1. Agenda

    Documents:

    2025_01_06AGENDA.PDF

2. Meeting Materials

    Documents:

    2025_01_06DOWNTOWN.PDF
    2025_01_06DUE.PDF
    2025_01_06ASSETS.PDF
    2025_01_06CAT.PDF
    2025_01_06HWY93_WATER.PDF
    2025_01_06REDHILL_WATER (1).PDF

Agenda, Clemson City Council
January 6th, 2025
Council Chamber, Clemson City Hall

6:30 p.m. Call To Order: Regular Council Meeting
Invocation and Pledge of Allegiance: Mayor Halfacre
Oath of Office: Council Members
Mayor Pro Tem Appointment: Council Members
Public Session: (3-minute limit per speaker)
Approval of Minutes: December 10th, 2024
Reports/Discussion

- **a.** Receive a downtown building and streetscape presentation from MPS, Hogan Construction and Seamon-Whiteside. – City Engineer Nathan Hinkle
- **b.** Discuss expanding the scope of the Municipal Overhead (OH) to Underground (UG) Conversion program with Duke Energy to include the burial of the secondary line from the service pole back to the transformer pole if feasible. – Deputy City Administrator Allison Gantte
- **c.** Staff Reports

Policy Action ***(2-minute limit per speaker)***

- **a.** Consider First Reading of a text amendment to Chapter 7, Sec 7-8 Fixed Assets. – Finance Director Leslie Wilder

Other Policy Items

- **a.** Consider the ACATS sub allocation funding formula for Clemson Area Transit. - Deputy City Administrator Allison Gantte
- **b.** Consider awarding the negotiated bid of the HWY 93 Water Project 2024 to Gar-Con, Inc for $856,419.075. – City Engineer Nathan Hinkle
- **c.** Consider awarding Bid Alternate #1 of the Clemson Redhill Water Upgrade Project to Gar-Con, Inc for $1,077,086.00. - City Engineer Nathan Hinkle

Mayor-Council reports/comments/new business
Executive Session

- **a.** Consider Appointments to City Boards and Commissions; SC Code Section 30-4-70 (a)(1)
- **b.** Receive a legal briefing regarding case #2022CP3900034 and case #2024CP3900901 from the City Attorney; SC Code Section 30-4-70 (a)(2)

Note: Upon returning to open session, Council may take action on matters discussed in Executive Session.

Adjourn

City of Clemson
Agenda Item Request Form

Requested By: Nathan Hinkle

Date Submitted: December 20, 2024

Council Meeting Date: January 6, 2024

Type of Request: (check only one)

- [x] Report/Discussion
- [ ] Policy/Action
- [ ] Executive Session

Agenda Item Summary: (brief for public information and posted agenda)

Receive a downtown building and streetscape presentation from MPS, Hogan Construction, and Seamon-Whiteside.

Agenda Item Detail: (expand as necessary for clarification)

Mike Goll from MPS and Trey Shuler from Hogan Construction will present the design, finishes, layout, estimated cost, and schedule for the downtown building.

Nick Myers and Daniel Merrit from Seamon-Whiteside will present the completed conceptual design for the streetscape enhancement project.

City of Clemson
Agenda Item Request Form

Requested By: Allison Gantte

Date Submitted: 12/19/2024

Council Meeting Date: 01/6/2025

Type of Request: (check only one)

- [x] Report/Discussion
- [ ] Policy/Action
- [ ] Executive Session

Agenda Item Summary: (brief for public information and posted agenda)

Discuss expanding the scope of the Municipal Overhead (OH) to Underground (UG) Conversion program with Duke Energy to include the burial of the secondary line from the service pole back to the transformer pole if feasible.

Agenda Item Detail: (expand as necessary for clarification)

In July 2022 the City launched the "Down Under Electric (DUE)" overhead to underground electric conversion program in partnership with Duke Energy. The DUE program offers financial assistance to residents for converting overhead electric service lines to underground. Currently, the program only funds the conversion of service lines from the utility pole to the resident's meter base.

Since starting the program we have had 115 total submissions.
- 32 projects completed
- 29 pending customer decision to move forward or not
- 54 owners decided to not move forward
- 16 owners have not responded

Based on feedback from residents and discussions with Duke Energy, I would like to recommend the City send the attached letter to Duke Energy requesting a modification to the current scope to include the burial of the secondary line from the service pole back to the transformer pole, if feasible.

______ , 2025

Rostin Fowler
Duke Energy
1636 Pearman Dairy Road

Subject: Municipal Residential Overhead to Underground Conversion Plan

Dear Rostin,

This letter formally requests a letter of intent from the City of Clemson to Duke Energy in regard to the scope of work for converting residential services with existing overhead electrical services to underground services. The purpose of this letter is to outline the process and framework of the City of Clemson's overhead to underground conversion program that will leverage the Duke Energy Carolinas, LLC SC Overhead to Underground Conversion Plan for Municipalities.

The services selected for this conversion work are to be identified and selected by the City of Clemson for submittal to Duke Energy. The number of conversion requests per month provided by the City to Duke Energy are not to exceed 10 requests per month, any exceptions to this must be agreed upon by Duke Energy management. The services selected and requested by the City of Clemson, will be evaluated for feasibility by Duke Energy and are contingent upon Duke Energy obtaining all required right of ways and permits needed to perform the work required to convert the service underground.

The undergrounding conversion design may include the burial of the service from the last service pole up to the meter. If feasible, it may also include the burial of the secondary from the service pole back to the transformer pole. The cost of converting the meter box, if necessary, to accept underground service will be the responsibility of the homeowner and outside of the allocated matching funds. The customer is responsible to hire a licensed electrician to replace the meter box and the meter box must meet the MEG (Meter Equipment Ground) approved list, which can be found on the Duke Energy website.

The conversion cost of the residential Duke energy electrical service will be based off the Duke Energy design estimate for that specific service. Homeowners will be given the option to have the underground service buried from the last service pole up to the meter, including secondary if feasible. Additionally, homeowners will be given the option to have the underground service installed by Duke energy's standard installation method by trenching or by a non-standard method of boring which includes additional costs.

The agreed cost limit to be split between Duke Energy and the City of Clemson for each residential electrical service is up to and not to exceed the $3,000.00 total, split evenly up to $1,500.00. Costs for converting these residential electrical services will be based of the design estimates generated by Duke Energy and will be billed to the City of Clemson on a quarterly basis with ITR (Income Tax Recoup) included at the time of invoice. Additional costs over $3,000.00 of converting the existing overhead electrical services will be the responsibility of the homeowner and billed to the homeowner. Costs which exceed the balance available in the matching fund will be invoiced to the City of Clemson for the full excess amount. This agreement may include the electrical conversion work of residential services from last service pole up to the meter, including secondary if feasible. This agreement does not include any costs associated with existing overhead communication lines.

We request the updates go into effect XXXXXXXXXX.

