



# **RICHLAND COUNTY COUNCIL**

## **ADMINISTRATION AND FINANCE COMMITTEE**

Greg Pearce	Norman Jackson	Damon Jeter (Chair)	Joyce Dickerson	Paul Livingston
District 6	District 11	District 3	District 2	District 4

**MAY 22, 2012  
6:00 PM**

**2020 Hampton Street**

### **CALL TO ORDER**

### **APPROVAL OF MINUTES**

1. Regular Session: April 24, 2012 (pages 5-7)

### **ADOPTION OF AGENDA**

### **ITEMS FOR ACTION**

2. Airport Consultant for the Jim Hamilton-LB Owens Airport (pages 9-11)
3. Emergency Services Purchase Orders for 2012-2013 (pages 13-14)

4. Employees Eligible to Retire and Possible Leave Payout Cost (pages 16-18)
5. Hopkins Community Water System Project Expansion (pages 20-24)
6. JEDA Bond Issue for The Lutheran Homes of SC, Inc. (pages 26-32)
7. Motion that County Council be treated like all County wide elected officials (pages 34-36)
8. Permit Group Homes in the Rural District with Special Requirements (pages 38-46)
9. Resolution on Water/Sewer Rates for Non-City Residents (pages 48-50)
10. Resolution to Distribute \$7,400 in Federal Forestry Funds (pages 52-55)
11. Retention Schedule for Finance Department Records (pages 57-63)
12. Retention Schedules for the Public Works Department (pages 65-94)
13. Special Duty Budget: Off-Duty Security Work Sheriff Deputies (pages 96-97)
14. Workers Compensation Information (pages 99-108)

**ITEMS PENDING ANALYSIS: NO ACTION REQUIRED**

15. a. **Based on the new sewer planned for the Lower Richland County area and the possibility of assistance being provided to Low/Middle Income households (LMIH) I move that staff create an ordinance that sets forth criteria for qualifications to receive assistance and that it will apply equally to all LMIH throughout Richland County (Malinowski, November 2010)**

**ADJOURNMENT**



# Richland County Council Request of Action

## **Subject**

Regular Session: April 24, 2012 (pages 5-7)

## **Reviews**

**MINUTES OF**



**RICHLAND COUNTY COUNCIL  
ADMINISTRATION AND FINANCE COMMITTEE  
TUESDAY, APRIL 24, 2012  
6:00 P.M.**

*In accordance with the Freedom of Information Act, a copy of the agenda was sent to radio and TV stations, newspapers, persons requesting notification, and was posted on the bulletin board located in the lobby of the County Administration Building.*

=====

**MEMBERS PRESENT**

- Chair: Damon Jeter
- Member: Joyce Dickerson
- Member: Norman Jackson
- Member: Paul Livingston
- Member: Greg Pearce

**ALSO PRESENT:** Kelvin E. Washington, Sr., Bill Malinowski, Valerie Hutchinson, Jim Manning, Gwendolyn Davis Kennedy, Seth Rose, Milton Pope, Tony McDonald, Sparty Hammett, Roxanne Ancheta, Randy Cherry, Amelia Linder, Brad Farrar, Sara Salley, John Hixon, Tracy Hegler, Rodolfo Callwood, Monique Walters, Michelle Onley

**CALL TO ORDER**

The meeting started at approximately 6:02 p.m.

**APPROVAL OF MINUTES**

**March 27, 2012 (Regular Session)** – Mr. Livingston moved, seconded by Mr. Pearce, to approve the minutes as distributed. The vote in favor was unanimous.

**ADOPTION OF AGENDA**

Mr. Pearce moved, seconded by Mr. Livingston, to adopt the agenda as published. The vote in favor was unanimous.

## ITEMS FOR ACTION

**Sewer Tap Fee Assistance Low to Middle Income Households** – Mr. Pearce moved, seconded by Ms. Dickerson, to accept this item as information. The vote in favor was unanimous.

**Budget Amendment for Risk Management to pay Workers Compensation Claims** – Mr. Pearce moved, seconded by Ms. Dickerson, to forward this item to Council with a recommendation that Council approve the request to cover liability claims for the remainder of this fiscal year. The vote in favor was unanimous.

**Extend Contract with Correct Care Solution Detention Center Medical Services** – Ms. Dickerson moved, seconded by Mr. Jackson, to forward this item to Council with a recommendation that Council approve the request to extend the contract with Correct Care Solutions until June 30, 2012. A discussion took place.

The vote in favor was unanimous.

**Extension of Lease for the use of the Curtiss-Wright Hangar at Jim Hamilton-LB Owens Airport** – Mr. Jackson moved, seconded by Mr. Pearce, to forward this item to Council with a recommendation that Council approve the request to lease the Curtiss-Wright Hangar to the SCHAFF based on the added conditions identified. A discussion took place.

The vote in favor was unanimous.

**Lower Richland Master Plan Area cost change** – Mr. Pearce moved, seconded by Mr. Jackson, to forward this item to Council with a recommendation that Council approve the expenditure of \$22,800.00 in order to extend the boundaries of the Lower Richland Master Plan. The vote in favor was unanimous.

**Preservation of Hospitality Tax fund balance** – Mr. Pearce moved, seconded by Mr. Jackson, to forward this item to Council with a recommendation that Council conceptually approve a financial strategy that would explore other available funding sources for large projects that would preserve the Hospitality Tax fund balance and to direct staff to draft a policy regarding how the Hospitality Tax funds will be utilized. The vote in favor was unanimous.

**Release of Cost and other Financial Information** – Mr. Jackson moved, seconded by Ms. Dickerson, to forward this item to Council with a recommendation that Council approve the request to not publish the release of County cost estimates, budget amounts, designated accounts and other financial information. The vote was in favor.

## ADJOURNMENT

The meeting adjourned at approximately 6:36 p.m.

**Richland County Council  
Administration and Finance Committee  
April 24, 2012  
Page Three**

Submitted by,  
Damon Jeter, Chair

The minutes were transcribed by Michelle M. Onley

**Item# 1**

Attachment number 1  
Page 3 of 3

# Richland County Council Request of Action

**Subject**

Airport Consultant for the Jim Hamilton-LB Owens Airport (pages 9-11)

**Reviews**



# Richland County Council Request of Action

**Subject:** Airport Consultant for the Jim Hamilton – LB Owens Airport (CUB)

## **A. Purpose**

County Council is requested to approve the recommendation for negotiation and award of a master agreement for an airport architectural, engineering, and planning consultant at the Jim Hamilton – LB Owens Airport (CUB).

## **B. Background / Discussion**

The Federal Aviation Administration’s Advisory Circular (AC) 150/5100-14D, “Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects,” as well as Richland County procurement policy, both establish procedures for the periodic advertisement and selection of consultants. The current contract with our airport consultant, The LPA Group / Michael Baker, has expired after three years and two, one-year extensions.

A Request for Qualifications (RFQ), RC-015-Q-1112, was issued by the Richland County Procurement Director and there were ten statements of qualifications (SOQs) submitted from interested firms. A four-member evaluation panel, which included representation from the Airport Commission, County Administration, the Airport staff, and the Support Services Department Staff, evaluated all ten qualification statements independently. The following ranking was the result:

First ranked firm:	WK Dickson
Second ranked firm:	LPA Group / Michael Baker
Third ranked firm:	Neel – Schaffer

The airport consultant provides planning and design services for airport projects, coordination of Federal and State grants (which is our primary means of project funding), as well as technical representation of the airport with the Federal Aviation Administration and the South Carolina Aeronautics Commission.

Once a master agreement is established, specific projects will be authorized by individual task orders / work authorizations (each of which will be presented to County Council for approval).

## **C. Financial Impact**

Approval of this action does not commit the County to spend any funds. As stated above, most funding (typically 95%) for individual projects will be through grants provided by the FAA and SCAC. Also, as previously stated, individual task orders will be presented to County Council for approval. Therefore, no change to the current financial *status quo* is anticipated.

## **D. Alternatives**

Item# 2

1. Approve the request to negotiate and award a master agreement for Airport Architectural, Engineering, and Planning Consultant Services to the top rated firm as identified in the evaluation team ranking above. In the event of an inability to establish an agreement with the top rated firm, negotiation with the next rated firm is authorized until an agreement is established.
2. Do not approve the request to negotiate and award a master agreement for Airport Architectural, Engineering, and Planning Consultant Services to the top rated firm as identified in the evaluation team ranking above.

If the request to negotiate and award a master agreement for Airport Architectural, Engineering, and Planning Consultant Services to the top rated firm is not approved, there is a chance of this Fiscal Year's grant funds to be lost and airport development projects to not advance as scheduled on our Airport Capital Improvement Plan (ACIP).

**E. Recommendation**

It is recommended that Council approve the request to negotiate and award a master agreement for Airport Architectural, Engineering, and Planning Consultant Services to the top rated firm as identified in the evaluation team ranking above.

Recommended by: Christopher S. Eversmann, PE, CM  
 Department: Airport  
 Date: May 8, 2012

**F. Reviews**

(Please ***SIGN*** your name, ✓ the appropriate box, and support your recommendation before routing. Thank you!)

**Finance**

Reviewed by: Daniel Driggers Date: 5/9/12  
 Recommend Council approval  Recommend Council denial  
 Comments regarding recommendation:

Request has no financial requirement therefore recommendation is to support Airport Director's request.

**Procurement**

Reviewed by: Rodolfo Callwood Date: 5/9/12  
 Recommend Council approval  Recommend Council denial  
 Comments regarding recommendation:

**Legal**

Reviewed by: Elizabeth McLean Date: 5/10/12  
 Recommend Council approval  Recommend Council denial  
 Comments regarding recommendation:

Policy decision left to Council's discretion.

**Administration**

Reviewed by: Tony McDonald

Date: 5/10/12

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Recommend approval of the award of a contract to W. K. Dickson.

# Richland County Council Request of Action

**Subject**

Emergency Services Purchase Orders for 2012-2013 (pages 13-14)

**Reviews**

# Richland County Council Request of Action

**Subject: Emergency Services Purchase Orders for 2012-2013 ESD 05042012**

**A. Purpose**

The purpose of this report is to obtain Council’s approval to award purchase orders and contracts for services in the 2012-2013 budget year. These services are required for the operations of the Emergency Services Department. The purchase order and contract approvals are subject to the bond issue and Council’s adoption of the 2012-2013 budget.

**A. Background / Discussion**

Each division in the Emergency Services Department uses vendors to provide products and service for operations. It is necessary to approve purchases and agreements and have them in place July 1, 2012, so that service will not be interrupted at the start of the new budget year. The implementation of the purchase orders and contracts are subject to bond funds and available funding in the budget County Council approves for year 2012 / 2013. Purchase orders, contracts and vendors that exceed, or may exceed \$100,000 during the year are:

VENDOR	SERVICE	ESTIMATED AMOUNT
City of Columbia	EMS/ESD Diesel & Gasoline	\$ 375,000
Phillips Medical	Service, EKG Monitors & Supplies	\$ 100,000
Taylor Made Ambulance	Remount of Ambulances	\$1,400,000
Motorola	EMS/Radio Service	\$ 100,000
Motorola	ESD/911 Equip.Service Agreements	\$ 350,000
Motorola	ETS/911 Radio Consoles	\$1,800,000
Motorola	FIRE Radio Service	\$ 186,000
Motorola	ADMIN/ETS Radio Service	\$ 41,000
Bound Tree Medical	Medical Equipment and Supplies	\$ 125,000

**B. Financial Impact**

Funding is included in the bond and in the 2012 / 2013 budget request presented to Council. The purchase orders and contracts will be activated July 1, 2012, if funding has been approved in the bond and in the budget.

**C. Alternatives**

1. Approve the purchase orders and contracts to have uninterrupted service beginning July 1, 2012.
2. Do not approve the purchase orders and contracts.

**D. Recommendation**

It is recommended that Council approve the purchase orders and contracts for services, contingent on the bond issue and the 2012-2013 budget, so there will not be an interruption of these mission essential services at the beginning of the new budget year.

**Finance**

Reviewed by: Daniel Driggers Date: 5/8/12  
 Recommend Council approval  Recommend Council denial  
 Council Discretion (please explain if checked)  
Comments regarding recommendation:

Funds are in the recommended budget as stated.

**Procurement**

Reviewed by: Rodolfo Callwood Date: 5/8/12  
 Recommend Council approval  Recommend Council denial  
 Council Discretion (please explain if checked)  
Comments regarding recommendation:

**Legal**

Reviewed by: Elizabeth McLean Date: 5/9/12  
 Recommend Council approval  Recommend Council denial  
 Council Discretion (please explain if checked)  
Comments regarding recommendation:

Policy decision left to Council's discretion.

**Administration**

Reviewed by: Tony McDonald Date: 5/9/12  
 Recommend Council approval  Recommend Council denial  
 Council Discretion (please explain if checked)  
Comments regarding recommendation: Approval is contingent on the inclusion of the required funding in the FY 13 budget.

# Richland County Council Request of Action

**Subject**

Employees Eligible to Retire and Possible Leave Payout Cost (pages 16-18)

**Reviews**

## Richland County Council Request of Action

**Subject:** Employees Eligible to Retire and Possible Leave Payout Cost

### **A. Purpose**

To report to County Council on the number of employees who are and/or will be eligible to retire by June 30, 2012 and the possible leave payout cost associated with those potential retirements.

### **B. Background / Discussion**

**Origin of Issue:**

County Council

**Lead Department:**

Human Resources Department

### **What are the Key Issues (Precipitation of Project):**

Council Member Norman Jackson introduced the following motion:

Have financial staff provide a report on the how many county employees are eligible to retire June 30, 2012 and what impact it could have on the county.

Because of proposed state retirement legislation a high number of state and government workers are opting to retire. The added retirements could have a big impact on some local governments, whose workers - along with many public-school teachers - are covered by the state retirement system.

The prospect concerned Columbia city manager Steve Gantt so much that he had his staff calculate how many of the city's roughly 2,000 employees were eligible to retire on June 30. The answer: 230, including the city's chief financial officer and some senior managers in the police and fire departments.

If all of those city workers choose to retire, it would cost the city \$1.5 million to pay off unused sick and vacation days, Gantt said.

"I can't imagine if all those folks decided to bail so they fell under the old criteria instead of the new criteria," Gantt said. "It is what it is, and we'd have to do what we have to do. But I do have some concern about the financial implications."

### **Date Ready for Implementation:**

Request was for information. No action has been proposed by Council at this time.

### **Multiple Year Project:**

No



**Estimated Work Hours for Completion:**

Depends on if any and what action decided by County Council.

**Process to Date:**

Gathered data per County Council’s request.

**Process Plan for Future Action:**

Await further direction from County Council.

**Reference:**

**C. Financial Impact**

The criterion for retirement, as currently established by the SC Retirement System, is;

**State Retirement Eligibility**

- You can retire with unreduced benefits after 28 years of service or at age 65 or older
- You can retire early (before age 65 or 28 years of service) and receive a reduced retirement benefit

**PORS Retirement Eligibility**

- You can retire after 25 years of service
- You can retire at age 55 or older with at least five years of service credit

Human Resources accessed records from the SC Retirement System to determine the eligibility for Richland County employees to retire. Richland County employee service records were then compared to the retirement criteria of the SC Retirement System. Then Human Resources used Richland County polices for leave payout upon retirement to determine the following:

- 88 eligible
- about 20 of those meet the years of service requirement, the rest qualify based on age and minimum number of years of service with the SC Retirement System
- Total sick leave payout is \$196,196.98
- Total vacation leave payout is \$423,792.72
- NOTE: These numbers do not include employees who may retire due to disability retirement by the date specified.

