

1. Agenda

Documents:

[2025_02_17AGENDA.PDF](#)

2. Meeting Materials

Documents:

[2025_02_03MINUTES.PDF](#)
[2025_02_17POLICE.PDF](#)
[2025_02_17COMMENTS.PDF](#)
[2025_02_17HEARING.PDF](#)
[2025_02_17VESTED.PDF](#)
[2025_02_17FOIA.PDF](#)
[2025_02_17ASSETS.PDF](#)
[2025_02_17PARK.PDF](#)
[2025-02_17TRAFFIC.PDF](#)
[2025_02_17GOLFCARTS.PDF](#)



CITY OF Clemson SOUTH CAROLINA

Agenda, Clemson City Council February 17th, 2025 Council Chamber, Clemson City Hall

6:30 p.m. Call To Order: Regular Council Meeting

Invocation and Pledge of Allegiance: Council Member Sherrill

Proclamations: Black History Month Honoree Sabrina Greenlee

Public Session: (3-minute limit per speaker)

Approval of Minutes: February 3rd, 2025

Reports/Discussion

- a. Receive the 2024 Police Department Annual Report. – Police Chief Jorge Campos
- b. Discuss possible amendments to Article II Sec 2-44 (c) regarding public comments at meetings. Mayor Halfacre
- c. Schedule a Public Hearing date for a proposed rezoning for an affordable housing project. – Planning and Development Director Nathan Woods
- d. Staff Reports

Policy Action (2-minute limit per speaker)

- a. Consider Second Reading of an amendment to 2024-R-05(Vesting Non-Conformities). – Zoning Administrator Jacob Peabody
- b. Consider First Reading of an amendment to the City's FOIA policy. – City Clerk Jeremiah Jackson

Other Policy Items

- a. Consider a resolution to adopt a capital asset policy for the City of Clemson. – Finance Director Leslie Wilder
- b. Consider awarding a bid for phase 1 of the Clemson Park project to New Terrain Grading for \$377,422.79. – City Engineer Nathan Hinkle
- c. Consider approving the installation of traffic calming measures on Ashley Rd. at a cost not to exceed \$2,500.00. – City Engineer Nathan Hinkle
- d. Consider authorizing the Mayor to send a letter of support for House bill (H3292) allowing municipalities to adopt ordinances for night use of golf carts.– Police Chief Jorge Campos

Mayor-Council reports/comments/new business

Executive Session

- a. Receipt of legal advice where the legal advice relates to a pending, threatened, or potential claim and/or other matters covered by the attorney-client privilege, and/or settlement of legal claims, or the position of the public agency in other adversary situations involving the assertion against the agency of a claim (SC Code Section 30-4-70(a)(2)).

- i. Civil Action #2022CP3900034
- ii. Civil Action #2024CP3900901
- iii. Civil Action #2025CP3900042
- b.** Discussion of negotiations incident to proposed contractual arrangements and/or proposed sale or purchase of property (SC Code Section 30-4-70(a)(2))
 - i. Recreational Property

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

Adjourn

Regular Council Meeting
February 3rd, 2025
Council Chamber – Clemson City Hall

Call to Order: Mayor Robert Halfacre at 6:30 p.m. following the public hearing.

Invocation and Pledge of Allegiance: Council Member Evans

Members present: Mayor Halfacre presiding, Council Members Fulmer, Evans, Jones, Sherrill, and Smith.

Absent: Council Member Boatwright

Notification emailed: January 30th, 2025 to the *Greenville News*, the *Journal*, the *Independent Mail*, the *Post and Courier*, the *Pickens Sentinel*, the *Easley Progress*; WSNW Radio, WYFF, WSPA, and Fox Carolina.

Proclamations: Black History Month Honoree Linda Davis, Teen Dating Violence Awareness Month.

Public Session: Mayor Halfacre presiding – MyCivic comment from Nanda Edgerton, 213 Charleston Avenue, regarding the crosswalk in front of the Moda development. MyCivic comment from Nanda Edgerton, 213 Charleston Avenue, regarding the cost of the crosswalk sign in front of the Moda development. MyCivic comment from Stephanie Platt, 103 Mountain View Lane, regarding the American flag being at half-staff.

Approval of Minutes: Minutes from January 13th, 2025 were approved as presented.

Reports/Discussion

Staff Reports:

Deputy City Administrator Alli Gantte: introduced new Catbus Director Brian Fisher.

Planning and Development Director Nathan Woods: Discussed the Moda crosswalk issue. The City has been working with DOT and Kimley Horn to have a midblock pedestrian crossing and followed established guidelines. This project will be done in phases and crosswalks signs will be installed on a mast arm similar to a traffic light. Phase 1 of the project has been paid for and installed by the Moda development. Phase 2 will be paid for and installed by the Hub development. Papa John's has agreed to repaint the parking lot arrows for better traffic flow. Also proposed is painting the traffic island yellow and changing the crosswalk poles to be more visible.

Police Chief Campos mentioned an upcoming change from SCDOT to reduce the speed limit on College Avenue to 25 miles per hour from Edgewood Avenue to the lake.

Policy Action

Consider First Reading of an amendment to 2024-R-05(Vesting Non-Conformities). – Zoning Administrator Jacob Peabody. Planning Director Nathan Woods presented for Jacob. Council Member Sherrill discussed the difference of using the terminology “acts of god” versus “forces beyond the control of the owner”. Council Member Smith made a motion, seconded by Council Member Fulmer, to approve first reading of a text amendment to 2024-R-05 (Vesting Non-Conformities). Vote on this motion was unanimous.

Other Policy Action:

Review the Catbus Agency Safety Plan as required by the Federal Transit Administration. Interim Transit Administrator Sawyer Gambrell. Catbus Director Brian Fisher stepped in for Sawyer. Council Member Fulmer made a motion, seconded by Council Member Evans, to approve the Catbus Agency Safety Plan as required by the Federal Transit Administration. Vote on this motion was unanimous.

Mayor-Council reports/comments/new business

Mayor Halfacre: The Savannah Bananas event is sold out. Thank you to Clemson University for hosting.

Executive Session

Council Member Fulmer made a motion, seconded by Council Member Smith, to enter into Executive Session for Discussion of employment, appointment, compensation, promotion, demotion, discipline, and/or release of an employee, or a person regulated by a public body or the appointment of a person to a public body (SC Code Section 30-4-70(a)(1)): i. Sustainability Committee ii. Economic Development Advisory Committee b. Receipt of legal advice where the legal advice relates to a pending, threatened, or potential claim and/or other matters covered by the attorney-client privilege, and/or settlement of legal claims, or the position of the public agency in other adversary situations involving the assertion against the agency of a claim (SC Code Section 30-4-70(a)(2)). i. Civil Action#2022CP3900034 ii. Civil Action #2024CP3900901 iii. Civil Action #2025CP3900042 iv. 2022 Grange Annexation. Freedom of Information Act Policy c. Discussion of negotiations incident to proposed contractual arrangements and/or proposed sale or purchase of property (SC Code Section 30-4-70(a)(2))i. Recreational Property Vote on this motion was unanimous.

After discussion, motion was made, duly seconded, and unanimously voted to exit Executive Session and return to open session.

Following Executive Session,

Council Member Jones made a motion, seconded by Council Member Fulmer to appoint John Shaughnessy to the Economic Development Advisory Committee in the Highway 93 business owner position for a term of 3 years. Vote on this motion was unanimous.

Council Member Fulmer made a motion, seconded by Council Member Evans, to appoint Shelly Geer and John Heiliger each to a term of 2 years on the Sustainability Commission. Vote on this motion was unanimous.

There being no further business, a motion was made, duly seconded, and unanimously approved to adjourn the meeting at 9:04 p.m.

