

AGENDA
LEXINGTON COUNTY COUNCIL
Committee Meetings
Tuesday, October 28, 2008
Second Floor - County Administration Building
212 South Lake Drive, Lexington, SC 29072
Telephone - 803-785-8103 -- FAX 803-785-8101

***Times are tentatively scheduled committee meetings that may run behind or ahead of schedule; therefore, the times could change by as much as 30 minutes.**

1:00 p.m. - 1:30 p.m. - Economic Development

- (1) Ordinance 08-17 - An Ordinance Authorizing the Execution and Delivery of a Fee-in-Lieu of Ad Valorem Taxes Agreement by and Between Lexington County, South Carolina, and (Project Wind), its Affiliates and Assigns, to Provide for the Inclusion of the Company in a Multi-County Business or Industrial Park; and Other Matters Thereto Related - 1st Reading by Title
- (2) Old Business/New Business
- (3) Adjournment

1:30 p.m. - 2:15 p.m. - Planning & Administration

- (1) Other Post Employment Benefits (OPEB) Liability
- (2) Old Business/New Business - Land Use Growth, Landscape Ordinance
- (3) Adjournment

2:15 p.m. - 2:30 p.m. - Justice

- (1) Midlands Regional Explosive Ordinance Disposal Enhancement (EOD) Grant Award - Public Safety/Homeland Security - Maj. George Brothers, Homeland Security Officer **A**
- (2) Highway Safety DUI Enforcement Grant Award - Sheriff's Department - Chief Keith Kirchner **B**
- (3) Palmetto Pride Enforcement Grant Application - Sheriff's Department - Chief Keith Kirchner **C**
- (4) Approval of Minutes - Meeting of October 14, 2008 **D**
- (5) Old Business/New Business
- (6) Adjournment

2:30 p.m. - 3:15 p.m. - Health & Human Services

- (1) Conservation Assessment Program Grant Application - Museum - J.R. Fennell, Director **E**
- (2) Ordinance 08-16 - An Ordinance to Amend the Lexington County Code of Ordinances, Chapter 14, Building and Building Regulations; by Adding a New Article Therein for the Purpose of Establishing Regulations and Requirements Related to Smoking in Retail Food Establishments in the Unincorporated Areas of Lexington County **F**

- (3) Approval of Minutes - Meeting of October 14, 2008 **G**
- (4) Old Business/New Business
- (5) Adjournment

3:15 p.m. - 3:25 p.m. - Public Works

- (1) Ordinance 08-14 - An Ordinance Amending the Lexington County Stormwater Management Ordinance 06-10 for the Creation of the Stormwater Advisory Board - Public Works - Sheri Armstrong, Stormwater Manager **H**
- (2) Approval of Minutes - Meeting of October 14, 2008 **I**
- (3) Old Business/New Business - Traffic Congestion
- (4) Adjournment

3:25 p.m. - 3:35 p.m. - Airport

- (1) Airport Capital Improvement Plan (ACIP) FY 2010-2014 and FY 09 Pre-Application for FAA Funds (Goals 2,3) - Lexington County Airport at Pelion - Katherine Hubbard, County Administrator **J**
- (2) Old Business/New Business
- (3) Adjournment

3:35 p.m. - 3:55 p.m. - Solid Waste

- (1) Red Bank Relocation - Collection and Recycling Center Vehicle Traffic Data - Solid Waste Management - Dave Eger, Director **K**
- (2) Old Business/New Business
- (3) Adjournment

3:55 p.m. - 4:15 p.m. - Committee of the Whole

- (1) Request for Outside Agency Funding for the Burton Center - Felton Burton, Executive Director **L**
- (2) Clemson Extension 2009-2010 Budget Increase Request - John Oxner, Lead County Extension Agent..... **M**
- (3) Old Business/New Business
- (4) Adjournment

Economic Development

S. Davis, Chairman
B. Banning, Sr., V Chairman
J. Kinard
J. Jeffcoat
T. Cullum
B. Derrick

Justice

B. Banning, Sr., Chairman
J. Kinard, V Chairman
S. Davis
B. Keisler
B. Derrick

Public Works

D. Summers, Chairman
T. Cullum, V Chairman
B. Keisler
J. Carrigg, Jr.
B. Derrick

Solid Waste

J. Kinard, Chairman
B. Keisler, V Chairman
S. Davis
J. Jeffcoat
B. Derrick

Planning & Administration

J. Jeffcoat, Chairman
S. Davis, V Chairman
D. Summers
J. Carrigg, Jr.
B. Banning, Sr.
B. Derrick

Health & Human Services

J. Carrigg, Jr., Chairman
J. Jeffcoat, V Chairman
D. Summers
B. Keisler
B. Banning, Sr.
B. Derrick

Airport

T. Cullum, Chairman
J. Carrigg, Jr., V Chairman
J. Kinard
D. Summers
B. Derrick

Committee of the Whole

B. Derrick, Chairman
D. Summers, V Chairman
J. Kinard
S. Davis
B. Keisler
J. Jeffcoat
J. Carrigg, Jr.
B. Banning, Sr.
T. Cullum

A G E N D A
LEXINGTON COUNTY COUNCIL
Tuesday, October 28, 2008
Second Floor - Dorothy K. Black Council Chambers - County Administration Building
212 South Lake Drive, Lexington, South Carolina 29072
Telephone - 803-785-8103 FAX - 803-785-8101

4:30 P.M. - COUNCIL CHAMBERS

Call to Order/Invocation

Pledge of Allegiance

Chairman's Report

Administrator's Report

Employee Recognition - Katherine Hubbard, County Administrator

Presentation of Certificate

- (1) Mr. Eddie Wilder - Presented by Councilman Jeffcoat
- (2) Ms. Sandra Burdett - Presented by Councilman Jeffcoat

Appointments **N**

Bids/Purchases/RFPs

- (1) Print and Mail Services Request for Proposal - Multiple Departments **O**
- (2) Employee Grocery Gift Cards - Human Resources **P**
- (3) Bunker Gear - Term Contract - Public Safety/Fire Service **Q**
- (4) Silv-Ex Class "A" Foam - Term Contract - Public Safety/Fire Service **R**
- (5) Oil/Gas Mixture Tanks - Solid Waste Management - Recycling (Grant Funds) **S**

Minutes - Meeting of October 14, 2008..... **T**

Ordinance

- (1) Ordinance 08-15 - An Ordinance to Amend Ordinance No. 95-12 as Amended by Subsequent Ordinances Relating to the Joint County Industrial Park of Lexington and Calhoun Counties so as to Enlarge the Park to Include Property in the Saxe Gotha Industrial Park and Property Which Encompasses the Farmers Market - 2nd Reading..... **U**

Committee Reports

Economic Development, S. Davis, Chairman

- (1) Ordinance 08-17 - An Ordinance Authorizing the Execution and Delivery of a Fee-in-Lieu of Ad Valorem Taxes Agreement by and Between Lexington County, South Carolina, and (Project Wind), its Affiliates and Assigns, to Provide for the Inclusion of the Company in a Multi-County Business or Industrial Park; and Other Matters Thereto Related - 1st Reading by Title

Planning & Administration, J. Jeffcoat, Chairman

- (1) Other Post Employment Benefits (OPEB) Liability

Justice, B. Banning, Sr., Chairman

- (1) Midlands Regional Explosive Ordinance Disposal Enhancement Grant Award - **Tab A**
- (2) Highway Safety DUI Enforcement Grant Award - **Tab B**
- (3) Palmetto Pride Enforcement Grant Application - **Tab C**

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

- (1) Conservation Assessment Program Grant Application - **Tab E**

Budget Amendment Resolutions

6:00 P.M. - Public Hearings

- (1) Ordinance 08-14 - An Ordinance Amending the Lexington County Stormwater Management Ordinance 06-10 for the Creation of the Stormwater Advisory Board - **Tab H**
- (2) Ordinance 08-15 - An Ordinance to Amend Ordinance No. 95-12 as Amended by Subsequent Ordinances Relating to the Joint County Industrial Park of Lexington and Calhoun Counties so as to Enlarge the Park to Include Property in the Saxe Gotha Industrial Park and Property Which Encompasses the Farmers Market - **Tab U**

OLD BUSINESS/NEW BUSINESS

EXECUTIVE SESSION/LEGAL BRIEFING

MATTERS REQUIRING A VOTE AS A RESULT OF EXECUTIVE SESSION

ADJOURNMENT

GOALS

- 1. Provide for public services to citizens of Lexington County.**
- 2. Manage growth to meet needs of Lexington County.**
- 3. Provide innovative Financial Management.**

COUNTY OF LEXINGTON
SHSP EXPLOSIVE ORDINANCE DISPOSAL ENHANCEMENT
Annual Budget
Fiscal Year - 2008-09

Object Code	Revenue Account Title	Actual 2006-07	11 Months Received Thru May 2007-08	Amended Budget Thru May 2007-08	Projected Revenues Thru Jun 2007-08	Requested 2008-09	Approved 2008-09
* SHSP EOD Enhancement 2484:							
Revenues:							
457000	Federal Grant Income	0	0	0	0	100,000	100,000
** Total Revenue		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100,000</u>	<u>100,000</u>
***Total Appropriation					0	100,000	100,000
FUND BALANCE							
Beginning of Year							
					<u>0</u>	<u>0</u>	<u>0</u>
FUND BALANCE - Projected							
End of Year							
					<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

Fund 2484
Division: Law Enforcement
Organization: 151200 - LE/Operations

Object Code	Expenditure Classification	2006-07 Expend	2007-08 Expend (May)	2007-08 Budgeted (May)	BUDGET		
					2008-09 Requested	2008-09 Recommend	2008-09 Approved
Personnel							
* Total Personnel		0	0	0	0	0	0
Operating Expenses							
521200	Operating Supplies	0	0	0	3,000	3,000	3,000
521208	Police Supplies	0	0	0	2,934	2,934	2,934
525210	Conference & Meeting Expenses	0	0	0	8,000	8,000	8,000
* Total Operating		0	0	0	13,934	13,934	13,934
** Total Personnel & Operating		0	0	0	13,934	13,934	13,934
Capital							
5A9390	Wireless Upgrade for Remote Robot	0	0	0	59,751	59,751	59,751
5A9391	(1) Bomb Suit and Helmet	0	0	0	26,315	26,315	26,315
** Total Capital		0	0	0	86,066	86,066	86,066
*** Total Budget Appropriation		0	0	0	100,000	100,000	100,000

SECTION III. – PROGRAM OVERVIEW

This grant will be used to enhance the capabilities of the Sheriff's Department Explosive Ordinance Disposal Unit. The funds will be used to upgrade current equipment, purchase a new bomb suit, operating tools and supplies and train two additional bomb technicians. This will increase the unit's capabilities to accommodate the growing number of calls received by the Sheriff's Department Explosive Ordinance Disposal Unit.

SECTION V. B. – OPERATING LINE ITEM NARRATIVES

521200 - Operating Supplies **\$ 3,000**

This account will be used to purchase supplies necessary to allow the technicians the ability to safely render suspicious packages safe.

521208 - Police Supplies **\$ 2,934**

This account will be used to purchase explosive supplies to render items safe: detonation cord, Hydro Jets

525210 - Conference & Meeting Expenses **\$ 8,000**

This account will be used to send two officers from the Sheriff's Department to Hazardous Devices School in Huntsville, Al. This six weeks school is free, but all the travel expenses associated with this training school must be paid by the Department.

SECTION V. C. - CAPITAL LINE ITEM NARRATIVES

5A9390 - Wireless Upgrade for Remote Robot **\$ 59,751**

Our Explosive Ordinance Disposal robot currently has a wireless range of 300', which is not a safe distance in the case of accidental detonation. The new wireless upgrade, which is required by the FBI Hazardous Devices School, will increase the range to one mile.

5A9391 – (1) Bomb Suit and Helmet **\$ 26,315**

The Explosive Ordinance Disposal unit currently has two bomb suits. The newer of the two suits is a medium and will only fit two of the four members of the EOD team. The other suit is a large, but is old and no longer serviceable. The new suit will allow for the replacement of the large bomb suit and all four of the EOD team members to be protected.

SOUTH CAROLINA LAW ENFORCEMENT DIVISION
OFFICE OF HOMELAND SECURITY
POST OFFICE BOX 21398
COLUMBIA, SOUTH CAROLINA 29221-1398

GRANT AWARD

Subgrantee: Lexington County Sheriff's Office

Project Title(s): Midlands Regional EOD Enhancement \$100,000.00

Grant Period: 11/01/08-11/30/09 **Date of Award:** 10/06/2008

Total Amount of Award: \$100,000.00 **Grant Number:** 8SHSP10

In accordance with the provisions of Federal Fiscal Year 2008 State Homeland Security Grant Program, the South Carolina Law Enforcement Division (SLED) hereby awards to the foregoing Subgrantee a grant in the amount shown above. The CFDA number is 97.067 and SLED's federal grant number is 2008-GE-T8-0049.

Payment of Funds: The original signed copy of this Award must be signed by the *Official Authorized to Sign* in the space below and returned to SLED **no later than November 3, 2008**. The grant shall be effective upon return of this form and final approval by SLED of the grant budget and program narrative. Final approval of the grant application will be sent in the form of a Grant Adjustment Notice. **No funds are to be obligated or expended until receipt of the Grant Adjustment Notice.** Grant funds will be disbursed to subgrantees (according to the approved project budget and narrative) upon clearance of special conditions and receipt of evidence that funds have been invoiced and products received and/or that funds have been expended (i.e., invoices, contracts, itemized expenses, etc.).

Conditions: I certify that I understand and agree that funds will only be expended for this project outlined in the funding amount as listed above. I also certify that I understand and agree to comply with the general and fiscal terms and conditions of the grant including special conditions; to comply with provisions of the Act governing these funds and all other federal laws; that all information is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized to commit the applicant to these requirements; that costs incurred prior to grant application approval will result in the expenses being absorbed by the subgrantee; and that all agencies involved with this project understand that all federal funds are limited to the specified performance period.

Supplantation: The Act requires that subgrantees provide assurance that subgrant funds will not be used to supplant or replace local or state funds or other resources that would otherwise have been available for homeland security activities. In compliance with that mandate, I certify that the receipt of federal funds through SLED shall in no way supplant or replace state or local funds or other resources that would have been made available for homeland security activities.

ACCEPTANCE FOR THE SUBGRANTEE

Signature of Official Authorized to Sign



Signature of SLED Agency Director

GRANT AWARD NOTICE: THIS AWARD IS SUBJECT TO THE GRANT SPECIAL CONDITIONS AND FINAL APPROVAL BY SLED OF THE SUBGRANTEE'S GRANT PROGRAM BUDGET AND NARRATIVE.

**COUNTY OF LEXINGTON
HIGHWAY SAFETY DUI ENFORCEMENT
Annual Budget
Fiscal Year - 2008-09**

Object Code	Revenue Account Title	Actual 2006-07	Received Thru May 2007-08	Amended Budget Thru May 2007-08	Projected Revenues Thru Jun 2007-08	Recommend 2008-09	Approved 2008-09
*LE - Highway Safety DUI Enforcement 2455:							
Revenues (Organization: 000000)							
457000	Federal Grant Income	0	10,814	241,362	241,362	172,726	178,521
461000	Investment Interest	0	84	0	84	0	0
801000	Op Trn From General Fund/LE	0	60,340	60,340	60,340	57,575	44,629
** Total Revenue		<u>0</u>	<u>71,238</u>	<u>301,702</u>	<u>301,786</u>	<u>230,301</u>	<u>223,150</u>
***Total Appropriation					301,702	230,301	223,150
FUND BALANCE							
Beginning of Year							
					<u>0</u>	<u>84</u>	<u>84</u>
FUND BALANCE - Projected							
					<u>84</u>	<u>84</u>	<u>84</u>

This grant is split 75% coming from SCDPS and 25% is the County's match.

COUNTY OF LEXINGTON
HIGHWAY SAFETY DUI ENFORCEMENT
Annual Budget
Fiscal Year - 2008-09

Fund: 2455
Division: Law Enforcement
Organization: 151200 - LE/Operations

Object Expenditure Code Classification	2006-07 Expend	2007-08 Expend (May)	2007-08 Amended (May)	<i>BUDGET</i>		
				2008-09 Requested	2008-09 Recommend	2008-09 Approved
Personnel						
510100 Salaries & Wages - 3	0	55,614	108,246	110,397	110,397	110,397
Salaries & Wages Adjustment Account				6,603	4,416	6,603
510199 Special Overtime	0	7,242	0	0	0	0
510200 Overtime	0	41	0	0	0	0
511112 FICA - Employer's Portion	0	4,515	8,281	8,950	8,783	8,950
511114 Police Retirement - Employer's Portion	0	6,730	11,582	12,812	12,687	12,812
511120 Insurance Fund Contribution - 3	0	8,640	11,520	18,000	18,000	18,000
511130 Workers Compensation	0	2,116	3,637	3,932	3,855	3,931
* Total Personnel	0	84,898	143,266	160,694	158,138	160,693
Operating Expenses						
521000 Office Supplies	0	0	900	900	900	900
521200 Operating Supplies	0	0	2,600	2,600	2,600	2,600
522200 Small Equipment Repairs & Maintenance (3)	0	0	0	1,150	1,150	0
522300 Vehicle Repairs & Maintenance - 3	0	147	3,000	4,500	4,500	4,500
524100 Vehicle Insurance - 3	0	0	1,671	1,638	1,638	1,638
524201 General Tort Liability Insurance	0	0	1,930	2,623	2,623	2,533
524202 Surety Bonds	0	0	0	30	89	89
525020 Pagers & Cell Phones - 3	0	837	2,010	2,160	2,160	2,160
525030 800 MHz Radio Service Changes - 3	0	292	2,280	2,061	2,061	2,061
525031 800 MHz Radio Maintenance Fee - 3	0	0	0	305	305	305
525041 E-mail Service Charges	0	0	0	360	360	360
525210 Conference & Meeting Expense	0	0	0	6,000	6,000	2,325
525400 Gas, Fuel and Oil	0	6,595	23,990	40,455	40,455	40,456
529903 Contingency	0	0	0	0	2,497	0
* Total Operating	0	7,871	38,381	64,782	67,338	59,927
** Total Personnel & Operating	0	92,769	181,647	225,476	225,476	220,620
Capital						
540000 Small Tools & Minor Equipment	0	789	1,875	4,825	4,825	105
All Other Equipment	0	98,219	118,180			
5A9387 (3) Laptop Platforms and Computer Bases						750
5A9388 (3) Center Equipment Consoles						750
5A9389 (6) LED Vehicle Fog Lights						925
** Total Capital	0	99,008	120,055	4,825	4,825	2,530
*** Total Budget Appropriation	0	191,777	301,702	230,301	230,301	223,150

SECTION V. B. – OPERATING LINE ITEM NARRATIVES

521000 - OFFICE SUPPLIES **\$ 900**

Items to be purchase including but not limited to pens, file jackets, folders, diskettes, calendars and other general supplies used daily.

521200 - OPERATING SUPPLIES **\$ 2,600**

Funds to purchase traffic supplies such as video and audiotapes, traffic books, disks, batteries etc. are for operational purposes for the traffic officers.

522300 - VEHICLE REPAIRS AND MAINTENANCE **\$ 4,500**

Vehicle repairs and maintenance is needed for the grant vehicles due to excessive use.

The amount budgeted is an estimate of \$1,500 per vehicle.

524100 - VEHICLE INSURANCE **\$ 1,638**

Vehicle insurance is required for the three (3) grant vehicles.

The estimated cost provided by the County Risk Manager for Vehicle Insurance is \$546 per vehicle.

524201 - GENERAL TORT LIABILITY INSURANCE **\$ 2,533**

General Tort Liability Insurance is required for each person employed by the County.

The amount listed was the recommendation of the County Risk Manager.

524202 – SURETY BOND **\$ 89**

Surety bonds are paid every 3 fiscal years. Surety bonds will not be paid again until fiscal year 2012. Surety bonds are paid every 3 fiscal years. Surety bonds will not be paid again until fiscal year 2012.

The budget amount is the estimate provided by the County's Risk Manager.

525020 - PAGERS AND CELL PHONES **\$ 2,160**

The mobile telephones for the grant traffic officers will allow them to communicate effectively with each other and to make contact to those individuals that are involved in traffic situations.

The cost of cell phone service for 3 traffic officers is estimated at \$60 per month per officer.

525030 – 800 MHz RADIO SERVICE CHARGES **\$ 2,061**

The 800 MHz radio fees plus roaming fees is required for the operation of 800 MHz radios.

The cost of service is \$687 per year per officer.

525031 – 800 MHz RADIO MAINTENANCE CHARGES **\$ 305**

The 800 MHz radios require service maintenance to ensure continuous operation.

The cost for radio maintenance is \$101.50 per year per radio.

525041 – E-MAIL SERVICE CHARGES **\$ 360**

E-mail service is a vital tool for communication among all individuals not just within Lexington County.

The cost of e-mail service for 3 traffic officers is estimated at \$120 per year per officer.

525210 – CONFERENCE AND MEETING EXPENSE **\$ 2,325**

The Highway Safety grant requires that each grant traffic officer attend training that will enhance their skills for increased job performance. The three traffic officers will attend training offered by the South Carolina Criminal Justice Academy and by the National Highway Safety Training Council.

The cost of the training is estimated.

525400 - GAS, FUEL, AND OIL **\$ 40,456**

The grant reimburses mileage at the federal rate for grant-funded personnel.

The cost budgeted is an estimate based on projected number of miles to be driven for existing traffic officers.

SECTION V. C. –CAPITAL LINE ITEM NARRATIVES

540000 – SMALL TOOLS AND MINOR EQUIPMENT \$ 105

In order to provide effective operational tasks for the grant, specialized equipment items are necessary to allow a more efficient operation. The 12-volt outlets will be utilized to operate the lights and communication devices inside of the traffic vehicle that requires 12-volt battery access. The compact flash memory cards are required for the prevention of data loss and to capture and store data for sequential read and write restoration capabilities.

The cost for the following items is estimated to include tax and any applicable shipping charges.

(3) 12 Volt Outlet Boxes	\$ 75
(3) Flash Memory	\$ 30

5A9387 – (3) LAPTOP PLATFORMS AND BASES \$ 750

The laptop platforms and computer bases will support and secure the laptop computers for utilization by the traffic officers in researching data and writing reports for their daily operations.

5A9388 – (3) CENTER EQUIPMENT CONSOLES \$ 750

The center consoles will be utilized to mount the equipment inside the traffic vehicles.

5A9389 – (6) LED VEHICLE FOG LIGHTS \$ 925

The LED vehicle fog light kits are necessary to enhance the visibility of the traffic vehicles when all emergency equipment is activated, allowing for more frontal light disbursement.



