



RICHLAND COUNTY COUNCIL REGULAR SESSION AGENDA

**OCTOBER 21, 2014
6:00 PM**

CALL TO ORDER

THE HONORABLE NORMAN JACKSON

INVOCATION

THE HONORABLE JOYCE DICKERSON

PLEDGE OF ALLEGIANCE

THE HONORABLE JOYCE DICKERSON

Presentation Of Resolutions

1. a. Resolution Honoring Carolyn Cliett [**JACKSON**]
- b. Domestic Violence Awareness Month Resolution [**DIXON**]
- c. Breast Cancer Awareness Resolution [**DICKERSON**]
- d. National Disability Employment Awareness Month Proclamation [**PEARCE**]

Approval Of Minutes

2. Regular Session: October 7, 2014 [**PAGES 9-22**]

Adoption Of The Agenda

Report Of The Attorney For Executive Session Items

3. a. Contractual Matter: Medicare Advantage Retiree Insurance

Citizen's Input

4. For Items on the Agenda Not Requiring a Public Hearing

Report Of The County Administrator

5. a. Tremaine Energy Leadership Award

- b. Presentation of Budget Book
- c. GIS Recognition
- d. Public Works Director
- e. Goodwill Plantation/Cook's Mountain Update

Report Of The Clerk Of Council

- 6. a. October 28, 2014 - Special Called Meeting
- b. November Meeting Schedule - November 18 - Council Meeting; November 25 - Committees/Zoning Public Hearing
- c. 2015 Council Meeting Schedule [**PAGES 27-28**]

Report Of The Chairman

- 7. a. LGF Resolution [**PAGES 30-31**]
- b. **PDT Contract**
- c. **Office of Small Business Opportunity Grand Opening - November 19, 2014, 11:30 a.m. - 3:00 p.m. at 2000 Hampton Street (Health Building), Suite 3014**

Presentations

- 8. a. LRADAC - Gayle Aycock, President & CEO

Approval Of Consent Items

- 9. 14-16MA
Hansel L. Carter
RU to GC (.46 Acres)
115 Congaree Run
30600-05-02(p) [**THIRD READING**] [**PAGES 32-35**]
- 10. 14-20MA
Craig & Martha Addy
RU to RS-MD (1.33 Acres)
Gate Rd. & Wise Rd.
02412-02-02(p) & 02509-04-02(p) [**THIRD READING**] [**PAGES 36-38**]
- 11. 14-21MA
Patrick Palmer
RU to RC (2.99 Acres)
Killian Rd. & Hwy. 21
14600-03-55 & 02 [**THIRD READING**] [**PAGES 39-40**]
- 12. 14-22MA

Quadir Muwwakkie
RM-HD/RS-HD to GC (.31 Acres)
510 Dartmouth Ave. & 515 Club Rd.
09309-12-12 & 17 **[THIRD READING] [PAGES 41-42]**

13. 14-23MA
Joe Jackson
MH to OI (1 Acre)
2803 Padgett Rd.
22015-03-65 **[THIRD READING] [PAGES 43-44]**
14. 14-24MA
Sherry Jaco
RM-HD to NC (.20 Acres)
1170 Olympia Ave.
11203-06-04 **[THIRD READING] [PAGES 45-46]**
15. An Ordinance Amending the Richland County Code of Ordinances, Chapter 6, Buildings and Building Regulations; so as to provide regulations for the construction, use, maintenance, and occupancy of mobile home parks, mobile home park sites, mobile homes, permanent buildings, accessory buildings or structures, and building components located within a mobile home park or a mobile home site, in all parts of the unincorporated areas of Richland County **[SECOND READING] [PAGES 47-74]**
16. An Ordinance Amending the Richland County Code of Ordinances; Chapter 17, Motor Vehicles and Traffic; Article II, General Traffic and Parking Regulations; Section 17-9, Through Truck Traffic Prohibited; Subsection (A); so as to prohibit through truck traffic on Longreen Parkway in Richland County, South Carolina **[SECOND READING] [PAGES 75-80]**
17. An Ordinance Authorizing a lease to Untied Way of the Midlands for 1205.3± Square Feet of space at 2000 Hampton Street, 3rd Floor **[SECOND READING] [PAGES 81-92]**
18. An Ordinance Amending the Fiscal Year 2014-2015 Hospitality Tax Fund Annual Budget to appropriate \$30,000 of Hospitality Fund Balance to provide funding for Palmetto Capital City Classic **[SECOND READING] [PAGES 93-105]**
19. An Ordinance Amending the Richland County Code of Ordinances, Chapter 23, Taxation; Article VI, Local Hospitality Tax; so as to add the Township Auditorium as an agency **[SECOND READING] [PAGES 106-111]**
20. An Ordinance Amending the Fiscal Year 2014-2015 General Fund Annual Budget to appropriate \$162,500 of General Fund Revenue received from a rate increase of \$.25 per ton on host fee charges to be used for Economic Development operating cost **[SECOND READING] [PAGES 112-114]**

Third Reading Items

21. An Ordinance Amending the Richland County Code of Ordinances, Chapter 2, Administration; Article X, Purchasing Division 7, Small Local Business Enterprise Procurement Requirements; so as to require a business to be established in the County at least one year before certification application **[PAGES 115-119]**

Second Reading Items

22. An Ordinance Amending the Fiscal Year 2014-2015 Hospitality Tax Fund Annual Budget to appropriate \$89,250 of Hospitality Fund Balance to provide funding for Famously Hot New Year **[PAGES 120-129]**
23. An Ordinance Amending the Richland County Code of Ordinances, Chapter 2, Administration; Article X, Purchasing; Division 7, Small Local Business Enterprise Procurement Requirements; so as to change overall management of the program to the Office of Small Business Opportunity; and Amending Chapter 2, Administration; Article V; County Departments; Division 5A, Office of Small Business Opportunity; so as to create two divisions within the department **[PAGES 130-147]**

Report Of Administration And Finance Committee

24. Changes to Teleworking and Alternative Work Schedules in Handbook as it Relates to Supervisory Personnel **[PAGES 148-158]**

Report Of Economic Development Committee

25. a. Resolution Authorizing the Extension of the Investment Period Under a July 28, 2009 Fee Agreement by and between Richland County and Unum Group, Colonial Life & Accident Insurance Company, and Unum Life Insurance Company of America **[PAGES 160-162]**
 - b. Authorizing the Execution and Delivery of an amendment to the fee agreement between Richland County, South Carolina, and Arum Composites, LLC its affiliates and assigns, to provide for a new effective date and millage rate; and other matters **[FIRST READING BY TITLE ONLY] [PAGE 163]**

Report Of Rules And Appointments Committee

1. Notification Of Vacancies

26. Internal Audit Committee-1; there is one vacancy on this committee: **[PAGE 164]**
 - K. Eve McCoy, CPA, April 2014
27. Richland Memorial Hospital Board-4; there will be four positions coming open on this board: **[PAGE 165]**
 - George S. King, Jr., December 31, 2014*
 - Charles Waddell, December 31, 2014*
 - Ann Pringle Washington, December 31, 2014
 - James E. (Rick) Wheeler, December 31, 2014

* Eligible for re-appointment
28. Riverbanks Zoo Commission-1; there will be one position coming open on this commission: **[PAGE 166]**
 - M. F. Phil Bartlett, December 1, 2014*

* Eligible for re-appointment

2. **Notification Of Appointments**

29. Accommodations Tax Committee-2; positions are for persons in the Lodging and Hospitality Industries; no applications were received. **[PAGE 167]**

30. Airport Commission-1; there is one vacancy on this commission, and one application was received from the following: **[PAGES 168-175]**

Joel McCreary

31. Board of Zoning Appeals-1; there is one vacancy on this board for an un-expired term; no applications have been received. **[PAGE 176]**

32. Building Codes Board of Appeals-3; positions are for a plumber, and two persons from the fire industry; no applications were received. **[PAGE 177]**

33. Business Service Center Appeals Board-1; there is one position on this board for a CPA; no applications were received. **[PAGE 178]**

34. Central Midlands Council of Governments-2; there are two positions on this board; no applications were received at this time. **[PAGE 179]**

35. Employee Grievance Committee-1; there is one vacancy on this committee; an application was received from the following: **[PAGES 180-182]**

Florence Chretien

36. Historic Columbia Foundation-1; there is one position on the Foundation; an application was received from the following: **[PAGES 183-186]**

Rena N. Grant*

*Eligible for re-appointment

3. **Discussion From Rules And Appointments Committee**

37. Council review why varying boards have varying terms and consider if terms should be consistent [Dixon, Malinowski and Manning] **[PAGE 187]**

38. Procurement Review Panel **[PAGES 188-190]**

39. Procurement Review Panel-1; position is for an individual from the service industry; no applications have been received. **[PAGE 191]**

40. Citizens Input/Public Hearing Language **[PAGES 192-193]**

Other Items

- 41. Medicare Advantage Retiree Insurance [**ACTION**] [**PAGE 194**]
- 42. REPORT OF THE OFFICE OF SMALL BUSINESS OPPORTUNITY AD HOC COMMITTEE: [**PAGES 195-212**]
 - a. Bonding and Insurance Program Options
 - b. Business Development Division
 - 1. Educational Assistance
 - a. Seminars, workshops, courses related to business development
 - 2. Technical Assistance
 - a. Pilot Mentor Protégé Program
 - b. Access to Financial Capital Program
 - c. Bonding and Insurance Program
- 43. REPORT OF THE JAIL AD HOC COMMITTEE: [**PAGES 213-236**]
 - a. Alvin S. Glenn Drop-Off
 - b. Alvin S. Glenn Detention Center Compensation Study [**PAGES 213-236**]

Citizen's Input

- 44. Must Pertain to Items Not on the Agenda

Executive Session

Motion Period

- 45.
 - a. A review of the dirt road paving list reflects at least 8 roads that do not have occupants (homes/businesses), yet they are prioritized over roads that have buildings on them. Based on this information I make the following motion: All dirt roads to be paved will be prioritized so that those with buildings will be done prior to those with no buildings, since the purpose of paving is for residents [MALINOWSKI]
 - b. Resolution Recognizing October as Pregnancy and Infant Loss Awareness Month [MANNING]
 - c. Resolution Recognizing the Importance of Environmental Systems Operators [JACKSON]
 - d. The penny tax has created additional work for various Richland County Departments above their normal work load. One example is the Legal Department that must assist in preparation of all the legal documents presented to Council to date. Based on this additional work I am making the following motion:

Departments who utilize manpower working on penny tax projects should quarterly submit those hours, along with any other expenses for materials used, to the Administrator and Finance Director so they can be credited from the Transportation program a proper dollar amount in their budget for that work. The Administrator and Finance Director should handle this in conjunction with the Transportation Director. [MALINOWSKI]

Adjournment



Special Accommodations and Interpreter Services

Citizens may be present during any of the County's meetings. If requested, the agenda and backup materials will be made available in alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), as amended and the federal rules and regulations adopted in implementation thereof.

Any person who requires a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may request such modification, accommodation, aid or service by contacting the Clerk of Council's office either in person at 2020 Hampton Street, Columbia, SC, by telephone at (803) 576-2061, or TDD at 803-576-2045 no later than 24 hours prior to the scheduled meeting.

Richland County Council Request of Action

Subject

- a. Resolution Honoring Carolyn Cliett [**JACKSON**]
- b. Domestic Violence Awareness Month Resolution [**DIXON**]
- c. Breast Cancer Awareness Resolution [**DICKERSON**]
- d. National Disability Employment Awareness Month Proclamation [**PEARCE**]

Richland County Council Request of Action

Subject

Regular Session: October 7, 2014 [**PAGES 9-22**]

RICHLAND COUNTY COUNCIL

SOUTH CAROLINA

REGULAR SESSION MINUTES

October 7, 2014
6:00 PM
County Council Chambers

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

CALL TO ORDER

Mr. Jackson called the meeting to order at approximately 6:03 PM

INVOCATION

The Invocation was given by the Honorable Kelvin E. Washington, Sr.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by the Honorable Kelvin E. Washington, Sr.

PRESENTATION OF RESOLUTION

"Safe Routes to School" Resolution – Ms. Dixon presented a resolution recognizing the "Safe Routes to Schools" program.

POINT OF PERSONAL PRIVILEGE – Ms. Dixon congratulated Richland School District II on winning the basketball against Richland School District I.

Ms. Dickerson moved, seconded by Ms. Dixon, to reorder the agenda to take up the Report of the Attorney for Executive Session prior to the approval of the minutes. The vote in favor was unanimous.

ADOPTION OF THE AGENDA

Mr. Pearce moved, seconded by Mr. Malinowski, to add a resolution honoring Leslie Wilson for 30 years of service to LRADAC. The vote in favor was unanimous.

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

REPORT OF THE ATTORNEY FOR EXECUTIVE SESSION ITEMS

Mr. Smith stated that the following items were potential Executive Session Items:



Council Members Present

Norman Jackson, Chair
Joyce Dickerson, Vice Chair
Julie-Ann Dixon
Damon Jeter
Paul Livingston
Bill Malinowski
Jim Manning
Greg Pearce
Torrey Rush
Seth Rose
Kelvin E. Washington, Sr.

Others Present:

Tony McDonald
Sparty Hammett
Roxanne Ancheta
Warren Harley
Laura Saylor
Daniel Driggers
John Hixon
Justine Jones
Monique Walters
Rob Perry
Brandon Madden
Beverly Harris
Quinton Epps
Will Simon
Chris Gossett
Brad Farrar
Michelle Onley
Miranda Spivey
Shawn Salley
Donny Phipps
John Hopkins
Tony Edwards
Kecia Lara
Larry Smith
Sara Salley
Cheryl Patrick
Randy Cherry
Nancy Stone-Collum
Tracy Hegler
Geo Price
Octavia Robinson
Amelia Linder
Cheryl Johnson
Tommy DeLage
Dwight Hanna
Monique McDaniels

RICHLAND COUNTY COUNCIL

SOUTH CAROLINA

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- a. **Dirt Road Paving Team Selection**
- b. **On-Call Engineering Teams Selection**

*Council went into Executive Session at approximately 6:12 p.m.
and came out at approximately 6:48 p.m.
{Mr. Washington abstained from participating in Executive Session.}*

- a. **Dirt Road Paving Team Selection** – No action was taken.
- b. **On-Call Engineering Teams Selection** – No action was taken.

APPROVAL OF MINUTES

Regular Session: September 16, 2014 – Mr. Livingston moved, seconded by Mr. Dixon, to approve the minutes as submitted. The vote in favor was unanimous.

Zoning Public Hearing: September 23, 2014 – Ms. Dickerson moved, seconded by Mr. Malinowski, to approve the minutes as submitted. The vote in favor was unanimous.

CITIZENS' INPUT

Mr. Titus Durate and Ms. Barbara Weston spoke in favor of the DNR's proposed use of Cook's Mountain.

REPORT OF THE COUNTY ADMINISTRATOR

- a. **Neighborhood Planning Conference** – Mr. McDonald and Ms. Hegler reminded Council of the Neighborhood Planning Conference on October 11th at the Columbia Metropolitan Convention Center.
- b. **Update on Cook's Mountain/DNR** – Mr. Bob Perry from the Department of Natural Resources gave a brief overview of the proposed use of Cook's Mountain.

Mr. Pearce moved, seconded by Mr. Malinowski, to direct the County Administrator to consult with the Conservation Commission regarding their position on the DNR's proposal and report back to Council at the October 21st meeting.

Mr. Manning requested that the Conservation Commission be allowed equal time under the Report of the County Administrator at the October 21st Council meeting.

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The vote in favor was unanimous.

- c. **Conservation Department Director** – Mr. McDonald stated that Mr. Quinton Epps has been chosen as the Conservation Department Director.
- d. **Development Services Staff Recognition** – Mr. McDonald recognized the Development Services Staff for their improvement of the building development process. A short video was shown to Council.
- e. **Resignation of Melinda Edwards** – Mr. McDonald stated that Ms. Edwards has resigned from the Public Information Office.

REPORT OF THE CLERK OF COUNCIL

- a. **Greater Columbia Chamber of Commerce – 112th Annual Gala and Silent Auction** – Mr. Livingston stated, seconded by Ms. Dixon, to support the event.

Ms. Dixon moved, seconded by Ms. Dickerson, to reconsider this item. The motion failed.

REPORT OF THE CHAIRMAN

- a. **Introduction of Richland County Department of Social Services Director, Reese Palmer** – Mr. Jackson introduced Mr. Reese Palmer, the new Richland County Department of Social Services Director.

PUBLIC HEARINGS

- **A Resolution in support of the issuance by the South Carolina Jobs-Economic Development Authority of its not to exceed \$20,000,000 Hospital Refunding Revenue Bonds, to be issued in one or more series, pursuant to the provisions of Title 41, Chapter 43, of the Code of Laws of South Carolina 1976, as amended** – No one signed up to speak.
- **Ordinance Authorizing an Amendment to the Master Agreement governing the I-77 Corridor Regional Industrial Park by and between Fairfield County, South Carolina and Richland County, South Carolina, in order to expand the boundaries of the park to include certain property located in Fairfield County (Enor Corporation SC, LLC), and other matters related thereto** – This public hearing was deferred.
- **An Ordinance Amending the Richland County Code of Ordinances, Chapter 2, Administration; Article X, Purchasing; Division 7, Small Local**

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Business Enterprise Procurement Requirements; so as to require a business to be established in the County at least one year before certification application - No one signed up to speak.

APPROVAL OF CONSENT ITEMS

- **14-16MA, Hansel L. Carter, RU to GC (.46 Acres), 115 Congaree Run, 30600-05-02(p) [SECOND READING]**
- **14-20MA, Craig & Martha Addy, RU to RS-MD (1.33 Acres), Gate Rd. & Wise Rd., 02412-02-02(p) & 02509-04-02(p) [SECOND READING]**
- **14-21MA, Patrick Palmer, RU to RC (2.99 Acres), Killian Rd. & Hwy. 21, 14600-03-55 & 02 [SECOND READING]**
- **14-22MA, Quadir Muwwakkie, RM-HD/RS-HD to GC (.31 Acres), 510 Dartmouth Ave. & 515 Club Rd., 09309-12-12 & 17 [SECOND READING]**
- **14-23MA, Joe Jackson, MH to OI (1 Acre), 2803 Padgett Rd., 22105-03-65 [SECOND READING]**
- **14-24MA, Sherry Jaco, RM-HD to NC (.20 Acres), 1170 Olympia Ave., 11203-06-04 [SECOND READING]**
- **An Ordinance Amending the Richland County Code of Ordinances, Chapter 6, Buildings and Building Regulations; so as to provide regulations for the construction, use, maintenance, and occupancy of mobile home parks, mobile home park sites, mobile homes, permanent buildings, accessory buildings or structures, and building components located within a mobile home park or a mobile home site, in all parts of the unincorporated areas of Richland County [FIRST READING]**
- **Stickers for Recycling Carts**
- **An Ordinance Amending the Richland County Code of Ordinances; Chapter 17, Motor Vehicles and Traffic; Article II, General Traffic and Parking Regulations; Section 17-9, Through Truck Traffic Prohibited; Subsection (A); so as to prohibit through truck traffic on Longreen Parkway in Richland County, South Carolina [FIRST READING]**
- **Public Works - Approval of Maintenance Contract**
- **A Resolution in support of the issuance by the South Carolina Jobs-Economic Development Authority of its not to exceed \$20,000,000**

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Hospital Refunding Revenue Bonds, to be issued in one or more series, pursuant to the provisions of Title 41, Chapter 43, of the Code of Laws of South Carolina 1976, as amended

- **An Ordinance Authorizing a lease to United Way of the Midlands for 1205.3± Square Feet of space at 2000 Hampton Street, 3rd Floor [FIRST READING]**

Mr. Manning moved, seconded by Ms. Dickerson, to approve the consent items. The vote in favor was unanimous.

THIRD READING ITEM

Ordinance Authorizing an Amendment to the Master Agreement governing the I-77 Corridor Regional Industrial Park by and between Fairfield County, South Carolina and Richland County, South Carolina, in order to expand the boundaries of the park to include certain property located in Fairfield County (Enor Corporation SC, LLC), and other matters related thereto – Mr. Manning moved, seconded by Ms. Dickerson, to defer this item. The vote in favor was unanimous.

An Ordinance Amending the Richland County Code of Ordinances, Chapter 2, Administration; Article X, Purchasing Division 7, Small Local Business Enterprise Procurement Requirements; so as to require a business to be established in the County at least one year before certification application – Mr. Livingston moved, seconded by Mr. Malinowski, to defer this item. The vote in favor was unanimous.

An Ordinance Authorizing the levying of ad valorem property taxes, which, together with the prior year's carryover and other State levies and any additional amount appropriated by the Richland County Council prior to July 1, 2014, will provide sufficient revenues for the operations of Richland County Government during the period from July 1, 2014 through June 30, 2015 – Mr. Manning moved, seconded by Mr. Livingston, to approve this item. The vote in favor was unanimous.

Mr. Livingston moved, seconded by Mr. Pearce, to reconsider this item. The motion failed.

REPORT OF DEVELOPMENT AND SERVICES COMMITTEE

Undergrounding of Utilities on Transportation Penny Projects – Ms. Dickerson moved, seconded by Mr. Rose, to approve this item. The vote in favor was unanimous.

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REPORT OF ADMINISTRATION AND FINANCE COMMITTEE

Renewal of Iron Mountain Contract for the County's Records Storage and Records Management Services – Mr. Malinowski moved, seconded by Mr. Manning, to approve this item and to request that the first year's saving go toward paving the Ballentine Community Center parking lot.

Changes to Teleworking and Alternative Work Schedules in Handbook as it relates to supervisory personnel – Mr. Malinowski moved, seconded by Mr. Manning, to defer this item and have staff amend the document to re-insert the language "Departments that can operate more effectively utilizing an alternative work schedule may do so with written approval from HUMAN RESOURCES DEPARTMENT and the County Administrator" and to insert "those individuals that report directly to Council must request an alternative work schedule in writing to Council". The vote in favor was unanimous.

Palmetto Capital City Classic Funding Request – Mr. Washington moved, seconded by Ms. Dickerson, to approve the request for an additional \$30,000 for the Palmetto Capital City Classic. The vote in favor was unanimous.

Famously Hot New Year Celebration Funding Request – Ms. Dixon moved, seconded by Ms. Dickerson, to approve an additional \$50,000 for the Famously Hot New Year's Celebration. A discussion took place.

Mr. Washington made a substitute motion, seconded by Mr. Jackson, to approve an additional \$89,250 for the Famously Hot New Year's Celebration.

IN FAVOR

Dixon
Jackson
Washington
Manning
Jeter
Dickerson

OPPOSE

Pearce
Malinowski
Rose
Livingston
Rush

The vote was in favor of the substitute motion.

Resolution to Distribute \$7,690.39 in Federal Forestry Funds – Mr. Manning moved, seconded by Ms. Dickerson, to allocate 50% for the construction and/or improvements of public roads and 50% for Richland School Districts One and Two and Richland/Lexington School District Five. The vote in favor was unanimous.

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Mr. Manning moved, seconded by Ms. Dickerson, to allocate \$1,522.24 to Richland School District One, \$1,712.08 to Richland School District Two and \$610.88 to Richland/Lexington School District Five. The vote in favor was unanimous.

An Ordinance Amending the Richland County Code of Ordinances, Chapter 23, Taxation; Article VI, Local Hospitality Tax; so as to add the Township Auditorium as an agency – Ms. Dickerson moved, seconded by Mr. Malinowski, to approve this item. The vote in favor was unanimous.

REPORT OF ECONOMIC DEVELOPMENT COMMITTEE

Resolution Approving the 2014 Assessment Roll for the Village at Sandhill Improvement District – Mr. Livingston stated that the committee recommended approval. The vote in favor was unanimous.

An Ordinance Amending the Fiscal Year 2014-2015 General Fund Annual Budget to appropriate \$162,500 of General Fund Revenue received from a rate increase of \$.25 per ton on host fee charges to be used for Economic Development operating cost [FIRST READING] – Mr. Livingston stated that the committee recommended approval of this item. The vote in favor was unanimous.

REPORT OF THE TRANSPORTATION AD HOC COMMITTEE

- a. **Program Logo** – Mr. Livingston stated Ms. Nicole Smith with the Program Development Team presented the proposed logo to the committee and the committee forwarded the item to Council without a recommendation.

The program logo was adopted unanimously.

- b. **Shop Road Extension Project – Contract Change Order (to complete construction plans through proposed industrial park)** – Mr. Livingston stated that the committee recommended approval of this item. The vote in favor was unanimous.

Mr. Malinowski moved, seconded by Mr. Pearce, to reconsider this item. The motion failed.

- c. **Project Rankings** – Mr. Livingston stated that staff and the PDT presented a draft project rankings based on the criteria approved by Council. The committee recommended staff and the PDT study the additional criteria in reference to the bikeways, sidewalks and greenways to marry their proximity to schools, churches, etc.

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The vote in favor was unanimous to accept the project rankings.

- d. **Program Development Team Contract** – Mr. Livingston moved, seconded by Mr. Rose, to proceed as directed in Executive Session. The vote in favor was unanimous.
- e. **A Resolution Authorizing the issuance and sale of not to exceed \$50,000,000 General Obligation Bond Anticipation Notes (Transportation Sales and Use Tax), Series 2014C, or such other appropriate series designation, of Richland County, South Carolina; fixing the form and details of notes; delegating to the County Administrator certain authority related to notes; providing for the payment of the notes and the disposition of the proceeds thereof; and other matters relating thereto** – Mr. Livingston stated that the committee recommended approval. The vote in favor was unanimous.

REPORT OF THE DIRT ROAD AD HOC COMMITTEE

- a. **William Duffie Road Dirt Road Paving Project – Contract Change Order (for waterline relocation)** – Mr. Rush moved, seconded by Ms. Dickerson, to approve the change order with Lane Construction in the amount of \$180,226.30, which will cover the costs of installing a City of Columbia water main in the County right-of-way. The vote in favor was unanimous.

Ms. Dixon moved, seconded by Mr. Jackson, to reconsider this item. The motion failed.

OTHER ITEMS

Dirt Road Paving Team Selection

ROUND 1:

Dennis Corporation received 9 votes. Mr. Washington abstained from voting.

ROUND 2:

Infrastructure Consulting & Engineering – Mr. Pearce, Mr. Livingston and Mr. Jeter

Mead & Hunt – Mr. Malinowski, Mr. Rose, Ms. Dixon, Mr. Jackson, Mr. Jackson, Mr. Rush and Mr. Manning.

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The Dirt Road Teams were ranked as follows: Dennis Corporation; Mead & Hunt and Infrastructure Consulting & Engineering.

On-Call Engineering Teams Selection

Mr. Manning moved to defer this item. The motion died for lack of a second.

ROUND 1: {To Fill Slot 1}

CECS – Mr. Pearce, Mr. Rose, Ms. Dixon, Ms. Dickerson, Mr. Jackson, Mr. Livingston, Mr. Rush and Mr. Jeter. Abstaining from the vote: Mr. Washington and Mr. Manning.

ROUND 2: {To Fill Slot 2}

Cox & Dinkins – Mr. Pearce, Mr. Jackson, Ms. Dickerson, Mr. Livingston, Mr. Rush, and Mr. Jeter. Abstaining from the vote: Mr. Manning and Mr. Washington.

ROUND 3: {To Fill Slot 3}

Holt Consulting Company, LLC – Mr. Pearce, Mr. Livingston, Mr. Rush, and Mr. Manning and Mr. Jeter. Abstaining from the vote: Mr. Washington

ICE – No votes

Mead & Hunt – Mr. Malinowski, Ms. Dixon, Ms. Dickerson and Mr. Jackson

Parrish & Partners, LLC – Mr. Rose

STV, Inc. – No votes

URS – No votes

ROUND 4: {To Fill Slot 3}

Holt Consulting Company, LLC – Mr. Pearce, Mr. Livingston, Mr. Rush, Mr. Manning and Mr. Jeter

Mead & Hunt – Mr. Malinowski, Mr. Rose, Ms. Dixon, Ms. Dickerson and Mr. Jackson

The vote was tied; therefore, a re-vote was held.

Holt Consulting Company, LLC – Mr. Pearce, Mr. Rose, Mr. Livingston, Mr. Rush, Mr. Manning, and Ms. Dickerson and Mr. Jeter.

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ROUND 5: {To Fill Slot 4}

ICE – Mr. Pearce and Mr. Jeter

Mead & Hunt – Mr. Malinowski, Ms. Dixon, Ms. Dickerson, Mr. Jackson and Mr. Rush

Parrish & Partners, LLC – Mr. Rose, Mr. Livingston and Mr. Manning

STV, Inc. – No votes

URS – No votes

ROUND 6: {To Fill Slot 4}

Mead & Hunt – Mr. Malinowski, Ms. Dixon, Ms. Dickerson, Mr. Jackson and Mr. Rush

Parrish & Partners, LLC – Mr. Pearce, Mr. Rose, Mr. Livingston, Mr. Manning and Mr. Jeter

The vote was tied; therefore, a re-vote was held.

Mead & Hunt – Mr. Malinowski, Ms. Dixon, Ms. Dickerson, Mr. Jackson and Mr. Rush

Parrish & Partners, LLC – Mr. Pearce, Mr. Rose, Mr. Livingston, Mr. Manning and Mr. Jeter

The vote was tied; therefore, a re-vote was held.

Mead & Hunt – Mr. Malinowski, Ms. Dixon, Ms. Dickerson, Mr. Jackson, Mr. Rush and Mr. Jeter

ROUND 7: {To Fill Slot 5}

ICE – No votes

Parrish & Partners, LLC – Mr. Pearce, Mr. Malinowski, Mr. Rose, Ms. Dixon, Mr. Livingston, Mr. Rush, Mr. Manning, Mr. Jeter and Ms. Dickerson

The following 5 firms were selected for the On-Call Engineering Team: CECS; Cox and Dinkins, Inc.; Holt Consulting Company, LLC; Mead & Hunt; and Parrish & Partners, LLC.

Mr. Rose moved, seconded by Ms. Dixon, to reconsider the selections for the Dirt Road Paving Team and On-Call Engineering Teams. The motion failed.

RICHLAND COUNTY COUNCIL

SOUTH CAROLINA

Richland County Council
Regular Session
Tuesday, October 7, 2014
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A Resolution to appoint and commission Richard D. Seel, III as a Code Enforcement Officer for the proper security, general welfare, and convenience of Richland County – Mr. Pearce moved, seconded by Ms. Dixon, to approve this item. The vote in favor was unanimous.

CITIZENS' INPUT

Ms. Wendy Brawley and Ms. Helen Taylor Bradley spoke on behalf of the Hopkins and Lower Richland Citizens United in opposition of the proposed Hopkins Sewer Project.

