



August 1, 2011

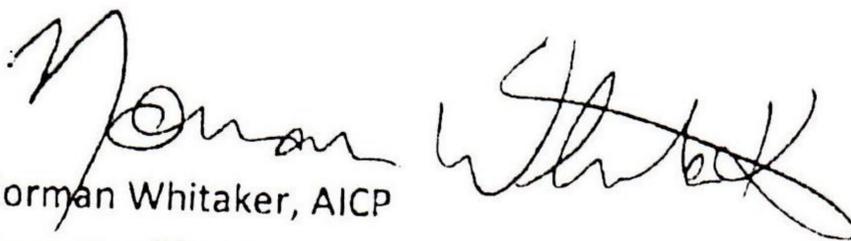
The Honorable Richard W. Thomas
Mayor of Arcadia Lakes
27 Huntwick Court
Columbia, SC 29206

Dear Mayor Thomas:

Thank you for meeting with Wayne Shuler, Mayor Pro Tem Bishop and me on July 28 to discuss the Town of Arcadia Lakes' needs for technical assistance. The Town is to be applauded for taking proactive steps to prepare for the future.

I have attached a proposal for the services we discussed, with cost estimates. I have also included cost estimates for preparing an updated Comprehensive Plan for the Town. If you have any questions about the proposal, please contact me or Wayne Shuler.

Sincerely,


Norman Whitaker, AICP
Executive Director

cc: Councilman Bob Bishop

COST PROPOSAL: ARCADIA LAKES PLANNING FOR A BETTER FUTURE ACTION STEPS

Central Midlands Council of Governments, August 1, 2011

	<u>Begin</u>	<u>End</u>	<u>Cost</u>
STEP 1: Endorse Long Term Goals	8/15/2011	10/31/2011	\$750
STEP 2: Research and report the pros and cons of 3 options	11/1/2011	4/1/2012	\$3,000
STEP 3: Educate the citizens on the options	4/1/2012	6/1/2012	\$750
STEP 4: Solicit citizen feedback	6/1/2012	11/15/2012	\$1,500
STEP 5: Make decision on future options	11/1/2012	2/1/2013	<u>hourly</u>
TOTAL			\$6,000
Other Optional Services			
Prepeare a Comprehensive Plan for Future Development per the requirments of State law. (start date before 03/01/2013, plan will incorprate goals, actions and strategies from process above.)			\$7,500
Prepare a simple Capital Improvments Program (CIP)			\$2,000

Outline Scope of Work
Professional Services for the Town of Arcadia Lakes
Central Midlands Council of Governments August 1, 2011

STEP 1: Endorse long-term goals

- 1.1. Prepare illustrated PowerPoint summary of goals
- 1.2. Meeting(s) with town officials and citizens to review

STEP 2: Research and state the “pros and cons” and costs of the 3 options

- 2.1 Develop a clear statement of the options.
- 2.2 Interview Town officials
- 2.3 Interview selected town administrators in other communities and other experts
- 2.4 Develop case study data on per-capita costs of services for comparable communities.
- 2.5 Prepare and deliver written report and PowerPoint.

STEP 3: Educate citizens on options.

- 3.1 Present PowerPoint to citizens.
- 3.2 Summarize in writing citizens’ responses, concerns, questions and suggestions.

STEP 4: Solicit Citizen Feedback

- 4.1 Prepare mail out and online surveys
- 4.2 Summarize and evaluate response.

STEP 5: Make decision on future actions.

This is a decision for the Town to make. CMCOG staff will provide any assistance requested on an hourly basis.