Sincerely,

David A. Blondeau
City Administrator

City of Clemson
Agenda Item Request Form

Requested By: Leslie Wilder

Date Submitted: December 19 2024

Council Meeting Date: January 6, 2024

Type of Request: (check only one)

- ☐ Report/Discussion
- ☒ Policy/Action
- ☐ Executive Session

Agenda Item Summary: (brief for public information and posted agenda)

Consider first reading of a text amendment to Chapter 7, Sec 7-8, Fixed Assets

Agenda Item Detail: (expand as necessary for clarification)

Staff is proposing an update to City Code Chapter 7, Section 7-8 Fixed Assets. A name change is proposed to reflect both tangible and intangible assets that need to be capitalized and depreciated or amortized. Language is also proposed to create and reference a new Capital Asset Policy. The Capital Asset Policy can be adopted by resolution after second reading of this text amendment.

CODE OF ORDINANCES

CHAPTER 7 FINANCE (1)

FOOTNOTE(S):

--- (**1**) ---

Cross reference—Any ordinance or resolution promising or guaranteeing the payment of money for the city, or authorizing the issuance of any bonds of the city or any evidence of the city's indebtedness, or any contract or obligation assumed by the city saved from repeal, § 1-3(a)(1); administration, ch. 2.

Sec. 7-8. ~~Fixed~~ Capital assets.

Capital assets can fall into one of two categories: fixed or intangible.

a. Fixed assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the applicable governmental or business-type activities column in the government-wide financial statements. Fixed assets shall be capitalized and depreciated (excluding land) using the straight line method over their estimated useful life.

~~a.~~b. Intangible assets (e.g. computer software, licenses, trademarks, patents, films, copyrights, etc). are reported in the applicable governmental or business-type activities column in the government-wide financial statements. Intangible assets shall be capitalized and amortized using the straight line method over their estimated useful life.

~~b.~~c. ~~Fixed~~ A~~a~~ssets purchased shall be recorded at cost and donations at fair market value at the date of acquisition.

~~c.~~d. Detailed ~~fixed~~ asset records shall be maintained by the city ~~treasurer~~ Finance Director. All assets shall be affixed with numbered decals and mobile equipment shall have stenciled or painted numbers that are legible from a distance of 15 feet.

e. Maintenance and repairs shall be expensed, unless they significantly prolong the life or increase the value of an asset, in which case the costs shall be capitalized as an addition to the original asset.

~~d.~~f. Capitalization thresholds, definitions, and requirements are defined in the City of Clemson's Capital Asset Policy, current approved edition.

~~e.~~g. Upon disposal of an asset, the accounts shall be relieved of related cost and accumulated depreciation, and resulting gain or loss shall be reflected ~~in income.~~ in the appropriate account in the annual comprehensive financial statement.

~~f.~~ The sale of all city-owned fixed assets ~~with an estimated value of $100.00 or more requires a public auction or bidding advertised in the news media at least one week prior to the sale. The city administrator must approve the sale of all fixed assets with an estimated value up to $10,000.00, and the city council must approve the sale of all fixed assets valued at $10,000.00 or over.~~ shall follow the requirements as outlined in the City of Clemson's Capital Asset Policy, current approved edition.

h. The City of Clemson City Council shall approve the City of Clemson's Capital Asset Policy by resolution.

(Code 1979, § 1-7008; Ord. of 8-18-80; Ord. No. CC-2022-18, 09/06/2022)

Effective on: 9/6/2022

Regular Council Meeting
August 15, 2022
Council Chamber, Clemson City Hall

Call to Order: Mayor Robert Halfacre at 6:30 p.m.

Invocation and Pledge of Allegiance: Council Member Fulmer

Members present: Mayor Halfacre presiding, Council Members Brookover, Ducworth, Fulmer, McGuire, and Smith; **Absent:** Council Member Watt

Media present: Greg Oliver, the *Journal*

Notification emailed: August 11, 2022 to the *Greenville News*, the *Journal*, the *Independent Mail*, the *Pickens Sentinel*, the *Easley Progress*; WSNW Radio, WYFF Channel 4, WSPA Channel 7 and Fox 21 TV News.

Public Session: Mayor Pro Tem Alesia Smith presiding – No public comments.

Approval of Minutes: August 1, 2022 were approved as presented.

Reports/Discussion Agenda

Discuss the Site Management Plan Template, associated documents (Sign Template and Door Hanger Template) and Site Management Application – City Engineer Nathan Hinkle presented the template and documents with the goal to streamline the process of development for uniformity with a Site Management Plan accessible on the City's website and/or MyCivic. Staff will be issuing hangtags on doors and sending e-blasts to website subscribers. There will be community meetings for new developments that will also direct persons for the process of contacting staff or developers on any issues or concerns.

Staff Reports:

Project assignments for Council Members

Regional Transportation Meeting Kickoff Wednesday, August 17, 2022 at 10:00 a.m.

Work Sessions to be scheduled for Budget prep discussions

Conversations with Council resume September 15th 6:30 p.m. Fire Sub Station

Policy/Action Agenda Ordinances

Consider for 2nd Reading an Ordinance to add a $120 fine for unauthorized parking in the City Parking Deck between the hours of 4:00 a.m. to 7:00 a.m. – Police Chief Campos presented the Ordinance with no changes since 1st Reading. Council Member Brookover made a motion, seconded by Council Member McGuire to approve 2nd Reading of an Ordinance to add a $120 fine for unauthorized parking in the City Parking Deck between the hours of 4:00 a.m. to 7:00 a.m. Vote on this motion was unanimous.

Consider for 2nd Reading an Ordinance to repeal Article III. Division 3. Chapter 2. Sec. 2-67 through Sec. 2-71, Administration and amend Article I. Chapter 14. Sec. 14-2 through Sec. 14-5 Parks and Recreation of the City's Code of Ordinances – Assistant Administrator Allison Gantte presented this item with changes as discussed at the last meeting 1) new name and 2) Sec. 14-2. - one member must be a visual or performing artist, does not have to be a City resident, one member represents the Art Center and one member represent Culture. Council Member Ducworth made a motion, seconded by Council Member

Brookover to approve 2nd Reading an Ordinance to repeal Article III. Division 3. Chapter 2. Sec. 2-67 through Sec. 2-71, Administration and amend Article I. Chapter 14. Sec. 14-2 through Sec. 14-5 Parks and Recreation of the City's Code of Ordinances with amendments as presented. Vote on this motion was unanimous.

Consider for 1st Reading an Ordinance amending the City Code to add a definition of tethering and regulations on how and when an animal can be tethered inside the City limits of Clemson – Police Chief Campos presented the Ordinance with an overview of the last two years of discussion that included input from the public for the Police Advisory Board's final draft. Noted: the Animal Cruelty Ordinance amendment was approved in July of this year.

Public Comment: Robert Kemp, 1144 Old Shirley Rd. spoke in favor of tethering as long as animal is fed, watered and sheltered.

Kim Artita, 1005 Berkeley Dr. suggested fencing and consideration for safety of pedestrian traffic.