State of South Carolina
Office of the Governor

MARK SANFORD
GOVERNOR

Post Office Box 12267
COLUMBIA 29211

September 30, 2008

Ms. Katherine D. Hubbard
County Administrator
Lexington County
212 South Lake Drive
Lexington, South Carolina 29072

Dear Ms. Hubbard,

I am pleased to announce that you will be receiving a grant award under the Section 402 State and Community Highway Safety Program entitled, "Sheriff's Speed Enforcement and DUI Traffic Unit" in the amount of \$178,521. The South Carolina Department of Public Safety will provide additional information in the near future. This grant provides funds in an area of vital concern. We look forward to working with you on the implementation of this grant award. Take care.

Sincerely,

A handwritten signature in black ink, appearing to be "MS", written over a horizontal line.

Mark Sanford

MS/prr.lb.ll



South Carolina Department of Public Safety

Office of Highway Safety

Nandalyn

October 1, 2008

Ms. Katherine D. Hubbard
County Administrator
County of Lexington
212 South Lake Drive
Lexington, South Carolina 29072

RE: Highway Safety Grant No. 2H09009
"Sheriff's Speed Enforcement and DUI Traffic Unit"

Dear Ms. Hubbard:

I am pleased to provide you with the original and one copy of a grant award approved by this office in the amount of \$178,521, with funding beginning October 1, 2008. In order to complete the contract for this award, it is necessary for you, as the Official Authorized to Sign, to return the original grant award with an original signature within 30 days. The signed original should be sent to:

Dr. Ed Harmon, Assistant Director
Office of Highway Safety
S. C. Department of Public Safety
P. O. Box 1993
Blythewood, South Carolina 29016

Copies of the Request for Payment/Quarterly Fiscal Report forms are available online at www.scdps.org/ohs. These reports are to be completed and submitted quarterly. The first report for this grant is due February 1, 2009, for the quarter ending December 31, 2008. Timely submission of progress reports will ensure the processing of eligible claims filed against this grant.

Congratulations on your project's selection for funding for FFY 2009. Our staff looks forward to working with you in our joint mission to reduce the incidence and severity of traffic crashes in our state. Please contact your assigned program manager, Cothea Brailsford, if you have any questions regarding this award.

Sincerely,

Phil Riley
Director

c: Ms. Nandalyn S. Heaitley
Grant File

SOUTH CAROLINA DEPARTMENT OF PUBLIC SAFETY
OFFICE OF HIGHWAY SAFETY
P. O. BOX 1993
BLYTHEWOOD, SOUTH CAROLINA 29016

GRANT AWARD

Subgrantee: County of Lexington
Grant Title: Sheriff's Speed Enforcement and DUI Traffic Unit
Grant Period: 10/1/2008 - 9/30/2009 Date of Award: October 1, 2008
Amount of Award: \$178,521 Grant No.: 2H09009

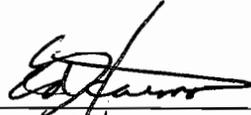
In accordance with the provisions of the Highway Safety Act of 1966, 72 Stat. 885, as amended, CFDA No. 20.600, and on the basis of the application for a grant award submitted to the Office of Highway Safety, the S. C. Department of Public Safety hereby awards to the foregoing Subgrantee, a grant in the amount shown above for the projects specified in the application and within the purposes and categories authorized for the Highway Safety grants.

This grant is subject to conditions set forth within the application and must begin implementation within 90 days following the award date or be subject to automatic cancellation of the grant. Evidence of implementation must be detailed in the first progress report.

The grant shall become effective as of the date of the award, contingent upon the return of the original of this form to the Office of Highway Safety, signed by the Subgrantee in the space provided below. This award must be accepted within 30 days, and such progress and other reports required by the S. C. Department of Public Safety must be submitted to the Office of Highway Safety in accordance with regulations.



Phil Riley, Director
Office of Highway Safety



Ed Harmon, Assistant Director
Office of Highway Safety

Acceptance of Grant Award

Signature of Authorized Official

GRANT AWARD DATA: THIS AWARD IS SUBJECT TO SPECIAL CONDITIONS ATTACHED.

**STATE OF SOUTH CAROLINA
DEPARTMENT OF PUBLIC SAFETY
HIGHWAY SAFETY GRANT APPLICATION**

FOR OFFICE OF HIGHWAY SAFETY (OHS) USE ONLY

Grant #

App # AH09013

Award Date:

Prior Grant #1

#2

#3

Requested Grantor Amount

State/Local Benefit

Fund Year:

To Be Completed by Project Director

Section 1

County Name: 32 - LEXINGTON

Section 2

Project Location: Lexington County Sheriff's Department

Section 3

Program Area: Establishment/Enhancement of Traffic Enforcement C

Section 4

Project Period: ~~October 1, 2007 to September 30, 2010~~ 10/1/08 - 9/30/09

Begin: ~~October 1, 2007~~ 10/1/08

End: ~~September 30, 2010~~ 9/30/09

Section 5

Grant Period: October 1, 2008 to September 30, 2009

Begin: 10/1/2008

End: 9/30/2009

Section 6

Project Title: Sheriff's Speed Enforcement and DUI Traffic Unit

Section 7

Project Summary: To form a dedicated three member traffic speed enforcement unit that also focuses on Driving Under the Influence (DUI's) violations and the education of students and citizens.

Section 8

Type of Application Continuation

b. Year of Funds : 2

Do you plan to apply for additional years of funding after 1st year? Yes

Section 9

a. Organization Type : County

Other:(Specify)

b. U. S. Congressional District 02

Section 10

Agency Name Lexington County Sheri

Address 521 Gibson Road

City Lexington

State South Carolina

(Please use the Name/Address above instead of this field) Name and Address of Implementing Agency

10 Digit Zip 29072

(Area) Phone #: 803-785-2405

(Area) Fax #: 803-785-8275

COMPLETE PAGES 2-5 BEFORE COMPLETING THIS SECTION

Section 11

BUDGET

Use whole dollars only (For example: \$1,500 not \$1,500.00)

a. BUDGET CATEGORIES	GRANTOR	AGENCY MATCH	TOTAL
A321 Personnel	\$122,488 130,653	\$46,829 32,662	\$163,317 163,315
A331 Contractual Services	\$0	\$0	\$0
A341 Travel	\$37,576 38,415	\$12,524 9,604	\$50,094 48,019
A351 Equipment	\$0	\$0	\$0
A371 Other	\$12,293 9,453	\$4,098 2,363	\$16,391 11,816
TOTAL:	\$172,351 178,521	\$57,451 44,629	\$229,802 223,150

Local political subdivisions and private, non-profit organizations are required to assume a cash match of 20%. State agencies are exempt from matching requirements.

Section 12

APPROPRIATION OF NON-GRANTOR MATCHING FUNDS State

Other (Explain):

CATEGORIES	Annual Salary/Rate X	% of Time On Project	CASH		TOTAL FUNDS
			GRANTOR	MATCHING FUNDS	
1. PERSONNEL					
A. SALARIES					
Position Title					
Traffic Deputies (3)	39,000	100	87,750 93,600	29,250 23,400	\$117,000
TOTAL SALARIES:			87,750 93,600	29,250 23,400	\$117,000

B. FRINGE BENEFITS, EMPLOYER PORTION:

(Itemize - i.e FICA, Work, Comp, Retirement, etc.)

Description	% or Rate	X Base			
Social Security & Medicare (FICA)	7.65	39000 117,000	7,160	1,790	\$8,950
Retirement	10.95	39000 117,000	10,250	2,562	\$12,812
Worker's Compensation Insurance	.0336	39000 117,000	2,949 3,145	983 786	3,932 3,931
Unemployment Insurance			\$0	\$0	\$0
Health Insurance	6000	Yr/Emp	13,500 14,400	4,500 3,600	\$18,000
Other:	874	Yr/Emp	1,967 2,098	656 524	2,623 2,622
TOTAL FRINGE BENEFITS			34,738 37,053	11,579 9,262	46,317 46,315
TOTAL PERSONNEL:			122,488 130,653	40,829 32,662	163,317 163,315

CONTRACTUAL SERVICES:

(Describe services to be performed)

	\$0	\$0	\$0
TOTAL CONTRACTUAL SERVICES	\$0	\$0	\$0

TRAVEL:

(Itemize-include mileage, airline cost, lodging, parking, per diem)

In-State Travel:

32,023 miles X 3 officers/yr X federal rate	34,945 37,275	11,649 9,319	\$46,594
Hotel \$60 X 5 nights X 3 officers	675 720	225 180	\$900
Per Diem ²⁵ \$30 X 5 days X 3 officers	337 300	113 75	450 375
Parking and Miscellaneous	112 120	38 30	\$150
Out-of State Travel:			
Hotel \$60 X 5 X 3 officers	675	225	900
Per Diem \$30 X 5 X 3 officers	338	112	450
Travel Miles, Parking Fees, Miscellaneous	488	162	650
TOTAL TRAVEL:	37,570 38,415	12,524 9,604	50,094 48,019

list each item specifically & also include in budget narrative.

CATEGORIES

GRANTOR CASH MATCHING FUNDS TOTAL

IV. EQUIPMENT:

(Itemize - DO NOT Use Brand Names. DO NOT include leased or rented items.)

ITEM

QUANTITY

\$0 \$0 \$0
 TOTAL EQUIPMENT: \$0 \$0 \$0

V. OTHER:

Office Supplies	\$675 720	\$225 180	\$900
Operating Supplies	\$1,950 2,080	\$650 520	\$2,600
Radar Service Fees	\$862	\$288	\$1,150
Mobile Phone Service (3)	\$1,620 1,128	\$540 432	\$2,160 2,160
800 MHz Radio Service (3)	\$1,775 1,893	\$591 473	\$2,366
E-mail Service Fees (3)	\$270 288	\$90 72	\$360
Laptop Platforms and Bases	\$562 600	\$187 150	\$750
Equipment Consoles	\$502 600	\$188 150	\$750
Arrests	\$200	\$69	\$275
Outlet Boxes	\$56 60	\$19 15	\$75
LED Vehicle Fog Lights	\$604 740	\$231 185	\$925
Magnum LED Vehicle Mirrors	\$488	\$162	\$650
Vehicle Prisoner Transport Inserts	\$675	\$225	\$900
Flash Memory	\$22 24	\$8 6	\$30
Registration	\$1,875 720	\$625 180	\$2,500 900
TOTAL OTHER:	\$12,293 9,453	\$4,098 2,363	\$16,391 11,816
TOTAL PROJECT COST:	\$172,351	\$57,451	\$229,802

178,521 44,629 223,150

BUDGET NARRATIVE

BUDGET DESCRIPTION: List items under each Budget Category heading. Explain exactly how each item listed in your budget (both grantor and match) will be utilized. It is important that the necessity of these items, as they relate to the operation of the program, be established. Please provide descriptions only. **No dollar amounts should be provided.**

PERSONNEL

A dedicated traffic speed enforcement unit consisting of three traffic deputies will focus on Driving Under the Influence (DUI's) and education for students for combating the traffic violation problems that are occurring within Lexington County. The officers are hired according to Lexington County Sheriff's Department procedures and schedules for shifts will be devised according to the days and times that traffic violations are most prevalent. The traffic deputies will work 100% of their job duties on the grant.

TRAVEL

Travel miles are required for the traffic deputies to travel to and from work, to attend training ~~both in state and out of state~~, to travel to court presentations, and to patrol the county for traffic enforcement. Training funds are required for the officers to attend the Highway Safety Conferences in South Carolina ~~and to attend training at IPTM in Florida.~~

OTHER

Office Supplies are necessary for the traffic officers to perform daily tasks. Items to purchased will include ~~but are not limited to~~ pens, file jackets, folders, diskettes, calendars, tape, notebooks, ~~file jackets~~, dividers, and other supplies that are required for daily us

Operating supplies such as video and audio tapes, OSHA kits, traffic books, disks batteries and other need operation items purchased for the traffic officers for daily operations.

~~Radar service fees are required for assuring accuracy for measuring speed for court purposes.~~

Mobile phone service for the grant officers will allow them to communicate effectively with each other and to make contact to those individuals that are involved in traffic situations.

Email service is required for web-based communication for report transmittal.

The 800 MHz radio service for digital encrypt radios allows the continuous operation of the radio frequencies for continuous communication among law enforcement agencies with no interference from uninvolved sources.

The laptop platforms and bases will support and secure the laptop computers for utilization by the traffic officers in researching data and report writing for their daily operations. The equipment consoles will be utilized to mount the equipment inside the traffic vehicles. ~~Armrests will be placed on the center consoles of the traffic vehicles to position the officer's hands at the proper level necessary to input data into the laptop computer.~~

The 12-volt outlets will be utilized to operate the lights and communication devices inside of the traffic vehicle that requires 12-volt battery access. The LED vehicle fog light kits are necessary to enhance the visibility of the traffic vehicles when all emergency equipment is activated, allowing for more frontal light disbursement. ~~The level LED mirror lights are necessary in the traffic vehicles for additional visibility and safety when entering intersections.~~

~~The prisoner transport insert is necessary to facilitate transporting of intoxicated prisoners who are hand cuffed behind their back and provides for decontamination of the seats if needed. The transport inserts will also protect the officer from harm or distraction during transportation. The insert will limit the suspect's ability to hide illegal contraband without the traffic officer knowing or seeing it in the seat insert.~~

The compact flash memory cards are required for the prevention of data loss, and to capture and store data for sequential read and write restoration capabilities.

The registration is required for the traffic officers to attend training seminars and conferences, ~~both in -state and out of state~~ for keeping abreast with advanced traning skills for aiding in the enforcement and the prosecution of traffic violators.

BUDGET NARRATIVE (Continued)

BUDGET DESCRIPTION: List items under each Budget Category heading. Explain exactly how each item listed in your budget (both grantor and match) will be utilized. It is important that the necessity of these items, as they relate to the operation of the program, be established. Please provide descriptions only. **No dollar amounts should be provided.**

ACCEPTANCE OF AUDIT REQUIREMENTS

PLEASE NOTE: State agencies whose annual audit is covered by the State Auditor's Office **do not** have to complete this form.

We agree to have an audit conducted in compliance with OMB Circular A-133, if required. If a compliance audit is not required, at the end of each audit period we will certify in writing that we have not expended the amount of federal funds that would require a compliance audit (\$300,000). If required, we will forward for review and clearance a copy of the completed audit(s), **including the management letter, if applicable**, to:

Stephen Fulmer, Manager
Accounting - Grants
S.C. Department of Public Safety
10311 Wilson Blvd.
Blythewood, SC 29016

The following is information on the next organization-wide audit which will include this agency: (Use your Agency's fiscal year)

1. *Audit Period: Beginning July 1, 2008 Ending June 30, 2009

1. Audit or written certification will be submitted to Grants-Accounting by: December 31, 2009
(Date)

NOTE: The audit or written certification must be submitted to Accounting - Grants, S.C. Department of Public Safety, **no later than the ninth month after the end of the audit period.**

Additionally, we have or will notify our auditor of the above audit requirements prior to performance of the audit for the period listed above. We will also ensure that, if required, the entire grant period will be covered by a compliance audit which in some cases will mean more than one audit must be submitted. We will advise the auditor to cite specifically that the audit was done in accordance with OMB Circular A-133.

Any information regarding the OMB Circular audit requirements will be furnished by Accounting-Grants, S.C. Department of Public Safety, upon request.

***NOTE: The Audit Period is the organization's fiscal or calendar year to be audited.**

Failure to complete this form will result in your grant award being delayed and/or cancelled.

SPECIAL CONDITIONS

SUBGRANTEE : Lexington County Sheriff's Department

GRANT TITLE : Sheriff's Speed Enforcement and DUI Traffic Unit

GRANT NO. : 2H09009

AWARD DATE : 10/1/2008

ALL SPECIAL CONDITIONS MUST BE RESPONDED TO WITHIN THIRTY(30)DAYS FROM THE DATE OF AWARD AND PRIOR TO DISBURSEMENT OF FUNDS UNLESS OTHERWISE SPECIFIED.

1. This award is contingent upon approval and availability of funds from the federal funding agency.
2. Comply with OMB Circular A-128 or OMB Circular A-133, Audit Requirements, or with generally accepted accounting principles in accordance with the Government Auditing Standards, whichever is applicable. Indicate the acceptance of these requirements by returning a completed copy of the Acceptance of Audit Requirements on page 6 of the grant application.
3. All Personnel funded under this grant must be identified by name and date of hire and submitted on agency letterhead. Any changes in grant personnel, reassignments or terminations must be reported by the subgrantee agency in writing.
4. Submit the appropriate original signatures of the Project Director, Financial Officer and the Official Authorized to Sign.
5. The Project Director and a financial staff person will attend a Pre-work Conference within one month of the award of the grant.
6. Submit a copy of your agency's travel regulations by the date of the scheduled Pre-work Conference and updates when they occur.
7. Reduce the Grantor Amount to \$178,521 and the Match Amount to \$44,629. Revise and resubmit corrected budget pages 1-6 as shown within 10 days of the award letter date.
8. The Lexington County Sheriff's Office shall fully participate in all aspects (enforcement, education and media) of the Sober or Slammer sustained DUI enforcement campaign to include at least one (1) DUI enforcement activity per month and an additional four (4) nights of DUI enforcement activity during the Christmas/New Year's 2008-2009 and Labor Day 2009 crack downs.
9. The Lexington County Sheriff's Office shall continue to participate actively in the Eleventh Judicial Circuit Law Enforcement Network.
10. Since the primary function of grant-funded officers is to prevent and reduce collisions, injuries and fatalities by proactive enforcement measures, these officers should only respond to traffic collisions in emergency situations such as when no other officer is available to respond, or during inclement weather when proactive enforcement is hindered.
11. The Monthly Enforcement Data Report Form must be submitted to the Office of Highway Safety and is due by the 10th of each month for the month prior.
12. The Lexington County Sheriff's Department shall plan and conduct special enforcement and education activities in support of national and statewide highway safety initiatives.
13. The Lexington County Sheriff's Department is encouraged to follow the guidelines established for vehicular pursuits issued by the International Association of Chiefs of Police that are currently in effect.
14. The Lexington County Sheriff's Department will comply with the provisions of the Buy America Act (23 USC 101 Note) which contains the following requirements:

Only steel, iron and manufactured products produced in the United States may be purchased with Federal funds

unless the Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest; that such materials are not reasonably available and of a satisfactory quality; or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.

15. Please make the following revisions to your approved grant and submit to our office by the date of the scheduled pre-work conference:

- a. Revise the Problem Statement to include three years of statistical data separated by year and collision type.
- b. Revise the Program Goals to include baseline data and percent change.
- c. Revise Specific Objective number one to read "maintain" instead of "hire".
- d. Expand on the Project Narrative to include how the project will be implemented, and include how, when, and where enforcement activities will occur.

16. Any programmatic changes resulting from adjustments in the approved grant budget need to be addressed on pages 7 - 13 of the grant and revised accordingly to reflect the approved grant budget. These revisions are due by the date of the scheduled pre-work conference.

FOR ACCOUNTING-GRANTS USE ONLY

NO.	ASSIGNED TO	CLEARED BY	Date
02	SA		
03	SA		
04	SA & PM		
05	SA & PM		
07	SA		
08	PM		
09	PM		
10	PM		
11	PM		
12	PM		
13	PM		
14	SA & PM		
15	PM		
16	SA & PM		

**COUNTY OF LEXINGTON
PALMETTO PRIDE ENFORCEMENT GRANT
Annual Budget
Fiscal Year - 2008-09**

Object Code	Revenue Account Title	Actual 2006-07	Received Thru May 2007-08	Amended Budget Thru May 2007-08	Projected Revenues Thru Jun 2007-08	Recommend 2008-09	Approved 2008-09
*L/E - Palmetto Pride Enforcement Grant 2643:							
Revenues: (Organization - 000000)							
456100	Program Income	3,000	0	0	0	0	
459900	Miscellaneous Payments & Grants	7,750	2,688	5,688	2,688	4,996	
461000	Investment Interest	186	46	70	46	0	
** Total Revenue		<u>10,936</u>	<u>2,734</u>	<u>5,758</u>	<u>2,734</u>	<u>4,996</u>	
***Total Appropriations					5,688	4,996	
FUND BALANCE							
Beginning of Year							
					<u>3,189</u>	<u>235</u>	
FUND BALANCE - Projected							
					<u>235</u>	<u>235</u>	

Fund 2643
Division: Law Enforcement
Organization: 151200 - Operations

				BUDGET			
Object Code	Expenditure Classification	2006-07 Expenditure	2007-08 Expenditure (May)	2007-08 Amended (May)	2008-09 Requested	2008-09 Recommend	2008-09 Approved
Personnel							
* Total Personnel		0	0	0	0	0	
Operating Expenses							
529903	Contingency				0	0	
* Total Operating		0	0	0	0	0	
** Total Personnel & Operating		0	0	0	0	0	
Capital							
	All Other Equipment	7,747	5,314	5,688			
549904	Capital Contingency				3,000		
	(13) Digital Cameras & Accessories					2,476	
	(15) Binoculars					2,520	
** Total Capital		7,747	5,314	5,688	3,000	4,996	
*** Total Budget Appropriation		7,747	5,314	5,688	3,000	4,996	

SECTION III. – PROGRAM OVERVIEW

The Sheriff's Department would like to apply for the Palmetto Pride Enforcement grant. This application will allow the Sheriff's Department to ask for 13 digital cameras and 15 binoculars to collect evidence to support and strengthen court presentations of litter cases. The digital cameras will be used to photograph and document evidence. The binoculars will enable the officers to observe the offenders from a greater distance as they investigate illegal trash dumpsites on properties.

These items will help officer enforce the County's codes and ordinances and will help to maintain the quality of life for the citizens of Lexington County and will have an overall effect on the reduction of litter. This will help make the County attractive to perspective businesses, thus providing potential growth within the County.

SECTION V. C. - CAPITAL LINE ITEM NARRATIVES

5A9 - (13) DIGITAL CAMERAS AND ACCESSORIES \$ 2,476

The digital cameras will be used to photograph evidence. The digital aspect of the camera allows cost effective documentation, storage of the images, and facilitates instantaneous requests for all concerned parties. These images will be downloaded to a secure in-house storage system. The estimated cost of the digital cameras and accessories including shipping costs and taxes is based on the quotes received. (13 X \$190.46 = \$2,475.98)

5A9 - (15) BINOCULARS AND ACCESSORIES \$ 2,520

The binoculars will be used to investigate illegal trash dumpsites on private and public property. The binoculars will enable officers to observe the offenders from greater distances and detect violators that would have otherwise escaped notice. The estimated cost of the binoculars and accessories including shipping costs and taxes is based on the quotes received. (15 X \$167.99=\$2,519.85)

The Committee Minutes are left out intentionally until approved by the Committee. Upon the Committee's approval, the minutes will be available on the Internet.

