



Ms. Teresa Wilson
City Manager
City of Columbia
PO Box 147
Columbia, SC 29217

June 17, 2016

Dear Teresa:

I hope this finds you well. As you know, the Vista Guild partnered with City Center Partnership in contracting with Block by Block for nearly two years to provide our neighborhood's Clean and Safe ("Yellow Shirts") program in the Vista. This program has been extremely successful. Not only does it keep our neighborhood clean, but the highly visible employees in yellow shirts act as ambassadors for our neighborhood and greet visitors with a friendly face. We receive regular compliments on their services from visitors, merchants, and property owners. The Vista Guild is very appreciative of the funding the City has provided for this program.

Because we always want to ensure that we're using public funds in the most efficient manner, the Vista Guild has made a decision to create and manage our own street safety program, similar to Five Points Association's Yellow Shirts. Our analysis shows that running our own program exclusive of Block by Block will save the City thousands of dollars. The Vista Guild has created a program tailored for our neighborhood and its needs while providing a greater level of service we have now, at a substantially decreased cost. It is our goal to provide more boots on the ground with less middle management.

At your earliest convenience, we would like to meet with you to share our business plan and proposal and the anticipated cost savings. Thank you very much for supporting our Yellow Shirts program, and ultimately, keeping our city's arts and entertainment district clean and safe for 2016-17.

Please contact me should you have any questions or concerns.

Most sincerely,

Meredith G. Atkinson
Executive Director
Congaree Vista Guild

Cc: Vista Guild Yellow Shirts Committee



2016-2017 Vista Clean & Safe Budget

Personnel	Hourly Cost	Monthly Cost	Annual Cost
Operations Manager	\$16.00	\$2,773.33	\$33,280.00
Employee 2	\$12.00	\$2,080.00	\$24,960.00
Employee 3	\$12.00	\$2,080.00	\$24,960.00
Employee 4	\$10.50	\$1,820.00	\$21,840.00
Employee 5	\$10.50	\$1,820.00	\$21,840.00
Director Supervision		\$500.00	\$6,000.00
Payroll Subtotal		\$11,073.33	\$132,880.00
Employer FICA Contributions		\$847.11	\$10,165.32
SC Unemployment Insurance		\$12.60	\$151.20
Personnel Total		\$11,933.04	\$143,196.52
Operations			
Workers Compensation Insurance		\$98.75	\$1,185.00
Office Rental		\$800.00	\$9,600.00
Phones (Smart Phone x 1)		\$100.00	\$1,200.00
Phones (Basic Phone x 4)		\$178.00	\$2,136.00
Payroll Service (5 employees BiWeekly)		\$104.76	\$1,257.10
Cleaning Supplies		\$200.00	\$2,400.00
Uniforms (\$200/Employee)		\$83.33	\$1,000.00
Office Supplies		\$75.00	\$900.00
Operations Total		\$1,639.84	\$19,678.10
Vehicles			
Vehicle Rental (Small Truck & Cart)		\$550.00	\$6,600.00
Vehicle Insurance		\$125.00	\$1,500.00
Vehicle Service & Fuel		\$200.00	\$2,400.00
Vehicle Taxes		\$56.67	\$680.00
Vehicle Total		\$931.67	\$11,180.00
Total Budget		\$14,504.55	\$174,054.62