MOTION PERIOD

- a. **Resolution Honoring the Ladies of the Garners Ferry Roadside Park** [JACKSON] – Mr. Washington moved, seconded by Ms. Dickerson, to adopt a resolution honoring the Ladies of the Garners Ferry Roadside Park. The vote in favor was unanimous.
- b. **I move that the wording of the current Hospitality Ordinance be reviewed to ensure that the Ordinance accurately reflects County Council's position on base funding of the designated "Ordinance Agencies" as voted on and approved by Council. Further, that any recommended changes in wording of the Hospitality Ordinance deemed necessary by staff in order for the document to fully comply with actions taken by Council be made, presented to Council in a clearly highlighted manner and returned to Council for final approval** [PEARCE] – This item was referred to the A&F Committee.
- c. **Motion that Council direct the Clerk of Council to generate a document which includes historical data regarding County Council dating from the beginning of the Home Rule Act in 1975. At a minimum, the document should include the names of all individuals who have served (or currently serving) on Richland County Council and their respective dates of service. In completing this assignment, it is strongly recommended that the Clerk seek voluntary assistance on this project from a student (undergraduate or graduate) from one of Richland County's institutions of higher education. Any additional material (i.e., significant accomplishments; significant Ordinances, etc.) deemed historically important by the Clerk and/or Council members could also be included** [PEARCE] – This item was referred to the Rules & Appointments Committee.
- d. **Domestic Violence Awareness Month Resolution** [DIXON] – The resolution in support of Domestic Violence Awareness Month was approved unanimously.

RICHLAND COUNTY COUNCIL

SOUTH CAROLINA



Richland County Council
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Tuesday, October 7, 2014
Page Twelve

- e. **Resolution Honoring Judge Michael Davis for 45 years of service and on being the longest serving magistrate in the State of South Carolina** [JACKSON] – The resolution honoring Judge Michael Davis was approved unanimously.
- f. **Review and compare the County employees benefit package to the State's to improve benefits, so as to attract and retain more quality employees (i.e. longevity rewards and appreciation)** [JACKSON] – This item was referred to the A&F Committee.
- g. **To create a Richland County DSS Facility Committee to perform due diligence and create a long-term solution for the Richland County DSS Office and their facility needs. As the maker of the motion, I would like to chair this committee** [RUSH AND JACKSON] – Mr. Jackson appointed Mr. Rush, Ms. Dixon and Mr. Pearce to this committee
- h. **Breast Cancer Awareness Resolution** [DICKERSON] – The resolution in support of Breast Cancer Awareness was approved unanimously.
- i. **Resolution honoring Leslie Wilson for her 35 years of service to LRADAC** [PEARCE] – The resolution honoring Leslie Wilson for her service to LRADAC was approved unanimously.

ADJOURNMENT

The meeting adjourned at approximately 8:58 PM.

Norman Jackson, Chair

Joyce Dickerson, Vice-Chair

Julie-Ann Dixon

Damon Jeter

Paul Livingston

Bill Malinowski

Jim Manning

RICHLAND COUNTY COUNCIL

S O U T H C A R O L I N A

Richland County Council
Regular Session
Tuesday, October 7, 2014
Page Thirteen

Greg Pearce

Seth Rose

Torrey Rush

Kelvin E. Washington, Sr.

The Minutes were transcribed by Michelle M. Onley, Deputy Clerk of Council



Richland County Council Request of Action

Subject

- a. Contractual Matter: Medicare Advantage Retiree Insurance

Richland County Council Request of Action

Subject

For Items on the Agenda Not Requiring a Public Hearing

Richland County Council Request of Action

Subject

- a. Tremaine Energy Leadership Award
- b. Presentation of Budget Book
- c. GIS Recognition
- d. Public Works Director
- e. Goodwill Plantation/Cook's Mountain Update

Richland County Council Request of Action

Subject

- a. October 28, 2014 - Special Called Meeting
- b. November Meeting Schedule - November 18 - Council Meeting; November 25 - Committees/Zoning Public Hearing
- c. 2015 Council Meeting Schedule [**PAGES 27-28**]

2015 COUNCIL MEETING DATES



MONTH/DATE

MEETING

JANUARY

6 Regular Session @ 6:00
27 Committees @ 5:00
27 Zoning Public Hearing @ 7:00

FEBRUARY

10 Regular Session @ 6:00
17 Regular Session @ 6:00
24 Committees @ 5:00
24 Zoning Public Hearing @ 7:00

MARCH

3 Regular Session @ 6:00
17 Regular Session @ 6:00
24 Committees @ 5:00
24 Zoning Public Hearing @ 7:00

APRIL

7 Regular Session @ 6:00
21 Regular Session @ 6:00
28 Committee @ 5:00
28 Zoning Public Hearing @ 7:00

MAY

5 Regular Session @ 6:00
19 Regular Session @ 6:00
26 Committees @ 5:00
26 Zoning Public Hearing @ 7:00

(Please note: Special Called Meetings may be held during this month to discuss budget issues.)

JUNE

2 Regular Session @ 6:00
16 Regular Session @ 6:00
23 Committees @ 5:00
23 Zoning Public Hearing @ 7:00

MONTH/DATE

MEETING

JULY

7	Regular Session @ 6:00
21	Regular Session @ 6:00
28	Committees @ 5:00
28	Zoning Public Hearing @ 7:00

(Please note there may be a Special Called Meeting this month due to the Council's break in August.)

AUGUST

Council Break

SEPTEMBER

8	Regular Session @ 6:00
15	Regular Session @ 6:00
22	Committees @ 5:00
22	Zoning Public Hearing @ 7:00

OCTOBER

6	Regular Session @ 6:00
20	Regular Session @ 6:00
27	Committees @ 5:00
27	Zoning Public Hearing @ 7:00

NOVEMBER

3	Regular Session @ 6:00
20	Regular Session @ 6:00
24	Committees @ 5:00
24	Zoning Public Hearing

DECEMBER

1	Regular Session @ 6:00
8	Regular Session @ 6:00
15	Committees @ 5:00
15	Zoning Public Hearing

- **Meeting Dates are subject to change and/or additional dates may be added.**
- Please note that items for the Zoning Public Hearing must go before the Planning Commission. The Planning Commission meets the first Mondays of each month. Contact Suzie Haynes at (803) 576-2176 for further information.

Visit our Website at www.rcgov.us for updated information.

For more information, please contact the Clerk of Council Office @ (803) 576-2060.

Richland County Council Request of Action

Subject

- a. LGF Resolution [**PAGES 30-31**]
- b. PDT Contract
- c. Office of Small Business Opportunity Grand Opening - November 19, 2014, 11:30 a.m. - 3:00 p.m. at 2000 Hampton Street (Health Building), Suite 3014

COUNTY OF _____)
)
STATE OF SOUTH CAROLINA)

RESOLUTION NO. _____

A RESOLUTION TO EXPRESS _____ COUNTY'S REQUEST THAT THE SOUTH CAROLINA GENERAL ASSEMBLY INCREASE THE ALLOCATION TO THE LOCAL GOVERNMENT FUND TO BOTH PROVIDE PROPERTY TAXPAYERS WITH THE RELIEF THEY HAVE BEEN PROMISED AND ALLOW COUNTY GOVERNMENT THE ABILITY TO PROVIDE THE STATE AND LOCAL GOVERNMENT SERVICES REQUIRED UNDER STATE LAW

WHEREAS, The South Carolina General Assembly enacted the Home Rule Act, Act No. 283 of 1975, granting certain, but limited, powers to the Local Government bodies across the State; and

WHEREAS, the State, in addition to the powers and obligations enumerated the Home Rule Act, has chosen to utilize Counties as an administrative arm of the state of South Carolina and as an additional funding source for state agencies; and

WHEREAS, the legislature proposed and passed the State Aid to Subdivisions Act in the FY 1991-92 budget; and

WHEREAS, this Act requires that the State appropriate 4.5% of general fund revenues of the most recently completed fiscal year to the Local Government Fund; and

WHEREAS, in FY 2009-10, 2010-11, FY 2011-12, FY 2012-13, FY 2013-14 and FY 2014-15 the General Assembly suspended the provisions of §6-27-30 and §6-27-50 in the budget and failed to fund the LGF at the statutorily mandated formula; and

WHEREAS, For FY 2014-15 the General Assembly funded the LGF at \$187.6 million in recurring dollars and \$25 million in non-recurring money. This amount represents \$75 million in lost tax relief to county taxpayers; and

WHEREAS, in 1999 the General Assembly passed §12-37-2735, the Personal Property Tax Relief Fund, to provide an additional \$20 million allocation to counties for property tax relief; and

WHEREAS, since FY 2001-02 the General Assembly has suspended the provisions of §12-37-2735 in the budget and failed to fund the Personal Property Tax Relief Fund at the statutorily mandated level; and

WHEREAS, state-shared revenue assists in the burden placed upon property taxpayers to fund both state and local services,

WHEREAS, despite refusing to increase monies to the Local Government Fund, the General Assembly persists in statutorily requiring counties to assume the State's administrative and financial responsibilities; and

WHEREAS, the State further punishes county taxpayers by withholding additional revenue for a county's failure to assume the state's obligations; and

WHEREAS, this shift of financial responsibility creates a sham; giving the appearance of “clean hands” at the state level of government while forcing local governments to raise taxes; and

WHEREAS, in addition to surreptitiously dismantling statutory property tax relief granted to their property taxpayers, the General Assembly has further restricted county government’s ability to generate revenue, thereby preventing the counties from being able to pay for legitimate functions of county government and from mitigating the expected shortfalls resulting from the State’s refusal to meet its statutory obligations; and

WHEREAS, despite the fact that the state general fund saw a 20.3% increase from FY 2010 to 2013, the General Assembly refuses to provide even a negligible increase for property tax relief, much less fund in accordance with state statutes, and

WHEREAS, this tax policy is unsustainable without substantial tax increases and service reductions; and

WHEREAS, a failure to fund the Local Government Fund requires taxpayers to pay twice for the same services they were receiving prior to the reductions in the Local Government Fund,

NOW, THEREFORE, BE IT RESOLVED on this ___ day of ___ 2014, that _____ County urges the General Assembly reestablish accountability by restoring State funding of State agencies and desist in the current policy which uses slight of hand by forcing counties to levy property taxes to fund these agencies; and

BE IT FURTHER RESOLVED, that _____ County urges the General Assembly increase the allocation to the Local Government Fund to both provide property taxpayers with the relief they have been promised and allow county government the ability to provide the State and Local Government services required under State Law.

_____ County Council

_____, Chair

_____, Councilmember

_____, Councilmember

_____, Councilmember

_____, Councilmember

_____, Councilmember

_____, Councilmember

Richland County Council Request of Action

Subject

- a. LRADAC - Gayle Aycocock, President & CEO

Richland County Council Request of Action

Subject

14-16MA
Hansel L. Carter
RU to GC (.46 Acres)
115 Congaree Run
30600-05-02(p) **[THIRD READING] [PAGES 32-35]**

Notes

First Reading: September 23, 2014
Second Reading: October 7, 2014
Third Reading:
Public Hearing: September 23, 2014

STATE OF SOUTH CAROLINA
COUNTY COUNCIL OF RICHLAND COUNTY
ORDINANCE NO. ____-14HR

AN ORDINANCE OF THE COUNTY COUNCIL OF RICHLAND COUNTY, SOUTH CAROLINA, AMENDING THE ZONING MAP OF UNINCORPORATED RICHLAND COUNTY, SOUTH CAROLINA, TO CHANGE THE ZONING DESIGNATION FOR A PORTION OF THE REAL PROPERTY DESCRIBED AS TMS # 30600-05-02 FROM RU (RURAL DISTRICT) TO GC (GENERAL COMMERCIAL DISTRICT); AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

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

Section I. The Zoning Map of unincorporated Richland County is hereby amended to change a portion of the real property described as TMS # 30600-05-02 from RU (Rural District) zoning to GC (General Commercial District) zoning; as further shown on Exhibit A, which is attached hereto and incorporated herein.

Section II. 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 III. Conflicting Ordinances Repealed. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section IV. Effective Date. This ordinance shall be effective from and after _____, 2014.

RICHLAND COUNTY COUNCIL

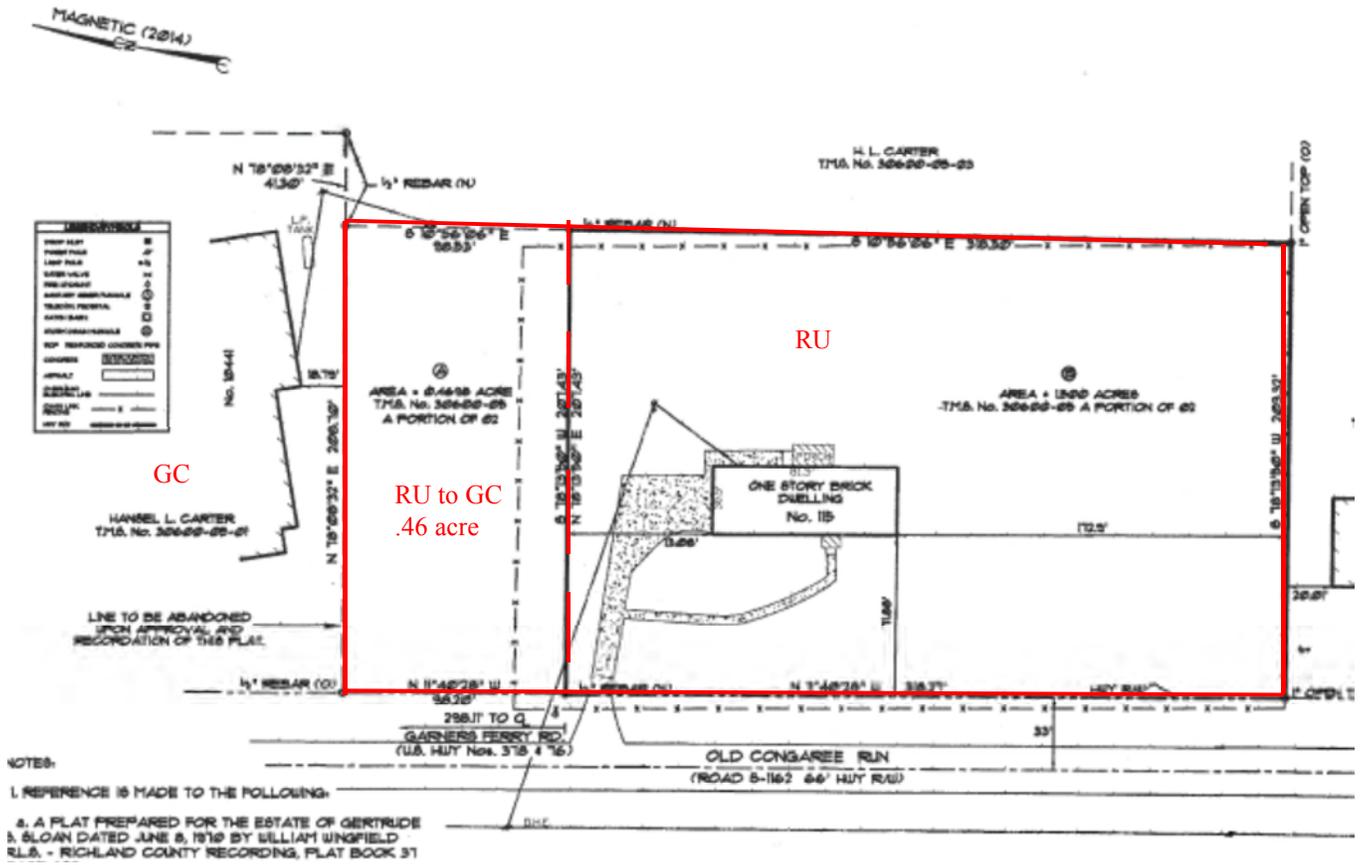
By: _____
Norman Jackson, Chair

Attest this _____ day of
_____, 2014.

S. Monique McDaniels
Clerk of Council

Public Hearing: July 22, 2014
First Reading: September 23, 2014
Second Reading: October 7, 2014 (tentative)
Third Reading:

Exhibit A



Richland County Council Request of Action

Subject

14-20MA
Craig & Martha Addy
RU to RS-MD (1.33 Acres)
Gate Rd. & Wise Rd.
02412-02-02(p) & 02509-04-02(p) [**THIRD READING**] [**PAGES 36-38**]

Notes

First Reading: September 23, 2014
Second Reading: October 7, 2014
Third Reading:
Public Hearing: September 23, 2014

STATE OF SOUTH CAROLINA
COUNTY COUNCIL OF RICHLAND COUNTY
ORDINANCE NO. ____-14HR

AN ORDINANCE OF THE COUNTY COUNCIL OF RICHLAND COUNTY, SOUTH CAROLINA, AMENDING THE ZONING MAP OF UNINCORPORATED RICHLAND COUNTY, SOUTH CAROLINA, TO CHANGE THE ZONING DESIGNATION FOR THE REAL PROPERTIES DESCRIBED AS A PORTION OF TMS # 02412-02-02 AND A PORTION OF TMS # 02509-04-02 FROM RU (RURAL DISTRICT) TO RS-MD (RESIDENTIAL, SINGLE-FAMILY – MEDIUM DENSITY DISTRICT); AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

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

Section I. The Zoning Map of unincorporated Richland County is hereby amended to change the real properties described as a portion of TMS # 02412-02-02 and a portion of TMS # 02509-04-02 from RU (Rural District) zoning to RS-MD (Residential, Single-Family – Medium Density District) zoning; as further shown on Exhibit A, which is attached hereto and incorporated herein.

Section II. 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 III. Conflicting Ordinances Repealed. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section IV. Effective Date. This ordinance shall be effective from and after _____, 2014.

RICHLAND COUNTY COUNCIL

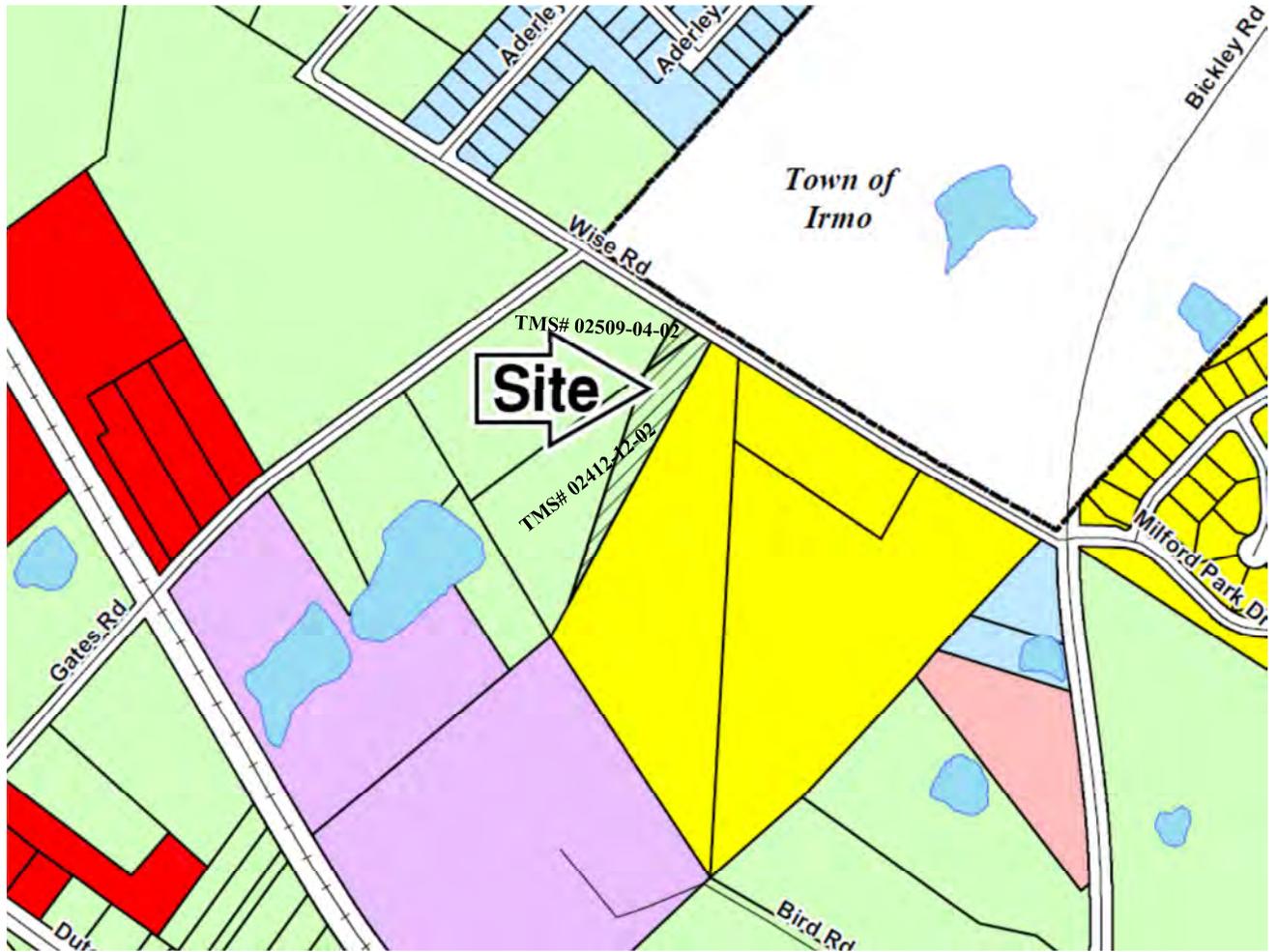
By: _____
Norman Jackson, Chair

Attest this _____ day of _____, 2014.

S. Monique McDaniels
Clerk of Council

Public Hearing: September 23, 2014
First Reading: September 23, 2014
Second Reading: October 7, 2014 (tentative)
Third Reading:

Exhibit A



Richland County Council Request of Action

Subject

14-21MA
Patrick Palmer
RU to RC (2.99 Acres)
Killian Rd. & Hwy. 21
14600-03-55 & 02 [**THIRD READING**] [**PAGES 39-40**]

Notes

First Reading: September 23, 2014
Second Reading: October 7, 2014
Third Reading:
Public Hearing: September 23, 2014

STATE OF SOUTH CAROLINA
COUNTY COUNCIL OF RICHLAND COUNTY
ORDINANCE NO. ____-14HR

AN ORDINANCE OF THE COUNTY COUNCIL OF RICHLAND COUNTY, SOUTH CAROLINA, AMENDING THE ZONING MAP OF UNINCORPORATED RICHLAND COUNTY, SOUTH CAROLINA, TO CHANGE THE ZONING DESIGNATION FOR THE REAL PROPERTIES DESCRIBED AS TMS # 14600-03-55 & 02 FROM RU (RURAL DISTRICT) TO RC (RURAL COMMERCIAL DISTRICT); AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

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

Section I. The Zoning Map of unincorporated Richland County is hereby amended to change the real properties described as TMS # 14600-03-55 & 02 from RU (Rural District) zoning to RC (Rural Commercial District) zoning.

Section II. 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 III. Conflicting Ordinances Repealed. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section IV. Effective Date. This ordinance shall be effective from and after _____, 2014.

RICHLAND COUNTY COUNCIL

By: _____
Norman Jackson, Chair

Attest this _____ day of
_____, 2014.

S. Monique McDaniels
Clerk of Council

Public Hearing: September 23, 2014
First Reading: September 23, 2014
Second Reading: October 7, 2014 (tentative)
Third Reading:

Richland County Council Request of Action

Subject

14-22MA
Quadir Muwakkie
RM-HD/RS-HD to GC (.31 Acres)
510 Dartmouth Ave. & 515 Club Rd.
09309-12-12 & 17 [**THIRD READING**] [**PAGES 41-42**]

Notes

First Reading: September 23, 2014
Second Reading: October 7, 2014
Third Reading:
Public Hearing: September 23, 2014

STATE OF SOUTH CAROLINA
COUNTY COUNCIL OF RICHLAND COUNTY
ORDINANCE NO. ____-14HR

AN ORDINANCE OF THE COUNTY COUNCIL OF RICHLAND COUNTY, SOUTH CAROLINA, AMENDING THE ZONING MAP OF UNINCORPORATED RICHLAND COUNTY, SOUTH CAROLINA, TO CHANGE THE ZONING DESIGNATION FOR THE REAL PROPERTY DESCRIBED AS TMS # 09309-12-12 FROM RM-HD (RESIDENTIAL, MULTI-FAMILY – HIGH DENSITY DISTRICT) TO GC (GENERAL COMMERCIAL DISTRICT); AND TO CHANGE THE ZONING DESIGNATION FOR THE REAL PROPERTY DESCRIBED AS TMS # 09309-12-17 FROM RS-HD (RESIDENTIAL, SINGLE-FAMILY – HIGH DENSITY DISTRICT) TO GC (GENERAL COMMERCIAL DISTRICT); AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

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

Section I. The Zoning Map of unincorporated Richland County is hereby amended to change the real property described as TMS # 09309-12-12 from RM-HD (Residential, Multi-Family – High Density District) zoning to GC (General Commercial District) zoning.

Section II. The Zoning Map of unincorporated Richland County is hereby amended to change the real property described as TMS # 09309-12-17 from RS-HD (Residential, Single-Family – High Density District) zoning to GC (General Commercial District) zoning.

Section III. 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 IV. Conflicting Ordinances Repealed. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section V. Effective Date. This ordinance shall be effective from and after _____, 2014.

RICHLAND COUNTY COUNCIL

By: _____
Norman Jackson, Chair

Attest this _____ day of _____, 2014.

S. Monique McDaniels
Clerk of Council

Public Hearing: September 23, 2014
First Reading: September 23, 2014
Second Reading: October 7, 2014 (tentative)
Third Reading:

14-22 MA – 510 Dartmouth Ave. & 515 Club Rd.

Richland County Council Request of Action

Subject

14-23MA
Joe Jackson
MH to OI (1 Acre)
2803 Padgett Rd.
22015-03-65 [**THIRD READING**] [**PAGES 43-44**]

Notes

First Reading: September 23, 2014
Second Reading: October 7, 2014
Third Reading:
Public Hearing: September 23, 2014

STATE OF SOUTH CAROLINA
COUNTY COUNCIL OF RICHLAND COUNTY
ORDINANCE NO. ____-14HR

AN ORDINANCE OF THE COUNTY COUNCIL OF RICHLAND COUNTY, SOUTH CAROLINA, AMENDING THE ZONING MAP OF UNINCORPORATED RICHLAND COUNTY, SOUTH CAROLINA, TO CHANGE THE ZONING DESIGNATION FOR THE REAL PROPERTY DESCRIBED AS TMS # 22015-03-65 FROM MH (MANUFACTURED HOME DISTRICT) TO OI (OFFICE AND INSTITUTIONAL DISTRICT); AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

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

Section I. The Zoning Map of unincorporated Richland County is hereby amended to change the real property described as TMS # 22015-03-65 from MH (Manufactured Home District) zoning to OI (Office and Institutional District) zoning.

Section III. 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 IV. Conflicting Ordinances Repealed. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section V. Effective Date. This ordinance shall be effective from and after _____, 2014.

RICHLAND COUNTY COUNCIL

By: _____
Norman Jackson, Chair

Attest this _____ day of
_____, 2014.

S. Monique McDaniels
Clerk of Council

Public Hearing: September 23, 2014
First Reading: September 23, 2014
Second Reading: October 7, 2014 (tentative)
Third Reading:

Richland County Council Request of Action

Subject

14-24MA
Sherry Jaco
RM-HD to NC (.20 Acres)
1170 Olympia Ave.
11203-06-04 [**THIRD READING**] [**PAGES 45-46**]

Notes

First Reading: September 23, 2014
Second Reading: October 7, 2014
Third Reading:
Public Hearing: September 23, 2014

STATE OF SOUTH CAROLINA
COUNTY COUNCIL OF RICHLAND COUNTY
ORDINANCE NO. ___-14HR

AN ORDINANCE OF THE COUNTY COUNCIL OF RICHLAND COUNTY, SOUTH CAROLINA, AMENDING THE ZONING MAP OF UNINCORPORATED RICHLAND COUNTY, SOUTH CAROLINA, TO CHANGE THE ZONING DESIGNATION FOR THE REAL PROPERTY DESCRIBED AS TMS # 11203-06-04 FROM RM-HD (RESIDENTIAL, MULTI-FAMILY – HIGH DENSITY DISTRICT) TO NC (NEIGHBORHOOD COMMERCIAL DISTRICT); AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

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

Section I. The Zoning Map of unincorporated Richland County is hereby amended to change the real property described as TMS # 11203-06-04 from RM-HD (Residential, Multi-Family – High Density District) zoning to NC (Neighborhood Commercial District) zoning.

Section II. 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 III. Conflicting Ordinances Repealed. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section IV. Effective Date. This ordinance shall be effective from and after _____, 2014.

RICHLAND COUNTY COUNCIL

By: _____
Norman Jackson, Chair

Attest this _____ day of
_____, 2014.

S. Monique McDaniels
Clerk of Council

Public Hearing: September 23, 2014
First Reading: September 23, 2014
Second Reading: October 7, 2014 (tentative)
Third Reading:

Richland County Council Request of Action

Subject

An Ordinance Amending the Richland County Code of Ordinances, Chapter 6, Buildings and Building Regulations; so as to provide regulations for the construction, use, maintenance, and occupancy of mobile home parks, mobile home park sites, mobile homes, permanent buildings, accessory buildings or structures, and building components located within a mobile home park or a mobile home site, in all parts of the unincorporated areas of Richland County
[SECOND READING] [PAGES 47-74]

Notes

September 23, 2014 - The Committee recommended that Council approve the ordinance amendment to Chapter 6 of the Richland County Code of Ordinances to add mobile home park regulations. The Committee requested that Staff provide Council with the approved budget for the Mobile Home Abatement program.

First Reading: October 7, 2014

Second Reading:

Third Reading:

Public Hearing:

Richland County Government

County Administration Building
2020 Hampton Street
P.O. Box 192
Columbia, SC 29202



Phone: (803) 576-2050
Fax: (803) 576-2137
TDD: (803) 748-4999

Office of the County Administrator



MEMORANDUM

TO: Richland County Council
CC: Sparty Hammett, Assistant County Administrator
FROM: Brandon Madden, Manager of Research
DATE: September 29, 2014
RE: Estimate for Funding the Mobile Home Abatement Program

At the September 23, 2014 D&S Committee meeting, the Committee reviewed the ordinance amendment to Chapter 6 of the Richland County Code of Ordinances, which would add mobile home park regulations. The regulations would be enforced by the Building Codes and Inspections Department through a Mobile Home Abatement Program (Program).

