



# **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

**JUNE 26, 2012  
6:00 PM**

**2020 Hampton Street**

### **CALL TO ORDER**

### **APPROVAL OF MINUTES**

1. Regular Session: May 22, 2012 (pages 4-6)

### **ADOPTION OF AGENDA**

### **ITEMS FOR ACTION**

2. Changes to Employee Handbook (pages 8-11)
3. Comprehensive Sidewalk Improvement Program (pages 13-16)

4. Coroner request for approval to renew contract with Knight Systems (pages 18-19)
5. Coroner request for approval to renew contract with Professional Pathology Services (pages 21-22)
6. Detention Center Medical Services Contract-Correct Care Solutions (pages 24-25)
7. Emergency Medicine Fellowship Grant Program Update (pages 27-28)
8. Funding for State Mandated Services (pages 30-40)
9. IGA Extension with City of Columbia re: Animal Shelter Operations (pages 42-54)
10. National Aviation Week Proclamation (pages 56-58)
11. Solicitor Salary Rollover Request to Provide Employer contributions for Assistant Solicitor Restructuring and Reclassification Plan (pages 60-62)

**ITEMS PENDING ANALYSIS: NO ACTION REQUIRED**

12. a. Based on the new sewer planned for the Lower Richland Community 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: May 22, 2012 (pages 4-6)

## **Reviews**

# MINUTES OF



## RICHLAND COUNTY COUNCIL ADMINISTRATION AND FINANCE COMMITTEE TUESDAY, MAY 22, 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, Daniel Driggers, Andy Metts, Bill Peters, Chris Eversmann, Michael Byrd, Stephany Snowden, Geo Price, 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

**April 24, 2012 (Regular Session)** – Mr. Pearce moved, seconded by Ms. Dickerson, to approve the minutes as distributed. The vote in favor was unanimous.

### ADOPTION OF AGENDA

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

## ITEMS FOR ACTION

**Airport Consultant for the Jim Hamilton-L. B. Owens Airport** – Mr. Pearce moved, seconded by Ms. Dickerson, to forward this item to Council with a recommendation to approve the request to negotiate and award a master agreement for Airport Architectural, Engineering, and Planning Consultant Services to W. K. Dickson. The vote in favor was unanimous.

**Emergency Services Purchase Orders for 2012-2013** – Mr. Livingston moved, seconded by Mr. Pearce, to forward this item to Council with a recommendation 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 essential services at the beginning of the new budget year. The vote in favor was unanimous.

**Employees Eligible to Retire and Possible Leave Payout Cost** – Mr. Pearce moved, seconded by Ms. Dickerson, to accept this item as information. The vote in favor was unanimous.

**Hopkins Community Water System Project Expansion** – Mr. Livingston moved, seconded by Ms. Dickerson, to forward this item to Council with a recommendation that Council approve the allocation of the existing \$100,000 toward new construction and customer connections. A discussion took place.

The vote in favor was unanimous.

**JEDA Bond Issue for the Lutheran Homes of SC. Inc.** – Mr. Livingston moved, seconded by Mr. Pearce, to forward this item to Council with a recommendation that Council approve the terms of the resolution which supports the issuance of the bonds by JEDA. The vote in favor was unanimous.

**Motion that County Council be treated like all County wide elected officials** – Ms. Dickerson moved, seconded by Mr. Livingston, to forward this item to Council with a recommendation that this item be taken up during the budget process. The vote in favor was unanimous.

**Permit Group Homes in the Rural District with Special Requirements** – Mr. Livingston moved, seconded by Ms. Dickerson, to forward this item to Council without a recommendation. The vote in favor was unanimous.

**Resolution on Water/Sewer Rates for Non-City Residents** – Mr. Pearce moved, seconded by Ms. Dickerson, to forward this item to Council without a recommendation. The vote in favor was unanimous.

**Resolution to Distribute \$7,400 in Federal Forestry Funds** – Mr. Jackson moved, seconded by Mr. Pearce, to forward this item to Council with a recommendation to approve the resolution

allocating \$7,400, of which 50% will be apportioned to public schools, and the remaining 50% for the construction and/or improvements of public roads. The vote in favor was unanimous.

**Retention Schedule for Finance Department Records** – Mr. Jackson moved, seconded by Mr. Livingston, to forward this item to Council with a recommendation to approve the request to establish retention schedules for direct deposit forms; employee salary garnishment records; and position control reports. A discussion took place.

The vote in favor was unanimous.

**Retention Schedules for Public Works Department** – Mr. Livingston moved, seconded by Mr. Pearce, to forward this item to Council with a recommendation to approve the request to establish retention schedules for the Public Works Department. The vote in favor was unanimous.

**Special Duty Budget: Off-Duty Security Work Sheriff Deputies** – Mr. Jackson moved, seconded by Mr. Livingston, to forward this item to Council with a recommendation to approve the request to appropriate \$40,000.00 in Special Duty revenue. The vote in favor was unanimous.

**Workers Compensation Information** – Mr. Pearce moved, seconded by Mr. Jackson, to accept this item as information. The vote in favor was unanimous.

#### ADJOURNMENT

The meeting adjourned at approximately 6:50 p.m.

Submitted by,  
Damon Jeter, Chair

The minutes were transcribed by Michelle M. Onley

# Richland County Council Request of Action

**Subject**

Changes to Employee Handbook (pages 8-11)

**Reviews**

# Richland County Council Request of Action

Subject: Changes to Employee Handbook

## A. Purpose

To correct inconsistencies in the Employee Handbook vs. HR Guidelines, actual practices and/or applicable legislation.

## B. Background / Discussion

### Origin of Issue:

Human Resources Department

### Lead Department:

Human Resources Department

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

Since the handbook was passed by County Council, HRD and Finance have found six (6) inconsistencies that were made. These inconsistencies are actual discrepancies from how issues are actually being managed on a day-to-day basis by the County. Also, there is one item (Nepotism) that has been changed and approved since the publication of the handbook that needs to be updated in the handbook. Please see the attached two page documentation for details.

### Date Ready for Implementation:

Upon Council approval

### Multiple Year Project:

No

### Estimated Work Hours for Completion:

*5 hours of communication development and handbook changes.*

### Process to Date:

### Process Plan for Future Action:

Develop Communication plan to employees.

### Reference:

## C. Financial Impact

1. Revision of Employee Handbook
2. Communication to Employees

## D. Alternatives

1. Approve the proposed revisions to Employee Handbook
2. Do not approve the proposed revisions to Employee Handbook

Item# 2



**E. Recommendation**

Human Resources prepared this action with the support of the Finance Department.

**F. Reviews**

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

**Finance**

Reviewed by: Daniel Driggers

Date: 6/12/12

✓ Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

**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: 6/19/12

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

**Administration**

Reviewed by: Tony McDonald

Date: 6/20/12

✓ Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: The proposed changes will resolve inconsistencies that currently exist in the Employee Handbook. Approval, therefore, is recommended.

# HRD Handbook Necessary Revisions Update Needed to Employees 2011

## Policy Changes Made Since 2009

### **Nepotism (not in Handbook)**

Employees following under the nepotism guidelines are no longer able to be hired, promoted, or transferred in the same department (instead of the division group). No personnel actions can be taken to place immediate family in the same department.

## Inconsistencies in Handbook that Need to be Fixed August 2009

### **Promotion Probation:**

Handbook Language: A newly promoted employee is considered to be on probation in their new position for three months.

### **Correct Language:**

Department Heads may require promoted employees to serve a promotional probationary period on his/her new job of not more than three (3) months at his/her former salary.

### **Inclement Weather:**

#### **Handbook Language:**

At the discretion of the Department Head, exempt employees who do not work may either take accrued annual leave, leave without pay, or administrative leave with pay to help offset previously worked additional hours for up to 7.5 hours per week.

#### **Correct Language:**

Exempt employees who do not work must be compensated for the day's work. At the discretion of the Department Head, exempt employees who do not work may either take accrued annual leave, deduct annual leave hours from their annual leave account (if they have no accrued annual leave), or take administrative leave with pay (up to 7.5 hours per pay period) to help offset previously worked additional hours.

### **Holidays:**

#### **Handbook Language:**

Exempt employees who are required to work on a holiday may request for administrative leave with pay (not to exceed 7.5 hours per week) as their schedules allow and Department Head authorizes.

#### **Correct Language:**

Exempt employees who are required to work on a holiday may request administrative leave with pay (not to exceed 7.5 hours per pay period) as their schedules allow and Department Head authorizes.

### **Retirement**

#### **Handbook Language:**

If an employee is eligible for retirement and the appropriate documentation is provided to the County to verify such retirement, the County currently pays for health insurance coverage for such retiring employee subject to the terms and conditions of the insurance contract in existence at the time of retirement

#### **Correct Language:**

If an employee is eligible for retirement and the appropriate documentation is provided to the County to verify such retirement, the County may pay a percentage of the health insurance coverage based on current and most recent continuous Richland County years of service subject to the terms and conditions of the insurance contract in existence at the time of retirement.