Rosa Grayden, Cantrell Dr., Central questioned notices to the community and animal owners, impact from electric fences on animal, and children's safety.

Rick Ware, 100 Holiday West compared dogs different behaviors.

Susan Robinette, 1016 Keystone Lane requested several changes in the Ordinance to remove collars and require harnesses for tethering, change degrees of temperature, limit timeframe for tethering and consider the humane welfare of the animals.

Margaret Thompson, 117 Argon Street, spoke in opposition to the Ordnance and referred to tethering injuries of animals.

Rocco Cioffoletti, 104 Country Walk Ln. requested changes to add temperatures both high and low.

Helen Davis, spoke in opposition to tethering.

William Peppers Jr., Ford Road, Central spoke in opposition to the Ordinance on the basis of Human Rights.

April Cannon, 146 Curtis Circle, suggested consideration for each situation and to punish the abuser.

Rosemary Rhinehardt, 308 Snider Lane, suggested there be specific guidelines for tethering.

Nanda Edgerton and Robert Lee sent several suggestions via email.

Council Member Fulmer commented that he and Council Member Brookover had canvased the neighborhood and the dogs that were tethered, three 24 hrs. a day and others for shorter times were not stressed. There are different temperature tolerances and humidity issues and that officers should consider the condition and stresses of the animal. He noted that are many Ordinances in the state with different levels of time for tethering but that it is virtually impossible for time limits to be enforced by officers.

Council Member McGuire commented on the Ordinance itself and stated it was not very restrictive but includes very humane ways to keep animals safe in respect of owner rights. He said there are cultural differences but the Ordinance addresses the issues and everyone wants to protect the animal.

Council Member Smith referred to the proposed Ordinance as a compromise, not all agree but it addresses the issues and is a guideline for owners to care for the animals. Tethering or not does not hinder abuse and the Animal Cruelty Ordinance has already been passed.

Council Member Brookover referred to SC Cruelty Animal Laws and opposed a tethering Ordinance. He said the Ordinance was not necessary and tethering guidelines can be offered with education. Police officers can make good judgement for any animal cruelty.

Council Member Ducworth commented that the Animal Cruelty Ordinance is a "reaction" on any cruelty and that he supports this Ordinance as a preventive measure towards injury.

Mayor Halfacre stated that everyone wants to protect animals and that there had been much opportunity for community input during the months of discussion. He said he trusted the officers in their judgement and appreciated the work of the Police Advisory Board on the Ordinance.

Chief Campos added that this Ordinance allows enforcement before injury that is a violation in the Cruelty to Animal Ordinance.

Council Member Ducworth made a motion, seconded by Council Member McGuire to approve 1st Reading of an Ordinance amending the City Code to add a definition of tethering and regulations on how and when an animal can be tethered inside the City limits of Clemson. Vote in favor of this motion was Mayor Halfacre, Council Members Ducworth, Fulmer, McGuire and Smith. Vote in opposition of this motion was Council Member Brookover. Motion passed 5-1 vote.

<u>Consider for 1st Reading an Ordinance to amend Sec. 7-11 Expenditures, Purchasing and Receiving</u> – Finance Director Leslie Wilder presented this Ordinance as was discussed at the last meeting. Council Member Fulmer made a motion, seconded by Council Member Smith to approve 1st Reading of an Ordinance to amend Sec. 7-11 Expenditures, Purchasing and Receiving as presented. Vote on this motion was unanimous.

<u>Consider for 1st Reading an Ordinance to amend Sec. 7-8 Fixed Assets</u> – Finance Director Leslie Wilder presented the Ordinance as discussed at the last meeting. Council Member Smith made a motion, seconded by Council Member Fulmer to approve 1st Reading of an Ordinance to amend Sec. 7-8 Fixed Assets as presented. Vote on this motion was unanimous.

Resolutions

Consider a Resolution to authorize the City Administrator to submit a funding plan letter with the City's SC Infrastructure Investment Program, SCIIP, application for funding the 15% match for replacement of Pump Stations #7 and #5 and replacement of the sewer line from College Avenue to Pump Station #7 – Utilities Director Benjie McGill presented the Resolution for a letter of confirmation on the City's funding sources to qualify for grant. The anticipated project cost for the pump stations and sewer line is $7,000,000. The City's 15% portion of the cost would be $1,050,000. The City has to commit to funding the 15% portion of the project that is outside the grant funding. The State Revolving Fund will be used for the City's balance of this project cost. Council Member Ducworth made a motion, seconded by Council Member Fulmer to approve a Resolution to authorize the City Administrator to submit a funding plan letter with the City's SC Infrastructure Investment Program, SCIIP, application for funding the 15% match for replacement of Pump Stations #7 and #5 and replacement of the sewer line from College Avenue to Pump Station #7. Vote on this motion was unanimous.

Other Policy items

Consider increasing the capital asset threshold limits to $5000 for all assets except buildings and infrastructure which would have a threshold of $25,000 – Finance Director Leslie Wilder presented the policy change as discussed at the last meeting. Council Member Brookover made a motion, seconded by Council Member Smith to approve increasing the capital asset threshold limits to $5000 for all assets except buildings and infrastructure which would have a threshold of $25,000. Vote on this motion was unanimous. *(Council Member Ducworth was not present during vote.)*

Consider reverting the 15-minute parking spaces on Earle Street and North Clemson Avenue back to the original time limits – Com. & Econ. Development Coordinator Lindsey Newton presented this request with details of the experience over the last six months and the majority of downtown merchants supporting the change back to original time limits. Council Member Smith made a motion, seconded by Council Member Fulmer to approve reverting the 15-minute parking spaces on Earle Street and North Clemson Avenue back to the original time limits. Vote on this motion was unanimous.

Consider approving the Uptown Framework Document that will accompany the RFP that was approved at the June 20, 2022 meeting – City Administrator Andy Blondeau presented the document with the language Council requested so that the respondents understood the intent. Council Member McGuire commented on the number of student housing that are still in the document. Council Member Fulmer made a motion, seconded by Council Member Brookover to approve the Uptown Framework Document that will accompany the RFP that was approved at the June 20, 2022 meeting. Vote in favor of this motion was Mayor Halfacre, Council Members Brookover, Ducworth, Fulmer, and Smith. Vote in opposition of this motion was Council Member McGuire. Motion passed 5 to 1.

Consider Bid award for rebranding to Arnett Muldrow & Associates in the amount of $17,332 – *(Council Member Brookover recused himself due to direct involvement with the firm.)* Assistant Administrator Allison Gantte presented the details of the bid and staff's recommendation of the local firm in Greenville with references throughout US. Council Member McGuire questioned the range of bids and Ms. Gantte responded that it is based on the scale of work and experience. The rebranding will include focus groups charrette style, community meetings, and a toolkit. Council Member Fulmer made a motion, seconded by Council Member Smith to approve bid award for rebranding to Arnett Muldrow & Associates in the amount of $17,332. Vote on this motion was unanimous.