At the meeting, the Committee recommended that Council approve the ordinance amendment. Also, the Committee requested that Staff provide Council with an approved budget for the Mobile Home Abatement Program. The approved budget for the program is as follows:

	<u>FY15 Budget Request</u>	<u>FY15 Annual Approved Cost</u>
Personnel	\$151,580.00	\$151,580.00
Operating	\$532,000.00	\$236,000.00
Capital	\$56,000.00	\$56,000.00
Total(s)	\$739,580.00	\$443,580.00

A total of \$443,580 was approved. As indicated by Staff at the D&S Committee meeting, a portion of the staff time and the operating costs (demolition funding) will also be used to address unsafe commercial structures. Council expanded the previous Unsafe Housing Program last year to include commercial structures, and Administration committed to identifying demolition funding in the FY15 budget.

Richland County Council Request of Action

Subject: Mobile Home Park Regulations that are enforced by the Building Codes and Inspections Department

A. Purpose

County Council is requested to approve an amendment to Chapter 6 of the Richland County Code of Ordinances to add mobile home park regulations.

B. Background / Discussion

Mobile homes have been a housing option in Richland County for years, maybe even decades. The economy, finances, and various reasons forced many people to find inexpensive living quarters. Mobile homes are an affordable housing option. At the same time as offering price competition, they may be installed easily and quickly, and require little or no interior finishing work prior to occupation. This makes mobile homes an affordable and attractive form of housing for many, on either individual lots or in parks.

Landowners have taken advantage of a lack of lot size, home area and density requirements and have crammed as many mobile homes onto their lots as possible in an effort to extract the maximum amount of rental income from the property for the lowest investment. Basic amenities such as fresh water, adequate sewage and garbage disposal, privacy and fresh air suffered as a result. Over time, these same mobile homes become dilapidated; tenants add on illegal additions and make alterations, which is in violation of federal, state and local regulations and laws.

Federal and State Regulations of Mobile Homes:

The Federal Manufactured Housing Act of 1974 was adopted by Congress in response to the high number of injuries and deaths resulting from defects in mobile homes, to regulate the construction and safety of manufactured homes. The Department of Housing and Urban Development (HUD) was given the authority to develop nationwide construction codes to improve the construction quality. Federal regulations became effective July 15, 1976. Mobile homes manufactured after this date shall display a HUD seal or data plate to verify construction.

State regulations of mobile homes and parks are covered under the following 1976 Code of Laws and Regulations of SC:

Code of Laws:

Title 31, Chapter 17, Mobile Homes and House Trailers
Title 27, Chapter 47, Manufactured Home Park Tenancy Act
Title 40, Chapter 29, Uniform Standards Code for Manufactured Housing

Code of Regulations:

Chapter 79, Department of Labor, Licensing and Regulation-Manufactured Housing Board
Chapter 61-40, Mobile/Manufactured Home Parks

The above list covers the construction and installation of mobile/manufactured homes, except for SC Regulation 61-40, which regulates the condition of mobile home parks.

However, there are currently no concise local regulations which the County could use to enforce the condition and maintenance of mobile homes and mobile home parks.

According to the Assessor's Office, the County has a record of 77 mobile home parks, containing an average of 10-20 mobile homes. Four of these mobile home parks contain over 100 mobile homes and one park has 370 mobile homes. There are 9,357 registered mobile homes in Richland County. There are 6,895 homes that are taxed separately from the land and 2,462 that are taxed with the land account. There are approximately 94 mobile home accounts where the Assessor's Office does not have a record of where the mobile home is located. These are older mobile homes that were registered in the 1960's and 1970's. They do not have a serial number on file for many of these, as well.

Establishing new regulations will create nonconforming issues. A nonconforming use should be subject to termination upon abandonment of the mobile home unit or park or transfer of ownership of unit or park. Mobile home park owners should be given a timeline to bring parks into compliance with current regulations.

Regulation of mobile homes and mobile home parks by the Building Codes and Inspections Department assures adequacy of water and waste disposal, and adequacy of police and fire protection, and other municipal functions which further the health, safety and general welfare, and which would then provide a higher quality of life for its citizens. This requires a balance between an individual's interest in using his/her property, the citizen's interest in affordable housing and the County's interest in conserving resources and planning for future community development. Mobile home and mobile home park regulation can provide a viable way to achieve this balance.

C. Legislative / Chronological History

On September 24, 2013, the D&S Committee recommended approving a staff-initiated request to establish Mobile Home Park Regulations. On October 1, 2013, County Council unanimously approved drafting an ordinance amendment to Chapter 6 of the Richland County Code of Ordinances to add mobile home park regulations.

D. Financial Impact

Request has been made in the budget for FY14/15 for: Two (2) Inspectors, one (1) Administrative Assistant to include benefits, Two (2) vehicles, I-Pads, cell phones and 1 computer/monitor and additional funds for abatement of homes.

E. Alternatives

1. Approve the ordinance amendment to Chapter 6 of the Richland County Code of Ordinances to add mobile home park regulations.
2. Do not approve the ordinance amendment to Chapter 6 of the Richland County Code of Ordinances to add mobile home park regulations.

F. Recommendation

It is recommended that Council approve the ordinance amendment to Chapter 6 of the Richland County Code of Ordinances to add mobile home park regulations.

Recommended by: Donny Phipps

Department: Building Codes and Inspections

Date: April 3, 2014

G. Reviews

(Please replace the appropriate box with a ✓ and then support your recommendation in the Comments section before routing on. Thank you!)

Please be specific in your recommendation. While “Council Discretion” may be appropriate at times, it is recommended that Staff provide Council with a professional recommendation of approval or denial, and justification for that recommendation, as often as possible.

Finance

Reviewed by: Daniel Driggers

Date: 4/14/14

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Support approval of program however does not include any funding to operate program. As stated budget funds of approximately \$715k have been request in the FY15 budget process.

Legal

Reviewed by: Elizabeth McLean

Date: 4/16/14

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Policy decision left to Council’s discretion. I have no concerns with Council giving first reading approval; however, the Legal Department has not been involved in the drafting and review of the attached Draft Ordinance up to this point. As this issue is intertwined with multiple state laws and regulations, Legal would prefer to work with the Buildings and Inspections Department to ensure compliance with all applicable laws. Thus, if Council approves the draft for first reading, we request that Council allow Legal to work with the Buildings and Inspections Department to bring back any necessary changes to Council at second reading.

Administration

Reviewed by: Sparty Hammett

Date: 4/17/14

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Recommend Council approval of the ordinance and the Mobile Home Abatement Program. If approved, Building Inspections staff would work directly with Legal to ensure compliance with all applicable laws. Funding for the program will be included in the County Administrator’s recommended budget if the program is approved by Council.

STATE OF SOUTH CAROLINA
COUNTY COUNCIL FOR RICHLAND COUNTY
ORDINANCE NO. ___-14HR

AN ORDINANCE AMENDING THE RICHLAND COUNTY CODE OF ORDINANCES, CHAPTER 6, BUILDINGS AND BUILDING REGULATIONS; SO AS TO PROVIDE REGULATIONS FOR THE CONSTRUCTION, USE, MAINTENANCE, AND OCCUPANCY OF MOBILE HOME PARKS, MOBILE HOME PARK SITES, MOBILE HOMES, PERMANENT BUILDINGS, ACCESSORY BUILDINGS OR STRUCTURES, AND BUILDING COMPONENTS LOCATED WITHIN A MOBILE HOME PARK OR A MOBILE HOME SITE, IN ALL PARTS OF THE UNINCORPORATED AREAS OF RICHLAND COUNTY.

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

SECTION I. The Richland County Code of Ordinances, Chapter 6, Buildings and Building Regulations; Article XII, Penalties; is hereby amended to read as follows:

ARTICLE XII. MOBILE/MANUFACTURED HOME PARKS

Sec. 6-200. Purpose and scope.

(a) The provisions of this article shall apply to the construction, use, maintenance, and occupancy of mobile/manufactured homes, permanent buildings, accessory buildings or structures, and building components located, within mobile/manufactured home parks and mobile/manufactured home sites, in all parts of the unincorporated areas of Richland County.

(b) These provisions shall also apply to the use, maintenance, and occupancy of manufactured homes, mobile homes, and multifamily manufactured homes, and the installations for supplying fuel gas, water, electricity, and the disposal of sewage from accessory buildings or structures, building components, manufactured homes, multifamily manufactured homes and mobile homes located within mobile/manufactured home parks and mobile/manufactured home sites, in all parts of the unincorporated areas of Richland County.

(c) Existing construction, connections, and installations of units, accessory buildings and structures, building components, plumbing, electrical, fuel gas, fire protection, earthquake resistant bracing, and permanent buildings completed before **November 18, 2014** may continue in use so long as they were in compliance with requirements in effect at the date of their installation and are not found to be substandard or in violation of the International Property Maintenance Code.

Sec. 6-201. Definitions.

In addition to the definitions contained in this section, which shall apply in the interpretation and enforcement of these regulations, the definitions contained in Chapter

Two of the current International Property Maintenance Code and the definitions relating to building standards contained in the IBC and IRC, are also applicable to this article.

Applicable code. The code language of the county, state, or national code or standard, whichever is more stringent.

Approved. Acceptable to the South Carolina Department of Health and Environmental Control.

Accessory building or structure. A structure or use that is clearly incidental to and customarily found in connection with a principal building or use, is subordinate to and serves that principal building or use, and is subordinate in area, extent and purpose to the principal building or principal use served. An accessory structure must be on the lot on which the principal use is located.

Carport. An accessory structure for vehicle parking, used for shade or weather protection, supported by one or more posts or columns and partially supported by an accessory structure installed, erected, or used on a lot; or supported entirely by columns or posts and, other than flashing, not attached to or supported by a home or other accessory structure.

Family property mobile/manufactured home installation. Mobile homes occupied by family members on property owned by a member of the same family and not offered for rent or lease to the public. Such installations are exempt from this article.

Health authority. An authorized representative of the South Carolina Department of Health and Environmental Control.

Lot. A space within a mobile/manufactured home park or within a mobile/manufactured home site for the placement of a mobile/manufactured home.

Mobile/manufactured home. A factory assembled structure equipped with the necessary service connections and made so as to be readily movable as a unit on its own running gear and designed to be used as a dwelling. This definition shall include any structural addition to a mobile/manufactured home. The term “home” is included within this definition.

Mobile/manufactured home park. A parcel of land containing five (5) or more mobile/manufactured home lots which are available for rent or lease. The term “park” is included within this definition.

Mobile/manufactured home site. A parcel of land containing four (4) or less mobile/manufactured home lots which are available for rent or lease. The term “site” is included within this definition.

Permanent building. A structure that has its structural supports mounted into the ground and is not expected to change in status, condition, or place; and which is not on a lot and is expressly used in the operation of the park, such as for the park office, a community

center, or park storage facilities, and is under the control and ownership of the park/site owner or operator.

Permit. A written permit issued to a person who owns the mobile/manufactured home park by the health authority authorizing the mobile/manufactured home park to operate under this regulation; or a written permit issued by the Richland County Building and Inspections Department for any construction or demolitions.

Person. Any individual, firm, partnership, corporation, company, association or other entity.

Registered Owner. A person registered by the appropriate department as the owner of the mobile/manufactured home.

Sewer connection. All pipes, fittings and appurtenances from the drain outlet of the mobile/manufactured home to the inlet of the corresponding sewer riser.

Sewer riser pipe. That portion of the sewer lateral which extends vertically to or above the ground elevation and terminates at each mobile/manufactured home site. It contains a suitable connector which can be capped when not in use.

Storage Building. An accessory building located on a lot, and designed and used solely for the storage of personal equipment and possessions of the mobile/manufactured home's occupants.

Working Days. All days except Saturdays, Sundays, and applicable local, state and federal holidays.

Sec. 6-202. Permits.

(a) No person shall operate a mobile/manufactured home park or site, or a portion of a park or site, or rent, lease, sublease, hire out, or let out for occupancy, any new or existing lot or mobile/manufactured home within a park or site in the unincorporated areas of Richland County without a current permit to operate issued by the health authority and evidence of compliance with all Richland County Zoning, Building, Mobile/Manufactured Home, and Business License regulations.

(b) No person shall erect, construct, reconstruct, install, replace, relocate, or alter any building, structure, accessory building or structure, or building component; any electrical, mechanical, or plumbing equipment; or any fuel gas equipment and installations; or fire protection equipment within a park or site without first obtaining a permit from the Richland County Building Department.

Sec. 6-203. Copies of permits.

A copy of the "Permit to Operate" issued by the health authority shall be provided to the Property Maintenance Division for each mobile/manufactured home park or site.

Sec. 6-204. Layout plans.

(a) All mobile/manufactured home park development plans must be approved by the health authority. Detailed plans must be submitted to the Property Maintenance Division, which identify mobile homes and/or manufactured homes located in each approved space.

(b) All mobile home and manufactured home parks and sites shall meet the requirements of the Richland County Code of Ordinances, Chapter 26, Land Development; Article V, Zoning Districts and District Standards; Section 26-92, MH Manufactured Home Residential District; and Article VI, Supplemental Use Standards; Section 26-151, Subsection (c), Standards; Paragraph (45), Manufactured Home Parks.

Sec. 6-205. Applicant documents.

(a) The owner, operator, or designated representative shall complete and submit a Mobile/Manufactured Home Park Registration Form for the park or site to the Property Maintenance Division.

(b) The owner, operator, or designated representative shall also submit completed Mobile/Manufactured Home Registration Forms for every mobile/manufactured home within the park or site to the Property Maintenance Division.

Sec. 6-206. Emergency information.

(a) The owner, operator, or designated representative of a mobile manufactured home park or site shall adopt an emergency preparedness plan and notify park or site residents how to obtain a copy of this plan. It shall be posted at the Manager's office or on-site at a central location.

(b) At a minimum, the following items should be included in a park or site's emergency preparedness plan:

- (1) Maps showing evacuation routes out of the park including all exits and alternate routes and exits.
- (2) The elevation of the park property if the park is in a floodplain.
- (3) Contact information for emergency government agencies, local fire and police department and community assistance organizations and other emergency agencies contact information.
- (4) Information on how residents may obtain additional materials for establishing an individual household emergency plan, emergency supply kits, and individual home safety recommendations.

Sec. 6-207. Reporting change in park status.

Mobile homes and manufactured homes cannot be moved in or out of a park or site without proper approval from Richland County Zoning, Permits, and Assessor's Office (i.e. Mobile Home Division). An operator of the park or site shall submit any change or information related to the park or site to these divisions within Richland County government. Changes in information shall include, but not be limited to:

(a) Change of mobile/manufactured home park or site name, mailing address, telephone number, management, or ownership;

(b) Change in the number of lots resulting from the sale, lease, removal, construction or alterations of existing lots or facilities; and

(c) Change in the number of mobile or manufactured homes resulting from demolition and/or removal or additional mobile or manufactured homes moved into the park or site.

Sec. 6-208. Swimming pools.

Pool and barrier standards for public and private swimming pools constructed or erected within a park or site shall comply with the currently adopted International Building Code and with the currently adopted International Property Maintenance Code.

Sec. 6-209. Inspections.

(a) An inspection of a mobile/manufactured home park or site shall be performed annually or as often as the Richland County Property Maintenance Division deems necessary for the enforcement of this article.

(b) The permit holder, to whom a construction work related permit is issued by the Richland County Building and Inspections Department, shall request inspections of all work allowed under such permit.

Sec. 6-210. Stop work order.

Whenever any work is performed in violation of the provisions of this chapter, the International Building Code, the Property Maintenance Code, or any other applicable provisions of law, the Property Maintenance Division shall post an order to stop work on the site and provide a written notice to the person responsible for the work being performed and the park owner. The work shall immediately stop until authorized to proceed by the Property Maintenance Division.

Sec. 6-211. General park and site requirements.

(a) Purpose and Scope.

(1) The provision of this section shall apply to the construction, use, maintenance, and occupancy of mobile/manufactured homes within parks and sites in all parts of the unincorporated areas of Richland County.

- (2) Existing construction and installations made before **November 18, 2014** may continue in use so long as they were in compliance with requirements in effect at the date of their installation and are not found to be substandard or in violation of the International Property Maintenance Code.
- (3) Records of mobile/manufactured homes, owners and tenants shall be kept by the mobile/manufactured home park or site owner, operator, or designee.
- (4) The park or site shall be maintained in accordance with the most recently adopted International Property Maintenance Code.

(b) Responsibility.

- (1) The owner, operator, or designated agent for the park or site shall be responsible for the safe operation and maintenance of all lots within the park or site, common areas, electrical, gas, and plumbing equipment and their installations, and all permanent buildings or structures, within the park or site. When not owned by the serving utility, the park or site is responsible for lot services, including the gas riser, water riser, lot drain inlet, and the electrical pedestal. The mobile/manufactured home owner is responsible for ensuring the connection of all required utilities.
- (2) The owner of a mobile/manufactured home, its appurtenances, an accessory building or structure, or building component shall be responsible for the use and maintenance of the home, its appurtenances, accessory building or structure, or building component and utility connections up to the lot, all of which shall be in compliance with the requirements of this chapter.
- (3) Any person obtaining a building permit shall be responsible for the construction or installation in accordance with the requirements of this chapter.
- (4) The person to whom a permit for a mobile/manufactured home park or site is issued shall at all times operate the park or site in compliance with this Article and shall provide adequate supervision to maintain the park or site and its facilities and equipment in safe repair and in a clean and sanitary condition. If the permit holder resides outside the boundaries of the state of South Carolina, s/he shall assign a person who resides in the county where the park or site is located to supervise and assume responsibility for compliance with these regulations. The assignment shall be made in writing to the Richland County Property Maintenance Division and immediately upon change of supervisor.

(c) The mobile/manufactured home park or site shall comply with the Richland County Code of Ordinances, Section 26-183(c), Addressing. In addition, all lots shall be identified by letters, numbers, or street address numbers. The lot identification shall be in a conspicuous location facing the roadway. If the lot identification number is to be installed on a wall surface of the home, the wall surface facing the roadway shall be used. The letters and/or numbers shall also meet the requirements of Section 26-183(c), Addressing.

(d) Roadways.

- (1) All mobile home and manufactured home park or site roadways shall have a clear and unobstructed access to the public thoroughfare, except that a roadway may have security gates, if such security gates are not in violation of any law or regulation of Richland County.
- (2) Paved roads shall be maintained free of potholes, sinkholes, or erosion.
- (3) If a park or site owner or operator proposes reducing the width, or changing the layout or configuration, of the park or site roadways from the way they were previously approved or constructed, approval shall be obtained from Richland County Development Services.

(e) In every mobile/manufactured home park or site, lighting shall be installed in accordance with Section 26-177 of the Richland County Code of Ordinances.

(f) The mobile/manufactured home park or site owner and all residents of the park/site shall comply with Richland County's animal regulations, found in Chapter 5 of the Richland County Code of Ordinances.

(g) No person shall occupy a truck camper that has been dismantled from a truck or other vehicle, unless the truck camper is located in an approved RV park or RV park section of a mobile/manufactured home park.

(h) Refuse shall be stored, collected and disposed of as required by the International Property Maintenance Code and by Chapter 12 of the Richland County Code of Ordinances, and in such a manner as not to create a nuisance, vector attractant, breeding or harborage problem.

Sec. 6-212. Electrical, plumbing, mechanical, gas, and building requirements.

(a) The requirements of the National Electrical, International Plumbing, International Mechanical, International Gas, and International Building Codes shall apply to all mobile/manufactured home parks and sites, and all accessory buildings or structures, for construction and repair. The International Residential Code shall apply to all mobile/manufactured homes and/or structures for construction, installation, alteration, and repair.

(b) Existing construction, connections, and installations made before **November 18, 2014** may continue in use so long as they were in compliance with all county and state laws in effect on the date of their installation and are not found to be substandard or in violation of the National Electrical Code, International Mechanical Code, International Gas Code, International Building Code, International Residential Code, and/or International Property Maintenance Code.

(c) All plumbing shall comply with DHEC Chapter 61-40, Sections III and IV, the International Residential Code, and the International Plumbing Code.

(d) Fuel storage tanks or cylinders shall comply with DHEC Chapter 61-40, Section VII, and the International Fuel Gas Codes.

Sec. 6-213. Sewage disposal.

(a) Every mobile/manufactured home parks drainage system shall comply with DHEC Chapter 61-40, Section IV.

(b) Onsite wastewater systems (septic tanks) shall comply with DHEC Chapter 61-56, Onsite Wastewater System.

Sec. 6-214. Fire protection requirements for parks and sites.

(a) Fire protection equipment meeting the requirements of the International Fire Code shall be installed and maintained in every park and site.

(b) All systems, devices and equipment to detect a fire, actuate an alarm, or suppress or control a fire or any combination thereof shall be maintained in an operable condition at all times in accordance with the International Fire Code.

(c) In areas where fire department services are not available, the park or site owner/operator shall be responsible for the instruction of park/site staff in the use of private fire protection equipment and their specific duties in the event of fire.

(d) No person shall construct, reconstruct, modify, or alter any installations relating to fire protection equipment within a park or site unless a written permit has been obtained from the Richland County Building Department and/or the City of Columbia Fire Department, with written evidence of approval from the fire department responsible for fire suppression.

Sec. 6-215. Accessory buildings and structures.

(a) The requirements of this section shall apply to the construction, use, maintenance, and occupancy of accessory buildings or structures and building components constructed or installed adjacent to homes within mobile home parks or sites.

(b) An accessory building or structure or building component that is moved to a different location and any alterations or additions shall meet the requirements of Chapters 6 and 26 of the Richland County Code of Ordinances.

(c) No accessory structure may be attached to or be supported by a mobile/manufactured home if the manufacturer's installation instructions prohibit attachment or transmission of loads to the home or require freestanding structures.

(d) Playgrounds shall be kept clean and in safe conditions.

Sec. 6-216. Complaint investigations.

When a complaint is received, the Property Maintenance Division shall:

- (a) Perform an inspection on allegations of violations representing an unreasonable risk to life, health, or safety within three (3) business days; unless imminent danger is apparent, and in that case, an inspection will occur sooner.
- (b) Inform the complainant that an inspection was performed and, if violations were found, that a notice will be sent to the property owner regarding any valid code violations.
- (c) If violations were found, issue a written order to correct violations, which shall be mailed to the property owner in accordance with the International Property Maintenance Code.

Sec. 6-217. Violations; Abatement.

(a) The substandard conditions and abatement requirements contained in this section shall apply to mobile home/manufactured home parks and sites, permanent buildings or structures in parks or sites, accessory buildings or structures, and building components located within the park or site in all unincorporated areas of Richland County.

(b) Existing construction, connections, and installations made before **November 18, 2014** may continue in use so long as they were in compliance with requirements in effect at the date of their installation and are not found to be substandard or in violation of the International Property Maintenance Code.

(c) Any permanent building, structure, or portion thereof, or the premises on which it is located, shall be deemed substandard and/or a nuisance when any of the following conditions exist that endanger the life, limb, health, property, safety, or welfare of the occupants or the public; or is in violation of the International Property Maintenance Code.

- (1) Health hazards or inadequate sanitation that includes, but is not limited to, the following:
 - a. Where required, the lack of, inoperable, or defective water closet, lavatory, bathtub or shower.
 - b. Where required, the lack of, inoperable, or defective kitchen sink.
 - c. Lack of or inadequate hot and cold running water to plumbing fixtures.
 - d. Dampness of habitable rooms.
 - e. Infestation of insects, vermin or rodents.
 - f. General dilapidation or improper maintenance.

- g. Lack of or defective connection of plumbing fixtures to a sewage disposal system.
 - h. Lack of adequate garbage and rubbish storage and removal facilities.
 - i. Lack of minimum amounts of required natural light and ventilation.
- (2) Structural hazards that include, but are not be limited to, the following:
- a. Deteriorated or inadequate foundations.
 - b. Defective or deteriorated flooring or floor supports.
 - c. Flooring or floor supports of insufficient size to carry imposed loads with safety.
 - d. Members of walls, partitions, or other vertical supports that split, lean, list, or buckle due to defective material or deterioration.
 - e. Members of walls, partitions, or other vertical supports that are of insufficient size to carry imposed loads with safety.
 - f. Members of ceilings, roofs, ceiling and roof supports or other horizontal members which sag, split, or buckle due to defective material or deterioration.
 - g. Members of ceilings, roofs, ceiling and roof supports, or other horizontal members that are of insufficient size to carry imposed loads with safety.
 - h. Fireplaces or chimneys which list, bulge, or settle, due to defective material or deterioration.
 - i. Fireplaces or chimneys which are of insufficient size or strength to carry imposed loads with safety.
- (3) Electrical hazards that include, but are not limited to, the following:
- a. All electrical wiring that did not conform to all applicable laws and regulations in effect at the time of its installation, has not been maintained in good and safe condition, or is not being used in a safe manner.
 - b. Lack of, inoperable, or defective required electrical lighting.
- (4) Plumbing that did not conform to all applicable laws and regulations in effect at the time of its installation, has not been maintained in good or safe condition, or has cross-connections and leakage between fixtures.

- (5) Mechanical equipment, including heating equipment and its vents, that did not conform with all applicable laws and regulations in effect at the time of its installation or which has not been maintained in good and safe condition, or is not being used in a safe manner; and inoperable or defective heating facilities, and inoperable or defective ventilating equipment.
- (6) Faulty weather protection shall include, but not be limited to, the following:
 - a. Deteriorated roofs.
 - b. Deteriorated or ineffective waterproofing of exterior walls, roof, foundations, or floors, including broken windows or doors.
 - c. Defective or lack of weather protection for exterior wall coverings.
 - d. Broken, rotted, split, or buckled exterior wall coverings or roof coverings.
- (7) Any building, structure, or portion thereof, device, apparatus, equipment, combustible waste, or vegetation which is in such a condition as to cause a fire or explosion or provide a ready fuel to augment the spread and intensity of fire or explosion arising from any cause.
- (8) Materials or construction not allowed or approved by this chapter or which have not been adequately maintained in good and safe condition.
- (9) Those premises on which an accumulation of weeds, vegetation, rubbish, dead organic matter, debris, garbage, offal, rat harborages, stagnant water, combustible materials, and similar materials or conditions constitute fire, health, or safety hazards.
- (10) All buildings or portions thereof not provided with adequate exit facilities, except those buildings or portions thereof whose exit facilities conformed with all applicable laws and regulations at the time of their construction.
- (11) All buildings, structures, or portions thereof which are not provided with the fire-resistive construction or fire-extinguishing systems or equipment required by this chapter, except those buildings, structures, or portions thereof which conformed to all applicable laws and regulations at the time of their construction.
- (12) All buildings, structures, or portions thereof occupied for living sleeping, cooking, or dining purposes which are not designed or intended to be used for these occupancies.
 - (d) Any mobile or manufactured home shall be deemed substandard and a nuisance when any of the following conditions exist that endangers the life, limb, health, property, safety, or welfare of the occupants or the public:

- (1) Health hazards or inadequate sanitation that includes, but is not limited to, the following:
 - a. Lack of, inoperable, or defective water closet, lavatory, bathtub or shower.
 - b. Lack of, inoperable, or defective kitchen sink.
 - c. Lack of or inadequate hot and cold running water to plumbing fixtures.
 - d. Dampness of habitable rooms.
 - e. Infestation of insects, vermin, or rodents.
 - f. General dilapidation or improper maintenance.
 - g. Lack of or defective connection of plumbing fixtures to a sewage disposal system.

- (2) Structural hazards include, but are not limited to, the following:
 - a. Deteriorated or inadequate foundation or stabilizing devices.
 - b. Defective or deteriorated flooring or floor supports.
 - c. Members of walls, partitions, or other vertical supports that split, lean, list, or buckle due to defective material or deterioration.
 - d. Members of ceilings, roofs, ceiling and roof supports or other horizontal members which sag, split, or buckle due to defective material or deterioration.
 - e. Lack of adequate or defective ventilation.
 - f. Lack of adequate room and space dimensions.

- (3) Electrical hazards include, but are not limited to, the following:
 - a. All electrical wiring that did not conform to all applicable laws and regulations in effect at the time of its installation, has not been maintained in good and safe condition, or is not being used in a safe manner.
 - b. Electrical conductors which are not protected by overcurrent protective devices designed to open the circuit when the current exceeds the ampacity of the conductor.
 - c. Electrical conductors which do not have amp capacity at least equal to the rating of outlet devices or equipment supplied.

- d. Electrical conductors which are not protected from physical damage.
 - e. Metallic boxes, fittings, or equipment in an electrical wiring system which are not grounded to prevent shock.
 - f. Lack of operable, or defective, electrical lighting.
- (4) Plumbing hazards include, but are not limited to, the following:
- a. Plumbing that did not conform with all applicable laws and regulations in effect at the time of its installation, has not been maintained in good or safe condition, or has cross-connections and leakage between fixtures.
 - b. Lack of effective traps providing a water seal for each plumbing fixture.
 - c. Lack of effective venting of plumbing drain piping.
 - d. Broken, unsanitary or leaking plumbing pipe or fixtures.
 - e. Any fixture, fitting, device or connection installed in such a manner as to permit contamination of the potable water supply.
- (5) Hazardous mechanical equipment shall include, but not be limited to, the following:
- a. Mechanical equipment, including all heating equipment and its vent, that did not conform with all applicable laws and regulations in effect at the time of its installation or which has not been maintained in good and safe condition, or is not being used in a safe manner.
 - b. Unvented fuel burning heating appliances unless their use is permitted by all applicable laws and regulations.
 - c. Heating or fuel burning equipment, including its vent, without adequate clearance from combustible material.
 - d. Unsupported, loose, or leaking fuel supply piping.
 - e. Lack of, inoperable, or defective heating.
- (6) Faulty weather protection shall include, but not be limited to, deteriorated or ineffective waterproofing of exterior walls, roof, or floors, including broken windows or doors.
- (7) Any mobile or manufactured home or portion thereof, device, apparatus, equipment, or combustible material which is in such a condition as to cause a fire

or explosion or provide a ready fuel to augment the spread and intensity of fire or explosion arising from any cause.

- (8) Materials or construction not allowed or approved by this chapter or which have not been adequately maintained in good and safe condition.
- (9) Those premises on which an accumulation of weeds, vegetation, rubbish, dead organic matter, debris, garbage, offal, rat harborages, stagnant water, combustible materials, and similar materials or conditions constitute fire, health, or safety hazards.
- (10) All mobile or manufactured homes or portions thereof not provided with adequate exit facilities as required by this chapter except those mobile or manufactured homes or portions thereof whose exit facilities conformed with all applicable laws at the time of their construction, and those facilities which have not been adequately maintained.
- (11) Any mobile or manufactured home containing fossil-fuel burning appliances or an attached garage that is not supplied with an operational carbon monoxide alarm.