Item# 2

**Annual Leave:**

**Handbook Language:**

An employee must request and receive prior approval from his/her Supervisor or Department Head in order to utilize accrued annual leave. Annual leave may not be used during the first six (6) months of employment unless approved (in writing) by the Department Head.

**Correct Language:**

An employee must request and receive prior approval from his/her Supervisor or Department Head in order to utilize accrued annual leave. Annual leave may not be used during new hire probationary period unless approved (in writing) by the Department Head.

**Handbook Language:**

Unused annual leave will be paid for at termination only if the employee is terminated for non-disciplinary reasons and if the employee gives and properly works a two-week notice of resignation. The notice requirement may be waived by the County Administrator. Annual leave balances may be reduced for disciplinary reasons.

**Correct Language:**

An employee who is terminated shall be compensated in lump sum for the balance remaining of their accrued annual leave at the time their final check is cut, unless the reason for termination is gross misconduct or resigning or retiring to avoid termination (minus any funds the employee has authorized in writing for the County to deduct), not to exceed forty-five (45) days, provided s/he has successfully completed his/her new hire probationary period. No employee on annual leave at the time of termination of employment shall accrue any leave credit after the last day of work.

# Richland County Council Request of Action

**Subject**

Comprehensive Sidewalk Improvement Program (pages 13-16)

**Reviews**

## Richland County Council Request of Action

Subject: Comprehensive Sidewalk Improvement Program

### A. Purpose

To provide the staff with general policy guidance regarding preparation of the Comprehensive Sidewalk Improvement Program (CSIP) as part of the Council's Complete Streets Program Initiative adopted in November 2009.

### B. Background

- On July 6, 2010, the Council adopted a Richland County Complete Streets Goals and Objectives. Objective 1B states "...Within two years of adoption of these goals and objectives, the County will adopt a comprehensive sidewalk installation program that designates the highest priority to external connections between residential areas and schools, recreation facilities and libraries; between residential areas and commercial areas; and a priority system for filling the gaps between existing sidewalks..." The Effectiveness Measures adopted to implement the Program include adoption of a comprehensive sidewalk installation program and revision of the appropriate county regulations and procedures.
- The Public Works Department (PWD) has completed the GIS mapping of the county maintained sidewalks. Chapter 21-22 (a) of the County Code gives the Public Works Director the responsibility to develop a systematic program for implementing sidewalk construction projects.
- The Planning & Development Services Department (PDSD) has completed its research of local and state sidewalk improvement programs. Research has also been completed regarding state and federal regulations affecting the provision of sidewalks, particularly compliance with the Americans With Disabilities Act Accessibility Guidelines (ADAAG) requirements.
- The PDSD and PWD have begun reviewing the various County regulations, policies and procedures affected by the Complete Streets Program. Since this is a "comprehensive" program, we have conducted initial meetings with the SCDOT and City of Columbia in this regard. We expect to present recommendations regarding changes to the regulations, policies and procedures later this year.
- The staff requests the Council to adopt a more specific set of policies for a sidewalk improvement project ranking system and to authorize the staff to explore some type of written agreements with SCDOT and the county's municipalities to coordinate sidewalk improvement projects among these entities.

### C. Financial Impact

There is no financial impact involved in the establishment of sidewalk project ranking policies for the CSIP. The staff will recommend alternative funding resources for discussion in a separate ROA later this year.

### D. Alternatives

1. Adopt the staff recommended set of policies, in whole, for a sidewalk improvement **project ranking system**.
2. Adopt the staff recommended set of policies, in part with modifications, for a sidewalk improvement project ranking system.
3. Do not adopt a set of policies for a sidewalk improvement project ranking system.

## E. Recommendations

The staff recommends that the geographic distribution of sidewalk improvements use the same northeast, southeast and northwest distribution used for county road improvements.

The staff recommends a point system be used to rank sidewalk improvement projects in each of the geographic areas described above. Later this year, the staff will provide the Council with a separate ROA regarding a more specific recommended point system to implement the policies listed below.

### Sidewalk Improvement Ranking Policies

- The priority ranking of sidewalk projects within 1 mile of existing or programmed schools, public buildings or public recreation facilities, shall be based on the distance from such facilities with the closest projects having higher priority.
- Proposed sidewalk projects on collector or arterial roads shall have higher priority than proposed projects on local roads.
- Sidewalk projects that fill in existing sidewalk gaps will have higher priority than projects that do not result in filling in the gaps.
- Sidewalk projects which provide a connection between existing or programmed residential areas and nearby existing or programmed retail or employment areas will have a higher priority than projects on internal local streets.
- Sidewalk projects which provide access to existing CMRTA bus stops will have higher priority than projects which do not provide access to existing CMRTA bus stops.
- All sidewalks must comply with the relevant provisions of the ADAAG. Sidewalk projects that implement the relevant provisions of the ADAAG will have the highest priority.
- Sidewalk projects within an approved Neighborhood Master Plan area will have higher priority than projects outside an approved Neighborhood Master Plan area.
- Sidewalk projects which complement other programmed SCDOT, municipality, CMRTA or county infrastructure projects will have higher priority than projects which do not complement such projects.
- Sidewalk projects within an approved Priority Investment Area (PIA) shall have higher priority than projects located outside an approved Priority Investment Area.
- Higher priority shall be given to sites with the lowest amount of site development issues, such as right-of-way, topography, utilities, drainage, etc.
- If one or more proposed sidewalk projects have a substantially similar ranking, the lower construction price, including contingencies, shall have a higher priority.

## F. Approvals

### Finance

Reviewed by: Daniel Driggers

Date: 6/13/12

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

Based on the ROA the method of ranking will have no financial impact on the county therefore no recommendation provided.

Item# 3

**Public Works**

Reviewed by: David Hoops

Date: 6/14/12

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

**Planning**

Reviewed by: Tracy Hegler

Date:

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

**Procurement**

Reviewed by: Rodolfo Callwood

Date: 6/14/12

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

**Legal**

Reviewed by: Elizabeth McLean

Date: 6/14/12

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: 6/14/12

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: Recommend adoption of the staff recommended set of policies for a sidewalk improvement project ranking system.

## ATTACHMENT A

### OTHER RELEVANT SIDEWALK IMPROVEMENT INFORMATION

- The Council adopted a Strategic Plan in March 2009. One of the Desired Outcomes of Strategic Priority #2 – Improve Transportation Infrastructure – states “...A Complete Streets initiative will be implemented to ensure that alternative modes of transportation, such as bike lanes and sidewalks, are integrated into all new major transportation improvements...” **The proposed comprehensive sidewalk improvement program partially implements this Strategic Plan Priority.**
- On November 24, 2009, the Council adopted a Complete Streets Policy Resolution which stated, in part, “...the staff shall revise established regulations, policies...so that transportation systems are planned, designed, constructed and operated to make bicycling and pedestrian movement an integral of the County’s transportation planning...” **The proposed comprehensive sidewalk improvement program partially implements this Resolution.**
- The Council adopted the Richland County Comprehensive Plan on December 15, 2009. The Transportation Element, Goal 8 is to Support Transportation Growth Management Policies. One of the Implementing Strategies is “...Amend the regulations and procedures to include “Complete Streets” concepts...” **The proposed comprehensive sidewalk improvement program partially implements Goal 8.**
- One of the Desired Outcomes of Strategic Priority 1 – Manage Growth – states “...The County will identify priority investment areas and a plan will be created for targeting infrastructure and other incentives toward development in those areas...” The Comprehensive Plan includes a Priority Investment Element. This Element was developed through coordination with “...adjacent and relevant jurisdictions and agencies...”, including all governmental agencies, public & private agencies, transportation agencies and other public entities. **The proposed comprehensive sidewalk improvement program partially implements the Priority Investment Element of the Comprehensive Plan.**
- There is substantial empirical evidence which demonstrates that walkable communities generate higher value residences as well as higher value office, retail, apartment and industrial properties.
- In February 2012, SCDOT awarded a sidewalk construction bid on South Royal Tower Drive at \$ 46 /lineal foot of 5 ft. wide concrete sidewalk.
- Broad River Heights Master Plan estimated sidewalk construction cost - \$ 1.5 M
- Candlewood Master Plan estimated sidewalk construction cost - \$ 2.6 M
- Trenholm – Newcastle Master Plan estimated sidewalk construction cost - \$ 5.9 M
- Crane Creek Master Plan estimated sidewalk construction cost - \$ 6.8 M
- Decker-Woodfield Master Plan estimated sidewalk construction cost – no estimate to date
- SE Richland Neighborhood MP estimated sidewalk construction cost - no estimate to date
- Broad River Road Corridor MP estimated sidewalk construction cost – no estimate to date



# Richland County Council Request of Action

**Subject**

Coroner request for approval to renew contract with Knight Systems (pages 18-19)

**Reviews**

## Richland County Council Request of Action

Subject: Coroner – 2400-Request for approval to renew contract with Knight Systems, Inc. for FY '12-'13.