Consider authorizing staff to partner with Blue Ridge Electric and Western Carolina Fiber to apply for funds from the Middle Mile Broadband Development Act – Assistant Administrator Allison Gantte presented the request as the first step of the partnership to build infrastructure for high-speed broadband service to the community with little to no cost to the City. Council Member Smith made a motion, seconded by Council Member Ducworth to approve authorizing staff to partner with Blue Ridge Electric and Western Carolina Fiber to apply for funds from the Middle Mile Broadband Development Act. Vote on this motion was unanimous.

Consider Bid award for the migration of the City GIS Systems and Data to a GIS Managed Cloud Environment to the firm as specified by the City IT Director – Lowell Arwood presented the recommended bid award for the budgeted migration plan. Staff received two bids and recommended ROK Technologies in the amount of $75,632. Council Member Brookover made a motion, seconded by Council Member McGuire to approve bid award for the migration of the City GIS Systems and Data to a GIS Managed Cloud Environment to ROK Technologies as specified by the City IT Director in the amount of $75,632. Vote on this motion was unanimous.

Consider authorizing the City Administrator to submit a funding plan letter with the City's SC Infrastructure Investment Program, SCIIP, application for the Pendleton/Clemson WWT Plant – Utilities Director Benjie McGill presented the request to submit a funding plan letter for two grants of up to $10,000,000 each in funding. The anticipated project cost for the 3.000 MGD expansion is $45,000,000. With a $20,000,000 grant the City would have a $25,000,000 balance to be funded by Anderson County (40% - $10 million), Pendleton (27% - $6.750 million) and Clemson (30% - $8.250 million). If the City only receives a $10,000,000 grant the percentages would equal Anderson County (40% - $14 million), Pendleton (27% - $9.450 million) and Clemson (30% - $11.550 million). The State Revolving Fund would be used for the City's balance of this project cost. Council Member Brookover made a motion, seconded by Council Member Ducworth to approve authorizing the City Administrator to submit a funding plan letter with the City's SC Infrastructure Investment Program, SCIIP, application for the Pendleton/Clemson

WWT Plant. Vote on this motion was unanimous.

Consider an Eagle Scout project for Mountain View Park – Urban & Park Land Mgmt. Director Tony Tidwell introduced Leam Chandler, Scout Troop 235 requesting approval to expand the disc golf course. The project is part of the requirement for Mr. Chandler to earn his Eagle Scout. An Eagle Scout developed the Disc Golf course in 2010 and Mr. Chandler is requesting approval to expand the nine holes to twenty. Mr. Chandler presented a site plan and details of the course throughout the park. The Corps of Engineers and City staff has approved the proposed plan and construction would start immediately. The cost for baskets is $4115 and would be funded through the Urban Land budget. Council Member Ducworth made a motion, seconded by Council Member Fulmer to approve the Eagle Scout project for Mountain View Park to expand the nine-hole disc course to a twenty-hole course. Vote on this motion was unanimous.

Mayor-Council reports/comments/new business

No reports

Executive Session

Council Member Brookover made a motion, seconded by Council Member Ducworth to enter into Executive Session for discussion of potential contractual arrangement; SC Code Section 30-4-70(a)(2) Discussion of negotiations related to proposed contracts. Vote on this motion was unanimous. After discussion motion was made, duly seconded and unanimously voted to exit the Executive Session and return to the open session. Vote on this motion was unanimous.

Following Executive Session, there was nothing to report.

There being no further business, a motion was made, duly seconded, and unanimously approved to adjourn the meeting at 9:06 p.m.

Respectfully submitted, Approved

______________________________ By: ______________________________

Beverly A. Coleman, MMC G. Robert Halfacre, Mayor

CITY OF Clemson SOUTH CAROLINA

CAPITAL ASSET POLICY

November 2024

V 1.0

TABLE OF CONTENTS

CHAPTER 1- INTRODUCTION

OVERVIEW

The City of Clemson wishes to establish accounting control and accountability for the City's assets. The Finance Department is the central accounting division for all audited capital assets. Assets under this classification follow specific accounting rules and are subject to annual audit requirements. The accounting and reporting policies of the City conform to generally accepted accounting principles (GAAP) applicable to state and local governments. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. Capital assets are real or personal property that have a value equal to or greater than the capitalization threshold for the particular classification of the asset and have an estimated life of greater than a single reporting period. They include: land, land improvements, buildings, building improvements, machinery and equipment, vehicles, infrastructure, leasehold improvements, works of art and historical treasures, intangible assets, and construction in progress (excluding projects from outside developers). A capital asset is to be reported and, with certain exceptions, depreciated in government-wide statements. In the government-wide statements, purchases that are not capitalized are expended in the year of acquisition.

PURPOSE

The purpose of this policy is to ensure adequate control of the City of Clemson's capital assets. The procedures are intended to define capital assets and to establish guidelines for the financial reporting, depreciating, and disposing of capital assets. The City's capital assets shall be used for appropriate City purposes and be properly accounted for and secured. It is the responsibility of the Finance Director to ensure capital assets are inventoried on a regular basis, and accounted for by fund and asset category. It is the responsibility of Department Heads to ensure that proper budgeting and purchasing guidelines are followed, that capital assets are adequately controlled and used for appropriate City purposes, and to secure such capital assets.

CHAPTER 2- ACCOUNTING AND FINANCIAL REPORTING

THRESHOLDS

In general, all capital assets, with an original cost of $10,000 or more per unit, except buildings and infrastructure which is $50,000, with a useful life of one year or more will be subject to accounting and reporting (capitalization). See chart below for specific thresholds. All costs associated with the purchase or construction should be considered, including ancillary costs such as freight and transportation charges, site preparation expenditures, installation charges, professional fees, and legal costs directly attributable to asset acquisition. Specific capitalization requirements are described below. Federal grant funded capital assets with an original unit cost of $10,000 and a useful life of one year or more shall be capitalized to comply with grant regulations.

Category	**Capitalization Threshold**	**Useful Life in Years**
Land	$1	Not depreciated
Buildings & Improvements	$50,000	40
Land Improvements	$50,000	10-50
Machinery & Equipment	$10,000	5-10
Vehicles	$10,000	5-12
Capital Project in Progress	$50,000	Not depreciated
Bridges & Culverts	$50,000	25-50
New Streets (grading, base, & paving)	$50,000	50
Sidewalks, Curb, or Ditch	$50,000	50
Asphalt Surface	$50,000	10
Storm Water System	$50,000	50
Water System	$50,000	50
Sewer System	$50,000	50
Leases	$250,000	Depends on contract length
Subscription Based IT Agreements	$250,000	Depends on contract length
Bulk Purchases	$250,000	Depends on asset

ACQUISITION & INVENTORY

Capital assets shall be acquired in conformance with the City of Clemson's Purchasing Policy. Department heads are responsible for safeguarding capital assets under their control from theft or loss. However, the Finance Department is responsible for establishing and maintaining systems and procedures that enable Department Heads to properly safeguard assets. The Finance Director will work with Department Heads to conduct a physical inventory and reconciliation of all capitalized assets every fiscal year. All assets must be accounted for and recorded in their current condition. Upon completion of the physical inventory, any useful lives may be adjusted based on their findings.