Richland County policy limits the amount of accrued annual (vacation) leave payout to 45 days of less. The County’s limits the amount of accrued sick leave payout to 25% of employee’s balance provided the employee has accrued at least 150 hours.

**D. Alternatives**

Not applicable

**E. Recommendation**

Human Resources prepared this ROA at the request of County Council.

**F. Reviews**

(Please **SIGN** your name, ✓ the appropriate box, and support your recommendation before routing. Thank you!)

**Finance**

Reviewed by: Daniel Driggers

Date: 5/10/12

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

ROA is informational only. No recommendation required

**Human Resources**

Reviewed by: Dwight Hanna

Date:

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: Information provided per Council's request.

**Legal**

Reviewed by: Brad Farrar

Date: 5/16/12

Recommend Council approval

Recommend Council denial

✓ Council Discretion (please explain if checked)

Comments regarding recommendation: Appears to be for information only.

**Administration**

Reviewed by: Tony McDonald

Date: 5/16/12

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: Recommend that this item be received as information.

# Richland County Council Request of Action

**Subject**

Hopkins Community Water System Project Expansion (pages 20-24)

**Reviews**

**Richland County Council Request of Action**

**Subject:** Hopkins Community Water System Project Expansion

**A. Purpose**

The purpose of this report is to seek County Council’s approval to expand the service area of the Hopkins Community Water System by appropriating the remaining \$100,000 of previously approved funds toward additional main line construction and service line installation.

**B. Background**

Richland County Council approved a resolution on April 3, 2007 to proceed with the development of the Hopkins Community Water Project. This project was to be funded by a combination of funds from Richland County, USDA Rural Development and SC DHEC. The funding amounts were as follows:

Richland County	\$ 488,000
Rural Development Loan	\$2,033,000
Rural Development Grant	\$1,793,000
SC DHEC Grant	<u>\$ 500,000</u>
Total Project Cost	\$ 4,814,000

In a letter dated December 19, 2007, SC DHEC increased their commitment of funds by an additional \$100,000. This commitment included the expectation that Richland County would expedite the permitting and construction and would take care of the all tap fees and plumbing for connection of water to the homes impacted by petroleum chemicals. This information was subsequently submitted to Rural Development for review and consideration. Rural Development agreed to modify the project construction budget by reducing the County’s contribution to \$388,000. This reduction in the County’s construction budget contribution was conditional upon the tap fees being paid from available funds contributed by the County. Tap fees are established to purchase capacity in the water system and to pay for the service tap installations.

**C. Discussion**

During the initial development of the Hopkins Water System, numerous community meetings were held to determine interest and sign up customers on the system. Limited by the construction budget, final construction plans were developed for areas where the greater number of customers could be served. Water lines were not constructed on each and every small dirt road, but were constructed on as many as possible as limited by the budget.

Construction of the project is near completion. Currently there are approximately 530 property owners that have requested service. This is considerably more than the 445 that was originally estimated. The construction of the service connections for the additional customers has depleted the construction budget with no additional funds available for main line construction.

Over the past few weeks, numerous new property owners have requested water service. One particular area of interest is along Calvin Mays Road. Initially there was limited interest along this road, but recent failure of private wells has increased the request for service. There are also numerous other property owners along roads with existing water lines that are currently requesting service. These property owners are being informed that there are currently no additional funds available to assist with their connections, but are being told that they will be added to a waiting list in case additional funds become available. These potential customers are also informed that they can connect to the system at their own cost if they desire.

One option to provide service to these additional property owners would be to allocate the remaining \$100,000 of the approved County funds toward the construction of additional lines and the installation of service connections. Use of these funds for this purpose would be consistent with DHEC's and Rural Development's conditions as tap fees are used to purchase capacity in the water system and for service tap installation.

**D. Financial Impact**

The \$100,000 remains in the Hopkins Water Project Fund and is available for allocation. No additional funds are being requested.

**E. Alternative**

1. Approve the allocation of the existing \$100,000 toward new construction and customer connections.
2. Direct the funds to a different use.
3. Do nothing.

**F. Recommendation**

It is recommended that the available \$100,000 be allocated toward the construction of a main water line along Calvin Mays Road, to connect additional customers and to other system improvements as determined by the Utilities Department to provide service to the additional customers. These additions would be accomplished through change orders with the existing engineer and contractors.

**Recommended by:** The Honorable Kelvin Washington, County Council      **Date** 5/14/12

**G. Reviews**

Please indicate your recommendation with a  before routing to the next recipient. Thanks.

**Finance**

Reviewed by: Daniel Driggers

Date: 5/17/12

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

The \$100k mentioned in the financial section is available in the Lower Richland Water fund as stated however Finance is not aware of any previous commitment on use for the funds. The appropriation and use of funds is at Council discretion.

Below is a brief chronology of the finances of the project.

2003 County Council voted to set-aside \$100k of funding from the general fund as a good faith and have the County pursue rural development funding for the Lower Richland Water project

2007 Project letter of conditions was received by county from rural development. Project estimate was \$4.8m.

Funding was Rural Development (loan and grant)	\$3.8m
DHEC	500k
Richland County	488k

December – DHEC provided a letter to provide an additional \$100k to the project. Letter from DHEC is attached below.

2008 Rural Development approved the change above in the agreement with the additional \$100 from DHEC. Project budget was \$4.8m.

Funding was Rural Development (loan and grant)	\$3.8m
DHEC	600k
Richland County	388k

2009 Richland County Council approved a project budget of 448m as amended in 2008.

**Legal**

Reviewed by: Brad Farrar

Date:

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: Policy decision of Council.

**Administration**

Reviewed by: Sparty Hammett

Date: 5/17/12

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: The \$100,000 is available in the Hopkins Water Fund. The funds are available to use at Council's discretion.



C. Earl Hunter, Commissioner

Promoting and protecting the health of the public and the environment.

December 19, 2007

**RAYMOND PETERSON**  
**RICHLAND COUNTY DEPARTMENT OF UTILITIES**  
**3506 FERNANDINA RD**  
**COLUMBIA SC 29210**

Re: **Hopkins Regional Water System Funding**  
Brooks Grocery, Cabin Creek Road, Hopkins  
UST Permit # 07801  
Joseph Brooks Grocery, 6912 Cabin Creek Road, Hopkins  
UST Permit # 12418  
Brazzels Grocery, 6778 Cabin Creek Road, Hopkins  
UST Permit # 07783  
Meeting on December 12, 2007  
Correspondence received December 19, 2007  
Richland County

**RECEIVED**  
DEC 20 2007  
Richland County Utilities

Dear Mr. Peterson:

The SCDHEC Underground Storage Tank Program has reviewed your request for an additional \$100,000.00 to be applied toward construction of the Hopkins Regional Water System. As several years have passed since the Department provided a commitment of \$500,000.00, the request for an additional \$100,000.00 is reasonable based on increasing construction costs. As such, the total commitment from the UST Program is increased to \$600,000.00. In return for this increased commitment, this agency will expect Richland County to take appropriate measures to expedite the permitting and construction as much as humanly possible. It is also understood that Richland County will take care of all tap fees and plumbing for connection of water to the homes impacted by petroleum chemicals.

If you have any questions, please contact Read Miner at (803) 896-6584 or by e-mail at [minerr@dhec.sc.gov](mailto:minerr@dhec.sc.gov).

Sincerely,

Lee A. Monts, Manager  
Southwestern SC Corrective Action Section  
Assessment and Corrective Action Division  
Underground Storage Tank Program  
Bureau of Land and Waste Management

cc: Technical File, UST Permit #12418  
Read Miner, UST Program

**SOUTH CAROLINA DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL**

2600 Bull Street • Columbia, SC 29201 • Phone: (803) 898-8432 • [www.scdhec.gov](http://www.scdhec.gov)

UST PROGRAM  
DOCKETING # 4112418

**SCANNED**



# Richland County Council Request of Action

**Subject**

JEDA Bond Issue for The Lutheran Homes of SC, Inc. (pages 26-32)

**Reviews**

## Richland County Council Request for Action

**Subject:** Public Hearing and Resolution in Support of JEDA Bond Issue for  
**The Lutheran Homes of South Carolina, Inc.**

### A. Purpose

To refinance the acquisition, construction, furnishing, and equipping of (i) a 176-bed nursing care facility (the “*Lowman Home*”), a community and daily life center with activity and dining facilities and an administration building for the Lowman Home, and renovations, expansion of the existing residential care facilities and related site development costs therefor in Richland County, South Carolina (the “*County*”), owned and operated by The Lutheran Homes of South Carolina, Inc. (the “*Borrower*”), a South Carolina not-for-profit corporation, and located at 201 Fortress Drive in White Rock, South Carolina, (ii) a 48-bed Alzheimer addition to the Lowman Home, and (iii) a 100-bed continuing care retirement community (the “*Benzie T. Rice Project*”) owned and operated by the Borrower in the County and located on Powell Road near the intersection of Farrow Road and Interstate Highway No. 77 and to pay costs of issuance and other expenses relating to the Bonds.

### B. Background / Discussion

The Lutheran Homes of South Carolina, Inc. is a South Carolina nonprofit corporation that owns and operates facilities for the care of the aged in Richland County. Park Horton is the contact. Federal and state law require that a public hearing be held and a resolution adopted in support of the issuance of the Bonds by the South Carolina Jobs – Economic Development Authority (“*JEDA*”). Please call Park Horton, Chief Financial Officer, at (803) 749-5116 for more information.

### C. Financial Impact

This is a conduit bond issue for JEDA. The County has no financial responsibility for payment of the Bonds.

### D. Alternatives

1. Approve the terms of the Resolution which supports the issuance of the Bonds by JEDA.
2. Deny the request.

### E. Recommendation

It is recommended that County Council hold the public hearing and adopt the Resolution as it has done for many other JEDA bond deals in the past.

**Recommended by:** Staff                      **Department:** Administration                      **Date:** \_\_\_\_\_

**F. Reviews**

(Please ***SIGN*** your name, ✓ the appropriate box, and support your recommendation before routing. Thank you!)

**Finance**

Reviewed by: Daniel Driggers Date: 5/7/12  
✓ Recommend Council approval  Recommend Council denial  
 Council Discretion (please explain if checked)  
Comments regarding recommendation:

We would recommend that the approval be amended to include the administrative fee of \$7,750 in accordance with the Council ordination on the approval of conduit financing. Approval of financing and fee would be consistent with previous policy and practice.

**Procurement**

Reviewed by: Rodolfo Callwood Date: 5/8/12  
✓ Recommend Council approval  Recommend Council denial  
 Council Discretion (please explain if checked)  
Comments regarding recommendation:

**Legal**

Reviewed by: Elizabeth McLean Date: 5/8/12  
 Recommend Council approval  Recommend Council denial  
 Council Discretion (please explain if checked)  
Comments regarding recommendation:

Policy decision left to Council’s discretion.

**Administration**

Reviewed by: Tony McDonald Date: 5/9/12  
✓ Recommend Council approval  Recommend Council denial  
 Council Discretion (please explain if checked)  
Comments regarding recommendation: Concur with the Finance Director that the appropriate administrative fee should be assessed, which is \$7,750 in this case.

**RICHLAND COUNTY COUNCIL**

**A RESOLUTION**

**IN SUPPORT OF THE ISSUANCE BY THE SOUTH CAROLINA JOBS - ECONOMIC DEVELOPMENT AUTHORITY OF ITS ECONOMIC DEVELOPMENT REVENUE REFUNDING BONDS (THE LUTHERAN HOMES OF SOUTH CAROLINA, INC.) SERIES 2012 IN ONE OR MORE ASERIES AND IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$15,500,000 PURSUANT TO THE PROVISIONS OF TITLE 41, CHAPTER 43, CODE OF LAWS OF SOUTH CAROLINA 1976, AS AMENDED.**

**WHEREAS**, the South Carolina Jobs - Economic Development Authority (the “*Authority*”) is authorized and empowered under and pursuant to the provisions of Title 41, Chapter 43, Code of Laws of South Carolina 1976, as amended (the “*Act*”), to utilize any of its program funds to establish loan programs to be utilized to acquire, by construction or purchase, properties and for other purposes described in §41-43-160 of the Act in order to promote and develop the business and economic welfare of the State of South Carolina (the “*State*”), encourage and assist in the location of new business enterprises in the State and in rehabilitation and assistance of existing business enterprises and in the promotion of the export of goods, services, commodities, and capital equipment produced within the State, and thus provide maximum opportunities for the creation and retention of jobs and improvement of the standard of living of the citizens of the State and in the promotion and advancement of industrial, commercial, agricultural, and recreational development in the State; and

**WHEREAS**, the Authority is further authorized by §41-43-110 of the Act to issue (i) revenue bonds payable by the Authority solely from a revenue producing source and secured by a pledge of said revenues in order to provide funds for any purpose authorized by the Act, and (ii) refunding bonds to refund outstanding bonds in an amount as the Authority shall consider necessary but not to exceed an amount sufficient to refund the principal of the bonds to be refunded, together with any unpaid interest thereon, and any premiums, expenses, and commissions necessary to be paid in connection with the refunding of the refunded bonds or the issuance and delivery of the refunding bonds; and

**WHEREAS**, on July 10, 1998, the Authority issued its \$47,420,000 South Carolina Jobs - Economic Development Authority, First Mortgage Health Facilities Revenue Refunding Bonds (The Lutheran Homes of South Carolina, Inc.) Series 1998 (the “*Series 1998 Bonds*”); and

**WHEREAS**, it has been determined that in order to obtain funds to lend to The Lutheran Homes of South Carolina, Inc. (the “*Borrower*”), a South Carolina nonprofit corporation and an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, to defray the cost of refunding the portion of the Series 1998 Bonds maturing on or before May 1, 2020 (collectively, the “*Bonds to be Refunded*”), including necessary expenses incidental thereto, the Authority will issue a series of its revenue refunding bonds in a principal amount not to exceed \$15,000,000 to be designated “South Carolina Jobs - Economic Development Authority, Economic Development Refunding Revenue Bonds (The Lutheran Homes of South Carolina, Inc.) Series 2012” (the “*Series 2012 Bonds*”); and

**WHEREAS**, a portion of the proceeds of the Series 1998 Bonds was used to refinance, among other things, the acquisition, construction, furnishing, and equipping of , (i) a 176-bed nursing care facility (the “*Lowman Home*”), a community and daily life center with activity and dining facilities and an administration building for the Lowman Home, and renovations, expansion of the existing residential care facilities and related site development costs therefor in Richland County, South Carolina (the “*County*”), owned and operated by The Lutheran Homes of South Carolina, Inc. (the “*Borrower*”), a South Carolina not-for-profit corporation, and located at 201 Fortress Drive in White Rock, South Carolina, (ii) a 48-bed Alzheimer addition to the Lowman Home, and (iii) a 100-bed continuing care retirement community (the “*Benzie T. Rice Project*”) owned and operated by the Borrower in the County and located on Powell Road near the intersection of Farrow Road and Interstate Highway No. 77; and

**WHEREAS**, the Authority and the County have this day jointly held a public hearing, duly noticed by publication in a newspaper having general circulation in the County not less than fifteen (15) days prior to the date hereof, at which all interested persons were given a reasonable opportunity to express their views,

**NOW, THEREFORE, BE IT RESOLVED** by Richland County Council (“*County Council*”) as follows:

**Item# 6**

**Section 1.** It is hereby found, determined, and declared, that the Richland County Project is anticipated to benefit the general public welfare of the County by providing services, employment, recreation, or other public benefits not otherwise provided locally.