Respectfully submitted,

Approved

Jeremiah Jackson, MBL

By: _____
G. Robert Halfacre, Mayor



CITY OF CLEMSON
AGENDA ITEM REQUEST FORM

Requested By:

Date Submitted:

Council Meeting Date:

Type of Request: (check only one)

☐ Report/Discussion

☐ Policy/Action

☐ Executive Session

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

Agenda Item Detail: (expand as necessary for clarification)



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Most existing structures or uses built prior to the adoption of current standards (legal non-conformities) must currently be brought into conformance with all existing rules if they are repaired/reconstructed following significant damage/destruction, regardless of the cause. In many cases such repair/reconstruction results in either significant changes to the structure/use, or even prohibiting restoration altogether. Among the exceptions to this are a few culturally significant commercial structures identified by City Code, and residential structures situated in certain zoning districts that may be approved as special exceptions by the Board of Zoning Appeals, for both of which, the damage or destruction resulted from forces beyond the control of the owner.

This proposed text will allow us to treat all districts uniformly by extending the right to repair/reconstruct by vesting the status of legal non-conformance in all districts, provided the properties are otherwise in compliance with City Code, and the damages were caused by forces beyond the owner's control. It should be noted that in spite of the vesting provision, structures/uses would continue to be subject to any applicable architectural review district standards, with the Board of Architectural Review having the ability to waive requirements that negatively impact the repair/restoration. Additionally, the proposed change would have no impact on building, fire, and health/safety codes, all of which will be applied.

CODE OF ORDINANCES

CHAPTER 19 ZONING

ARTICLE VI. GENERAL AND SUPPLEMENTARY REGULATIONS

DIVISION 2. REGULATIONS GOVERNING LEGAL NONCONFORMITIES

Sec. 19-621. Nonconforming lots, uses, and/or structures.

E. Any legally nonconforming structure or use (hereafter “Nonconformance”) determined to be otherwise in compliance with the provisions of this Code that is *damaged, destroyed, or caused to be relocated by any means other than the voluntary, willful, and lawful action of the owner(s) (or their duly authorized agent, employee, or subordinate)*, may be repaired, rebuilt, or otherwise restored to the state, condition, and configuration in which it existed prior to being damaged or destroyed with no restriction placed on its continuation as a legal nonconformity. The following standards shall apply:

- 1) Any renovation, restoration, and/or construction activities associated with the repair or restoration of a Nonconformance permitted by this section shall meet all applicable adopted building, fire, and life-safety codes and regulations.
- 2) If said damage, destruction, or relocation of a Nonconformance results from an exercise of eminent domain by a duly authorized entity, it may be repaired/reconstructed or relocated, if possible, on another portion of the property on which it was situated prior to damage/destruction/relocation; or, if site conditions or other factors prohibit relocation on the same property, it may

2024-R-05 Proposed Text Amendment (Grandfathering Non-Conformities)

be relocated to an abutting lot under the same ownership, provided, however, said relocation does not result in the enlargement or increase of the legal nonconformance, nor does it create any safety hazard or direct negative impacts on an existing adjacent use.

- 4) A reconstructed and/or restored Nonconformance shall possess no more volume, lot coverage, or floor space than existed prior to damage/destruction.
- 5) A Nonconformance reconstructed or otherwise restored under the provisions of this section shall, to the extent possible, meet adopted open space requirements for such structures/uses. In no event, however, shall the total open space be less than existed prior to damage/destruction.
- 6) Any Nonconformance located in an Architectural Overlay District shall conform to current Architectural Overlay District standards. The Board of Architectural Review (BAR) may grant waivers (with or without conditions) from standards that prohibit or otherwise negatively impact reconstruction/restoration.
- 7) All activities associated with the repair, reconstruction/restoration, and relocation of a Nonconformance permitted by this section shall be completed within thirty-six (36) months after the date of damage, destruction, or relocation; the Zoning Administrator may grant an extension of up to twelve (12) months for demonstrated cause. Failure to complete such activities within the approved timeframe shall be considered to be, and shall be dealt with as, a violation of this Chapter.
- 8) The ability of an owner to relocate, reconstruct, restore, and continue use of a Nonconformance as permitted by this section shall be by right, and as such shall not be subject to the review and approval as a Special Exception, variance, or other form of relief granted by the Board of Zoning Appeals.

~~The proposed repair or reconstruction of any structure damaged as a result of any cause whatsoever, provided the cost of the repair/reconstruction of said structure is greater than fifty (50) percent of its fair market value immediately prior to damage, shall result in the loss of nonconformity rights and subject said structure to strict conformity to these standards. However, any duly permitted legally nonconforming residential structure located in the R-20, R-12, RM-1 and RM-2 Residential Districts deemed by the Zoning Administrator to have been in compliance with all applicable City standards and requirements (other than said legal nonconformity) prior to being damaged as a result of fire, or other cause beyond the control of the owner, may be granted a restoration of nonconformity rights, with or without conditions, as a Special Exception by the Board of Zoning Appeals.~~



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FOIA POLICY



FREEDOM OF INFORMATION ACT POLICY AND FEE SCHEDULE

SOUTH CAROLINA LAW PROVIDES THAT IT IS A CRIME TO KNOWINGLY OBTAIN OR USE PERSONAL INFORMATION FROM A PUBLIC BODY FOR CERTAIN COMMERCIAL PURPOSES.

The City of Clemson, South Carolina (“City”) adopts this Policy and Fee Schedule in compliance with the South Carolina Freedom of Information Act, codified in South Carolina Code Annotated section 30-4-10, *et seq.* (collectively, “FOIA”).

FOIA requests should be directed to: FOIA Response Manager at FOIA@cityofclemson.org.

Mailing Address:

City of Clemson

Attn: FOIA Response Manager

1250 Tiger Blvd, Suite 1

Clemson, SC 29631

Following receipt of a written request for public records (**other than law enforcement related records**) under FOIA, the City will determine if any potentially responsive public records are in the custody of the City. The City will notify, in writing, the requestor of the City’s determination: (a) for records less than two years old, no more than ten business days following the date of the City’s receipt of the request; and (b) for records more than two years old, no more than 20 business days following the date of the City’s receipt of the request. A business day excludes Saturdays, Sundays, and all legal public holidays, whether federal, state, or local.

If the City determines that the requested public records are in the custody of the City and available and are not exempt from disclosure, then the City will provide the public records to the requestor (a) for records less than two years old, no more than thirty calendar days following the date of the City’s written determination; and (b) for records more than two years old, no more than thirty-five calendar days following the date of the City’s written determination.

Upon receipt of costs and fees as outlined in this Policy and Fee Schedule, the City will provide access to or copies of public records in the City’s custody unless the records are exempt from disclosure (a) under FOIA, or (b) according to other applicable state law or federal law. Based on the City’s determination of the sensitivity of the public record requested (*for example*, whether the public record contains information of a sensitive personal nature, business income-related information, information related to potential or pending litigation, or attorney-client or work-product materials), the City will withhold an entire public record unless a portion of the public record may be sufficiently redacted to protect the sensitive information, in which case the City will redact the public record prior to release. In the absence of specific direction from City Council to the contrary, the City staff shall take precautions to ensure no exempt material is inadvertently disclosed.

For any request to ~~inspect~~, copy, or receive an electronic transmission of public records, the City shall set reasonable limitations on the time, place, and manner of access to public records; ~~which may include, for example, access during designated hours/days, a “reading room,” a logon requirement for a FOIA dedicated computer system.~~

Except as may otherwise be required by FOIA or other applicable state law or federal law, the City is required neither to create a public record (in any form) where either the public record or the requested form of the public record does not already exist nor to answer questions regarding public records, except to the extent necessary to provide the requestor with information regarding the City's FOIA policy and process and the production or transmittal of public records.

The City will provide each public record in a form that is convenient and practical for use by the requestor, to the extent, and only to such extent, as it is equally convenient for the City to provide the public records in the requested form. Once the City provides a public record to a requestor, a copy of the request and responsive public record(s) shall be published to a website maintained by the City for such purpose.