**Purpose:**

Council is requested to approve the renewal of the contract with Knight Systems, Inc. for body removal services for the Coroner's Office for FY '12-'13 and the encumbrance of funds for these services.

**A. Background/Discussion:**

The contract with Knight Systems, Inc. went into effect in September 2011 with the option to renew each year for the next four years. Knight Systems, Inc. went through the bidding process required by Procurement and was awarded the bid to provide removal services for the Coroner's Office. Therefore, it is requested that the contract be approved for renewal. The contract will provide for removal services by Knight Systems, Inc. at a flat rate cost of \$8,500 per month for 11 months and \$9,482.50 for month 12. These are the terms as stated in the contract. This will require an encumbrance of \$102,982.50 for fiscal year '12-'13.

**B. Financial Impact:**

Based on the terms stated in the contract awarded for removal services, I would request an amount of \$102,982.50 be approved for encumbrance for removal services for the Coroner's Office for FY '12-'13.

**C. Alternatives:**

1. Approve.

Approval of this request to renew the contract with Knight Systems, Inc. and to encumber the funds requested will allow removal services to continue and payment for these services without interruption.

2. Do not approve.

If this request is not approved, body removal services will not be done and/or payment for body removal services will be delayed.

## D. Recommendation

It is recommended that Council approve the request for the renewal of the contract with Knight Systems, Inc. and that funds be encumbered in the amount of \$102,982.50 for payment of these services.

Recommended by: Coroner Gary Watts Department: Coroner-2400 Date: 06/04/2012

## Approvals

### Finance

Reviewed by: Daniel Driggers Date: 6/8/12  
 Recommend Council approval  Recommend Council denial  
 Council Discretion (please explain if checked)  
Comments regarding recommendation:

### Procurement

Reviewed by: Rodolfo Callwood Date: 6/12/12  
 Recommend Council approval  Recommend Council denial  
 Council Discretion (please explain if checked)  
Comments regarding recommendation:

### Legal

Reviewed by: Elizabeth McLean Date: 6/12/12  
 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: 6/13/12  
 Recommend Council approval  Recommend Council denial  
 Council Discretion (please explain if checked)  
Comments regarding recommendation:

# Richland County Council Request of Action

**Subject**

Coroner request for approval to renew contract with Professional Pathology Services (pages 21-22)

**Reviews**

## Richland County Council Request of Action

Subject: Coroner – 2400-Request for approval to renew contract with Professional Pathology Services, PC for FY '12-'13

**Purpose:**

Council is requested to approve the renewal of the contract with Professional Pathology Services, PC to perform autopsies and postmortem examination for the Coroner's Office for FY '12-'13 and the encumbrance of funds for these services.

**A. Background/Discussion:**

The contract with Professional Pathology Services, PC went into effect in July 1992 with the option to renew each year. This pathology group is the only group that can meet the specifications of the Coroner's Office to perform autopsy services. Therefore, it is requested that the contract be approved as a sole-source service provided to the county. The contract should provide for autopsy services by this group at a cost of \$950.00 per autopsy and \$100.00 per forensic consult exam.

**B. Financial Impact:**

Based on prior years and estimates, I would request an initial amount of \$270,000 be approved for encumbrance for autopsy and forensic consult exam services for FY '12-'13. It is possible that this amount will not be sufficient and will have to be increased during the year.

**C. Alternatives:**

1. Approve the request to renew the contract with Professional Pathology Services, PC and to encumber initial funds of \$270,000 for autopsy and exam services by Professional Pathology Services, PC.
2. Do not approve.

Approval of this request to renew the contract with Professional Pathology Services, PC and to encumber the funds requested will allow autopsies and forensic consult exams to be done and payment for these services without interruption.

If this request is not approved, autopsies and forensic consult exams will not be done and/or payment for autopsy services will be delayed.

## D. Recommendation

It is recommended that Council approve the request for the renewal of the contract with Professional Pathology Services, PC and that funds be encumbered in the amount of \$270,000 for autopsy services.

Recommended by: Coroner Gary Watts Department: Coroner-2400 Date: 05/21/2012

### Finance

Reviewed by: Daniel Driggers Date: 6/8/12  
 Recommend Council approval  Recommend Council denial  
 Council Discretion (please explain if checked)  
Comments regarding recommendation:

### Procurement

Reviewed by: Rodolfo Callwood Date: 6/12/12  
 Recommend Council approval  Recommend Council denial  
 Council Discretion (please explain if checked)  
Comments regarding recommendation:

### Legal

Reviewed by: Elizabeth McLean Date: 6/13/12  
 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: 6/13/12  
 Recommend Council approval  Recommend Council denial  
 Council Discretion (please explain if checked)  
Comments regarding recommendation:

# Richland County Council Request of Action

**Subject**

Detention Center Medical Services Contract-Correct Care Solutions (pages 24-25)

**Reviews**

**Richland County Council Request of Action**

Subject: Negotiate and Award New Contract for Detention Center Medical Services

**A. PURPOSE:**

County Council is requested to approve the Detention Center and Procurement to negotiate and award a contract for inmate medical services to Correction Care Solutions for \$4,156,882 per year.

**B. BACKGROUND / DISCUSSION:**

Since 2001 the ASGDC has had privatized medical contact. The contract was originally award to Prison Health Service (PHS) and in September 05, Correct Care Solution (CCS) was determined to be the most responsive medical provider. As required per Richland County Ordinance the County must solicit every five years with all contracts. In January 2012 Procurement solicited an RFQ for inmate medical service at the ASGDC. After a review of the RFQ, CCS was the most responsive inmate medical provider.

**C. FINANCIAL IMPACT:**

The estimated expenditure is \$4,156,882 of the \$5,805,415 requested in account # 2100-5265, Professional Services.

**D. ALTERNATIVES:**

1. Approve the request to negotiate and award the contract with Correct Care Solutions.
2. Do approve request and have the County to provide its own medical services.

**E. RECOMMENDATION:**

The Department recommends that Council approve the request to negotiate and award the medical contract with CCS.

Recommend by: Ronaldo D. Myers Department: Detention Center Date: June 4, 2012

**F. Reviews**

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

**Finance**

Reviewed by: Daniel Driggers

Date: 6/7/12

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

Amount is included in the FY13 budget for inmate medical services as stated.

Item# 6



**Procurement**

Reviewed by: Rodolfo Callwood Date: 6/8/12  
 Recommend Council approval  Recommend Council denial  
 Council Discretion (please explain if checked)  
Comments regarding recommendation:

**Legal**

Reviewed by: Elizabeth McLean Date: 6/8/12  
 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: Sparty Hammett Date: 6/11/12  
 Recommend Council approval  Recommend Council denial  
 Council Discretion (please explain if checked)  
Comments regarding recommendation: Recommend Council approval to negotiate and award the medical contract to Correct Care Solutions.

# Richland County Council Request of Action

**Subject**

Emergency Medicine Fellowship Grant Program Update (pages 27-28)

**Reviews**

## Update Richland County Council Request of Action

**Subject:** Update - Emergency Medicine Fellowship Grant Program

**A. Purpose**

County Council is requested to approve a change in the Emergency Services Department - Emergency Medicine / EMS Fellowship Grant Program by changing the position from part-time to full-time. All costs will be paid through the grant. No county funds will be needed.

**B. Background / Discussion**

Council recently approved the Emergency Services Department to participate in the Emergency Medicine / EMS Fellowship Grant Program. The grant was also included in the 2012 – 2013 budget recently approved by Council. The grant is funded by the Carolina Care Foundation and they recently notified us of a change to the original grant. The position funded by the grant was listed as a part-time physician position; however, the position needs to be a full time position. The Grant will pay all costs and there is no match and no commitment to continue employment after the grant has ended.

**C. Financial Impact**

There is no financial impact. The grant will fund all costs associated with the program. The grant does not require a match from Richland County. The grant employee will not be employed after the grant is completed.

**D. Alternatives**

1. Approve the change in the Fellowship Grant and change the grant position from part-time to full time.
2. Do not approve the change.

**E. Recommendation**

It is recommended that Council approve the change in the grant position from a part time position to a full time position.

Recommended by: Michael A. Byrd      Department: Emergency Services      Date: 6/08/12

**F. Reviews**

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

**Finance**

Reviewed by: Daniel Driggers

Date:

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Since it is a resource allocation request, it is left to council discretion

Item# 7

**Grants**

Reviewed by: Sara Salley

Date:6/11/12

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

**Human Resources**

Reviewed by: Dwight Hanna

Date:

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Council's discretion.

**Legal**

Reviewed by: Elizabeth Mclean

Date: 6/11/12

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Left to discretion of Council.