(e) Any accessory structure or building, or building component or portion thereof, or the premises on which the same is located, shall be deemed substandard and a nuisance when any of the following conditions exist that endanger the life, limb, health, property, safety, or welfare of the occupants or the public:

- (1) Health hazards or inadequate sanitation include, but are not limited to, the following:
 - a. When installed, inoperable or defective water closet, lavatory, bathtub or shower.
 - b. When installed, inoperable or defective kitchen sink.
 - c. When installed, inadequate hot and cold running water to plumbing fixtures.
 - d. Dampness of habitable rooms.
 - e. Infestation of insects, vermin or rodents.
 - f. General dilapidation or improper maintenance.
 - g. When installed, defective connection of plumbing fixtures to a sewage disposal system.
 - h. Lack of minimum amounts of required natural light and ventilation.

- (2) Structural hazards, which include, but are not limited to, the following:
 - a. Deteriorated or inadequate foundations or stabilizing devices.
 - b. Defective or deteriorated flooring or floor supports.
 - c. Flooring or floor supports of insufficient size to carry imposed loads with safety.
 - d. Members of walls, partitions, or other vertical supports that split, lean, list, or buckle due to defective material or deterioration.
 - e. Members of walls, partitions, or other vertical supports that are of insufficient size to carry imposed loads with safety.
 - f. Members of ceilings, roofs, ceiling and roof supports, or other horizontal members which sag, split, or buckle due to defective material or deterioration.
 - g. Members of ceilings, roofs, ceiling and roof supports, or other horizontal members that are of insufficient size to carry imposed loads with safety.
 - h. Fireplaces or chimneys which list, bulge, or settle, due to defective material or deterioration.
 - i. Fireplaces or chimneys which are of insufficient size or strength to carry imposed loads with safety.
 - j. Lack of, inoperable, or defective required ventilating equipment.
- (3) Electrical hazards include, but are not limited to, the following:
 - a. All electrical wiring that did not conform to all applicable laws and regulations in effect at the time of its installation, has not been maintained in good and safe condition, or is not being used in a safe manner.
 - b. Lack of, inoperable, or defective required electrical lighting.
- (4) Plumbing that did not conform to all applicable laws and regulations in effect at the time of its installation, has not been maintained in good or safe condition, or has cross-connections and leakage between fixtures.
- (5) Mechanical equipment, including heating equipment and its vents, that did not conform with all applicable laws and regulations in effect at the time of its installation or which has not been maintained in good and safe condition, or is not being used in a safe manner, or is inoperable or defective.
- (6) Faulty weather protection, which includes, but is not limited to, the following:

- a. Deteriorated roofs.
 - b. Deteriorated or ineffective waterproofing of exterior walls, roof, foundations, or floors, including broken windows or doors.
 - c. Defective or lack of weather protection for exterior wall coverings.
 - d. Broken, rotted, split, or buckled exterior wall coverings or roof coverings.
- (7) Any accessory structure or building or building component or portion thereof, device, apparatus, equipment, combustible waste, or vegetation which is in such a condition as to cause a fire or explosion or provide a ready fuel to augment the spread and intensity of fire or explosion arising from any cause.
 - (8) Materials or construction not allowed or approved by this chapter or which have not been adequately maintained in good and safe condition.
 - (9) Those premises on which an accumulation of weeds, vegetation, rubbish, dead organic matter, debris, garbage, offal, rat harborages, stagnant water, combustible materials, and similar materials or conditions constitute fire, health or safety hazards.
 - (10) All accessory building or structures or building components or portions thereof not provided with adequate exit facilities as required by this chapter except those buildings or portions thereof whose exit facilities conformed with all applicable laws and regulations in effect at the time of their construction and which have been adequately maintained and increased in relation to any increase in occupant load, alteration or addition, or any change in occupancy.
 - (11) All buildings, structures, or portions thereof which are not provided with the fire-resistive construction or fire-extinguishing systems or equipment required by this chapter, except those buildings, structures, or portions thereof which conformed with all applicable laws at the time of their construction and whose fire-resistive integrity and fire-extinguishing system or equipment have been adequately maintained and improved in relation to any increase in occupant load, alteration or addition, or any change in occupancy.
 - (12) All accessory buildings or structures or building components or portions thereof occupied for living, sleeping, cooking, or dining purposes which were not designed or intended to be used for such occupancies.
- (f) Abatement.
- (1) The registered owner of a mobile/manufactured home, accessory building or structure, or building component that is constructed, altered, converted, used, or maintained in a manner that constitutes a violation is required to abate the violation.

- (2) The legal owner of the property, or park/site owner or operator for properties or permanent buildings under their ownership or control, that is constructed, altered, converted, used, or maintained in a manner that constitutes a violation, is required to abate the violation.
- (g) Notice of violation, complaints, and order to correct.
 - (1) Whenever the Property Maintenance Division finds a condition that constitutes a violation of this chapter, the International Property Maintenance Code, or any other applicable provision of law, the Property Maintenance Division, in accordance with the International Property Maintenance Code shall provide a written notice to the person or entity responsible for correction of the violation.
 - (2) The written notice shall state the conditions which constitute the violation, including a reference to the law or regulation being violated, and shall order its abatement or correction within thirty (30) days after the date of notice or a longer period of time as allowed by the code official.
 - (3) If a mobile/manufactured home is in such condition that identification numbers are not available to determine ownership, the notice shall be given to the owner or operator of the park.
 - (4) Whenever the Property Maintenance Division determines a mobile/manufactured home, habitable accessory building or structure, or permanent building constitutes an imminent danger representing an immediate risk to the life, health, or the safety of an occupant, the Property Maintenance Division shall post a notice on the structure, declaring it uninhabitable. The home, habitable accessory building or structure, or permanent building shall not be occupied until deemed safe by the code official. At the time of the posting, the code official shall issue a notice as described in this section to the registered owner. A copy of the notice shall be issued to the occupant of the home, or accessory building or structure, or permanent building, if the occupant is not the registered owner.
- (h) Final notice requirements and appeals.
 - (1) If the initial notice from the Property Maintenance Division has not been complied with on or before the date specified in the notice, the code official may institute proceedings against the cited person or entity.
 - (2) The code official shall issue to the cited person, the last registered owner of a cited mobile/manufactured home, and the park owner or operator, or the legal owner of the property where the cited home, structure, or property is located, a final notice of violation or notice to abate the violation in accordance with the International Property Maintenance Code that shall contain at a minimum the following:
 - a. The date the notice is prepared;

- b. The name or names of the responsible person or entity;
 - c. A list of the uncorrected violation(s) cited;
 - d. A final compliance date;
 - e. Notice of the right to request an informal conference, if one has not been requested previously with regard to the identified violations;
 - f. The right to request a hearing with the Building Codes Board of Appeals, but only after the denial or after the conclusion of the informal conference;
 - g. A statement that any willful violation is a misdemeanor.
- (3) The final notice shall be mailed, by registered or certified mail, return receipt requested, to the cited person, to the legal owner of the property as indicated on the permit to operate application and to the last known address of the last registered or legal owner of record of the cited mobile/manufactured home, unless the home is in such condition that identification numbers are not available to determine ownership. The final notice may also be served in accordance with state requirements.
- (4) If, after the re-inspection of an order to correct a violation, the code official determines that the cited person has made reasonable progress to abate the violation, or that circumstances beyond the control of the cited person have interfered with compliance or slowed compliance, the code official, in his/her sole discretion, may extend the period for compliance.
- (i) Consequences of failure to abate.
- (1) It is unlawful for the person ordered to abate a violation to fail or refuse to remove and abate that violation within the time period allowed in the order after the date of posting of an order on the cited mobile/manufactured home, structure, or property or receipt of an order. After the expiration of the time period allowed for an order related to a violation, the code official has the authority to initiate prosecution of violation in accordance with the International Property Maintenance Code, including, but not limited to, seeking a court order for abatement.
- (2) Notwithstanding the provisions of paragraph (1), above, if a violation poses an imminent danger representing an immediate risk to life, health, and safety and requires immediate correction, the code official has the authority to initiate any appropriate action or proceeding to abate a violation if abatement is not complete within the time period allowed by the notice of violation and order.
- (j) Responsibility for Costs.

- (1) The registered owner of the mobile/manufactured home or any other cited person or entity that fails to correct a violation or abate a nuisance within the time allotted in the original correction order, or any extension thereto, shall be held responsible for the costs of abatement of the violation. Costs of abatement, for purposes of this section, may include the Property Maintenance Division's investigative and case preparation costs, court costs and attorney fees, the cost associated with any physical actions taken to abate the violation, and any technical service or other fees due to the Property Maintenance Division related to the abatement activity.
- (2) If the mobile/manufactured mobile home is in such condition that identification numbers are not available to determine ownership, or the Property Maintenance Division is unable to locate the owner after making a reasonable effort to do so, the owner of the property on which the home is located shall be liable for such costs.
- (k) Removal.
 - (1) A mobile/manufactured mobile home, permanent building, accessory building or structure or building component which has been ordered to be removed due to the existence of violations or a nuisance shall be removed in a manner consistent with local, state, and federal law.
 - (2) The owner or responsible person of a mobile home or manufactured home that has been ordered to remove or abate the home shall have the title, license plates, decal, and the federal labels, if available, forwarded to the appropriate authority to have the home removed from their records.

Sec. 6-218. Informal conference, hearings, and appeals.

- (a) Purpose and scope.
 - (1) The provisions of this section apply to the procedures available to a cited person who has received a notice of a violation ordering abatement or correction of a violation of this chapter, the International Property Maintenance Code or any other applicable provision of law, issued by the Property Maintenance Division.
 - (2) A request for an informal conference or hearing will not extend the time for correction of immediate risks to life, health, or safety.
 - (3) None of the procedures for the appeal and subsequent hearing process extends the time allowed for the correction of violations noted in the original notice of violation or notice of abatement noted in subsequent notices of violation issued to the same person or about the same situation unless:
 - a. An extension of time allowed for the correction of violations is contained in the written determination provided by the code official after an informal conference [see subsection (b), below]; or

- b. An extension of the time allowed for the correction of violations is contained in the final decision issued by the Building Codes of Appeals pursuant to section 6-75 of the Richland County Code of Ordinances.
- (b) Informal conference.
- (1) An informal conference related to a violation shall occur at the time and place scheduled and shall provide the person requesting the conference with the opportunity to explain to the representatives of the Property Maintenance Division each issue disputed and the facts and circumstances of each dispute.
 - (2) Within ten (10) working days of the completion of the informal conference, the code official shall provide a written notification of its determination, to the person who requested the conference.
 - (3) The written determination shall sustain, overrule, or modify the original notice of violation that contained each issue disputed at the informal conference. Modification may include:
 - a. Changes to the original violation cited.
 - b. Where necessary to provide a reasonable time for compliance, an extension of the time within which the modified required corrective action shall be completed. The extension of time shall not exceed thirty (30) calendar days, or such longer period of time allowed by the code official, from the date of the code official's written determination or greater period of time as determined by the Property Maintenance Division.
 - (4) The written request for an informal conference shall be considered withdrawn if the person who submitted the request:
 - a. Does not appear at the mutually-agreed upon time and place scheduled for the informal conference, and
 - b. Does not notify the Property Maintenance Division, within five (5) calendar days prior to the date on which the informal conference was scheduled, with written confirmation of the good-cause reason for not appearing at the informal conference.
 - (5) If the code official determines that good cause exists for a postponement, the code official shall postpone an informal conference for a period of time not to exceed fifteen (15) working days and shall notify the person in writing of the time and date of the postponed conference. Otherwise, the code official shall confirm the automatic withdrawal and, if applicable, the denial of the request due to a lack of a good-cause reason, as determined by the code official.
- (c) Request for hearing: appeal of decision rendered in informal conference.

- (1) Any park/site owner or operator, cited person, or any registered owner of a mobile/manufactured home, who has received a notice of violation ordering abatement or correction of a violation of this chapter, the International Property Maintenance Code, or any other applicable provision of law from the Property Maintenance Division has the right to request a hearing on the matter before the Building Codes Board of Appeals after a decision is rendered in an informal conference or the code official has denied the request for an informal conference.
- (2) If a request for a hearing is not received within thirty (30) working days from the date of personal service or acknowledgment of receipt by mail of the notice, the Property Maintenance Division shall have the discretion to continue abatement proceedings.
- (3) If a hearing is requested, the appellant shall submit an application and pay the associated fee to the Property Maintenance Division within thirty (30) working days of the date of the denial of a request for an informal conference, or within thirty (30) working days of the date of the code official's written determination, following an informal conference, if the issues contained in the notice of violation and the request for hearing were disputed at the informal conference.
- (4) The written application for a hearing shall include:
 - a. The name, address, and phone number of the appellant;
 - b. The appellant's reasons for how the true intent of the International Property Maintenance Code or the rules legally adopted thereunder have been incorrectly interpreted, or why the provisions of the International Property Maintenance Code do not fully apply, or how the requirements of the International Property Maintenance Code are adequately satisfied by other means;
 - c. A summary of each issue to be disputed at the hearing; and
 - d. The remedy the appellant is seeking.
- (5) Upon receipt of a request for a hearing, the Property Maintenance Division shall set a time and place for the hearing before the Building Codes Board of Appeals and shall provide the appellant with a written notice of the scheduled time and place of the hearing.
- (6) The appellant shall have the right to apply to the code official for the postponement of the date of the hearing for a reasonable amount of time. The appellant shall provide a good cause for the request.
- (7) The code official shall grant a request for postponement if he/she determines that the appellant has a good cause for the postponement. The appellant shall only be allowed one postponement.

- (8) In the event that a cited violation constitutes an imminent danger representing an immediate risk to life, health and safety of persons or property which requires immediate correction, a request for a hearing shall not extend the time for the correction of the violation.
- (9) Upon receipt of the request for a hearing, the Property Maintenance Division shall not initiate any judicial or administrative action related to the defect or defects appealed until after the hearing. However, if the defect or defects cited become an imminent danger representing an immediate risk to life, health, and safety of persons or property which require immediate correction, the code official may demand immediate abatement or correction, and initiate any appropriate judicial or administrative action related to the defect or defects.

(d) Any cited person, owner, or other aggrieved person having any objections as to any proceedings or actions undertaken by the Building Codes Board of Appeals, shall have the right to apply to the appropriate court for a writ of certiorari to correct errors of law. After receipt of the final order or decision of the Building Codes Board of Appeals, an appeal from such decision may be taken to the circuit court by filing with the clerk of the court a petition in writing setting forth plainly, fully, and distinctly why the decision is contrary to law. The appeal must be filed within thirty (30) days after the decision of the Building Codes Board of Appeals is mailed. For the purposes of this section, “aggrieved person” or entity is any person that claims to have been injured by actions of the Property Maintenance Division that would permit the person to file a lawsuit in court.

Sec. 6-219 – 6-222. Reserved.

SECTION II. The Richland County Code of Ordinances, Chapter 6, Buildings and Building Regulations; is hereby amended to add a new article, to read as follows:

ARTICLE XIII. PENALTIES

Sec. 6-223. Penalties.

Any person who violates any of the provisions of this chapter shall be deemed guilty of a misdemeanor and shall be subject to a fine not exceeding five hundred (\$500) dollars or to imprisonment not exceeding thirty (30) days. Each day during which such violation continues shall constitute a separate offense.

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

SECTION V. Effective Date. This ordinance shall be effective from and after _____, 2014.

RICHLAND COUNTY COUNCIL

BY: _____
Norman Jackson, Chair

ATTEST THIS THE ____ DAY
OF _____, 2014

S. Monique McDaniels
Clerk of Council

RICHLAND COUNTY ATTORNEY’S OFFICE

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

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

Richland County Council Request of Action

Subject

An Ordinance Amending the Richland County Code of Ordinances; Chapter 17, Motor Vehicles and Traffic; Article II, General Traffic and Parking Regulations; Section 17-9, Through Truck Traffic Prohibited; Subsection (A); so as to prohibit through truck traffic on Longreen Parkway in Richland County, South Carolina **[SECOND READING]**
[PAGES 75-80]

Notes

September 23, 2014 - The Committee recommended that Council approve the ordinance amendment. Staff will ensure the "Through Truck Prohibited Traffic" signs are placed at the appropriate intersections.

First Reading: October 7, 2014

Second Reading:

Third Reading:

Public Hearing:

Richland County Council Request of Action

Subject: Ordinance Amendment - Through Truck Prohibited on Longreen Parkway

A. Purpose

County Council is requested to approve an ordinance amendment to the Richland County Code of Ordinances, Chapter 17, Motor Vehicles and Traffic; Section 17-9. Through truck traffic; to include Longreen Parkway.

B. Background / Discussion

Longreen Parkway (Parkway) serves as the main road through the Longreen community. The Parkway is bordered on both sides by schools and entrances to residential housing subdivisions, and consists of two lanes with some turning lanes. Over the years, the large volume of heavy truck traffic along the Parkway has contributed to the deterioration of the road. Additionally, it has turned a quaint community road into a major connector. There are other routes that the heavy trucks can use to avoid using the Parkway. Considering these points, we are requesting an ordinance amendment to Section 17-9 of the County's Code of Ordinances to include the Parkway. This amendment will prohibit truck traffic on the Parkway (see the attached ordinance, reflecting the proposed amendment).

C. Legislative / Chronological History

This is a staff-initiated request. Therefore, there is no legislative history.

D. Financial Impact

Given that the Parkway is maintained by the county, the financial impact to the county would be negligible. The county would have to install two (2) "Through Truck Prohibited Traffic" signs (see attached map of the Parkway and location of the aforementioned signs)

E. Alternatives

1. Approve the ordinance amendment to Section 17-9 of the County's Code of Ordinances to include the Longreen Parkway, prohibiting through truck traffic on Longreen Parkway within Richland County.

2. Do not approve the ordinance amendment to Section 17-9 of the County's Code of Ordinances to include the Longreen Parkway, prohibiting through truck traffic on Longreen Parkway within Richland County.

F. Recommendation

It is recommended that County Council Approve the ordinance amendment to Section 17-9 of the county's code to include the Longreen Parkway, prohibiting through truck traffic on Longreen Parkway within Richland County.

Recommended by: Ismail Ozbek, P.E.

Department: Public Works

Date: 09/03/2014

G. Reviews

Finance

Reviewed by: Daniel Driggers

Date: 9/5/14

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Legal

Reviewed by: Elizabeth McLean

Date: 9/5/14

Recommend Council approval

Recommend Council denial

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

Administration

Reviewed by: Sparty Hammett

Date: 9/5/14

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

STATE OF SOUTH CAROLINA
COUNTY COUNCIL FOR RICHLAND COUNTY
ORDINANCE NO. ____-14HR

AN ORDINANCE AMENDING THE RICHLAND COUNTY CODE OF ORDINANCES; CHAPTER 17, MOTOR VEHICLES AND TRAFFIC; ARTICLE II, GENERAL TRAFFIC AND PARKING REGULATIONS; SECTION 17-9, THROUGH TRUCK TRAFFIC PROHIBITED; SUBSECTION (A); SO AS TO PROHIBIT THROUGH TRUCK TRAFFIC ON LONGREEN PARKWAY IN RICHLAND COUNTY, SOUTH CAROLINA.

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

SECTION I. The Richland County Code of Ordinances; Chapter 17, Motor Vehicles and Traffic; Article II. General Traffic and Parking Regulations; Section 17-9, Through Truck Traffic Prohibited; Subsection (a); is hereby amended to read as follows:

Section 17-9. Through truck traffic prohibited.

(a) All through truck traffic is prohibited on the following roads in Richland County, South Carolina:

- (1) Sparkleberry Lane;
- (2) Congress Road between Leesburg Road and Garners Ferry Road;
- (3) Bynum Road;
- (4) Summit Parkway;
- (5) Valhalla Drive;
- (6) Olympia Avenue between Heyward Street and Bluff Road;
- (7) Bakersfield Road between Dutch Square Boulevard and Morninghill Drive;
- (8) N. Donar Drive; ~~and~~
- (9) Prima Drive; ~~and~~
- (10) Longreen Parkway.

SECTION II. Severability. If any section, subsection, or clause of this Ordinance shall be held by a court of competent jurisdiction to be unconstitutional or otherwise invalid, such finding shall not affect the validity of the remaining sections, subsections, and clauses of this Ordinance.

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

SECTION IV. Effective Date. This Ordinance shall be enforced from and after _____, 2014.

RICHLAND COUNTY COUNCIL

BY: _____
Norman Jackson, Chair

ATTEST this the ____ day of
_____, 2014

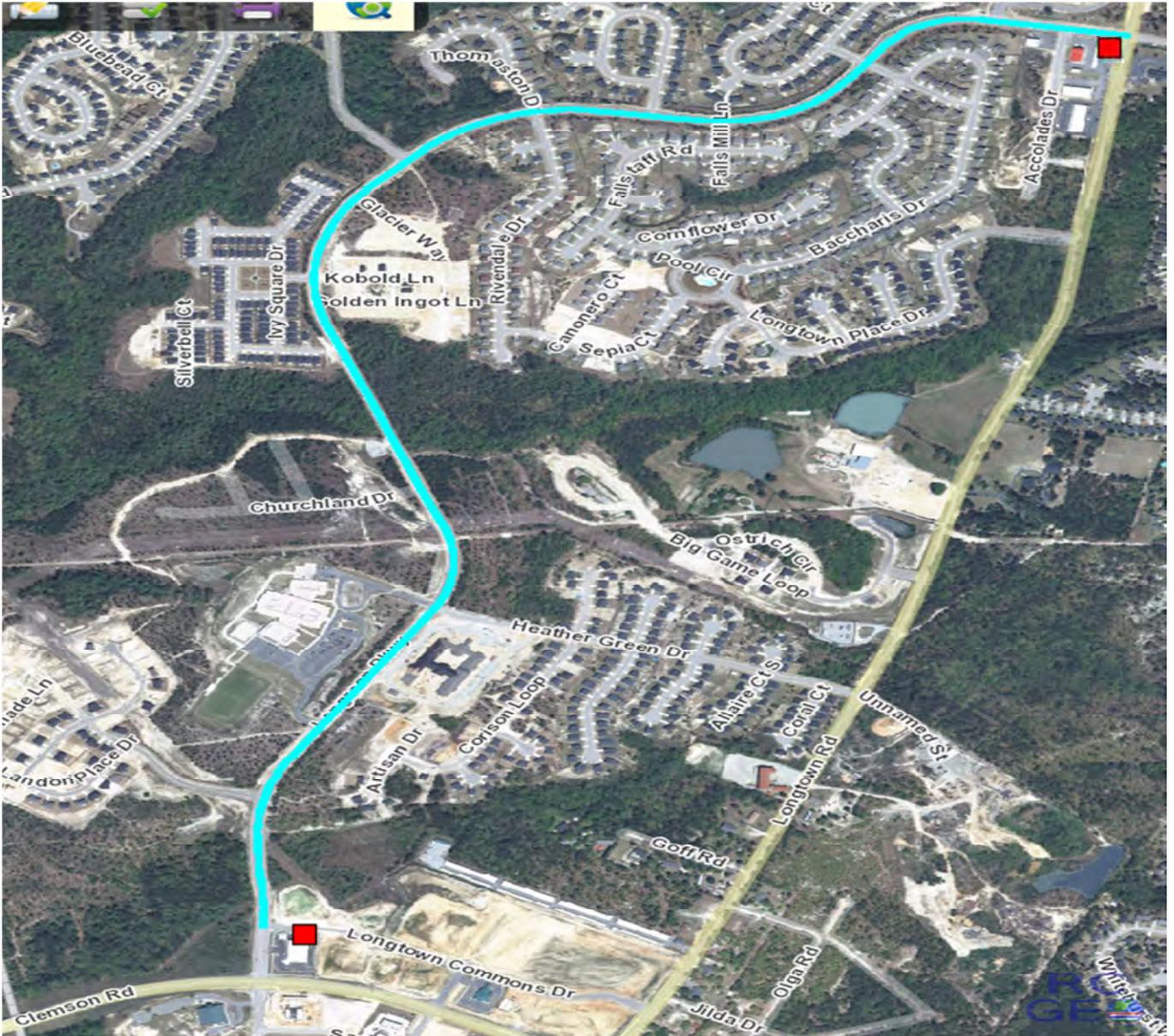
S. Monique McDaniels
Clerk of Council

RICHLAND COUNTY ATTORNEY'S OFFICE

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

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

Map of Longreen Rd. and location of the 2 “Through Truck Prohibited Traffic” signs



Please note: Longreen Rd. is highlighted in blue in the map above. The red boxes indicate the location of the “Through Truck Prohibited Traffic” sign in the map above.

Richland County Council Request of Action

Subject

An Ordinance Authorizing a lease to Untied Way of the Midlands for 1205.3± Square Feet of space at 2000 Hampton Street, 3rd Floor **[SECOND READING] [PAGES 81-92]**

Notes

September 23, 2014 - The Committee recommended that Council approve the lease and ordinance as presented in the agenda packet.

First Reading: October 7, 2014

Second Reading:

Third Reading:

Public Hearing:

Richland County Council Request of Action

Subject: United Way of the Midlands – Temporary Use of Space at the Health Department for the Optometry Clinic

A. Purpose

Council is requested to approve the lease agreement (and ordinance authorizing such lease) related to the United Way's temporary use of space for the optometry clinic on the 3rd floor of the Health Department.

B. Background / Discussion

The 3rd floor of the Health Department is vacant except for the optometry clinic, which is currently utilizing approximately 1900 square feet. The optometry clinic operates through a partnership between United Way and the South Carolina Optometric Physicians Association. Licensed optometric physicians volunteer to provide free comprehensive eye care (eye and vision exams, prescriptions, eyeglasses) to adults in Richland County that are less than or equal to 200% of the federal poverty level, 18 years of age or older, and have no vision insurance. The clinic is open for services the 1st and 3rd Tuesday of each month from 12:00 p.m. – 5:00 p.m.

The newly approved Office of Small Business Opportunity (OSBO) will be located in this space that is currently occupied by the optometry clinic. Therefore, the optometry clinic must relocate.

Administration, Support Services, the Health Department, and the United Way of the Midlands have agreed to relocate the optometry clinic to another area on the 3rd floor of the Health Department. The current and proposed spaces for the optometry clinic are outlined in the attachment. The red area is the space currently in use; the navy blue is adjacent space that was available for use, although it has been left vacant and unused; and the proposed temporary space is indicated in orange. Staff has walked through the proposed area with the optometry clinic stake holders and management, and there are no concerns with the size, layout, or location of the proposed space. There are no modifications needed or requested for the selected space to work well for the optometry clinic.

The space will be provided free of charge to the optometry clinic, as it is now, up until such time as the County needs the space. Once the County needs the space, the clinic is responsible for relocating elsewhere.

The County will continue to pay for the utilities associated with this space, along with janitorial duties, as it does now. The United Way of the Midlands will pay for all other costs associated with the clinic. Therefore, this is a cost neutral proposal.

It is at this time that staff requests Council's approval of the attached lease, and the ordinance authorizing the lease.

C. Legislative / Chronological History

The optometry clinic has been housed on the 3rd floor of the Health Department for two (2) years.

As a result of the creation of the new OSBO, space is needed. The optometry clinic’s current location is the ideal spot for the OSBO. Therefore, this request was generated by staff.

D. Financial Impact

This is a cost neutral proposal.

E. Alternatives

1. Approve the ordinance and lease as presented.
2. Do not approve the ordinance and lease. The optometry clinic would be forced to relocate elsewhere.

F. Recommendation

It is recommended that Council approve the lease and ordinance as presented. The County currently has no need for the space, but when it is needed, the clinic must vacate. Also, this is a cost neutral proposal.

Recommended by: Roxanne Ancheta

Department: Administration

Date: 9-4-14

G. Reviews

Finance

Reviewed by: Daniel Driggers

Date: 9/9/14

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Recommendation is based on ROA information that assessment supports that space is available and not needed, the request continues an existing agreement and requires no additional cost.

Support Services

Reviewed by: John Hixon

Date: 9/10/14

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: I have met with the Health Dept. Regional Administrator, United Way Executive Director, United Way Health Council Senior Director, Free Clinic Executive Director, Eye Care Clinic Director, and multiple other stake holders in the review and logistics for relocating the current eye clinic. All are in agreement that the new space will work well for the operation. This move will allow the County OSBO department to move into County owned and completely supported space that will promote excellent workflow and allow for potential growth beyond what Council has already considered.

Legal

Reviewed by: Elizabeth McLean

Date: 9/10/14

Recommend Council approval

Recommend Council denial

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

Administration

Reviewed by: Roxanne Ancheta

Date: September 10, 2014

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: It is recommended that Council approve the attached lease and ordinance as presented. The relocation will benefit the OSBO, while causing no negative impacts to the optometry clinic.

STATE OF SOUTH CAROLINA
COUNTY COUNCIL FOR RICHLAND COUNTY
ORDINANCE NO. ____-14HR

AN ORDINANCE AUTHORIZING A LEASE TO UNITED WAY OF THE MIDLANDS FOR 1205.3± SQUARE FEET OF SPACE AT 2000 HAMPTON STREET, 3RD FLOOR.

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

SECTION I. The County of Richland and its employees and agents are hereby authorized to lease 1205.3± sq. ft. of space on the 3rd Floor of 2000 Hampton Street to the United Way of the Midlands, as specifically described in the Lease Agreement, a copy of which is attached hereto and incorporated herein.

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

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

SECTION IV. Effective Date. This ordinance shall be enforced from and after _____, 2014.

RICHLAND COUNTY COUNCIL

By: _____
Norman Jackson, Chair

Attest this _____ day of
_____, 2014.

S. Monique McDaniels
Clerk of Council

RICHLAND COUNTY ATTORNEY'S OFFICE

Approved As To LEGAL Form Only

No Opinion Rendered As To Content

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

older, and have no vision insurance.

3. Term. The term of this Agreement shall be for a period of one (1) year from the date of execution, unless otherwise terminated under the provisions provided below. This Lease Agreement shall automatically renew on the same terms and conditions as stated herein, for four (4) consecutive one (1) year terms, unless either party gives ninety (90) days written notice before the expiration of any term.

4. Rent/Consideration. The Lessee shall not be required to pay a rental fee to the County for lease of the Property. In lieu of a rental fee, consideration for this Lease Agreement shall be Lessee's continuance of the eye clinic under the terms specifically provided in paragraph 2, above, and as is elsewhere provided herein.

5. Transition from Current Space. Lessee agrees to move its entire business operation from the previous space to the Leased Premises no later than two (2) weeks after the execution of this Lease Agreement.