The following public records are available on the City's website, and, are therefore not subject to public inspection and copying at City Hall:

- (1) minutes of the meetings of the City for the prior six months;
- (2) all reports identified in South Carolina Code Annotated section 30-4-50(A)(8), for no less than 14 days; and
- (3) all documents produced by the City or its agent that were distributed to or reviewed by a member of City Council during a public meeting, not including any portion of a meeting held in executive session, for the preceding six-month period.

Upon written request and payment of any applicable costs and fees, the City shall copy and transmit such public records to a requestor.

The City adopts the Fee Schedule, which is attached to this Policy. To the best of the City's calculation, the costs and fees contained in the Fee Schedule do not exceed (a) the actual cost of the search, retrieval, and redaction (which may include the use of one or more attorneys to review such records at the attorney's standard hourly rates) of records, (b) the prorated hourly salary of the lowest paid employee who, in the reasonable discretion of the custodian of the records, has the necessary skill and training to perform the request, and (c) for copying, shall not exceed the prevailing commercial rate for the production of such copies. Further, the City shall not charge for copying public records that are stored by the City and provided to a requestor in electronic form. However, for public records that are not stored by the City in electronic format and the City agrees to provide such public records in electronic format, the City shall charge the appropriate staff time and a related technology fee for converting such public records to electronic form and providing a means of transferring the public records electronically.

A DEPOSIT IS REQUIRED prior to searching for and/or copying records pursuant to a request, if the search and/or retrieval time is anticipated to be greater than 30 minutes and/or the number of pages to be produced is anticipated to be greater than 10 pages. The deposit is equal to 25% of the reasonably anticipated cost and fees for reproduction of the public records. If a deposit is required, then the public records will be furnished (a) for records less than two years old, no more than thirty calendar days following the City's receipt of the applicable deposit; and (b) for records more than two years old, no more than thirty-five calendar days following the City's receipt of the applicable deposit. No public records shall be provided to the requestor prior to the balance being paid-in-full at time of production or transmittal.

Any deadline contemplated under FOIA may be extended by written, mutual agreement (which shall not be unreasonably withheld) of the City and the requestor.

Fee Schedule

The City's costs and fees shall be uniformly applied to each requestor.

If the search/retrieval time is less than half an hour and/or the total number of documents responsive to the request is 10 pages or less, no costs or fees will be charged.

The City shall not otherwise waive or discount the costs or fees associated with any request.

	Minutes/Hours	X Rate	= Cost
Search/Retrieval Time		\$*	
Copies	Number of Pages	Unit Price	
Black-white paper records/Standard reports 8.5x11		\$0.25/page	
Color paper records/Standard reports 8.5x11		\$0.50/page	
Standard maps/Plots up to 11x17 black-white		\$0.50/each	
Standard maps/Plots up to 11x17 color		\$1.00/each	
Standard maps/Plots larger than 11x 17		\$5.00/each	
Microfiche/Microfilm copies (black-white)		\$0.25/each	
CD/DVD		\$1.00/each	
Flash Drive		\$12.00/each	
TOTAL COST			

*Based on the prorated hourly salary of the lowest paid employee who, in the reasonable discretion of the custodian of the records, has the necessary skill and training to perform the request. This may also include the use of one or more attorneys to review such records at the attorney's standard hourly rates.



CITY OF Clemson SOUTH CAROLINA

South Carolina law provides that it is a crime to knowingly obtain or use personal information from a public body for commercial solicitation.

FOIA Records Request

Please Print

Name _____ Date Requested _____

Address _____ Daytime Phone _____

City/State/Zip _____ Cellular Phone _____

Agency, Firm, or Organization _____

Address (if different) _____ Daytime Phone _____

City/State/Zip _____ Cellular Phone _____

Requested Delivery:

Mail _____ Pick Up _____ Email _____ Email Address _____

Information Requested (attach additional description, if required):



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STATE OF SOUTH CAROLINA)
COUNTY OF PICKENS)
CITY OF CLEMSON)

RESOLUTION R-2025-01

A RESOLUTION TO ADOPT A CAPITAL ASSET POLICY FOR THE CITY OF CLEMSON

WHEREAS, the City of Clemson, a body politic and corporate and a political subdivision of the State of South Carolina (the “City”), acting by and through its City Council (the “City Council”) has previously adopted the City of Clemson Ordinance #CC-2025-01 Amending text of Chapter 7, Sec 7-8, Fixed Assets;

WHEREAS, the City recognizes the importance of appropriately recording and accounting for its Capital Assets;

WHEREAS, the City in keeping with standards set forth by the Governmental Accounting Standards Board desires to establish a Capital Asset Policy;

WHEREAS, the establishment of a Capital Asset Policy will ensure adequate control of the City’s capital assets;

WHEREAS, the Capital Asset Policy will establish capitalization thresholds and asset disposal procedures;

NOW, THEREFORE, Clemson City Council resolves to create and implement a Capital Asset Policy as required by City Code Chapter 7, Sec 7-8 dated this date. The Capital Asset Policy is attached hereto and incorporated herein.

AND IT IS SO RESOLVED this 17th day of February 2025.

Mayor Robert Halfacre

(seal)

Attest:

Jeremiah Jackson, City Clerk



CAPITAL ASSET POLICY

February 2025

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TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
CHAPTER 1- INTRODUCTION.....	3
OVERVIEW.....	3
PURPOSE.....	3
CHAPTER 2- ACCOUNTING AND FINANCIAL REPORTING.....	4
THRESHOLDS.....	4
ACQUISITION & INVENTORY.....	5
CHAPTER 3-DEFINITIONS.....	6
CHAPTER 4-DISPOSAL OF SURPLUS PROPERTY.....	10
SURPLUS PERSONAL PROPERTY.....	10

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	\$1	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:

Date Submitted:

Council Meeting Date:

Type of Request: (check only one)

☐ Report/Discussion

☐ Policy/Action

☐ Executive Session

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

Agenda Item Detail: (expand as necessary for clarification)

CITY OF CLEMSON BID TABULATION

Project Clemson Park Phase 1

Date &
Time of 2/7/2025 2:00 PM
Opening

Place of
Opening Clemson City Hall Engineering Conference Room

				JM Cope, Inc		P & F Construction		Construction Resource Group, INC		Foothills Contracting Service LLC		New Terrain Grading			
Item number	Item	Unit	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Mobilization	LS	1	\$27,000.00	\$27,000.00	\$27,500.00	\$27,500.00	\$15,000.00	\$15,000.00	\$10,600.00	\$10,600.00	\$26,913.00	\$26,913.00		
2	Erosion Control	LS	1	\$20,839.00	\$20,839.00	\$21,000.00	\$21,000.00	\$8,500.00	\$8,500.00	\$12,680.00	\$12,680.00	\$11,906.00	\$11,906.00		
3	Clearing & Grubbing	LS	1	\$21,420.00	\$21,420.00	\$17,250.00	\$17,250.00	\$8,000.00	\$8,000.00	\$4,000.00	\$4,000.00	\$3,824.00	\$3,824.00		
4	Tree Removal	Each	17	\$1,006.18	\$17,105.06	\$800.00	\$13,600.00	\$1,000.00	\$17,000.00	\$1,250.00	\$21,250.00	\$224.94	\$3,823.98		
5	Demolition	LS	1	\$7,568.00	\$7,568.00	\$4,000.00	\$4,000.00	\$15,000.00	\$15,000.00	\$8,000.00	\$8,000.00	\$3,322.00	\$3,322.00		
6	15" HDPE	LF	228	\$137.13	\$31,265.64	\$52.63	\$11,999.64	\$45.00	\$10,260.00	\$150.00	\$34,200.00	\$109.42	\$24,947.76		
7	24" HDPE	LF	10	\$968.20	\$9,682.00	\$210.00	\$2,100.00	\$130.00	\$1,300.00	\$200.00	\$2,000.00	\$247.80	\$2,478.00		
8	8" PVC (Storm)	LF	25	\$282.44	\$7,061.00	\$100.00	\$2,500.00	\$35.00	\$875.00	\$100.00	\$2,500.00	\$159.81	\$3,995.25		
9	12" PVC (Storm)	LF	43	\$290.49	\$12,491.07	\$62.80	\$2,700.40	\$45.00	\$1,935.00	\$60.00	\$2,580.00	\$141.94	\$6,103.42		
10	Underground Detention (Storm)	LS	1	\$300,750.00	\$300,750.00	\$221,160.00	\$221,160.00	\$255,500.00	\$255,500.00	\$243,500.00	\$243,500.00	\$183,657.00	\$183,657.00		
11	Grate Inlet <10'	Each	6	\$7,966.60	\$47,799.60	\$4,250.00	\$25,500.00	\$2,500.00	\$15,000.00	\$1,000.00	\$6,000.00	\$2,357.25	\$14,143.50		
12	Area Drain	Each	6	\$7,513.83	\$45,082.98	\$3,334.00	\$20,004.00	\$2,500.00	\$15,000.00	\$1,000.00	\$6,000.00	\$4,142.48	\$24,854.88		
13	Skate Park Grading	LS	1	\$111,521.00	\$111,521.00	\$44,617.00	\$44,617.00	\$10,000.00	\$10,000.00	\$30,000.00	\$30,000.00	\$17,863.00	\$17,863.00		
14	Temporary Stabilization	LS	1	\$20,000.00	\$20,000.00	\$5,500.00	\$5,500.00	\$7,500.00	\$7,500.00	\$5,000.00	\$5,000.00	\$1,749.00	\$1,749.00		
15	Spohn Ranch Coordination	Month	6	\$13,134.50	\$78,807.00		\$2,500.00	\$2,500.00	\$15,000.00	\$1,000.00	\$6,000.00	\$1,307.00	\$7,842.00		
Total Base					\$758,392.35		\$421,931.04		\$395,870.00		\$394,310.00		\$337,422.79		\$0.00