**Section 2.** The County supports the Authority in its determination to issue the Series 2012 Bonds to defray a portion of the cost of the refunding the Bonds to be Refunded.

**Section 3.** All orders and resolutions and parts thereof in conflict herewith are to the extent of such conflict hereby repealed, and this Resolution shall take effect and be in full force from and after its adoption.

**STATE OF SOUTH CAROLINA**

**COUNTY OF RICHLAND**

I, the undersigned, Clerk of Richland County Council, do hereby certify that the foregoing is a true, correct, and verbatim copy of a Resolution duly adopted by Richland County Council on June 19, 2012.

**IN WITNESS WHEREOF**, I have hereunto set my hand this 19<sup>th</sup> day of June, 2012.

---

Michelle Onley, Clerk, Richland County Council

**PUBLIC NOTICE**

Notice is hereby given that the South Carolina Jobs - Economic Development Authority ("**JEDA**") and Richland County Council ("**County Council**") will hold a joint public hearing relating to the proposed issuance and delivery by JEDA of an issue of economic development revenue refunding bonds in an amount not exceeding \$15,000,000 to be issued pursuant to Title 41, Chapter 43, Code of Laws of South Carolina 1976, as amended (the "**Act**") to refund a portion of the South Carolina Jobs - Economic Development Authority, First Mortgage Health Facilities Revenue Refunding Bonds (The Lutheran Homes of South Carolina, Inc.) Series 1998 issued by JEDA on July 10, 1998, in the original principal amount of \$47,420,000 to advance refund five prior bond issues originally issued to finance or refinance, among other things, the acquisition, construction, furnishing, and equipping of (i) a 176-bed nursing care facility (the "**Lowman Home**"), a community and daily life center with activity and dining facilities and an administration building for the Lowman Home, and renovations, expansion of the existing residential care facilities and related site development costs therefor in Richland County, South Carolina (the "**County**"), owned and operated by The Lutheran Homes of South Carolina, Inc. (the "**Borrower**"), a South Carolina not-for-profit corporation, and located at 201 Fortress Drive in White Rock, South Carolina, (ii) a 48-bed Alzheimer addition to the Lowman Home, and (iii) a 100-bed continuing care retirement community (the "**Benzie T. Rice Project**") owned and operated by the Borrower in the County and located on Powell Road near the intersection of Farrow Road and Interstate Highway No. 77. The public hearing will be held at the Council Chambers of County Council, Richland County Administration Building, 2020 Hampton Street, Columbia, South Carolina, at 6:00 p.m. (or as soon thereafter as possible following other public hearings) on June 19, 2012.

**CERTIFICATE AS TO PUBLIC HEARING**

I, the undersigned, Michelle Onley, Clerk of Richland County Council ("**County Council**"), **DO HEREBY CERTIFY** as follows:

1. Attached hereto is an Affidavit of Publication of Notice of Public Hearing (the "**Notice**") published in *The State*, a newspaper of general circulation in Richland County, South Carolina (the "**County**") on \_\_\_\_\_, 2012.

2. The public hearing was conducted by County Council and the South Carolina Jobs - Economic Development Authority (the "**Authority**") at the time and place specified in the Notice in connection with the issuance by the Authority of its Economic Development Revenue Refunding Bonds (The Lutheran Homes of South Carolina, Inc.) Series 2012 in an amount not to exceed \$15,000,000 (the "**Bonds**") for the purpose of refinancing, the acquisition, construction, furnishing, and equipping of, among other things, certain facilities owned and operated by The Lutheran Homes of South Carolina, Inc. in the County.

3. At the public hearing, all persons desiring to do so were given reasonable opportunity to speak and, if requested, to present their opinions in writing regarding the issuance by the Authority of the Bonds and the use of the proceeds for the above-described purposes. There were no written comments received nor were there persons in attendance at the public hearing to speak in opposition to the issuance of the Bonds.

**IN WITNESS WHEREOF**, I have hereunto set my hand this 19<sup>th</sup> day of June, 2012.

\_\_\_\_\_  
Michelle Onley, Clerk, Richland County Council



# Richland County Council Request of Action

**Subject**

Motion that County Council be treated like all County wide elected officials (pages 34-36)

**Reviews**

## Richland County Council Request of Action

**Subject:** Motion requesting that County Council be treated like all County wide elected officials

### A. Purpose

Council is requested to consider the motion made at the May 1, 2012, Council Meeting, and direct staff as appropriate.

### B. Background / Discussion

The following motion was made at the May 1, 2012, Council Meeting by Council member Jeter:

**“A motion that County Council Members be treated like all Countywide elected officials. The purpose is to make sure we receive the same benefits that are given to county employees and county wide elected officials.”**

After speaking with Mr. Jeter, his concern is why Council salaries are not dealt with in the same manner as other elected officials, which are controlled by section 2-262 of the Richland County Code of Ordinances. That section states:

*Sec. 2-262. Salaries of certain elected officials.*

*(a) The following elected officials shall be excluded from the County's pay and classification plan: auditor, clerk of court, coroner, probate judge, sheriff, and treasurer.*

*(b) The salary of the auditor, clerk of court, coroner, sheriff, and treasurer shall be determined through the County's budget process, and does not include any supplemental appropriations from the state of South Carolina or from any other source.*

*(c) Each year elected officials listed in (b) above shall receive a pay increase commensurate with the percentage increase of the Consumer Price Index (CPI) over the previous year, which number is distributed to the County from the State Department of Revenue through the South Carolina Association of Counties for budgetary purposes, but not to exceed 4% for that year; provided, however, elected officials' salaries shall be reviewed at the same time that other County positions are reviewed for market comparisons, but in no event longer than three years. If it is determined that an elected official's salary is higher than others surveyed in similar sized counties, the elected official shall not receive a CPI pay increase for the first year following such review. Pay increases, when applicable, shall take effect starting with the first pay period in July.*

*(d) Upon re-election, the elected officials listed in (a) above, shall receive a 5% pay increase, which shall take effect at the beginning of the new term of office.*

*(e) A newly elected official, or an individual appointed to fill an existing term of office, shall receive the salary of the previous incumbent, but shall not receive the 5% pay increase that re-elected officials receive.*

(Ord. No. 1261-85, § I, 1-8-85; Ord. No. 080-00HR, § I, 12-19-00; Ord. No. 057-05HR, § I, 9-6-05; Ord. No. 028-07HR, § I, 3-20-07)

Section 4-9-100, S.C. Code of Laws, deals specifically with how county councils receive pay raises. It states:

**SECTION 4-9-100.** Council members shall not hold other offices; salaries and expenses of members.

*No member of council, including supervisors, shall hold any other office of honor or profit in government, except military commissions and commissions as notaries public, during his elected term. After adoption of a form of government as provided for in this chapter, council shall by ordinance prescribe the salary and compensation for its members. After the initial determination of salary, council may by ordinance adjust the salary but the ordinance changing the salary is not effective until the date of commencement of terms of at least two members of council elected at the next general election following the enactment of the ordinance affecting the salary changes at which time it will become effective for all members. A chairman of a county council who is assigned additional administrative duties may receive additional compensation as the council may provide. The additional compensation becomes effective with the passage of the ordinance increasing the compensation of the chairman. Members may also be reimbursed for actual expenses incurred in the conduct of their official duties. The restriction on salary changes does not apply to supervisors under the council-supervisor form of government whose salaries may be increased during their terms of office but supervisors shall not vote on the question when it is considered by council. (emphasis added)*

It is at this time that staff is requesting direction from Council with regards to this motion.

#### **C. Financial Impact**

The financial impact will be dependent upon Council's direction.

#### **D. Alternatives**

1. Approve the motion.
2. Deny the motion.

#### **E. Recommendation**

Council discretion as to a salary raise; recommend application of such in accordance with attached Legal advice.

Recommended by: Elizabeth McLean

Department: Legal

Date: 5/7/12

#### **F. Reviews**

Item# 7

(Please ***SIGN*** your name, ✓ the appropriate box, and support your recommendation before routing. Thank you!)

**Finance**

Reviewed by: Daniel Driggers

Date: 5/8/12

Recommend Council approval

Recommend Council denial

✓ Council Discretion (please explain if checked)

Comments regarding recommendation:

This is a policy decision for Council discretion. Approval for fiscal year 2013 would require an adjustment during the budget process in order to incorporate the incremental funding levels.

**Human Resources**

Reviewed by: Dwight Hanna

Date:

Recommend Council approval

Recommend Council denial

✓ Council Discretion (please explain if checked)

Comments regarding recommendation:

**Legal**

Reviewed by: Elizabeth McLean

Date: 5/9/12

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

Council pay increases are at the discretion of Council. My comments as to the legal requirements of such action have been provided under separate cover.

**Administration**

Reviewed by: J. Milton Pope

Date: 5-9-2012

Recommend Council approval

Recommend Council denial

✓ Council Discretion (please explain if checked)

Comments regarding recommendation:

# Richland County Council Request of Action

**Subject**

Permit Group Homes in the Rural District with Special Requirements (pages 38-46)

**Reviews**

**Richland County Council Request for Action**

Subject: Amending “Section 26-141, Table of Permitted Uses, Permitted Uses with Special Requirements, and Special Exceptions; and Section 26-151, Permitted Uses with Special Requirements; so as to permit “Group Homes (10 to 15)” in the RU (Rural District), with special requirements.

**A. Purpose**

County Council is requested to consider a motion to amend Sections 26-141 and 26-151, to permit “Group Homes (10 to 15)” in the RU (Rural District), with special requirements.

**B. Background / Discussion**

On January 9, 2012, the Richland County Planning Commission recommended that County Council approve an ordinance that would amend Section 26-141 and Section 26-151, so as to permit Group Homes (10 - 15) in the RU and RM-HD Districts, with Special Requirements. A public hearing was held on January 24, 2012, but Council denied the ordinance at that time.

On April 17, 2012, a motion was made by the Honorable Kelvin Washington, as follows:

“I move to send an ordinance that would permit Group Homes (10 - 15) in the RU (Rural District), with Special Requirements, to the next available Planning Commission meeting for their consideration and recommendation.”

A draft ordinance is attached that accomplishes this.

**C. Financial Impact**

None.

**D. Alternatives**

1. Approve the amendments to Section 26-141 and Section 26-151, so as to permit “Group Homes (10 to 15)” in the RU (Rural District), with special requirements.
2. Do not approve the amendments, thereby not allowing “Group Homes (10 to 15)” in the RU (Rural District), with special requirements.

**E. Recommendation**

This request is at Council’s discretion.

Recommended by: Honorable Kelvin E. Washington, Sr.      Date: April 17, 2012

## F. Approvals

### Finance

Reviewed by: Daniel Driggers

Date: 4/30/12

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

ROA states that there is no financial impact therefore it is left to Council discretion

### Planning

Reviewed by: Tracy Hegler

Date:

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: Planning supports this with the special requirements.

### Planning

Reviewed by: Amelia R. Linder

Date: 5/1/12

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: Both alternatives are legally viable.

### Legal

Reviewed by: Elizabeth McLean

Date: 5/1/12

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

Policy decision left to Council's discretion.

### Administration

Reviewed by: Sparty Hammett

Date: 5/15/12

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: The amendment would provide an additional option for the location of Group Homes.

# DRAFT - AMENDED

STATE OF SOUTH CAROLINA  
COUNTY COUNCIL FOR RICHLAND COUNTY  
ORDINANCE NO. 12-\_\_HR

AN ORDINANCE AMENDING THE RICHLAND COUNTY CODE OF ORDINANCES, CHAPTER 26, LAND DEVELOPMENT; ARTICLE V, ZONING DISTRICTS AND DISTRICT STANDARDS; SECTION 26-141, TABLE OF PERMITTED USES, PERMITTED USES WITH SPECIAL REQUIREMENTS, AND SPECIAL EXCEPTIONS; "RESIDENTIAL USES" OF TABLE 26-V-2.; AND ARTICLE VI, SUPPLEMENTAL USE STANDARDS; SECTION 26-151, PERMITTED USES WITH SPECIAL REQUIREMENTS; SO AS TO PERMIT "GROUP HOMES (10 TO 15)" IN THE RU (RURAL DISTRICT), WITH SPECIAL REQUIREMENTS.