6. Termination, Breach and Non-Appropriations. Either party may terminate this Lease Agreement at any time with 90 days written notice to the other party. In the event of a breach by Lessee of any provision of the Lease Agreement, the County shall serve upon the Lessee a written notice specifying with particularity wherein such default or breach is alleged to exist and that the Lessee has fifteen (15) days to cure such breach or default after the serving of such notice on it. If the breach is not cured within the allotted time, the County may, at its option, terminate the Lease Agreement immediately without further obligations under the Lease Agreement.

7. Utilities and Maintenance. The County shall be responsible for the cost of all utilities on the property during the lease Term. The County shall also be responsible for maintaining the Property in a reasonably good condition during the Lease Term and providing daily routine janitorial services. Lessee shall be solely responsible for its equipment and personal

property.

8. Erection of Signs. The Lessee shall have the right to erect appropriate signs or markings designating and identifying its use of the Property; however, the location, number, size, and appropriateness of any signs or markings must receive prior approval from the County. The County agrees not to unreasonably withhold such approval.

9. Insurance/Indemnification. Lessee shall maintain a comprehensive liability policy sufficient to meet the coverage and limits set forth under the requirements of the South Carolina Tort Claims Act. Lessee's insurance policy shall specifically cover personal injury loss and claims, as well as property loss from theft, fire, and other natural disasters; the County shall not be responsible for any such damages or loss.

Lessee agrees to indemnify and to hold harmless Richland County, its employees, officers, agents, successors and assigns from and against any and all liability, damages, losses, costs, expenses, demands, claims, suits, actions and causes of action on account of, or in any way arising from the Lessee's use and occupation of the Leased Premises, except to the extent such losses, claims, suits, and other liability are caused solely by the County.

10. Improvements/Modifications. Lessee agrees to take possession of the Leased Premises in "as-is" condition and that no improvements or modifications are needed to the Leased Premises before Lessee occupies such space. Lessee further agrees that no improvements and modifications shall be made during the Term of this Lease Agreement without prior written approval of the County. Any such approved improvements or modifications will be the sole financial responsibility of the Lessee unless otherwise agreed to in writing by the County.

11. Assignment/Sub-Lease. This Lease Agreement may not be assigned by either party. Lessee may not sub-lease the Property without prior written consent of the County.

12. Entire Agreement. This Agreement constitutes the entire understanding between

the parties, and as of its effective date supersedes all prior or independent agreements between the parties covering the subject matter hereof. Any change or modification hereof must be in writing signed by both parties.

13. Severability. If a provision hereof shall be finally declared void or illegal by any court or administrative agency having jurisdiction, the entire Lease Agreement shall not be void, but the remaining provisions shall continue in effect as nearly as possible in accordance with the original intent of the parties.

14. Notice. Any notice given by one party to the other in connection with this Agreement shall be in writing and shall be sent by registered mail, return receipt requested, with postage and registration fees prepaid:

1. If to Richland County, address to:

Richland County
c/o W. Anthony McDonald, Administrator
2020 Hampton Street
Post Office Box 192
Columbia, South Carolina 29202

2. If to Lessor, address to:

Notices shall be deemed to have been received on the date of receipt as shown on the return receipt.

15. Governing Law. This Agreement is to be construed in accordance with the laws of the State of South Carolina.

16. Miscellaneous Provisions.

a. The failure of any party to insist upon the strict performance of any provision of this Lease Agreement shall not be deemed to be a waiver of the right to insist upon strict performance of such provision or of any other provision of this Lease Agreement at any subsequent

time. Waiver of any breach of this Lease Agreement by any party shall not constitute waiver of any subsequent breach.

b. The parties hereto expressly agree that this Lease Agreement in no way creates any agency or employment relationship between the parties or any relationship which would subject either party to any liability for any acts or omissions of the other party to this Agreement.

IN WITNESS WHEREOF, this Agreement has been duly executed by the parties hereto.

Witnesses as to Lessee:

UNITED WAY OF THE MIDLANDS

By: _____

Name: _____

Its: _____

Witnesses as to Richland County:

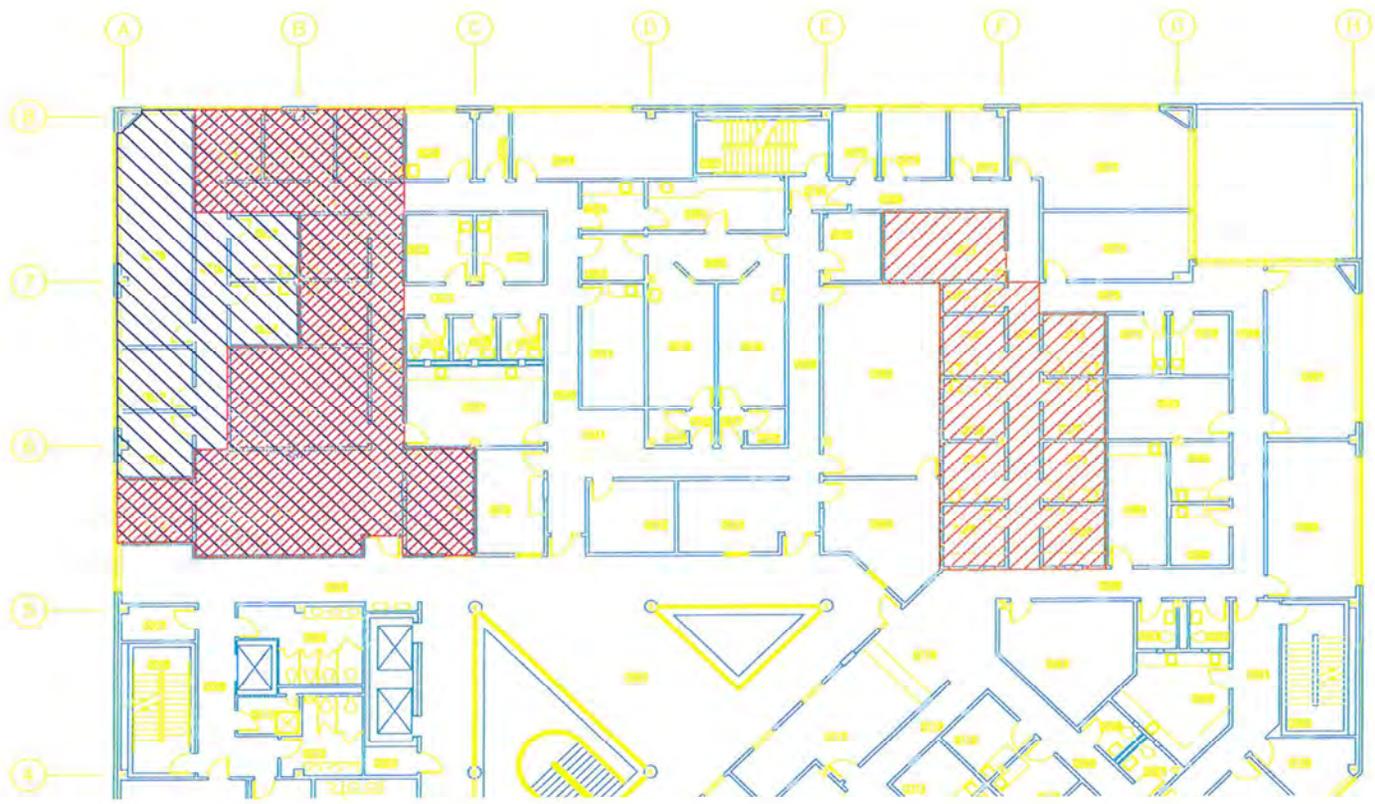
**RICHLAND COUNTY,
SOUTH CAROLINA**

By: _____

Name: _____

Its: _____

EXHIBIT A



Proposed Temp Eye
Clinic Space:
1,205.3 Sq. Ft.

Current Eye Clinic
Space Allotted:
2,972.4 Sq. Ft.

Current Eye Clinic
Space Used:
1,963.5 Sq. Ft.

Richland County Council Request of Action

Subject

An Ordinance Amending the Fiscal Year 2014-2015 Hospitality Tax Fund Annual Budget to appropriate \$30,000 of Hospitality Fund Balance to provide funding for Palmetto Capital City Classic **[SECOND READING] [PAGES 93-105]**

Notes

September 23, 2014 - The Committee forwarded this item to Council without a recommendation.

First Reading: October 7, 2014

Second Reading:

Third Reading:

Public Hearing:

Richland County Council Request of Action

Subject: Palmetto Capital City Classic Funding Request

A. Purpose

County Council is requested to fund the Palmetto Capital City Classic at \$30,000.

B. Background / Discussion

On September 9, 2014, Councilman Jackson brought forth the following motion:

“Move to send the Palmetto Capital City Classic request for additional funding in the amount of \$30,000 to committee for a recommendation”

The Palmetto Capital City Classic submitted a funding request in August 2014 asking for an additional \$30,000 to assist in funding security, rental and entertainment expenditures for their August 2014 events. Their letter of request is attached for reference.

The organization requested \$100,000 and received \$30,000 in Hospitality Tax and Accommodations Tax funds in the FY15 budget process.

The Palmetto Capital City Classic football game and related events (golf tournament, gospel concert, beauty pageant, comedy show, etc.) occurred the week of August 25 – 30, 2014. Events are held around Columbia and in Richland County in venues such as Williams Brice Stadium, Medallion Center, the Township and Linrick Country Club.

The chart below shows the County’s FY14 and FY15 funding history of this event.

	FY14 Allocation	FY15 Grant Request	FY15 Allocation
ATax	\$23,000	\$50,000	\$20,000
HTax	\$52,000*	\$50,000	\$10,000
Total	\$75,000	\$100,000	\$30,000

*The Palmetto Capital City Classic requested additional funds for security and was awarded an additional \$47,000 in FY14 for a total of \$75,000 (\$23,000 ATax + \$5,000 HTax + \$47,000 HTax = \$75,000).

Per the 2014 Council Retreat, out of cycle requests are to be routed to the Grants Manager for review prior to Council submitting a motion for action. The organization has an application on file for FY15. The expenditures outlined in their request are eligible for funding. The organization is eligible as a 501 c 3 organization.

C. Legislative / Chronological History

- Allocation of \$30,000 during the FY15 Budget process – June 2014
- Motion by Councilman Jackson on September 9, 2014

D. Financial Impact

Allocating additional funds to this organization will cause a financial impact and will require a budget amendment. A source of funding will need to be identified and it will require three readings and a public hearing. This type of allocation is typically funded through Hospitality Tax funds.

E. Alternatives

1. Approve the request to fund the Palmetto Capital City Classic at \$30,000.
2. Approve the request to fund the Palmetto Capital City Classic at an amount determined by Council.
3. Do not approve the motion to fund the Palmetto Capital City Classic.

F. Recommendation

This recommendation was made by Mr. Jackson. This is a policy decision for Council.

Recommended by: Norman Jackson

Department: County Council

Date: 9/9/14

G. Reviews

Finance

Reviewed by: Daniel Driggers

Date: 9/12/14

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Request would require a budget amendment as stated.

Grants

Reviewed by: Sara Salley

Date: 9/12/14

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

This is a funding decision to be made at Council’s discretion. The organization received funds in FY15 from both ATax and HTax grant programs and this is an out of cycle request.

Legal

Reviewed by: Elizabeth McLean

Date: 9/12/14

Recommend Council approval

Recommend Council denial

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

Administration

Reviewed by: Roxanne Ancheta

Date: September 15, 2014

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: This is a policy decision of Council. The organization received funds in FY15 from both ATax and HTax grant programs, and this is also an out-of-cycle request.



August 27, 2014

The Honorable Norman Jackson
Chairman, Richland County Council
2020 Hampton Street
Columbia, SC 29202

Re: Hospitality Tax Funding for 2014 Palmetto Capital City Classic

Dear Mr. Chairman:

Thank you so much for speaking with Coach Willie Jeffries and me about the funding needed to ensure the success of the 2014 Palmetto Capital City Classic. This great event has been ongoing for 13 consecutive years and we appreciate your support. Great attendance is expected this year and we know all hotel rooms are full this week.

As stated in our original application (copy attached) we requested \$50,000.00 from Hospitality Tax Funding back in March 2014 and we were awarded only \$10,000.00 in Hospitality Tax funding. We appreciate that, however as stated last year and again to Ms. Sara Salley, our cost for security for the Classic has escalated to great levels and so has the cost for venue rentals and artists for classic events we need additional funds.

Accordingly, we are asking Council to provide to us at a minimum an additional \$30,000.00 in Hospitality Tax funds for the 2014 classic. This is a reduction of \$10,000.00 below what was originally requested in March 2014. Coach Jeffries and I are willing to meet with you and members of County Council to discuss if necessary and to appear before Council to make this request. We know there is a process for doing this and we understand it will take several hearings and readings before Council can approve. We need your help and support and we appreciate all that you have done for us.

Please feel free to call me at (803)319-4112 or Coach Jeffries at (803)378-6060. Once again, thank you for your support and help as we continue to grow this great event.

Sincerely,

Bobby D. Gist
Executive Assistant to the Chair

Enclosure(s)

Copy of 2014 Original Application & Request

- c. Coach Willie E. Jeffries – Chair, PCCC Committee
Ms. Sara Salley – Richland County Grants Manager ✓

Palmetto Capital City Classic * P.O. Box 4455 * Columbia, SC 29204-4455
Phone 803-252-9200 * Fax 803-252-9202



March 3, 2014

Ms. Sara J. Salley
Richland County Grants Manager
2020 Hampton Street
Suite 4069
Columbia, SC 29202

Re: Hospitality Tax Application 2014-2015

Dear Ms. Salley:

Enclosed is an original copy of the Palmetto Capital City Classic Hospitality Tax Application along with six (6) copies of the original application. Please advise if you need any additional information.

Sincerely,

Bobby D. Gist
Executive Assistant

c. Willie E. Jeffries
Chair, Board of Directors
Palmetto Capital City Classic Committee

Enclosure(s)



HOSPITALITY TAX COUNTY PROMOTIONS APPLICATION
Funding for FY14 (July 1, 2014 – June 30, 2015) Due: March 3, 2014

INCORPORATION DATE: May 14, 2003	FEDERAL ID: 57-1159467
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ORGANIZATION: Palmetto Capital City Classic

MISSION STATEMENT: The purpose of the Palmetto Capital City Classic is to promote the educational endeavors of Historical Black Colleges and Universities (HBCUs) by providing scholarships and financial support for South Carolina based students who attend those educational institutions by sponsoring public events such as the Palmetto Classic football game and other ancillary events in Richland County, South Carolina.

CONTACT: Bobby D. Gist	TITLE: Executive Assistant
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ORGANIZATION STREET ADDRESS: 2352 Two Notch Road, Columbia, SC 29204

ORGANIZATION MAILING ADDRESS: P.O. Box 4455, Columbia, SC 29204-4455

PHONE: (803)252-9200	EMAIL: bgist@mailbox.sc.edu
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PROJECT TITLE: Palmetto Capital City Classic (PCCC)

TOTAL AMOUNT REQUESTED: \$50,000.00	TOTAL PROJECT COST: \$395,000.00
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PROJECT START DATE: August 25, 2014	PROJECT END DATE: August 30, 2014
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PROJECTED FULL ATTENDANCE: 30,500 – 32,500	PROJECTED NUMBER OF TOURISTS: 10,000 – 15,000
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PROJECTED MEALS CONSUMED: 20,000 – 30,000	PROJECTED OVERNIGHT STAYS: 8,000 – 10,000
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DESCRIPTION OF HOW YOUR ORGANIZATION DETERMINED THE NUMBERS ABOVE (also indicate the numbers of meals and room stays estimated in unincorporated Richland County): The 2014 Palmetto Capital City Classic marks the renewal of the South Carolina State University and Benedict College rivalry in college football. A rivalry in college football that goes back seventy-six (76) years and is being renewed for the second year in a row. These two (2) South Carolina based teams will attract a great fan base that we have had over the past ten (10) years. The Palmetto Capital City Classic is entering year number thirteen (13) and based upon our past twelve years of promoting this event, we project that fans once again will make this a marquee weekend experience; they will arrive on Friday morning and leave out on Sunday afternoon after the game. Last year our host hotels were filled to capacity and we have always housed our visiting teams, their bands and fans at hotels located in the Richland Northeast area and Sumter highway area. We, conservatively, project that all fans attending from out of town will have at least 2 meals per day at local restaurants and be very supporting of merchants with their purchases of goods and services at area clubs and restaurants and look forward to this weekend. This will definitely be a great game and the fans of both schools can't wait for this game as a part of the Classic. In addition, this will be the only college game in town on this date. We have in the past held events both within the incorporated and unincorporated areas of the county and plan to do so this year, most notably the Golf Tournament at the LinRick Golf Course and at the Township Auditorium for our Jazz Show, and Coble Plaza for our Drum-line Show.

PROGRAM LOCATIONS: Please list the **street** address of all program locations that will be funded through H-Tax grant funds. Please indicate if program or project will be held on County property.
 Columbia Convention Center – 1101 Lincoln Street, Columbia, SC 29201
 Charlie W. Johnson Stadium – 2200 Two Notch Road, Columbia, SC 29204
 (Richland County District #7) Medallion Center – 7309 Gamers Ferry Road
 (Richland County District #11) Linrick Country Club – 356 Campground Road, Columbia, SC 29202
 (Richland County) The Township Auditorium – 1703 Taylor St. Columbia, SC 29201

PROJECT DESCRIPTION (You may attach one (1) additional sheet):

The Palmetto Capital City Classic Committee is a 501(c)3 non-profit organization that sponsors and promotes the Palmetto Capital City Classic football game and all its ancillary events. The Palmetto Capital City Classic (PCCC) is an annual event, highlighted by an intercollegiate football game that has been played in the Capital City of Columbia over the past twelve years. This year's game, the 13th Annual Palmetto Classic, will be played on Saturday, August 30, 2014 at 4:30 p.m. USC is not playing on this date and this will be the only college football game in town on this date. However, the 2014 Classic is more than just a one day event featuring a football game. It is an event that includes a full week of activities (promoted and managed by the Palmetto Capital City Classic Committee) leading up to the actual game itself, i.e. **Miss PCCC Beauty Pageant, the PCCC Gospel Fest, the PCCC Jazz Concert, the PCCC Comedy Show, the PCCC Pep Rally, the PCCC Golf Tournament** and the **PCCC Media Luncheon**, hosted by AT&T and **the PCCC Drum-line Show**, featuring high school and college bands from South Carolina, Virginia, North Carolina and Georgia. The Purpose of the Classic is to promote the educational endeavors of Historical Black Colleges and Universities (HBCUs) by providing scholarships and financial support for South Carolina based students who attend these educational institutions. The 2014 PCCC football game will be played between the Benedict College Tigers (Columbia, SC) and South Carolina State University Bulldogs (Orangeburg, SC) and will benefit these two institutions of higher education. This will be the second consecutive year this game has been played between these two teams and was last year staged very successfully without any incidents/arrests and generated one hundred thousand dollars in scholarships for these two universities/colleges. This year's PCCC will attract thousands of out of town visitors and tourists who will come to visit and support activities in Richland County and will have a tremendous economic impact upon area businesses. Given the fact that this will mark the second annual renewal of this historic game featuring these two South Carolina based teams, we are projecting record crowds for the 2014 PCCC game once again and all its ancillary events. In addition, the PCCC Jazz Show that will be held on Friday night, August 29, 2014, the night before the game at the Township Auditorium (a County owned facility) is always a sold out event and will ensure weekend hotel visitors and fans. In addition, the PCCC Golf Tournament, which is always sold out, will be held at the LinRick Country Club, a County owned golf club. The renewal of this great rivalry will result in tremendous fan attendance. Given the support of not only the two participating universities, but the support of area and statewide fans both in state and out of state, this should once again be the best attended game that has been held over the past ten (10) years. This will be a marquee event and benefit the restaurant, hotel and club business as well as other local businesses.

ECONOMIC IMPACT AND COST BENEFIT

Provide project income and expenses for the last two years for the project you are requesting H-Tax funds as well as the projections for FY14. This section must be completed even if you did not apply for County H-Tax funds in the past.

These figures should be for the full project/event budget, not just the grant portion.	FY 11-12 July 2011 – June 2012	FY 12-13 July 2012 – June 2013	Projected FY 13-14 July 2013 – June 2014
Total Income (sponsors, grants, ticket sales, food sales, etc.)	156,008.70	359,895.26	395,000.00
Total Expenses (rentals, marketing, supplies, contracts, etc.)	152,431.03	357,036.27	393,000.00
Net Proceeds (Income – Expenses)	3,577.67	2,858.99	2,000.00

FOR NEW EVENTS, PROVIDE EVIDENCE OF SUCCESS FOR SIMILAR PROGRAMS/EVENTS: (Leave blank if this is not a new event/program)

HOW WILL YOUR ORGANIZATION USE INCOME, IF ANY, GENERATED BY THIS PROGRAM/EVENT?

All income minus expenses will be used to fund scholarships that support both South Carolina based universities who are the featured teams in this year's classic.

BENEFIT TO TOURISM AND COMMUNITY

BENEFIT TO TOURISM (How does it promote and highlight unincorporated Richland County's historic and cultural venues, recreational facilities and events, and the uniqueness and flavor of the local community.)

The Palmetto Capital City Classic will attract tourists from North Carolina and South Carolina, Virginia, and Georgia. People will travel in to see the game and participate in the ancillary events surrounding the week of the game and visit local attractions i.e. Riverbanks Zoo, the State Museum, the Vista, The Village at Sandhill and other business establishments. The PCCC offers visitors the opportunity to participate in worthwhile cultural activities while visiting Richland County, Columbia, and the Palmetto State. The PCCC brought over 10,000 tourists into town last year and they became hotel guests and customers. Local businesses, restaurants and hotels will also benefit during the week of the PCCC by sales to tourists/visitors who will be in town for the Classic and Classic ancillary events, i.e. Jazz Show, Golf Tournament, Gospel Show, and Drum-line Show. The Classic is in its thirteenth (13th) year and this will mark the second annual renewal of this historic game featuring these two South Carolina based teams.

BENEFIT TO COMMUNITY IN WHICH PROJECT WILL BE HELD:

Richland County will benefit economically in that sales tax and accommodations tax dollars will be generated and local businesses and area vendors will have thousands of out of town/state visitors to market and expose their products and services. Hotels located in the Richland Northeast area (The Holiday Inn Northeast) will house the visiting team, bands and visiting fans as they have done the past several years. In addition, we will hold two receptions in the Richland Northeast area for visiting fans, as well as a block party during the week of the game in the Two Notch Road area directly in front of the Benedict College football stadium as well as our annual Jazz Show at the Township Auditorium and our annual Golf Tournament at the LinRick Golf Course, both of which are funded and owned by Richland County.

ORGANIZATIONAL CAPACITY

MANAGEMENT CAPABILITY TO MAKE THIS PROJECT SUCCESSFUL:

The Palmetto Capital City Classic Committee has successfully managed this event and other ancillary events for the past twelve (12) years and has generated more than \$900,000 in scholarship dollars. The PCCC Committee is a private 501(c)3 organization that has built partnerships with the private sector and local and national businesses in promoting and marketing the Palmetto Capital City Classic as a marquee event in the state of South Carolina.

OUTLINE PROJECT MARKETING PLAN (Include how you plan to reach tourists and work with local restaurants. Also include tracking mechanism used to determine tourist attendance):

The Palmetto Capital City Classic Committee partners with Pepsi, Blue Cross, AT&T, BB&T and other vendors and will reach out to local restaurants and bars to host events during Classic week. The Palmetto Capital City Classic Committee will begin marketing and promoting the 2014 Classic between Benedict College and South Carolina State University on April 1, 2014, approximately 4 months ahead of our normal marketing time frame. We will continue to work with our in-state and out-of-state marketing partners and utilize our expanded network of alumni and fans around the southeast to promote and market this great event. The PCCC uses sample surveys and questionnaires and gross revenue as tracking mechanisms to determine the success of our project.

REQUIRED ATTACHMENTS: Attachments MUST be submitted along with proposal. Incomplete applications will not be evaluated.

- Budget and expense justification (See budget form below)
- Letter from IRS confirming nonprofit status and proof of registration with the SC Secretary of State's Office
- List of organization's current Board Members/Directors
- Organization's most recent audited financial statement or 990 tax return

Optional Attachments

- One (1) additional page for project description
- One (1) additional page for budget narrative/justification

STATEMENT OF ASSURANCES

Upon grant application acceptance and funding award, applicant agrees that financial records, support documents, statistical records and all other records pertinent to Hospitality Tax funding shall be retained for a period of three years. All procurement transactions, regardless of whether negotiated or advertised and without regard to dollar value, shall be conducted in a matter so as to provide maximum open free competition. The funding recipient shall establish safeguards to prohibit employees from using their positions for a purpose that has the appearance of being motivated by a desire for private gain for themselves and others. All expenditures must have adequate documentation. All accounting records and supporting documentation shall be available for inspection by Richland County upon request. No person, on the basis of race, color, or national origin, should be excluded from participation in, be denied the benefit of or be otherwise subjected to discrimination under the program or activity funding in whole or in part by Hospitality Tax funds. Employment made by or resulting from Hospitality Tax funding shall not discriminate against any employee or applicant on the basis of handicap, age, race, color, religion, sex, or national origin. None of the funds, materials, property, or services provided directly or indirectly under Hospitality Tax funding shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office. The applicant hereby certifies that the information submitted as part of this application is accurate and reliable. Any change and/or variation must be reported immediately, otherwise, funding may be withheld.

Providing signature of the Executive Director and Board Chair of the organization verifies accuracy of the information provided in this application and attachments as well as agreeing to the assurances written above.

Board Chair

Date

Executive Director

Date

HOSPITALITY TAX GRANT BUDGET FORM

List the expenses for your project below. Add expense categories in the blank lines below, if needed.

Expense Category	County H-Tax Request	Other Sources	Total
Advertising/Marketing/Promotion/Billboards	20,000.00	30,000.00	50,000.00
Advertising/Marketing Related Salary			
Advertising/Marketing Related Contractors		25,000.00	25,000.00
Municipal Services/Security	10,000.00	25,000.00	35,000.00
Entertainment/Speakers/Guest Artists/Instructors			
Event Rentals	20,000.00	15,000.00	35,000.00
Supplies		8,000.00	8,000.00
Consultants/Contractors		10,000.00	10,000.00
Event Signage (directional, non-promotional)		15,000.00	15,000.00
Other – Hotel Expenses		15,000.00	15,000.00
Other – Scholarships		150,000.00	150,000.00
Other – Stadium Rental Operation Cost		50,000.00	50,000.00
Total	50,000.00	343,000.00	393,000.00

List the income sources for your program or project below. Include the amount requested in this application.

Income Source	Amount	Pending/Received
FY14 Richland County H-Tax Request	50,000.00	Pending
Outdoor Billboard Advertising – Local & Regional	10,000.00	Pending
Magazine & Other Media Advertising	10,000.00	Pending
Venue Rental	20,000.00	Pending
Security – Fire Marshall & Police	10,000.00	Pending

Provide a detailed narrative/justification of expenses in the H-Tax Grant Request expense column. Add (1) additional sheet, if needed.

Richland County H-Taxes will be used to advertise, promote and provide security and venue rental for the 2014 Palmetto Capital City Classic game and related ancillary events such as the PCCC Gospel Show, PCCC Jazz Show, PCCC Golf Tournament and the PCCC Drum-Line Show.

Advertising \$20,000.00

- Outdoor Billboards (Statewide & Regional) \$10,000.00 – Lamar Advertising located in Lower Richland
- Newspaper & Magazine Advertising/Website \$10,000.00 – The State Newspaper (Lead Newspaper)

Security \$10,000.00

Game day security, fire marshals, EMS and traffic control security for ancillary events including the Richland County Sheriff's Department.

Venue Rental \$20,000.00

Township Auditorium & Stadium Rental, etc. as well as LinRick Golf Club, all located in Richland County.

H-Taxes will be used to help cover the projected cost for advertising, security and venue rental for Palmetto Capital City Classic events.

APPLICATION CHECKLIST

This sheet is not part of the application, but a tool to assist you in preparing your application.

Required Elements:

- Completed application form - Incomplete applications will not be evaluated. Answers such as N/A or See Attached are not appropriate. Please do not use font sizes lower than 10 point.
- Answer each question and make sure each point in the guidelines is addressed.
- Board Chair signed and dated the application
- Executive Director signed and dated the application – please note in the signature line if your organization does not have an executive director (all volunteer organization).
- Fill out the budget form and make sure your budget justification has enough detail.
- Letter from IRS confirming nonprofit status and proof of registration with the SC Secretary of State
- Attach list of current Board of Directors
- Attach most recent audited financial statement or most recent 990 tax form
- Attach additional one-page project description (**OPTIONAL**)
- Attach additional one-page budget narrative/justification (**OPTIONAL**)

Application Packet

- Made a copy to keep on file (applicant organization)
- Submit one original and 6 copies of the application (total of 7)
- Secured each application with a staple, paper clip or binder clip. No report folders or binders, please

REMINDERS

The Application deadline is 5:00 pm Friday, **February 22, 2013**. **Late applications will NOT be accepted.** Richland County does NOT accept applications sent via fax or email.

Mail Application to:

Richland County Administrator's Office
Attn: Sara Salley
PO Box 192
Columbia, SC 29202

Hand Deliver Application to:

Richland County Administrator's Office
Attn: Sara Salley
2020 Hampton Street, Suite 4069
Columbia, SC 29204

QUESTIONS

Call 803.576.2069 or email salleys@rcgov.us if you have any questions concerning the application process or the H-Tax County Promotions grant program.

STATE OF SOUTH CAROLINA
COUNTY COUNCIL FOR RICHLAND COUNTY
ORDINANCE NO.HT_01

AN ORDINANCE AMENDING THE FISCAL YEAR 2014-2015 HOSPITALITY TAX FUND ANNUAL BUDGET TO APPROPRIATE \$30,000 OF HOSPITALITY FUND BALANCE TO PROVIDE FUNDING FOR PALMETTO CAPITAL CITY CLASSIC.

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

SECTION I. That the amount of Thirty Thousand Dollars (\$30,000.00) be appropriated to provide funding for Palmetto Capital City Classic. Therefore, the Fiscal Year 2014-2015 Hospitality Tax Annual Budget is hereby amended as follows:

REVENUE

Revenue appropriated July 1, 2014 as amended:	\$ 6,035,000
Appropriation of Hospitality Tax Fund Balance:	<u>\$ 30,000</u>
Total Hospitality Tax Fund Revenue as Amended:	\$ 6,065,000

EXPENDITURES

Expenditures appropriated July 1, 2014 as amended:	\$ 6,035,000
Palmetto Capital City Classic:	<u>\$ 30,000</u>
Total Hospitality Tax Fund Expenditures as Amended:	\$ 6,065,000

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

SECTION IV. Effective Date. This ordinance shall be enforced from and after _____, 2014.