Certified By:

Timothy B. Burt

City of Clemson Procurement

Date: 2/7/2025

CLEMSON PARK

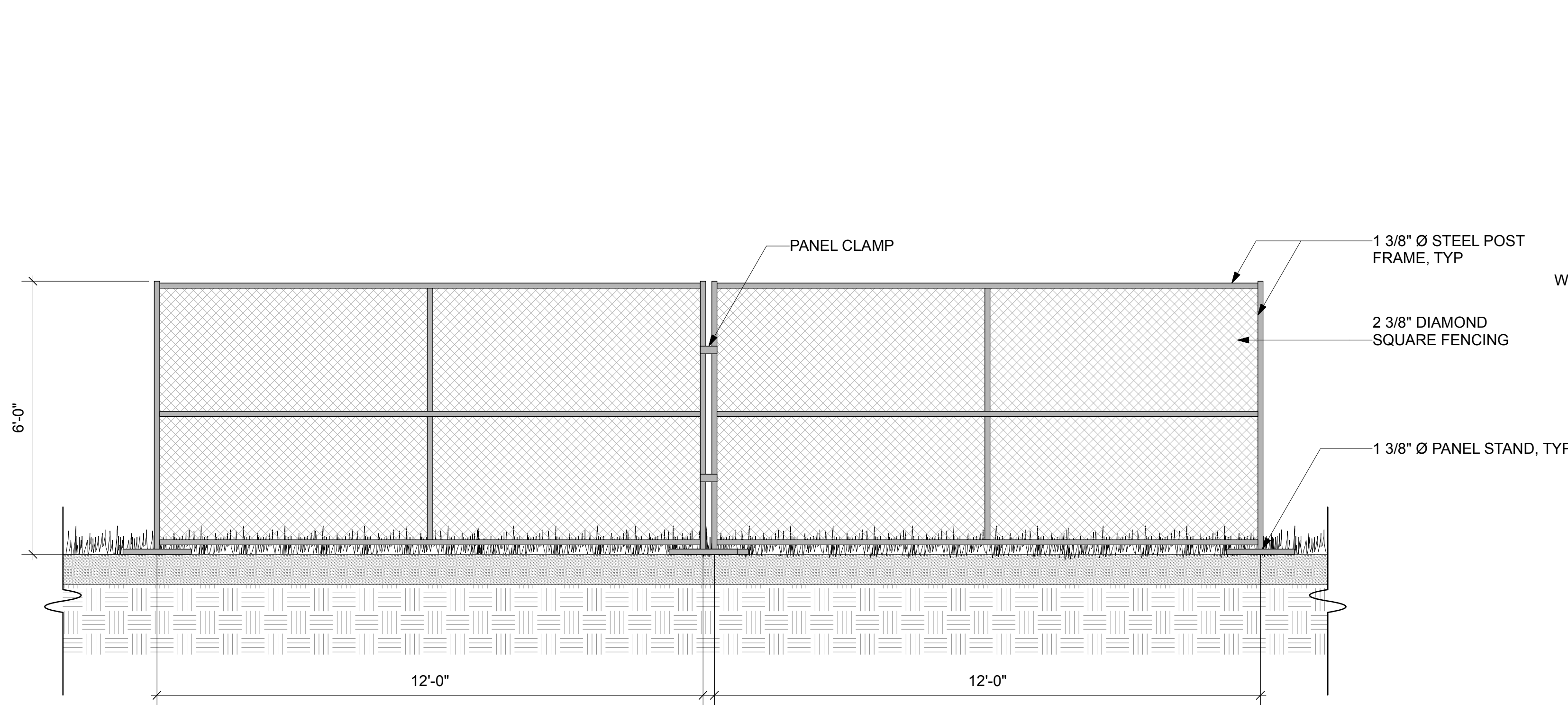
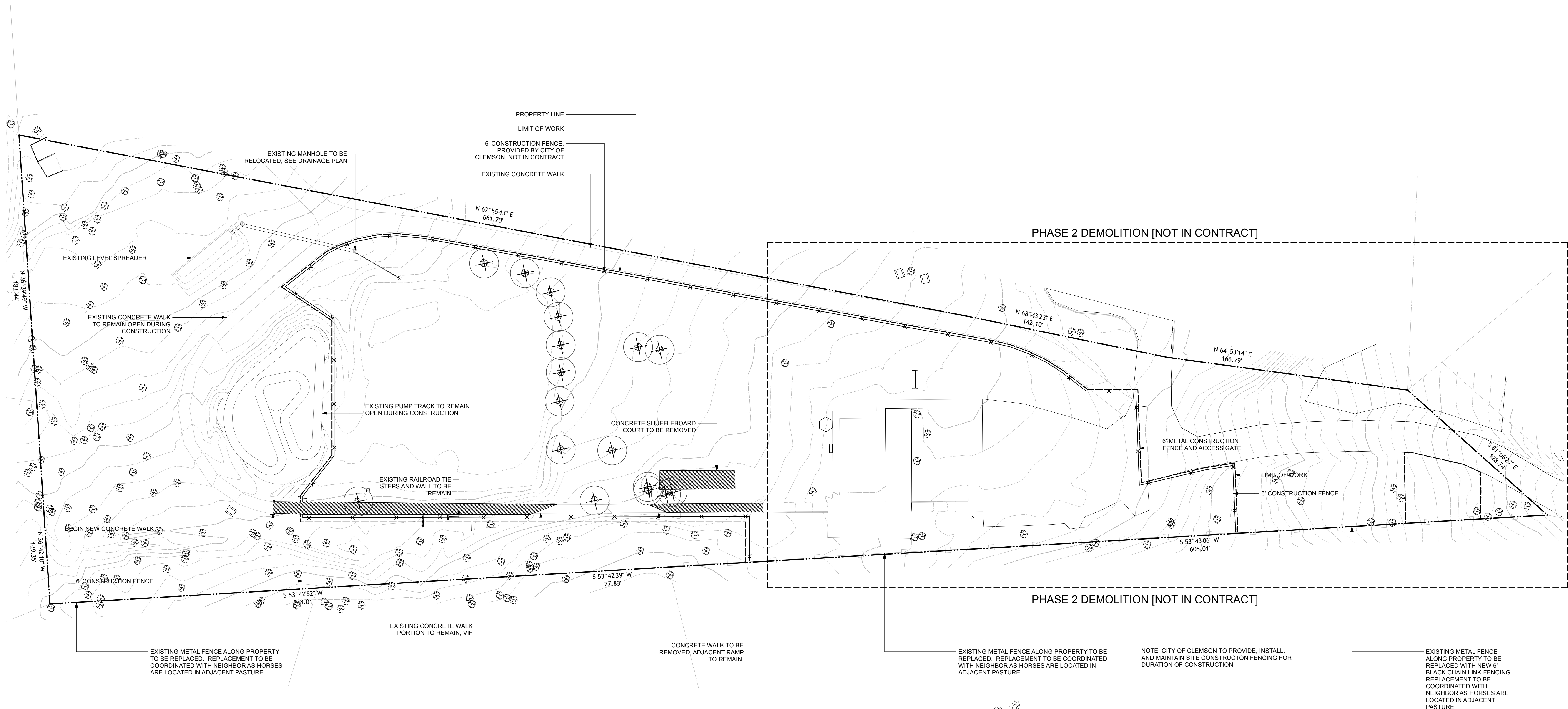
CLEMSON, SC

GENERAL NOTES

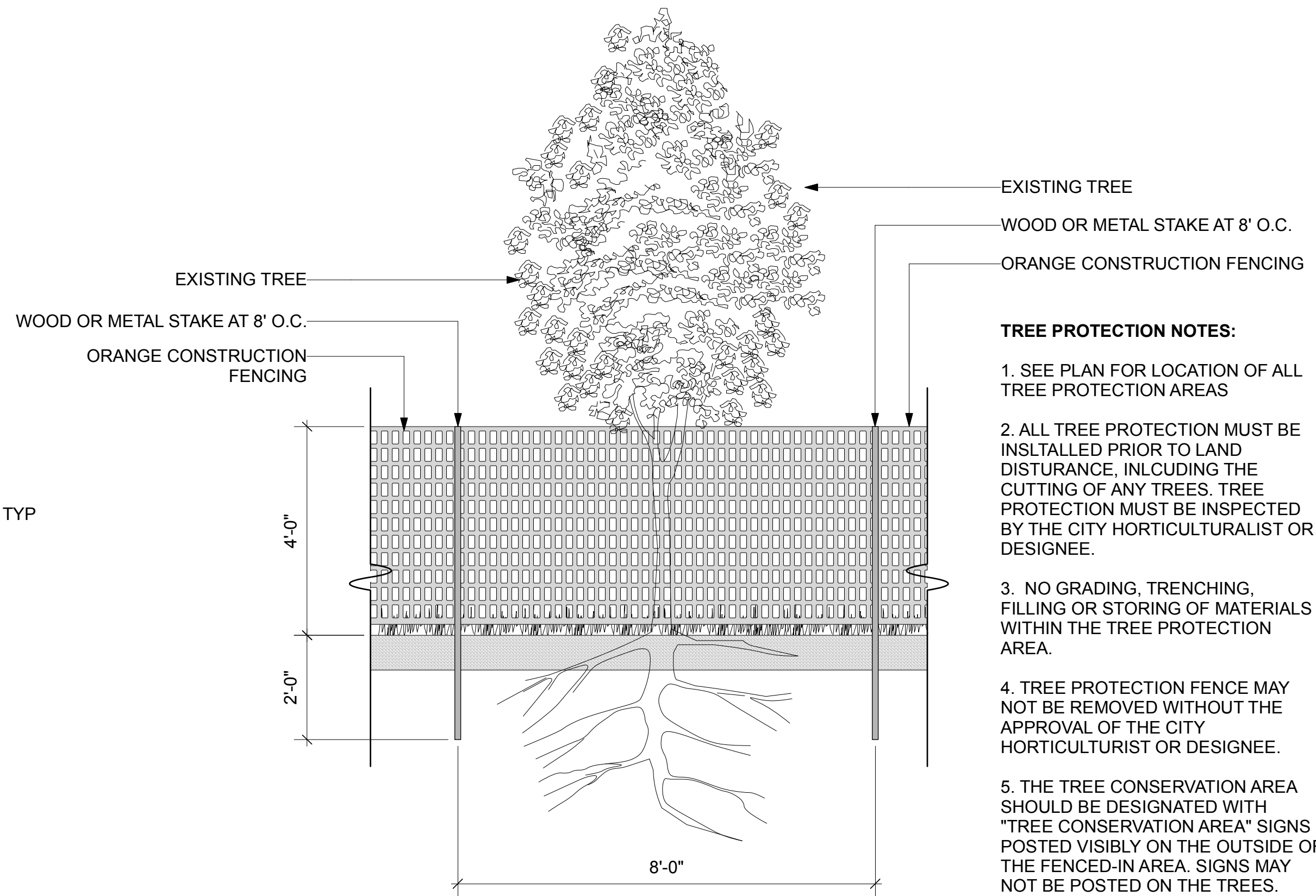
- Existing conditions and topography data are from a survey prepared by Ridgewater Engineering & Surveying, P.O. Box 806 Anderson, SC 29622. (864) 228-0980
- Contractor shall verify location of any existing utilities and services and provide protection during construction. Utilities damaged during construction shall be repaired at contractor's expense.
- Contractor shall obtain permits for the work as required and comply with all laws, ordinances, rules and regulations of the local jurisdiction, the state, and all other authorities having jurisdiction.
- Contractor shall leave site clean and orderly during construction process. Remove from site all excess materials, soil, debris and equipment. Store materials only in an approved location.

SITE DEMOLITION NOTES

- Contractor shall verify all existing conditions in the field and report any discrepancies between plans and actual conditions to Landscape Designer before beginning work.
- Tree and shrub removal shall include the felling, cutting, grubbing out of roots and satisfactory off-site disposal of all stumps, vegetative and extraneous debris produced through the removal operations.
- Existing trees and shrubs to remain shall not be altered under any circumstances and must remain in the same condition as observed prior to construction.
- Existing trees, shrubs, and perennials/groundcover to be relocated shall be balled and burlapped, heeled-in and maintained (including watering, pruning, fertilization, etc.) by contractor on-site until new planting area is prepared.
- No heavy machinery is to be used within the root system of existing trees. Excavation within root system zones is to be performed by hand.
- Any items scheduled to remain which are damaged by Contractor's operations shall be replaced Contractor's expense.
- Any plants scheduled to be relocated and stockpiled on site which are damaged by Contractor's operations shall be replaced Contractor's expense.
- Area for stockpiled items shall be located by Landscape Designer and approved by owner prior to removal operations.
- Contractor shall leave work site free of any debris at the end of each day's operations.



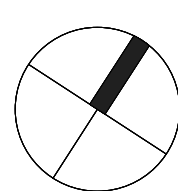
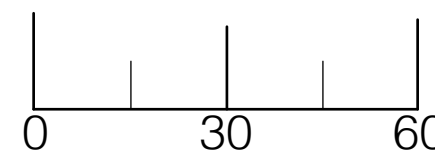
1 Construction Fence [Provided by City of Clemson]
Scale: 1/2" = 1'-0"



2 Tree Protection Fence
Scale: 1/2" = 1'-0"

LEGEND

PROPERTY LINE	---
LIMIT OF WORK	---
6' CONSTRUCTION FENCE	---
STRUCTURE TO BE REMOVED	---
4' TREE PROTECTION FENCE	---
EXISTING TREE TO REMOVE	---



RDO

RUSSELL DESIGN OFFICE
Clemson
864.643.7794

Revisions		
Number	Date	Description
1	6.16.24	50% Progress Set
2	10.01.24	90% CD
3	11.01.24	100% CD

Scale 1"=30'-0"

Date 8/16/24

Title

Site Preparation
Plan

Sheet No

L-1.0



CITY OF CLEMSON
AGENDA ITEM REQUEST FORM

Requested By:

Date Submitted:

Council Meeting Date:

Type of Request: (check only one)

☐ Report/Discussion

☐ Policy/Action

☐ Executive Session

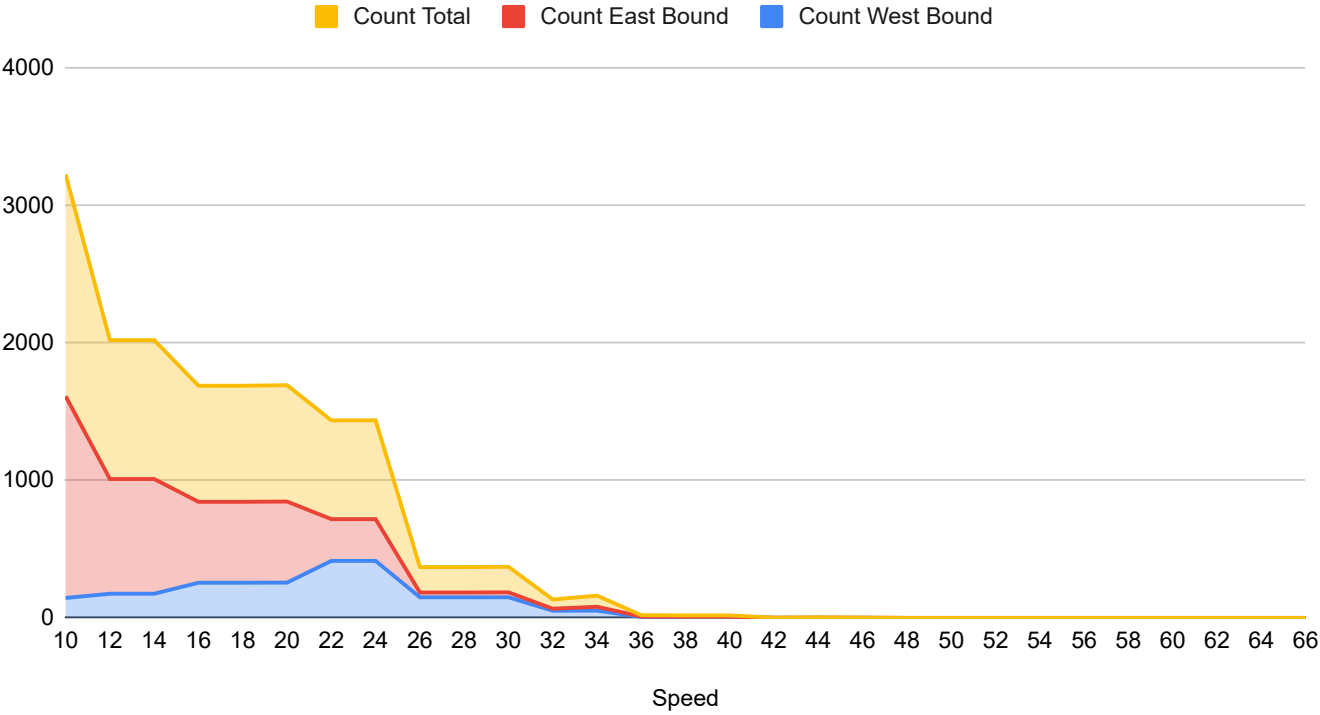
Agenda Item Summary: (brief for public information and posted agenda)

Agenda Item Detail: (expand as necessary for clarification)

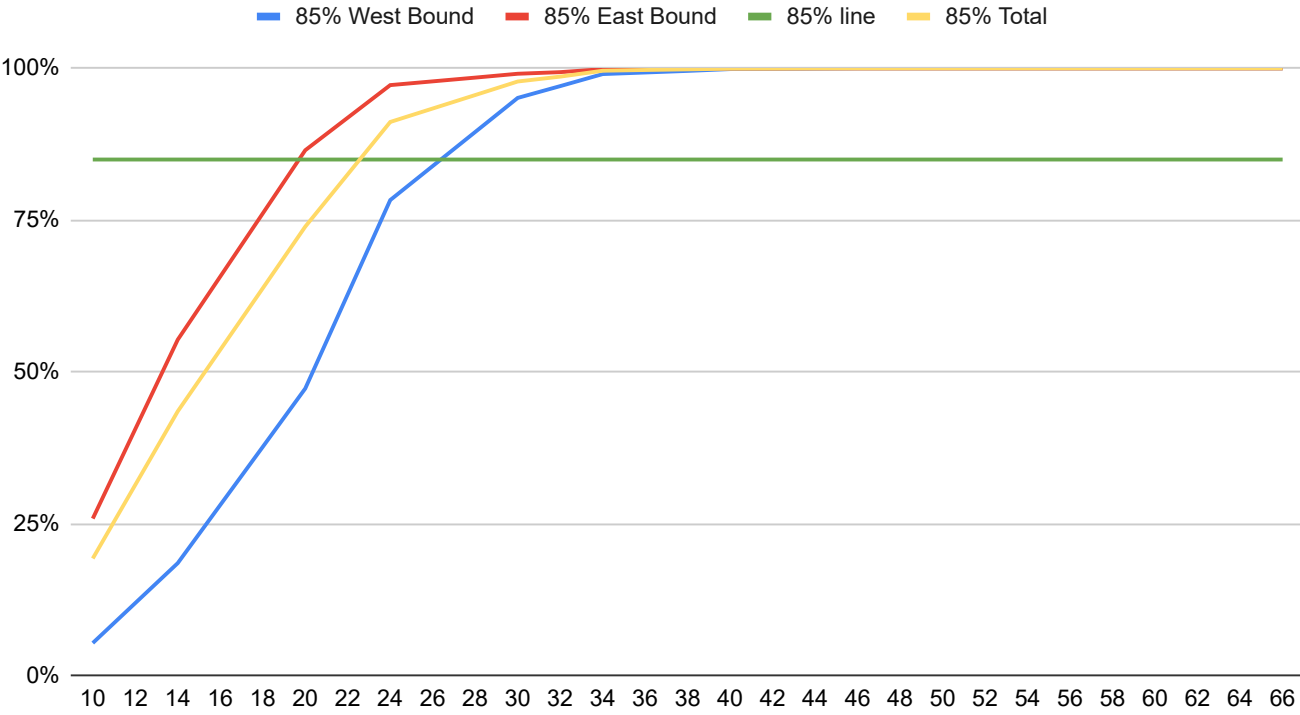
Speed	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38	40	42	44	46	48	50	52	54	56	58	60	62	64	66
Count West Bound	145	176	176	256	256	257	415	415	150	150	150	52	53	7	7	8	1	1	1	0	0	0	0	0	0	0	0	0	0
85% West Bound	5.42%	12.00%	18.57%	28.14%	37.71%	47.31%	62.82%	78.33%	83.93%	89.54%	95.14%	97.09%	99.07%	99.33%	99.59%	99.89%	99.93%	99.96%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Count East Bound	1469	835	835	589	589	590	304	304	35	35	36	15	28	3	2	1	0	1	0	0	0	0	0	0	0	0	0	0	0
85% East Bound	25.90%	40.63%	55.35%	65.74%	76.12%	86.53%	91.89%	97.25%	97.87%	98.48%	99.12%	99.38%	99.88%	99.93%	99.96%	99.98%	99.98%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Count Total	1614	1011	1011	845	845	847	719	719	185	185	186	67	81	10	9	9	1	2	1	0	0	0	0	0	0	0	0	0	0
85% Total	19.34%	31.45%	43.56%	53.68%	63.81%	73.95%	82.57%	91.18%	93.40%	95.62%	97.84%	98.65%	99.62%	99.74%	99.84%	99.95%	99.96%	99.99%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
85% line	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85

