

AN ORDINANCE ADOPTING A SUPPLEMENTAL APPROPRIATION FOR FISCAL YEAR 2004-2005

Pursuant to the authority granted by the Constitution of the State of South Carolina and General Assembly of the State of South Carolina, be it ordained and enacted by the Lexington County Council as follows:

Section 1. Findings. Since the adoption of the annual budget for the Fiscal Year 2004-2005, County Council has determined that additional funding needs to be appropriated to meet certain needs of the County for Fiscal Year 2004-2005. County Council has further determined that additional appropriations may be made from the General Fund balance into specific accounts so as to meet any additional Fiscal Year 2004-2005 obligations of Lexington County.

NOW, THEREFORE, be it enacted by the County Council of Lexington County as follows: County Council hereby makes a supplemental appropriation in the sum of \$9,000,000.00 (Nine Million and No/100 Dollars) from the County General Fund balance to specific accounts for certain building and space needs for the construction of (1) Fire Stations at Corley Mill, Cedar Grove, Chapin, and Lake Murray and other fire station capital and improvements, (2) Libraries for Swansca, Gaston, Gilbert, and Chapin and (3) DSS facility.

Enacted this _____ day of _____, 2005

Bruce E. Rucker, Chairman

ATTEST:

Diana W. Burnett, Clerk

First Reading:

Second Reading:

Public Hearing:

Third & Final Reading:

Filed w/Clerk of Court: