

1. Agenda

Documents:

[2024_09_16AGENDA.PDF](#)

2. Meeting Materials

Documents:

[2024_09_16SPONSORSHIP.PDF](#)

[2024_09_16PURCHASING.PDF](#)

[2024_09_16_COLLABORATIONJUNCTION.PDF](#)

[2024_09_16CLEMSONMUSICFESTRECAP.PDF](#)



CITY OF **Clemson** SOUTH CAROLINA

**Agenda, Clemson City Council
September 16th, 2024
Council Chamber, Clemson City Hall**

6:30 PM Call To Order: Regular Council Meeting

Invocation and Pledge of Allegiance: Mayor Halfacre

Public Session: (3-minute limit per speaker)

Approval of Minutes: September 2nd, 2024

Reports/Discussion

- a. Receive a presentation from Palmetto Entertainment recapping Clemson Music Fest.
– Deputy City Administrator Allison Gantte
- b. Discuss a collaboration between Clemson University, local industries, government agencies, and community organizations to create a shared use space for the community. – Council Member Watt
- c. Staff Reports

Policy Action (2-minute limit per speaker)

Ordinances

- a. Consider 2nd reading of a text amendment to Chapter 7, Sec 7-11, Subsection p, Purchasing and Receiving. – Procurement Coordinator Brandon Burton

Other Policy Items

- a. Consider a policy to establish criteria for special events and programs to meet in order to be eligible for sponsorship. – Council Member Brookover

Mayor-Council reports/comments/new business

Adjourn



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Agenda Item Detail: (expand as necessary for clarification)

Sponsorship Request Application

1. Organization Name
 - a. Federal Tax Exempt ID Number, if applicable
2. Website
3. Organization type
 - a. For profit
 - b. Non profit
 - c. Other, please specify
4. Contact Person
 - a. Email
 - b. Phone
 - c. Mailing address
5. Event Title
 - a. Date
 - b. Location
6. Frequency of event
 - a. Annual
 - b. One time
7. Expected Attendance, describe the target audience.
 - a. How many attendees will travel more than 50 miles to attend the event?
 - b. Expected number of people attending the vent that live in the City of Clemson?
8. Will there be an admission fee?
 - a. Yes
 - b. No
 - c. Donation requested
9. Will the event be open to the public
 - a. Yes
 - b. no
10. Funding type requested
 - a. Monetary, specify the amount
 - b. In-kind services: Groups requesting in-kind services are required to fill out the special event application form in addition to the sponsorship request application.
11. Has the City of Clemson sponsored your organization in the past?
 - a. If yes, for what event and in what way did the City support the event?
12. Have you received or applied for any Hospitality or Accommodations Tax funds for this event?
13. Please detail the purpose or objective of the program, or event. Preference will be given to events that are free and open to the public, events that support an organization or cause that is located in or directly benefits Clemson residents, events that are culturally or historically significant to the Clemson Community, events that attract out of town attendees and/or support local businesses, and events that have the potential to reach a wide audience and provide opportunities to promote the City of Clemson.

14. Please describe how this event/program aligns with the goals and objectives of the City of Clemson.

City of Clemson Vision Statement and Values:

The City of Clemson will be recognized nationally for its excellent quality of life for all residents, exceptional core City services, and its sense of community, with an emphasis on our key values:

- Inclusivity and conscious progression towards equity for all;
- Engaged, healthy living across the life span;
- Environmental sustainability;
- Smart, planned growth based on healthy, transit-oriented urban design principles;
- Creating a resilient economic environment that supports our residents, businesses and non-profits;
- Safe and secure communities;
- Mutually beneficial town-gown relationships;
- Cultural, community, and lifelong learning opportunities; and,
- Neighborhood integrity and support.

- a. Check box to certify that applicant has reviewed the statement of values and the request aligns with the City's goals and values.

Additional documents:

Current list of Board Directors, if applicable

Copy of the applicants operating and event budget (revenue and expenses)

List of the events sponsorship opportunities/packages and levels of support.



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Sec. 7-11. Expenditures, purchasing and receiving.

- a. *Purpose.* The purpose is to ensure the fair and equitable treatment of all persons involved in public purchasing, to maximize the purchasing value of public funds, and to provide safeguards for maintaining a purchasing system of quality and integrity
- b. *Expenditures of \$1,000 to \$2,500.* A purchase order is required to be approved by the department head and the purchasing agent (or designee) prior to the order being placed with the vendor. Written quotes should be obtained from at least two vendors.
- c. *Expenditures over \$2,500 up to \$5,000.* A purchase order is required to be approved by the department head, the purchasing agent (or designee), and the finance director prior to the order being placed with the vendor. Bids are not required, but written quotes should be obtained from at least two vendors
- d. *Expenditures over \$5,000.00.* A purchase order is required to be approved by the department head, the purchasing agent (or designee), the finance director, and the city administrator prior to the order being placed with the vendor. Three written bids are required to be obtained by the department head. Bids may be obtained by advertising, invitation, use of catalogs, brochures, proposals or other written materials. Less than three bids will be accepted only where the bid request has been advertised or if state purchasing is used.
- e. *Construction projects or custom ordered vehicles or equipment over \$50,000.* Sealed bids shall be used for these types of expenditures over \$50,000. A bid tabulation form must be attached to the purchase order.
- f. *Sole-source purchasing.* "Sole-source purchasing" is defined as purchases from a single vendor without competitive bidding. It is permitted where there has been a determination to standardize with that product or there is only one vendor of the product. The department head shall document the need for sole-source procurement and attach such documentation to the purchase order.
- g. *Emergency purchases.* "Emergency purchases" are defined as expenditures which are necessary to immediately replace or repair damaged facilities or equipment. Bids are not required. The department head shall document the emergency and attach such documentation to a purchase order within two working days after the purchase.
- h. *Professional services.* "Professional services" are defined to include the following professions: architects, lawyers, doctors, accountants, engineers, planners, programmers, entertainers, and technical consultants.

Professional services are to be obtained on the basis of written contractual proposals and/or provision of qualification information, not considered as bids or being subject to bid requirements, and are selected on the basis of qualifications and fairness of pricing.

When obtaining new services anticipated to cost in excess of \$20,000, competitive proposals and/or qualifications must be sought by posting a solicitation on the State Fiscal Accountability Authority's South Carolina Business Opportunities Online Edition (SCBO) or State-sponsored successor to SCBO for at least ten business days, excluding weekends and State holidays, unless subject to the emergency purchases subsection herein. Solicitations for competitive proposals/requests for qualifications may be posted for longer periods of time, and may be posted and/or advertised in other suitable venues.

Professional services required on a regular basis and/or ongoing basis (e.g., City Auditor, City Attorney, City Engineers, City Bond Counsel, etc.) need not be posted or advertised again once qualifications are obtained and a competitive selection process has been conducted and completed, until such time as a position needs to be filled or additional professional services are required.

- i. *Cooperative Purchasing.* The purchasing agent (or designee) may either participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the procurement of supplies, services, or construction services with one or more Public Procurement Units in accordance with an agreement

entered into between the participants. Such cooperative purchasing may include, but is not limited to, joint or multi party contracts between Public Procurement Units. Examples of such cooperative purchasing is State of South Carolina contracts, General Services Administration (GSA) contracts, supplies and/or services procured from another governmental agency, and U.S. Communities.

- j. *Splitting of purchases.* Splitting of purchases to avoid bids or purchase orders is prohibited.
- k. *Purchase of personal items.* Purchases of personal items by the city for employees is prohibited.
- l. *Awarding of bid.* The department head shall evaluate all bids on the basis of quality, service, delivery time, prior experience and total cost, and, all things being equal, award the bid to the lowest bidder. If the low bid is not accepted, the department head shall explain, in writing, the reasons for not selecting the low bid.
- m. *Administration.* The city administrator shall administer this section and establish or approve procedures and forms as are necessary to ensure compliance. He may also lower the dollar limits for purchase orders should a greater level of control be necessary for management purposes.
- n. *Receiving reports.*
 - 1. There will be evidence on the packing list or receiving form that the goods received have been verified as to amount and condition. Items backordered will also be ascertained.
 - 2. Verification on the packing list or receiving document will be in the form of a standard checkmark next to those items listed. The employee responsible for receiving the goods will sign the packing list or receiving form.
 - 3. The packing list or receiving form will be attached to the invoice and expenditure authorization voucher prior to routing to the office of finance for payment.
 - 4. In instances of direct purchases of goods, the invoice may be used in place of the packing list or receiving form and verification documented on the invoice. The expenditure authorization voucher will have an area to indicate direct purchases.
- o. *Expenditure limitations at close of fiscal year.* In an effort to plan and rationally expend budget appropriations over a 12-month period, department expenditures requiring purchase orders will be limited to 20 percent of available funds, excluding personnel costs, during the final two months of the fiscal year. Exceptions to the policy will require written approval from the city administrator. The city administrator will provide the office of finance with a copy of the approval.
- p. *Provisions applicable to State and Federal grants and loans.*

The following subsections apply to all City awarded contracts. In addition to complying with other express requirements contained in individual State or Federal grant and/or loan agreements, the City shall comply with the following requirements with respect to such agreements.

1. Equal Opportunity

The City encourages ~~and~~,welcomes, and solicits bids from vendors and owners that are owned and/or operated by women and minorities, and shall affirmatively ensure that all vendors and businesses wishing to participate will be afforded full and equal opportunity to submit proposals in response to requests for bids, and that no vendor or business will be discriminated against in consideration for an award on the basis of race, color, ethnicity, ancestry, national origin, cultural identity, gender or gender identity, age, religion, sexual orientation, or disability.



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Clemson Community Collaboration Junction

Vision and Purpose

The Clemson Community Junction will serve as a collaborative space among the City of Clemson, Clemson University, local industries, government agencies, and community organizations. This joint center will promote partnerships, economic development, and academic collaboration, while supporting town-and-gown relationships. The Junction will provide a flexible shared space for makerspaces, cornerstone and capstone project planning, industry partnerships, and community events such as farmers' markets, food trucks, and live performances.

Goals

1. **Facilitate Collaboration:** Provide a physical and virtual space that fosters interaction between Clemson University, local government, industry, and community members.
2. **Support Academic Integration:** Create dedicated spaces for **cornerstone and capstone projects**, enabling students and faculty to plan, execute, and present projects that address real-world problems.
3. **Enhance Town-Gown and Industry Relations:** Build a bridge between Clemson University, local industries, and the broader South Carolina business community to facilitate easier collaboration and resource sharing.
4. **Provide Spaces for Project-Based Learning:** Offer dynamic rooms for student project work, including spaces to present capstone projects and showcase research to the community, industry partners, and peers.
5. **Promote Local Agriculture and Sustainability:** Utilize the Junction to connect local farmers with the Clemson community, encouraging sustainable practices while supporting occasional farmers' markets and local food initiatives.
6. **Foment Technological Resources:** Provide GIS capabilities, professional services, and collaboration spaces to support academic projects, enhancing real-world applications of research and education.

Key Features

- **Makerspace:** A dedicated area for students, community members, and industry partners to engage in hands-on projects, prototyping, and collaborative innovation.
- **GIS Resource Center:** A core feature of the Junction, offering geographic information system (GIS) resources for academic research, industry collaboration, community planning, and local government projects.
- **Capstone and Cornerstone Project Rooms:** Dedicated rooms for cornerstone and capstone project work, equipped with planning tools, presentation spaces, and collaboration rooms.

The collaboration junction is at the very early stages and this document is intended to generate additional ideas to build partnerships and initiate funding opportunities. In no way does this document represent any agreement among any party mentioned.

These spaces will facilitate project-based learning, allowing students to collaborate with industry partners, faculty, and community stakeholders on solutions to real-world challenges.

- **Presentation Spaces:** Flexible presentation areas with modern audio-visual technology where students and teams can present their cornerstone and capstone projects. These spaces will be designed to showcase student work to faculty, industry partners, and the community, supporting Clemson's project-based learning approach.
- **Industry Collaboration Center:** A space for Clemson University to engage with industry partners, simplifying collaboration on projects, mentoring, and capstone courses. Industry partners can showcase new technologies, host workshops, and collaborate with students and faculty on real-world problems.
- **Multi-use Event Space:** Flexible space for hosting events such as farmers' markets, food trucks, industry showcases, live concerts, and capstone presentations. This event space will be available for both academic and community use.
- **Small Business Entrepreneur Support:** Provide co-working space and resources for local entrepreneurs and industry partners, leveraging university expertise in business development.

Farm-to-Table

While the focus of the Junction is on community / academic collaboration and project-based learning, the farm-to-table initiative will still be incorporated but with a reduced emphasis. The occasional farmers' market and food trucks will provide fresh local produce, promoting sustainable agriculture and community engagement without being the primary focus of the Junction. We will explore these options as the build-out is organized and establish new partnerships.

Capstone and Cornerstone Project Integration

The Engagement Junction will play a vital role in supporting Clemson University's capstone and cornerstone projects. The spaces and resources available will allow students to:

1. **Plan:** Dedicated project rooms will allow student teams to organize, brainstorm, and prepare for cornerstone and capstone projects in a collaborative environment.
2. **Execute:** Students will have access to technology, makerspaces, and industry partners to develop innovative solutions to real-world problems.
3. **Be mentored:** Working with the wealth of experience across our community, we invite mentors to establish relationships among student groups and create multi-generational learning.
4. **Present:** Flexible presentation spaces will enable students to showcase their final projects to faculty, peers, and industry collaborators. This can include live presentations, poster sessions, or even hands-on demonstrations in the makerspace.
5. **Collaborate:** Industry partners will have opportunities to sponsor projects, mentor student teams, and work with faculty to align academic work with industry needs.

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Proposed Site: Former Bi-Lo Supermarket

The Engagement Junction will repurpose the now-closed Bi-Lo supermarket, which has been dormant for years. This location offers a large space for the diverse functionalities of the engagement Junction, and the site can be reimagined to include the following:

- **Capstone Presentation Rooms:** Flexible spaces where students can host capstone showcases, allowing them to present their final projects to peers, faculty, and industry collaborators.
- **Entrepreneur space:** The community would benefit from one or two commercial kitchen setups that are rented to emerging food service professionals. These kitchens exist across the state and allow a way to help entrepreneurs get established.
- **Makerspace:** A hands-on area to support student work on projects, including prototyping, testing, and innovative development.
- **Open Market Area:** A dedicated portion for the occasional farmers' market and food truck area, supporting the local community and promoting fresh, sustainable food practices.

Operational Structure

1. **Governance:** The Junction will be jointly run by Clemson University and the City of Clemson, with a steering committee made up of representatives from both entities, along with select industry and faculty advisors.
2. **Management:** A director will oversee day-to-day operations, supported by a small team responsible for managing the makerspace, cornerstone and capstone initiatives, event scheduling, industry engagement, and community outreach.
3. **Collaborations:** Partnerships with local businesses, government agencies, industry partners, and nonprofit organizations will be key to ensuring the Junction meets the needs of the community and academic goals.
4. **Funding:** Initial funding will come from a combination of university investment, municipal funds, industry sponsorships, and grants. Long-term sustainability will be supported through event hosting fees, space rental, and external funding for community and industry-based projects.

Phased Implementation

- **Phase 1 (Year 1):** Basic infrastructure setup, cornerstone and capstone project rooms, and makerspace functions. Initial GIS support for community planning.
- **Phase 2 (Year 2-3):** Expansion of project spaces, presentation rooms, and industry collaboration opportunities. Occasional farmers' markets and local events hosted in multi-use spaces.
- **Phase 3 (Year 4-5):** Full operational capacity with a steady calendar of events, capstone project presentations, and increased integration of Clemson University's academic programs with community and industry partners.

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Metrics of Success

- **Academic and Industry Engagement:** Number of collaborative projects, cornerstone/capstone presentations, and industry partners participating in Junction activities.
- **Student and Faculty Integration:** Involvement of students and faculty in cornerstone and capstone projects, with presentations and outcomes integrated into the university's academic offerings.
- **Economic and Community Impact:** Growth in local business and industry participation, increased community foot traffic, and new startups or industry collaborations supported by the Junction.
- **Sustainability:** Contribution to local sustainability efforts and integration of resilient practices into academic, community, and industry development.

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