CHAPTER 3-DEFINITIONS

Amortization: Amortization spreads out the cost of an intangible asset over its useful life. These assets typically do not have any resale or salvage value. Amortization will be expensed on a straight-line basis. Examples of intangible assets are: patents, copyrights, ROW, easements, SBITA, leases, franchises, and trademarks.

Buildings: Buildings are purchased or constructed and also include such structures as pavilions and bath houses. Construction projects are initially capitalized to construction in progress. Subsequently, the capitalized expenditures are recorded as an asset. If a building is acquired by purchase, the capitalized cost should include purchase price and other incidental expenses incurred at the time of acquisition. If a building is constructed, the capitalized cost should include all reasonable and necessary costs incurred to construct the building and prepare it for its intended use such as engineering or architectural fees, permits, interest during construction, appraisal, or legal fees.

Building Improvements: Any change to the building which increases its future service potential and extends its useful life. Capitalized costs for building improvements include expenditures incurred to increase the service potential of the building including the contract price, engineering, architectural, and attorney's fees.

Construction In Progress: Expenditures that will be categorized upon their completion and placement in service. Costs to be capitalized include direct costs, such as labor, materials and transportation, indirect costs such as engineering and construction management, and ancillary costs such as construction period interest.

Components: The capitalization threshold will generally not be applied to components of capital assets. For example, a keyboard, monitor, and central processing unit purchased as components of a computer system will not be evaluated individually against the capitalization threshold. The entire computer system will be treated as a single capital asset.

Computers: When purchasing a complete computer unit, each component must be analyzed to meet the established thresholds separately. In most cases, no components will individually meet the $10,000 threshold unless it is for a server. Upgrades to computers would only be considered an asset if the cost exceeds $10,000 and extends the useful life.

Depreciation: Depreciation is computed using the actual months in service. Depreciation is computed in a straight line method over the useful life.

Donated Assets: Assets received in a voluntary non-reciprocal transfer from another entity such as gifts of capital assets. Donated assets are recorded at their fair market value or appraised value at the time of gift.

Estimated Useful Life: - An asset must have an estimated useful life greater than one reporting period to be considered for capitalization and depreciation. Assets that are consumed, used-up, habitually lost or worn-out in one year or less should not be capitalized. Estimated useful life means the estimated number of months or years that an asset will be able to be used for the purpose for which it was purchased. In determining useful life, the City should consider the asset's present condition, use of the asset, construction type, maintenance policy, and how long it is expected to meet service demands.

Equipment: An article of non-expendable, tangible personal property that is free standing, movable, is complete in itself, does not lose its identity when affixed to or installed in other property and has a useful life greater than one year. Any vehicle licensed by the State of South Carolina is included. The cost of equipment includes all expenditures incurred for the equipment and preparing it for its intended use. This includes the invoice purchase price, one-time charges for freight and handling, insurance on the equipment while in transit, cost of special foundations if required, assembling and installation costs, and blueprint and development costs if applicable. This category includes delivery equipment, office equipment, machinery, furniture and fixtures, factory equipment, tools and vehicles (autos, plow and dump trucks, fire vehicles). Equipment also includes self-constructed equipment where the total unit cost incurred to fabricate the equipment is $10,000 or more. Enhancement parts that materially and permanently increase the value or useful life of equipment is also included. A system with multiple components which cannot operate independently of each other and together cost $10,000 or more will also be capitalized. The rule-of-thumb is that for a component to be included in the original acquisition cost of a piece of equipment, it should be an attached or installed option which, as assembled, is expected to operate as one unit for the remainder of its life.

Exceptions to Equipment

- Assets purchased as repair parts for existing parts in previously tagged equipment
- Materials used in repair or replacement of assets in structures
- Household equipment (drapes, carpet replacement)
- Built-in equipment, such items become part of the building or structure after installation

and may be capitalized as building improvements. For example: built-in cabinets, garbage disposals, furnaces, and air conditioners. Please see the definition of Building Improvements.

Improvements: Improvements to existing capital assets will be presumed (by definition) to extend the useful life of the related capital asset and will be subject to capitalization only if the cost of the improvement meets the appropriate threshold.

Individual Units/Bulk purchases: The capitalization thresholds are applied to individual units of capital assets. For example, 50 meters bulk purchased through a single purchase order each costing $350 will not qualify for capitalization even though the total cost of $17,500 exceeds the threshold of $10,000. However, a single purchase of multiple units totaling $250,000 or more in aggregate will be capitalized. Items not meeting this unit cost threshold shall not be capitalized. Examples include, but are not limited to: Desks, Chairs, Cameras, Meters, Desktop Computers, Laptops, Tablets, Telephones, Radios.

Infrastructure: Infrastructure assets are long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples of infrastructure assets include roads, bridges, tunnels, drainage systems, fiber optic cabling systems, transit systems, water and sewer systems, dams, and lighting systems. Buildings, except those that are an ancillary part of a network of infrastructure assets, should not be considered infrastructure assets. In general, all infrastructure assets, including streets, roads, sewer lines, water lines, sidewalks, traffic signals, with an original cost of $50,000 or more, will be subject to accounting and reporting (capitalization). All costs associated with the purchase or construction should be considered, including ancillary costs such as design engineering, construction management, inspection, permits, insurance, freight and transportation charges, site preparation expenditures, installation charges, professional fees, and legal costs directly attributable to asset acquisition. Capital projects will be capitalized as "construction in progress" until completed. Costs to be capitalized include direct costs, such as labor, materials, and transportation, indirect costs such as engineering and construction management, and ancillary costs such as construction period interest.

Land: Land purchased or acquired by gift or bequest. All expenditures incurred to acquire land and to prepare it for its intended use are subject to capitalization. These costs include purchase price, closing costs, and assumption of any liens, mortgages, or encumbrances on the land. Land acquired by gift should be recorded at its fair market value. Land also includes easements. Land will not be depreciated.

Land Improvements: Land improvements (including excavation, ditching, grading, tree removal, and subgrade preparation) are to be recorded as capital assets, by year, and will not be depreciated. Land Improvements that are to be depreciated include fencing, athletic fields and courts.

Leases: A lease is defined as a contract that conveys control of the right to use another entity's nonfinancial asset (the underlying asset) as specified in the contract for a period of time in an exchange or exchange-like transaction. Examples of nonfinancial assets include buildings, land, vehicles, and equipment. Any contract that meets this definition over $250,000 will be accounted for under the leases guidance, unless specifically excluded in GASB 87.

Repairs and Maintenance: Expenditures incurred to maintain assets in operating condition. Repairs and maintenance do not usually make the asset more useful or add to the estimated life of the asset by more than 25%. Repairs and maintenance are not subject to capitalization. Replacing minor parts on equipment, replacing carpet, painting, or repairing a fence are examples of repairs and maintenance.