Pursuant to the authority granted by the Constitution and the General Assembly of the State of South Carolina, BE IT ENACTED BY THE RICHLAND COUNTY COUNCIL:

SECTION I. The Richland County Code of Ordinances; Chapter 26, Land Development; Article V, Zoning Districts and District Standards; Section 26-141, Table of Permitted Uses, Permitted Uses with Special Requirements, and Special Exceptions; "Residential Uses" of Table 26-V-2.; is hereby amended to read as follows:

(ORDINANCE CONTINUES ON NEXT PAGE)



## DRAFT - AMENDED

SECTION II. The Richland County Code of Ordinances; Chapter 26, Land Development; Article VI, Supplemental Use Standards; Section 26-151, Permitted Uses with Special Requirements; Subsection (b), Permitted Uses with Special Requirements Listed by Zoning District; is hereby amended to read as follows:

- (b) *Permitted uses with special requirements listed by zoning district.*
- (1) Accessory Dwellings - (RU, RR, RS-E, RS-LD, RS-MD, RS-HD, M-1)
  - (2) Amusement or Water Parks, Fairgrounds - (GC, M-1, LI)
  - (3) Animal Shelters - (GC, M-1, LI)
  - (4) Antennas - (All Districts)
  - (5) Athletic Fields - (TROS, NC, RC)
  - (6) Banks, Finance, and Insurance Offices – (NC, RC)
  - (7) Barber Shops, Beauty Salons, and Related Services - (RU, RM-MD, RM-HD)
  - (8) Bars and other Drinking Places - (RC, GC, M-1, LI)
  - (9) Batting Cages - (GC, M-1, LI)
  - (10) Bed and Breakfast Homes/Inns - (RU, RR, RM-MD, RM-HD, OI, NC, RC, GC)
  - (11) Beer/Wine/Distilled Alcoholic Beverages – (GC)
  - (12) Body Piercing Facilities – (GC)
  - (13) Buildings, High-Rise, Four (4) or Five (5) Stories – (RM-HD, OI, GC)
  - (14) Bus Shelters/Bus Benches - (All Districts)
  - (15) Car and Light Truck Washes- (RC)
  - (16) Cemeteries and Mausoleums - (RU, OI, NC, RC, GC, M-1, LI, HI)
  - (17) Continued Care Retirement Communities - (RM-MD, RM-HD, OI, RC, GC)
  - (18) Construction, Building, General Contracting, with Outside Storage - (M-1, LI)

## DRAFT - AMENDED

- (19) Construction, Building, Heavy, with Outside Storage - (M-1, LI)
- (20) Construction, Special Trades, with Outside Storage - (M-1, LI)
- (21) Country Clubs with Golf Courses - (TROS, RU, GC, M-1, LI)
- (22) Day Care, Adult, Home Occupation (5 or fewer) – (RU, RR, RS-E, RS-LD, RS-MD, RS-HD, MH, RM-MD, RM-HD, OI, GC)
- (23) Day Care Centers, Adult - (RU, OI, NC, RC, GC, M-1)
- (24) Day Care, Child, Family Day Care, Home Occupation (5 or fewer) - (RU, RR, RS-E, RS-LD, RS-MD, RS-HD, MH, RM-MD, RM-HD, OI, GC)
- (25) Day Care Centers, Child, Licensed Centers - (RU, OI, NC, RC, GC, M-1)
- (26) Drugs and Druggists' Sundries – (GC)
- (27) Durable Goods, Not Otherwise Listed – (GC)
- (28) Dwellings, Manufactured Homes on Individual Lots - (RU, MH)
- (29) Dwellings, Manufactured Homes on Individual Lots - (RR, RS-E)
- (30) Dwellings, Single Family, Zero Lot Line, Common and Parallel - (Common: RM-MD, RM-HD, OI, GC, M-1; Parallel: RS-E, RS-LD, RS-MD, RS-HD, RM-MD, RM-HD, OI, M-1)
- (31) Electrical Goods – (GC)
- (32) Fuel Oil Sales (Non-Automotive) - (M-1, HI)
- (33) Furniture and Home Furnishings – (GC)
- (34) Golf Courses - (TROS, GC, M-1, LI)
- (35) Golf Driving Ranges (Freestanding) - (TROS, RC, GC, M-1, LI)
- (36) Go-Cart, Motorcycle, and Similar Small Vehicle Tracks - (GC)
- (37) Group Homes (9 or Less) - (RU, RR, RS-E, RS-LD, RS-MD, RS-HD, MH, RM-MD, RM-HD)
- (38) Group homes (10 to 15) - (RU)

## DRAFT - AMENDED

- (39)~~(38)~~Home Occupations - (RU, RR, RS-E, RS-LD, RS-MD, RS-HD, MH, RM-MD, RM-HD, OI, NC, RC, GC)
- (40)~~(39)~~Kennels - (RU, OI, RC, GC, M-1, LI)
- (41)~~(40)~~Libraries – (RU, RR, RS-E, RS-LD, RS-MD, RS-HD, MH, RM-MD, RM-HD)
- (42)~~(41)~~Lumber and Other Construction Materials – (GC)
- (43)~~(42)~~Machinery, Equipment and Supplies – (GC)
- (44)~~(43)~~Manufactured Home Sales – (GC, M-1)
- (45)~~(44)~~Manufactured Home Parks – (MH, M-1)
- (46)~~(45)~~Market Showrooms - (GC)
- (47)~~(46)~~Motor Vehicles, New Parts and Supplies – (GC)
- (48)~~(47)~~Motor Vehicles, Tires and Tubes – (GC)
- (49)~~(48)~~Nondurable Goods, Not Otherwise Listed – (GC)
- (50)~~(49)~~Paints and Varnishes – (GC)
- (51)~~(50)~~Pet Care Services – (NC, RC)
- (52)~~(51)~~Petroleum and Coal Products Manufacturing - (HI)
- (53)~~(52)~~Petroleum and Petroleum Products - (M-1, HI)
- (54)~~(53)~~Places of Worship – (RU, RR, RM-MD, RM-HD, RC)
- (55)~~(54)~~Plumbing and Heating Equipment and Supplies – (GC)
- (56)~~(55)~~Poultry Farms – (RU)
- (57)~~(56)~~Produce Stands – (RU)
- (58)~~(57)~~Public or Private Parks- (All Districts)
- (59)~~(58)~~Public Recreation Facilities- (All Districts)
- (60)~~(59)~~Radio, Television, and Other Similar Transmitting Towers – (M-1)

## DRAFT - AMENDED

- ~~(61)~~(60)Recreational Vehicle Parks and Recreation Camps – (RU)
- ~~(62)~~(61)Rental Centers, With Outside Storage – (GC)
- ~~(63)~~(62)Repair and Maintenance Service, Appliance and Electronics - (RC, GC, M-1, LI)
- ~~(64)~~(63)Research and Development Services – (OI)
- ~~(65)~~(64)Schools, Including Public and Private Schools, Having a Curriculum Similar to Those Given in Public Schools - (RU, RR, RS-E, RS-LD, RS-MD, RS-HD, MH, RM-MD, RM-HD)
- ~~(66)~~(65)Sexually Oriented Businesses - (GC, HI)
- ~~(67)~~(66)Sporting Firearms and Ammunition – (GC)
- ~~(68)~~(67)Swim and Tennis Clubs – (TROS)
- ~~(69)~~(68)Swimming Pools - (TROS, RU, RR, RS-E, RS-LD, RS-MD, RS-HD, MH, RM-MD, RM-HD, OI, NC, RC, GC)
- ~~(70)~~(69)Tobacco and Tobacco Products – (GC)
- ~~(71)~~(70)Utility Substations - (All Districts)
- ~~(72)~~(71)Veterinary Services (Non-Livestock, May Include Totally Enclosed Kennels Operated in Connection with Veterinary Services) - (OI, NC)
- ~~(73)~~(72)Warehouses (General Storage, Enclosed, Not Including Storage of Any Hazardous Materials or Waste as Determined by Any Agency of the Federal, State, or Local Government) - (OI, NC, RC, GC)
- ~~(74)~~(73)Warehouses (Self Storage) - (RC, GC, M-1, LI)
- ~~(75)~~(74)Yard Sales - (RU, RR, RS-E, RS-LD, RS-MD, RS-HD, MH, RM-MD, RM-HD, OI, NC, RC, GC)
- ~~(76)~~(75)Zoos and Botanical Gardens – (GC, M-1)

SECTION III. The Richland County Code of Ordinances; Chapter 26, Land Development; Article VI, Supplemental Use Standards; Section 26-151, Permitted Uses with Special Requirements; Subsection (c), Standards; is hereby amended by the insertion of a new paragraph to read as Paragraph “(38) Group homes (10 to 15)”, the existing Paragraph (38) is renumbered

## DRAFT - AMENDED

to read as Paragraph (39), and all remaining paragraphs are renumbered in appropriate chronological order.

(38) Group homes (10 to 15).

- a. Use districts: Rural District.
- b. Minimum lot size to establish a group home shall be five (5) acres.
- c. The gross floor area of the group home shall not exceed seven thousand (7,000) square feet.
- d. Parking shall not be located in the required front yard.
- e. No parking space or drive shall be located closer than twenty (20) feet from any road line or property line.

SECTION IV. Severability. If any section, subsection, or clause of this ordinance shall be deemed to be unconstitutional or otherwise invalid, the validity of the remaining sections, subsections, and clauses shall not be affected thereby.

SECTION V. Conflicting Ordinances Repealed. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION VI. Effective Date. This ordinance shall be enforced from and after \_\_\_\_\_, 2012.

RICHLAND COUNTY COUNCIL

BY: \_\_\_\_\_  
Kelvin E. Washington, Sr., Chair

ATTEST THIS THE \_\_\_\_ DAY

OF \_\_\_\_\_, 2012

\_\_\_\_\_  
Michelle M. Onley  
Clerk of Council

Public Hearing:  
First Reading:  
Second Reading:  
Third Reading:



**DRAFT - AMENDED**

USE TYPES	TROS	RU	RR	RS-E	RS-LD	RS-MD	RS-HD	MH	RM-MD	RM-HD	OI	NC	RC	GC	M-I	LI	HI
<b>Residential Uses</b>																	
Accessory Dwellings		SR	SR	SR	SR	SR	SR		P	P					SR		
Common Area Recreation and Service Facilities		P	P	P	P	P	P	P	P	P	P	P	P	P			
Continued Care Retirement Communities		SE	SE						SR	SR	SR		SR	SR			
Dormitories										P	SE			SE			
Dwellings, Conventional or Modular																	
Multi-Family, Not Otherwise Listed									P	P	P			P			
Single-Family, Detached		P	P	P	P	P	P	P	P	P							
Single-Family, Zero Lot Line, Common						SE	SE		SR	SR	SR			SR			
Single-Family, Zero Lot Line, Parallel				SR	SR	SR	SR		SR	SR	SR						
Two-Family									P	P							
Dwellings, Manufactured Homes on Individual Lots		SR	SR	SR				SR							SE		
Fraternity and Sorority Houses									P	P	P			P			
Group Homes (9 or Less)		SR	SR	SR	SR	SR	SR	SR	SR	SR							
Group Homes (10 or More to 15)		SR								SE	SE	SE	SE	SE			
Manufactured Home Parks								SR									
Rooming and Boarding Houses										SE	SE	SE	SE	P			
Special Congregate Facilities											SE			SE			

# Richland County Council Request of Action

**Subject**

Resolution on Water/Sewer Rates for Non-City Residents (pages 48-50)

**Reviews**

## Richland County Council Request of Action

**Subject:** Resolution re: Water / Sewer Rates for Non-City Residents

### A. Purpose

Council is requested to direct staff as appropriate regarding the proposed Resolution recommended by Councilman Jackson.

### B. Background / Discussion

Councilman Jackson made the following motion at the April 17, 2012 Council Meeting:

**Motion to send a resolution to the city of Columbia not to raise the water and sewer funds on the backs of non city residents. Reason: If the city goes along these lines then the County may have no choice but to invest in a water system or invite private utility companies to provide water to the unincorporated areas. County residents should not be treated disproportionately to correct the City's shortfall. As representatives of the citizens of Richland County we must be mindful and do everything possible to protect the people we serve. [Jackson]** Forwarded to the A&F Committee.

A proposed Resolution is attached.

Direction from Council is requested at this time.

### C. Financial Impact

There is no financial impact associated with the Resolution at this time.

### D. Alternatives

1. Approve the Resolution.
2. Do not approve the Resolution.
3. Approve the Resolution as amended.

### E. Recommendation

Council discretion – Council motion.  
Norman Jackson, April 17, 2012

### F. Reviews

(Please ***SIGN*** your name, ✓ the appropriate box, and support your recommendation before routing. Thank you!)



**Finance**

Reviewed by: Daniel Driggers

Date: 4/30/12

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

**Legal**

Reviewed by: Elizabeth McLean

Date: 5/1/12

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

Policy decision left to Council's discretion.

**Administration**

Reviewed by: J. Milton Pope

Date: 5/1/12

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: Council discretion



# Richland County Council Request of Action

**Subject**

Resolution to Distribute \$7,400 in Federal Forestry Funds (pages 52-55)

**Reviews**

# Richland County Council Request of Action

Subject: Resolution to Distribute \$7,400 in Federal Forestry Funds

## A. Purpose

The Richland County Treasurer has received a check from the Office of the State Treasurer for Federal Forestry Funds. These funds are generated based on a portion of the net proceeds generated by the sale of forest products extracted from McEntire Air Force Base and other military installations located within Richland County. The total amount of forestry funds available for allocation by County Council is \$7,400.

## B. Background / Discussion

The Richland County Treasurer currently has a total of \$7,400 in Federal Forestry Fund monies. These funds were received from the Office of the State Treasurer as payment based on a portion of the net proceeds generated by the sale of forest products extracted from McEntire Air Force Base located within Richland County.

Pursuant to Title 10, Section 2665 (E)(2), “the amount paid to a State pursuant to paragraph (1) shall be expended as the State legislature may prescribe for the benefit of the public schools and public roads of the county or counties in which the military installation or facility is situated.”

Since the South Carolina Legislature has not enacted, to date, any law prescribing how these funds are to be allocated, the specific amounts to be allocated for the benefit of public schools and public roads of Richland County are at the discretion of Richland County Council.

The last time that Richland County Council allocated military forestry funds was in December of 2011. The resolution passed in 2011 allocated a total amount of \$5,281.78 of which 50% was apportioned to Richland School District One, Richland School District Two, and Richland-Lexington School District Five (according to the respective student population of each district). The remaining 50% was transferred to the General Fund of Richland County to be used for the construction of new roads and/or improvement of public roads within the county.

The resolution currently before Council uses the same 50/50 allocation ratio used in 2011; however, Council may adjust these proportions at its discretion.

**The FY 11/12 School District Populations for students of Richland County are as follows:**

<u>School District</u>	<u>Number of Students</u>
• Richland School District One	23,945
• Richland School District Two	25,964
• Richland/Lexington School District Five	8,982 (District 5 students who live in Richland County)

**Source: South Carolina Department of Education and Richland/Lexington School District Five.**





COUNTY OF RICHLAND  
OFFICE OF COUNTY TREASURER



2012 APR 24 AM 9:19

RICHLAND COUNTY  
ADMINISTRATOR'S OFFICE

DAVID A. ADAMS  
COUNTY TREASURER

P.O. BOX 11947  
Columbia, SC 29211  
(803) 576-2275  
TDD (803) 748-4999

23 April 2012

To: Tony McDonald, Assistant County Administrator

From: David A. Adams, Richland County Treasurer

RE: Distribution of Federal Forestry Funds

Please note that the Treasury has received a check for Federal Forestry Funds in the amount of \$7,400.00. These are not funds received annually.

According to Title 10, Section 2665 (E) the United States Code of Laws, these funds may only be used for County public roads and schools.

These funds were last allocated by resolution of Richland County Council in December 2011.

Please contact me with any questions or clarifications.

Item# 10

# Richland County Council Request of Action

**Subject**

Retention Schedule for Finance Department Records (pages 57-63)

**Reviews**



# Richland County Council Request of Action

**Subject:** Retention Schedule for Finance Department records

## **A. Purpose**

County Council is requested to approve retention schedules for direct deposit forms; employee salary garnishment records; and position control reports.

## **B. Background**

South Carolina Code of Regulations 12-504 is the regulation that governs the retention of financial records for county government. Direct deposit forms; employee garnishment records; and position control reports are not covered by SC Code of Regulation 12-504. For records not covered by the regulation, Section 30-1-90 of the *Code of Laws of South Carolina, 1976*, as amended, provides the process for establishing record retention schedules for state and local government offices. For the state's political subdivisions, this process requires that retention schedules be approved by the governing body and the director of the South Carolina Department of Archives and History.

### ➤ **Discussion Points:**

- The direct deposit form is a form that authorizes Richland County to deposit employee pay into their savings or checking account. This contains the following information:
  1. Employee name
  2. Social security number
  3. Bank name and routing number
  4. Employee account number
  5. Deposit amount
  6. Employee signature and date

The proposed retention schedule is to retain 1 year after termination, then destroy.

- Employee Garnishment records are forms submitted to the Payroll Office by various agencies (such as Family Court and SC Department of Revenue) that directs Payroll to deduct funds from an employee salary to pay debts, taxes, child support and/or other authorized purposes.