COUNTY OF LEXINGTON Grant Request Summary Form

Title of Grant: Conservation Assessment Program

Fund: 1000 General Fund **Department:** 171700 Museum
No. Title No. Title

Type of Summary: **Grant Application** X **Grant Award** _____

Grant Overview:

The Heritage Preservation is accepting applications for their Conservation Assessment Program. This program will partially pay two conservation professionals to assess the Lexington County Museum's collections and historic structures. These conservation professionals will then prepare a report which will provide recommendations and priorities for conservation action, facilitate the development of a long-range conservation plan for collections care and preservation, and serve as a fund-raising tool so that the museum will be able to apply for more grants.

The Heritage Preservation reviews applications as they are received. Applicants will be notified by March if they will receive funding.

Grant Period: June 30, 2009 to June 29, 2010

Responsible Departmental Grant Personnel: J.R. Fennell, Director

Date Grant Information Released: October 12, 2008

Date Grant Application Due: December 1, 2008

Grant Expenditures (Please attach a detailed budget with Excel spreadsheet, Overview, Line Item Narratives, etc.):

Personnel	\$	-
Operating	\$	7,860.00
Capital	\$	-
Total	\$	<u>7,860.00</u>

Local Match Required: Yes No

If Yes, What is the Percentage / Amount:	<u>91.48%</u>	<u>\$7,190.00</u>
	<u>8.52%</u>	<u>\$670.00</u>
	<i>%</i>	<i>\$ Amount</i>

Requirements at the End of this Grant (please explain in detail): None

The assessment is generally estimated at \$7,860.00 for two assessors, but this cost can vary from institution to institution. The estimated match for this grant is \$670.00. However, this cost will be paid by the Friends of the Museum, which will result in no cost to the County.

Dept. Preparer:	<u>JRF</u>	<u>10/22/08</u>
Dept. Approval:	<u>JRF</u>	<u>10/22/08</u>
Finance Approval:	<u>AD</u>	<u>10/22/08</u>
	<i>Initials</i>	<i>Date</i>

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2008-09**

Object Code	Revenue Account Title	Actual 2006-07	11 Months Received Thru May 2007-08	Amended Budget Thru May 2007-08	Projected Revenues Thru Jun 2007-08	Requested 2008-09	Approved 2008-09
* CAP Funds:							
Revenues:							
459900	Miscellaneous Payments & Grants	0	0	0	0	7,190	0
	Friends of the Museum	0	0	0	0	670	0
** Total Revenue		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,860</u>	<u>0</u>
***Total Appropriation					0	7,860	0
FUND BALANCE							
Beginning of Year							
					<u>0</u>	<u>0</u>	<u>0</u>
FUND BALANCE - Projected							
End of Year							
					<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

Fund 1000
Division: Museum
Organization: 171700 - Museum

		BUDGET					
Object Code	Expenditure Classification	2006-07 Expend	2007-08 Expend (May)	2007-08 Budgeted (May)	2008-09 Requested	2008-09 Recommend	2008-09 Approved
Personnel							
* Total Personnel		0	0	0	0	0	0
Operating Expenses							
520200	Contracted Services	0	0	0	7,860	7,860	0
* Total Operating		0	0	0	7,860	7,860	0
** Total Personnel & Operating		0	0	0	7,860	7,860	0
Capital							
** Total Capital		0	0	0	0	0	0
*** Total Budget Appropriation		0	0	0	7,860	7,860	0

When does CAP begin?

Each museum will be notified by Heritage Preservation by March if they have been chosen to participate in CAP. This notification will include information about selecting assessors. The official program will begin on June 30th and end one year later.

When should we have our site visits?

Most site visits usually take place in mid to late summer or early fall. Many museums select a date for their site visits based on their location. If the museum is in an area where the cold weather comes early, summer is the best time to have a site visit. Summer and fall site visits also allow each assessor ample time to complete the report draft and final report before the program deadline.

How much do assessments cost?

Heritage Preservation does not set assessor fees. Assessor fees are agreed upon between the institution and the assessor. You may find that assessor fees differ from assessor to assessor. Your museum is responsible for any costs over your allocation. These costs might include the assessor professional fees, travel costs, and on-site expenses.

You should select your assessor(s) in the same way you would choose any professional. When choosing a doctor or lawyer, you check references and ask questions about the quality of work, responsiveness to patient or client needs, and attention to deadlines. Cost is another factor in making your choice. The process should be no different when selecting a CAP assessor.

When do we receive the money?

CAP participants do not receive money. The Conservation Assessment Program is no longer a grant program but rather a technical assistance program. This means that the assessors are paid directly by Heritage Preservation up to the allocation amount. This may include assessor professional fees and travel expenses. If the professional fee is more than the allocation amount, Heritage Preservation will invoice the museum for the difference. This is to ensure that the funds are in place before the assessment. If the assessor travel fees cost more than the allocation amount, the museum pays the assessor the difference directly.

How many assessors do we get?

All museums participating in CAP receive at least one assessor. A second assessor, usually an architectural assessor, is provided for organizations whose structure is at least 50 years old. If your institution has had a Historic Structures Report (HSR) within the last 10 years, you will not qualify for an architectural assessor. If you have a living collection, your second assessor may be a nonliving collections or architectural assessor.

How do we choose assessors?

To help you find a qualified individual, Heritage Preservation has included a list of potential assessors along with information about their qualifications in your CAP packet. These assessors meet the qualifications set by the CAP Advisory Committee:

- evidence of conservation/preservation training
- five years of experience in the field
- experience conducting general surveys or assessments.

Also, before making a decision, consider the follow suggestions:

- *Determine the institution's goals for the assessment.* Identify your goals for the assessment and discuss them with potential assessors. If you refine your assessment goals before the site visit, you will need to communicate them to your chosen assessor(s).
- *Examine the assessor's professional experience and areas of expertise.* No universally accepted form of training for conservators exists in the United States; both training programs and apprenticeships are common. Conservators gain experience through internships, association with museums or conservation centers, and self-employment. Architectural assessors can be architects, conservators, or historic preservationists. They can gain experience through internships; association with museums, architects, or preservation organizations; and self-employment. All these training routes are valid.
- *Talk to potential assessors.* Describe your institution and its size and collections. Ask the assessors about their experience and their ability to complete the assessment within the CAP schedule. Discuss fee structures, your goals for the assessment, and your reasons for participating in CAP.

- *Talk to the assessor's references.* References are one of the most important checks in hiring an assessor. Attached to each Assessor Information Sheet is a list of museums the conservator has assessed for CAP. These museums should be able to tell you about the assessor's performance and final report—including whether and how it was helpful in conservation planning, fund-raising, and implementation.

Choosing an assessor who is sensitive to your institution's purpose, collections, and assessment goals will lead to a good working experience and a successful assessment.

If none of the assessors on the list meet your needs, Heritage Preservation will provide additional names from our list of approved assessors.

Can we suggest an assessor?

If you know conservators who might serve as CAP assessors, you may submit their names and contact information to Heritage Preservation on the Assessor Identification Form in your packet. Heritage Preservation will request their resumes and writing samples. After reviewing the candidate's eligibility, Heritage Preservation will notify you whether they have been accepted to conduct CAP Assessments. ***Do not enter into a letter of agreement with an assessor who has not been approved.***

Do both our assessors have to come on the same day?

It is strongly recommended that your assessors be on site at the same time, especially if you have required they submit a joint report, but it's not a requirement. Their collaboration is vital to the assessment's success, since the care of buildings and collections are interrelated. This does not mean that the assessors will spend the entire time on site together. Most likely, they will meet occasionally to consult and discuss their preliminary findings to make sure their recommendations are coordinated and do not conflict. Sometimes the two site visits are staggered over three days so that the assessors are on site together for one day. If it is not possible for both assessors to be there on the same day, Heritage Preservation suggests that you provide contact information for them so they may communicate during the process.

We have money left over from our allocation; can we use it for something else?

Allocations may only be used for assessor professional fees or travel expenses. Any money left over will be rolled over so that we may accept more museums into the program.

How do we withdraw from the program?

Museums may feel they need to withdraw from the program for a variety of reasons. It may not be the right time for the museum to participate or they may not have the staff to handle the program. Whatever the reason, museums may withdraw from the Conservation Assessment Program at any time before they complete an agreement with an assessor. If you wish to withdraw, please notify Heritage Preservation in writing on parent organization letterhead. You can always apply again later. Heritage Preservation has the right to drop a museum from the program if it fails to meet deadlines or becomes inactive (defined as non-responsive to phone calls, letters, and e-mails).

What do we do once we have our final reports?

The assessor will send two copies of their completed reports with their invoice to you. Within 10 business days, you should forward one copy of the report with the invoice to Heritage Preservation. By doing so, you acknowledge acceptance of the final report and thereby complete the program. Heritage Preservation will disburse payment to each assessor upon receipt of the final report and invoice (see [CAP Costs](#)).

If we did not answer your question, please e-mail the CAP staff at cap@heritagepreservation.org or call 202-233-0800.

*Conservation
Assessment
Program*

2009 Application

cap

helping
museums
care for
collections

since 1990

Heritage Preservation is the national organization dedicated to preserving our nation's heritage. Its members include museums, libraries, archives, historic preservation organizations, historical societies, conservation organizations, individual professionals, and other groups concerned with saving the past for the future.

For more information call or write:

Heritage Preservation
1012 14th Street, NW
Suite 1200
Washington, DC 20005
202-233-0800
(f) 202-233-0807
www.heritagepreservation.org
info@heritagepreservation.org

Heritage Preservation's Conservation Assessment Program is supported through a cooperative agreement with the Institute of Museum and Library Services (IMLS). IMLS is an independent federal grant-making agency dedicated to creating and sustaining a nation of learners by helping libraries and museums serve their communities. The Institute fosters leadership, innovation, and a lifetime of learning by supporting the 15,000 museums and 122,000 libraries in America. The Institute also encourages partnerships to expand the educational benefit of libraries and museums. To learn more about the Institute visit www.imls.gov.

The Conservation Assessment Program also receives federal assistance from the National Park Service, Department of the Interior for the protection of museums and historic properties. The content and opinions in this publication do not necessarily reflect the views or policies of the Department of the Interior or the Institute of Museum and Library Services.

Heritage Preservation

The National Institute for Conservation

October 2008

Dear Colleague:

This booklet contains the 2009 Conservation Assessment Program (CAP) Guidelines and Application. CAP is administered by Heritage Preservation and supported through a cooperative agreement with the Institute of Museum and Library Services (IMLS). CAP was developed to enable eligible museums to obtain a general conservation assessment of their collections and facilities. More than 2,500 museums have participated in CAP since 1990 and we hope to assist your museum this year.

Applications will be accepted until the postmark deadline of December 1, 2008. Applications from eligible museums will be reviewed as they are received. Many museums are seeking to participate, so you will want to submit your completed application as soon as possible. Emailed or faxed applications are not accepted. The CAP Application and guidelines are also available for download at www.heritagepreservation.org/cap. Complete the CAP Application in full and remember to keep a copy of all application materials for your records.

Before mailing your CAP Application, please review the Assessment Costs section of the Guidelines on page vii. Note that participants may need to use their own funds to meet full assessment costs.

In previous years, Heritage Preservation administered CAP on a set schedule in which assessments started approximately 8 months after applications had been submitted. For the 2009 program, Heritage Preservation will expedite the process. The 2009 eligible participants will be notified of their acceptance within one month of receipt of their completed application and will be encouraged to begin planning their assessments immediately.

Heritage Preservation is extending the CAP Application deadline until December 15, 2008 for museums in counties declared a federal disaster area from September 2, 2008 to December 1, 2008. To find out if your county has been declared a disaster area, please go to the FEMA Web site at <http://www.fema.gov/news/disasters.fema>.

If you have questions or need assistance as you complete the application, contact CAP staff at 202-233-0800 or cap@heritagepreservation.org. We look forward to working with you!

Sincerely,

Conservation Assessment Program Staff

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Guidelines

What is the Conservation Assessment Program (CAP)?

The Conservation Assessment Program (CAP) is administered through a cooperative agreement between the Institute of Museum and Library Services (IMLS) and Heritage Preservation. CAP provides eligible museums with a general conservation assessment. Applications from eligible museums will be reviewed as they are received, and program participants will be notified approximately four weeks after receiving the completed application.

A **general conservation assessment** (unlike a detailed condition survey) provides an overview of all the museum's collections and facilities, as well as its environmental conditions and policies and procedures relating to collections care. An assessment of the collections and physical plant applies to all holdings of an institution that fall under the same budget, board of directors, and museum director. The CAP report assists the institution by:

- providing recommendations and priorities for conservation action, immediate and long-term;
- facilitating the development of a long-range conservation plan for collections care and preservation;
- serving as a fund-raising tool for future conservation projects.

CAP supports a two-day site visit by a conservation professional to perform the assessment and an additional three days to write the report. For museums in historic structures at least 50 years old, CAP also supports a two-day site visit by a historic structures assessor and an additional three days to write the report. As the preservation needs of a historic structure and of the collections it contains often differ, this collaboration is vital to the assessment's success.

CAP also helps institutions with living animal collections, such as zoos and aquariums, that do not have an assessment of the animals' physical conditions and habitats. Institutions with fully surveyed living animal collections (such as those accredited by the AZA) may use CAP to assess the conservation needs of their non-living collections only. Botanical gardens and arboreta may use CAP to assess the conservation needs of both their living and non-living collections.

A typical CAP assessment involves three core components during the two-day site visit: an introductory interview, a walk-through, and an exit interview. Heritage Preservation has observed that when additional staff, board members, and/or volunteers participate in the site visit, museums become more invested in implementing the report's suggestions. Your museum will want to give some thought to which key staff, board members, and volunteers to involve in the assessment.

Eligibility

Eligible institutions include aquariums, arboreta, art museums, botanical gardens, children/youth museums, general museums (having two or more significant disciplines), history museums, nature centers, planetariums, science/technology centers, specialized museums (having one narrowly defined discipline), and zoos.

To participate in CAP a museum must:

- be a permanent institution dedicated to essentially educational or aesthetic purposes;
- care for and own or use tangible objects, whether animate or inanimate, and exhibit these objects on a regular basis through facilities it owns or operates;

- have at least one professional staff member or the full-time equivalent, whether paid or unpaid, whose responsibilities relate solely to the museum's administration and operations; **if a museum does not have a full-time professional staff member**, it is still eligible if it can demonstrate in the application that it has the full-time equivalent: one or more staff members who conduct professional museum activities. Professional museum activities include responsibilities that relate to the governance, administration, programming, and collections management of the museum. If selected to participate in the program, the museum must designate one of the part-time professional staff members to serve as a contact and oversee program activities.
- be open and providing museum services to the general public on a regular basis (a museum that exhibits objects to the public for at least 90 days in the preceding year fulfills this requirement); **if a museum is not scheduled to be open to the public 90 days a year**, it is still eligible to participate in CAP if it can demonstrate that it was open at least 90 days in the preceding year through a combination of scheduled days open and days open by appointment.
- be able to have all of its collections and facilities assessed in a two-day site visit;
- be a unit of state or local government or a private nonprofit institution (federal institutions not eligible);
- be located in one of the 50 states of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau.

If a museum has collections too large to be assessed within two days or has received federally funded assessments, Heritage Preservation, in consultation with the CAP Advisory Committee, reserves the right to determine whether a museum is appropriate for CAP.

Museums whose collections and/or facilities are too large to be surveyed within two days should apply for a general conservation survey grant through the IMLS Conservation Project Support (CPS) program. Museums that wish to have a detailed condition survey of a portion of their collections should apply for a CPS grant. Additional information about the CPS program is available at www.ims.gov, or by contacting the IMLS Office of Museum Services at 202-653-4789.

Museums that have had a Historic Structures Report within the past 10 years are not eligible for an assessment by a historic structures assessor.

A museum within a multipurpose public or private nonprofit organization such as a municipality, university, historical society, foundation, or cultural center may apply on its own behalf for the CAP if the museum:

- is independently able to fulfill all the requirements for eligibility listed above;
- functions as a discrete unit within the parent organization;
- has its own fully segregated and itemized operating budget;
- has the authority to make application on its own.

When any of the last three conditions cannot be met, a museum should apply through its parent organization, and the parent organization should apply for all its collections and historic structures.

ReCAP Eligibility

Museums that participated in CAP seven or more years ago may be eligible to update their CAP assessment. Organizations that received a CAP award before September 30, 2002 are eligible for CAP in 2009.

In addition to meeting the above eligibility requirements, ReCAP applicants must describe their preservation efforts and the need to update their assessments in the application supplement.

An institution that received an IMLS Conservation Project Support grant to conduct a general conservation survey of collections and environmental conditions is also eligible for ReCAP if the assessment occurred seven or more years ago. Museums must be of an appropriate size to have their entire collection and facilities assessed in a two-day site visit. **To help us understand your need for a new assessment, museums that received a CPS grant for a general survey must complete the ReCAP supplement on page 11.**

Museums should review their original general assessment report carefully before answering the questions in the application supplement. If you do not have a copy of your CAP report, contact Heritage Preservation. In reviewing applications, it may be necessary for Heritage Preservation to request a copy of the executive summary from the original report.

Assessment Costs

Conservation assessment costs include the professional fee(s) and travel and on-site expenses, including lodging and meals, for the conservator(s). These costs are covered by CAP plus your institution's contributions.

The cost of a conservation assessment varies from institution to institution based on the number of assessors, their professional fees, the distance they must travel to the site, and the cost of lodging, meals, and other on-site expenses. Assessment costs are generally estimated to be:

- \$4,010 for one assessor
- \$7,860 for two assessors.

Allocation Amounts

Heritage Preservation allocates money for each institution's participation in CAP. Allocation amounts range from \$3,390 to \$7,190 and are determined by Heritage Preservation, depending on whether the museum needs one or two assessors (as explained on page v) and the budget of the institution. The costs to museums generally range from \$430 to \$1,020.

Consult the schedule below to determine how much money Heritage Preservation will allocate for your participation and your estimated costs. Note that the museum expense amounts presented are based on estimates; some museums may have higher costs, some lower. Once approved to participate in CAP, museums negotiate directly with possible assessors to determine assessment costs. CAP only supports the assessment activities stated above.

Museum Budget	1 Assessor		2 Assessors	
	CAP allocation	Estimated museum cost	CAP allocation	Estimated museum cost
Less than \$250,000	\$3,590	\$430	\$7,190	\$670
\$250,000 to \$1,000,000	\$3,490	\$530	\$7,020	\$850
More than \$1,000,000	\$3,390	\$630	\$6,840	\$1,020

Application Information

The purpose of the CAP Application is to provide Heritage Preservation with information about your institution and its collections and facilities, and:

- determine your institution's eligibility;
- determine the number of assessors (one or two) needed for your institution's assessment;
- assist you in selecting assessors appropriate to your institution's needs.

If clarification is needed to determine an applicant's eligibility, Heritage Preservation will consult the museum's brochure/literature or Web site provided with the application or contact the project contact listed on the application.

Electronic Fill-In Application Forms

Application forms are available at www.heritagepreservation.org/cap/application.html in PDF and Microsoft Word formats for download. Applicants may download the electronic version and, using the free Adobe Reader, type into the forms on a computer. Although the forms cannot be submitted electronically, they can be completed online and then printed on the applicant's printer and mailed. Note that the forms cannot be saved in Reader, so they must be completely filled in and printed in one operation.

Steps to Complete the Application

- Read the entire application before filling it out.
- Type or neatly print your responses.
- For questions with multiple responses, check all applicable items.
- For questions that do not apply to your institution, indicate "N/A" (not applicable) or "none."
- To clarify an answer to a question, include explanations in a brief cover letter.
- Refer to the following information about each application section:

Museum Information

Taxpayer Identification Number (TIN)/Employer Identification Number (EIN)/ Data Universal Numbering System (DUNS)

The Taxpayer Identification Number is an identification number issued and used by the Internal Revenue Service (IRS) in the administration of tax laws. A TIN, also known as a federal Employer Identification Number (EIN), is a nine-digit number the IRS assigns to business entities. The IRS uses this number to identify taxpayers that are required to file various business tax returns.

To improve the tracking and statistical reporting for participants in federally funded programs, Heritage Preservation requires that all applicants for the Conservation Assessment Program provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number. Institutions should verify that they have a DUNS number or take the steps needed to obtain one. Institutions can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 866-705-5711 or by visiting www.dnb.com/us/.

If the museum name listed on the application is different than the museum name registered with DUNS or listed on the federal IRS letter, an explanation on the museum's letterhead and signed by a museum official must be included with the application. If your museum does not have a TIN or DUNS number, your application will be rejected.

The project contact should be the person who will administer the CAP program for the institution and will be in charge of hiring assessors, preparing for the site visit, and talking to CAP staff regarding required materials. The project contact must be a staff member (volunteer or paid) or board member and included on the staff list on page 4 of the application.

Budget information should include the museum's general operating support for the most recently completed fiscal year.

Hours of Operation

List the museum's schedule each day of the week. Included only those hours that the museum is open and providing services (e.g. tours, education programs, special events) to the public. If the schedule is seasonal, fill in the months that apply. Refer to the example below when describing your museum's open hours:

Month to Month	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
January to March	<u>closed</u>	<u>closed</u>	<u>closed</u>	<u>1 - 5pm</u>	<u>1 - 5pm</u>	<u>1 - 5pm</u>	<u>12 - 5pm</u>
April to September	<u>1 - 5pm</u>	<u>12 - 5pm</u>					
October to December	<u>closed</u>	<u>closed</u>	<u>closed</u>	<u>1 - 5pm</u>	<u>1 - 5pm</u>	<u>1 - 5pm</u>	<u>12 - 5pm</u>

If listing additional dates, only include events that are open to the public. Weddings, board meetings, and other private events do not count toward the 90 day eligibility requirement.

Staffing

Describe the institution's paid and volunteer staff who are responsible for professional museum activities. Professional museum activities include responsibilities that relate to the governance, administration, programming, and collections management of the museum. Your answer should establish how the museum achieves the full-time equivalence needed to be eligible for CAP. Since job titles vary among museums, please explain each staff member's responsibilities. Please refer to the example below when answering the staffing section.

Name: Jane Q. Public Title: Museum Director volunteer paid

Hours per week:	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Total
<i>(fill in work hours for each day and total for week)</i>	<u>0</u>	<u>0</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>36</u>

Responsibilities: Responsible for daily oversight of the museum, collections management, educational programming, and fund-raising.