**Administration**

Reviewed by: Tony McDonald

Date: 6/11/12

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: As indicated above, there is no financial impact to the County associated with this grant. All costs are covered, in their entirety, by the grantor. Recommend approval.

# Richland County Council Request of Action

**Subject**

Funding for State Mandated Services (pages 30-40)

**Reviews**

## Richland County Council Request of Action

**Subject:** Funding for State mandated services

### **A. Purpose**

County Council is requested to consider a proposal to raise the County millage to meet the unfunded mandates from the SC Legislature.

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

During the FY13 budget discussions, Council Chairman Washington made the motion below. During second reading of the budget it was referred to the June A&F committee for discussion.

“Motion to raise the county millage to meet the unfunded mandates from the SC Legislature (SECTION 6-1-320). Millage rate increase limitation; exceptions. (B) Notwithstanding the limitation upon millage rate increases contained in subsection (A), the millage rate limitation may be suspended and the millage rate may be increased upon a two-thirds vote of the membership of the local governing body for the following purposes:

- (1) the deficiency of the preceding year;
- (2) any catastrophic event outside the control of the governing body such as a natural disaster, severe weather event, act of God, or act of terrorism, fire, war, or riot;
- (3) compliance with a court order or decree;
- (4) taxpayer closure due to circumstances outside the control of the governing body that decreases by ten percent or more the amount of revenue payable to the taxing jurisdiction in the preceding year; or
- (5) compliance with a regulation promulgated or statute enacted by the federal or state government after the ratification date of this section for which an appropriation or a method for obtaining an appropriation is not provided by the federal or state government.

Attached is the list of the unfunded mandates provided by the South Carolina Association of Counties during the budget work session.

### **C. Financial Impact**

Financial impact would be determined during the annual budget discussions.

### **D. Alternatives**

1. Approve the requested strategy as submitted.
2. Approve the requested strategy as amended.
3. Delay the decision until a later time.
4. Do not approve the requested strategy.

**E. Recommendation**

It is recommended that Council approve alternative 3 to have the discussion during the development of the FY14 budget.

Recommended by: Department: Administration Date: 6/14/12

**F. Reviews**

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

**Finance**

Reviewed by: Daniel Driggers Date: 6/15/12  
 Recommend Council approval  Recommend Council denial  
 Council Discretion (please explain if checked)

Comments regarding recommendation:

Recommend alternative 3 which would provide Council time for review and discussion with the opportunity for your decision to be incorporated into the next budget cycle.

**Legal**

Reviewed by: Elizabeth McLean Date: 6/18/12  
 Recommend Council approval  Recommend Council denial  
 Council Discretion (please explain if checked)

Comments regarding recommendation:

Policy decision left to Council’s discretion, so long as the increase complies with the statute.

**Administration**

Reviewed by: Tony McDonald Date: 6/18/12  
 Recommend Council approval  Recommend Council denial  
 Council Discretion (please explain if checked)

Comments regarding recommendation: Because the adoption of the FY 13 budget has been completed, it is recommended that the proposed funding strategy to address unfunded mandates be incorporated into the FY 14 budget process.

## **Legislative Mandates and Funding Floors**

### **ANIMAL SHELTER**

The county animal shelter personnel or governmental animal control officers shall pick up and impound or quarantine any dog running at large or quarantining any cat. S.C. Code §47-3-30.

Each county is authorized to establish an animal shelter for quarantining dogs and cats. Each county must employ personnel as necessary to administer the provisions of the article. If an animal shelter is established, funds may be provided in annual appropriations. S.C. Code §47-3-30.

"Animal shelter" includes any premises designated by the county or municipal governing body for the purpose of impounding, care, adoption, or euthanasia of dogs and cats held under authority of this article. S.C. Code §47-3-10.

### **ANNUAL AUDIT**

Each county council must provide for an independent annual audit, by a non-interested CPA or PA, of all financial records and transactions of the county and any agency funded in whole by county funds and may provide for more frequent audits as it considers necessary. The report of the audit must be made available for public inspection. The report must be submitted to the Comptroller General no later than January 1 each year. If not timely reported, funds distributed by the Comptroller General to the county in the current fiscal year must be withheld pending receipt of a copy of the report. S.C. Code §4-9-150.

### **ASSESSORS**

All counties must have a full-time assessor, who must appraise and/or reappraise and list all real property, whether exempted or not, except property required to be assessed by the Dept. of Revenue or that which is owned by a governmental entity (federal, state, county or political subdivisions), and a list of these must be furnished to the county auditor. Assessors must maintain records of all recorded deed sales transactions, building permits, tax maps, and other records necessary for continuing reassessment. S.C. Code §12-37-90. Assessors must also endorse deeds when recorded and attend continuing education courses. S.C. Code §§12-37-100, 110.

### **BUILDING CODES**

Each county must enforce all building codes relating to construction, repair, occupancy, etc. of structures located in their jurisdiction. Each county must promulgate regulations to implement their enforcement. S.C. Code §6-9-10(A). The county must enforce only national building and safety codes provided in Chapter 9 of Title 6.

Each county must appoint a building inspector or contract with other political subdivisions for unincorporated areas of the county, who may appoint or employ other personnel. If a county is unable to comply with this requirement, an affidavit in support of an exemption from the



requirement must be submitted to the Building Codes Council. The affidavit must detail the financial reasons for the county's inability to provide this service, and exemptions resulting from any such affidavit shall last until it is financially feasible for the county to provide this service or five years, whichever is less. S.C. Code §6-9-30.

### **CORONER**

S.C. Code §17-5-60 requires the county to provide the coroner with an office in the county with "proper fixtures."

### **COURT SECURITY**

A Supreme Court order dated July 10, 2001, provides for courtroom security. For Family Court, a law enforcement officer must be present while the court is in session, unless excused. For Probate Court and Circuit Court, a law enforcement officer must be present if requested by the judge. Each county must also provide adequate equipment and/or personnel to provide physical screening of all individuals entering a courtroom.

### **COURTS**

#### **Administrative Law Judge**

This proviso requires counties to provide for each Administrative Law Judge residing within that county, upon their request, an office within the existing physical facilities if space is available, to include all utilities and a private telephone. 2011 Act No. 73, Part IB, 71.2.

#### **Circuit and Family Courts**

This proviso requires counties to provide for each circuit court and family court judge residing within that county an office to include all utilities and a private telephone, and requires counties to provide the same for Supreme Court Justices and Judges of the Court of Appeals upon their request. 2011 Act No. 73, Part IB, 44.2.

There does exist §4-1-90 which states, "If at any time the courthouse of any county in this State shall be in course of reconstruction or repair or from any other cause shall not be in condition to be occupied, the governing body of the county must furnish suitable rooms for the accommodation of the courts and public officers." In addition, there is a Supreme Court Opinion in *Greenfield v. Greenfield* which finds that, "the construction and maintenance of courtroom facilities is now and traditionally has been a county obligation... and it is my opinion that it is the obligation of the counties to provide the facilities and support personnel other than judges and court reporters for the circuit courts assigned to a county."

S.C. Code §20-7-1490 requires each county to "provide sufficient physical facilities for the operation of the statewide family court system in that county. Section 20-7-1500 provides that the General Assembly shall provide the "salaries, equipment, and supplies of family court judges and court reporters and secretaries."

**Magistrate**

Each county must provide necessary and sufficient facilities and personnel for magistrates' courts in that county. The county must provide other personnel determined to be necessary by the county, such personnel being county employees paid by the county. S.C. Code §22-8-30. No county may pay a magistrate a salary lower than the base salary established for that county by the provisions of subsection (B) of this section. S.C. Code §22-8-40(K).

**Master-in-Equity**

Each county in which a master-in-equity serves must provide salary, equipment, facilities, and supplies of the master-in-equity, and salaries of support personnel and other necessary costs. S.C. Code §14-11-30.

**Probate Court**

A probate court must be located at the county seat and open for business during reasonable hours. S.C. Code §14-23-1010. There shall be a judge of probate for each probate court. S.C. Code §14-23-1020.

Each county must provide necessary office equipment of the probate court, books necessary for keeping records, office space and additional support personnel necessary for the orderly conduct of business. If the probate court maintains the original of a document in the master file of a matter and a copy of that document on microfilm, a computer system, or on another similar system, it is not necessary for the probate court to maintain a second separate record with copies of those types of documents, provided a general index or an index for those types of documents is maintained. S.C. Code §14-23-1130.

**DEPARTMENT OF DISABILITY AND SPECIAL NEEDS (DDSN)**

S.C. Code §44-20-375 provides for the creation of disability and special needs boards in the various counties. The funding for these boards is covered by §44-20-380 and is appropriated by the state. These county boards may, however, seek additional funding from the county, but there is no requirement that the counties provide the initial or primary funding for them.