The proposed retention schedule is to retain one year after termination or after document is no longer in force, whichever criteria occur first, and then destroy.

- Position control reports are reports that document pay grades and salary ranges. The report also includes the incumbent's name, salary, pay grade, pay adjustments.

The proposed schedule is to retain for 10 years and then destroy.

- Daniel Driggers, Director of the Finance Department, has approved the proposed retention schedules.
- Richland County Council has not taken any previous action in regards approving retention schedules for direct deposit forms, employee salary garnishment and position control reports.

### C. Financial Impact

There is not any financial impact associated with this request.

### D. Alternatives

Approve the request to establish retention schedules for direct deposit forms; employee salary garnishment records; and position control reports.

Do not approve request to establish retention schedules for direct deposit forms; employee salary garnishment records; and position control reports.

### E. Recommendation

It is recommended that Council approve the request to establish retention schedules for direct deposit forms; employee salary garnishment records; and position control reports.

Recommended by: John Hopkins, Director  
 Department: Register of Deeds  
 Date: 05/01/12

### F. Reviews

(Please ***SIGN*** your name, ✓ the appropriate box, and support your recommendation before routing. Thank you!)

#### Finance

Reviewed by: Daniel Driggers

Date: 5/4/12

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

Item# 11

**Human Resources**Reviewed by: Dwight Hanna

Date:

 Recommend Council approval Recommend Council denial Council Discretion (please explain if checked)

Comments regarding recommendation:

**Procurement**Reviewed by: Rodolfo Callwood

Date: 5/9/12

 Recommend Council approval Recommend Council denial Council Discretion (please explain if checked)

Comments regarding recommendation:

**Legal**Reviewed by: Elizabeth McLean

Date: 5/10/12

 Recommend Council approval Recommend Council denial Council Discretion (please explain if checked)

Comments regarding recommendation:

**Administration**Reviewed by: Tony McDonald

Date: 5/10/12

 Recommend Council approval Recommend Council denial Council Discretion (please explain if checked)

Comments regarding recommendation: Recommend approval of the retention schedules as outlined above.



South Carolina Department of Archives & History  
Division of Archives and Records Management

**APPROVAL OF RECORDS RETENTION SCHEDULE**

In accordance with provisions of Title 30, Code of Laws of South Carolina, 1976, Sections 30-1-10 through 30-1-140, as amended, the attached Records Retention Schedule is submitted for approval. This schedule supersedes any previously approved schedule for these same records series.

**PART I — Office or Department**

**RICHLAND COUNTY**

Local Government Subdivision

**FINANCE - PAYROLL**

Office or Department

**40**

Record Group Number

I certify that I am authorized to act for this agency in the disposition of its public records and hereby approve the attached Records Retention Schedule. The schedule meets all legal and audit requirements and the records have no further administrative, fiscal, or legal value to this agency after the expiration of the prescribed retention periods.

Records series included in this approval are numbered: **15857 - 15859**

3/15/12  
Date

*[Signature]*  
Signature of Approving Authority

Director of Finance  
Title

**PART II — Governing Body**

I am authorized to act for the governing body of this local government subdivision and certify that the governing body has approved the Records Retention Schedule as described in Part I, above.

Date

Signature of Approving Authority

Title

**PART III — Department of Archives and History**

The records listed in the attached Records Retention Schedule have been evaluated by this department for their management, research, and permanent value and are approved for retention or disposal as described in the schedule.

Date

Director, Department of Archives and History

ARM-3

**South Carolina Department of Archives and History  
Records Management Division**

**Guidelines For Understanding And Implementing  
Records Retention Schedules**

The following guidelines describe basic terms related to records retention schedules and define the responsibilities associated with schedule approval and implementation.

**Records Retention Schedule** – A records retention schedule describes one or several records series and indicates the length of time records should be retained prior to final disposition. Schedules are issued to state agencies or local government subdivisions and must be approved in accordance with provisions of the Public Records Act, as amended. Upon approval, the latest retention schedule supersedes any schedule previously approved for the same records series or group of records series.

**Copies** – All official copies of state agency and local government subdivision records must be inventoried, appraised, and scheduled. Convenience and other extra copies do not need a records retention schedule and may be disposed of when no longer needed for reference.

**Legal Retention Requirements** – The approval of schedules by state agencies or local government subdivisions should include a legal review to ensure that retention periods are in compliance with all applicable laws and regulations. In addition, state agencies and local government subdivisions are responsible for ensuring that records are retained for any additional time necessary to fulfill special legal considerations or requirements, such as those related to pending litigation, government investigations, or court orders.

**Confidentiality and Restrictions** – State agencies and local government subdivisions should ensure that confidential records are properly filed, accessed, and disposed of in accordance with federal, state, and local legal requirements.

**Audit Requirements** – State agencies and local government subdivisions are responsible for ensuring that records are retained to comply with all audit requirements.

**Destruction of Records** – Non-microfilmed records destroyed in accordance with approved schedules should be reported to the Department of Archives and History by submitting a copy of the State and Local Government Report of Records Destroyed. A copy of each destruction report should be retained by the state or local office as documentation of records destroyed in accordance with the approved retention schedules.

**Records Storage** – Permanent records must be maintained, protected, and preserved in an appropriate environment as required by section 30-1-70 of the Public Records Act, as amended. The State Records Center will accept scheduled semi-active state agency records for temporary storage on a space available basis. It will also receive permanent records scheduled for transfer to the Department of Archives and History.

For further information on state or local records retention schedules, please contact the Records Services staff at (803) 896-6100.

March 2010



**RICHLAND COUNTY**

**RECORD GROUP NUMBER: 40**

**FINANCE - PAYROLL**

**15857 DIRECT DEPOSIT FORMS**

Description:

Forms signed by employees to authorize the deposit of pay into checking or savings accounts and includes an attached check or bank letter. Information includes name of employee, social security number, name of bank, city, state, bank routing number, account number, deposit amount, employee signature and date.

Retention:

1 year after termination of employment, then destroy.

**15858 EMPLOYEE SALARY GARNISHMENT RECORDS**

Description:

Forms submitted to the Payroll Office from agencies such as the SC Department of Revenue, Family Court, etc. directing the deduction of funds from an employee's salary to pay for debts, taxes, child support, and/or other authorized purposes. Information includes name of agency submitting form, name of employee, social security number, date submitted, time period covered, amount of debt due, penalty, interest, costs and totals.

Retention:

1 year after termination of employment or after document no longer in force, whichever comes first, then destroy.



15859 POSITION CONTROL REPORTS

Description:

Records used to document pay grades and salary ranges for each position in the county including incumbent's current salaries and pay adjustments. Information includes name of position, position number, county department, pay grade, salary range, name of incumbent, salary and adjustments.

Retention:

10 years, then destroy.

The approval and implementation of this records retention schedule should comply with the Department of Archives and History's *Guidelines for Understanding and Implementing Records Retention Schedules*.

# Richland County Council Request of Action

**Subject**

Retention Schedules for the Public Works Department (pages 65-94)

**Reviews**



# Richland County Council Request of Action

**Subject:** Retention Schedules for the Public Works Department

## **A. Purpose**

County Council is requested to approve retention schedules for the record types that are listed.

## **B. Background**

South Carolina Code of Regulations Chapter 12 is the regulation that governs the retention of records for county government. The records that are listed are not covered by SC Code of Regulation Chapter 12. For records not covered by regulation, Section 30-1-90 of the *Code of Laws of South Carolina, 1976*, as amended, provides the process for establishing record retention schedules for state and local government offices. For the state's political subdivisions, this process requires that retention schedules be approved by the governing body and the director of the South Carolina Department of Archives and History.

### ➤ **Record type and proposed retention schedule:**

#### **1. CAPITAL IMPROVEMENT PROJECTS RECORDS**

Description: Records documenting large scale, more extensive projects for the improvement of drainage network infrastructure throughout communities in the county. Information includes engineering drawings CAD plans, bids and contracts.

Retention: 10 years, then destroy.

#### **2. CORRECTIVE ACTION PLANS**

Description: Plans specifically developed to correct a deficiency which must be addressed in order to be in compliance with National Pollution Discharge Elimination System (NPDES) permit requirements. Information includes a description of the deficiency and specific actions taken to correct it.

Retention: 10 years, then destroy.

**3. DRY WEATHER SCREENING RECORDS**

Description: Record of field inspections on drainage pipe outfalls during periods of dry weather to ensure there are no illicit discharges. Information includes date, time, and description of field conditions, GPS data and notes on liquids discharged.

Retention: 10 years, then destroy.

**4. ILLICIT DISCHARGE DETECTION AND ELIMINATION RECORDS**

Description: Records used to document the occurrence of illicit discharges and improper disposals of substances at various geographical locations throughout the county. Information includes dates, times, photos and enforcement letters.

Retention: 10 years, then destroy.

**5. IMPAIRED WATER BODIES RECORDS**

Description: Records describing water bodies in the county that have been identified as impaired by a specific pollutant or pollutants. Information includes sampling data, photos and GIS maps.

Retention: 10 years, then destroy.

**6. IN-HOUSE DRAINAGE IMPROVEMENT PROJECTS FILE**

Description: Record of drainage network improvements and other infrastructure improvements throughout communities in Richland County. Information includes engineering plans, contracts and bids.

Retention: 10 years, then destroy.

**7. IN-HOUSE MAINTENANCE ACTIVITIES RECORDS**

Description: Records identifying smaller, less extensive maintenance activities that the county is responsible for and that can be accomplished

Item# 12

with in-house resources. Records include infrastructure maintenance activities involving pipes, drains and ditches.

Retention: 10 years, then destroy.

**8. NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES)**

Description: All files and documentation related to the National Pollution Discharge Elimination System Program (NPDES), the federally mandated program required for the issuance of a five-year permit. Compliance is monitored by South Carolina Department of Health and Environmental Control and the EPA. Information includes documentation for compliance, annual reports, public outreach documentation, sampling and monitoring activities.

Retention: 10 years, then destroy.

**9. PESTICIDE, HERBICIDE AND FERTILIZER CONTROL PROGRAM RECORDS**

Description: Record of inspections of private businesses to ensure that they follow guidelines for storing and using pesticides, herbicides and fertilizers. Information includes inspection forms and enforcement letters/actions if applicable.

Retention: 10 years, then destroy

**10. PRIVATE POND MAINTENANCE RECORDS**

Description: Inspection records of privately-owned ponds in the county. Information includes inspection reports, photos, enforcement letters/activities if applicable.

Retention: 10 years, then destroy.

**11. PUBLIC EDUCATION AND OUTREACH RECORDS**

Description: Documents public education and outreach activities conducted by county staff at festivals and other public events. Information includes various brochures and materials produced by the staff as well as annual reports, photos, internal conferences and training materials.

Retention: 10 years, then destroy.

## ***12. ROAD RUN-OFF MANAGEMENT PLANS***

Description: Plans involving the application of dust suppressive chemicals on county dirt roads. Information includes sampling data, maps, and inspection reports.

Retention: 10 years, then destroy.

## ***13. SANITARY SEWER OVERFLOW RECORDS***

Description: Reports submitted by the provider describing the details of overflow or spill incidents from the public and private utilities providing sewer services in the county. Information includes name of utility, amount spilled, response or actions taken by utility, date, and time of incident.

Retention: 10 years, then destroy.

## ***14. SPILL PREVENTION CONTROL AND COUNTER MEASURE PLANS***

Description: Records documenting the plans that both county entities and private businesses have in place to prevent spills of hazardous liquids and the guidelines for cleanup in the event of a spill. These action plans are maintained on-site and are subject to inspection by county and state officials.

Retention: 10 years, then destroy.

## ***15. STORMWATER DETENTION AND RETENTION POND RECORDS***

Description: Field inspection records for county-owned and/or maintained retention and detention ponds. These ponds serve as part of the county's drainage network. Information includes inspection forms, record of maintenance activities, photos and maps.

Retention: 10 years, then destroy.

## ***16. STORMWATER DITCH RECORDS***

Description: Field inspection reports for drainage ditches throughout the county. Information includes report forms, photos, maps and description of maintenance activities.

Retention: 10 years, then destroy.

## ***17. STORMWATER ORDINANCES***

Description: Office copies of the Richland County Stormwater Ordinances created for the protection of water resources in the county.

Retention: PERMANENT.

## ***18. STORMWATER POLLUTION PREVENTION PLANS***

Description: Plans utilized to ensure that environmental compliance is met and the best management practices are used by county facilities such as Public Works, Landfill, Owens Regional Airport, etc. These plans help identify potential pollutants on the property and provide guidance for proper care.

Retention: 10 years, then destroy.

## ***19. STORMWATER STRUCTURAL INVENTORY CONTROL RECORDS (Proactive and Reactive Investigations)***

Description: Recorded inventory of all drainage network structures throughout the county. Information includes maps, drawings, inspection sheets and photos.

Retention: 10 years, then destroy.

## ***20. STREAM ASSESSMENT RECORDS***

Description: Field inspection records of streams and creeks used to assess environmental conditions and impacts surrounding the water bodies. Information includes inspection forms, photos, maps, survey data, GPS and sampling data.

Retention: 10 years, then destroy.

**21. WATER QUALITY SAMPLING AND MONITORING RECORDS  
(Sediment, Ambient, Wet Weather, and Macroinvertebrates)**

Description: Records documenting water quality conditions of surface water, biological collection data, conditions during storm events, and sediment sampling. Records are used in identifying problem areas for follow-up activities. Information includes maps, spreadsheets, pollutant tracking documents, data collection forms and sampling result reports.

Retention: 10 years, then destroy.

**22. CAD FILES**

Description: Computer-Assisted Drawings (CAD) files created by Geographic Information Systems and/or design engineer to support various Engineering Projects involving road and bridge construction and maintenance. Information includes CAD drawings, associated maps and plans, and other project related documentation.

Retention: 10 years, then destroy.

**23. EASEMENTS AND RIGHT-OF-WAY PROJECT FILES**

Description: Records used to document and manage easements and rights-of-way for public works projects. Information includes Right-Of-Way descriptions, drawings and correspondence related to each project.

Retention: 10 years, then destroy

**24. ROAD CONSTRUCTION PLANS, CORRESPONDENCE AND REPORTS**

Description: Records used by engineering inspectors to review and approve road construction projects in the county. Information includes correspondence to and from contractors, asphalt reports from geotechnical engineers, road inspection reports, and site construction plans.

Retention: 10 years, then destroy.

## ***25. ROAD FILES AND DRAINAGE EASEMENTS***

Description: Files documenting road construction and drainage easement projects. Information includes project related right-of-way descriptions; correspondence to and from the Engineering Division, South Carolina Department of Transportation, county council, the county attorney, outside attorneys, and private citizens.

Retention: 10 years, then destroy.

## ***26. STORMWATER MANAGEMENT PROJECT FILES***

Description: Files created by Stormwater Engineering to document and administer projects. Information includes plans, correspondence, calculations for designs, CAD (computer-assisted drawing) documents, and notes from site visits related to the project.

Retention: 10 years, then destroy.

## ***27. TRANSPORTATION DEPARTMENT PLANS, CORRESPONDENCE, INVOICES AND REPORTS***

Description: Records used to document and administer projects related to traffic studies, inspections, multi-way stop studies, and other associated plans. Information includes plans, correspondence, studies and engineer's invoices.