*Collections
and
Collections
Policies*

Answer questions using the following definitions:

- **Catalog:** Collections divided into separate meaningful categories with entries that contain descriptive detail (including physical description, provenance, history, accession information, etc.) for each object.
- **Inventory:** Itemized listing of objects for which the museum has responsibility. Generally, more information is needed to complete a catalog of a collection than an inventory of a collection.

*Facilities
Information*

Complete section 10 for each structure in which collections are located. Include all storage and exhibition areas.

Supplements

Supplements: Arboreta, botanical gardens, zoos, aquariums, and ReCAP applicants need to fill out the Supplement that applies to them on page 9, 10, or 11.

Assurances

To be considered for the program, the applicant's authorizing official must read and sign the Assurances (Application, page 12). This page of the application must contain an original signature. The authorizing official must be an executive member of the museum's governing body, the head of the sponsoring organization, or the government official responsible for oversight of the museum. In reviewing applications, it may be necessary for Heritage Preservation to request a list of board members or members of governing authority. **The authorizing official cannot be the same individual as the project contact.**

Proof of Nonprofit Status

Each applicant must submit proof of nonprofit status, either a copy of the federal IRS letter indicating the applicant's eligibility for nonprofit status under the applicable provisions of the Internal Revenue Code of 1954, as amended, or an official document identifying the museum as a unit of state or local government or other tax exempt multipurpose organization. If prepared specifically for this application, the certification must be on the parent organization letterhead and certified by an official of the parent organization. Heritage Preservation will not accept a letter of state sales tax exemption or a copy of the institution's tax returns as proof of nonprofit status.

Application Deadline

2009 CAP Applications must be postmarked or hand-delivered no later than December 1, 2008. Heritage Preservation recommends that museums submit their applications as soon as possible because the number of museums that may participate in the program is limited.

Application Review

Heritage Preservation may need to contact you about your application. Delayed responses to staff inquiries may jeopardize your eligibility for the program.

Notification

Within four weeks of receiving your completed application, Heritage Preservation will notify you of your application status. **Heritage Preservation will not cover any costs the museum incurs prior to official notification.**

Application Submission

Assembling the Application Package

Before mailing an application to Heritage Preservation, be certain all information is complete. A complete application packet includes the following materials:

- Proof of Nonprofit Status (**state and tax-exempt forms are not acceptable; see page x**)
- Museum brochure or literature
- CAP Application (Sections 1- 10), including:
 - Section 10 for each additional structure and site, including storage areas
 - Mission statement (Section 2, page 2)
 - Staff list with hours and responsibilities (Section 5, page 4)
 - Supplement for arboreta and botanical gardens, if applicable
 - Supplement for zoos and aquariums, if applicable
 - Supplement for ReCAP applicants (with box checked on page 1), if applicable
 - Assurances with original signature. (Note: The authorizing official and project contact must be two different people. See page xi of the Guidelines.)

Please keep the Guidelines for your reference and send only the application portion of this booklet to Heritage Preservation. Be sure to make a copy of the entire application for your records.

Sending the Application

Mail or hand-deliver CAP applications to:

Heritage Preservation
CAP
1012 14th Street, NW
Suite 1200
Washington, DC 20005
Telephone: 202-233-0800

Hand-delivered applications will be accepted between 9:00 a.m. and 4:30 p.m. (Eastern time) daily, except Saturdays, Sundays, and federal holidays.

If you mail your application, it must be postmarked no later than the application deadline of December 1, 2008.

Within four weeks of receiving your completed application, CAP staff will notify you if your museum is eligible to participate in CAP. If you do not get this notification, contact Heritage Preservation to make sure we received your application.

E-mailed or faxed applications will not be accepted!

Application

1. Museum Information

ReCAP Applicant

Applicant institution: _____

Applicant parent institution (if applicable): _____

Institutional mailing address: _____

City: _____ County: _____

State: _____ Zip: _____ Closest metropolitan area: _____

Phone: _____ Fax: _____

Web site: _____

DUNS number: _____ TIN number: _____ - _____

Museum Director/Site Manager:

Mr. Ms. Dr.

Name: _____ Title: _____

Phone: _____ Fax: _____

E-mail: _____

If open seasonally, provide a phone number to reach staff in the off-season: _____

Project Contact (please note all CAP correspondence will be directed to this person, who should be included on the staff list and have regular museum hours):

Check if same as Museum Director/Site Manager (skip to Governing Control of Applicant)

Mr. Ms. Dr.

Name: _____ Title: _____

Phone: _____ Fax: _____

E-mail: _____

If open seasonally, provide a phone number to reach staff in the off-season: _____

Governing Control of Applicant:

state county municipal private nonprofit

tribal government other, specify: _____

Is the museum university controlled? yes no

Heritage Preservation Use Only

Date received:

Heritage Preservation no.:

Type of organization (check one)

- aquarium
- natural history museum
- children's/youth museum
- science/technology museum
- zoo
- history museum
- art museum
- planetarium
- historic house/site
- other _____
- arboretum/botanic garden
- nature center
- general museum*
- specialized museum**

* A museum with collections representing two or more disciplines equally (e.g., art and history).

** A museum with collections limited to one narrowly defined discipline (e.g., textiles, stamps, maritime, ethnic group).

Museum General Operating Support budgets of the most recently completed fiscal year

Fiscal Year 20_____	Revenue/ Support/Income	Expenses/Outlays	Budget Deficit (if applicable)*	Budget Surplus (if applicable)
	\$_____	\$_____	(\$_____)	\$_____

*If the institution has a budget deficit for the most recently completed fiscal year, explain the circumstances of this deficit. (Attach an additional page if needed.) _____

Museum's Attendance for the 12-Month Period Prior to Application

On-site _____ Electronic _____

Year the museum was first open and exhibiting to the public: _____

2. Mission

Include the museum's mission statement or description of museum's purpose in the space below. (Attach an additional page if needed.)

3. Eligibility

The following are the eligibility requirements for participating in the Conservation Assessment Program. Check the appropriate answer.

Yes No

- Is the museum organized as a public or private nonprofit institution that exists on a permanent basis for essentially educational or aesthetic purposes?
- Does the museum care for and own or use tangible objects, whether animate or inanimate?
- Are these objects exhibited to the public on a regular basis through facilities the museum owns or operates?
- Is the museum open and exhibiting to the public at least 90 days a year?
- Does the museum have at least one full-time paid or unpaid staff member or the equivalent, whose responsibilities relate solely to the museum's professional activities?
- Can the museum's entire collection and buildings be completely assessed within a two-day general assessment?

4. Hours of Operation

List the museum's schedule each day of the week. Include only those hours that the museum is open and providing services (e.g., tours, education programs, special events) to the public (e.g., 9 a.m. - 5 p.m.). If the schedule is seasonal, fill in the months that apply (attach additional pages if needed). See page x for an example answer.

Month to Month	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

If the museum is not regularly open at least 90 days a year, list additional dates that the museum was open outside the normal operating schedule and the reason the museum was open (example: April 1—Girl Scout troop visit). Attach additional pages if needed.

Date	Event	Date	Event
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. Staffing

Describe the institution's paid and volunteer staff who are responsible for **professional museum activities**. Your answer should establish how the museum achieves the full-time equivalence needed to be eligible for CAP (for more information, see page x). For example answer, see page x. Since job titles vary among museums, please explain each staff member's responsibilities.

Number of full-time paid staff _____ Number of full-time unpaid staff _____

Number of part-time paid staff _____ Number of part-time unpaid staff _____

Director/Site Manager

Name: _____ Title: _____ volunteer paid

Hours per week:	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Total
<i>(fill in work hours for each day and total for week)</i>	_____	_____	_____	_____	_____	_____	_____	

Responsibilities:

Additional Staff

Include a list of staff and volunteers with their titles and hours worked per week.

Name: _____ Title: _____ volunteer paid

Hours per week:	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Total
<i>(fill in work hours for each day and total for week)</i>	_____	_____	_____	_____	_____	_____	_____	

Responsibilities:

Name: _____ Title: _____ volunteer paid

Hours per week:	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Total
<i>(fill in work hours for each day and total for week)</i>	_____	_____	_____	_____	_____	_____	_____	

Responsibilities:

Photocopy this page if you require more space for entries.

Name: _____ Title: _____ volunteer paid

Hours per week:	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Total
<i>(fill in work hours for each day and total for week)</i>	_____	_____	_____	_____	_____	_____	_____	

Responsibilities:

Name: _____ Title: _____ volunteer paid

Hours per week:	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Total
<i>(fill in work hours for each day and total for week)</i>	_____	_____	_____	_____	_____	_____	_____	

Responsibilities:

Name: _____ Title: _____ volunteer paid

Hours per week:	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Total
<i>(fill in work hours for each day and total for week)</i>	_____	_____	_____	_____	_____	_____	_____	

Responsibilities:

Name: _____ Title: _____ volunteer paid

Hours per week:	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Total
<i>(fill in work hours for each day and total for week)</i>	_____	_____	_____	_____	_____	_____	_____	

Responsibilities:

Name: _____ Title: _____ volunteer paid

Hours per week:	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Total
<i>(fill in work hours for each day and total for week)</i>	_____	_____	_____	_____	_____	_____	_____	

Responsibilities:

6. Past Assessments

Has your museum received support from:

Conservation Project Support grant? yes no If yes, year: _____

Conservation Assessment Program? yes no If yes, year: _____

Museum Assessment Program? yes no If yes, which:

Institutional Collections

Public Dimension Governance

7. Goals

What goals does the museum have for this assessment? (*Check all that apply, and elaborate if there are areas of special concern.*)

Develop a long-range preservation/conservation plan for collections

Improve collections care

Increase staff awareness of collections preservation concerns

Improve the preservation/conservation of the building

Improve environmental conditions

Use as a tool to obtain funding for collections care

Other: _____

Comments/special concerns: _____

8. Collections Information

Who owns the collections? _____

Approximately what percentage of your collections are owned by the institution? _____%

Approximately what percentage of the collection is on exhibition? _____%

Has the institution ever engaged a consultant to survey all or part of the collections? yes no

If yes, provide year and elaborate briefly: _____

Has the institution ever engaged a consultant to survey all or part of the building? yes no

If yes, provide year and elaborate briefly: _____

How many buildings does the institution occupy? _____

Are they all on the same site? yes no

If no, where are the buildings located? _____

How many buildings hold collections (storage and exhibition)? _____

(Be sure to complete Section 10 for all)

How many buildings are 50 years or older? _____

9. Collections and Collections Policies

What is the size and composition of the institution's collections? (Check one box for each line. Categorize collections as specifically as possible and count objects in only one category.)

Collection type	Number of Objects							
	None	1-20	21-100	101-500	501-1,000	1,001-5,000	5,001-10,000	10,000+
Archaeology	<input type="checkbox"/>							
Arms and armour/weapons	<input type="checkbox"/>							
Botany (live)	<input type="checkbox"/>							
Botany (herbaria)	<input type="checkbox"/>							
Ceramics and glass	<input type="checkbox"/>							
Ethnography	<input type="checkbox"/>							
Film/sound recordings	<input type="checkbox"/>							
Furniture/wood artifacts/wood sculpture	<input type="checkbox"/>							
Geology/mineralogy/paleontology	<input type="checkbox"/>							
Historic objects	<input type="checkbox"/>							
Industrial machinery	<input type="checkbox"/>							
Library/archival materials	<input type="checkbox"/>							
Metalwork/metal sculpture	<input type="checkbox"/>							
Musical instruments	<input type="checkbox"/>							
Paintings (panel/canvas)	<input type="checkbox"/>							
Photographic materials	<input type="checkbox"/>							
Science/technology/medicine	<input type="checkbox"/>							
Stone artifacts and sculpture	<input type="checkbox"/>							
Textiles and costume	<input type="checkbox"/>							
Transportation vehicles	<input type="checkbox"/>							
Watercolors/drawings/prints	<input type="checkbox"/>							
Wet collections/fluid preserved collections	<input type="checkbox"/>							
Zoology (live)	<input type="checkbox"/>							
Zoology (other)	<input type="checkbox"/>							
Others (specify)								
_____	<input type="checkbox"/>							
_____	<input type="checkbox"/>							
_____	<input type="checkbox"/>							

Approximately what percentage of the institution's permanent collection is inventoried? _____%

Approximately what percentage of the institution's permanent collection is cataloged? _____%

10. Facilities Information

Photocopy this section and complete for each structure and site, including storage areas.

If the facility consists of additions that function independently or in a significantly different manner from the primary structure, or if the construction, use, or climate control systems are different, *complete this section for each addition.*

An architectural assessor will be assigned if structures are more than 50 years old.

Site area: less than 1 acre 1-5 acre 6-10 acres more than 10 acres

Building name: _____

Owner: _____

Original use of structure: _____

Current use of structure: _____

Structure size: < 10,000 sq. ft. 10,000 - 25,000 sq. ft. 25,001 - 50,000 sq. ft.

50,001 - 100,000 sq. ft. > 100,000 sq. ft.

Type of structure: modern building built as a museum

older building built as a museum

older or historic structure not originally designed as a museum

building shared with other non-museum activities
(approximate square footage of museum and storage _____)

other: _____

Construction date: 17th century 18th century 1800-1850 1851-1875

1876-1900 1901-1925 1926-1956 other: _____

Additional construction dates: 18th century 1800-1850 1851-1875

1876-1900 1901-1925 1926-1956 other: _____

Number of stories: _____

Is the building listed on the National Register of Historic Places? yes no

If yes, date of nomination: _____

Has a Historic Structures Report been completed? yes no

If yes, date: _____

This structure is used for (*check all that apply*):

storage exhibits office space other: _____

Supplement for Zoos and Aquariums

Read the Guidelines and complete this supplement in addition to the Application. If desired, attach a written description of your institution and its collections.

Only institutions not AZA accredited will have living collections assessed.

1. General Information

Is the institution accredited by the Association of Zoos and Aquariums? yes no

If yes, date: _____

2. Collections and Collection Policies

How many animals does the institution own? _____

How many different species? _____

Does the institution have a library? yes no

If yes, how many volumes? _____

3. Facilities Information

What is the acreage of the grounds? _____

Who owns the grounds? _____

How many buildings are on site: total	_____
curatorial/collections storage	_____
exhibition	_____
library	_____
animal housing	_____
visitor services	_____
maintenance	_____
other: _____	_____

Supplement for ReCAP Applicants

Read the Guidelines on page vii and complete this supplement in addition to the Application.

Museums previously awarded an IMLS-funded general conservation assessment may be eligible to update their CAP assessment if seven years have passed since the original assessment. Organizations that received their IMLS award on or before **September 30, 2002**, are eligible to participate in CAP for 2009.

Year Received CAP _____

Yes, I understand that ReCAP will entail a two-day general assessment of all collections and sites of my organization.*

Describe what collections care efforts your museum has accomplished since your previous CAP assessment (attach additional pages if needed).

Describe your museum's need for a new assessment (attach additional pages if needed).

* Museums with collections and sites that cannot be completely assessed within two days are ineligible for ReCAP and should apply for a grant through the IMLS Conservation Project Support (CPS) program. Museums that wish to have a detailed survey of a portion of their collections should also consider CPS. Information about the CPS program is available at www.imls.gov or by contacting the Office of Museum Services at 202-653-4789.

11. ASSURANCES

*The applicant organization's authorizing official should sign the following certification **after** all other parts of the application form have been completed.*

All CAP participants are required to comply with all applicable statutes, ordinances, executive orders, regulations and other laws including: Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Title IX of the Education Amendments of 1972, as amended; Age Discrimination in Employment Act of 1975, as amended; Drug-Free Workplace Act of 1988; Native American Graves Protection and Repatriation Act of 1990; Section 106 of the National Historic Preservation Act of 1966, as amended; Executive Order 11593; Archaeological and Historic Preservation Act of 1974; National Environmental Policy Act of 1969, as amended; Executive Order 11514; Executive Order (E.O.) 11738; Executive Order (E.O.) 11990, as amended by Executive Order (E.O.) 12608; Executive Order (E.O.) 11988, as amended; the Coastal Zone Management Act of 1972, as amended; section 176(c) of the Clean Air Act of 1955; Safe Drinking Water Act of 1974, as amended; Endangered Species Act of 1973, as amended; Wild and Scenic Rivers Act of 1968, as amended; Flood Disaster Protection Act of 1973, as amended; 45 C.F.R. Part 46; and Laboratory Animal Welfare Act of 1966, as amended.

Signing this form indicates your commitment to comply with the laws referred to above should your participation in CAP be forthcoming.

The Authorizing Official must be an executive member of the museum's governing body, the head of the sponsoring organization, or the government official responsible for oversight of the museum. The Authorizing Official cannot be the museum's director and must be different from the project contact.

I, the undersigned, certify that all the information contained in this application is true and accurate. I have been authorized by my Board of Directors to submit this application to the Conservation Assessment Program. Should my organization be chosen to participate in the program, I will comply with all requirements and guidelines of the Conservation Assessment Program. **The Authorizing Official can not be the Project Contact.**

Signature of Authorizing Official

Date

Authorizing Official (The Authorizing Official must be an executive member of the museum's governing body, the head of the sponsoring organization, or the government official responsible for oversight of the museum):

Mr. Ms. Dr.

Name: _____ Title: _____

Phone: _____ Fax: _____

E-mail: _____

Mailing address: _____

Help Us Improve CAP!

Please answer the questions below to let us know how you heard about the CAP and provide feedback about the application. Your responses will not affect your application. If you wish to submit responses anonymously, please go to <http://www.formdesk.com/heritagepreservation/CAPApplicationSurvey>.

Thank you for your help!

Where did you get the information that prompted your interest in this application? Check all that apply:

- Heritage Preservation Web site
- CAP brochure
- From a colleague
- Presentation at a national, regional, or state museum association meeting (please specify):
- Collections care workshop (please specify):
- LISTSERV posting
- Discussion with CAP staff person
- Discussion with an IMLS staff person
- IMLS Web site
- IMLS publications
- Direct mailing
- Heritage Preservation Hotline e-alert
- Other: _____

Where did you obtain your CAP Application?

- From Heritage Preservation
 - We requested a copy
 - We received a copy without having requested it
- Heritage Preservation Web site
- Other: _____

Please rate each of the following aspects of the CAP Application:

Organization and format: Excellent Good Fair Poor

Clarity of guidelines and application process: Excellent Good Fair Poor

Ease of completion: Excellent Good Fair Poor

Approximately how many hours did it take you to complete this application? _____ hours

How many staff members participated in gathering all the information? _____

Did you need to contact Heritage Preservation staff while completing the application? yes no

Comments on the application process: _____

STATE OF SOUTH CAROLINA
COUNTY COUNCIL FOR LEXINGTON COUNTY
ORDINANCE 08-16

AN ORDINANCE TO AMEND THE LEXINGTON COUNTY CODE OF ORDINANCES, CHAPTER 14, BUILDING AND BUILDING REGULATIONS; BY ADDING A NEW ARTICLE THEREIN FOR THE PURPOSE OF ESTABLISHING REGULATIONS AND REQUIREMENTS RELATED TO SMOKING IN **RETAIL FOOD ESTABLISHMENTS IN** THE UNINCORPORATED AREAS OF LEXINGTON COUNTY.

Pursuant to the authority of the Constitution of the State of South Carolina and the General Assembly of the State of South Carolina, BE IT ENACTED BY LEXINGTON COUNTY COUNCIL:

SECTION I. County Council has determined that additional regulation of smoking in areas beyond those addressed in the Clean Indoor Air Act of 1990 is appropriate in the furtherance of its duty to protect the health of its citizens **in retail food establishments** and employees in the workplace and therefore enacts this Article.

The Lexington County Code of Ordinances; Chapter 14, Buildings and Building Regulations; is hereby amended to add a new article, which shall read as follows:

Article V. Smoking in **Retail Food Establishments ~~Public Places and Places of Employment~~**

Section 14-___. **Secondhand smoke in retail food establishments ~~Smoking of tobacco products.~~**

(a) ~~Findings.~~ As an incident of the adoption of this Article, the County Council (“County Council”) of the County of Lexington, South Carolina (the “County”) makes the following findings:

- (1) ~~Secondhand smoke is the third leading cause of preventable death in the United States, killing 53,000 Americans prematurely each year; and~~
- (2) ~~The U.S. Environmental Protection Agency, U.S. Centers for Disease Control and Prevention, National Toxicology Program’s Report on carcinogens, National Cancer Institute, and the International Agency for Research On Cancer have all reported that secondhand smoke is a group A human carcinogen, a cancer ——— causing substance, of which there is no safe level of exposure; and~~
- (3) ~~The health consequences of involuntary smoking have been reported by the U.S. Surgeon General to be a cause of disease, including lung cancer, in healthy non-smokers; and~~
- (4) ~~The U.S. Surgeon General has concluded that a simple separation of smokers and non-smokers within the same airspace does not eliminate the exposure of non-smokers; and~~

- ~~(5) Numerous medical and scientific studies show substantial levels of exposure to secondhand smoke among the United States population, and over the past two decades, the health hazards resulting from exposure to secondhand smoke have been increasingly recognized; and~~
- ~~(6) Secondhand smoke increases the risk of developing breast cancer in younger, premenopausal women; and when inhaled by pregnant women, secondhand smoke increases the risk for low weight babies, pre term delivery, and Sudden Infant Death Syndrome (SIDS); and~~
- ~~(7) Exposure to secondhand smoke by children leads to decreased lung function, asthma, pneumonia, ear infections, bronchitis and even sudden infant death syndrome; and~~
- ~~(8) Studies of hospital admissions for acute, myocardial infarction in Helena, Montana and Pueblo, Colorado before, during, and after a local law eliminating smoking in workplaces and public places was in effect, has determined that laws to enforce smoke free workplaces and public places may be associated with a reduction in morbidity from heart disease; and~~
- ~~(9) Workplaces have been shown to be locations of significant exposure to secondhand tobacco smoke by employees working in the unincorporated areas of Lexington County; and~~
- ~~(10) There are laws, ordinances, and regulations in place that protect workers from other environmental hazards, including Class A carcinogens, asbestos, arsenic and benzene, but none which regulate exposure to secondhand smoke; and~~
- ~~(11) The South Carolina General Assembly at Section 44-95-10 et seq. (the "Clean Indoor Air Act of 1990") imposed certain limitations on smoking. For example, it limited smoking in Government Buildings (the definition of which includes County-owned buildings) except where the owner of such building shall designate smoking areas.~~
- (b) Intent. County Council has reviewed the findings of the U.S. Surgeon General that concludes that a simple separation of smokers and non-smokers within the same airspace does not eliminate the exposure of non-smokers to secondhand smoke. Furthermore, County Council recognizes that the preparation and consumption of food in a retail food establishment should be done in a safe and sanitary environment, without exposure to the toxins contained in secondhand smoke. Therefore, County Council finds that it is in the best interest of the people of the unincorporated areas of the County to protect nonsmokers from involuntary exposure to secondhand smoke in retail food establishments ~~the workplace.~~ As a result, ~~Therefore,~~ County Council declares that the purpose of this act is: 1) to preserve and improve the health, comfort, safety, and environment of the people of the unincorporated areas of the County by limiting exposure to secondhand smoke in retail food establishments ~~the workplace;~~ and 2) to guarantee the right of nonsmokers to breathe smoke-free air in retail food establishments, and to recognize that the need to breathe smoke-free air shall have priority over the desire to smoke.