**DEPARTMENT OF JUVENILE JUSTICE (DJJ)**

Each county is required by S.C. Code §20-7-1490 to provide facilities for intake and probation services of the Department of Juvenile Justice.

**DEPARTMENT OF SOCIAL SERVICES (DSS) AND DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS)**

S.C. Code §43-3-65 provides, "The governing authorities of each county shall provide office space and facility service, including janitorial, utility and telephone services, and related supplies, for its county Department of Social Services."

Employees transferred from DSS to DHHS who determine medicaid eligibility shall be provided office space and facility services for this function just as office space and facility services must

be provided by the county for DSS functions under S.C. Code §43-3-65. 2011 Act No. 73, Part IB, 21.14.\*

#### **DNA**

The law enforcement agency responsible for the control of evidence during a criminal investigation must preserve, with sufficient documentation and under circumstances designed to preserve forensic value, all physical evidence and biological material related to the conviction or adjudication of a person for certain enumerated crimes. S.C. Code §17-28-320(A).

The physical evidence and biological material must be preserved until the person is released from incarceration, dies while incarcerated, or is executed for the offense enumerated in subsection (A). However, if the person is convicted or adjudicated on a guilty or nolo contendere plea for the offense enumerated in subsection (A), the physical evidence and biological material must be preserved for seven years from the date of sentencing, or until the person is released from incarceration, dies while incarcerated, or is executed for the offense enumerated in subsection (A), whichever comes first. S.C. Code §17-28-320(C).

#### **ELECTIONS**

The governing bodies of each county must audit and pay all accounts for necessary expenses incurred by the commissioners and managers of election for stationery, the making of election boxes, rents and similar expenses in elections held in this State. S.C. Code §7-23-40.

#### **EMERGENCY PREPAREDNESS**

County governments must cooperate with state and municipal governments in developing and maintaining a plan for mutual assistance in emergencies. Each county is responsible for preparing its available resources or the resources of another county, municipality or the state to support emergency operations. Also, each county is responsible for creating a shelter/relocation plan to protect citizens from the hazards of a nuclear emergency and for provision of housing and care for persons displaced or homeless as a result of a natural or man-made emergency. S.C. Code §25-1-450.

#### **FINANCIAL REPORT**

Counties receiving revenues from Aid to Subdivisions shall annually submit a financial report to the State Budget and Control Board, detailing their sources of revenue, expenditures by category, indebtedness, and other information as the State Budget and Control Board requires, by January 15<sup>th</sup> of each year. If no report is filed by January 15, the CAO will be notified in writing that the county has 30 days to comply. If the county doesn't comply within 30 days, the Comptroller General will withhold 10% of subsequent payments of state aid until the report is filed. S.C. Code §6-1-50.

### **HEALTH DEPARTMENT / DHEC**

This proviso requires each county to provide all operating expenses of the local health department other than salaries, fringe benefits and travel in an amount at least equal to that appropriated for operations for each county in Fiscal Year 1981. The proviso states that a reduction in the local health department funding level may be made in the event any county makes uniform reductions in appropriations to all agencies or departments for maintenance and operations. 2011 Act No. 73, Part IB, 22.7.\*

### **INSURANCE**

Each county, in regard to tort and automobile liability, property and casualty insurance, must procure insurance to cover these risks for which immunity has been waived by 1) purchase of liability insurance from the Budget and Control Board, or 2) the purchase of liability insurance from a private carrier, or 3) self-insurance, or 4) pooled self-insurance liability funds by intergovernmental agreement. S.C. Code §15-78-140(b).

### **JAIL**

The Department of Corrections may order a person convicted of a state offense who is sentenced to less than ninety days imprisonment to be held in the county jail. S.C. Code §24-3-20.

Each county must furnish, at all times, access to medical care, sufficient food, water, clothing, personal hygiene products, bedding, blankets, cleaning supplies, and shelter from extreme heat or cold or rain for all persons confined in a jail. S.C. Code §24-5-80.

### **LIBRARIES**

Each county shall establish within the county a county public library system. The governing body of any county may by ordinance provide for the composition, function, duties, responsibilities, and operation of the county library system. S.C. Code §4-9-35(A).

To receive the aid to Counties Libraries Allotment, local library support may not be less than the amount actually expended for library operations from local sources in the second preceding year. 2011 Act No. 73, Part IB, 29.1.

### **MEDICALLY INDIGENT ASSISTANCE PROGRAM (MIAP)**

The MIAP is primarily financed through county assessments. The State Treasurer withholds a sum equal to fifty cents per capita from each county's allotted portion of the Local Government Fund. This money is used to provide Medicaid services. County governments combined statewide are assessed an additional thirteen million dollars annually for use as matching funds for Medicaid services, and county shares of the thirteen million dollars are derived from a formula which weighs property value, personal income, net taxable sales, and the previous two years of claims against the medically indigent assistance fund against county residents. If a

county has a trust fund set up for indigent care in the county, contributions on behalf of the county must be credited against the county's portion of the thirteen million dollars. S.C. Code §44-6-146.

#### **PROBATION, PARDON, AND PAROLE (PPP)**

S.C. Code §24-21-270 reads, "The governing body of each county in which a probation agent serves shall provide, in or near the courthouse, suitable office space for such agent."

#### **PUBLIC DEFENDER**

This proviso states that no county may contribute less money to indigent defense than the amount the county contributed as of July 1, 2001. No county shall be permitted to contribute less money than the amount the county contributed in the prior fiscal year. 2011 Act No. 73, Part IB, 47.1.

S.C. Code §17-3-590 of the Indigent Defense Act of 2007 requires the administering county to provide appropriate offices, utilities, telephone expenses, materials, and supplies to equip, maintain, and furnish the public defender's office in cooperation with the other counties in the circuit and in a pro rata share according to each county's population. S.C. Code §17-3-540 provides that the public defender may maintain offices in the other counties comprising their judicial circuit.

No county may reduce its contribution to the public defender below the amount provided for such organization in the prior fiscal year. S.C. Code §17-3-550. All personnel costs including fringe benefits must be paid by the administering county, but the administering county must be reimbursed from operational funds provided to the circuit public defender office from county and state appropriated funds.

#### **RECORDS MANAGEMENT**

It is a misdemeanor to unlawfully remove a public record from where it is kept or alter, deface, mutilate, or destroy it. S.C. Code §30-1-30. The legal custodian of public records must protect them against deterioration, mutilation, theft, loss, or destruction, and make them available for easy use. S.C. Code §30-1-70.

The governing body of each county and every public records custodian must cooperate with the Department of Archives and History in complying with this chapter and to establish and maintain an active, continuing program for the economical and efficient management of the records of the county. S.C. Code §30-1-80.

No records of long term or enduring value created, including those filed, kept, or stored electronically, or those records converted from paper to magnetic, optical, film, or other media in the transaction of public business may be disposed of, destroyed, or erased without an approved records schedule. All records disposals that are carried out in accordance with duly approved

records schedules must be documented and reported in accordance with procedures developed by the Archives. S.C. Code §30-1-90(D).

Records of litigation and criminal proceedings in these courts shall be retained permanently. S.C. Code §14-13-10.

A public official or custodian of public records who refuses or willfully neglects to perform any duty required of him by Sections 30-1-10 through 30-1-140, including the transfer of records to storage facilities approved by the Archives, is guilty of a misdemeanor and, upon conviction, must be fined not less than two hundred dollars nor more than five thousand dollars. S.C. Code §30-1-140.

S.C. Regs 12-1002 provide the required minimum standards for all records storage facilities, including construction, environment, and safety of records.

S.C. Regs 12-1100 provide the general retention schedule.

#### **ROAD MAINTENANCE**

Each county shall take charge of and manage the repair of highways in the county. Bridges shall be repaired under supervision of and expenses paid out of the money in the county treasury raised and appropriated for this purpose. S.C. Code §57-17-70.

If the members of the governing body of any county neglect to have repaired any of the highways and bridges which by law are required to be kept in repair, they shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined in a sum of not less than one hundred nor more than five hundred dollars, in the discretion of the court. S.C. Code §57-17-80.

At least twenty-five percent of a county's apportionment of "C" funds, based on a biennial averaging of expenditures, must be expended on the state highway system for construction, improvements, and maintenance. S.C. Code §12-28-2740(C).

#### **SALARY SUPPLEMENTS**

This proviso states that salary supplements provided to clerks of court, probate judges, coroners, sheriffs, registers of deeds, auditors, and treasurers are in addition to amounts provided as compensation for these officials by counties. The amounts supplemented by the county for these positions' salaries shall not be reduced by the county as a result of the state appropriations. The proviso further states that reduction of county expenditures in the operations of these offices without corresponding reduction in the county's state aid to subdivisions is permissible. 2011 Act No. 73, Part IB, 86.4.\* In the current fiscal year, this proviso supersedes S.C. Code §8-15-65.