Subscription-Based Information Technology Arrangements (SBITA): These are information technology assets that are owned by the contractor but the city has a right to use. Forms of SBITA can be in the form of Software as a Service (SaaS), Platforms as a Service (PaaS), and Infrastructure as a Service (IaaS).

The cost of the SBITA will be spread over the SBITA's term. The costs of a SBITA that should be capitalized during this time frame will be the fixed payments, variable payments that depend on an index or rate, non-refundable upfront fees such as implementation or set-up costs, and other payments that are fixed in nature. A SBITA totaling $250,000 or more in aggregate will be capitalized.

CHAPTER 4-DISPOSAL OF SURPLUS PROPERTY

SURPLUS PERSONAL PROPERTY

From time to time there will be circumstances in which there is City property that is no longer needed or has reached the end of its useful life. The following will be used in managing surplus property:

1. Whenever a department in the City has identified personal property of the City that is no longer needed or used by the department, the department director having control of the property shall notify the Finance Director or designee.
2. The Finance Director or designee shall notify all other City department directors of the availability of such property. The City may transfer personal property of the City between departments at any time upon approval of the City Administrator.
3. If more than one department director submits a claim to the Finance Director for the personal property, the City Administrator shall have sole authority to determine the best use of such property.
4. If City personal property becomes surplus, unused, obsolete, unsuitable for public use, or otherwise no longer needed, the property shall be disposed of in accordance with this section.
5. City personal property that is included in the Fixed Asset Register with an estimated value of $10,000, shall not be disposed of, or traded, or sold through public auction, until such property is declared surplus by the City Council pursuant to its administrative authority. Once this property is declared surplus by the City Council, it may be sold to the highest bidder by the Purchasing Agent at an approved public auction.
6. All other City personal property may be disposed of, or sold through public auction, with approval of the City Administrator.
7. The Finance Director or designee, in consultation with the Procurement Coordinator, shall be responsible for conducting public auctions for City personal property. The Finance Director or designee shall have the right to reject any bids or offers for City personal property when he deems it to be in the best interest of the City.
8. If a surplus item remains unsold after reasonable attempts to sell it through public auction, the City Administrator or designee may dispose of the item in any way, including gifting or destroying the item.
9. City personal property or items, not subject to Fixed Asset Register, that are fully consumed in their use for official city business shall be disposed of in any reasonable manner approved by the City Administrator.

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City of Clemson

Agenda Item Request Form

Requested By: Allison Gantte

Date Submitted: December 19, 2024

Council Meeting Date: January 6, 2024

Type of Request: (check only one)

- [ ] Report/Discussion
- [x] Policy/Action
- [ ] Executive Session

Agenda Item Summary: (brief for public information and posted agenda)

Consider adopting the ACATS sub allocation funding formula for Clemson Area Transit.

Agenda Item Detail: (expand as necessary for clarification)

Please find attached the new ACATS sub allocation funding formula that will be used to allocate funding to Electric City Transit and Clemson Area Transit now that both parties have moved to the newly formed ACATS Metropolitan Planning Organization. Once approved, CAT will apply to become a FTA Direct Recipient and will then be able to start making draws.

MEMORANDUM OF UNDERSTANDING

BETWEEN THE ANDERSON-CLEMSON AREA TRANSPORTATION STUDY (ACATS), THE CITY OF ANDERSON AND THE CITY OF CLEMSON

BACKGROUND

1. The parties desire to enter into a Memorandum of Understanding for the purpose of detailing the factors and responsibilities of each, and to establish a basis for logistical and financial decisions.

2. The Anderson-Clemson Area Transportation Study intends to adopt a resolution to authorize a Memorandum of Understanding between Electric City Transit (ECT) and Clemson Area Transit (CAT) for the distribution of transit funding by an agreed upon formula.

3. Electric City Transit (ECT) is a department of the City of Anderson and governed by the Anderson City Council. Clemson Area Transit (CAT) is a department of the City of Clemson and governed by the Clemson City Council. Both provide mass transit services within the Anderson-Clemson Urbanized Area.

4. FTA regulations, 23 CFR §450.310 *et seq,* require "an agreement between the MPO and operators of publicly owned transit services which specifies cooperative procedures for carrying out transportation planning (including corridor and subarea studies) and programming as required,".

5. FTA Section 5307/5340 apportionment funding may be sub-allocated from the certified Designated Recipient to certified Direct Recipients.

6. FTA Section 5310 and 5339 apportionment funding may not be sub-allocated by the certified Designated Recipient.

THEREFORE BE IT KNOWN, that the following provisions of this Memorandum of Understanding are agreeable to all parties:

1) That the Anderson-Clemson Area Transportation Study (ACATS) shall apply to the South Carolina Department of Transportation (SCDOT) and the Federal Transit Administration (FTA) to be the sole Designated Recipient of FTA Apportionments for the Anderson-Clemson Urbanized Area for the purposes of allocating the FTA Section 5307/5340 apportionment funding to area transit providers.

2) That Clemson Area Transit will apply to FTA to become a Direct Recipient, at which time they will receive a portion of the Anderson-Clemson Urbanized Area Section 5307/5340 apportionment shared with the Electric City Transit Authority. ECT would be "Held Harmless" in the case in which CAT does not become a Direct Recipient.

3) That in order to facilitate a smooth sub-allocation process, a pre-determined formula shall dictate the sub-allocation split of Section 5307/5340 apportionments between the Electric City Transit Authority and Clemson Area Transit. This formula shall be used as the means of allocating funds throughout the Anderson-Clemson Urbanized Area and shall be evaluated every three years.

a) The agreed-upon formula and related matters are detailed in the attached **5307/5340 Apportionment Sub-Allocation Formula Worksheet.**

b) The formula, as set in the attached worksheet, shall remain unchanged annually.

c) CAT receives 100% of Section 5307 STIC (Small Transit Intensive Cities) funding allocated to ACATS. ECT receives 100% of Section 5340 Growing Cities funding allocated to ACATS. Both parties' allocation will be adjusted proportionate to the FTA allocation each year.

4) That for coordination and reporting purposes, the Anderson-Clemson Area Transportation Study (ACATS), the City of Anderson, and the City of Clemson agree to the following:

- **a)** That both ECT and CAT will maintain active participation in the ACATS process, providing staff to meetings and sitting on the ACATS Study Team, and that ACATS will in turn maintain active participation in the processes of ECT and CAT.
- **b)** That ECT and CAT will be prompt in any required reporting to ACATS
- **c)** That ACATS will include all planning activities by ECT and CAT into the Long-Range Transportation Plan
- **d)** That ECT and CAT will provide ACATS with yearly 10-year budget projections for both operations and capital for use in the ACATS Transportation Improvement Program.
- **e)** That ECT and CAT will provide ACATS with its yearly Program of Projects for ACATS Approval.

Agreement to this Memorandum of Understanding entered into this 26 day of November, 2024.