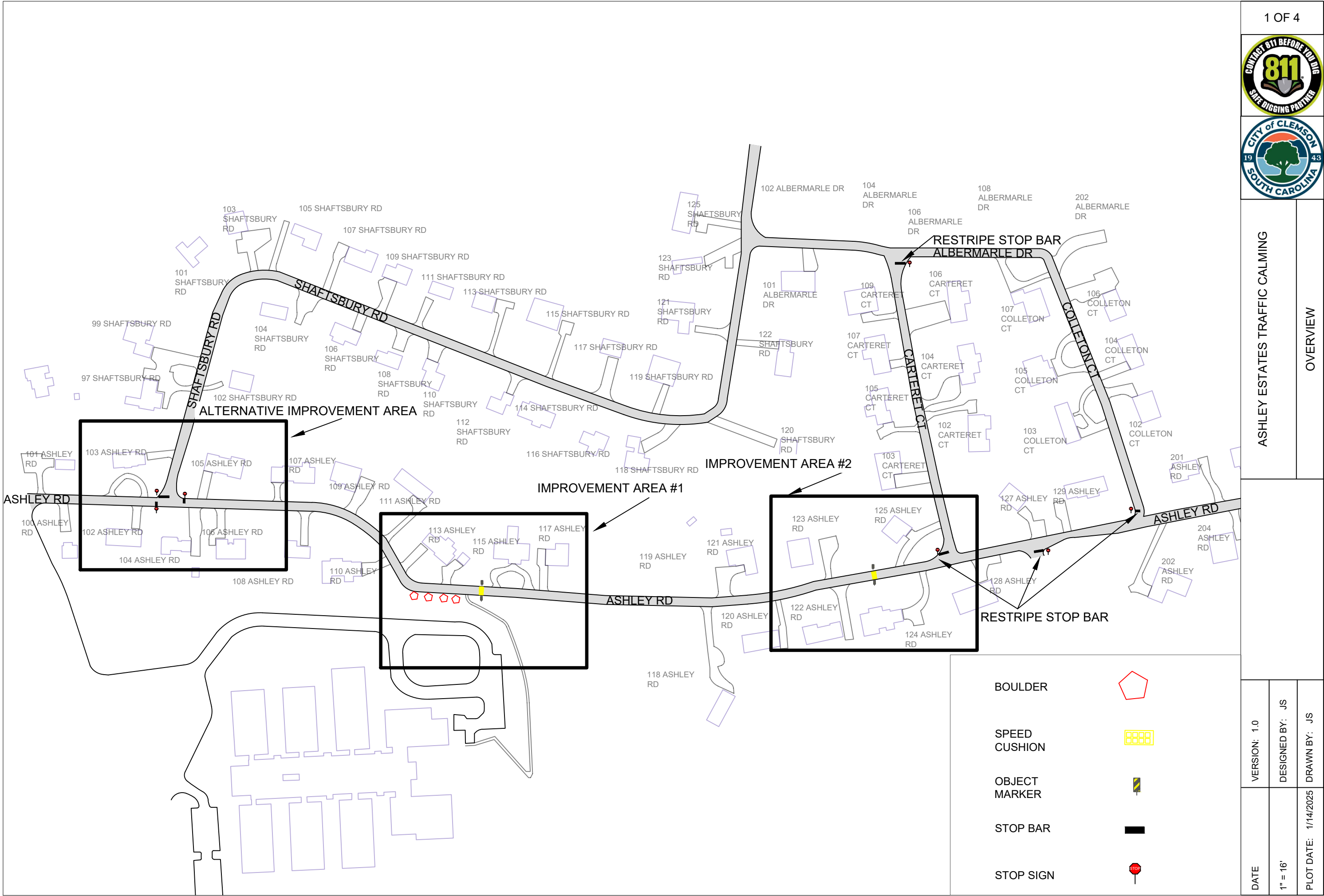
	Vehicle Count	85% Percentile	Average	
Count West Bound	2676	26.2 MPH	20.9	(Towards Berkeley)
Count East Bound	5671	19.5 MPH	15.3	(Towards interior of neighborhood)
Count Total	8347	22.3 MPH	17.1	