RICHLAND COUNTY COUNCIL

BY: _____
Norman Jackson, Chair

ATTEST THIS THE ____ DAY

OF _____, 2014

Clerk of Council

RICHLANDCOUNTYATTORNEY'S OFFICE

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

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

Richland County Council Request of Action

Subject

An Ordinance Amending the Richland County Code of Ordinances, Chapter 23, Taxation; Article VI, Local Hospitality Tax; so as to add the Township Auditorium as an agency **[SECOND READING] [PAGES 106-111]**

Notes

September 23, 2014 - The Committee recommended that Council approve the ordinance amendment to the Hospitality Tax Ordinance so as to add the Township Auditorium as an Ordinance Agency. Any additional changes to the ordinance will be included in a separate Request of Action and reviewed at the October 28, 2014 Committee meeting.

First Reading: October 7, 2014

Second Reading:

Third Reading:

Public Hearing:

Richland County Council Request of Action

Subject: Ordinance amending Hospitality Tax Ordinance so as to add the Township Auditorium as an HTax Ordinance Agency

A. Purpose

County Council is requested to approve an ordinance amending the Hospitality Tax Ordinance so as to add the Township Auditorium as an Ordinance Agency, in accordance with Council's vote in the FY2014-2015 Budget Ordinance, as well as cleaning up other disbursement language therein.

B. Background / Discussion

In the FY2014-2015 annual budget process, County Council voted to add the Township as an Ordinance Agency (i.e. one of the specifically named entities to receive HTax disbursement each year). In accordance with that vote, the standalone HTax ordinance needs to be amended to reflect the change.

Along with that change, two other changes are proposed to provide a cleaner, more accurate HTax ordinance. The first suggested change is the removal of the specific dollar amounts mentioned in the ordinance for the Ordinance Agencies, as those amounts are now set during the annual budget process. The second change involves removing all historical disbursement references, so as to make the ordinance more accurate and easier to follow. This change is not substantive in any way; rather, it is a "house cleaning" item. The historical references will still be available, if needed, as originals of all ordinances are housed in the county Legal Department and are available for review at any time; thus, previous versions of the Hospitality Tax Ordinance are always preserved.

C. Legislative / Chronological History

Follow-up to the FY2014-2015 budget ordinance.

D. Financial Impact

None associated with this amendment.

E. Alternatives

1. Approve the ordinance amendment.
2. Do not approve the ordinance amendment.
3. Approve the ordinance amendment with changes.

F. Recommendation

Recommended by: Elizabeth McLean

Department: Legal

Date: August 29, 2014

G. Reviews

(Please replace the appropriate box with a ✓ and then support your recommendation in the Comments section before routing on. Thank you!)

Please be specific in your recommendation. While “Council Discretion” may be appropriate at times, it is recommended that Staff provide Council with a professional recommendation of approval or denial, and justification for that recommendation, as often as possible.

Finance

Reviewed by: Daniel Driggers

Date: 9/5/14

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Grants

Reviewed by: Sara Salley

Date: 9/5/14

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Legal

Reviewed by: Elizabeth McLean

Date: 9/8/14

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Administration

Reviewed by: Tony McDonald

Date: 9/8/14

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation: The proposed amendment relating to the Township is consistent with action taken by the Council during the FY 15 budget process establishing the Township as a Hospitality Tax ordinance agency. The additional amendments simply remove dollar amounts and historical date references since the Council has made the decision that each ordinance agency’s funding level will be set during the annual budget process. Recommend approval as presented.

STATE OF SOUTH CAROLINA
COUNTY COUNCIL FOR RICHLAND COUNTY
ORDINANCE NO. ____-14HR

AN ORDINANCE AMENDING THE RICHLAND COUNTY CODE OF ORDINANCES, CHAPTER 23, TAXATION; ARTICLE VI, LOCAL HOSPITALITY TAX; SO AS TO ADD THE TOWNSHIP AUDITORIUM AS AN AGENCY.

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

SECTION I. The Richland County Code of Ordinances; Chapter 23, Taxation; Article IV, Local Hospitality Tax; Section 23-69, Distribution of funds; is hereby amended to read as follows:

Sec. 23-69. Distribution of Funds.

(a) (1) The County shall distribute the Local Hospitality Tax collected and placed in the "Richland County Local Hospitality Tax Revenue Fund" to each of the following agencies and purposes ("Agency") in the following amounts during fiscal year 2003-2004:

Columbia Museum of Art	\$650,000
Historic Columbia	250,000
EdVenture Museum	100,000
County Promotions	200,000
<u>Township Auditorium</u>	<u>\$300,000 (beginning in fiscal year 2014-2015)</u>

(2) The amounts distributed to the Columbia Museum of Art, Historic Columbia, ~~and~~ EdVenture Museum, and the Township Auditorium shall be paid quarterly beginning October 1, 2003. The amount distributed to organizations receiving County Promotions shall be paid to the organization as a one-time expenditure beginning in fiscal year 2008-2009.

(3) As a condition of receiving its allocation, the Columbia Museum of Art, Historic Columbia, ~~and~~ EdVenture Museum, and the Township Auditorium must annually submit to the County an affirmative marketing plan outlining how the agency will use its hospitality tax allocation for tourism promotion in the upcoming fiscal year. The plan shall include a detailed project budget which outlines the agency's proposed use of hospitality tax funds. The marketing plan shall also outline how the agency will promote access to programs and services for all citizens of Richland County, including documentation of "free" or discounted services that will be offered to Richland County residents. In addition, each Agency shall demonstrate a good faith effort to expand programs and events into the unincorporated areas of Richland County. The annual marketing plan shall be due to the County Administrator no later than March 1 of each year. If an Agency fails to comply with these requirements, its portion of the Local Hospitality Tax shall be retained in the Richland County Local Hospitality Tax Revenue Fund and distributed as provided in subsection (f) below.

(4) For the amounts distributed under the County Promotions program, funds will be distributed with a goal of seventy-five percent (75%) dedicated to organizations and projects that generate tourism in the unincorporated areas of Richland County and in municipal areas where Hospitality Tax revenues are collected by the county. These shall include:

- a. Organizations that are physically located in the areas where the county collects Hospitality tax Revenues, provided the organization also sponsors projects or events within those areas;

b. Organizations that are not physically located in the areas where the county collects Hospitality Tax Revenues; however, the organization sponsors projects or events within those areas; and

c. Regional marketing organizations whose primary mission is to bring tourists to the region, including the areas where the county collects Hospitality Tax revenues.

(5) In the event Local Hospitality Tax revenues are not adequate to fund the Agencies listed above in the prescribed amounts, each Agency will receive a proportionate share of the actual revenues received, with each Agency's share to be determined by the percentage of the total revenue it would have received had the revenues allowed for full funding as provided in subsection (a)(1) above.

(b) In each of fiscal years 2004-2005 and 2005-2006, the Local Hospitality Tax shall be distributed to each Agency named above in the same amounts and on the same terms and conditions, together with a three percent (3%) increase in each of fiscal year 2004-2005 and 2005-2006.

(c) In fiscal year 2006-2007, the amount of Local Hospitality Tax to be distributed annually to each Agency named above shall be established in the County's FY 2006-2007 Budget Ordinance.

(d) In fiscal years 2007-2008 and 2008-09, the amount of Local Hospitality Tax to be distributed annually to each Agency named above shall be increased based on the revenue growth rate as determined by trend analysis of the past three years, but in any event not more than 3%.

(e) Beginning in fiscal year 2009-2010 and continuing thereafter, the amount of Local Hospitality Tax to be distributed to each Agency named above shall be determined by County Council annually during the budget process or whenever County Council shall consider such distribution or funding.

(f) All Local Hospitality Tax revenue not distributed pursuant to subsection (a) through (e) above shall be retained in the Richland County Local Hospitality Tax Revenue Fund and distributed as directed by County Council for projects related to tourism development, including, but not limited to, the planning, development, construction, promotion, marketing, operations, and financing (including debt service) of the State Farmer's Market (in lower Richland County), Township Auditorium, a new recreation complex (in northern Richland County), recreation capital improvements, Riverbanks Zoo, and other expenditures as provided in Article 7, Chapter 1, Title 6, Code of Laws of South Carolina 1976 as amended.

SECTION II. The Richland County Code of Ordinances; Chapter 23, Taxation; Article IV, Local Hospitality Tax; Section 23-71, Oversight and Accountability; is hereby amended to read as follows:

Sec. 23-71. Oversight and Accountability.

The following organizations: the Columbia Museum of Art, Historic Columbia, ~~and~~ EdVenture Museum, and the Township Auditorium must submit a mid-year report by January 31 and a final report by July 31 of each year to the Richland County Administrator, which includes a detailed accounting of all hospitality tax fund expenditures and the impact on tourism for the preceding fiscal year, including copies of invoices and proof of payment. The county shall not release hospitality tax funds to any agency unless that agency has submitted an acceptable final report for the previous fiscal year. If an Agency fails to comply with these requirements by the July 31 deadline, its portion of the Local Hospitality Tax shall be retained in the Richland County Local Hospitality Tax Revenue Fund and may be distributed as provided in Section 23-69 (f).

Any organization receiving County Promotions funding must comply with all requirements of this article, as well as any application guidelines and annual reporting

requirements as established by council, to include a detailed reporting of all grant expenditures.

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

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

SECTION V. Effective Date. This ordinance shall be enforced from and after _____, 2014.

RICHLAND COUNTY COUNCIL

BY: _____
Norman Jackson, Chair

ATTEST THIS THE _____ DAY
OF _____, 2014.

S. Monique McDaniels
Clerk of Council

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

Richland County Council Request of Action

Subject

An Ordinance Amending the Fiscal Year 2014-2015 General Fund Annual Budget to appropriate \$162,500 of General Fund Revenue received from a rate increase of \$.25 per ton on host fee charges to be used for Economic Development operating cost **[SECOND READING] [PAGES 112-114]**

Notes

First Reading: October 7, 2014

Second Reading:

Third Reading:

Public Hearing:

STATE OF SOUTH CAROLINA
COUNTY COUNCIL FOR RICHLAND COUNTY
ORDINANCE NO.GF_02

AN ORDINANCE AMENDING THE FISCAL YEAR 2014-2015 GENERAL FUND ANNUAL BUDGET TO APPROPRIATE \$162,500 OF GENERAL FUND REVENUE RECEIVED FROM A RATE INCREASE OF \$.25 PER TON ON HOST FEE CHARGES TO BE USED FOR ECONOMIC DEVELOPMENT OPERATING COST.

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

SECTION I. That the amount of One Hundred Sixty Two Thousand Five Hundred Dollars (\$162,500.00) be appropriated specifically for Economic Development Operating Cost. Therefore, the Fiscal Year 2014-2015 General Fund Annual Budget is hereby amended as follows:

REVENUE

Revenue appropriated July 1, 2014 as amended:	\$ 154,072,309
Appropriation of General Fund Revenue:	\$ <u>162,500</u>
Total General Fund Revenue as Amended:	\$ 154,234,809

EXPENDITURES

Expenditures appropriated July 1, 2014 as amended:	\$ 154,072,309
Economic Development:	\$ <u>162,500</u>
Total General Fund Expenditures as Amended:	\$ 154,234,809

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

SECTION IV. Effective Date. This ordinance shall be enforced from and after _____, 2014.

RICHLAND COUNTY COUNCIL

BY: _____
Norman Jackson, Chair

ATTEST THIS THE _____ DAY
OF _____, 2014

Clerk of Council

RICHLANDCOUNTYATTORNEY'S OFFICE

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

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

Richland County Council Request of Action

Subject

An Ordinance Amending the Richland County Code of Ordinances, Chapter 2, Administration; Article X, Purchasing Division 7, Small Local Business Enterprise Procurement Requirements; so as to require a business to be established in the County at least one year before certification application **[PAGES 115-119]**

Notes

First Reading: July 1, 2014
Second Reading: September 16, 2014
Third Reading:
Public Hearing: October 7, 2014

STATE OF SOUTH CAROLINA
COUNTY COUNCIL FOR RICHLAND COUNTY
ORDINANCE NO. ___-14HR

AN ORDINANCE AMENDING THE RICHLAND COUNTY CODE OF ORDINANCES, CHAPTER 2, ADMINISTRATION; ARTICLE X, PURCHASING; DIVISION 7, SMALL LOCAL BUSINESS ENTERPRISE PROCUREMENT REQUIREMENTS; SO AS TO REQUIRE A BUSINESS TO BE ESTABLISHED IN THE COUNTY AT LEAST ONE YEAR BEFORE CERTIFICATION APPLICATION.

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

SECTION I. The Richland County Code of Ordinances, Chapter 2, Administration; Article X, Purchasing; Division 7, Small Local Business Enterprise Procurement Requirements; Section 2-641 (c), Definitions; is hereby amended by the addition or revision of the following definitions:

Local Business Enterprise (“LBE”) - a firm having a Principal Place of Business or a Significant ~~Employment~~ Employee Presence or a Significant Business Presence in Richland County, South Carolina. This definition is subsumed within the definition of Small Local Business Enterprise.

Significant Business Presence – a physical office within Richland County through which a firm obtains no less than fifty percent of its overall customers or sales dollars.

Significant Employee Presence – having a physical office within Richland County and no less than twenty-five percent of a firm’s total number of full and part-time employees are domiciled in Richland County.

SECTION II. The Richland County Code of Ordinances, Chapter 2, Administration; Article X, Purchasing; Division 7, Small Local Business Enterprise Procurement Requirements; Section 2-641, Eligibility for the SLBE Program; is hereby amended to read as follows:

Sec. 2-641. Eligibility for the SLBE Program.

(a) For the purpose of this program, a firm will be certified as a Small and Local Business Enterprise (*SLBE*) with the Procurement Department upon its submission of a completed certification form (SLBE Form-R), supporting documentation, and a signed affidavit stating that it meets all of the SLBE eligibility criteria as set forth below:

1. It is an independently owned and operated for-profit business concern as defined by South Carolina Code of Laws, Title 33, Chapter 31 that is not a broker, that is not a subsidiary of another business, that is not dominant in its field of operation; whose owners are actively involved in day-to-day management and control of the business, and that also is performing a commercially useful function;
2. It meets size standard eligibility requirements for Small Business Enterprises as adopted and periodically amended in the SLBE Schedule of Size Standard Eligibility Requirements.

Once the gross annual revenues of a business exceed the three-year average gross annual revenue limits, it should no longer be eligible to benefit as an SLBE firm and should be permanently graduated from the program. The size standards in number of employees and annual gross revenue dollars should be reviewed annually and adjusted periodically to meet changes in market conditions. Joint ventures must be certified on a bid-by-bid basis. The joint venture itself shall not be subject to the size standard limitations imposed by this section. However, each individual business participating in the joint venture must be certified by the Procurement Department as an SLBE in order for the joint venture to receive the benefits of the SLBE program.

3. The firm is a Local Business Enterprise as defined ~~by~~ in this ~~Policy~~ division with a ~~p~~Principal ~~p~~Place of ~~b~~Business or ~~s~~Significant ~~employment~~ Employee ~~p~~Presence or Significant Business Presence in Richland County, SC as defined herein;
4. The firm has ~~been~~ established its Principal Place of Business or Significant Employee Presence or Significant Business Presence in Richland County for at least one year prior to seeking certification as an SLBE or the managing principals of the business each have at least three years of relevant experience prior to forming or joining the business; and
5. In the year preceding the date of the initial certification application, the applicant has not received more than \$1,000,000 in County contract payments as a result of contract awards from the County achieved through an open competitive bidding process.

(b) Upon receipt of SLBE certification or re-certification applications, the Director of Procurement or designated Procurement Department staff shall review all enclosed forms affidavits and documentation to make a prima facie determination as to whether the applicant satisfies the SLBE eligibility requirements as set forth in this policy. Applicants determined ineligible to participate as a SLBE shall receive a letter from the Director of Procurement stating the basis for the denial of eligibility. Applicants determined ineligible

shall not be eligible to submit a new application for one year after the date of the notice of denial of eligibility.

(c) Applicants determined eligible to participate in the SLBE program shall submit a completed re-certification form (SLBE-R) every two years to the Procurement Department for review and continued certification. However, upon application for re-certification, an SLBE firm must be an independently owned and operated business concern, and maintain a Principal Place of Business or Significant Employment Presence in the County of Richland in accordance with this Section 2-641 of Division 7, "Eligibility for the SLBE Program," of this Policy. To qualify for recertification, an SLBE's maximum employment numbers and annual gross revenues average for the three fiscal years immediately preceding the application for recertification shall not exceed the size standard eligibility requirements.

(d) In the course of considering the certification or re-certification status of any SLBE firm, the Director of Procurement or his or her designees shall periodically conduct audits and inspect the office, job site, records, and documents of the firm, and shall interview the firm's employees, subcontractors, and vendors as reasonably necessary to ensure that all eligibility standards are satisfied and that the integrity of the SLBE Program is maintained.

(e) For purposes of this Program, a firm will be certified as an *Emerging SLBE* by the Procurement Department upon its submission of a completed certification form (SLBE Form-R), supporting documentation, and a signed affidavit stating that it meets all of the Emerging SLBE eligibility criteria as set forth below:

1. The firm complies with SLBE criteria as specified above in Sec. 2-641 (a)(1), (a)(3) and (a)(34);
2. The firm has been in existence for less than five years;
3. The firm has no more than five full-time employees; and
4. The firm's annual gross revenues as averaged over the life of the firm are less than \$1 million.

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

SECTION IV. Effective Date. This ordinance shall be effective from and after _____, 2014.

RICHLAND COUNTY COUNCIL

BY: _____
Norman Jackson, Chair

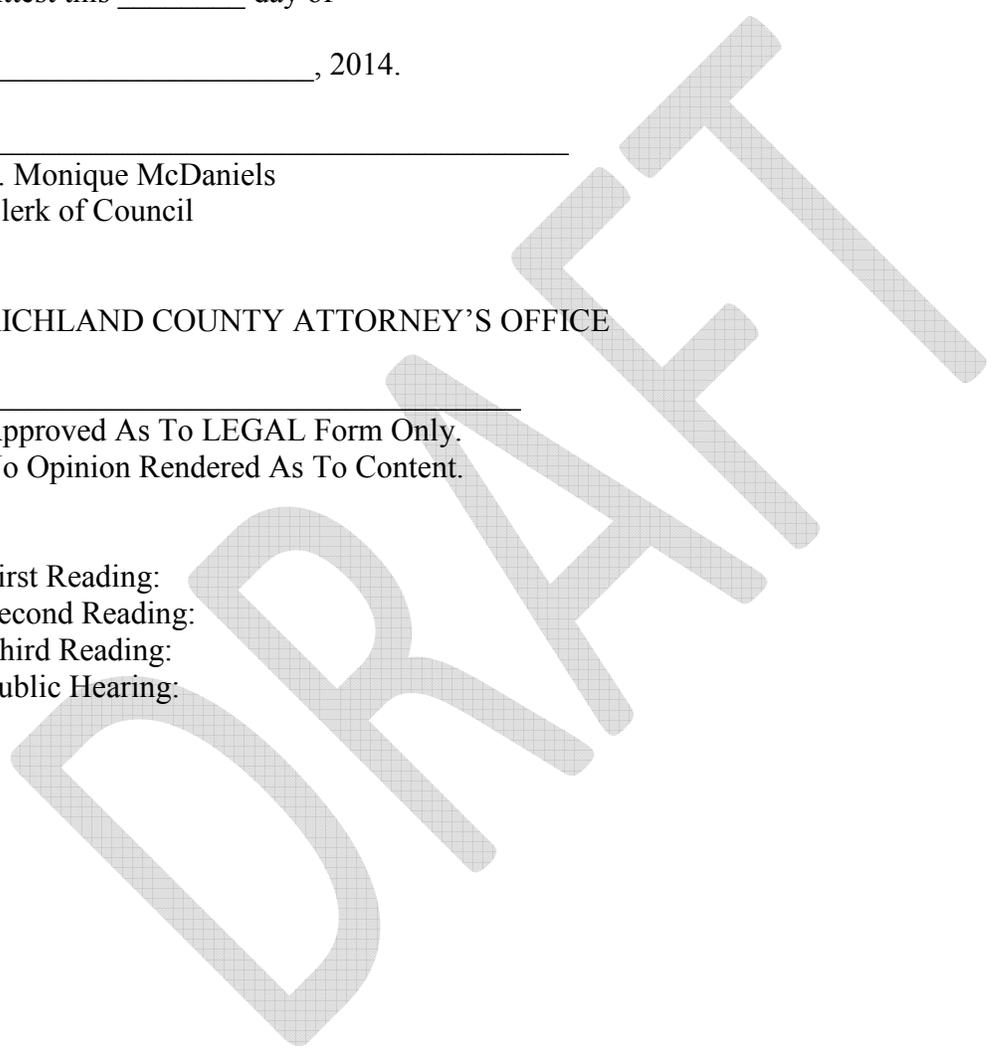
Attest this _____ day of
_____, 2014.

S. Monique McDaniels
Clerk of Council

RICHLAND COUNTY ATTORNEY'S OFFICE

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

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



Richland County Council Request of Action

Subject

An Ordinance Amending the Fiscal Year 2014-2015 Hospitality Tax Fund Annual Budget to appropriate \$89,250 of Hospitality Fund Balance to provide funding for Famously Hot New Year **[PAGES 120-129]**

Notes

September 23, 2014 - The Committee forwarded this item to Council without a recommendation.

First Reading: October 7, 2014

Second Reading:

Third Reading:

Public Hearing:

Richland County Council Request of Action

Subject: Famously Hot New Year Celebration Funding Request

A. Purpose

County Council is requested to fund the Columbia Famously Hot New Year Celebration at \$89,250.

B. Background / Discussion

On September 9, 2014, Council member Dixon brought forth the following motion:

“Fund the FYN Y (Famously Hot New Year) as we funded last year”

Famously Hot New Year submitted a funding request to Council for \$89,250 in July 2014 in order to provide the full amount originally requested through the FY15 grant process. The original grant requests totaling \$100,000 went through the FY15 budget process and the County allocated \$10,750 in Accommodations and Hospitality Tax funds.

In FY14, the County allocated \$50,000 in Hospitality Tax funds. Per the motion above, in order to fund this allocation at the same level as FY14, the County would need to allocate an additional \$39,250.

The Famously Hot New Year’s event will take place on December 31, 2014 in downtown Columbia. For the past three years, this event has drawn large crowds to the area. The event offers free musical entertainment and a fireworks show. Over 26,000 people attended the event in December 2013.

Attached is a copy of the organization’s request, a letter of support from the Midlands Authority for Conventions, Sports & Tourism (CVB) and a memo outlining what they are doing to help improve the financial stability of the event.

The chart below shows the County’s FY14 and FY15 funding history of this event.

	FY14 Allocation	FY15 Grant Request	FY15 Allocation
ATax	\$0 (Did not apply)	\$50,000	\$7,000
HTax	\$50,000	\$50,000	\$3,750
Total	\$50,000	\$100,000	\$10,750

The City of Columbia has allocated \$130,000 for the December 2014 event.

Per the 2014 Council Retreat, out of cycle requests are to be routed to the Grants Manager for review prior to Council submitting a motion for action. The organization has an application on file for FY15. The expenditures outlined in their request are eligible for funding. The event’s fiscal agent, Greater Columbia Community Relations Council, is eligible as a 501 c 3 organization.

C. Legislative / Chronological History

- Allocation of \$10,750 during the FY15 Budget process – June 2014
- Motion by Ms. Dixon – September 9, 2014

D. Financial Impact

Allocating additional funds to this organization will cause a financial impact and will require a budget amendment. A source of funding will need to be identified and it will require three readings and a public hearing. This type of allocation is typically funded through Hospitality Tax funds.

E. Alternatives

1. Approve the request to sponsor Famously Hot New Year Celebration at \$39,250.
2. Approve the request to sponsor Famously Hot New Year Celebration at an amount determined by Council.
3. Do not approve the motion to sponsor Famously Hot New Year Celebration.

F. Recommendation

This recommendation was made by Ms. Dixon. This is a policy decision for Council.

Recommended by: Julie-Ann Dixon

Department: County Council

Date: 9/9/14

G. Reviews

Finance

Reviewed by: Daniel Driggers

Date: 9/12/14

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Grants

Reviewed by: Sara Salley

Date: 9/12/14

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

This is a funding decision to be made at Council’s discretion. The organization received funds in FY15 from both ATax and HTax grant programs and this is an out of cycle request.

Legal

Reviewed by: Elizabeth McLean

Date: 9/12/14

Recommend Council approval

Recommend Council denial

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

Administration

Reviewed by: Roxanne Ancheta

Date: September 15, 2014

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: This is a policy decision of Council. The organization received funds in FY15 from both ATax and HTax grant programs, and this is also an out-of-cycle request.

Sara Salley

From: Famously Hot New Year <admin@famouslyhotnewyear.com>
Sent: Sunday, July 20, 2014 12:28 PM
To: Norman Jackson
Cc: Sara Salley; sam; Melanie Murphy
Subject: Famously Hot New Year Request

Dear Councilman Jackson:

Thank you so much for your support of the 2015 Famously Hot New Year Celebration, drawing attention to all the positive things happening in the Midlands and bringing thousands of guests to our hotels, restaurants, and attractions. Funds requested for FY15 were \$100,000: \$50,000 from Hospitality Tax and \$50,000 from Accommodations Tax. Through the competitive process, we were awarded a total of \$10,750.

This letter is to urge Council to consider increasing overall funding by \$89,250 to the requested \$100,000. We are at a critical juncture in this fourth year and are working to increase overall attendance from outside the Midlands – people who spend the night and dine in our restaurants - to 45% of total guests. That will require a well-known headliner and increased out-of-market media exposure.

The organizers of FHNY have heard the message from Richland County and have made significant changes including the following:

- Establishing an advisory council of Midlands' stakeholders that includes two representatives from Richland County.
- Reaching into Richland County to involve volunteers from the unincorporated areas including veterans and non-profit groups.
- Working with the Comet to set routes for New Year's Eve in the Garners Ferry/Eastover area, Two Notch/Farrow Roads, and St. Andrews/Harbison. These routes would include park-and-ride locations as well as proximity to hotels outside the midtown area.
- Expanded marketing partnerships with the CVB and SC Parks, Recreation, and Tourism to increase both the reach of marketing and regional/national nature through public relations.
- Engaged the USC College of Hospitality, Retail, and Sport Management to build and execute more exacting measurement of impact and set baselines for all vendors related to the type of statistics they need to collect.

Our request to the City of Columbia is \$130,000, approximately 25% of the total FHNY2015 budget. The full amount requested was approved Tuesday, July 15. The balance of the budget comes from committed corporate citizens who believe in the Midlands as a great place to live, work, and play. To date, \$115,000 of our budgeted \$225,000 in private sponsorship has been committed.

As the co-chairs of FHNY2015, along with project manager, Barbara Rackes, we have worked since January to work out the kinks in the 2014 celebration and want to clear up a few points that have been publicized locally. The loss FHNY experienced in 2014 derived from two sources:

1. Inadequate ticket sales at VIP Crescent Lounge. Solution: Separate VIP lounge into self-sustaining business model dependent on the festivities but independent of any corporate or public funding sources.
2. Disputed tax payments to the SC Department of Revenue for Ticket Taxes (2 years + penalties). Solution:

Our attorney is through legal channels to document all activities and capture all or some fees paid. Liquor licensing for FHNY2015 will be managed through the semi-private VIP Crescent Lounge management, separating FHNY from future liability.

We stand ready to answer any questions you may have and hope Richland County will join us with these supplementary funds so that together we can continue to build a strong, vibrant Columbia, Richland County, Midlands, and South Carolina.

Sincerely yours,

Sam Johnson
Melanie Murphy
Co-chairs, FHNY 2015

In collaboration with the Community Relations Council, Henri Baskins, Executive Director

Famously Hot New Year

PO Box 12162

Columbia, SC 29211

Facebook: <https://www.facebook.com/FamouslyHotNewYear>

Twitter: @FamouslyHotNYE

Instagram: <http://instagram.com/famouslyhotnye>

Project Manager: Barbara Rackes



August 4, 2014

Chairman Norman Jackson
Richland County Council
2020 Hampton Street
Columbia, SC 29201

Dear Chairman Jackson,

I want to express my support for the Famously Hot New Year's event. This event is increasing in popularity and is beginning to be recognized by people from our region, as well as throughout our entire state and into the Southeast. It has already proven to attract thousands of visitors to our City and our County and has the potential to become a premier event in the Southeast and grow even larger. These visitors stay in our hotels, eat in our restaurants, and help to generate both A-tax and H-tax.

The timing of this event is extremely important because it happens during a time that hotels are very slow due to the holidays. Most of our hotels experience their lowest occupancy of the year during this time. This event presents one of the few opportunities available to generate hotel and restaurant business.

I hope that you and your council will also recognize the importance of this event to our community and region. Thank you for your support.

Best,

Bill
William Ellen
President/CEO
Midlands Authority for Conventions, Sports & Tourism
Phone (803) 545-0007
bellen@columbiaauthority.com

MIDLANDS AUTHORITY FOR CONVENTIONS, SPORTS & TOURISM
Columbia Metropolitan Convention & Visitors Bureau | 1010 Lincoln Street | Columbia, SC | 29201
Columbia Regional Sports Council | 1010 Lincoln Street | Columbia, SC | 29201
Columbia Metropolitan Convention Center | 1101 Lincoln Street | Columbia, SC | 29201
1.800.264.4884 | famouslyhot.com

MEMO

To: Sara Jane Salley, Grants and Community Impact Manager
From: Barbara Rackes, FHNY Project Manager
CC: Richland County Council Members
Date: 9/3/2014
Re: FHNY Financial Status

Comments:

The Famously Hot New Year (FHNY) celebration has completed three years of activity. The information below briefly outlines the financial history of the event and show steps the organization is taking to prevent shortfalls.

Year 1 (July 2011 – June 2012) The first year was quickly organized and planned for 7,000 guests. Initial organizers were unprepared for the doubled size of the crowd and operated with limited centralized management or budget. Unanticipated invoices for services put the event in the red. Approximately 15,000 people attended the event.

Total Income: \$212,960.89
Total Expense: \$212,593.52
Net Income: \$367.37

Year 2 (July 2012 – June 2013) Contrary to media descriptions, the December 31, 2012 FHNY operated in the black. Approximately 25,000 people attended the event.