Anderson-Clemson Area
Transportation Study
BY:________________
ITS:________________

City of Clemson
BY:________________
ITS:________________

City of Anderson
BY: David McCrea
ITS: City Manager

Proposed Formula

FTA/State Apportionment Breakdowns

ACATS UZA Overall	FY 2023/GPATS	Proposed FY 2024	Estimated FY 2025	Estimated FY 2026	Estimated FY 2027
Section 5307/5340	**$ 4,460,279**	**$ 1,983,672**	$ 2,043,182	$ 2,104,478	$ 2,167,612
Section 5307 STIC - Small Transit Intensive Cities	**$ -**	**$ 1,510,158**	$ 1,540,361	$ 1,586,572	$ 1,634,169
Section 5340 - Growing Cities		**$ 174,751**	$ 178,246	$ 181,811	$ 185,447
Total	**$ 5,726,452**	**$ 3,668,581**	$ 3,761,789	$ 3,837,025	$ 3,913,766
	ECT				
		54.73%			
Section 5307 - 67%	**$ 1,293,625**	**$ 1,332,434**	$ 1,372,407	$ 1,413,579	$ 1,455,986
Section 5307 STIC - 0%	**$ -**	**$ -**	$ -	$ -	$ -
Section 5340 - 100%	**$ -**	**$ 174,751**	$ 178,246	$ 181,811	$ 185,447
Total	**$ 1,385,748**	**$ 1,507,185**	$ 1,550,653	$ 1,595,390	$ 1,641,433
		$ 121,437	$ 43,468	$ 44,737	$ 46,044
	Clemson Area Transit				
	33.87%	**45.27%**			
Section 5307 - 33%	**$ 1,510,478**	**$ 651,238**	$ 670,775	$ 690,899	$ 711,626
Section 5307 STIC - 100%	$ -	**$ 1,510,158**	$ 1,540,361	$ 1,586,572	$ 1,634,169
Section 5340 - 0%	$ -	**$ -**	$ -	$ -	$ -
Total	$ 1,871,547	**$ 2,161,396**	$ 2,211,137	$ 2,277,471	$ 2,345,795
	Increase over PY	$650,918	$49,740	$66,334	$68,324

CAT Bus receives 100% of 5307 STIC

ECT receives 100% of 5340

City of Clemson
Agenda Item Request Form

Requested By: Nathan Hinkle, City Engineer

Date Submitted: 12/20/2024

Council Meeting Date: 1/6/2024

Type of Request: (check only one)

- ☐ Report/Discussion
- ☒ Policy/Action
- ☐ Executive Session

Agenda Item Summary: (brief for public information and posted agenda)

Consider awarding the negotiated bid of the HWY 93 Water Project 2024 to Gar-Con, Inc. for $856,419.75.

Agenda Item Detail: (expand as necessary for clarification)

Bidding closed on May 28th, 2024 with a single bidder responding, Gar-Con, inc. Their bid was determined to be responsive and reasonable based off of recent bids received in the past 18 month period.

The initial bid could not be constructed because an existing easement document could not be verified and the additional work to satisfy the property owner would have exceeded our budgeted amount. The City and Gar-Con Inc. negotiated an alternate routing and pricing for the project.

The HWY 93 water project includes reconstruction of water lines along Folger, North Clemson Ave, Hillcrest, and Addison Ln. The goal of the project is to increase flow rates and improve water quality for the entire HWY 93 area.

The negotiated bid is attached.

Negotiated Bid								
Base Bid (College Ave. to tie-in)			Units	Quantity	Unit Price	Sub Total		
1	1	Mobilization	LS	1	$5,250.00	$5,250.00		
2	2	Erosion Control	LS	1	$1,975.00	$1,975.00		
3	3	Traffic Control	LS	1	$7,200.00	$7,200.00		
4	4	Clearing and Grubing	LS	1	$5,400.00	$5,400.00		
5	5	6" CL 350 DIP Waterline	LF	395	$95.75	$37,821.25		
7	6	6" Gate Valve	EA	4	$1,800.00	$7,200.00		
8	7	2" Gate Valve	EA	1	$1,000.00	$1,000.00		
11	8	6" Tie-in	EA	2	$6,785.00	$13,570.00		
12	9	2" Tie-in	EA	0	$4,300.00	$0.00		
14	10	Fire Hydrant Assembly Reset	EA	1	$6,000.00	$6,000.00		
15	11	3/4" Service Line (Same Side)	EA	4	$900.00	$3,600.00		
16	12	3/4" Service Line (Opposite Side)	EA	5	$1,800.00	$9,000.00		
17	13	2" Service Line (Same Side)	EA	0	$4,200.00	$0.00		
19	14	6" Tie-in to vault	EA	0	$8,785.00	$0.00		
20	15	Water Meter Stretch Box	EA	0	$950.00	$0.00		
22	16	Asphalt Paving	LF	150	$32.00	$4,800.00	Base Bid Total	
25	17	4 FT Block Retaining Wall	LF	15	$350.00	$5,250.00	$108,066.25	$108,066.25
Foger North			Units	Quantity	Unit Price	Sub Total		
1	18	Mobilization	LS	1	$9,400.00	$9,400.00		
2	19	Erosion Control	LS	1	$3,472.00	$3,472.00		
3	20	Traffic Control	LS	1	$3,600.00	$3,600.00		
5	21	6" CL 350 DIP Waterline	LF	868	$95.75	$83,111.00		
7	22	6" Gate Valve	EA	5	$1,800.00	$9,000.00		
11	23	6" Tie-in	EA	2	$8,785.00	$17,570.00		
12	24	2" Tie-in	EA	1	$4,300.00	$4,300.00		
14	25	Fire Hydrant Assembly Reset	EA	1	$6,000.00	$6,000.00		
15	26	3/4" Service Line (Same Side)	EA	2	$900.00	$1,800.00		
16	27	3/4" Service Line (Opposite Side)	EA	10	$1,800.00	$18,000.00		
20	28	Water Meter Stretch Box	EA	12	$950.00	$11,400.00		
22	29	Asphalt Paving	LF	868	$32.00	$27,776.00	Bid Alt #1	
23	30	4" Concrete	SY	25	$80.00	$2,000.00	$197,429.00	$197,429.00
Folger South (Dogwood to Edgewood)			Units	Quantity	Unit Price	Sub Total		
1	31	Mobilization	LS	1	$4,600.00	$4,600.00		
2	32	Erosion Control	LS	1	$1,692.00	$1,692.00		
3	33	Traffic Control	LS	1	$3,600.00	$3,600.00		
5	34	6" CL 350 DIP Waterline	LF	423	$95.75	$40,502.25		
7	35	6" Gate Valve	EA	3	$1,800.00	$5,400.00		
11	36	6" Tie-in	EA	2	$8,785.00	$17,570.00		
15	37	3/4" Service Line (Same Side)	EA	3	$900.00	$2,700.00		
16	38	3/4" Service Line (Opposite Side)	EA	4	$1,800.00	$7,200.00		
20	39	Water Meter Stretch Box	EA	10	$950.00	$9,500.00		
22	40	Asphalt Paving	LF	100	$32.00	$3,200.00	Bid Alt #2	
23	41	4" Concrete	SY	9	$80.00	$720.00	$96,684.25	$96,684.25
Hillcrest (v2)			Units	Quantity	Unit Price	Sub Total	**Total**	**$402,179.50**
1	1	Mobilization	LS	1	$17,500.00	$17,500.00		
2	2	Erosion Control	LS	1	$8,630.00	$8,630.00		
3	3	Traffic Control	LS	1	$8,400.00	$8,400.00		
4	4	Clearing and Grubing	LS	1	$4,200.00	$4,200.00		
5	5	6" CL 350 DIP Waterline	LF	1726	$101.00	$174,326.00		
7	6	6" Gate Valve	EA	14	$1,800.00	$25,200.00		
8	7	2" Gate Valve	EA	2	$1,000.00	$2,000.00		
11	8	6" Tie-in	EA	2	$8,785.00	$17,570.00		
12	9	2" Tie-in	EA	2	$4,300.00	$8,600.00		
14	10	Fire Hydrant Assembly Reset	EA	4	$6,000.00	$24,000.00		
15	11	3/4" Service Line (Same Side)	EA	6	$900.00	$5,400.00		
16	12	3/4" Service Line (Opposite Side)	EA	2	$1,800.00	$3,600.00		
17	13	2" Service Line (Same Side)	EA	0	$4,200.00	$0.00		
19	14	6" Tie-in to vault	EA	2	$8,785.00	$17,570.00		
20	15	Water Meter Stretch Box	EA	8	$950.00	$7,600.00		
22	16	Asphalt Paving	LF	1030	$32.00	$32,960.00	Bid Alt #3	
25	17	4 FT Block Retaining Wall	LF	0	$350.00	$0.00	$357,556.00	$357,556.00
							Total	**$856,419.75**