**SCHOOL LUNCH SUPERVISORS**

Counties are required by S.C. Code §59-63-750 to pay each lunch supervisor a salary, \$300 per year for expenses, and furnish office space and equipment for properly administering school lunch programs.

**SHERIFF AND OTHER COUNTY OFFICIALS' OFFICE SPACE**

The governing body of each county shall furnish the probate judge, auditor, superintendent of education, clerk of court, sheriff, treasurer and master in equity of their respective counties office room, together with necessary furniture and stationery for the same, which shall be kept at the courthouse of their respective counties, and it shall supply the offices of such officials with fuel, lights, postage and other incidentals necessary to the proper transaction of the legitimate business of such offices. The provisions of this section, as they relate to office space in the courthouse, shall not apply to Richland County. S.C. Code 4-1-80.

**SOLICITOR**

This proviso states that amounts appropriated in the General Appropriations Act for solicitors' offices are in addition to any amounts presently being provided by the county for these services and may not be used to supplant funding already allocated for such services. 2011 Act No. 73, Part IB, 46.5.\*

**STORMWATER MANAGEMENT**

DHEC can delegate stormwater regulations to local governments. S.C. Code §48-14-10.

To the extent possible, the S.C. Land Resources Conservation Commission intends to delegate the provisions of these regulations to local governments. Those program provisions which are subject to delegation include stormwater management and sediment control plan approval, construction and maintenance inspections, enforcement, and education and training. S.C. R.72-300(C).

If the Commission determines that a delegated program falls below acceptable standards established by these regulations, delegation may be suspended. During a period of suspension, the Commission shall be responsible for implementation of the program element. The Commission shall collect fees based on R.72-306 for use when the delegation is suspended.

The following actions may be cause for suspension if they represent a continuing pattern of action or in-action:

- (1) Failure of implementing agency with the responsibility for enforcement to issue a violation in the event of off-site sediment or stormwater damage resulting from non-compliance with the approved plan.
- (2) Failure of the implementing agency to assess a fine when a violation has not been corrected within the specified time frame.



- (3) Failure of the implementing agency to stop work when a violation has resulted in off-site damages.
  - (4) Failure of the implementing agency to force compliance with an approved plan.
  - (5) Failure of the delegated program to comply with the provisions of its application for delegation.
- R.72-304(L).

Where the Commission is the implementing agency, the Commission may assess a fee not to exceed \$100.00 per disturbed acre up to a maximum of \$2000.00. No fee will be charged for land disturbing activities which disturb two acres or less. A fee of \$100.00 will be charged for permit modifications. R.72-306(B).

"Local Government" means any county, municipality, or any combination of counties or municipalities, acting through a joint program pursuant to the provisions of this chapter. R.72-301(26).

#### **VICTIMS' SERVICES**

This proviso states that amounts appropriated in the General Appropriations Act for victim assistance programs in solicitors' offices are in addition to amounts presently being provided by the county for these services and may not be used to supplant funding already allocated for such services. 2011 Act No. 73, Part IB, 72.8.\*

A law enforcement agency must provide any measures necessary to protect the victims and witnesses, including transportation to and from court and physical protection in the courthouse. S.C. Code §16-3-1525(G).

A law enforcement agency must make reasonable efforts to notify victims upon changes in the custody of the person accused of committing the crime, e.g. escape, release, transfer, parole. S.C. Code §16-3-1525 and §16-3-1530.

A law enforcement agency must provide a victim, free of charge, a copy of the initial incident report of his case and a document describing his rights and responsibilities. S.C. Code §16-3-1520(A).

A law enforcement agency, within a reasonable time of initial contact, must assist each eligible victim in applying for victim's compensation benefits and other available financial, social service, and counseling assistance. S.C. Code §16-3-1520(B).

A law enforcement agency, upon request, must make a reasonable attempt to inform a victim of the status and progress of his case from initial incident through disposition in magistrate or municipal court; the referral of a juvenile offender to the Department of Juvenile Justice; or transmittal of a general sessions warrant to the prosecuting agency. S.C. Code §16-3-1520(D).



# Richland County Council Request of Action

**Subject**

IGA Extension with City of Columbia re: Animal Shelter Operations (pages 42-54)

**Reviews**

## Richland County Council Request of Action

**Subject:** IGA Extension with City of Columbia re: Animal Shelter Operations

### **A. Purpose**

Council is requested to approve the attached IGA extension with the City of Columbia regarding Animal Shelter Operations.

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

The City of Columbia and Richland County began joint Animal Shelter operations July 1, 2007. This partnership provides for the efficiency of operations and streamlined customer service for all Richland County residents.

The partnership has been a successful one, and both parties wish to extend the IGA for these services for the next five (5) years – through July 31, 2017.

Of note:

- The proposed IGA extension will **not** increase costs to the County.
- While the proposed IGA extension offers a partnership opportunity with regards to the Adoption component of the shelter (6. Adoption Fees), Richland County chooses to **not** participate at this time, as it would cost the county approximately \$5,000 more per month. The City will continue to adopt out County pets as it has done since 2007.
- The proposed IGA extension confirms that the City will continue to collect animal license fees for unincorporated pets that are returned to owner. (17. Collection of County Differential License Fee.) The City will also continue to collect animal license fees for unincorporated pets being adopted.

The original 2007 IGA, First Amendment to the original 2007 IGA, and the proposed IGA extension are attached for your convenience.

### **C. Financial Impact**

There is no financial impact associated with this request. The annual average cost associated with this IGA is approximately \$320,000, which is budgeted for annually in the Animal Care Department's budget.

### **D. Alternatives**

1. Approve the IGA extension as presented.
2. Approve the IGA extension as amended.
3. Do not approve the IGA extension.

### **E. Recommendation**

It is recommended that Council approve the IGA extension as presented.

Recommended by: Sandra Haynes, Director, Animal Care Department Date: May 16, 2012

## F. Reviews

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

### Finance

Reviewed by: Daniel Driggers

Date: 6/12/12

Recommend Council approval

Recommend Council denial

✓ Council discretion

Comments regarding recommendation:

Approval of IGA is an item for Council discretion. Budget funds are included in the FY13 budget as stated.

### Legal

Reviewed by: Elizabeth McLean

Date: 6/12/12

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Policy decision left to Council's discretion.

### Administration

Reviewed by: Roxanne Ancheta

Date: June 13, 2012

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation: It is recommended that Council approve the IGA as presented. Please note that the current IGA expires July 31, 2012.

STATE OF SOUTH CAROLINA )  
 )  
COUNTY OF RICHLAND )

FIRST RENEWAL TO  
INTERGOVERNMENTAL AGREEMENT  
(Animal Care Facilities)

THIS RENEWAL is entered into this \_\_\_\_ day of \_\_\_\_\_, 2012, by and between Richland County (hereinafter the "County") and the City of Columbia (hereinafter the "City").

WHEREAS, the parties entered into an Intergovernmental Agreement (hereinafter the "IGA"), dated July 31, 2007, regarding the County's use of the City's Animal Shelter with an Initial Term of five (5) years; and

WHEREAS, the parties also entered into a First Amendment of that IGA, dated November 5, 2010, replacing Paragraphs 2 & 6 of the IGA dealing with per-diem costs and adoption revenue sharing through the end of the Initial Term of that IGA with said Initial Term expiring after July 31, 2012;

NOW, THEREFORE, in consideration of the foregoing and intending to be legally bound hereby, the parties hereinafter set forth their intent to renew the IGA. The First Amendment will expire after July 31, 2012, and have no further force or effect.

1. With the expiration of the First Amendment, Paragraph 2 of the IGA reverts back to its original terms.

2. The IGA is renewed with a new Paragraph 6 replacing the original as follows:

6. Adoption Fees. Any revenue generated from the adoption of animals from the Animal Shelter may be split between the parties in the same percentage as the parties share the costs of operating the adoption center at the Animal Shelter.

3. The IGA is renewed with a new Paragraph 17 providing for:

17. Collection of County Differential License Fee. The City shall agree to collect the County differential license fee for pets that have been impounded and are subsequently returned to their owners which reside in the unincorporated areas of Richland County, the Town of Irmo, the Town of Blythewood, and the Town of Arcadia Lakes. The City shall collect this fee on the County's behalf for all pet redemptions in which the owner or custodian is paying with cash, check or money order. The County shall provide the City with all mutually agreed upon stationery required for such duty. The County shall also make the appropriate accommodations to facilitate the safe transport of said fees from the City to its office where it shall be administratively accounted for.

4. In all other respects, the IGA shall remain in full force and effect for a five (5) year renewal term ending after July 31, 2017.

3. This Amendment may be executed in multiple counterparts, each of which shall be deemed to be an original and all of which shall constitute a single instrument.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in their names and their corporate seals to be hereunto affixed the day and year first written above.