(c) Definitions.

- (1) ~~“Employee” means any person who performs services for an employer in return for wages, profit or other valuable consideration, and/or a person who volunteers his or her services for a non-profit entity.~~
- (2) ~~“Attached bar” means a bar area of a restaurant.~~
- (3) ~~“Bar” means an establishment that is devoted to the serving of alcoholic beverages for consumption by guests on the premises and which the serving of food is only incidental to the consumption of those beverages, including, but not limited to, taverns, nightclubs, cocktail lounges, and cabarets. Twenty percent or less of the revenue of the bar must come from the sale of food; if the percentage of revenue from food is greater than twenty (20) percent, the business is classified as a retail food establishment.~~
- (4) ~~“Employer” means any person, partnership, association, corporation, trust, school, college, university or other educational institution, nonprofit entity or other organization, including any public or private employer, any manager, supervisor, and all other persons charged with control, supervision, and operation of any Workplace, Work Space, or Work Spaces as defined herein, that employs (1) or more persons.~~
- (5) ~~“Enclosed area” means a space bounded by walls (with or without windows), a ceiling or roof, and enclosed by doors, including but not limited to, dining areas, attached bars, restrooms, offices, private dining rooms, foyers, waiting areas and halls.~~
- (6) ~~“Private club” means an organization, whether incorporated or not, which is the owner, lessee, or occupant of a building or portion thereof used exclusively for club purposes at all times, which is operated solely for a recreational, social, patriotic, political, benevolent, or athletic purpose, but not for pecuniary gain, and which only sells alcoholic beverages incidental to its operation. The affairs and management of the organization are conducted by a board of directors, executive committee, or similar body chosen by the members at an annual meeting. The organization has established bylaws and/or a constitution to govern its activities. The organization has been granted an exemption from the payment of federal income tax as a club under 26 U.S.C. Section 501. Establishments which are in fact operating as bars, restaurants, or entertainment venues primary for the pecuniary benefit of the owner or chief operating officer shall not be treated as private clubs under this definition. A private club will not be considered a private club for the purposes of this definition when being used for a function to which the general public is allowed to enter.~~
- (7) ~~“Retail tobacco store” means any establishment which is not required to possess a retail food permit whose primary purpose is to sell or offer for sale to consumers, but not for resale, tobacco products and paraphernalia, in which the sale of other products is merely incidental, and in which the entry of persons under the age of eighteen (18) is prohibited at all times.~~

- (8) “Retail Food Establishment” is any operation that prepares, packages, serves, processes, or otherwise provides food for human consumption on the premises, regardless of whether there is a charge for the food to include but not limited to restaurants, coffee shops, delicatessens, snack bars, ice cream parlors, cafeterias, mobile food units including bases of operations, and temporary food service establishments.
- (9) Secondhand smoke” is the complex mixture formed from the escaping smoke of a burning tobacco product (termed as “sidestream smoke”) and smoke exhaled by the smoker. Exposure to secondhand smoke is also frequently referred to as “passive smoking,” “secondhand smoking” or “involuntary smoking”.
- (10) “Secondhand smoke” is the complex mixture formed from the escaping smoke of a burning tobacco product (termed as “sidestream smoke”) and smoke exhaled by the smoker. Exposure to secondhand smoke is also frequently referred to as “passive smoking,” “secondhand smoking” or “involuntary smoking”.
- (11) “Smoking” means the inhaling, exhaling, burning, lighting or carrying of a lighted cigarette, cigar, pipe, or similar device or any other lighted tobacco product.
- (12) “Smoking materials” includes cigars, cigarettes and all other manner of smoking devices intended to be used for the purpose of inhaling, burning, carrying or exhaling lighted tobacco products.
- (13) ~~“Workplace” means any enclosed indoor area, structure, building or facility or any portion thereof at which one (1) or more employee(s) perform services for their employer, including but not limited to: retail food stores, retail stores, restaurants, bars, cabarets, cafes, public or private clubs, pool halls, and bowling alleys.~~
- (14) ~~“Work space” or “work spaces” means any enclosed area occupied by an employee during the course of his or her employment, including but not limited to: offices, customer service areas, common areas, hallways, waiting areas, restrooms, lounges, and eating areas.~~

(d) Prohibition of Smoking in a Retail Food Establishment ~~the Workplace.~~

- (1) All retail food establishments ~~employers~~ shall provide a smoke-free environment ~~in all enclosed areas. for all employees working in any work space or workplace as those terms are defined herein. Further, the employer shall prohibit any persons present in any work space or workplace from smoking tobacco products therein.~~
- (2) No person shall smoke or possess a lighted tobacco product in ~~any enclosed area of a retail food establishment work space or workplace.~~
- (3) ~~No person shall smoke or possess a lighted tobacco product on any property owned by the County.~~_____

~~—[ALTERNATE WORDING: No person shall smoke, possess a lighted tobacco product, or use a tobacco product on any property owned by the County.]~~

- (4) Notwithstanding any other provision in this article, an owner, operator, manager, or other person in control of ~~an~~ a retail food establishment, facility or outdoor area may declare the entire establishment, facility or outdoor area as a nonsmoking location. Smoking shall then be prohibited in any place in which a sign conforming to the requirements of section 14-__ (f) is posted.
- ~~(e) Exceptions. Notwithstanding the provisions of subsection (d) herein, smoking may be permitted in the following places under the following circumstances:~~
 - ~~(1) Private residences;~~
 - ~~(2) Hotel and motel rooms that are rented to guests and are designated as smoking rooms; provided however, that not more than twenty five percent (25%) of rooms rented to guests in a hotel or motel may be so designated. All smoking rooms on the same floor must be contiguous and smoke from these rooms must not infiltrate areas where smoking is prohibited under provisions of this Section. The status of rooms as smoking or nonsmoking may not be changed, except to add additional nonsmoking rooms;~~
 - ~~(3) Retail tobacco stores as defined herein; and~~
 - ~~(4) Private clubs that have no employees, except when being used for a function to which the general public is admitted; and~~
 - ~~(5) Religious ceremonies where smoking is part of the ritual.~~
- (f) Posting of Signs. The owner, manager or person in control of a retail food establishment Workplace shall post a conspicuous sign at the main entrance to the retail food establishment Workplace, which shall contain the words “No Smoking” and the universal symbol for no smoking.
- (g) Reasonable Distance. Smoking is prohibited within ten feet of the property boundaries of any property owned by the County. In the case of all other properties in the unincorporated area of the County, smoking is prohibited within a distance of ten (10) feet from any door which is used as an entrance to or exit from an enclosed area where smoking is prohibited so as to insure that tobacco smoke does not enter the area through the entry. This distance shall be measured from the center of the door in question.
- (h) Jurisdiction, Enforcement and Penalties.
 - (1) A person who owns, manages, operates, or otherwise controls a retail food establishment Workplace or Work Space and who fails to comply with the provisions of this Section shall be deemed guilty of an infraction.
 - (2) A person smoking or possessing a lighted tobacco product in any retail food establishment Work Space or Workplace shall be guilty of an infraction.

(3) An infraction is punishable by a fine of twenty five dollars (\$25). Each day on which a violation of this Section occurs shall be considered a separate and distinct infraction. A violation of this Section is furthermore declared to be a public nuisance.

~~(i) Governmental Agency Cooperation. The County Administrator shall request other governmental and educational agencies having facilities within the unincorporated areas of the County to establish local operating procedures in cooperation and compliance with this Section. This includes urging all Federal, State, County, City and School District agencies to update their existing smoking control regulations to be consistent with the current health findings regarding secondhand smoke.~~

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

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

SECTIONS IV. Effective Date. This Ordinance shall be enforced from and after _____.

LEXINGTON COUNTY COUNCIL

BY: _____

William C. Derrick
Chairman, Lexington County Council

ATTEST THIS THE ____ DAY
OF _____, 2008

Diana W. Burnett, Clerk
First Reading: October 14, 2008
Second Reading:
Public Hearing:
Third Reading:

The Committee Minutes are left out intentionally until approved by the Committee. Upon the Committee's approval, the minutes will be available on the Internet.

COUNTY OF LEXINGTON, SOUTH CAROLINA

ORDINANCE NO. 08-14

AN ORDINANCE AMENDING THE LEXINGTON COUNTY STORMWATER
MANAGEMENT ORDINANCE 06-10 FOR THE CREATION OF THE
STORMWATER ADVISORY BOARD

BE IT ORDAINED BY THE COUNTY COUNCIL OF LEXINGTON COUNTY,
SOUTH CAROLINA AS FOLLOWS:

SECTION 1 DIVISION 7 AMENDED TO READ AS FOLLOWS:

Division 7 – APPEALS

Sec. 7-1 Creation of the Stormwater Advisory Board

The Stormwater Advisory Board is hereby created for Lexington County and shall be referred to in this Ordinance as the Board. It shall consist of nine (9) members who are qualified by experience and training. The Board shall consist of one (1) Professional Engineer licensed in South Carolina, one (1) Developer, one (1) Contractor, two (2) Environmental Stewards, two (2) Consultants, and two (2) Stormwater Professionals. The Board shall be appointed by Lexington County Council. No person holding any other public office or position in Lexington County or a municipality within the County shall be eligible to serve on the Board concurrently.

Sec. 7-2 Terms of Office of Board Members

The members of the Board shall serve for four-year terms, or until their respective successors are appointed.

Sec. 7-3 Removals and Vacancies

A member of the Board may be removed from the Board by the County Council for continued absence or other just causes. Any member being so removed shall be provided, upon his request, a public hearing on the removal decision before the County Council. Vacancies on the Board shall be filled (for the unexpired term of those members whose positions have become vacant) in the same manner as the appointment of a new member.

Sec. 7-4 Election of Officers

The Board shall elect from its members its own chairman and vice-chairman, who shall serve for one year. The Public Works Director or his designee shall appoint a secretary to serve the Board, who may be an employee of Lexington County.

Sec. 7-5 Powers of the Board

The Board is hereby vested with the following powers:

- a. To hear and make recommendations to the Director of Public Works as to appeals where it is alleged in writing that there is an incorrect interpretation of any order, requirement, decision, or determination made by the Director of Public Works or his designee in carrying out the enforcement of Divisions 1-8 of this Ordinance and Chapters 1-5 of the Land Development Manual.
- b. To hear and make recommendations to the Director of Public Works upon applications for a variance from Divisions 1-8 of this Ordinance and Chapters 1-5 of the Land Development Manual, where a literal enforcement of these regulations will, in an individual case, result in an unnecessary hardship. A Variance may grant relief from any of the regulations as outline in the Divisions and Chapters above.
- c. To hear and make recommendations to the Director of Public Works as to all matters referred to by provisions of Divisions 1-8 of this Ordinance and Chapters 1-5 of the Land Development Manual Ordinance.

Sec. 7-6 Meetings of the Board

The Board shall meet at least once every three (3) month when there are appeals or applications for variances. Special meetings may be held at the call of the chairman provided that at least a 24-hour notice of such a meeting is given to every member.

Sec. 7-7 Rules and Proceedings of the Board

The Board shall adopt rules for the conduct of its meetings. Such rules shall include at least the following requirements:

- a. The presence of five members shall constitute a quorum and motions shall pass or fail by the majority vote of those members actually voting. Motions which receive an equal number of votes for and against shall be deemed to fail. Only members in attendance at a meeting shall be eligible to vote upon motions before the Board. Proxy votes shall not be used.
- b. All meetings shall be open to the public and the Freedom of Information Act shall be applicable to all proceedings.
- c. The Board may call upon any other agency of Lexington County for information in the performance of its duties and it shall be the duty of such other agency to render such information to the Board as may be reasonably required.
- d. An appeal must be filed within 30 days from the date of refusal by the Director of Public Works or his designee to issue a land disturbance permit or certify compliance with this Ordinance and Land Development Manual.
- e. Any member of the Board who shall have a direct or indirect interest in any property which is the subject of, or affected by, a decision of the Board shall be

disqualified from participating in the discussion, decision, or proceedings of the Board in connection with that case.

Sec. 7-8 Application for Appeals or Variances

A written application for a appeal or variance shall be filed with the Director of Public Works or his designee by the property owner or his designated agent or the aggrieved party. Copies of the application shall be transmitted to the members of the Board. A fee established by County Council shall accompany every application.

Sec. 7-9 Standards for Variances

The Board shall consider the following factors in making its recommendation:

- a. Are there extraordinary and exceptional conditions pertaining to the particular piece of property?
- b. Do these conditions generally apply to other properties in the vicinity?
- c. Because of these conditions, would the application of the Ordinance and Land Development Manual as defined in Section 7-5, to the particular piece of property effectively prohibit or unreasonably restrict the utilization of the property.
- d. Would authorization of a variance be of substantial detriment to adjacent property or to the quality of life for the residents of the County?
- e. Would authorization of a variance cause noncompliance of the requirements set forth for the Small Municipal Separate Storm Sewer Systems (MS4) program?
- f. Would authorization of a variance impede standard design requirements which are recognized for criteria of public safety?

Sec. 7-10 Decisions

Every recommendation of the Board shall be given to the Director of Public Works. It shall be in writing and shall indicate the vote of the recommendation. The Director of Public Works shall consider the recommendation but the Director of Public Works shall make the final decision on the appeal.

Sec. 7-11 Appeal of Director of Public Works Decision

Any appeal from the decision of the Director of Public Works shall be as provided by law.

**SECTION 2 DIVISION 9 AMENDED TO READ DIVISION 8
DIVISION 10 AMENDED TO READ DIVISION 9
DIVISION 11 AMENDED TO READ DIVISION 10**

The Committee Minutes are left out intentionally until approved by the Committee. Upon the Committee's approval, the minutes will be available on the Internet.

AIRPORT CAPITAL IMPROVEMENT PLAN

FY 2010 - 2014 (Including FY 2009 for reference)

The information presented below is based on the best information available at the time of preparation.

Last Updated: 10-17-08

Lexington County Airport at Pelion (6J0)

Fiscal Year	Description	Project Total Cost	Eligible Federal Share (95%)				Eligible State Share (2.5%)	Sponsor Share (2.5%)
			Carryover	Entitlements	Discretionary and/or State Apportionment	Total		
2009	Partial Apron Reconstruction Project - Bidding & Construction	\$480,000	\$90,150	\$150,000	\$215,850	\$456,000	\$12,000	\$12,000
	CARRYOVER FUNDS INTO FY 2010			\$0				
2010	Property Acquisition within Existing and Future RW 35 RPZ	\$296,000	\$0	\$150,000	\$131,200	\$281,200	\$0	\$14,800
	CARRYOVER FUNDS INTO FY 2011			\$0				
2011	10-Unit Nested T-Hangar & Taxilane to accommodate 44.5' wingspan	\$567,000	\$0	\$150,000	\$388,650	\$538,650	\$4,425	\$23,925
	CARRYOVER FUNDS INTO FY 2012			\$0				
2012	Runway Widening, Strengthening & RSA Improv. - Design Only	\$147,000	\$0	\$139,650	\$0	\$139,650	\$3,675	\$3,675
	CARRYOVER FUNDS INTO FY 2013			\$10,350				
2013	RW Widening, Strengthening & RSA Improv. - Bidding & Construction	\$2,412,000	\$10,350	\$150,000	\$2,131,050	\$2,291,400	\$60,300	\$60,300
	CARRYOVER FUNDS INTO FY 2014			\$0				
2014	Runway Extension Justification Study	\$35,000	\$0	\$0	\$0	\$0	\$17,500	\$17,500
	Land Acquisition for RW Extension	\$400,000	\$0	\$150,000	\$230,000	\$380,000	\$0	\$20,000
	CARRYOVER FUNDS INTO FY 2015			\$0				

APPLICATION FOR FEDERAL ASSISTANCE

2. DATE SUBMITTED		Applicant Identifier 3-45-0067-0XX-2010	
3. DATE RECEIVED BY STATE		State Application Identifier	
4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier	
1. TYPE OF SUBMISSION:			
Application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		Preapplication <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction	
5. APPLICANT INFORMATION			
Legal Name: LEXINGTON COUNTY, SOUTH CAROLINA		Organizational Unit: LEXINGTON COUNTY, SOUTH CAROLINA	
Organizational DUNS: 030115885		Department: DEPARTMENT OF PUBLIC WORKS	
Address: Street: 212 SOUTH LAKE DRIVE		Division: LEXINGTON COUNTY AIRPORT at PELION	
City: LEXINGTON		Name and telephone number of the person to be contacted on matters involving this application (give area code)	
County: LEXINGTON		Prefix: MR. First Name: JIM	
State: SC Zip Code: 29072-3437		Middle Name:	
Country: UNITED STATES		Last Name: STARLING	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 57 - 6000379		Suffix: ENGINEERING ASSOCIATE, DPW	
		Email: jstarling@lex-co.com	
		Phone Number (give area code) 803-785-8201 Fax Number (give area code) 803-785-8593	
8. TYPE OF APPLICATION:			
<input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision			
If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.)			
Other (specify) <input type="checkbox"/> <input type="checkbox"/>			
7. TYPE OF APPLICANT: (See back of form for Application Types) B; COUNTY			
Other (specify)			
9. NAME OF FEDERAL AGENCY: FEDERAL AVIATION ADMINISTRATION			
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE (Name of Program): 20 - 106 AIRPORT IMPROVEMENT PROGRAM		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: PROPERTY ACQUISITION WITHIN EXISTING AND FUTURE RW 35 RPZ	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): TOWN OF PELION, SOUTH CAROLINA COUNTY OF LEXINGTON, SOUTH CAROLINA			
13. PROPOSED PROJECT			
Start Date: ASAP Ending Date:		14. CONGRESSIONAL DISTRICTS OF:	
		a. Applicant SECOND b. Project SECOND	
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$281,200	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON	
b. Applicant	\$14,800	DATE: _____	
c. State	\$0	b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372	
d. Local		<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
e. Other			
f. Program Income		17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
g. TOTAL	\$296,000	<input type="checkbox"/> Yes. If "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.			
a. Authorized Representative			
Prefix MRS. First Name KATHERINE		Middle Name L.	
Last Name HUBBARD		Suffix	
b. Title: COUNTY ADMINISTRATOR		c. Telephone Number (give area code) 803-785-8100	
d. Signature of Authorized Representative		e. Date Signed	

PART III - BUDGET INFORMATION - CONSTRUCTION**SECTION A - GENERAL**

1. Federal Domestic Assistance Catalog No. **20-106**
 2. Functional or Other Breakout **Airport Improvement Program**

SECTION B - CALCULATION OF FEDERAL GRANT

Cost Classification	Use only for revisions		Total Amount Required
	Latest Approved Amount	Adjustment + or (-)	
1. Administration expense			\$50,000
2. Preliminary expense			
3. Land, structures, right-of-way			\$246,000
4. Architectural engineering basic fees			
5. Other architectural engineering fees			
6. Project inspection fees			
7. Land development			
8. Relocation expenses			
9. Relocation payments to Individuals and businesses			
10. Demolition and removal			
11. Construction and project improvement			
12. Equipment			
13. Miscellaneous			
14. Total (Line 1 through 13)			\$296,000
15. Estimated Income (if applicable)			
16. Net Project Amount (Line 14 minus 15)			\$296,000
17. Less: Ineligible Exclusions			
18. Add: Contingencies			
19. Total Project Amt. (Excluding Rehabilitation Grants)			\$296,000
20. Federal Share requested of Line 19			\$281,200
21. Add Rehabilitation Grants Requested (100 Percent)			
22. Total Federal grant requested (Lines 20 & 21)			\$281,200
23. Grantee share			\$14,800
24. Other shares			\$0
25. Total project (Lines 22, 23 & 24)			\$296,000

SECTION C - EXCLUSIONS

26. Classification	Ineligible for Participation (1)	Excluded from Contingency Provision (2)
a.	\$	\$
b.		
c.		
d.		
e.		
f.		
g.	\$	\$

SECTION D - PROPOSED METHOD OF FINANCING NON-FEDERAL SHARE

27. Grantee Share	
a. Securities	
b. Mortgages	
c. Appropriations (By Applicant)	\$14,800
d. Bonds	
e. Tax Levies	
f. Non Cash	
g. Other (Explain)	
h. TOTAL -Grantee Share	\$14,800
28. Other Shares	
a. State	\$0
b. Other	
c. Total Other Shares	\$0
29. TOTAL	\$14,800

SECTION E - REMARKS

PART IV PROGRAM NARRATIVE (ATTACH - SEE INSTRUCTIONS)

LINE ITEM BREAKDOWN
SECTION B - CALCULATION OF FEDERAL GRANT
LEXINGTON COUNTY AIRPORT AT PELION
FAA A.I.P. 3-45-0067-0XX-2009 PREAPPLICATION

	PROPERTY ACQUISITION
<u>Line Item 1 - Administrative Expense</u>	
Legal Fees (assumed to be 15%)	\$50,000
<u>Line Item 3 - Land, structures, right-of-way</u>	
Property Acquisition w/in Exit.& Future RW 35 RPZ	\$246,000
<hr/>	
TOTAL PROJECT	\$296,000
FAA ELIGIBLE	\$296,000
FAA SHARE	\$281,200
STATE SHARE	\$0
LOCAL SHARE	\$14,800

PART IV
PROGRAM NARRATIVE

LEXINGTON COUNTY AIRPORT AT PELION
FAA A.I.P. 3-45-0067-0XX-2010 PREAPPLICATION

PROPERTY ACQUISITION WITHIN EXISTING AND FUTURE RW 35 RPZ

This request is to assist in funding the fee simple purchase of property that lies in the existing and future runway protection zone (RPZ) of Runway 35. It is understood that the FAA recommends owning the land in the RPZ as much as practicable. There has been a recent movement to develop some of the land within the RPZ into non-compatible land use. Obviously, if this were to occur, it would certainly cause an unsafe condition and would restrict growth at the Airport. The current approved ALP indicates that the Airport Reference Code is planned to be upgraded from the current A-1 classification to a B-2 classification. This change has a significant impact to the RPZ as indicated in the attached Request For Aid Sketch. If the airspace above the future RPZ is not protected, it will become much more difficult in the future for this Airport to accommodate the type of air traffic that it needs to support.