City of Clemson
Agenda Item Request Form

Requested By: Nathan Hinkle, City Engineer

Date Submitted: 12/20/2024

Council Meeting Date: 1/6/2024

Type of Request: (check only one)

- [ ] Report/Discussion
- [x] Policy/Action
- [ ] Executive Session

Agenda Item Summary: (brief for public information and posted agenda)

Consider awarding the Bid Alternate #1 of the Clemson Redhill Water Upgrade project to Gar-Con, Inc. for $1,077,086.00.

Agenda Item Detail: (expand as necessary for clarification)

The City of Clemson received a $600,000.00 CDBG grant (4-CL-23-003) to reconstruct existing water lines in the Redhill neighborhood. Bidding closed on Oct. 29th, 2024 with a single bidder responding, Gar-Con, inc. Their bid was determined to be responsive and reasonable based off of recent bids received in the past 18 month period.

The Red Hill Water Project includes upgrading the water lines on Goldman St., Spencer St. Simpson St., Old Stone Church, Walker St. and McGee St. The project will result in better fire coverage for the existing neighborhoods and better water quality. This also removes several existing two inch (2") galvanized lines and replaces them with PVC.

The base bid and bid alternate #1 can be seen in the attachments.

Base Bid					
Item #	Item	Unit	Unit Quanitty	Unit Price	Subtotal
1	Mobilization	LS	1	$45,500.00	$45,500.00
2	Erosion Control	LS	1	$30,000.00	$30,000.00
3	Traffic Control	LS	1	$16,000.00	$16,000.00
4	Clearing and Grubing	LS	1	$8,200.00	$8,200.00
5	2" CL 325 PVC Water Line	LF	2271	$34.00	$77,214.00
6*	6" CL 350 DIP Waterline	LF	5096	$84.00	$428,064.00
7*	8" CL 350 DIP Waterline	LF	273	$98.00	$26,754.00
8*	12" Gate Valve	EA	2	$6,400.00	$12,800.00
9*	8" Gate Valve	EA	1	$2,850.00	$2,850.00
10*	6" Gate Valve	EA	15	$2,100.00	$31,500.00
11*	2" Gate Valve	EA	5	$1,200.00	$6,000.00
12*	2" Blow-off Assembly	EA	5	$2,600.00	$13,000.00
13	12" Tie-in	EA	1	$11,100.00	$11,100.00
14	6" Tie-in	EA	4	$4,200.00	$16,800.00
15	2" Abandon	EA	2	$500.00	$1,000.00
16*	Fire Hydrant Assembly (new)	EA	7	$7,650.00	$53,550.00
17	Fire Hydrant Assembly Reset	EA	1	$4,650.00	$4,650.00
18	3/4" Service Line (Same Side)	EA	19	$1,200.00	$22,800.00
19	3/4" Service Line (Opposite Side)	EA	27	$1,800.00	$48,600.00
20*	Water Meter Stretch Box	EA	46	$690.00	$31,740.00
21	Asphalt Paving	LF	1070	$25.00	$26,750.00
22	Rock Excavation	CY	0	$300.00	$0.00
23	Unsuitable Backfill	CY	0	$100.00	$0.00
				Base Bid Total	**$914,872.00**

Bid Alternate #1					
24	Mobilization	LS	1	$53,500.00	$53,500.00
25	Erosion Control	LS	1	$30,000.00	$30,000.00
26	Traffic Control	LS	1	$16,000.00	$16,000.00
28	2" CL 325 PVC Water Line	LF	2271	$34.00	$77,214.00
29*	6" CL 350 DIP Waterline	LF	1943	$84.00	$163,212.00
30*	8" CL 350 DIP Waterline	LF	273	$98.00	$26,754.00
31*	12" CL 350 DIP Water Line	LF	3153	$122.00	$384,666.00
32*	12" Gate Valve	EA	10	$6,400.00	$64,000.00
33*	8" Gate Valve	EA	1	$2,850.00	$2,850.00
34*	6" Gate Valve	EA	7	$2,100.00	$14,700.00
35*	2" Gate Valve	EA	5	$1,200.00	$6,000.00
36*	2" Blow-off Assembly	EA	5	$2,600.00	$13,000.00
37	12" Tie-in	EA	1	$11,100.00	$11,100.00
38	6" Tie-in	EA	4	$4,200.00	$16,800.00
39	2" Abandon	EA	2	$500.00	$1,000.00
40*	Fire Hydrant Assembly (new)	EA	7	$7,650.00	$53,550.00
41	Fire Hydrant Assembly Reset	EA	1	$4,650.00	$4,650.00
42	3/4" Service Line (Same Side)	EA	19	$1,200.00	$22,800.00
43	3/4" Service Line (Opposite Side)	EA	27	$1,800.00	$48,600.00
44	Water Meter Stretch Box	EA	46	$690.00	$31,740.00
45	Asphalt Paving	LF	1070	$25.00	$26,750.00
46	Rock Excavation	CY	0	$300.00	$0.00
47	Unsuitable Backfill	CY	0	$100.00	$0.00
				Bid Alternate #1 Total	**$1,077,086.00**