Aggregate Speed Data



85 Percentile Speed Chart

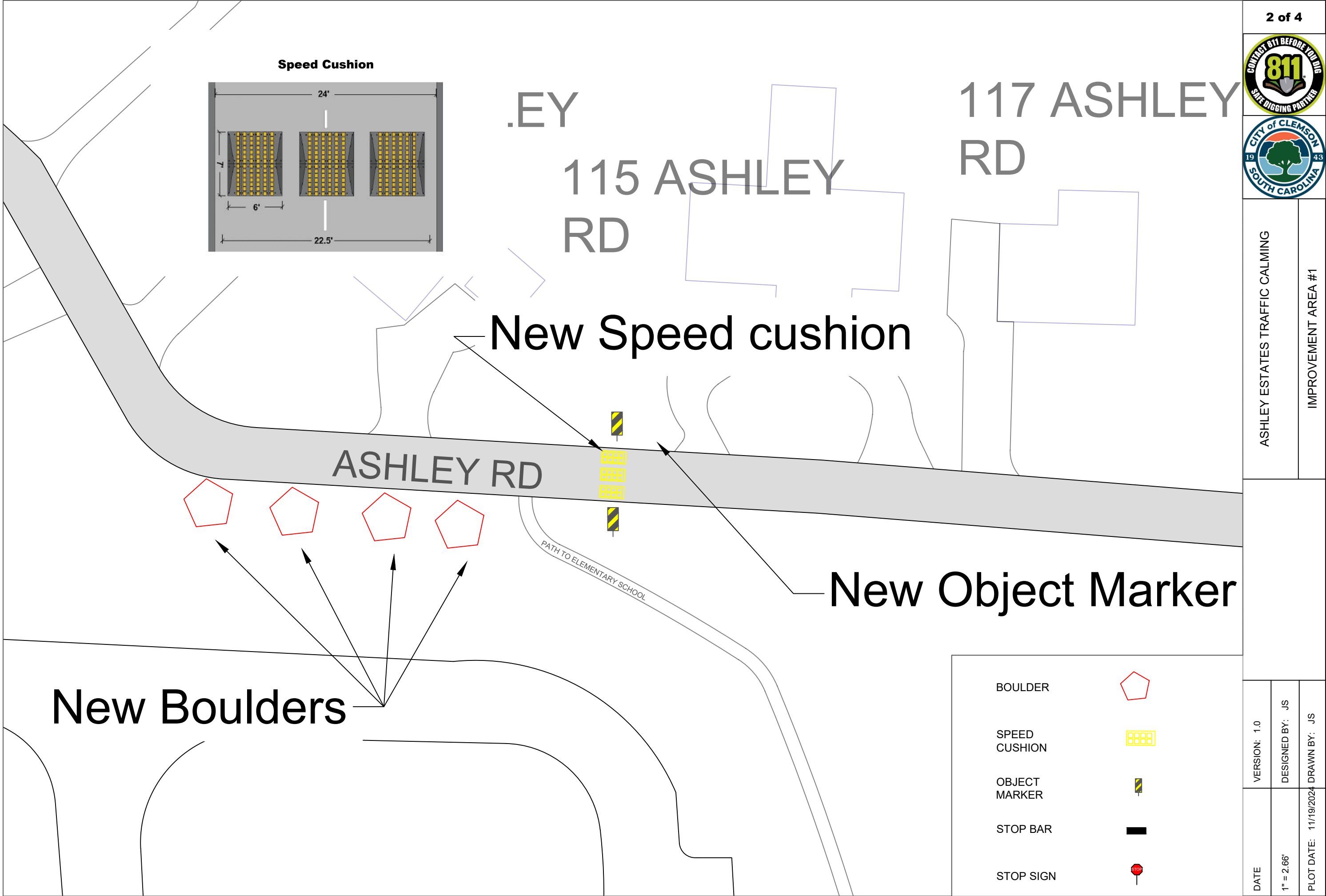




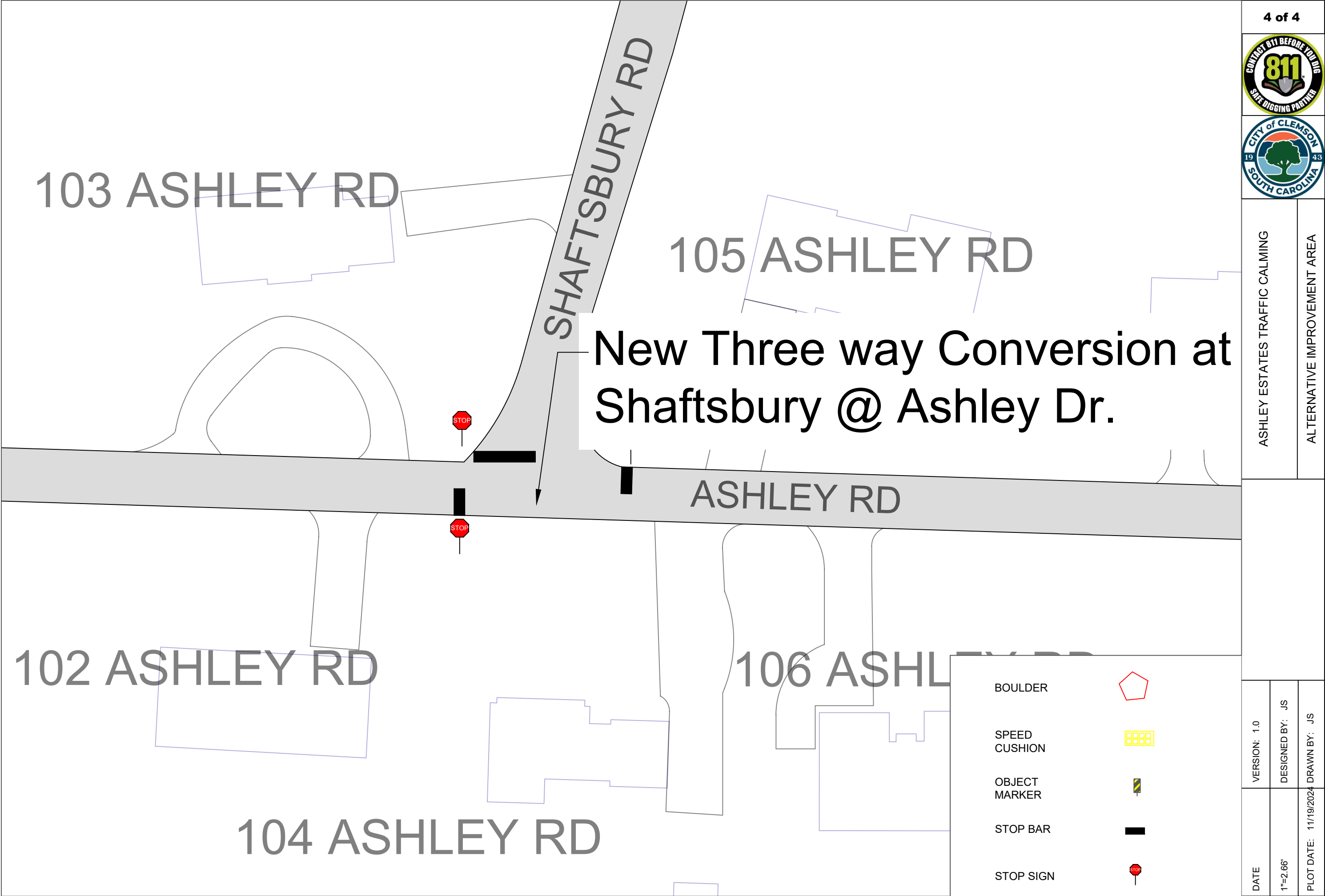
ASHLEY ESTATES TRAFFIC CALMING

OVERVIEW

DATE	VERSION: 1.0	DESIGNED BY: JS	DRAWN BY: JS
	1" = 16'	1/14/2025	









CITY OF CLEMSON
AGENDA ITEM REQUEST FORM

Requested By:

Date Submitted:

Council Meeting Date:

Type of Request: (check only one)

☐ Report/Discussion

☐ Policy/Action

☐ Executive Session

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

Agenda Item Detail: (expand as necessary for clarification)

golf cart found 12 times. 

H 3292

Session 126 (2025-2026)

[View Full Text](#)

H 3292 General Bill, By Hixon, Pedalino and W. Newton

A BILL TO AMEND THE SOUTH CAROLINA CODE OF LAWS BY AMENDING SECTION 56-2-105, RELATING TO **GOLF CART**  PERMITS AND THE OPERATION OF GOLF CARTS, SO AS TO PROVIDE CERTAIN MUNICIPALITIES AND COUNTIES MAY ENACT ORDINANCES TO ALLOW GOLF CARTS TO OPERATE IN DESIGNATED AREAS WITHIN THEIR JURISDICTIONS AT NIGHT.

Date	Body	Action Description with journal page number
12/5/2024	House	Prefiled
12/5/2024	House	Referred to Committee on Education and Public Works

VERSIONS OF THIS BILL

12/05/2024

H. 3292

A BILL

TO AMEND THE SOUTH CAROLINA CODE OF LAWS BY AMENDING SECTION **56-2-105**, RELATING TO ~~§~~**GOLF CART**~~§~~ PERMITS AND THE OPERATION OF GOLF CARTS, SO AS TO PROVIDE CERTAIN MUNICIPALITIES AND COUNTIES MAY ENACT ORDINANCES TO ALLOW GOLF CARTS TO OPERATE IN DESIGNATED AREAS WITHIN THEIR JURISDICTIONS AT NIGHT.

Be it enacted by the General Assembly of the State of South Carolina:

SECTION 1. Section **56-2-105**(F) of the S.C. Code is amended to read:

(F)(1) A political subdivision may, on designated streets or roads within the political subdivision's jurisdiction, reduce the area in which a permitted ~~§~~**golf cart**~~§~~ may operate from four miles to no less than two miles.

(2) A political subdivision may, on primary highways, secondary highways, streets, or roads within the political subdivision's jurisdiction, create separate ~~§~~**golf cart**~~§~~ paths on the shoulder of its primary highways, secondary highways, streets and roads for the purpose of ~~§~~**golf cart**~~§~~ transportation, if:

- (a) the political subdivision obtains the necessary approvals, if any, to create the ~~§~~**golf cart**~~§~~ paths; and
- (b) the ~~§~~**golf cart**~~§~~ path is:
 - (i) separated from the traffic lanes by a hard concrete curb;
 - (ii) separated from the traffic lanes by parking spaces; or
 - (iii) separated from the traffic lanes by a distance of four feet or more.

(3) In ~~a county with a population of no less than one hundred fifty thousand and no more than two hundred fifty thousand persons~~all counties:

(a) ~~if a municipality has jurisdiction over a barrier island, the~~ a municipality may enact an ordinance allowing for the operation of a ~~§~~**golf cart**~~§~~ at night ~~on in~~ designated ~~portions of the barrier island areas~~ within the municipality, provided the ~~§~~**golf cart**~~§~~ is equipped with working headlights and rear lights; or

(b) if a barrier island or county is not within the jurisdiction of a municipality, the county in which the barrier island or county is located may enact an ordinance allowing for the operation of a ~~§~~**golf cart**~~§~~ at night ~~on in~~ designated portions of the county, provided the ~~§~~**golf cart**~~§~~ is equipped with working headlights and rear lights.

If a municipality or county enacts an ordinance allowing golf carts to operate at night, the ordinance shall contain a description of the boundary of the designated area on a barrier island, the requirements of subsection (C), other than operation in daylight hours only, shall still apply to all permitted golf carts.

(4) A political subdivision may not reduce or otherwise amend the other restrictions placed on the operation of a permitted ~~§~~**golf cart**~~§~~ contained in this section.

SECTION 2. This act takes effect upon approval by the Governor.

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This web page was last updated on December 6, 2024 at 11:15 AM

Legislative Services Agency
<http://www.scstatehouse.gov>