Retention: 10 years, then destroy.

## ***28. CONSTRUCTION SITE PLANS, CORRESPONDENCE AND MAPS***

Description: Files of the new residential and commercial development projects in the county. Information includes correspondence to and from various firms, developers, and other entities associated with the permitting process along with detailed information from engineers for each project.

Retention: 10 years, then destroy.

## ***29. RECORD DRAWINGS, CAD FILES, AND MAPS FOR NEW DEVELOPMENT PROJECTS***

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Description: Record of new development in the county reflecting the actual construction results. Information includes record drawings, CAD files, maps and other related correspondence.

Retention: 10 years, then destroy.

**30. PLATS, COST ESTIMATES, CONDITIONS STATEMENT, LETTERS OF CREDIT AND BONDS**

Description: Record of new development projects and financial surety compliance. Information includes plans, correspondence, maps, plats, engineer's cost estimates, statements of conditions (legal agreements), letters of credit and bonds between developers and banks.

Retention: 10 years, then destroy.

**31. SOUTH CAROLINA DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL CORRESPONDENCE**

Description: Correspondence to and from the South Carolina Department of Health and Environmental Control dealing with water, sewer, and other projects related to new development within the county. Information includes letters, maps, plans, drawings and other documentation related to projects requiring review and/or approval by DHEC.

Retention: 10 years, then destroy.

**32. SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION CORRESPONDENCE**

Description: Correspondence to and from the SC Department of Transportation regarding road construction projects related to new development in the county. Information includes letters, maps, plans, drawings and other documents related to project requiring review and approval of SCOOT.

Retention: 10 years, then destroy.

**33. FLOOD ZONE VERIFICATIONS (FZV)**



Description: Files used to document responses to requests for flood zone determinations on individual parcels.

Retention: 3 years, then destroy.

#### ***34. FLOOD PLAIN DEVELOPMENT PERMITS***

Description: Records to document permits for floodplain development, building inspections and requirements of the Federal Emergency Management Agency (FEMA).

Retention: PERMANENT.

#### ***35. FLOOD INSURANCE STUDIES (FIS)***

Description: Records created by the Federal Emergency Management Agency (FEMA) regarding flooding in a community. These records are developed in conjunction with the Flood Rate Insurance Map (FIRM). Information includes flood profiles for flooding sources.

Retention: PERMANENT.

#### ***36. FLOOD INSURANCE RATE MAPS (FIRM)***

Description: Maps created by the Federal Emergency Management Agency (FEMA) to regulate flood plain management in communities. Information includes base flood elevations, hydrology information, flood plain and floodway delineation.

Retention: PERMANENT.

#### ***37. DEVELOPMENT PLANS/PLATS***

Description: Records documenting development plans and/or plats which must be reviewed for adherence to flood ordinances.

Retention: PERMANENT.

### **38. LETTERS OF MAP CHANGES**

Description: Record of requests made to change a community's flood hazard map. Information includes: Conditional Letter of Map Amendment (CLOMA); Conditional Letter of Map Revision (CLOMR); Conditional Letter of Map Revision based on Fill (CLOMR-F); Letter of Map Amendment (LOMA); Letter of Map Revision (LOMR) and Letter of Map Revision based on Fill (LOMR-F).

Retention: PERMANENT.

- David Hoops, Director of the Public Works Department, has approved the proposed retention schedules.

#### **C. Financial Impact**

There is not any financial impact associated with this request.

#### **D. Alternatives**

Approve the request to establish retention schedules for the Public Works Department.

Do not approve request to establish retention schedules for the Public Works Department.

#### **E. Recommendation**

It is recommended that Council approve the request to establish retention schedules for the Public Works Department.

Recommended by: John Hopkins, Director  
Department: Register of Deeds  
Date: 05/07/12

#### **F. Reviews**

(Please ***SIGN*** your name, ✓ the appropriate box, and support your recommendation before routing. Thank you!)

**Finance**Reviewed by: Daniel Driggers

Date: 5/8/12

 Recommend Council approval Recommend Council denial Council Discretion (please explain if checked)

Comments regarding recommendation:

Recommendation based on approval of Public Works Director, Record Retention Director and no financial impact.

**Procurement**Reviewed by: Rodolfo Callwood

Date: 5/8/12

 Recommend Council approval Recommend Council denial Council Discretion (please explain if checked)

Comments regarding recommendation:

**Legal**Reviewed by: Elizabeth McLean

Date: 5/10/12

 Recommend Council approval Recommend Council denial Council Discretion (please explain if checked)

Comments regarding recommendation:

**Administration**Reviewed by: Sparty Hammett

Date: 5/14/12

 Recommend Council approval Recommend Council denial Council Discretion (please explain if checked)

Comments regarding recommendation: Recommend Council approval of the request to establish retention schedules for the Public Works Department.



South Carolina Department of Archives & History  
Division of Archives and Records Management

**APPROVAL OF RECORDS RETENTION SCHEDULE**

In accordance with provisions of Title 30, *Code of Laws of South Carolina, 1976*, Sections 30-1-10 through 30-1-140, as amended, the attached Records Retention Schedule is submitted for approval. This schedule supersedes any previously approved schedule for these same records series.

**PART I — Office or Department**

**RICHLAND COUNTY**

Local Government Subdivision

**PUBLIC WORKS - ENGINEERING**

Office or Department

**40**

Record Group Number

I certify that I am authorized to act for this agency in the disposition of its public records and hereby approve the attached Records Retention Schedule. The schedule meets all legal and audit requirements and the records have no further administrative, fiscal, or legal value to this agency after the expiration of the prescribed retention periods.

Records series included in this approval are numbered: **15766 - 15776**

11/1/11 Date      David R. [Signature] Signature of Approving Authority      Director Title

**PART II — Governing Body**

I am authorized to act for the governing body of this local government subdivision and certify that the governing body has approved the Records Retention Schedule as described in Part I, above.

\_\_\_\_ Date      \_\_\_\_\_ Signature of Approving Authority      \_\_\_\_\_ Title

**PART III — Department of Archives and History**

The records listed in the attached Records Retention Schedule have been evaluated by this department for their management, research, and permanent value and are approved for retention or disposal as described in the schedule.

\_\_\_\_ Date      \_\_\_\_\_ Director, Department of Archives and History

ARM-3

**South Carolina Department of Archives and History  
Records Management Division**

**Guidelines For Understanding And Implementing  
Records Retention Schedules**

The following guidelines describe basic terms related to records retention schedules and define the responsibilities associated with schedule approval and implementation.

**Records Retention Schedule** – A records retention schedule describes one or several records series and indicates the length of time records should be retained prior to final disposition. Schedules are issued to state agencies or local government subdivisions and must be approved in accordance with provisions of the Public Records Act, as amended. Upon approval, the latest retention schedule supersedes any schedule previously approved for the same records series or group of records series.

**Copies** – All official copies of state agency and local government subdivision records must be inventoried, appraised, and scheduled. Convenience and other extra copies do not need a records retention schedule and may be disposed of when no longer needed for reference.

**Legal Retention Requirements** – The approval of schedules by state agencies or local government subdivisions should include a legal review to ensure that retention periods are in compliance with all applicable laws and regulations. In addition, state agencies and local government subdivisions are responsible for ensuring that records are retained for any additional time necessary to fulfill special legal considerations or requirements, such as those related to pending litigation, government investigations, or court orders.

**Confidentiality and Restrictions** – State agencies and local government subdivisions should ensure that confidential records are properly filed, accessed, and disposed of in accordance with federal, state, and local legal requirements.

**Audit Requirements** – State agencies and local government subdivisions are responsible for ensuring that records are retained to comply with all audit requirements.

**Destruction of Records** – Non-microfilmed records destroyed in accordance with approved schedules should be reported to the Department of Archives and History by submitting a copy of the State and Local Government Report of Records Destroyed. A copy of each destruction report should be retained by the state or local office as documentation of records destroyed in accordance with the approved retention schedules.

**Records Storage** – Permanent records must be maintained, protected, and preserved in an appropriate environment as required by section 30-1-70 of the Public Records Act, as amended. The State Records Center will accept scheduled semi-active state agency records for temporary storage on a space available basis. It will also receive permanent records scheduled for transfer to the Department of Archives and History.

For further information on state or local records retention schedules, please contact the Records Services staff at (803) 896-6100.

March 2010



**RICHLAND COUNTY**

**RECORD GROUP NUMBER: 40**

**PUBLIC WORKS - ENGINEERING DIVISION**

**15766 CAD FILES**

Description:

Computer-Assisted Drawings (CAD) files created by Geographic Information Systems and/or design engineer to support various Engineering Projects involving road and bridge construction and maintenance. Information includes CAD drawings, associated maps and plans, and other project related documentation.

Retention:

10 years, then destroy.

**15767 EASEMENTS AND RIGHT-OF-WAY PROJECT FILES**

Description:

Records used to document and manage easements and rights-of-way for public works projects. Information includes Right-Of-Way descriptions, drawings and correspondence related to each project.

Retention:

10 years, then destroy

**15768 ROAD CONSTRUCTION PLANS, CORRESPONDENCE AND REPORTS**

Description:

Records used by engineering inspectors to review and approve road construction projects in the county. Information includes correspondence to and from contractors, asphalt reports from geotechnical engineers, road inspection reports, and site construction plans.

Retention:

10 years, then destroy.



**15769 ROAD FILES AND DRAINAGE EASEMENTS**

Description:

Files documenting road construction and drainage easement projects. Information includes project related right-of-way descriptions; correspondence to and from the Engineering Division, South Carolina Department of Transportation, county council, the county attorney, outside attorneys, and private citizens.

Retention:

10 years, then destroy.

**15770 STORMWATER MANAGEMENT PROJECT FILES**

Description:

Files created by Stormwater Engineering to document and administer projects. Information includes plans, correspondence, calculations for designs, CAD (computer-assisted drawing) documents, and notes from site visits related to the project.

Retention:

10 years, then destroy.

**15771 TRANSPORTATION DEPARTMENT PLANS,  
CORRESPONDENCE, INVOICES AND REPORTS**

Description:

Records used to document and administer projects related to traffic studies, inspections, multi-way stop studies, and other associated plans. Information includes plans, correspondence, studies and engineer's invoices.

Retention:

10 years, then destroy.



- 15772      **CONSTRUCTION SITE PLANS, CORRESPONDENCE AND  
MAPS**
- Description:
- Files of the new residential and commercial development projects in the county. Information includes correspondence to and from various firms, developers, and other entities associated with the permitting process along with detailed information from engineers for each project.
- Retention:
- 10 years, then destroy.
- 
- 15773      **RECORD DRAWINGS, CAD FILES, AND MAPS FOR NEW  
DEVELOPMENT PROJECTS**
- Description:
- Record of new development in the county reflecting the actual construction results. Information includes record drawings, CAD files, maps and other related correspondence.
- Retention:
- 10 years, then destroy.
- 
- 15774      **PLATS, COST ESTIMATES, CONDITIONS STATEMENT,  
LETTERS OF CREDIT AND BONDS**
- Description:
- Record of new development projects and financial surety compliance. Information includes plans, correspondence, maps, plats, engineer's cost estimates, statements of conditions (legal agreements), letters of credit and bonds between developers and banks.
- Retention:
- 10 years, then destroy.





**15775 SOUTH CAROLINA DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL CORRESPONDENCE**

Description:

Correspondence to and from the South Carolina Department of Health and Environmental Control dealing with water, sewer, and other projects related to new development within the county. Information includes letters, maps, plans, drawings and other documentation related to projects requiring review and/or approval by DHEC.

Retention:

10 years, then destroy.

**15776 SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION CORRESPONDENCE**

Description:

Correspondence to and from the SC Department of Transportation regarding road construction projects related to new development in the county. Information includes letters, maps, plans, drawings and other documents related to project requiring review and approval of SCDOT.

Retention:

10 years, then destroy.



South Carolina Department of Archives & History  
Division of Archives and Records Management

**APPROVAL OF RECORDS RETENTION SCHEDULE**

In accordance with provisions of Title 30, *Code of Laws of South Carolina, 1976*, Sections 30-1-10 through 30-1-140, as amended, the attached Records Retention Schedule is submitted for approval. This schedule supersedes any previously approved schedule for these same records series.

**PART I — Office or Department**

**RICHLAND COUNTY**

Local Government Subdivision

**PUBLIC WORKS - ENGINEERING - FLOOD DIVISION**

Office or Department

**40**

Record Group Number

I certify that I am authorized to act for this agency in the disposition of its public records and hereby approve the attached Records Retention Schedule. The schedule meets all legal and audit requirements and the records have no further administrative, fiscal, or legal value to this agency after the expiration of the prescribed retention periods.

Records series included in this approval are numbered: **15759 - 15764**

11/1/11 Date      David R. [Signature] Signature of Approving Authority      DIRECTOR Title

**PART II — Governing Body**

I am authorized to act for the governing body of this local government subdivision and certify that the governing body has approved the Records Retention Schedule as described in Part I, above.

\_\_\_\_ Date      \_\_\_\_\_ Signature of Approving Authority      \_\_\_\_\_ Title

**PART III — Department of Archives and History**

The records listed in the attached Records Retention Schedule have been evaluated by this department for their management, research, and permanent value and are approved for retention or disposal as described in the schedule.

\_\_\_\_ Date      \_\_\_\_\_ Director, Department of Archives and History

ARM-3

**South Carolina Department of Archives and History  
Records Management Division**

**Guidelines For Understanding And Implementing  
Records Retention Schedules**

The following guidelines describe basic terms related to records retention schedules and define the responsibilities associated with schedule approval and implementation.

**Records Retention Schedule** – A records retention schedule describes one or several records series and indicates the length of time records should be retained prior to final disposition. Schedules are issued to state agencies or local government subdivisions and must be approved in accordance with provisions of the Public Records Act, as amended. Upon approval, the latest retention schedule supersedes any schedule previously approved for the same records series or group of records series.

**Copies** – All official copies of state agency and local government subdivision records must be inventoried, appraised, and scheduled. Convenience and other extra copies do not need a records retention schedule and may be disposed of when no longer needed for reference.

**Legal Retention Requirements** – The approval of schedules by state agencies or local government subdivisions should include a legal review to ensure that retention periods are in compliance with all applicable laws and regulations. In addition, state agencies and local government subdivisions are responsible for ensuring that records are retained for any additional time necessary to fulfill special legal considerations or requirements, such as those related to pending litigation, government investigations, or court orders.

**Confidentiality and Restrictions** – State agencies and local government subdivisions should ensure that confidential records are properly filed, accessed, and disposed of in accordance with federal, state, and local legal requirements.

**Audit Requirements** – State agencies and local government subdivisions are responsible for ensuring that records are retained to comply with all audit requirements.

**Destruction of Records** – Non-microfilmed records destroyed in accordance with approved schedules should be reported to the Department of Archives and History by submitting a copy of the State and Local Government Report of Records Destroyed. A copy of each destruction report should be retained by the state or local office as documentation of records destroyed in accordance with the approved retention schedules.