Total Income: \$351,305.00
Total Expense: \$323,014.29
Net Income: \$28,290.71

Year 3 (July 2013 – June 2014) FHNY2014, which took place on December 31, 2013, experienced several financial setbacks including the dissolution of the fundraising company hired to manage donors, issues related to the SC Department of Revenue (still being contested) for ticket taxes, and a substantial shortfall (greater than \$35,000) in VIP Crescent ticket sales. The total shortfall for FHNY2014 was approximately \$56,000, of which \$50,000 was paid through a one-time allotment from Columbia City Council in February, 2014. Approximately 26,000 people attended the event.

Total Income: \$466,211.00
Total Expense: \$323,014.29
Net Income: (\$6,868.08)

To ensure that FHNY2015 does not experience similar problems, the executive team has taken the following steps:

1. The public (street) celebration has been separated from the VIP ticketed event, each is now operating with a separate business plan. Responsibility for the VIP Crescent Lounge lies exclusively with the caterer to this portion of the FHNY celebration rather than FHNY itself. FHNY will manage all ticketing revenues, reducing from those revenues agreed-to overall expenses including a percentage of security, gate, advertising, and social media. The caterer assumes the risk of attendance. VIP “free” tickets have been responsibly reduced.
2. Begun private fundraising well in advance of previous years, with nearly 70% of the planned sponsorships committed. This same target was achieved at the close of November for the previous year. Of repeat sponsors (all but two), commitments have been at or above prior year.
3. Expanded marketing partnerships with the CVB and SC Parks, Recreation, and Tourism in order to decrease cost of direct advertising while concurrently increasing both the reach of marketing and regional/national nature through public relations.
4. All licenses and permits should be in hand by the end of September 2014, eliminating the risk of “surprises” at the hands of taxing bodies at the last minute.

Aside from these four main areas of concentration, FHNY is managing monthly budgets with extreme care and working with an advisory committee to help brainstorm issues and ideas that will make the 2015 event a success. We stand ready to answer any additional questions you may have and assure you of FHNY’s intent to not only deliver a safe and exciting celebration on December 31, 2014 but to do so within sound fiscal boundaries.

STATE OF SOUTH CAROLINA
COUNTY COUNCIL FOR RICHLAND COUNTY
ORDINANCE NO.HT_02

AN ORDINANCE AMENDING THE FISCAL YEAR 2014-2015 HOSPITALITY TAX FUND ANNUAL BUDGET TO APPROPRIATE \$89,250 OF HOSPITALITY FUND BALANCE TO PROVIDE FUNDING FOR FAMOUSLY HOT NEW YEAR.

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

SECTION I. That the amount of Eighty Nine Thousand Two Hundred Fifty Dollars (\$89,250.00) be appropriated to provide funding for Famously Hot New Year. Therefore, the Fiscal Year 2014-2015 Hospitality Tax Annual Budget is hereby amended as follows:

REVENUE

Revenue appropriated July 1, 2014 as amended:	\$ 6,065,000
Appropriation of Hospitality Tax Fund Balance:	\$ <u>89,250</u>
Total Hospitality Tax Fund Revenue as Amended:	\$ 6,154,250

EXPENDITURES

Expenditures appropriated July 1, 2014 as amended:	\$ 6,065,000
Famously Hot New Year:	\$ <u>89,250</u>
Total Hospitality Tax Fund Expenditures as Amended:	\$ 6,154,250

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

SECTION IV. Effective Date. This ordinance shall be enforced from and after _____, 2014.

RICHLAND COUNTY COUNCIL

BY: _____
Norman Jackson, Chair

ATTEST THIS THE ____ DAY

OF _____, 2014

Clerk of Council

RICHLANDCOUNTYATTORNEY'S OFFICE

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

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

Richland County Council Request of Action

Subject

An Ordinance Amending the Richland County Code of Ordinances, Chapter 2, Administration; Article X, Purchasing; Division 7, Small Local Business Enterprise Procurement Requirements; so as to change overall management of the program to the Office of Small Business Opportunity; and Amending Chapter 2, Administration; Article V; County Departments; Division 5A, Office of Small Business Opportunity; so as to create two divisions within the department **[PAGES 130-147]**

Notes

First Reading: September 16, 2014

Second Reading:

Third Reading:

Public Hearing:

STATE OF SOUTH CAROLINA
COUNTY COUNCIL FOR RICHLAND COUNTY
ORDINANCE NO. ___-14HR

AN ORDINANCE AMENDING THE RICHLAND COUNTY CODE OF ORDINANCES, CHAPTER 2, ADMINISTRATION; ARTICLE X, PURCHASING; DIVISION 7, SMALL LOCAL BUSINESS ENTERPRISE PROCUREMENT REQUIREMENTS; SO AS TO CHANGE OVERALL MANAGEMENT OF THE PROGRAM TO THE OFFICE OF SMALL BUSINESS OPPORTUNITY; AND AMENDING CHAPTER 2, ADMINISTRATION; ARTICLE V; COUNTY DEPARTMENTS; DIVISION 5A, OFFICE OF SMALL BUSINESS OPPORTUNITY; SO AS TO CREATE TWO DIVISIONS WITHIN THE DEPARTMENT.

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

SECTION I. The Richland County Code of Ordinances, Chapter 2, Administration; Article X, Purchasing; Division 7, Small Local Business Enterprise Procurement Requirements; is hereby amended to read as follows:

DIVISION 7. SMALL LOCAL BUSINESS ENTERPRISE PROCUREMENT
REQUIREMENTS

Sec. 2-639. General Provisions.

(a) *Purpose*

The purpose of this division is to provide a race- and gender-neutral procurement tool for the County to use in its efforts to ensure that all segments of its local business community have a reasonable and significant opportunity to participate in County contracts for construction, architectural & engineering services, professional services, non-professional services, and commodities. The Small Local Business Enterprise (“SLBE”) Program also furthers the County’s public interest to foster effective broad-based competition from all segments of the vendor community, including, but not limited to, minority business enterprises, small business enterprises, and local business enterprises. This policy is, in part, intended to further the County’s compelling interest in ensuring that it is neither an active nor passive participant in private sector marketplace discrimination, and in promoting equal opportunity for all segments of the contracting community to participate in County contracts. Moreover, the SLBE Program provides additional avenues for the development of new capacity and new sources of competition for County contracts from the growing pool of small and locally based businesses.

(b) *Scope and Limitations*

This SLBE Program may be applied by the County on a contract-by-contract basis to the maximum practicable extent permissible under federal and state law.

(c) *Definitions*

Affirmative Procurement Initiatives – refers to any procurement tool to enhance contracting opportunities for SLBE firms including: bonding / insurance waivers, bid incentives, price preferences, sheltered market, mandatory subcontracting, competitive business development demonstration projects, and SLBE evaluation preference points in the scoring of proposal evaluations.

Award – the final selection of a bidder or offeror for a specified prime contract or subcontract dollar amount. Awards are made by the County to prime contractors or vendors or by prime contractors or vendors to subcontractors or sub-vendors, usually pursuant to an open invitation to bid (“ITB”) or request for proposal (“RFP”) process. (Contract awards are to be distinguished from contract payments in that they only reflect the anticipated dollar amounts instead of actual dollar amounts that are to be paid to a bidder or offeror under an awarded contract.)

Bid Incentives – additional inducements or enhancements in the bidding process that are designed to increase the chances for the selection of SLBE firms in competition with other firms. These bid incentives may be applied to all solicitations, contracts, and letter agreements for the purchase of Architectural & Engineering services, Construction, Professional Services, Non-professional Services, and Commodities including change orders and amendments.

Centralized Bidder Registration System (“CBR”) -- a web-based software application used by the County of Richland to track and monitor SLBE availability and utilization (i.e., “Spend” or “Payments”) on County contracts.

County – refers to the County of Richland, South Carolina.

Commercially Useful Function – an SLBE performs a commercially useful function when it is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved. To perform a commercially useful function, the SLBE must also be responsible, with respect to materials and supplies used on the contract, for negotiating price, determining quantity and quality, ordering the material, and installing (where applicable) and paying for the material itself. To determine whether an SLBE is performing a commercially useful function, an evaluation must be performed of the amount of work subcontracted, normal industry practices, whether the amount the SLBE firm is to be paid under the contract is commensurate with the work it is actually performing and the SLBE credit claimed for its performance of the work, and other relevant factors.

Specifically, an SLBE does not perform a commercially useful function if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of meaningful and useful SLBE participation, when in similar transactions in which SLBE firms do not participate, there is no such role performed.

Emerging SLBE – an emerging firm that meets all of the qualifications of a Small Local Business Enterprise, and that is less than five years old, but has no more than five full-time employees and annual gross sales as averaged over the life of the firm that are less than \$1 million.

Goal – a non-mandatory annual aspirational percentage goal for SLBE contract participation is established each year for Architectural & Engineering services, Construction, Professional Services, Non-professional Services, and Commodities contracts. Mandatory percentage goals for SLBE subcontract participation may be established on a contract-by-contract basis by either the Director of Procurement OSBO or a Goal Setting Committee.

Goal Setting Committee – a committee established by the Director of Procurement the OSBO for the County, (including a representative of the Procurement Department and a representative of the end-user agency,) and chaired by the Director of Procurement the OSBO, that establishes SLBE Program goals and selects appropriate SLBE Affirmative Procurement Initiatives to be applied to each contract for the County based upon industry categories, vendor availability, and project-specific characteristics. The Director of Procurement the OSBO may establish as many as five separate Goal Setting Committees (i.e., one for each industry category).

Good Faith Efforts – documentation of the Bidder's intent to comply with SLBE Program goals and procedures, including, but not limited to the following: (1) documentation within a bid submission or proposal reflecting the Bidder's commitment to comply with SLBE Program goals as established by the Director of Procurement the OSBO or a Goal Setting Committee for a particular contract; or (2) documentation of efforts made towards achieving the SLBE Program goals (e.g., timely advertisements in appropriate trade publications and publications of wide general circulation; timely posting of SLBE subcontract opportunities on the County web site; solicitations of bids from all qualified SLBE firms listed in the County's SLBE Directory of certified SLBE firms; correspondence from qualified SLBE firms documenting their unavailability to perform SLBE contracts; documentation of efforts to subdivide work into smaller quantities for subcontracting purposes to SLBE firms; documentation of efforts to assist SLBE firms with obtaining financing, bonding, or insurance required by the bidder; and documentation of consultations with trade associations and consultants that represent the interests of small and local businesses in order to identify qualified and available SLBE subcontractors.)

Graduation – An SLBE firm permanently graduates from the County’s SLBE program when it meets the criteria for graduation set forth in this policy.

Independently Owned, Managed, and Operated – ownership of an SLBE firm must be direct, independent, and by individuals only. Business firms that are owned by other businesses or by the principals or owners of other businesses that cannot themselves qualify under the SLBE eligibility requirements shall not be eligible to participate in the SLBE program. Moreover, the day-to-day management of the SLBE firm must be direct and independent of the influence of any other businesses that cannot themselves qualify under the SLBE eligibility requirements.

Industry Categories – procurement groupings for County contracts for purposes of the administration of Affirmative Procurement Initiatives shall be inclusive of Architectural & Engineering, Construction, Professional Services, and Non-professional Services, and Commodities procurements. Industry Categories may also be referred to as “business categories.”

Joint Venture - an association of two or more persons or businesses carrying out a single business enterprise for which purpose they combine their capital, efforts, skills, knowledge and/or property. Joint ventures must be established by written agreement.

Local Business Enterprise (“LBE”) - a firm having a Principal Place of Business or a Significant Employment Presence in Richland County, South Carolina. This definition is subsumed within the definition of Small Local Business Enterprise.

Non-professional Services – non-construction, non-architectural, and non-engineering services that are other than Professional Services, and such “other” services that do not require any license or highly specialized training and credentials to perform.

Office of Small Business Opportunity – the department of the County responsible for management of the SLBE Program.

Points – the quantitative assignment of value for specific evaluation criteria in the selection process.

Prime Contractor – The vendor or contractor to whom a purchase order or contract is awarded by the County for purposes of providing goods or services to the County.

Principal Place of Business – a location wherein a firm maintains a company headquarters or a physical office and through which it obtains no less than fifty percent of its overall customers or sales dollars, or through which no less than

twenty-five percent of its employees are located and domiciled in the County of Richland and/or Richland County.

Professional Services – any non-construction and non-architectural & engineering services that require highly specialized training and / or licensed credentials to perform, such as legal, accounting, scientific, technical, insurance, investment management, medical, or real estate services.

Responsive - a firm's bid or proposal conforms in all material respects to the invitation to bid or request for proposal and shall include compliance with SLBE Program requirements.

Sheltered Market – An Affirmative Procurement Initiative designed to set aside a County contract bid for bidding exclusively among SLBE firms.

Significant Employee Presence – no less than twenty-five percent of a firm's total number of full and part-time employees are domiciled in Richland County.

Small Local Business Enterprise (“SLBE”) – an independently owned firm that is not dominant in its industry, and that satisfies all requirements of being both a “Small Business Enterprise” and a “Local Business Enterprise.”

SLBE Plan Execution Certification (SLBE Form – C) - The form certifying the general contractor's intent to use a SLBE subcontractor, verifying that an agreement has been executed between the prime and the SLBE.

SLBE Directory - A listing of the small local businesses that have been certified by the ~~Procurement Department OSBO~~ for participation in the SLBE Program.

SLBE Certification/Re-certification Application (SLBE Form – R) – This form shall be completed by Small Local Business Enterprises (SLBEs) when applying for and/or recertifying SLBE status for participation in the County's Small Local Business Enterprise Program. This form shall be completed every two years by certified Small Local Business Enterprises by the anniversary date of their original certification.

SLBE Schedule of Size Standard Eligibility Requirements – a document, separate and apart from this ordinance, adopted by the Richland County Council, which defines the SLBE size standard eligibility requirements, in number of employees and annual gross revenue dollars, applicable to the SLBE Program. The size standards shall be reviewed not less than annually and adjusted periodically by the Richland County Council to meet changes in market conditions.

SLBE Schedule for Subcontractor Participation (SLBE Form – S) – This form must be completed by all non-SLBE firms that subcontract to SLBE firms. A form must be submitted for each SLBE subcontractor. This form(s) must be

reviewed and approved by the Director of OSBO and the Director of Procurement before contract award.

SLBE Unavailability Certification (SLBE Form – U) - This form demonstrates a bidder's unsuccessful good faith effort to meet the small, local participation requirements of the contract. This form will only be considered after proper completion of the outreach and compliance efforts and methods used to notify and inform SLBE firms of contracting opportunities have been fully exhausted.

Small Business Enterprise (“SBE”) - a small business enterprise is any for-profit enterprise as defined by South Carolina Code of Laws, Title 33, Chapter 31 that is not a broker, that is independently owned and operated, that is not a subsidiary of another business, and that is not dominant in its field of operation; and that also meets the size standard limitations as adopted and periodically amended in the SLBE Schedule of Size Standard Eligibility Requirements. Once the gross annual receipts of a business exceed the gross sales average limits, it should no longer be eligible to benefit as an SLBE firm and should be graduated from the program. The size standards in number of employees and annual gross revenue dollars should be reviewed annually and adjusted periodically to meet economic changes. Joint ventures must be certified on a bid-by-bid basis. The joint venture shall not be subject to the average gross receipts and employee limits imposed by this section. However, each individual business participating in the joint venture must be certified by the Procurement Department OSBO as an SLBE.

Small Local Business Enterprise (“SLBE”) – ~~A~~ Local Business Enterprise that is also a Small Business Enterprise.†

Spend Dollars – dollars actually paid to prime and / or subcontractors and vendors for County contracted goods and/or services.

Subcontractor – any vendor or contractor that is providing goods or services to a Prime Contractor in furtherance of the Prime Contractor’s performance under a contract or purchase order with the County.

Suspension – the temporary stoppage of a SLBE firm’s participation in the County’s contracting process under the SLBE Program for a finite period of time due to the cumulative contract payments the SLBE received during a fiscal year.

Sec. 2-640. Program Objectives and General Responsibilities.

(a) To meet the objectives of this Program, the County is committed to:

1. Increasing the participation of Small Local Business Enterprises (“SLBEs”) in County contracting, and, to the extent possible, ameliorating

through race- and gender-neutral means, any disparities in the participation of minority business enterprises or women business enterprises on County contracts.

2. Regular evaluation regarding the progress of the Program using accumulated availability and utilization data to determine specific program provisions that require modification, expansion, and/or curtailment;

3. Establishing one or more Goal Setting Committee(s) (“GSCs”) to provide guidance on the implementation of the rules under this Policy;

4. Continuous review and advice of the GSC in administering the policy and goals herein. The County’s Director of ~~Procurement~~ the OSBO shall determine the size of each GSC that is to be chaired by the ~~Procurement~~ OSBO Director. The ~~Procurement~~ OSBO Director shall ~~also~~ appoint the ~~remaining~~ members of the GSC, will work in conjunction with the Procurement Director to select from the County’s ~~p~~Procurement personnel, and will work with other County departments affected by this Program; and

5. Providing accountability and accuracy in setting goals and in reporting program results through the implementation of a mandatory centralized bidder registration process capable of identifying with specificity the universe of firms that are available and interested in bidding on and /or performing on County contracts, and of providing the means of tracking actual County bids, contract awards, and prime contract and subcontract payments to registered bidders on the basis of firm ownership status, commodity or sub-industry codes, firm location, and firm size. Accordingly, Prime Contractors and Subcontractors will be required to register and input data into the CBR or other related forms and systems as a condition of engaging in business with the County.

(b) At a minimum, the ~~Procurement~~ OSBO Director shall:

1. Report to the County Administrator and the County Council on at least an annual basis as to the County’s progress towards satisfying SLBE program objectives;

2. Formulate Program waivers, improvements and adjustments to the GSC goal-setting methodology and other Program functions;

3. Have substantive input, in conjunction with the Procurement Department, in a contract specification review process to be undertaken in advance of the issuance of County’s RFPs and bid solicitations to ensure that contract bid specifications are not unnecessarily restrictive and unduly burdensome to small, local, minority-owned, and other businesses;

4. Receive and analyze external and internal information including statistical data and anecdotal testimonies it deems appropriate to effectively accomplish its duties; and

5. Monitor and support the implementation of the rules under this Program, and where appropriate, make recommendations to the County Administrator for approval of changes to established size standards for SLBE firms, and provide notice of all approved changes to the County Council.

(c) At a minimum, each Goal Setting Committee shall:

1. Meet as often as it deems necessary to accomplish its duties but not less than twice annually;

2. Develop the SLBE goal setting methodology to be implemented by the Director of ~~Procurement~~ the OSBO on a contract-by-contract basis; and

3. Monitor and support the implementation of the rules under this Program policy.

Sec. 2-641. Eligibility for the SLBE Program.

(a) For the purpose of this program, a firm will be certified as a Small and Local Business Enterprise (*SLBE*) with the ~~Procurement~~ OSBO Department upon its submission of a completed certification form (SLBE Form-R), supporting documentation, and a signed affidavit stating that it meets all of the SLBE eligibility criteria as set forth below:

1. It is an independently owned and operated for-profit business concern as defined by South Carolina Code of Laws, Title 33, Chapter 31 that is not a broker, that is not a subsidiary of another business, that is not dominant in its field of operation; whose owners are actively involved in day-to-day management and control of the business, and that also is performing a commercially useful function;

2. It meets size standard eligibility requirements for Small Business Enterprises as adopted and periodically amended in the SLBE Schedule of Size Standard Eligibility Requirements.

Once the gross annual revenues of a business exceed the three-year average gross annual revenue limits, it should no longer be eligible to benefit as an SLBE firm and should be permanently graduated from the program. The size standards in number of employees and annual gross revenue dollars should be reviewed annually and adjusted periodically to meet changes in market conditions. Joint ventures must be certified on a bid-by-bid basis. The joint venture itself shall not

be subject to the size standard limitations imposed by this section. However, each individual business participating in the joint venture must be certified by the Procurement OSBO Department as an SLBE in order for the joint venture to receive the benefits of the SLBE program.

3. The firm is a Local Business Enterprise as defined in this division with a Principal Place of Business or Significant Employee Presence in Richland County, SC as defined herein;

4. The firm has established its Principal Place of Business or Significant Employee Presence in Richland County for at least one year prior to seeking certification as an SLBE; and

5. In the year preceding the date of the initial certification application, the applicant has not received more than \$1,000,000 in County contract payments as a result of contract awards from the County achieved through an open competitive bidding process.

(b) Upon receipt of SLBE certification or re-certification applications, the Director of Procurement the OSBO or designated Procurement OSBO Department staff shall review all enclosed forms affidavits and documentation to make a prima facie determination as to whether the applicant satisfies the SLBE eligibility requirements as set forth in this policy. Applicants determined ineligible to participate as a SLBE shall receive a letter from the Director of Procurement the OSBO stating the basis for the denial of eligibility. Applicants determined ineligible shall not be eligible to submit a new application for one year after the date of the notice of denial of eligibility.

(c) Applicants determined eligible to participate in the SLBE program shall submit a completed re-certification form (SLBE-R) every two years to the Procurement OSBO Department for review and continued certification. However, upon application for re-certification, an SLBE firm must be an independently owned and operated business concern, and maintain a Principal Place of Business or Significant Employment Presence in the County of Richland in accordance with this Section 2-641 of Division 7, "Eligibility for the SLBE Program," of this Policy. To qualify for recertification, an SLBE's maximum employment numbers and annual gross revenues average for the three fiscal years immediately preceding the application for recertification shall not exceed the size standard eligibility requirements.

(d) In the course of considering the certification or re-certification status of any SLBE firm, the Director of Procurement the OSBO or his or her designees shall periodically conduct audits and inspect the office, job site, records, and documents of the firm, and shall interview the firm's employees, subcontractors, and vendors as reasonably necessary to ensure that all eligibility standards are satisfied and that the integrity of the SLBE Program is maintained.

(e) For purposes of this Program, a firm will be certified as an *Emerging SLBE* by the Procurement OSBO Department upon its submission of a completed certification form (SLBE Form-R), supporting documentation, and a signed affidavit stating ~~that~~ it meets all of the Emerging SLBE eligibility criteria as set forth below:

1. The firm complies with SLBE criteria as specified above in Sec. 2-641 (a)(1), (a)(3) and (a)(4);
2. The firm has been in existence for less than five years;
3. The firm has no more than five full-time employees; and
4. The firm's annual gross revenues as averaged over the life of the firm are less than \$1 million.

Sec. 2-642. Graduation and Suspension Criteria.

(a) A bidder may not count towards its SLBE or Emerging SLBE participation the amount subcontracted to an SLBE or Emerging SLBE firm that has graduated or been suspended from the program as follows:

1. An SLBE firm shall be permanently graduated from the SLBE Program after it has received a cumulative total of \$5 million of County-funded prime contract or subcontract payments in at least five separate contracts since its initial certification as an SLBE firm;
2. An SLBE firm shall be permanently graduated from the SLBE program after its three fiscal year average gross sales exceeds the size standard eligibility requirements;
3. An SLBE firm shall be temporarily suspended by the Director of Procurement the OSBO for the balance of any fiscal year after it has received a cumulative total of \$1.5 million in payments as a prime contractor and / or subcontractor for that fiscal year; provided, however, that the SLBE firm shall be eligible to participate in Affirmative Procurement Initiatives in the following fiscal year so long as the firm has not yet satisfied the graduation criteria. The OSBO will notify the Procurement Department when an SLBE firm's eligibility is revoked;
4. An SLBE firm may have its SLBE eligibility permanently revoked by the Director of Procurement the OSBO if it fails to perform a Commercially Useful Function under a contract, or if it allows its SLBE status to be fraudulently used for the benefit of a non-SLBE firm or the owners of a non-SLBE firm so as to provide the non-SLBE firm or firm owners benefits from Affirmative Procurement Initiatives for which the non-SLBE firm and its owners would not

otherwise be entitled. The OSBO will notify the Procurement Department when an SLBE firm's eligibility is revoked;

5. An Emerging SLBE firm shall be permanently graduated from Emerging SLBE status after it has received a cumulative total of \$2.5 million of County-funded prime contracts or subcontract payments in at least five separate contracts since its initial certification as an Emerging SLBE firm. The OSBO will notify the Procurement Department when an Emerging SLBE firm graduates;

6. An Emerging SLBE firm shall be permanently graduated from Emerging SLBE status once its three-year average annual gross sales exceeds \$2 million. The OSBO will notify the Procurement Department when an Emerging SLBE firm graduates; and

7. An Emerging SLBE firm shall be temporarily suspended from Emerging SLBE status by the Director of ~~Procurement~~ the OSBO for the balance of any fiscal year after it has received a cumulative total of \$750,000 in payments as a prime contractor and / or subcontractor for that fiscal year; provided, however, that the Emerging SLBE firm shall be eligible to continue participating in Affirmative Procurement Initiatives as an SLBE firm for the remainder of the fiscal year, and may also participate in Affirmative Procurement Initiatives as an Emerging SLBE firm in the following fiscal year so long as the firm has not yet satisfied the graduation criteria for such status. The OSBO will notify the Procurement Department when an SLBE firm is temporarily suspended.

(b) The Director of ~~Procurement~~ the OSBO shall provide written notice to the SLBE firm or Emerging SLBE firm upon graduation or suspension from the SLBE program, and such notice shall clearly state the reasons for such graduation or suspension.

Sec. 2-643. Appeals.

A business concern that is denied eligibility as an SLBE or as an Emerging SLBE, or who has its eligibility revoked, or who has been denied a waiver request can appeal the decision to the County Administrator. A written notice of appeal must be received by the County Administrator within 15 days of the date of the decision. Upon receipt of a timely notice of appeal and request for hearing, the Director of ~~Procurement~~ the OSBO, or designee (other than the Director of ~~Procurement~~ the OSBO), shall also participate in a hearing conducted by the County Administrator or the County Administrator's designee soon as practicable. The decision of the County Administrator, or designee, shall be the final decision of the County.

Sec. 2-644. Affirmative Procurement Initiatives for Enhancing SLBE and Emerging SLBE Contract Participation.

(a) The County, in conjunction with the ~~appropriate Contract Officer Procurement Department~~ and the Director of ~~Procurement~~ the OSBO, may utilize the following Affirmative Procurement Initiatives in promoting the award of County contracts to SLBEs or Emerging SLBEs.

1. *Bonding and Insurance Waiver:* The County, at its discretion, may waive or reduce the bonding, or insurance requirements depending on the type of contract and whether the County determines that the bonding and or insurance requirements would deny the SLBE or Emerging SLBE an opportunity to perform the contract which the SLBE or Emerging SLBE has shown itself otherwise capable of performing.

2. *Price Preferences:* The County may award a contract to an SLBE or Emerging SLBE which submits a bid within 10% (inclusive) of a low bid by a non-SLBE. However, this price preference would not apply if the award to the SLBE would result in a total contract cost that is, on an annual basis, more than \$25,000 higher than the low bid; nor would it apply on a contract in which the total contract cost would exceed the County’s budgeted price for the contract.

3. *Evaluation Preferences:* The County may reserve up to 20% of the total points available for evaluation purposes for respondents to an RFP to firms that are certified as SLBE or Emerging SLBE firms, or to joint ventures that have SLBE and/or Emerging SLBE partners

a. For Architectural & Engineering, Professional Services, Other Services, and design / build or CM at risk contracts that are awarded based on evaluation criteria, there shall be SLBE or Emerging SLBE participation criterion for all contracts let at predetermined percentage of the total points awarded. The determination will be made using the suggested model outlined in the “Point Evaluation Table” below:

POINT EVALUATION TABLE

10 Points for SLBE Participation	20 Points for SLBE Participation
> 51% = 10 points	> 51% = 20 points
> 45% = 7 points	> 45% = 17 points
> 40% = 6 points	> 40% = 16 points
> 35% = 5 points	> 35% = 14 points
> 30% = 4 points	> 30% = 12 points
> 25% = 3 points	> 25% = 10 points
> 20% = 2 points	> 20% = 8 points
> 15% = 1 points	> 15% = 6 points
	> 10% = 4 points

Contractors may be evaluated on their SLBE or Emerging SLBE participation by utilizing the following schedule, which is most often used by Architectural & Engineering:

Points Awarded		% of Participation Criteria
5.0	51-100	Proposals by registered SLBE owned and/or controlled firms
4.0	36 – 50	Majority prime with registered SLBE participation
3.0	30 – 35	Majority prime with registered SLBE participation
2.0	24 – 29	Majority prime with registered SLBE participation
0	0 – 23	Less than the goal for registered SLBE participation

4. *Mandatory Subcontracting:*

a. The Goal Selection Committee may, on a contract-by-contract basis, at its discretion, require that a predetermined percentage of a specific contract, up to 40%, be subcontracted to eligible SLBEs or to eligible Emerging SLBEs, provided however, that if the prime contractor is a certified SLBE or Emerging SLBE, then the prime contractor shall be able to count the dollar value of the work performed by its own forces towards satisfaction of the Mandatory Subcontracting goal for that contract.

b. An SLBE or Emerging SLBE prime contractor may not subcontract more than 49% of the contract value to a non-SLBE.

c. A prospective bidder on a County contract shall submit at the time of bid SLBE – Form S providing the name of the SLBE or Emerging SLBE subcontractor or subcontractors and describing both the percentage of subcontracting by the SLBE or Emerging SLBE, and the work to be performed by the SLBE or Emerging SLBE. A bidder may request a full or partial waiver of this mandatory subcontracting requirement from the Director of ~~Procurement~~ the OSBO for good cause by submitting the SLBE Unavailability Certification form to the Director of ~~Procurement~~ the OSBO at the time of bid. Under no circumstances shall a waiver of a mandatory subcontracting requirement be granted without submission of adequate documentation of Good Faith Efforts by the bidder and careful review by the Director of ~~Procurement~~ the OSBO. The Director of ~~Procurement~~ the OSBO shall base his or her determination on a waiver request on the following criteria:

(1) Whether the requestor of the waiver has made Good Faith Efforts to subcontract with qualified and available SLBEs or Emerging SLBEs;

(2) Whether subcontracting would be inappropriate and/or not provide a “Commercially Useful Function” under the circumstances of the contract; and

(3) Whether there are no certified SLBE or Emerging SLBE firms that are qualified and available to provide the goods or services required.

d. In the absence of a waiver granted by the Director of ~~Procurement~~ the OSBO, failure of a Prime Contractor to commit in its bid or proposal to satisfying the mandatory SLBE subcontracting goal shall render its bid or proposal non-responsive. The OSBO will notify the Procurement Department of the issuance of a waiver to a Prime Contractor.

e. In the absence of a waiver granted by the Director of ~~Procurement~~ the OSBO, failure of a Prime Contractor to attain a mandatory subcontracting goal for SLBE participation in the performance of its awarded contract shall be grounds for termination of existing contracts with the County, debarment from performing future County contracts, and / or any other remedies available under the terms of its contract with the County or under the law. The OSBO will notify the Procurement Department of the determination of the failure of a Prime Contractor to attain a mandatory subcontracting goal.

f. A Prime Contractor is required to notify and obtain written approval from the Director of ~~Procurement~~ the OSBO in advance of any reduction in subcontract scope, termination, or substitution for a designated SLBE or Emerging SLBE Subcontractor. Failure to do so shall constitute a material breach of its contract with the County. The OSBO will notify the Procurement Department of the reduction in scope, termination, or substitution for a designated SLBE or Emerging SLBE Subcontractor.