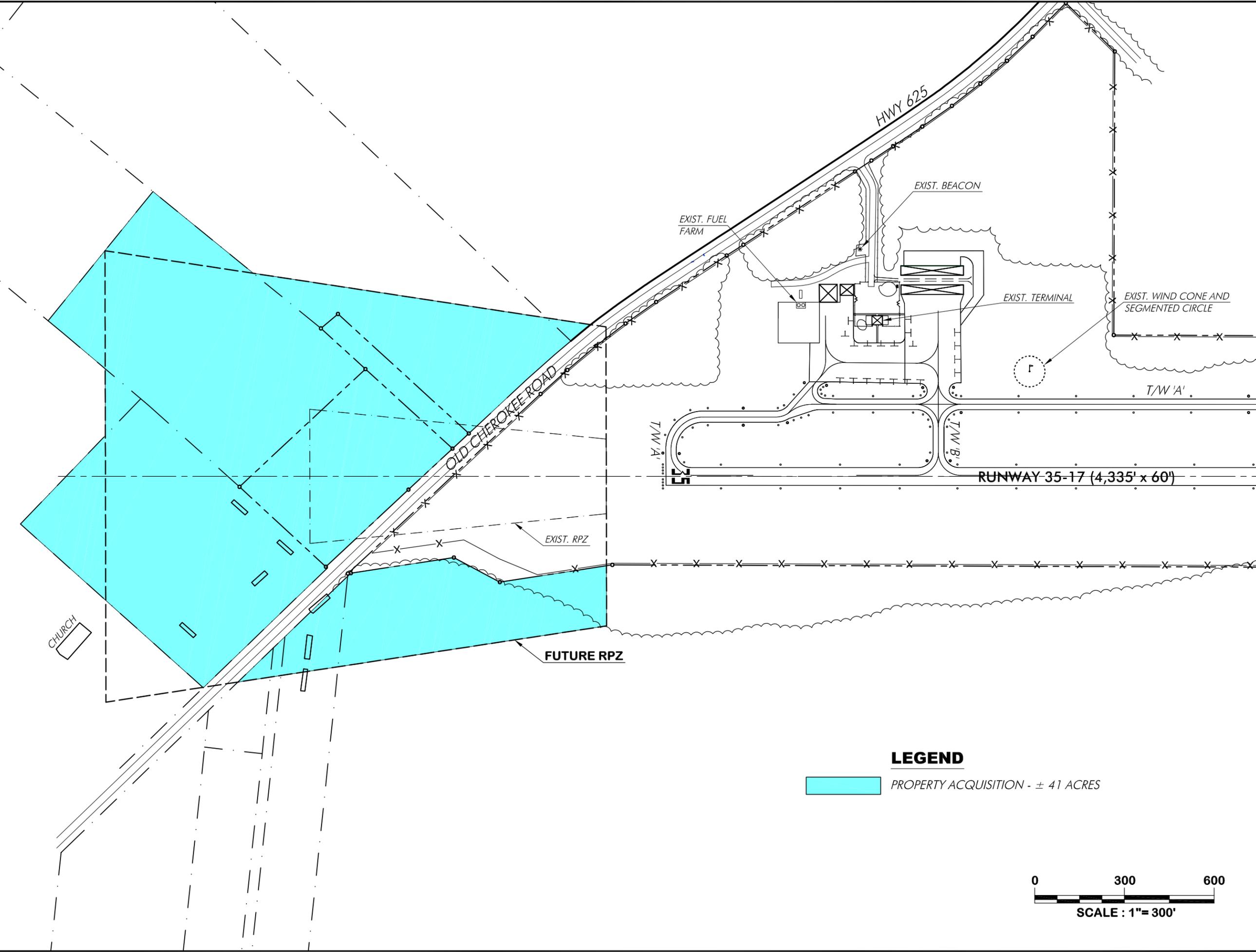


LEXINGTON COUNTY
AIRPORT AT PELION



TRANSPORTATION CONSULTANTS
ATLANTA, GA; BATON ROUGE, LA; CHARLESTON, SC; CHARLOTTE, NC
COLUMBIA, SC; GREENSBORO, NC; GULFPORT, MS; JACKSONVILLE, FL
KNOXVILLE, TN; LITTLE ROCK, AK; MOBILE, AL; ORLANDO, FL
RALEIGH, NC; RICHMOND, VA; SARASOTA, FL; TALLAHASSEE, FL
TAMPA, FL; WEST PALM BEACH, FL

Designer: ADB
Technician: YDR
Checked by: ADB
Project Number:



LEGEND

PROPERTY ACQUISITION - ± 41 ACRES



REVISIONS			
No.	Description	Date	By

Project Name:
**FY 2010
PREAPPLICATION**

Drawing Name:
**REQUEST FOR
AID SKETCH**

FAA A.I.P. Project Number:
3-45-0067-0XX-2010

Date: OCTOBER, 2008	Division: AIRPORTS
Scale: 1"=300'	Drawing Number: SK-1

C:\CLIENTS\Lex Co at Pelion\General\PREAPPS & APPS - FY 2010\FY10 RFA SKETCH-HSU.dwg Last Modified: Oct 17, 2008 - 4:14pm Plotted on: Oct 17, 2008 - 4:15pm by YDRiera



COUNTY OF LEXINGTON

SOLID WASTE MANAGEMENT DEPARTMENT

498 Landfill Lane
Lexington, SC 29073
Telephone: 803-755-3325
Fax: 803-755-3833

MEMO

To: Katherine L. Hubbard, County Administrator
From: David L. Eger, Solid Waste Management Director
Date: October 21, 2008
Subject: Red Bank Relocation – Collection & Recycling Center Traffic Data
Ref: Council Request for information October 14, 2008 Council Meeting

Based on the Council's request, the attached charts provide each Centers traffic counts for the following Fiscal Years, 2004-2005, 2005-2006, 2006-2007, 2007-2008 and year-to-date information for the current Fiscal Year. As is noted, the Red Bank Center has historically been the number one used site in the County. To date this Fiscal Year, traffic at the Red Bank Site has been slightly lower than the Bush River and River Chase Centers.

The following data provided by SCDOT lists the traffic count numbers for the Hwy 6 section between Platt Springs Road and Red Bank.

Average # Vehicles/day

COUNT_1996	9500
COUNT_1997	11200
COUNT_1998	11500
COUNT_1999	12600
COUNT_2000	13300
COUNT_2001	13900
COUNT_2002	14500
COUNT_2003	14200
COUNT_2004	14700
COUNT_2005	13600
COUNT_2006	15000
COUNT_2007	16700

In addition, the Public Works Department placed their traffic evaluator near the entrance to the Red Bank Center, evaluating the North and South Lanes of Route 6 for the period of Friday October 17 through Monday, October 20. The following provides the total vehicle count for these days. Also included is the vehicle hand count for the Red Bank Collection and Recycling Center for the same days.

Date/Day	Total Daily Vehicle Count – Route 6	Vehicle Hand Count Red Bank Center
October 17, Friday	20,471	708
October 18, Saturday	15,744	808
October 19, Sunday	12,371	466
October 20, Monday	17,428	774

Attachments

cc: Joe Mergo, Deputy County Administrator

Annual Total Vehicle Count								
Site	Rank FY 04- 05	Total Vehicles	Rank FY 05- 06	Total Vehicles	Rank FY 06- 07	Total Vehicles	Rank FY 07- 08	Total Vehicle
Bailey	6	124,677	8	93,706	8	104,556	7	109,674
Ball Park	3	184,695	3	178,081	2	191,197	3	187,989
Bush River	2	197,464	2	185,979	3	179,607	2	204,359
Chapin	7	99,115	6	109,781	6	123,389	10	86,953
Edmund	12	67,070	12	71,876	12	73,615	12	77,444
Hollow Creek	8	91,412	7	102,743	7	112,427	6	113,297
Leesville	11	73,534	10	85,088	11	83,496	11	84,217
Pelion	10	85,734	11	83,024	9	94,248	9	92,047
Red Bank	1	214,005	1	209,542	1	214,476	1	207,746
River Chase	4	157,511	4	171,901	4	173,576	4	175,108
Sandhills	5	151,271	5	133,998	5	131,562	5	156,638
Summit	9	87,960	9	89,182	10	92,384	8	100,451

Average Vehicles per Hour								
Site	Rank FY 04- 05	Avg. Vehicles per Hr.	Rank FY 05- 06	Avg. Vehicles per Hr	Rank FY 06- 07	Avg. Vehicles per Hr	Rank FY 07- 08	Avg. Vehicle per Hr
Bailey	6	46.87	8	34.55	8	39.07	7	40.56
Ball Park	3	69.43	3	65.66	2	71.45	3	69.52
Bush River	2	59.21	2	63.58	3	67.12	2	75.58
Chapin	7	37.26	6	40.48	6	46.11	10	32.16
Edmund	12	25.21	12	26.50	12	27.51	12	28.64
Hollow Creek	8	34.37	7	37.92	7	42.01	6	41.90
Leesville	11	27.64	10	31.37	11	31.2	11	31.15
Pelion	10	32.23	11	30.61	9	31.20	9	34.04
Red Bank	1	80.45	1	77.26	1	80.15	1	76.83
River Chase	4	59.21	4	63.39	4	64.86	4	64.76
Sandhills	5	56.87	5	49.41	5	49.16	5	57.93
Summit	9	33.07	9	32.88	10	34.52	8	37.15

Average Vehicles per Day								
Site	Rank FY 04- 05	Avg. Vehicles per Day	Rank FY 05- 06	Avg. Vehicles per Day	Rank FY 06- 07	Avg. Vehicles per Day	Rank FY 07- 08	Avg. Vehicle per Day
Bailey	6	487.02	8	360.41	8	405.26	7	420.21
Ball Park	3	721.46	3	684.93	2	741.07	3	720.26
Bush River	2	771.34	2	715.30	3	696.15	2	782.98
Chapin	7	387.17	6	422.23	6	478.25	10	333.15
Edmund	12	261.99	12	276.45	12	285.33	12	296.72
Hollow Creek	8	357.08	7	395.55	7	435.76	6	434.09
Leesville	11	287.24	10	327.26	11	323.63	11	322.67
Pelion	10	334.90	11	319.32	9	365.30	9	352.67
Red Bank	1	835.96	1	805.93	1	831.30	1	795.96
River Chase	4	615.28	4	661.16	4	672.78	4	670.91
Sandhills	5	590.90	5	515.38	5	509.93	5	600.15
Summit	9	343.59	9	343.01	10	358.08	8	384.87

Collection & Recycling Center – Vehicle Count 2004 – 2005

Total for Year – All Sites	1534448.00
Avg Cars per Day – All Sites	5993.94
Total for Year – County Sites	228564.00
Avg Cars per Day – County Sites	892.83
Total for Year – Babcock Sites	1305884.00
Avg Cars per Day – Babcock Sites	5101.11

Station	Rank	Annual Total Vehicles	Avg. Vehicle per Hour	Avg Vehicle per Day
Red Bank	1	214,005	80.45	835.96
Bush River	2	197,464	74.23	771.34
Ball Park	3	184,695	69.43	721.46
River Chase	4	157,511	59.21	615.28
Sandhills	5	151,271	56.87	590.90
Bailey	6	124,677	46.87	487.02
Chapin	7	99,115	37.26	387.17
Hollow Creek	8	91,412	34.37	357.08
Summit	9	87,960	33.07	343.59
Pelion	10	85,734	32.23	334.90
Leesville	11	73,534	27.64	287.24
Edmund	12	67,070	25.21	261.99

Collection & Recycling Center - Vehicle Count 2005 - 2006

Total for Year - All Sites	1,515,001
Avg Cars per Day - All Sites	5826.93
Total for Year - County Sites	246,146
Avg Cars per Day - County Sites	946.72
Total for Year - Babcock Sites	1,268,855
Avg Cars per Day - Babcock Sites	4880.21

Station	Rank	Annual Total Vehicles	Avg. Vehicle per Hour	Avg Vehicle per Day
Red Bank	1	209,542	77.26	805.93
Bush River	2	185,979	63.58	715.30
Ball Park	3	178,081	65.66	684.93
River Chase	4	171,901	63.39	661.16
Sandhills	5	133,998	49.41	515.38
Chapin	6	109,781	40.48	422.23
Hollow Creek	7	102,743	37.92	395.55
Bailey	8	93,706	34.55	360.41
Summit	9	89,182	32.88	343.01
Leesville	10	85,088	31.37	327.26
Pelion	11	83,024	30.61	319.32
Edmund	12	71,876	26.50	276.45

Collection & Recycling Center - Vehicle Count 2006 - 2007

Total for Year - All Sites	1,574,533
Avg Cars per Day - All Sites	6,102.84
Total for Year - County Sites	249,495
Total Cars per Day - County Sites	967.03
Avg Cars for Year - Babcock Sites	1,325,038
Avg Cars per Day - Babcock Sites	5,135.81

Station	Rank	Annual Total Vehicles	Avg. Vehicle per Hour	Avg Vehicle per Day
Red Bank	1	214,476	80.15	831.30
Ball Park	2	191,197	71.45	741.07
Bush River	3	179,607	67.12	696.15
River Chase	4	173,576	64.86	672.78
Sandhills	5	131,562	49.16	509.93
Chapin	6	123,389	46.11	478.25
Hollow Creek	7	112,427	42.01	435.76
Bailey	8	104,556	39.07	405.26
Pelion	9	94,248	35.22	365.30
Summit	10	92,384	34.52	358.08
Leesville	11	83,496	31.20	323.63
Edmund	12	73,615	27.51	285.33

Collection & Recycling Center – Vehicle Count 2007 – 2008

Total for Year – All Sites	1,595,923
Avg Cars per Day – All Sites	6,114.65
Total for Year – County Sites	262,112
Avg Cars per Day – County Sites	1,004.26
Total for Year – Babcock Sites	1,333,811
Avg Cars per Day – Babcock Sites	5,110.39

Station	Rank	Annual Total Vehicles	Avg. Vehicle per Hour	Avg Vehicle per Day
Red Bank	1	207,746	76.83	795.96
Bush River	2	204,359	75.58	782.98
Ball Park	3	187,989	69.52	720.26
River Chase	4	175,108	64.76	670.91
Sandhills	5	156,638	57.93	600.15
Hollow Creek	6	113,297	41.90	434.09
Bailey	7	109,674	40.56	420.21
Summit	8	100,451	37.15	384.87
Pelion	9	92,047	34.04	352.67
Chapin	10	86,953	32.16	333.15
Leesville	11	84,217	31.15	322.67
Edmund	12	77,444	28.64	296.72

Collection & Recycling Center - Vehicle Count YTD 2008 - 2009

Total for Year - All Sites	429775.00
Avg Cars per Day - All Sites	6715.23
Total for Year - County Sites	62457.00
Avg Cars per Day - County Sites	975.89
Total for Year - Babcock Sites	367318.00
Avg Cars per Day - Babcock Sites	5739.34

Station	Rank	Annual Total Vehicles	Avg. Vehicle per Hour	Avg Vehicle per Day
Bush River	1	53,363	80.37	833.80
River Chase	2	52,751	79.44	824.23
Red Bank	3	52,023	78.35	812.86
Sandhills	4	46,853	70.56	732.08
Ball Park	5	44,424	66.90	694.13
Bailey	6	36,796	55.42	574.94
Hollow Creek	7	28,675	43.19	448.05
Chapin	8	27,257	41.05	425.89
Pelion	9	25,176	37.92	393.38
Summit	10	24,165	36.39	377.58
Leesville	11	19,541	29.43	305.33
Edmund	12	18,751	28.24	292.98

FOR IMMEDIATE RELEASE
August 15, 2008

For More Information
Call Teresa Medlin
864-942-8902

Burton Center Focusing on Abilities

Eighty -two adults with disabilities and special needs from Lexington County attend Burton Center Day Programs Monday through Friday. The center is located at 828 Williams Street in West Columbia. Burton Center began providing residential services in Lexington County in 2005 and in 2007 opened the day program.

The **Day Programs** are vital to these adults where they are provided a safe and healthy work and training environment. They gain valuable work skills while earning money. These programs help build self-esteem, provide work opportunities, develop friendships, increases community involvement and independence. A hot lunch is provided each day in the cafeteria.

The day programs provide the opportunity for people with special needs residing in the community, either with their families or a community residence, to go to work each day just like everyone else. This also helps family members by providing the opportunity for them to work, take care of family business or rest. Each person is picked up at their home each day, transported to the center or to their jobs and returned home in the afternoon.

"Our folks are eager to work and look forward to coming to the center each day. Employing people with special needs is a win-win-win situation. Employers win because they are employing dedicated, productive workers that can provide a very cost effective product. The person with special needs wins because having a job is one the most important elements to their personal satisfaction and they earn wages. Lexington County wins because the economy is made stronger when all segments of the population are included in the workforce," stated Linda Gault, Director of Burton Center's Lexington Operations.

Burton Center is required to attract a 25% local match to receive state funding to operate the day programs. The local match comes from donations, county appropriations and United Way.

There are currently 12 people on the waiting list for the Day Program in Lexington County.

Burton Center provides 131 jobs in Lexington County:

8 Community Residences and 1 Day Program Facility.

Burton Center's Mission:

We believe that each individual has the right to experience a life with love, respect and dignity. We firmly believe that each individual is important and deserves the opportunity to strive to reach their full potential. We believe that each individual has the right to make choices that will affect their lives. Our focus will be on each individual's abilities in developing appropriate programs and services that promote the health, safety and well being of each individual.

Burton Center for Disabilities and Special Needs, established in 1971, is a non-profit, multi-county agency, providing services for over 1,200 people with disabilities and special needs (autism, developmental disabilities, head injuries, spinal cord injuries and related disabilities) in Abbeville, Edgefield, Greenwood, Lexington, McCormick and Saluda counties employing 450 staff members. Services include: **family support** (*infant stimulation, extended day services, respite services, summer camps, summer day services*), **day services for adults** at four centers located in Greenwood, Lexington, Saluda and Ware Shoals (*vocational, self-help and academic training*), **early intervention, residential services** (*31 community residences, 3 supervised living programs, 9 community training home I's*) and **service coordination**.

Burton Center is a United Way agency.

For more information about Burton Center in Lexington County, please contact Linda Gault, Operations Director at 803-794-6110.

COOPERATIVE EXTENSION SERVICE



October 14, 2008

To: Katherine Hubbard

From: John Oxner
Lead County Extension Agent – Lexington County

Re: 2009-2010 Budget Increase

Attached you will find the Budget Request for the Clemson Extension Service - Lexington County for 2009-2010. We are again asking for an increase (\$30,000) to hire a full-time permanent 4-H and Youth agent which will be a half share with Clemson Extension through Clemson University Public Service Activities Funds.

A full-time permanent Agent will give Lexington County the opportunity to provide educational information as well as projects working in the areas of Agrisystems Productivity & Profitability; Economic & Community Development; Environmental Conservation; and Food Safety, Nutrition & Health. One of the focal areas with the 4-H program lies in environmental conservation through the 4-H₂O Pontoon Classroom, the Jr. Master Gardener Program and the 4-H Gardening Program. A full-time permanent agent could also partner with Public Works to carry out mandates through storm water programs.

At minimum, we are asking for one quarter match (\$15,000) to partner with Richland County to provide a 4-H Agent for Lexington and Richland Counties. With this match, time constraints with a two county 4-H Programs, would limit the partnerships with other County Departments and their programs.

In another budget increase item, we are asking for a 10% increase for the Ag Science Associate position funded by Lexington County. We have not had an increase in that line since 2001. Mandated salary increase and fringe rates have increased beyond our County funded budget.

Thank you for your time with our potential County Budget increases.



2009-2010 Budget Items	Amount
CHAMBER OF COMMERCE (3)	\$500.00
YOUTH LEADERSHIP LEXINGTON COUNTY MATERIALS	\$150.00
LEADERSHIP LEXINGTON COUNTY VOLUNTEER RECOGNITION	\$450.00
COMMUNITY DEVELOPMENT PROGRAM SUPPLIES	\$290.00
TOTALS	\$1390.00

ADMINISTRATION

2009-2010 Budget Items	Amount
OPERATIONS	\$ 2,525.00
PROFESSIONAL DEVELOPMENT	\$ 700.00
AGENT TRAVEL	\$ 1,835.00
	SUB TOTAL \$ 5,060.00
AGRICULTURAL SCIENCE ASSISTANT II	\$23,954.00
AGRICULTURAL SCIENCE ASSISTANT TRAVEL	\$ 500.00
	SUB TOTAL \$ 24,454.00
TOTAL	\$ 29,514.00

AGRICULTURE & NATURAL RESOURCES

2009-2010 Budget Items	Amount
EQUIPMENT	\$500.00
REFERENCE MATERIALS / PROGRAMS	\$250.00
AG DEMONSTRATIONS / AWARDS	\$589.00
TOTALS	\$1339.00

FAMILY AND CONSUMER SCIENCES

2009-2010 Budget Items	Amount
DEMONSTRATION EQUIPMENT	\$425.00
VISUAL AIDS	\$200.00
COMPUTER PROGRAMS	\$200.00
DEMONSTRATION SUPPLIES	\$250.00
REFERENCE MATERIALS	\$300.00
PERIODICALS SUBSCRIPTIONS	\$145.00
TOTALS	\$ 1520.00

4-H & YOUTH DEVELOPMENT

2009-2010 Budget Items	Amount
4-H YOUTH EVENTS	\$ 2,000.00
4-H VOLUNTEER SUPPORT	\$ 500.00
4-H PROGRAM SUPPLIES / MARKETING	\$ 600.00
4-H AWARDS/VOLUNTEER RECOGNITION	\$ 626.00
4-H AGENT – HALF FUNDING	\$ 30,000.00
TOTALS	\$ 33,726.00

COMMUNITY DEVELOPMENT

--	--

**LEXINGTON COUNTY REQUEST
FY 2009-2010**

<u>TYPE OF EXPENSE</u>	<u>TOTAL</u>
Direct Program/Demonstration Support	\$ 37,975.00
Agriculture & Natural Resources.....	1,339.00
Agrisystems Productivity and Profitability	
Master Gardener Volunteer Program	
Commercial Horticulture	
Consumer Horticulture	
Forage Demonstration	
Row Crops	
Vegetable Crops	
Pesticide Applicator Licensing	
Livestock	
Family and Consumer Sciences	1,520.00
Food Safety & Nutrition Programs	
Food Preservation	
Healthy Family Life Styles	
Family and Community Education Programs	
Family and Community Leaders (FCL)	
4-H Youth Development.....	33,726.00
Volunteer Training & Development	
Awards Banquet	
School Enrichment Programs	
State Awards Congress	
4-H Gardening Program	
Poultry Barbecue	
4-H Equine Program	
Jr. Master Gardener	
4-H ₂ O Pontoon Classroom	
Community Development.....	1,390.00
Leadership Lexington County (LLC)	
Youth Leadership (YLLC)	
Administration	5,060.00
Printing Costs and Office supplies	
Office Support for Equipment Repair	
Polycomm, Streaming Video, Breeze Program	
Audio Visual Supplies	
Software and Hardware maintenance and Updates	
Professional Development	
Agent Travel	
Agriculture Science Assistant II	24,454.00
Salary & Fringe	
	TOTAL \$ 67,489.00

**LEXINGTON COUNTY CLEMSON EXTENSION SERVICE
2009-2010
Budget Request**

Agriculture.....	\$ 1,339.00
Family and Consumer Sciences	\$ 1,520.00
4-H & Youth Development.....	\$ 33,726.00
Community Development.....	\$ 1,390.00
Administration	\$ 5,060.00
Agricultural Science Assistant II.....	\$ 24,454.00
TOTAL	\$ 67,489.00

July 1, 2007 – June 30, 2008

469 Educational Programs and activities conducted.
6,264 Participants completing educational programs.
5,315 Participants reporting increased knowledge.
2,504 Participants using practices learned.
5,821 Clientele receiving information through non-program contacts such as telephone, office and farm visits.