**Records Storage** – Permanent records must be maintained, protected, and preserved in an appropriate environment as required by section 30-1-70 of the Public Records Act, as amended. The State Records Center will accept scheduled semi-active state agency records for temporary storage on a space available basis. It will also receive permanent records scheduled for transfer to the Department of Archives and History.

For further information on state or local records retention schedules, please contact the Records Services staff at (803) 896-6100.

March 2010



**RICHLAND COUNTY**

**RECORD GROUP NUMBER: 40**

**PUBLIC WORKS - ENGINEERING - FLOOD DIVISION**

**15759 FLOOD ZONE VERIFICATIONS (FZV)**

**Description:**

Files used to document responses to requests for flood zone determinations on individual parcels.

**Retention:**

3 years, then destroy.

**15760 FLOODPLAIN DEVELOPMENT PERMITS**

**Description:**

Records to document permits for floodplain development, building inspections and requirements of the Federal Emergency Management Agency (FEMA).

**Retention:**

PERMANENT.

**15761 FLOOD INSURANCE STUDIES (FIS)**

**Description:**

Records created by the Federal Emergency Management Agency (FEMA) regarding flooding in a community. These records are developed in conjunction with the Flood Rate Insurance Map (FIRM). Information includes flood profiles for flooding sources.

**Retention:**

PERMANENT.



15762 FLOOD INSURANCE RATE MAPS (FIRM)

Description:

Maps created by the Federal Emergency Management Agency (FEMA) to regulate flood plain management in communities. Information includes base flood elevations, hydrology information, flood plain and floodway delineation.

Retention:

PERMANENT.

15763 DEVELOPMENT PLANS/PLATS

Description:

Records documenting development plans and/or plats which must be reviewed for adherence to flood ordinances.

Retention:

PERMANENT.

15764 LETTERS OF MAP CHANGES

Description:

Record of requests made to change a community's flood hazard map. Information includes: Conditional Letter of Map Amendment (CLOMA); Conditional Letter of Map Revision (CLOMR); Conditional Letter of Map Revision based on Fill (CLOMR-F); Letter of Map Amendment (LOMA); Letter of Map Revision (LOMR) and Letter of Map Revision based on Fill (LOMR-F).

Retention:

PERMANENT.



**South Carolina Department of Archives & History  
Division of Archives and Records Management**

## APPROVAL OF RECORDS RETENTION SCHEDULE

In accordance with provisions of Title 30, *Code of Laws of South Carolina, 1976*, Sections 30-1-10 through 30-1-140, as amended, the attached Records Retention Schedule is submitted for approval. This schedule supersedes any previously approved schedule for these same records series.

### PART I — Office or Department

**RICHLAND COUNTY**

Local Government Subdivision

**PUBLIC WORKS - STORMWATER**

Office or Department

**40**

Record Group Number

I certify that I am authorized to act for this agency in the disposition of its public records and hereby approve the attached Records Retention Schedule. The schedule meets all legal and audit requirements and the records have no further administrative, fiscal, or legal value to this agency after the expiration of the prescribed retention periods.

Records series included in this approval are numbered: **15817 - 15837**

11/1/11		DIRECTOR
Date	Signature of Approving Authority	Title

### PART II — Governing Body

I am authorized to act for the governing body of this local government subdivision and certify that the governing body has approved the Records Retention Schedule as described in Part I, above.

Date	Signature of Approving Authority	Title

### PART III — Department of Archives and History

The records listed in the attached Records Retention Schedule have been evaluated by this department for their management, research, and permanent value and are approved for retention or disposal as described in the schedule.

Date	Director, Department of Archives and History

ARM-3

**South Carolina Department of Archives and History  
Records Management Division**

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**Copies** – All official copies of state agency and local government subdivision records must be inventoried, appraised, and scheduled. Convenience and other extra copies do not need a records retention schedule and may be disposed of when no longer needed for reference.

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**Records Storage** – Permanent records must be maintained, protected, and preserved in an appropriate environment as required by section 30-1-70 of the Public Records Act, as amended. The State Records Center will accept scheduled semi-active state agency records for temporary storage on a space available basis. It will also receive permanent records scheduled for transfer to the Department of Archives and History.

For further information on state or local records retention schedules, please contact the Records Services staff at (803) 896-6100.

March 2010



**RICHLAND COUNTY**

**RECORD GROUP NUMBER: 40**

**PUBLIC WORKS - STORMWATER MANAGEMENT**

**15817 CAPITAL IMPROVEMENT PROJECTS RECORDS**

Description:

Records documenting large scale, more extensive projects for the improvement of drainage network infrastructure throughout communities in the county. Information includes engineering drawings CAD plans, bids and contracts.

Retention:

10 years, then destroy.

**15818 CORRECTIVE ACTION PLANS**

Description:

Plans specifically developed to correct a deficiency which must be addressed in order to be in compliance with National Pollution Discharge Elimination System (NPDES) permit requirements. Information includes a description of the deficiency and specific actions taken to correct it.

Retention:

10 years, then destroy.

**15819 DRY WEATHER SCREENING RECORDS**

Description:

Record of field inspections on drainage pipe outfalls during periods of dry weather to ensure there are no illicit discharges. Information includes date, time, description of field conditions, GPS data and notes on liquids discharged.

Retention:

10 years, then destroy.





**15820 ILLICIT DISCHARGE DETECTION AND ELIMINATION RECORDS**

Description:

Records used to document the occurrence of illicit discharges and improper disposals of substances at various geographical locations throughout the county. Information includes dates, times, photos and enforcement letters.

Retention:

10 years, then destroy.

**15821 IMPAIRED WATER BODIES RECORDS**

Description:

Records describing water bodies in the county that have been identified as impaired by a specific pollutant or pollutants. Information includes sampling data, photos and GIS maps.

Retention:

10 years, then destroy.

**15822 IN-HOUSE DRAINAGE IMPROVEMENT PROJECTS FILE**

Description:

Record of drainage network improvements and other infrastructure improvements throughout communities in Richland County. Information includes engineering plans, contracts and bids.

Retention:

10 years, then destroy.

**15823 IN-HOUSE MAINTENANCE ACTIVITIES RECORDS**

Description:

Records identifying smaller, less extensive maintenance activities that the county is responsible for and that can be accomplished



with in-house resources. Records include infrastructure maintenance activities involving pipes, drains and ditches.

Retention:

10 years, then destroy.

15824 NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES)

Description:

All files and documentation related to the National Pollution Discharge Elimination System Program (NPDES), the federally mandated program required for the issuance of a five-year permit. Compliance is monitored by South Carolina Department of Health and Environmental Control and the EPA. Information includes documentation for compliance, annual reports, public outreach documentation, sampling and monitoring activities.

Retention:

10 years, then destroy.

15825 PESTICIDE, HERBICIDE AND FERTILIZER CONTROL PROGRAM RECORDS

Description:

Record of inspections of private businesses to ensure that they follow guidelines for storing and using pesticides, herbicides and fertilizers. Information includes inspection forms and enforcement letters/actions if applicable.

Retention:

10 years, then destroy



**15826 PRIVATE POND MAINTENANCE RECORDS**

Description:

Inspection records of privately-owned ponds in the county. Information includes inspection reports, photos, enforcement letters/activities if applicable.

Retention:

10 years, then destroy.

**15827 PUBLIC EDUCATION AND OUTREACH RECORDS**

Description:

Documents public education and outreach activities conducted by county staff at festivals and other public events. Information includes various brochures and materials produced by the staff as well as annual reports, photos, internal conferences and training materials.

Retention:

10 years, then destroy.

**15828 ROAD RUN-OFF MANAGEMENT PLANS**

Description:

Plans involving the application of dust suppressive chemicals on county dirt roads. Information includes sampling data, maps, and inspection reports.

Retention:

10 years, then destroy.

**15829 SANITARY SEWER OVERFLOW RECORDS**

Description:

Reports submitted by the provider describing the details of overflow or spill incidents from the public and private utilities providing sewer



services in the county. Information includes name of utility, amount spilled, response or actions taken by utility, date, and time of incident.

Retention:

10 years, then destroy.

15830 SPILL PREVENTION CONTROL AND COUNTER MEASURE PLANS

Description:

Records documenting the plans that both county entities and private businesses have in place to prevent spills of hazardous liquids and the guidelines for cleanup in the event of a spill. These action plans are maintained on-site and are subject to inspection by county and state officials.

Retention:

10 years, then destroy.

15831 STORMWATER DETENTION AND RETENTION POND RECORDS

Description:

Field inspection records for county-owned and/or maintained retention and detention ponds. These ponds serve as part of the county's drainage network. Information includes inspection forms, record of maintenance activities, photos and maps.

Retention:

10 years, then destroy.

15832 STORMWATER DITCH RECORDS

Description:

Field inspection reports for drainage ditches throughout the county. Information includes report forms, photos, maps and description of maintenance activities.



Retention:

10 years, then destroy.

15833 STORMWATER ORDINANCES

Description:

Office copies of the Richland County Stormwater Ordinances created for the protection of water resources in the county.

Retention:

PERMANENT.

15834 STORMWATER POLLUTION PREVENTION PLANS

Description:

Plans utilized to ensure that environmental compliance is met and the best management practices are used by county facilities such as Public Works, Landfill, Owens Regional Airport, etc. These plans help identify potential pollutants on the property and provide guidance for proper care.

Retention:

10 years, then destroy.

15835 STORMWATER STRUCTURAL INVENTORY CONTROL  
RECORDS  
(Proactive and Reactive Investigations)

Description:

Recorded inventory of all drainage network structures throughout the county. Information includes maps, drawings, inspection sheets and photos.

Retention:

10 years, then destroy.



**15836 STREAM ASSESSMENT RECORDS**

Description:

Field inspection records of streams and creeks used to assess environmental conditions and impacts surrounding the water bodies. Information includes inspection forms, photos, maps, survey data, GPS and sampling data.

Retention:

10 years, then destroy.

**15837 WATER QUALITY SAMPLING AND MONITORING RECORDS  
(Sediment, Ambient, Wet Weather, and Macroinvertebrates)**

Description:

Records documenting water quality conditions of surface water, biological collection data, conditions during storm events, and sediment sampling. Records are used in identifying problem areas for follow-up activities. Information includes maps, spreadsheets, pollutant tracking documents, data collection forms and sampling result reports.

Retention:

10 years, then destroy.

# Richland County Council Request of Action

**Subject**

Special Duty Budget: Off-Duty Security Work Sheriff Deputies (pages 96-97)

**Reviews**

## Richland County Council Request of Action

**Subject:** FY12 Special Duty Budget: Sheriff Deputies Off Duty Security Work

### A. Purpose

County Council is requested to approve a budget amendment for Special Duty in the amount of \$40,000.00.

### B. Background / Discussion

Special Duty funds are paid by public or private entities who hire Sheriff's deputies to perform Special Duty security work. The FY12 approved budget for Special Duty is \$1,399,951. Based on activity in the current year, it is projected that an additional \$40,000.00 appropriation of Special Duty revenue is necessary to remain within budget.

### C. Financial Impact

There is no impact to the General Fund since Special Duty expenditures are offset by revenues from Special Duty activities.

### D. Alternatives

1. Approve the request to appropriate \$40,000.00 in Special Duty revenue.
2. Do not approve the request, and Special Duty expenditures will likely exceed budget.

### E. Recommendation

It is recommended that Council approve the request to appropriate \$40,000.00 of Special Duty revenue.

Recommended by: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

### F. Reviews

(Please **SIGN** your name, ✓ the appropriate box, and support your recommendation before routing. Thank you!)

#### Finance

Reviewed by: Daniel Driggers

Date: 5/4/12

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

The Council approved program is funded through the collection of user fees by the Sheriff's Department for the service. Due to increased activity, the actual YTD expenditures are approximately \$1.2m and are tracking to exceed the budget. Approval

Item# 13



would provide the appropriation of budget dollars to enable the program to continue through the end of the fiscal year.

**Sheriff Department**

Reviewed by: Steve Birnie

Date:

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

**Legal**

Reviewed by: Elizabeth McLean

Date: 5/11/12

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

**Administration**

Reviewed by: Tony McDonald

Date: 5/14/12

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: The request has no financial impact on the General Fund. The budget amendment will be funded entirely from revenues generated by the Special Duty Program. Approval is recommended.

# Richland County Council Request of Action

**Subject**

Workers Compensation Information (pages 99-108)

**Reviews**

# Richland County Council Request of Action

**Subject:** Workers Compensation Information

**A. Purpose**

County Council is requested to consider Councilman Malinowski's motion to have Administration provide the types and number of claims over the past five years in an effort to arrive at what claims appear to be the most repetitive and then make recommendations as to a safety program for employees that will help reduce those particular problems.

**B. Background / Discussion**

Every year Richland County pay millions of dollars for workers compensation claims.

**C. Financial Impact**

The intent is to reduce the amount paid for workers' compensation claims each year.

**D. Alternatives**

1. Approve the motion to have Administration provide the information.
2. Do not approve the motion to have Administration provide the information.

**E. Recommendation**

It is requested that County approve the motion to have Administration provide workers' compensation information. Reading of the attached summary on the present safety programs and procedure is recommended.

Recommended by: David Chambers Department: Risk Management Date: May 7, 2012

**F. Reviews**

(Please **SIGN** your name, ✓ the appropriate box, and support your recommendation before routing. Thank you!)

**Finance**

Reviewed by: Daniel Driggers Date: 5/9/12  
✓ Recommend Council approval  Recommend Council denial  
 Council Discretion (please explain if checked)  
Comments regarding recommendation:

**Procurement**

Reviewed by: Rodolfo Callwood Date: 5/9/12  
✓ Recommend Council approval  Recommend Council denial  
 Council Discretion (please explain if checked)  
Comments regarding recommendation:

**Legal**

Reviewed by: Elizabeth McLean

Date: 5/9/12

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

**Administration**

Reviewed by: Tony McDonald

Date: 5/10/12

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: Staff has provided by email the five-year claims history, as requested in the motion. It is recommended that staff continue to aggressively monitor claims, to include the types of injuries and the departments in which injuries more frequently occur, and continue to structure the safety training programs around those areas.

It should be noted that some departments historically have higher concentrations of claims due to the nature of the services performed and the physical requirements of the jobs within those departments, such as Public Works, Emergency Medical Services and the Detention Center. The Risk Management Division focuses a high percentage of training time on these departments in an effort to mitigate, to the extent possible, future workers compensation claims.

## SUMMARY of RICHLAND COUNTY SAFETY PROGRAMS and PROCEDURES

Richland County's efforts to prevent and mitigate workers' compensation and liability claims consist of five categories:

1. Programs
2. Training and Consultations
3. Field Inspections
4. Building and Work Station Inspections
5. Claims / Incidents Reviews

### Programs

Richland County has 28 OSHA required programs. These programs and the Safe Driving Program are available on the intranet (Richland Portal) for immediate access by the employees. Most of the training is based on these programs. See below for a list.