WITNESSES:

RICHLAND COUNTY, SOUTH CAROLINA

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
By: J. Milton Pope  
Its: County Administrator

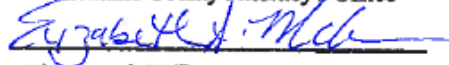
WITNESSES:

CITY OF COLUMBIA, SOUTH CAROLINA

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
By: Steven A. Gantt  
Its: City Manager

Richland County Attorney's Office



Approved As To LEGAL Form Only.  
No Opinion Rendered As To Content.

STATE OF SOUTH CAROLINA )  
 )  
COUNTY OF RICHLAND )

FIRST AMENDMENT TO  
INTERGOVERNMENTAL AGREEMENT  
(Animal Care Facilities)

THIS AMENDMENT entered into this 5<sup>th</sup> day of November, 2010, by and between Richland County (hereinafter the "County") and the City of Columbia (hereinafter the "City").

WHEREAS, the parties entered into an Intergovernmental Agreement (hereinafter the "Agreement"), dated July 31, 2007, regarding the County's use of the City's Animal Shelter; and

WHEREAS, the parties now wish to amend said Agreement to allow for monies due the County under Paragraph 6 (Adoption Fees) to act as a credit towards money due the City under Paragraph 2 (Per Diem Cost), to provide for a 25% revenue sharing on adoption fees, and to lock in the \$14.00 per diem fee until the end of the initial term of the Agreement;

NOW, THEREFORE, in consideration of the foregoing and intending to be legally bound hereby, the parties agree as follows:

1. The Agreement is amended by deleting existing paragraph 2 (Per Diem Cost) and existing paragraph 6 (Adoption Fees), and inserting the following as new paragraphs 2 and 6:

2. Per Diem Cost. Beginning on the date a Certificate of Occupancy is issued for the completed capital expansion, the City will commence to accept canis familiaris (dogs) and felis domesticus or felis catus (cats), hereinafter collectively referred to as "animals", delivered by County personnel and County citizens. Beginning on that date, the County will pay the City Fourteen and no/100 (\$14.00) Dollars per day per animal for impoundment and euthanasia. The City may accept other small mammals, reptiles, birds, or rodents, at no cost, as space permits and in the City's sole and exclusive discretion. City shall invoice the County monthly for payment. If the City does not receive payment in full within sixty (60) days, the City, in its sole and exclusive discretion, may refuse to accept animals from County personnel or citizens until all delinquent amounts are paid in full. Any money due to the County under Paragraph 6 of this Agreement shall act as a credit towards the fees due to the City under this paragraph. Monthly invoices from the City shall be reduced accordingly.

6. Adoption Fees. The City and the County shall split any revenues from the adoption of animals from the Animal Shelter, with the County receiving 25% of all such revenue and the City

receiving the remaining portion. The revenue shall be paid to the County in the form of a credit towards per diem fees, as provided in Paragraph 2 above.

2. In all other respects, the Agreement shall remain in full force and effect.

3. This Amendment may be executed in multiple counterparts, each of which shall be deemed to be an original and all of which shall constitute a single instrument.

4. This Amendment shall be binding upon and fully enforceable against the successors and assigns of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in their names and their corporate seals to be hereunto affixed the day and year first written above.

WITNESSES:

*Sigurd Heaton*  
*Roxanne Ancheta*

RICHLAND COUNTY, SOUTH CAROLINA

*J. Milton Pope*  
By: J. Milton Pope  
Its: County Administrator

WITNESSES:

*Mark Gentry*  
*[Signature]*

CITY OF COLUMBIA, SOUTH CAROLINA

*Steve A. Gantt*  
By: Steve A. Gantt  
Its: City Manager





escrow agent to the City. In the event of a dispute, the County Administrator and the City Manager shall attempt to amicably resolve the dispute. In the event they are unable to do so, the City and County agree to promptly arbitrate, by binding arbitration, any such dispute. Time is of the essence in resolving any such dispute. The City and County will utilize an arbitrator certified by the South Carolina Supreme Court and will proceed under the arbitration procedures adopted by the South Carolina Supreme Court. The City and County will equally divide the cost of the escrow agent and the arbitrator, if any. If the total cost of construction procurement and construction of the expansion exceeds the above amount, the City shall invoice the County for any additional costs up to 15% of the above amount, with the reasons for such costs specifically stated. The County shall timely remit the additional funds to the escrow agent for payment to the City.

2. Per Diem Cost. Beginning on the date a Certificate of Occupancy is issued for the completed capital expansion, the City will commence to accept canis familiaris (dogs) and felis domesticus or felis catus (cats), hereinafter collectively referred to as "animals", delivered by County personnel and County citizens. On that date, the County will pay the City Fourteen and no/100 (\$14.00) Dollars per day per animal for impoundment and euthanasia. The City may accept other small mammals, reptiles, birds, or rodents, at no cost. As space permits and in the City's sole and exclusive discretion. City shall invoice the County monthly for payment. If the City does not receive payment on full within sixty (60) days, the City, in its sole and exclusive discretion, may refuse to accept animals from County personnel or citizens until all delinquent amounts are paid in full.

Future increases will be managed through the budgeting process for both jurisdictions. A budget request will be forwarded to the County on or before February 1<sup>st</sup> of every fiscal year to

address potential increases. The City may request that the County pay an increased amount for per day per animal for animal impoundment and euthanasia based upon increased operating costs of the Animal Shelter by the City<sup>1</sup>. In the event the County denies the City's request for a fee increase, the County Administrator and the City Manager shall attempt to amicably resolve the dispute. In the event they are unable to do so, the City and County agree to promptly arbitrate, by binding arbitration, any such dispute. Time is of the essence in resolving any such dispute. The City and County will utilize an arbitrator certified by the South Carolina Supreme Court and will proceed under the arbitration procedures adopted by the South Carolina Supreme Court. The City and the County will equally divide the cost of the arbitrator, if any.

3. Shelter Policies. The City's policies and ordinances, as may from time to time be amended, will apply to any and all operations of the Animal Shelter, including but not limited to the disposition of animals received at the Animal Shelter, adoption, redemption and spay/neuter, which are listed by way of illustration and not limitation. Prior to any change of Animal Shelter policies relating to animal care management, the City Manager and the County Administrator will confer as to the proposed change and mutually agree to the change before such policy is adopted and implemented by the City.

4. Advisory Committee. An Animal Advisory Committee will be established by both jurisdictions to serve as an oversight committee to make recommendations regarding improving animal care services provided to the citizens of the community. The Committee will be comprised of the County Administrator or his designee, City Manager or his designee and two members each of City and County Councils, or two citizens appointed by City Council and two

---

<sup>1</sup>Operating Costs are those costs for Animal Shelter operations contained in the City's proposed budget for that fiscal year.

citizens appointed by County Council to represent the respective Councils. The Committee will meet at least once a year in March.

5. Capacity Issues. During the construction of the capital expansion, the City Manager and County Administrator will be responsible for developing an emergency action to address emergency situations that would impact the operations of the facility including, but not limited to, events which would require a total or partial closure of the Animal Shelter, repair or replacement of the Animal Shelter in the event of partial or total destruction, or situations whereby a large number of animals are delivered to the Animal Shelter for holding at one time. This plan would include a maintenance provision to ensure the on-going quality and up-keep of the facility. The City Manager and County Administrator are also responsible for developing a plan to address future needs of the City and County for future expansion of animal control facilities.

6. Adoption Fees. The County and City shall split any revenue from the adoption of animals from the Animal Shelter, with the percentages of such split being negotiated and agreed upon by the County Administrator and the City Manager within six (6) months of the execution of this agreement.

7. County Animals-Not Impounded. The County agrees to pay per diem costs on all animals not impounded by Richland County Animal Care but released by citizens from the unincorporated area of the County. The County shall have the right to periodically inspect and audit all records collected by the City verifying the residency of such citizens.

8. Term. The initial term of this Agreement shall be for five (5) years and renewable for an additional five (5) year term.

9. Termination. The County or the City may terminate this agreement by

action of either Council with a one (1) year notice. If terminated, the City agrees to refund the capital construction cost of the County based upon an agreed depreciated capital schedule. The depreciated schedule with a cost value shall be documented every year in the Certified Annual Audit.

10. Breach. In the event either party shall fail to comply with its obligations set forth in the Agreement, and such default shall continue for a period of thirty (30) days after written notice of default has been provided by the other party, then the complaining party shall be entitled to pursue any and all remedies provided under South Carolina law and/or terminate this Agreement.

11. Waiver. The failure of either party to insist upon the strict performance of any provision of this Agreement shall not be deemed to be a waiver of the right to insist upon strict performance of such provisions or of any other provision of this Agreement at any time. Waiver of any breach of this Agreement by either party shall not constitute waiver of subsequent breach.