(Full details are available by request through
CUMIS Clemson University Management Information System)

Mass media education is an important tool for us in our major metropolitan area.

Extension Agents wrote news articles for local papers based upon need and programmatic function.

Direct mail pieces:

Bi-Monthly Horticulture Newsletter – 400 recipients
“Green Sheet”

Periodic Agriculture Newsletters – 465 recipients
“Crop News”
“Livestock News”

Quarterly “4-H Clover Connection” Newsletter – 145 recipients

Quarterly Family Consumer Sciences Newsletter - 430 recipients
“Focus On Family Matters”

Quarterly “Forestry Landowners” Newsletter - 351 recipients

Quarterly “Lowcountry Forestry Newsletter – 351 recipients

Periodic Mailings – 1580 recipients

4-H & Youth Volunteers and Club Members
Food Safety/Nutrition/Family Community Leaders
Forestry Landowners
Livestock/Poultry Growers
C.A.M.M. (Confined Animal Manure Management)
Row Crop Producers
Small Farms/Vegetable Growers
SC State Fair Project - Farming for Everyday Living

Agricultural and Natural Resource Programming for both urban and rural counties in South Carolina and the Nation is critical. **3.5**

In Lexington County we have hired two trained permanent Agricultural Science Assistant II's for the cost of 1 FTE (Full Time Equivalent). Their job will be to handle consumer horticulture telephone calls and walk-in clientele. The goal is to release agents from the never-ending phone demands and allow them to do more pro active educational programming in commercial Agriculture.

Research based educational programs to meet the needs of Lexington County citizens are planned and implemented under the following national initiatives: Alternative Agricultural Opportunities, Competitiveness and Profitability of Agriculture, and the Conservation and Management of Natural Resources, including home and commercial horticulture.

Extension Family and Consumer Sciences Programs are planned and implemented to improve the knowledge and skills of consumers and food service handlers. **.25**
Programs address issues related to family and economic well being; improving Nutrition, Diet, Health, and Food Safety.

Expanded Food and Nutrition a phase of Family and Consumer Sciences is a federally funded program directed to providing educational programs for limited resources to adults and youth on improved nutrition. **1.0**

Community Development is coalition building with community leaders to address issues of the community and to seek out resources to help solve the, i.e. **Leadership Lexington County**. Task forces of volunteers are formed to multiply the effect of leadership skills development and to involve communities. **.25**

The Administrative Support Staff receive visitors, coordinate and maintain effective office procedures, establish harmonious relationships between agents and clients, assist clients, if possible, when agents are out of the office, assist agents in dissemination of information to local farmers, landowners, homeowners, and youth, implement and enforce policies and procedures set forth by the Lead Agent, input and retrieve information from the Clemson University computer network for easy accessibility to agents and clients, prepare information and supporting data for meetings, maintain records' management system for office, make arrangements for meetings and conferences, serve as recorder of minutes, with responsibility for transcription and distribution to participants. **2.0**

TOTAL STAFF **8.0**

*** 1 FTE equals approximately 230 workdays**

SERVICE LEVEL INDICATORS

**LEXINGTON COUNTY, SOUTH CAROLINA
APPROPRIATIONS REQUEST FOR FY 2009-2010**

AGENCY: CLEMSON UNIVERSITY COOPERATIVE EXTENSION SERVICE - Lexington County

DESCRIPTION OF AGENCY:

The Cooperative Extension Service, mandated by the Smith-Lever Act in 1914, operates under a unique agreement between local, state and federal governments and is administered by the Land Grant University in each state. The Clemson Extension Service in Lexington County is an arm of Clemson University which carries the latest research and development to county residents in fields of Agriculture, Family and Consumer Sciences, 4-H, and Community Development.

Issue based educational programs based on the needs and interests as identified by local advisory councils are conducted by a staff of 8 professionals and para-professionals. These programs will enhance the management of our natural resources; foster improvement of agriculture; strengthen families as individuals and as a unit; enhance rural and community development; and develop human resources to include leadership and citizenship.

This mission recognizes the need for educational programs that contribute to consumer and producer welfare. Programs will be offered to people of all ages regardless of race, color, sex, religion, national origin or handicap.

GOALS AND OBJECTIVES:

FISCAL TEACHING EQUIVALENT

*** (F.T.E.)**

The 4-H and Youth Development Program

1.0

is the component of the South Carolina Cooperative Extension Service for youth between the ages of five and nineteen. Adults and youth working together on on topics of personal concern and betterment is the basic 4-H method of education. Assisting youth with current issues and helping them explore various careers opportunities is a major goal of 4-H. The curriculum is aimed at improving the competency of the participant and improving their skill in coping with life situations. The opportunity to gain expertise in helping others learn and accomplish a task is of primary importance in the leadership phase of each experience. The program also provides opportunities and encourages youth to become actively involved in their community decision making process.

Every 4-H Unit is a branch classroom of Clemson University, every participant is touched by knowledge from Clemson University, and every 4-H leader is a volunteer staff member of Clemson University.

GOALS AND OBJECTIVES Continued

F.T.E.'s

**CLEMSON UNIVERSITY COOPERATIVE EXTENSION SERVICE
 LEXINGTON COUNTY, SOUTH CAROLINA
 APPROPRIATIONS REQUEST FOR FY 2009-2010
 SUMMARY OF REVENUE RECEIVED FROM ALL SOURCES INCLUDING
 LEXINGTON COUNTY**

<u>SOURCE</u>	A FY 07-08	B FY 08-09	C FY 09-10 REQUEST
LEXINGTON COUNTY APPROPRIATION	<u>\$ 34,678.00</u>	<u>\$ 34,678.00</u>	\$ _____
LEXINGTON COUNTY REQUEST	<u>\$ 34,678.00</u>	<u>\$ 65,312.00</u>	<u>\$ 67,489.00</u>
STATE GOVERNMENT	<u>\$ 365,545.00</u>	<u>\$ 356,553.00</u>	<u>\$ 231,304.00</u>
FEDERAL GOVERNMENT	<u>\$ 143,729.00</u>	<u>\$ 144,325.00</u>	<u>\$ 155,883.00</u>
TOTALS	<u>\$ 543,952.00</u>	<u>\$ 535,556.00</u>	<u>\$ 454,676.00</u>

SUBMITTED BY: _____

John W. Oxner

TITLE: Lead Extension Agent

DATE: October 14, 2008

COOPERATIVE EXTENSION SERVICE



October 14, 2008

Mrs. Katherine D. Hubbard
Lexington County Administrator
212 South Lake Drive
Lexington SC 29072

Re: **BUDGET REQUEST - 2009-2010**

Dear Mrs. Hubbard:

Clemson University Cooperative Extension Service in Lexington County is requesting the following resources for Fiscal Year 2009-2010. It will help us insure that our agents and staff are able to deliver unbiased, research-based information to the citizens of Lexington County. This was the intent with the signing of the Smith-Lever Act of 1914 to perpetuate the cooperative agreement between federal, state and county governments to see that their citizens were assured of receiving accurate, scientifically-based knowledge to improve the quality of their lives.

The enclosed information will provide an insight to the goals and objectives of the Clemson University Cooperative Extension Service and the priorities chosen for Lexington County. The support funding requested will be used to address issues and needs in the county through one of our five goal areas: Agrisystems Productivity and Profitability, Economic and Community Development, Environmental Conservation, Food Safety and Nutrition, and Youth Development and Families.

We are requesting an increase in our appropriations from Lexington County to hire a full-time 4-H and Youth Agent. This position would be in partnership with Clemson University, with each providing half funding. The county funded Agricultural Science Assistant II position has not received an increase since 2001. A 10% increase has been added to cover up-to-date salary and fringe requirements.

Clemson University (through Federal and State Funds) invests \$387,187 in Lexington County for Extension Programs.

Thank you for your support in the past and in the future of the Cooperative Extension Service. We hope you feel that the money you spend to support our programs is a wise investment to the citizens of Lexington County.

If you have questions or need further explanation, please call my cell 238-8405 or office 359-8515 ext 125.

Sincerely,

John W. Oxner
Lead Extension Agent

Attachments

cc: Dr. Fran Wolak
Dr. Steve Meadows





APPOINTMENTS BOARDS & COMMISSIONS

October 28, 2008

BILLY DERRICK

Board of Zoning Appeals – Michael Reed – Term expires 12/31/08 – Eligible for reappointment

SMOKEY DAVIS

Board of Zoning Appeals - Bryan Clemenz (Resigned 03/20/07) Term expired 12/31/07

DEBBIE SUMMERS

Museum – Miley Hall Rhodes – Term Expires 11/01/08 – Eligible for reappointment

BOBBY KEISLER

Board of Zoning Appeals -Wayne Shumpert (Resigned 07/21/08) - Term expires 12/31/10

JOHNNY JEFFCOAT

Assessment Appeals Board - Beth Dorn Lindardt - Term expired 09/21/07 - Eligible for reappointment

Museum Commission - Sandra Burdett - Term expired 11/01/05 - Not eligible for reappointment
– see attached nomination form for Ms. Laura Howell

JOHN CARRIGG

Assessment Appeals Board - Vacant - Term expired 09/21/06

Museum Commission - Vacant - Term expired 11/01/06

BILL BANNING

Board of Zoning Appeals – Morris Phillips – Term expires 12/31/08 – Eligible for reappointment

TODD CULLUM

Lexington Health Services - Ronald Moore (deceased) - Term expires 3/10/09

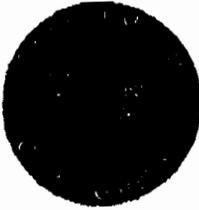
Assessment Appeals Board - Bill Power - Term expired 09/21/08 - Eligible for reappointment

AIKEN/BARNWELL/LEXINGTON COUNTIES COMMUNITY ACTION COMMISSION, INC.

Juanice Aaron - Term expired 12/31/05 - Eligible for reappointment

Lexington/Richland Alcohol & Drug Abuse Council (LRADAC)

William Rawl – Term expires 12/31/08 – Eligible for reappointment – See attached letter



LEXINGTON COUNTY COUNCIL

BOARD/COMMISSION NOMINATION FORM

Name of Board/Commission: LEXINGTON COUNTY MUSEUM COMMISSION

Nominee: LAURA HOWELL

Address: 110 MEROWEY COURT, CHAPIN, SC 29036

Employed by: THE GREATER CHAPIN CHAMBER OF COMMERCE

Address: 302 COLUMBA AVENUE, CHAPIN, SC 29036

Home Telephone: 803-345-0182 Business Telephone: 803-345-1100

Mobile Phone: 803-917-6893 Fax Number: 803-345-0266

Email Address: laura@chapinchamber.com

Is nominee aware of board/commission activities and responsibilities? YES

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

I'M A GRADUATE OF HILTON HEAD HIGH SCHOOL, AND I ATTENDED FORDHAM UNIVERSITY IN NEW YORK. I HAVE ONE DAUGHTER AND WE ARE MEMBERS OF CHAPIN UNITED METHODIST CHURCH. IN THE PAST, I'VE VOLUNTEERED WITH THE CHURCH YOUTH PROGRAM, MEALS ON WHEELS, AND THE AMERICAN HEART ASSOCIATION. I'M CURRENTLY A MEMBER OF THE CHAPIN AREA FIRE SERVICE AUXILIARY, LEADERSHIP LEXINGTON COUNTY'S ALUMNI BOARD, THE FAIRHAVEN HOMEOWNERS ASSOCIATION BOARD, AND THE STATE CHAMBER OF COMMERCE'S SMALL BUSINESS COMMITTEE.

Submitted by: Johnny Jeffcoat
 Council District Number: 6
 Date: 10-20-2008

Please return completed form to:
 Lexington County Council
 212 South Lake Drive, Suite 601
 Lexington, SC 29072
 Or Fax to 803-725-8101
 For questions call 803-725-8103

Y:\Crume\Boards and Commissions\Nomination Form.2008.doc



LRADAC

The Behavioral Health Center of The Midlands

October 22, 2008

Ms. Judy Busbee
Assistant to Clerk of Council
Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072

Dear Ms. Busbee:

Mr. Bill Rawl has served on LRADAC's Board for a number of years. He served three consecutive terms and completed one year of non-service and we sought him out to serve again. Mr. Rawl has a great deal of financial expertise and delivers sound management advice.

Mr. Rawl is serving in a term that will expire this December and we respectfully request that he be reappointed for another term. He has shown himself to be an invaluable member with an extensive knowledge of the alcohol and drug abuse field.

He continues to be a loyal member and his reappointment would benefit our Board, our Agency and the citizens of Lexington County. We respectfully request that you reappoint Mr. Rawl to our Board for another term.

Please feel free to contact me if you need any additional information.

Sincerely,

Debbie Francis
President & CEO



LEXINGTON RICHLAND
ALCOHOL & DRUG ABUSE COUNCIL
P.O. BOX 30397
COLUMBIA, SC 29250

LEXINGTON RICHLAND
ALCOHOL & DRUG ABUSE COUNCIL
P.O. BOX 30397
COLUMBIA, SC 29250

RICHLAND
PHONE 803.256.3100
FAX 803.252.9264

LEXINGTON
803.733.1376
803.733.1377

ADMINISTRATIVE OFFICES
803.733.1390
803.733.1395

PREVENTION RESOURCE CENTER
MIDLANDS 803.540.7680
STATEWIDE 800.701.1073

LRADAC

COUNTY OF LEXINGTON
Print and Mail Services

Evaluation Committee Report and Recommendation
Request for Proposals No. P09001-09/17/2008S.

October 10, 2008

PURPOSE

The County of Lexington issued a request for proposals to establish a contract with a firm to provide print and mail services for the Auditor, Treasurer, and Assessor Offices. Our current contract for these services with the South Carolina Budget and Control Board Division of CIO expires December 31, 2008.

EVALUATION COMMITTEE

An evaluation committee was appointed by Katherine Hubbard, County Administrator, to evaluate and review the proposals and ultimately report its recommendation to County Council for their consideration. Committee members were Jim Eckstrom, Treasurer; Chris Harmon, Auditor; Rick Dolan, Assessor; Mike Ujcich, Chief Information Officer, and Angela M. Seymour, Procurement Officer.

SOLICITATION REQUIREMENTS

The required legal advertisements, soliciting sealed competitive proposals for the project, were placed and appeared on the County's website. Notification was also mailed to four (4) firms on a potential offeror list. The Request for Proposal (RFP) process required all interested firms to attend a mandatory pre-proposal conference on September 2, 2008, at which time three (3) firms attended. The conference included a review of the RFP document, its detailed requirements, and the desired responses to the RFP. Proposals were due at 5:00 p.m. on September 17, 2008. At that time, the County had received proposals from two (2) firms:

American Solutions for Business, Inc.
Southern Imaging Group, Inc.

EVALUATION PROCESS

On September 18, 2008 the Evaluation Committee began its evaluation process. Copies of the submittals were distributed to each committee member for their individual evaluation. The committee met again on September 29, 2008 for detailed discussions of their individual evaluation of the proposals and respective scoring of each criteria factor. Each submittal under consideration was evaluated and scored on the five (5) specific criteria areas as indicated in the RFP. The factors listed in the order of their relative importance were as follows: (1) Customer Service, (2) Responsibility, (3) Experience (4) Technical Expertise, and (5) Cost Containment and Document Formatting Initiatives.

On October 2, 2008, the committee conducted interviews with the two offerors. Both of these firms made brief presentations during the interview process and were able to

answer all questions and concerns. Following the interviews, each committee member was given the opportunity to reevaluate the scores given to each firm. After the evaluation committee was in agreement that it had obtained, reviewed, and analyzed all information and documentation presented and collected in the evaluation process, the final evaluation was completed by the committee on October 2, 2008. The evaluation committee's review, based upon the quality of the responses to the request for qualifications, resulted in American Solutions for Business, Inc receiving the highest number of points.

TERM OF CONTRACT

The term of this contract shall be in accordance with the proposal and shall go through December 31, 2013. The County may extend the contract if it appears to be in the best interest of the County. Said extension will be on an annual basis and may be less than, but will not exceed four (4) additional one year periods

PROPOSED COST

A total cost to the County of Lexington, including applicable sales tax, will be for the amount of \$102,036.59 annually.

RECOMMENDATION

The committee hereby submits and recommends for Council consideration and approval to award a contract with American Solutions for Business, Inc. We further recommend that this proposal be placed on County Council agenda for their next scheduled meeting on October 28, 2008.

Angela M. Seymour
Procurement Officer

COUNTY OF LEXINGTON

Procurement Services

MEMORANDUM

(O) 785-8319

(F) 785-2240

DATE: October 17, 2008

TO: Katherine L. Hubbard
County Administrator

THROUGH: Reggie Murphy
Procurement Manager

FROM: Angela M. Seymour
Procurement Officer

SUBJECT: Employee Grocery Gift Cards
B09011-10/07/08S
Human Resources

Competitive bids were solicited and advertised for Employee Grocery Gift Cards.

The bids were evaluated by Lori Adler, Director of Human Resources; and Angela M. Seymour, Procurement Officer. It is our recommendation to award this equipment to Piggly Wiggly as the lowest responsive bidder. The total cost is \$30,937.50. (See attached bid tabulation).

Funds are appropriated in the following account:

1000-999900-525701	Employee Grocery Gift Cards	\$30,937.50
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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 October 28, 2008.

copy: Larry Porth, Director of Finance/Assistant County Administrator
Lori Adler, Director of Human Resources

County of Lexington

B09011
AMS
10/07/08

Bid Tabulation

BID # : B09011-10/07/08S

Employee Grocery Gift Cards

			BI-LO # 84		The Kroger Co.		IncentOne, Inc.		
Item	QTY	U/M	Description	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	1375	EA	Employee Grocery Gift Cards	\$23.25	\$31,968.75	\$23.75	\$32,656.25	\$24.17	\$33,234.00
			Total		\$31,968.75		\$32,656.25		\$33,234.00

			Food Lion, LLC		Piggly Wiggly		Hallmark Insights		
Item	QTY	U/M	Description	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	1375	EA	Employee Grocery Gift Cards	\$23.75	\$32,656.25	\$22.50	\$30,937.50	\$27.50	\$37,812.50
			Total		\$32,656.25		\$30,937.50		\$37,812.50

Bids Opened: October 7, 2008 @ 3:00 PM

Angela M. Seymour
Procurement Officer

COUNTY OF LEXINGTON

Procurement Services

MEMORANDUM

(O) 785-8319

(F) 785-2240

DATE: October 17, 2008

TO: Katherine L. Hubbard
County Administrator

THROUGH: Reggie Murphy
Procurement Manager

FROM: Angela M. Seymour
Procurement Officer

**SUBJECT: Bunker Gear – Term Contract
C09017-10/08/08S
Public Safety – Fire Service**

Competitive bids were solicited and advertised for a term contract for Bunker Gear for Public Safety – Fire Service.

The bids were evaluated by Chief Eddie Turner, Operations Chief; Chief Russell Rawl, Fire Coordinator; and Angela M. Seymour, Procurement Officer. It is our recommendation to make multiple awards to the lowest bidders meeting specifications for a total cost, including applicable sales tax, of \$75,117.06 as follows:

Item #1	Quest Protective Clothing	\$58,646.70
Item #3, 6, 8, 9	Municipal Emergency Services	\$8,174.01
Item #4 & 7	Newton Fire Safety	\$5,743.76
Item #5	Slagle's Fire Equipment	\$2,552.59

It is our recommendation to award this term contract for the initial period of one (1) year with the option to extend the contract for two (2) additional one (1) year periods, if deemed to be in the best interest of the County.