- Chemical Hygiene
- Fall Protection
- Sawing Safety
- Machine Guarding
- Stairways and Ladders
- Workplace Violence
- Chainsaw Safety
- Chipping
- Work Zone Safety
- Bloodborne Pathogens
- Forklift Operation
- Chemical Safety
- Excavating Safety
- Personal Protective Equipment
- Safe Driving Program
- OSHA Reporting
- Electrical Safety
- Ergonomics
- First Aid - CPR
- Lockout - Tagout
- Confined Space
- Ariel Lifts (Bucket Truck)
- Scaffold
- Bloodborne Pathogens (Lab)
- Emergency Action
- Hearing Protection
- Welding
- Asbestos Management

Training

The County conducts numerous safety classes each year. Risk Management provides participating departments with a list of required and suggested classes for each year. See the example below. Most safety classes are done by the Safety Officer. Departments seek safety consultations on a daily basis on issues.

**Annual Training-Public Works**

**Type of Training / Course Description**

	Animal Care	DATE	LOCATION OF TRAINING	INSTRUCTOR	Date of Next Required Training	Comment
	Lock Out & Tag Out **					N/A
	Confined Space **					N/A
	HAZCOM (new personnel only) **	11/2/2010	Powell Rd	B.Leeper	11/2/2011	
	Bloodborne Pathogen **	11/9/2010	Powell Rd	B.Leeper	11/9/2011	
	Respiratory Protection **	11/9/2010	Powell Rd	B.Leeper	11/9/2011	
	Fire Extinguisher **					
	First Aid Awareness **	11/9/2010	Powell Rd	B.Leeper	11/9/2011	
	Bloodborne Pathogen **	11/9/2010	Powell Rd	B.Leeper	11/9/2012	
	Respiratory Protection **	11/9/2010	Powell Rd	B.Leeper	11/9/2012	
	HAZCOM (new personnel only) **	11/2/2010	Powell Rd	B.Leeper	11/9/2012	NPO
	Personal Protection Equipment					
	Slips, Trips & Falls					
	Office / Back Safety					
	Personal Protection Equipment					
	Electrical Safety (Safe Work Practices)					
	Welding					
	Forklift **					
	Heat Stress					
	Hearing Conversation **					
	Trenching & Excavation					
	Ladders & Scaffolds					
	Fall Protection					
	Machine Guarding					
	Chainsaw Guidelines					
	Chemical Hygiene Plan					
	Chipping Guidelines					
	Defensive Driving					
	Saw Guidelines					
	Tornado/Hurricane/Earthquake Safety					
	** New Personnel Only					
	** N/A = Not Applicable					
	** N/C = Not Conducted					
	<b>Shaded items mandates annual OSHA required training for authorized and affected employees only</b>					

**Field Inspections**

Risk Management's conducts field inspections and provides on site guidance. These locations include outside and inside work areas. A report is sent to the department head, and there is a follow-up on corrective actions. The Safety Officer also works contractor construction sites. For example, the Safety Officer, who has several years experience with the County and worked for OSHA more than nine years, was often on the LRADAC take down site several times a day. Below is an example of a field inspection report. .

RICHLAND COUNTY RISK MANAGEMENT

**Plain View Inspection Summary**  
**Pilgram Church, N.Donor, Bluff Oaks & Valley Brook Road**

2.24.12

Accompanied on inspection by Michael Greene

STANDARD	VIOLATION/HAZARD	LOCATION	DATE
1910.132(a)	No safety glasses (2 employees)	Pilgram Church & India Road	2/24/12
1926.200(g)(2)	Unsecured work zone	Pilgram Church & India Road	2/24/12
1926.201(a)(1)	(No flagger to direct traffic)	Required by OSHA & MUTCD	2/24/12
1910.132(a)	No safety glasses (1 employee) ** flagger was observed bending over and away from the sign which was sticking out of a cone, and had a broken handle. Another flagger on the opposite end was using a push broom, shovel and rock to support his flagging pole which was sticking out of a cone,	North Donor	2/24/12 2/24/12
1910.1200(f)(1)	Unlabeled Container	North Donor Road	2/24/12
1910.1200(f)(1)	Unlabeled Container	Bluff Oaks Road	2/24/12
1926.200(g)(2)	Unsecured work zone	Valley Brook Road	2/24/12
	** Note- Assistant General Mangers Vehicle Inspection - In possession of a chain saw but no leg chaps.		
	See additional comments from the Assistant General Manager safety observation(s)		
		<b>The Standards used above are the most used but propose penalties. The General Duty Clause can and will be used in the absence of a vertical or horizontal standard. ****</b>	
		Comments & Observations	
		Although these violations existed, I must also note that each employee did wear their required other PPR such as Reflective Vests/Shirts, etc.	

**Building and Work Station Inspections**

The Safety Officer does building and work station inspections, except for the Sheriff, who does not participate. Reports requesting corrections are sent, and there are follow-ups on compliance. She also accompanies fire and insurance inspectors. Below is an example of an inspection report.

**Mock Inspection - Public Works - Facilities/Grounds**

S= SERIOUS(Monetary Penalty) OTS = Other Than Serious (no initial penalty)

\*Depends on Hazard

STANDARD	VIOLATION/HAZARD	LOCATION	DATE	S/OTS
1910.303(f)(2)	Unlabel breakers in panel box	Maintenance Shop	10/1/08	OTS
1910.304(a)(2)	Reversed Polarity-(work table)	Maintenance Shop	10/1/08	OTS-
1910.212(b)(9)	No tongue guard on bench grinder	Maintenance Shop	10/1/08	S
1910.215(a)(4)	No work rest on bench grinder	Maintenance Shop	10/1/08	OTS
1910.212(a)(5)	no guard for opening on fan	Maintenance Shop	10/1/08	S
1910.1200(g)(1)	No MSDS for Muratic Acid	Maintenance Shop	10/1/08	S
1910.1200(h)(1)	No Hazard Com(Muratic Acid)	Maintenance Shop	10/1/08	S
1910.132(a)	No PPE (Muratic Acid)	Maintenance Shop	10/1/08	S
1910.169(b)(2)	No bottom drain on air recievers	Maintenance Shop	10/1/08	OTS
1910.304(g)(6)(iv)	Elec.outlet in metal box on concrete	Kitchen	10/1/08	S
1910.303(f)(2)	Unlabel breakers in panel box	Kitchen	10/1/08	OTS
1910.334(a)(2)	Exposed wires on electric heater	Kitchen	10/1/08	S
1910.334(a)(2)(ii)	Damaged orange extension cord	Kitchen	10/1/08	OTS
1910.141(a)(5)	Vermin Control	Kitchen	10/1/08	OTS
1910.1200(f)(1)	No label for propane tank	Maintenance Shop	10/1/08	OTS
*****	<b>This Section Applies To Mock</b>	<b>Inspection At The Judicial Center *****</b>		
1910.215(A)(2)(iii)	No guard for spindle end nut	Air Handler-Mechanical Room	10/3/08	S
1910.219(e)(1)	Inadequate guard on belt & pulley	Air Handler-Mechanical Room	10/3/08	S
1910.219(i)(2)	inadequate guard on rotating shaft	Air Handler-Mechanical Room	10/3/08	S
1910.146( c)(2)	No label for confined spaces	Mechanical Room	10/3/08	S
1910.305(b)(2)	No cover for electrical wiring	Mechanical Room	10/3/08	S
1910.305(b)(1)	Unused opening in panel box(2)	Mechanical Room	10/3/08	S
*****NOTE*****	<b>This applies to Elevator Room</b>	<b>4th Floor Judicial Center</b>	10/3/08	S
	No guard for moving parts of elevator; Richland Cty. Employees	The Standards cited above are the most used standards but are not the only ones used to issue citations or		
	will on occasion enter area to do minor maintenace such as working on lights, fixtures and are exposed to moving parts of elevator. This is an LLR issue since Richland Cty. does not control or inspect	propose penalties. The General Duty Clause is used often		



Claims / Incident Reviews

In addition to the claim investigation, an accident investigation per SCCWCT guidelines is done for each workers' compensation claim. An accident investigation is also completed for incidents not involving injury. Investigations are documented with the County's Safety Analysis form. This form contains the information desired by the Trust and contains additional information required by the County. The Safety Officer aids the supervisors (except the Sheriff, who does not participate) in completion of the form. It requires a detailed cause analysis, documents corrective actions and requires the department head's review and signature. The Risk Manager also reviews it.

The first page (see below) requires a clear description of the incident / accident. In addition it provides supervisors instructions on drug / alcohol testing and requires extra details for vehicle accidents. These two categories are County additions.

SAFETY ANALYSIS

DESCRIPTION of INCIDENT

Click or use the Tab key to move around. Do not use the Enter key.

Employee [redacted] Dept. Support Services Div. Facilities & Grounds RICHLAND COUNTY

Describe the incident clearly. If you attach an Incident Report, clarify it everywhere it is needed.

On March 20, 2012 about 9:00 M at Crane Creek Fire Station (continue with who, how and what) While taking the cover plate off of a gasoline powered hedger with a phillips screw driver, [redacted] hand slipped and the screw driver punctured his left hand between the index finger and thumb. [redacted] was taken to an Urgent Care Facility where he received (2) staples for injury.

Table with 3 columns: Witnesses, Address, Telephone(s). Row 1: N/A, [redacted], [redacted]

DRUG / ALCOHOL TEST

See Accident Report for Licensed Vehicles - Supervisors' Instructions. For incidents not involving a county driver, test when:

- 1. An employee has a recent history of drug or alcohol arrests, citations, deferred prosecutions or positive tests; or
2. An employee admits drug or alcohol use; or
3. A supervisor observes specific behavior indicating impairment; e.g., odor of alcohol or marijuana or slurred speech; or
4. A reliable informant or credible employee indicates drug or alcohol use (Call Legal at 576-2070 for questions.); or
5. An employee fails to follow any established safety procedure or commits a blatant or obvious safety violation that causes bodily injury or property damage.

Did the guidelines require testing? No If the test was not started within two hours of the occurrence explain why:

If a required alcohol test was not done within eight hours or a required drug test was not done within thirty-two hours explain why:

SUPPLEMENT for VEHICLE INCIDENTS

Employee / Driver: N/A was was not wearing a seat belt. List each passenger and indicate whether or not each one was wearing a seat belt:

Indicate the type ( basic, emergency, large vehicle) of defensive driving course the employee last completed and the date: Accident vehicle year, make, model and type:

If a mechanical defect is alleged, indicate if the last maintenance was according to schedule: If a known mechanical problem played a role in the incident and was not repaired indicate why:

Did the officer indicate that the county driver contributed to the accident? State any violation cited or charged

List any county sanctions:

Could the employee have prevented the accident? If so, how?

Date of the last motor vehicle record review for this driver: Briefly describe this driver's other work related motor vehicle accidents:

The Safety Analysis form provides the supervisor completing the form a detailed guide for cause analysis and requires documentation of corrective actions for each contributing factor.

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CAUSE ANALYSIS and CORRECTIVE ACTIONS

Employee ██████████

Indicate every cause that applies.

Direct Causes - Unsafe Acts

Corrective action taken, by whom and when. If no specific date is available, send it later.

- Skill / knowledge inadequate
- Procedure not followed
- Guard use improper
- Knew equipment defective
- PPE not used
- Safety device made inoperable
- Equipment operation unsafe
- Unauthorized use
- Lifting/carrying technique unsafe
- Lowering or placement unsafe
- Position improper
- Alcohol/drug impairment
- Physical/mental limitations
- Unaware of hazards
- Unsafe act by non-employee
- Other

██████████ was counseled by his Supervisor, Moses Gibson, on the need to use leather gloves while using hand tools such as cutting tools and screw drivers. The gloves could have prevented damage to his hand or at least minimize the effects caused by the screw driver.

Direct Causes - Unsafe Conditions

Corrective action taken, by whom and when. If no specific date is available, send it later.

- Guards/protection inadequate
- Defective equipment/tool
- Congested work area / road
- Floor/walking area unsafe
- Housekeeping unsafe
- Hazardous atmosphere
- Hazardous substances
- Warning system inadequate
- Fire/explosion hazard
- Material storage improper
- Ventilation inadequate
- Noise excessive
- Lighting inadequate
- Radiation exposure
- Road conditions poor
- Limited visibility
- Adverse weather
- Other

██████████ was counseled by his Supervisor, Moses Gibson, on the need to utilize proper hand protection while using hand tools to include any type of cutting tool or screw driver. The use of leather gloves could have prevented or lessened the injuries sustained by this incident. He was reminded that he must always be aware of personal hazards while using hand tools.

Basic Causes - Work System Inadequacies

Corrective action taken, by whom and when. If no specific date is available, send it later.

- Hiring/placement
- Work rules and procedures
- Instruction/training
- Safety procedures

██████████ was counseled by his Supervisor, Moses Gibson, to plan a task or project prior to starting his work. He must be aware of any and all hazards to himself and others and to utilize the proper PPE when using hand tools such as screw drivers. The use of the gloves as the proper PPE could have prevented the injury.

Item# 14

Each department head is supposed to review the analysis and sign the form in order to make certain management is fully informed of the accident / incident. The form is then reviewed by the Safety Officer and Risk Manager. The South Carolina Counties Workers Compensation Trust Director of Risk Management also reviews some of the forms.

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Employee [REDACTED]

- Preventive maintenance
- Environmental control
- Job planning
- Work area design/layout
- Equipment/tool quality
- Medical monitoring
- Supervision
- Other

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Basic Causes – Individual's Role**

Corrective actions taken, by whom and when. If no specific date is available, send it later.

- Preexisting physical condition
- New impairment/condition
- Drug/alcohol use
- Learning disability
- Insubordination or dishonesty

None of these exist


\_\_\_\_\_

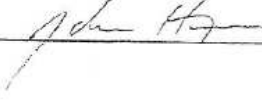
\_\_\_\_\_


\_\_\_\_\_

**Additional information / comments** Corrective actions are the most important part. Use this to complete them or other information.

[REDACTED] was instructed by his Supervisor, Moses Gibson, to plan a project prior to starting the work and to identify any and all hazards that may exist for himself and others around him, and to utilize the proper PPE when using any type of hand tools to include cutting tools and screw drivers. The standard PPE for this type of work would be leather work gloves. The gloves could have prevented the injury or minimized the damage sustained to his hand.

Supvr. Moses Gibson  Department Support Services Div. F&G Phone 518-5377

Department Head John Hixon  Date 3-28-12 200  



December 2007

In working on the claim investigation and safety analysis the Risk Manager and the Safety Officer are always looking for accident and incident patterns. For example, there were multiple accidental injuries of deputies who were going over a relatively short fence during a physical test. The Sheriff's training officers emphasized instruction in accomplishing the task safely. In recent years there have been no reports of this type of injury.

NOTE: A large percentage of claims are due to circumstances that are not in control of the personnel.

1. Sheriff - Despite using techniques they are taught officers cannot avoid some arrest injuries.
2. EMS - In lifting very heavy people in tight places proper techniques cannot be utilized.
3. Detention - Officers cannot prevent some of the inmate violence as officers perform necessary duties.

# Items Pending Analysis

## **Subject**

a. Based on the new sewer planned for the Lower Richland County area and the possibility of assistance being provided to Low/Middle Income households (LMIH) I move that staff create an ordinance that sets forth criteria for qualifications to receive assistance and that it will apply equally to all LMIH throughout Richland County (Malinowski, November 2010)

## **Reviews**