12. Notice. Written notice to the City shall be made by placing such notice in the United States Mail, Certified, Return Receipt Requested, postage prepaid and addressed to:

City of Columbia  
City Manager  
Post Office Box 147  
Columbia, SC 29217

With a copy to:

Superintendent of Animal Services  
127 Humane Lane  
Columbia, SC 29209

Written notice to the County shall be made by placing such notice in the United States Mail, Certified, Return Receipt Requested, postage prepaid and addressed to:

Richland County

County Administrator  
Post Office Box 192  
Columbia, SC 29202

13. Entire Agreement. This Agreement represents the entire understanding and Agreement between the parties hereto and supersedes any and all prior negotiations, discussions, and agreements, whether written or oral, between the parties regarding the same. To the extent that any additional or different provisions conflict with the provisions of this Agreement, the provisions of this Agreement shall govern. No amendment or modification to this Agreement or any waiver of any provisions hereof shall be effective unless in writing, signed by both parties.

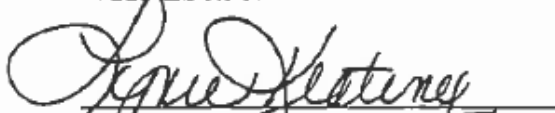

14. Agreement Interpretation. This Agreement shall be interpreted pursuant to the laws of the State of South Carolina.

15. Severability. If any provision of this Agreement is determined to be void or unenforceable, all other provisions shall remain in full force and effect.

16. Captions and Headings. The captions and headings throughout this Agreement are for convenience and reference only, and the words contained therein shall in no way be held or deemed to define, limit, describe, modify, or add to the interpretation, construction, or meaning of any provision of or scope or intent of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

WITNESSES:

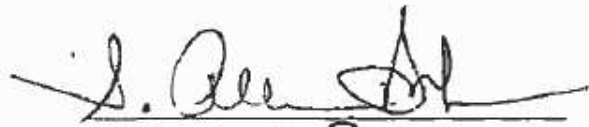
  
\_\_\_\_\_  
  
\_\_\_\_\_

RICHLAND COUNTY


BY: 

J. Milton Pope

ITS: County Administrator

  
Valerie R. Smith

**CITY OF COLUMBIA**

BY:   
Charles P. Austin, Sr.  
ITS: City Manager

# Richland County Council Request of Action

**Subject**

National Aviation Week Proclamation (pages 56-58)

**Reviews**

## Richland County Council Request of Action

**Subject:** National Aviation Week 2012 proclamation

### **A. Purpose**

To recommend to the Richland County Council to proclaim August 12 – 18, 2012 as National Aviation Week in Richland County and issue a suitable proclamation.

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

President Franklin Delano Roosevelt first established National Aviation Day in 1939 to coincide with the birthday of Orville Wright. This celebration was subsequently expanded to National Aviation Week.

Richland County Council is the owner of one of the premier general aviation reliever airports in the State which provides a vital transportation hub and economic engine for the County and region.

It is appropriate, therefore, that the Council promote aviation and its airport during this annual celebration. A proclamation has been drafted and provided for consideration and issuance.

### **C. Financial Impact**

There is no financial impact from the issuance of this proclamation. However, the annual economic impact of the Jim Hamilton – LB Owens Airport (CUB) was analyzed as part of a statewide aviation economic impact study in 2005 and estimated at \$14.8 Million.

### **D. Alternatives**

The alternatives available to County Council follow:

1. Approve and issue the proclamation.
2. Do not approve and issue the proclamation.

### **E. Recommendation**

It is recommended that Council approve the request to proclaim August 12 – 18, 2012 as National Aviation Week in Richland County and issue a suitable proclamation.

Recommended by:  
Christopher S. Eversmann, PE, CM

Department:  
Airport

Date:  
June 11, 2012

Item# 10



**F. Reviews**

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

**Finance**

Reviewed by: Daniel Driggers

Date: 6/11/12

✓ Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

**Legal**

Reviewed by: Elizabeth McLean

Date: 6/11/12

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: 6/11/12

✓ Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: Recommend approval of the proclamation.

Richland County Council Proclamation:

Whereas, Orville Wright, and his brother Wilbur, invented the first airplane to achieve powered, sustained, heavier-than-air, controlled human flight; and

Whereas, The Wright Flyer was first flown by Orville for a length of 120 feet in 12 seconds, at a speed of 6.8 miles per hour over the ground at Kill Devil Hill, North Carolina in December 1903; and

Whereas, Aviation has revolutionized all aspects of modern world history and impacts all of our lives on a daily basis; and

Whereas, The first pilot, Orville Wright, was born on August 19, 1871; and

Whereas, President Franklin Delano Roosevelt first established National Aviation Day in 1939 to coincide with the birthday of Orville Wright; and

Whereas, Richland County enjoys a direct and significant connection to these aviation pioneers through the Curtiss – Wright Hangar which still stands and is included on the National Register of Historic Places; and

Whereas, The Owens Field Municipal Airport, named in honor of Columbia’s “Flying Mayor” Dr LB Owens, was first opened in 1930 and has provided a base for commercial, military, and general aviation in Richland County over the course of its 82 year history; and

Whereas, Under the guidance of the Richland County Airport Commission, the Jim Hamilton – LB Owens Airport today is one of the premier general aviation reliever airports in the State and provides a vital transportation hub and economic engine for the County and region.

Now, therefore, the Richland County Council takes pride in proclaiming August 12<sup>th</sup> through 18<sup>th</sup>, 2012 as

NATIONAL AVIATION WEEK

We hereby encourage the promotion of education, awareness, and advancements of aviation and airports.

# Richland County Council Request of Action

**Subject**

Solicitor Salary Rollover Request to Provide Employer contributions for Assistant Solicitor Restructuring and Reclassification Plan (pages 60-62)

**Reviews**

## **Richland County Council Request of Action**

**Subject:** Roll-over unspent Solicitor's Office salaries and wages funds from the 2011-12 budget to the 2012-13 budget to provide Employer Contributions for the Assistant Solicitor Restructuring and Reclassification Plan

### **A. Purpose**

County Council is requested to approve a roll-over of \$70,000 of unspent funds from the Solicitor's Office salaries and wages line item from the 2011-12 budget to the FICA and Retirement line items in the 2012-13 budget to provide employer contributions for the Assistant Solicitor Restructuring and Reclassification Plan as approved by Council.

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

County Council approved as part of the 2012-13 budget, the Assistant Solicitor Restructuring and Reclassification Plan which provides for the attraction and retention of quality Assistant Solicitors within the Richland County Solicitor's Office.

The initial Assistant Solicitor Restructuring and Reclassification Plan for the Solicitor's Office were calculated at an earlier date and several personnel changes have occurred since initial calculations. After re-calculating employer contributions, a resulting shortfall of approximately \$70,000 exists. We are requesting Council to approve unspent salaries and wages funds to be rolled-over into the FICA and Retirement line items to provide for additional employer contributions for the Assistant Solicitor Restructuring and Reclassification Plan.

The Solicitor's Office is requesting to roll-over unspent funds from the Solicitor's Office 2011-12 budget in the amount of \$70,000 from the salary and wages budget line item to the Solicitor's Office 2012-13 budget FICA and Retirement line items to accomplish Council's adopted Assistant Solicitor Restructuring and Reclassification Plan.

### **C. Financial Impact**

No financial impact.

### **D. Alternatives**

1. Approve the appropriation of additional funds to the Solicitor's 2012-13 budget for employer contributions.
2. Not approving would result in the partial implementation of the Assistant Solicitor Restructuring and Reclassification Plan due to a shortfall of employer contributions.

**E. Recommendation**

It is recommended that Council approve the request to roll-over unspent funds from the Solicitor’s Office 2011-12 budget to the Solicitor’s Office 2012-13 budget to provide for employer contributions for the Assistant Solicitor Restructuring and Reclassification Plan.

Recommended by: Solicitor Dan Johnson Department: Solicitor’s Office Date: June 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: 6/11/12  
 Recommend Council approval  Recommend Council denial  
 Council Discretion (please explain if checked)  
Comments regarding recommendation:

During the FY13 budget discussions, Council approved an increase of \$500,000 to be used for the Solicitor operating expenses and a restructuring and reclassification plan. After meeting with the Solicitor’s office, their request was to utilize \$102,000 for operating cost and \$397,060 for the salary adjustments. However the department’s recommendation did not consider the increase cost due to the employer portion of FICA and retirement contribution which is estimated to be approximately \$67,500. The request is to cover this additional cost.

Approval of the request would be using fund balance as a funding source. Since the personnel increases would be considered recurring costs and fund balance is considered a one-time revenue source, Council would need to identify a funding for future years during the FY14 budget.

**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: 6/12/12  
 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: 6/19/12

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: As indicated by the Finance Director, Council approval of the request would be using fund balance as a funding source. Since the personnel increases would be recurring costs, funding for future years would need to be addressed during the FY14 budget process.

# Items Pending Analysis

## **Subject**

a. Based on the new sewer planned for the Lower Richland Community 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**