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 October 28, 2008.

copy: Larry Porth, Director of Finance/Assistant County Administrator
Chief Bruce Rucker, Director of Public Safety & Homeland Security
Chief Russell Rawl, Fire Coordinator

County of Lexington

Bid Tabulation

C09017
AMS
10/08/08

BID # : C09017-10/08/08S

Bunker Gear

Item	Qty	U/M	Description	Anderson Fire & Safety		Municipal Emergency Services		Newton Fire Safety	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	45	set	Structure Gear	\$1,277.00	\$57,465.00	\$1,505.08	\$67,728.60	No Bid	No Bid
2	10	set	Extrication Gear	No Award	No Award	No Award	No Award	No Award	No Award
3	30	pair	Suspenders	No Bid	No Bid	\$12.83	\$384.90	No Bid	No Bid
4	100	pair	Gloves	\$76.00	\$7,600.00	\$55.99	\$5,599	\$46.53	\$4,653.00
5	24	pair	Boots	\$155.00	\$3,720.00	\$107.64	\$2,583.36	\$116.50	\$2,796.00
6	36	ea.	Helmets	\$165.00	\$5,940.00	\$133.69	\$4,812.84	\$151.50	\$5,454.00
7	30	ea.	Flash Hoods	\$24.00	\$1,200.00	\$15.22	\$761	\$14.30	\$715.00
8	36	ea.	ESS Innerzone 2 Goggles	\$60.00	\$2,160.00	\$35.84	\$1,290.24	\$41.18	\$1,482.48
9	36	ea.	ESS Innerzone 3 Goggles	\$48.00	\$1,728.00	\$31.98	\$1,151.28	\$32.00	\$1,152.00

Item	Qty	U/M	Description	Quest Protective Clothing		Carolina Fire Services		Slagle's Fire Equipment	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	45	set	Structure Gear	\$1,218.00	\$54,810.00	\$1,490.00	\$67,050.00	\$1,635.65	\$73,604.25
2	10	set	Extrication Gear	No Award	No Award	No Award	No Award	No Award	No Award
3	30	pair	Suspenders	\$16.00	\$480.00	\$26.50	\$795.00	No Bid	No Bid
4	100	pair	Gloves	No Bid	No Bid	No Bid	No Bid	\$52.07	\$5,207.00
5	24	pair	Boots	No Bid	No Bid	\$115.80	\$2,779.20	\$99.40	\$2,385.60
6	36	ea.	Helmets	No Bid	No Bid	No Bid	No Bid	\$171.18	\$6,162.48
7	30	ea.	Flash Hoods	No Bid	No Bid	\$16.50	\$837.50	\$15.15	\$757.50
8	36	ea.	ESS Innerzone 2 Goggles	No Bid	No Bid	\$40.90	\$1,472.40	\$56.13	\$2,020.68
9	36	ea.	ESS Innerzone 3 Goggles	No Bid	No Bid	\$35.50	\$1,278.00	\$42.09	\$1,515.24

Item	Qty	U/M	Description	Flynt Josey/Charlotte Equip	
				Unit Price	Total Price
1	45	set	Structure Gear		No Bid
2	10	set	Extrication Gear		No Bid
3	30	pair	Suspenders		No Bid
4	100	pair	Gloves		No Bid
5	24	pair	Boots		No Bid
6	36	ea.	Helmets		No Bid
7	30	ea.	Flash Hoods		No Bid
8	36	ea.	ESS Innerzone 2 Goggles		No Bid
9	36	ea.	ESS Innerzone 3 Goggles		No Bid

RECOMMENDATION TOTALS

Quest Protective Clothing					
Item	Qty	U/M	Description	Unit Price	Total Price
1	45	set	Structure Gear	\$1,218.00	\$54,810.00
			Tax		\$3,836.70
			Total		\$58,646.70

Municipal Emergency Services					
Item	Qty	U/M	Description	Unit Price	Total Price
3	30	pair	Suspenders	\$12.83	\$384.90
6	36	ea.	Helmets	\$133.69	\$4,812.84
8	36	ea.	ESS Innerzone 2 Goggles	\$35.84	\$1,290.24
9	36	ea.	ESS Innerzone 3 Goggles	\$31.98	\$1,151.28
			Subtotal		\$7,639.26
			Tax		\$534.75
			Total		\$8,174.01

Newton Fire Safety					
Item	Qty	U/M	Description	Unit Price	Total Price
4	100	pair	Gloves	\$46.53	\$4,653.00
7	30	ea.	Flash Hoods	\$14.30	\$715.00
			Subtotal		\$5,368.00
			Tax		\$375.76
			Total		\$5,743.76

Slagle's Fire Equipment					
Item	Qty	U/M	Description	Unit Price	Total Price
5	24	pair	Boots	\$99.40	\$2,385.60
			Tax		\$166.99
			Total		\$2,552.59

**** No Bid - Flynt Josey / Charlotte Equipment - Vendor could not provide pricing for the items requested.****

Bids Opened: October 8, 2008

Angela Seymour
Procurement Officer

COUNTY OF LEXINGTON

Procurement Services

MEMORANDUM

(O) 785-8319

(F) 785-2240

DATE: October 15, 2008

TO: Katherine L. Hubbard
County Administrator

THROUGH: Reggie Murphy
Procurement Manager

FROM: Angela M. Seymour
Procurement Officer

**SUBJECT: Silv-Ex Class "A" Foam – Term Contract
C09018-10/06/08S
Public Safety – Fire Service**

Competitive bids were solicited and advertised for a term contract for Silv-Ex Class "A" Foam for Public Safety – Fire Service.

The bids were evaluated by Chief Eddie Turner, Operations Chief; Chief Russell Rawl, Fire Coordinator; and Angela M. Seymour, Procurement Officer. It is our recommendation to make multiple awards to the lowest bidders meeting specifications for a total cost, including applicable sales tax, of \$29,680.47 as follows:

Item #1	NAFECO	\$19,059.38
Item # 2	Municipal Emergency Services	\$10,621.09

It is our recommendation to award this term contract for the initial period of one (1) year with the option to extend the contract for two (2) additional one (1) year periods, if deemed to be in the best interest of the County.

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 October 28, 2008.

copy: Larry Porth, Director of Finance/Assistant County Administrator
Chief Bruce Rucker, Director of Public Safety & Homeland Security
Chief Russell Rawl, Fire Coordinator

County of Lexington

C09018

AMS

10/06/08

Bid Tabulation

BID # : C09018-10/06/08S

TITLE : Silv-Ex Class "A" Foam - Term Contract

Item	Qty	U/M	Description	U.S. Foam, Inc.				Flynt Josey			
				Unit	Subtotal	Tax	Total	Unit	Subtotal	Tax	Total
1	250	EA	5-Gallon Pails of ANS-75451 Silv-Ex Class "A" Foam	NO BID				NO BID			
2	75	EA	5-Gallon Pails of Ansul T-Storm 1X3 Alcohol Resistant Foam	NO BID				NO BID			
3	1	EA	Ansul Foam Test Kit	NO BID				NO BID			

Item	Qty	U/M	Description	NAFECO				Municipal Emergency Services			
				Unit	Subtotal	Tax	Total	Unit	Subtotal	Tax	Total
1	250	EA	5-Gallon Pails of ANS-75451 Silv-Ex Class "A" Foam	\$71.25	\$17,812.50	\$1,246.88	\$19,059.38	\$74.70	\$18,675.00	\$1,307.25	\$19,982.25
2	75	EA	5-Gallon Pails of Ansul T-Storm 1X3 Alcohol Resistant Foam	Does Not Meet Specifications				\$132.35	\$9,926.25	\$694.84	\$10,621.09
3	1	EA	Ansul Foam Test Kit	No Award				No Award			

**** U.S. Foam - NO BID - Did not meet the specifications**

**** Flynt Josey - NO BID - Unable to provide the products requested**

****NAFECO did not meet specifications on Item #2 because they bid the incorrect foam.**

Bids Opened : October 6, 2008 @ 3:00 PM

Angela M. Seymour
Procurement Officer

COUNTY OF LEXINGTON

Procurement Services

MEMORANDUM

(O) 785-8319

(F) 785-2240

DATE: October 17, 2008

TO: Katherine L. Hubbard
County Administrator

THROUGH: Reggie Murphy
Procurement Manager

FROM: Angela M. Seymour
Procurement Officer

SUBJECT: (3) Oil/Gas Mixture Tanks
B09014-10/13/08S
Solid Waste Management - Recycling

Competitive bids were solicited and advertised for three (3) Oil/Gas Mixture Tanks for Solid Waste Management - Recycling.

The bids were evaluated by Mary Pat Baldauf, Recycling Coordinator; and Angela M. Seymour, Procurement Officer. It is our recommendation to award this project to S.E.W.E. Company as the lowest bidder. The total cost, including applicable sales tax, is \$26,675.10. (See attached bid tabulation).

Funds are appropriated in the following account:

5722-121207-5A9363	(3) Oil/Gas Mixture Tanks	\$26,675.10
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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 October 28, 2008.

copy: Larry Porth, Director of Finance/Assistant County Administrator
Dave Eger, Director of Solid Waste Management

County of Lexington

B09006
AMS
09/24/08

Bid Tabulation

BID : B09014-10/13/08S
(3) OIL/GAS MIXTURE TANKS

S.E.W.E. Company				
Qty	U/M	Description	Unit Cost	Total Cost
3	ea	Oil/Gas Tanks	\$8,310.00	\$24,930.00
		Subtotal		\$24,930.00
		Tax		\$1,745.10
		Total		\$26,675.10

Bids Opened on : October 13, 2008

Angela M. Seymour
Procurement Officer

Minutes are left out intentionally until approved by Lexington County Council. Upon Council's approval, the minutes will be available on the Internet.

ORDINANCE NO. 08-15

AN ORDINANCE TO AMEND ORDINANCE NO. 95-12 AS AMENDED BY SUBSEQUENT ORDINANCES RELATING TO THE JOINT COUNTY INDUSTRIAL PARK OF LEXINGTON AND CALHOUN COUNTIES SO AS TO ENLARGE THE PARK TO INCLUDE PROPERTY IN THE SAXE GOTHA INDUSTRIAL PARK AND PROPERTY WHICH ENCOMPASSES THE FARMERS MARKET.

WHEREAS, pursuant to Ordinance No. 95-12 enacted September 11, 1995, by Lexington County Council, Lexington County entered into an agreement for development of a joint county industrial and business park dated as of December 11, 1995, with Calhoun County (the "Original Agreement"), which Original Agreement was amended, pursuant to the authority contained in subsequent Ordinances enacted by Lexington County Council for Amendments to the Original Agreement (collectively referred to as the "Park Agreement"); and

WHEREAS, pursuant to Section 3 of the Park Agreement, the boundaries of the park created therein (the "Park") may be enlarged pursuant to ordinances of the respective County Councils of Calhoun County and Lexington County; and

WHEREAS, it is now desired that the boundaries of the Park be enlarged to include properties located in the Saxe Gotha Industrial Park and the Farmers Market; and

WHEREAS, the expansion of the Park shall include certain tracts of real estate described in Exhibit A and B attached to this Ordinance (as such description may be hereafter refined) ("Property").

NOW, THEREFORE be it ordained by Lexington County Council that:

(1) The Park Agreement is hereby and shall be amended to include the subject Property and that the Chairman of Lexington County Council is hereby authorized to execute and deliver any amendments, if any, to the Park Agreement necessary to accomplish the within enlargement.

DONE in meeting duly assembled this ____ day of _____, 2008.

LEXINGTON COUNTY, SOUTH CAROLINA

(SEAL)

By: _____
William C. Derrick, Chairman of County Council
Lexington County, South Carolina

ATTEST:

By: _____
Diana W. Burnett, Clerk to County Council
Lexington County, South Carolina

First Reading: _____

Second Reading: _____

Public Hearing: _____

Third Reading: _____

Farmers Market

**EXHIBIT A
LEGAL DESCRIPTION**

Located at the eastern side of the intersection of the right-of-way of Ballard Road and Highway 321 in Lexington County, South Carolina

To consist of, among others, all or a portion of TMS# 007997-02-015, 007997-02-016, 07917-04-025, 07917-04-026, 07997-02-030, 07997-02-010, and 07997-02-011

[FULL LEGAL DESCRIPTION ATTACHED HERETO]

ALL THAT CERTAIN PIECE, PARCEL OR TRACT OF LAND, WITH THE IMPROVEMENTS THEREON, SITUATE, LYING AND BEING ON THE EASTERN SIDE OF US HIGHWAYS 21, 176 AND 321 NEAR THE TOWN OF PINE RIDGE IN LEXINGTON COUNTY, STATE OF SOUTH CAROLINA, AND BEING MORE PARTICULARLY SHOWN AND DELINEATED AS 174.12 ACRES ON A PLAT PREPARED FOR 321 LEXINGTON ASSOCIATES, LLC BY ASSOCIATED E AND S, INC., DATED DECEMBER 10, 2007, AND ACCORDING TO SAID PLAT HAVING THE FOLLOWING BOUNDARIES AND MEASUREMENTS TO WIT:

BEGINNING AT THE POINT OF BEGINNING BEING A POINT ON THE EASTERN RIGHT OF WAY OF US HIGHWAYS 21, 176 AND 321 AT BALLARD COURT; THENCE, TURNING AND RUNNING ALONG THE EASTERN RIGHT OF WAY OF US HIGHWAYS 21, 176 AND 321 THE FOLLOWING METES AND BOUNDS: N 09-49-19 W FOR A DISTANCE OF 7.52 FEET TO A POINT; THENCE, TURNING AND RUNNING N 10-11-12 W FOR A DISTANCE OF 20.00 FEET TO A POINT; THENCE, TURNING AND RUNNING N 03-50-38 E FOR A DISTANCE OF 154.62 FEET TO A POINT; THENCE, TURNING AND RUNNING N 10-11-22 W FOR A DISTANCE OF 159.86 FEET TO A POINT; THENCE, TURNING AND RUNNING ALONG THE LANDS OF NOW OR FORMERLY EVELYN H. SHEALEY N 78-46-38 E FOR A DISTANCE OF 679.50 FEET TO A POINT; THENCE, TURNING AND RUNNING ALONG THE LANDS OF NOW OR FORMERLY EVELYN H. SHEALEY AND NOW OR FORMERLY LAKEWOOD MINISTRIES, RESPECTIVELY, N 10-44-16 W FOR A DISTANCE OF 407.61 FEET TO A POINT; THENCE, TURNING AND RUNNING ALONG THE LANDS OF NOW OR FORMERLY R. KENNERLY HOOKER THE FOLLOWING METES AND BOUNDS: N 77-47-59 E FOR A DISTANCE OF 936.55 FEET TO A POINT; THENCE, TURNING AND RUNNING N 04-08-26 W FOR A DISTANCE OF 246.98 FEET TO A POINT; THENCE, TURNING AND RUNNING N 04-10-50 W FOR A DISTANCE OF 199.94 FEET TO A POINT; THENCE, TURNING AND RUNNING N 80-12-00 E FOR A DISTANCE OF 573.90 FEET TO A POINT; THENCE, TURNING AND RUNNING N 80-06-38 E FOR A DISTANCE OF 479.17 FEET TO A POINT; THENCE, TURNING AND RUNNING N 84-06-52 E FOR A DISTANCE OF 218.05 FEET TO A POINT; THENCE, TURNING AND RUNNING N 04-30-56 W FOR A DISTANCE OF 374.57 FEET TO A POINT ON THE WESTERN RIGHT OF WAY OF INTERSTATE HIGHWAY NUMBER 26; THENCE, TURNING AND RUNNING ALONG THE WESTERN RIGHT OF WAY OF INTERSTATE HIGHWAY NUMBER 26 THE FOLLOWING METES AND BOUNDS: S 35-07-13 E FOR A DISTANCE OF 647.43 FEET TO A POINT; THENCE, TURNING AND RUNNING S 33-25-18 E FOR A DISTANCE OF 391.93 FEET TO A POINT; THENCE, TURNING AND RUNNING S 31-39-21 E FOR A DISTANCE OF 552.01 FEET TO A POINT; THENCE, TURNING AND RUNNING S 30-49-12 E FOR A DISTANCE OF 38.97 FEET TO A POINT; THENCE, TURNING AND RUNNING S 30-41-02 E FOR A DISTANCE OF 198.19 FEET TO A POINT; THENCE, TURNING AND RUNNING S 29-28-16 E FOR A DISTANCE OF 300.87 FEET TO A POINT; THENCE, TURNING AND RUNNING S 28-15-22 E FOR A DISTANCE OF 400.48 FEET TO A POINT; THENCE, TURNING AND RUNNING S 27-54-59 E FOR A DISTANCE OF 190.32 FEET TO A POINT ON THE WESTERN RIGHT OF WAY OF INTERSTATE HIGHWAY NUMBER 26; THENCE, TURNING AND RUNNING ALONG THE LANDS OF NOW OR FORMERLY M.L. CORLEY AND SONS SAWMILL, INC. S 61-44-38 W FOR A DISTANCE OF 941.72 TO A POINT; THENCE, TURNING AND RUNNING ALONG

LLOYDSWOOD SUBDIVISION THE FOLLOWING METES AND BOUNDS: S 11-11-41 E FOR A DISTANCE OF 15.54 FEET TO A POINT; THENCE, TURNING AND RUNNING S 71-31-27 W FOR A DISTANCE OF 103.41 FEET TO A POINT; THENCE, TURNING AND RUNNING S 72-11-56 W FOR A DISTANCE OF 119.75 FEET TO A POINT; THENCE, TURNING AND RUNNING S 77-34-42 W FOR A DISTANCE OF 160.75 FEET TO A POINT; THENCE, TURNING AND RUNNING S 74-28-19 W FOR A DISTANCE OF 64.27 FEET TO A POINT; THENCE, TURNING AND RUNNING S 74-28-19 W FOR A DISTANCE OF 78.70 FEET TO A POINT; THENCE, TURNING AND RUNNING N 87-40-18 W FOR A DISTANCE OF 46.55 FEET TO A POINT; THENCE, TURNING AND RUNNING N 87-40-18 W FOR A DISTANCE OF 184.93 FEET TO A POINT; THENCE, TURNING AND RUNNING N 79-04-33 W FOR A DISTANCE OF 85.02 FEET TO A POINT; THENCE, TURNING AND RUNNING N 78-58-26 W FOR A DISTANCE OF 15.01 FEET TO A POINT; THENCE, TURNING AND RUNNING N 79-12-25 W FOR A DISTANCE OF 64.99 FEET TO A POINT; THENCE, TURNING AND RUNNING N 78-58-09 W FOR A DISTANCE OF 79.91 FEET TO A POINT; THENCE, TURNING AND RUNNING N 78-28-42 W FOR A DISTANCE OF 219.42 FEET TO A POINT; THENCE, TURNING AND RUNNING N 80-17-54 W FOR A DISTANCE OF 98.86 FEET TO A POINT; THENCE, TURNING AND RUNNING S 88-20-12 W FOR A DISTANCE OF 79.86 FEET TO A POINT; THENCE, TURNING AND RUNNING S 87-04-55 W FOR A DISTANCE OF 164.91 FEET TO A POINT; THENCE, TURNING AND RUNNING S 62-36-04 W FOR A DISTANCE OF 81.03 FEET TO A POINT ; THENCE, TURNING AND RUNNING S 51-02-53 W FOR A DISTANCE OF 570.03 FEET TO A POINT; THENCE, TURNING AND RUNNING S 50-48-47 W FOR A DISTANCE OF 79.95 FEET TO A POINT; THENCE, TURNING AND RUNNING S 51-10-54 W FOR A DISTANCE OF 80.04 FEET TO A POINT; THENCE, TURNING AND RUNNING S 50-12-12 W FOR A DISTANCE OF 108.11 FEET TO A POINT; THENCE, TURNING AND RUNNING S 52-05-46 W FOR A DISTANCE OF 74.68 FEET TO A POINT; THENCE, TURNING AND RUNNING N 35-19-02 W FOR A DISTANCE OF 49.97 FEET TO A POINT; THENCE, TURNING AND RUNNING N 35-19-02 W FOR A DISTANCE OF 85.00 FEET TO A POINT; THENCE, TURNING AND RUNNING N 42-54-22 W FOR A DISTANCE OF 50.00 FEET TO A POINT; THENCE, TURNING AND RUNNING S 46-54-22 W FOR A DISTANCE OF 87.95 FEET TO A POINT; THENCE, TURNING AND RUNNING N 33-56-23 W FOR A DISTANCE OF 164.17 FEET TO A POINT; THENCE, TURNING AND RUNNING S 79-24-53 W FOR A DISTANCE OF 214.75 FEET TO A POINT; THENCE, TURNING AND RUNNING S 79-37-07 W FOR A DISTANCE OF 269.96 FEET TO A POINT ON THE EASTERN RIGHT OF WAY OF US HIGHWAYS 21, 176 AND 321; THENCE, TURNING AND RUNNING ALONG THE EASTERN RIGHT OF WAYS OF US HIGHWAYS 21, 176 AND 321 THE FOLLOWING METES AND BOUNDS: N 10-15-04 W FOR A DISTANCE OF 213.46 FEET TO A POINT; THENCE, TURNING AND RUNNING N 10-05-21 W FOR A DISTANCE OF 1002.10 FEET TO A POINT ON THE EASTERN RIGHT OF WAY OF US HIGHWAYS 21, 176 AND 321 AT BALLARD COURT, BEING THE POINT OF BEGINNING, SAID PARCEL OF PROPERTY CONTAINING 174.12 ACRES, MORE OR LESS.

BEGINNING AT THE AFOREMENTIONED POINT OF BEGINNING; THENCE, TURNING AND RUNNING S 89-09-04 E FOR A DISTANCE OF 483.42 FEET TO A POINT; THENCE, TURNING AND RUNNING ALONG PARCEL 'A' AS SHOWN ON THE AFOREMENTIONED PLAT S 89-06-54 E FOR A DISTANCE OF 250.89 FEET TO A

POINT; THENCE, TURNING AND RUNNING ALONG PARCEL 'B' AS SHOWN ON THE AFOREMENTIONED PLAT N 79-51-32 E FOR A DISTANCE OF 124.99 FEET TO A POINT; THENCE, TURNING AND RUNNING ALONG PARCEL 'C' AS SHOWN ON THE AFOREMENTIONED PLAT N 79-54-15 E FOR A DISTANCE OF 125.02 FEET TO A POINT; THENCE, TURNING AND RUNNING ALONG PARCEL 'D' AS SHOWN ON THE AFOREMENTIONED PLAT THE FOLLOWING METES AND BOUNDS: N 79-54-15 E FOR A DISTANCE OF 246.68 FEET TO A POINT; THENCE, TURNING AND RUNNING S 09-13-26 E FOR A DISTANCE OF 163.03 FEET TO A POINT; THENCE, TURNING AND RUNNING S 79-55-00 W FOR A DISTANCE OF 246.79 FEET TO A POINT; THENCE, TURNING AND RUNNING ALONG PARCEL 'C' AS SHOWN ON THE AFOREMENTIONED PLAT THE FOLLOWING METES AND BOUNDS: S 09-16-34 E FOR A DISTANCE OF 187.00 FEET TO A POINT; THENCE, TURNING AND RUNNING S 79-51-58 W FOR A DISTANCE OF 125.85 FEET TO A POINT; THENCE, TURNING AND RUNNING ALONG PARCEL 'B' AS SHOWN ON THE AFOREMENTIONED PLAT S 79-51-58 W FOR A DISTANCE OF 125.85 FEET TO A POINT; THENCE, TURNING AND RUNNING ALONG PARCEL 'A' AS SHOWN ON THE AFOREMENTIONED PLAT THE FOLLOWING METES AND BOUNDS: S 08-52-39 E FOR A DISTANCE OF 4.85 FEET TO A POINT; THENCE, TURNING AND RUNNING N 89-04-53 W FOR A DISTANCE OF 250.74 FEET TO A POINT; THENCE, TURNING AND RUNNING N 08-57-10 W FOR A DISTANCE OF 354.77 FEET TO A POINT, SAID PARCELS 'A', 'B', 'C' AND 'D' CONTAINING A COMBINED AREA OF 4.95 ACRES, MORE OR LESS, NOT BEING INCLUDED IN THE 174.12 ACRES AS SHOWN ON THE AFOREMENTIONED PLAT.

EXHIBIT "B"

Saxe Gotha Park

All that certain piece, parcel or tract of land, with improvements thereon, situate, lying and being in the County of Lexington, State of South Carolina, containing 493.17 acres, more or less and being more particularly shown and delineated on a plat prepared for the County of Lexington by Survey One, LLC dated May 30, 2007 and recorded in the Lexington County Register of Deeds Office in Book _____ at Page _____ and Plat Slide _____ at Page _____.