5. *Sheltered Market:*

a. The Director of the OSBO, in conjunction with the Director of Procurement, and the appropriate County Contracting Officer may select certain contracts which have a contract value of \$250,000 or less for award to a SLBE or a joint venture with a SLBE through the Sheltered Market program. Similarly, the Director of OSBO, in conjunction with the Director of Procurement and the appropriate County Contracting Officer may select certain contracts that have a value of \$50,000 or less for award to an Emerging SLBE firm through the Sheltered Market program.

b. In determining whether a particular contract is eligible for the Sheltered Market Program, the ~~County's Contracting Officer~~ Director of the OSBO and

Director of Procurement shall consider: whether there are at least three SLBEs or Emerging SLBEs that are available and capable to participate in the Sheltered Market Program for that contract; the degree of underutilization of the SLBE and Emerging SLBE prime contractors in the specific industry categories; and the extent to which the County's SLBE and Emerging SLBE prime contractor utilization goals are being achieved.

c. If a responsive and responsible bid or response is not received for a contract that has been designated for the Sheltered Market Program or the apparent low bid is determined in the Procurement Director's discretion to be too high in price, the contract shall be removed from the Sheltered Market Program for purposes of rebidding.

6. *Competitive Business Development Demonstration Project:*

a. With the concurrence of the Director of the OSBO, in conjunction with the Director of Procurement, the ~~appropriate~~ County ~~Contracting Officer~~ may reserve certain contracts for placement into a Competitive Business Development Demonstration Project ("CBD Demonstration Project") wherein those contracts require the purchase of goods or services from an industry that routinely has too few sources of bidders to provide meaningful or sufficient competition for such County contracts. The purpose for the placement of a contract into the CBD Demonstration Project shall be to encourage the development of new capacity within an industry to competitively bid on the future supply of specialized goods or services to the County.

b. Contracts reserved for CBD Demonstration Projects shall be subject to a Request for Proposals process whereby the selected firm will be required to be a joint venture between an established firm or experts in that relevant industry and an SLBE firm. The scope of work for the selected joint venture shall include teaching a hands-on curriculum to SLBE firms that have expressed an interest in diversifying into the relevant industry, in addition to performing the customary functions of the contract. This curriculum shall include both administrative skills (e.g. cost estimating, bidding, staffing, project management) and technical skills (e.g., hands-on demonstration of how to perform necessary tasks in the field) required to qualify for future County contracts and to successfully compete in the industry.

c. The Director of OSBO, in conjunction with the Director of Procurement, shall be required to select SLBE candidate firms for participation on such CBD Demonstration Projects on the basis of an assessment of their current capabilities and their likely success in diversifying into the new relevant industry once given technical assistance, training, and an opportunity to develop a performance track record in the industry.

Sec. 2-645. SLBE Program Performance Review.

(a) The Director of ~~Procurement~~ the OSBO or designee shall monitor the implementation of this Policy and the progress of this Program. On at least an annual basis, the Director of ~~Procurement~~ the OSBO or designee shall report to the County Administrator and County Council on the progress of achieving the goals established for awards to certified SLBE and Emerging SLBE firms, reporting both dollars awarded and expended. In addition, the Director of Procurement or designee shall report on the progress in achieving the stated Program Objectives, including, but not limited to, enhancing competition, establishing and building new business capacity, and removing barriers to and eliminating disparities in the utilization of available minority business enterprises and women business enterprises on County contracts.

(b) The County shall periodically review the SLBE Program to determine whether the various contracting procedures used to enhance SLBE contract participation need to be adjusted or used more or less aggressively in future years to achieve the stated Program Objectives. The County Council shall conduct a public hearing at least once every two years in order to solicit public comments on the Program.

Sec. 2-646. Conflicts.

To the extent language in this Division conflicts with other language in Article X, the language in this Division controls only with respect to contracts wherein the Small Local Business Enterprise Program is being applied by the Director of Procurement. In all other respects, prior language in this Article shall remain in full force and effect.

SECTION II. The Richland County Code of Ordinances, Chapter 2, Administration; Article V, County Departments; Division 5A, Office of Small Business Opportunity; Section 2-232, is hereby amended to read as follows:

Sec. 2-232. Creation; director; divisions.

There is hereby created the department of the Office of Small Business Opportunity (OSBO) and the position of director of the OSBO. The director shall be appointed by and report to the county administrator, and his/her term of office shall be at the pleasure of the county administrator. The director of the OSBO shall be a person with education, training, skills, and/or experience that is satisfactory to the county administrator.

The department shall be divided under the director of the Office of Small Business Opportunity into the following functional divisions:

(1) SLBE Division. This division shall manage and administer the SLBE Program (see Section 2-639 et. seq.).

(2) Business Development Division. This division shall manage the Business Development Program and any other programs or functions assigned to the Division by the county administrator or county council.

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

SECTION V. Effective Date. This ordinance shall be effective from and after _____, 2014.

RICHLAND COUNTY COUNCIL

BY: _____
Norman Jackson, Chair

Attest this _____ day of _____, 2014.

S. Monique McDaniels
Clerk of Council

RICHLAND COUNTY ATTORNEY'S OFFICE

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

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

Richland County Council Request of Action

Subject

Changes to Teleworking and Alternative Work Schedules in Handbook as it Relates to Supervisory Personnel [**PAGES 148-158**]

Notes

September 23, 2014 - The Committee recommended that Council approve the requested changes to the Richland County Employee Handbook as outlined in the agenda packet, to become effective January 1, 2015. Staff members that are appointed or hired by Council will have to submit a request for an alternative work schedule to Council for review and approval.

Richland County Council Request of Action

Subject: Changes to Teleworking and Alternative Work Schedules in Handbook as it Relates to Supervisory Personnel

A. Purpose

County Council is requested to approve the changes outlined below to pages 36 and 37 of the Richland County Employee Handbook regarding Teleworking and Alternative Work Schedules (AWS) for supervisory personnel, effective January 1, 2015.

B. Background / Discussion

At the June 24, 2014 A&F Committee Meeting, the Committee considered revisions to the Employee Handbook as it relates to telecommuting and alternative work schedules for supervisory personnel. It is proposed that supervisory personnel (those individuals who supervise employees: Directors, Assistant Directors, Managers, Supervisors, etc.) be excluded from telecommuting / alternative work schedules *unless they supervise employees who telecommute / work alternative work schedules approved by Administration for legitimate business purposes*. An example of a “legitimate business purpose” is personified by the Facilities and Grounds division of Support Services. Custodians start work at 7:00am, and work until 3:30pm. By coming in at 7:00am, employees are able to begin basic duties (vacuum, clean bathrooms, trash removal, etc.) before employees and customers arrive. This provides for clean facilities before the start of each business day. Certain Roads and Drainage (Public Works) and Utilities employees are also excluded due to legitimate business purposes.

The Committee held the item until the July 22 meeting, and requested that an email from Andy Metts, Director of Utilities, be forwarded to the A&F Committee members, as it referenced the potential impact of these revisions to his operations. The email was forwarded to the A&F Committee on Thursday, June 26, and is attached here for your convenience.

Teleworking and AWS can only be initiated by the Department Director. It is recommended that Directors complete the “Teleworking / Alternative Work Schedule Request” form for those supervisory personnel currently telecommuting / working an alternative work schedule. Administration would then either disapprove the request, or would approve an exception for legitimate business purposes, as evidenced by the information provided on the form. Going forward, Department Directors must submit new requests for supervisory personnel for Teleworking / Alternative Work Schedules on the form provided to Administration.

Further, it is recommended that Council approve the proposed Employee Handbook revisions associated with this request.

The Human Resources Department has prepared changes to the Richland County Employee Handbook regarding Teleworking (page 36 of the Employee Handbook) and Alternative Work Schedules (page 37 of the Employee Handbook) as it relates to supervisory personnel.

The current County's Teleworking Policy, located on page 36 of the Richland County Employee Handbook, is as follows:

Teleworking:

Richland County recognizes the majority of County employees work at County office and facilities during designated work hours, generally 8:30 a.m. – 5:00 p.m. Monday through Friday. However, there may be times when it is beneficial to the County and the employee to have other options. Richland County recognizes that teleworking may be an alternative work arrangement in certain circumstances and encourages supervisors to give employees' teleworking proposals consideration when mutually beneficial to the County and the employee. However, no employee is entitled to this alternative work arrangement or to the continuation of such arrangement.

The proposed changes are as follows:

Teleworking:

Richland County recognizes the majority of County employees work at County office and facilities during designated work hours, generally 8:30 a.m. – 5:00 p.m., Monday through Friday. However, there may be times when it is beneficial to the County and the employee to have other schedule/work arrangement options. Supervisory Personnel (employees who work in positions that supervise other employees – generally titled Supervisor, Manager or Department Head) are excluded from teleworking, unless approved by Administration for a legitimate business purpose. Staff members appointed or hired by Council must submit a request for teleworking to Council for review and approval. Richland County ~~recognizes~~ supports teleworking ~~may be as~~ an alternative work arrangement ~~in certain circumstances~~ and encourages supervisors to give employees' teleworking proposals consideration when mutually beneficial to the County and the employee. What makes telework possible in some cases is the type of work done by the employee and the enabling technology and equipment that allow employees to take their offices with them virtually. However, no employee is entitled to this alternative work arrangement or to the continuation of such arrangement.

The current County's Alternative Work Schedules Policy, located on page 37 of the Richland County Employee Handbook, is as follows:

Alternative Work Schedules Policy

Departments that can operate more effectively utilizing an alternative work schedule may do so with written approval from HUMAN RESOURCES DEPARTMENT and the County Administrator. Such alternative work schedules may include:

Compressed work weeks – Involves assigning employees to work schedules that allow work to be completed in a fewer number of workdays, such as a four (4) day workweek. This is accomplished by lengthening each workday.

Flexible Hours – Offers employees a choice of arrival and departure times while still working the required number of hours each day.

Job Sharing – Allows the use of two (2) part-time employees to complete the duties and responsibilities of one (1) Regular, full-time position. This may be accomplished by having the employees work full days on different days of the week, or different portions of each work day. Employees who are job-sharing will be considered part-time employees and will not receive benefits.

The proposed changes are as follows:

Alternative Work Schedules Policy

~~Departments that can operate more effectively utilizing an alternative work schedule may do so with written approval from HUMAN RESOURCES DEPARTMENT and the County Administrator. Such alternative work schedules may include:~~ Alternative Work Schedules (AWS) allow departments to work with greater flexibility, to operate more effectively, to increase employee morale, and to reduce turnover.

Alternative Work Schedules (AWS) – AWS permit some employees to work different hours than normal County schedules (i.e. 8:30am to 5:00pm) for some jobs. This does not alter the normal work hours of the office, department, or County. AWS have the potential to enable departments to meet goals, while at the same time permitting more flexible schedules. If managed properly, AWS can also enhance productivity, permit employees time to attend to personal needs, and/or save commuting time and money.

Supervisory personnel are excluded from this process with the following exception: supervisors who directly supervise employees who work alternative work schedules approved by Administration for legitimate business purposes (i.e., certain Public Works (Roads and Drainage), Utilities, and Support Services employees). All other requests for AWS for supervisory personnel must be approved by Administration. Staff members appointed or hired by Council must submit a request for an alternative work schedule to Council for review and approval.

AWS may include the following:

Compressed work weeks – Involves assigning employees to work schedules that allow work to be completed in a fewer number of workdays, such as a four (4)-day workweek. This process is accomplished by lengthening some or all of each workday and possibly reducing the number of work days in a work week. This process does not change the total weekly work hours. Supervisory personnel are excluded from this process with the following exception: supervisors who directly supervise employees who work alternative work schedules approved by Administration for legitimate business purposes (i.e., certain Public Works (Roads and Drainage), Utilities, and Support Services employees). All other requests for AWS for supervisory personnel must be approved by Administration. Staff members

appointed or hired by Council must submit a request for an alternative work schedule to Council for review and approval.

Variable/Flexible Hours – Offers employees a choice of arrival and departure times while still working the required number of hours each day. Involves assigning employees a different choice of arrival and departure times while still working the required number of hours each day. Supervisory personnel are excluded from this process with the following exception: supervisors who directly supervise employees who work alternative work schedules approved by Administration for legitimate business purposes (i.e., certain Public Works (Roads and Drainage), Utilities, and Support Services employees). All other requests for AWS for supervisory personnel must be approved by Administration. Staff members appointed or hired by Council must submit a request for an alternative work schedule to Council for review and approval.

Job Sharing – Allows the use of two (2) part-time employees to complete the duties and responsibilities of one (1) Regular, full-time position. This process may be accomplished by having the employees work full days on different days of the week, or different portions of each work day. Employees who are job-sharing will be considered part-time employees; they will work 25 hours or less per week and will not receive benefits. Supervisory personnel are excluded from this process, unless approved by Administration for a legitimate business purpose. Staff members appointed or hired by Council must submit a request for an alternative work schedule to Council for review and approval.

C. Legislative / Chronological History

This is a Staff initiated request which appeared on the June 24, 2014 A&F Committee agenda. These revisions are requested because some supervisory personnel who telework / have an AWS supervise personnel who do not telework / have an AWS.

D. Financial Impact

There is no financial impact associated with this request.

E. Alternatives

1. Approve the requested changes to the Richland County Employee Handbook as outlined above, to become effective January 1, 2015.
2. Do not approve the requested changes to the Richland County Employee Handbook as outlined above.
3. Modify the requested changes to the Richland County Employee Handbook.

F. Recommendation

It is recommended that Council approve the requested changes to the Richland County Employee Handbook as it relates to supervisory personnel to become effective January 1, 2015.

Recommended by: Roxanne Ancheta
Department: Administration
Date: June 12, 2014

G. Reviews

Finance

Reviewed by: Daniel Driggers

Date: 6/16/14

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

This is a policy decision for Council with no direct financial impact. Some of the indirect benefits are discussed by HR below. As a general rule, it may be more beneficial to the operational efficiency to have oversight authority at the department director level with some general guidelines.

Human Resources

Reviewed by: Dwight Hanna

Date:

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Human Resources supports the position of Administration. The concerns of the Utilities Department relating to the proposed change were not discussed with the Human Resources Department (HRD). And HRD was not aware of the concerns until the matter came up during a Council Committee Meeting. Therefore, HRD cannot provide knowledgeable input on the specific concerns of the Utilities Department. HRD has a supervisor who has worked an AWS for several years and the process has been beneficial to HRD. HRD clearly recognizes there are challenges in implementing and maintaining a successful AWS and Telecommuting benefit for employers. Therefore, as stated above HRD will support the proposed policy change of Administration

The annual survey last year by the SHRM (Society for Human Resource Management) found a greater increase in the number of companies planning to offer telecommuting in 2014 than those offering just about any other new benefit. By one estimate, telecommuting has risen 79% between 2005 and 2012 and now makes up 2.6 percent of the American work force, or 3.2 million workers, according to statistics from the American Community Survey. That includes full-time employees who work from home for someone other than themselves at least half the time, according to Kate Lister, president of Global Workplace Analytics, and its research arm Telework Research Network.

There are many diverse opinions on telecommuting. Yahoo CEO Marissa Mayer published a memo banning telecommuting effective June 1, 2013. "Epic fail. Hypocrite. Idiotic. There were just a few of the criticisms flung at Yahoo's CEO Ms. Mayer after news broke that she was banning telecommuting at the company." (The New Yorker March 18, 2014) "Mayor Bloomberg, a billionaire former CEO, said on his weekly radio show Friday that he agree with Yahoo CEO Marissa Mayer that working from home is not productive. "I've always said, telecommuting is one of the dumber ideas I've ever

hear.” said the media mogul mayor. (from Your News Your Opinion WOR710 – March 1, 2013) Nicholas Bloom, a professor of economics at Stanford University, tested some ideas about telecommuting. “At the end of the experiment, employer found that the home-based employers worked more than office workers – 9.5 percent longer – and were 13 percent more productive. They were also judged to be happier, as quitting rates were cut in half.” (from New York Times March 7, 2014)

There are many reported pros (i.e. employee appreciation, work efficiency, work & life balance, employee morale, reduced absences, ability to focus on complex projects, retention, recruitment, productivity) and cons (i.e. employee jealousy, inconsistent work ethics, customer service expectations, greater planning time, communications, difficulty scheduling meetings, employee morale, greater requests than can be accommodated, lack of accountability) for AWS and telecommuting. The HRD has a supervisor that has worked an AWS for several years. From a productivity and efficiency perspective it has worked out well. There were the normal challenges of getting the processes, access to information, and coordination with staff developed. But now it works effectively in HRD. In summary, there are many pros and cons to telecommuting. In order to be successful, there must be a combination of the right business needs of the employer, employee, type of job, supervisor, processes, procedures, and corporate culture in place.

Legal

Reviewed by: Elizabeth McLean

Date: 6/17/14

Recommend Council approval

Recommend Council denial

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

Administration

Reviewed by: Roxanne Ancheta

Date: June 18, 2014

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: It is recommended that Council approve the requested changes to the Richland County Employee Handbook. These revisions clarify telecommuting and alternative work schedules as it relates to supervisory personnel, as well as clean up language related to these items.

Teleworking / Alternative Work Schedule Request

Employee's Name:	Job Title:
Department:	Division (If Applicable):
Position Description (High Level Description of Job Duties):	
Request	
<input type="checkbox"/> Teleworking Description: (Ex: Employee will telework M, W, F from 9am – 4:30pm)	
<input type="checkbox"/> Compressed Work Week Description: (Ex: Employee will work M – Th from 8am – 6pm)	
<input type="checkbox"/> Variable / Flex Hours Description:	
<input type="checkbox"/> Job Sharing Description:	

_____ Other – Please describe:	
Does the employee supervise anyone?*	_____ Department Director / Date:
Human Resources / Date: _____	
_____ Recommend Approval _____ Recommend Denial (List Reason(s)):	
Administration / Date: _____	
_____ Recommend Approval _____ Recommend Denial (List Reason(s)):	

**If an employee supervises personnel, an exception must be granted by Administration for legitimate business purposes.*

From: Sparty Hammett
Sent: Thursday, June 26, 2014 12:08 PM
To: Joyce Dickerson (jdickerson@rcgov.us); Paul Livingston (livingstonp@rcgov.us); Jim Manning (ManningJim@rcgov.us); Kelvin Washington (WashingtonK@rcgov.us); Greg Pearce (gpearce@rcgov.us)
Cc: TONY MCDONALD (MCDONALDT@rcgov.us); ROXANNE ANCHETA; Warren Harley (HarleyW@rcgov.us)
Subject: FW: A&F Committee Item #7 - Alternate Work Schedule

A&F Committee Members,

As directed by the Committee, see the email below and attachment that was sent to Councilman Pearce regarding Mr. Metts' concern with the proposed changes regarding Alternative Work Schedules.

I would like to note that I discussed the proposed change with Mr. Metts on June 10th and told him to provide me justification to support his case for my review. This updated information had not been provided to me as indicated in his email below. In regard to Mr. Metts' email, clearly, Administration will not make a change to the Utilities schedules that will require additional staffing/costs. Please note that there is an exception in the recommended change for supervisors who work alternative schedules for legitimate business purposes.

Sparty Hammett

Assistant County Administrator for Development Services
hammetts@rcgov.us
Richland County Government
2020 Hampton St./PO Box 192
Columbia SC 29202
Phone: (803) 576-2041
Fax: (803) 576-2137

From: ANDY METTS
Sent: Wednesday, June 25, 2014 9:12 AM
To: Sparty Hammett
Subject: FW: A&F Committee Item #7 - Alternate Work Schedule

Sparty,

Below is the information that was provide to Councilman Pearce. I am working on an update to the previously provided information for your consideration. I should have this complete by COB Friday.

Andy H. Metts , Director
Richland County Utilities
Email: mettsa@rcgov.us
Tel. 803-401-0050



From: ANDY METTS
Sent: Monday, June 23, 2014 4:30 PM
To: Gregory Pearce
Subject: A&F Committee Item #7 - Alternate Work Schedule

Mr. Pearce,

Hope you are doing well.

Our staff in the Richland County Utilities Department has concern over the proposed changes to the RC employee handbook which alters the Alternative Work Schedule (AWS) section. The Utilities Department has operated on an alternative work schedule for approximately 16 years and have never received a complaint from the public about our schedule. The Utilities Department provides services that differ greatly from most County Administrative Departments. The provision of water and sewer service does not fall under a standard work schedule of 9:00 – 5:00 five days a week. These services are provided 24 hours a day 365 days a year. With the implementation of our AWS, we are able to keep our office open 50 hours per week compared to 37.5 if all our staff members worked a straight five day schedule. In addition, we have been successful in implementing an on-call schedule that provides adequate staff to respond to after hour emergencies as they occur. Any change to our current AWS will likely require additional personnel and operating funds to continue the level of service currently provided.

The proposed AWS changes excludes supervisory personnel from participating in an AWS. This wording would greatly affect our current operation. SC DHEC regulations require a licensed operator of proper grade be available as operators and technicians of lessor grade perform the daily functions of operating our water and sewer systems. The staggered work schedule of our staff allows us to meet the DHEC requirements. To exclude supervisors, our administration and engineering staff from working the AWS would jeopardize our ability to meet the DHEC requirements without additional personnel.

I have attached a document which was previously provided to Administration to justify our current AWS. As you review this document, you will note significant cost savings with our current AWS compared to a straight five day schedule. There are also moral and outside employment issues that would affect staff's ability to provide for their families if there is a change in our current AWS. We ask that you consider the information provided in the attached document as you discuss the proposed AWS changes. A simple modification to continue to allow supervisors and department administration staff members to participate in the AWS would resolve the issue.

Thanks for taking the time to review this information and with any help that you may be able to provide.

Andy H. Metts , Director
Richland County Utilities
Email: mettsa@rcgov.us
Tel. 803-401-0050



Richland County Council Request of Action

Subject

a. Resolution Authorizing the Extension of the Investment Period Under a July 28, 2009 Fee Agreement by and between Richland County and Unum Group, Colonial Life & Accident Insurance Company, and Unum Life Insurance Company of America **[PAGES 160-162]**

b. Authorizing the Execution and Delivery of an amendment to the fee agreement between Richland County, South Carolina, and Arum Composites, LLC its affiliates and assigns, to provide for a new effective date and millage rate; and other matters **[FIRST READING BY TITLE ONLY] [PAGE 163]**

A RESOLUTION AUTHORIZING THE EXTENSION OF THE INVESTMENT PERIOD UNDER A JULY 28, 2009 FEE AGREEMENT BY AND BETWEEN RICHLAND COUNTY, SOUTH CAROLINA, AND UNUM GROUP, COLONIAL LIFE & ACCIDENT INSURANCE COMPANY, AND UNUM LIFE INSURANCE COMPANY OF AMERICA.

WHEREAS, Richland County, South Carolina (the “**County**”), acting by and through its County Council (the “**County Council**”), is authorized and empowered under and pursuant to the provisions of the South Carolina Constitution and the Code of Laws of South Carolina 1976, as amended, and the case law of the Courts of the State of South Carolina (the “**State**”), to offer and provide certain privileges, benefits, and incentives to prospective industries as inducements for economic development within the County; is authorized and empowered under and pursuant to the provisions of Title 12, Chapter 44, Code of Laws of South Carolina, 1976, as amended (the “**Act**”), to acquire, or cause to be acquired, properties (which properties constitute “**projects**” as defined in the Act) and to enter into agreements with any industry to construct, operate, maintain and improve such projects; to enter into or allow financing agreements with respect to such projects; and to accept any grants for such projects through which powers the industrial development of the State will be promoted and trade developed by inducing manufacturing and commercial enterprise to locate and remain in the State and thus utilize and employ the manpower, agricultural products and natural resources of the State and benefit the general public welfare of the County by providing services, employment, recreation or other public benefits not otherwise provided locally;

WHEREAS, in the exercise of the foregoing powers, the County, Unum Group, Colonial Life & Accident Insurance Company, and Unum Life Insurance Company of America (collectively, the “**Company**”), have heretofore entered into an Agreement dated July 28, 2009, (the “**Fee Agreement**”) providing for certain incentives, including, without limitation, payment of a fee-in-lieu of taxes with respect to the **Project** (as defined in the Fee Agreement);

WHEREAS, during the next three years, the Company anticipates making additional investments in the County of approximately \$5 million;

WHEREAS, the Company has requested, in accordance with Section 3.2(b) of the Fee Agreement, that the County extend the **Investment Period** (as defined in the Fee Agreement), as permitted by Section 12-44-30(13) of the Act, from the end of the fifth year following the **Commencement Date** (defined in the Fee Agreement as the last day of the property tax year in which Project property is first placed in service) until the end of the eighth year following the Commencement Date, so that the Investment Period shall continue through December 31, 2017;

WHEREAS, the County has determined that the extension of the Investment Period (the “**Extension**”) would directly and substantially benefit the general public welfare of the County by allowing the Company to complete the Project, by inducing the Company to make further investments and by providing the creation of jobs and employment, the increase of ad valorem tax base, service, employment or other public benefits not otherwise provided locally; that the Extension gives rise to no pecuniary liability of the County or incorporated municipality or a charge against the general credit or taxing power of either; that the purposes to be accomplished

by the Extension, i.e., economic development, creation of jobs, and addition to the tax base of the County, are proper governmental and public purposes; that the additional investments in and completion of the Project which is located in the County and State are of paramount importance; and that the benefits of the Extension and completion of the Project will be greater than the costs;

WHEREAS, the County does not desire at this time to provide the maximum statutorily allowable Investment Period extension of five years, but, depending on future developments and in its sole discretion, may be willing to consider providing such maximum extension in the future by providing an additional two-year extension to the three-year extension currently being provided by this Resolution.

NOW, THEREFORE, BE IT RESOLVED, by County Council as follows:

Section 1. Approval of Extension of Investment Period. The County hereby grants an extension of the Investment Period under the Fee Agreement pursuant to Section 12-44-30(13) of the Act until the end of the eighth year following the Commencement Date, so that the Investment Period shall continue through December 31, 2017.

Section 2. Further Actions. The Chair of County Council, the County Administrator and the Clerk to County Council, for and on behalf of the County, are hereby each authorized and directed to do any and all things necessary to effect the performance of all obligations of the County under this Resolution.

Section 3. Governing Law. This Resolution shall be construed and interpreted in accordance with the laws of the State.

Section 4. Severability. The provisions of this Resolution are hereby declared to be separable and if any section, phrase or provision shall for any reason be declared by a court of competent jurisdiction to be invalid or unenforceable, such declaration shall not affect the validity of the remainder of the sections, phrases and provisions hereunder.

DONE, RATIFIED AND ADOPTED this ____day of _____, 2014.

RICHLAND COUNTY COUNCIL:

Chairman

ATTEST:

Clerk
Richland County Council
Richland County, South Carolina

~#4814-1390-8510 v.4~

AN ORDINANCE

AUTHORIZING THE EXECUTION AND DELIVERY OF AN AMENDMENT TO THE FEE AGREEMENT BETWEEN RICHLAND COUNTY, SOUTH CAROLINA, AND ARUM COMPOSITES, LLC ITS AFFILIATES AND ASSIGNS, TO PROVIDE FOR A NEW EFFECTIVE DATE AND MILLAGE RATE; AND OTHER MATTERS.

Richland County Council Request of Action

Subject

Internal Audit Committee-1; there is one vacancy on this committee: **[PAGE 164]**

K. Eve McCoy, CPA, April 2014

Richland County Council Request of Action

Subject

Richland Memorial Hospital Board-4; there will be four positions coming open on this board: **[PAGE 165]**

George S. King, Jr., December 31, 2014*

Charles Waddell, December 31, 2014*

Ann Pringle Washington, December 31, 2014

James E. (Rick) Wheeler, December 31, 2014

* Eligible for re-appointment

Richland County Council Request of Action

Subject

Riverbanks Zoo Commission-1; there will be one position coming open on this commission: **[PAGE 166]**

M. F. Phil Bartlett, December 1, 2014*

* Eligible for re-appointment

Richland County Council Request of Action

Subject

Accommodations Tax Committee-2; positions are for persons in the Lodging and Hospitality Industries; no applications were received. **[PAGE 167]**

Richland County Council Request of Action

Subject

Airport Commission-1; there is one vacancy on this commission, and one application was received from the following: **[PAGES 168-175]**

Joel McCreary



**APPLICATION FOR SERVICE ON RICHLAND COUNTY
COMMITTEE, BOARD OR COMMISSION**

Applicant must reside in Richland County.

Name: Joel McCreary

Home Address: 2922 Duncan Street, Columbia, SC 29205

Telephone: (home) (803) 603-3858 (work) (803) 771-6267

Office Address: 3111 Devine Street, Columbia, SC 29205

Email Address: jm@msarch.net

Educational Background: BS-Architecture NCSU 1978

Professional Background: Architect

Male Female Age: 18-25 26-50 Over 50

Name of Committee in which interested: Jim Hamilton - L.B. Owens Airport Commission

Reason for interest: I am a pilot with a background in airport design, grants and funding.
I believe my background will benefit the County. I would like to contribute.

Your characteristics/qualifications, which would be an asset to Committee, Board or

Commission:

Please see attached aviation resume

Presently serve on any County Committee, Board or Commission? No

Any other information you wish to give? _____

Recommended by Council Member(s): _____

Hours willing to commit each month: 20

CONFLICT OF INTEREST POLICY

It is the policy of Richland County to require disclosure of any personal or financial interest that may be influenced by decisions of the Committee, Board or Commission for which any citizen applies for membership.

Such conflict of interest does not preclude service but shall be disclosed before appointment. The Clerk of Council shall be notified of any change on an annual basis and members of all Committees, Boards or Commissions shall be required to abstain from voting or influencing through discussion or debate, or any other way, decisions of the Committee, Board or Commission affecting those personal and financial interests.

All statements so filed shall be signed and verified by the filer. The verification shall state that the filer has used all reasonable diligence in its preparation, and that to the best of his or her knowledge, it is true and complete.

Any person who willfully files a false or incomplete statement of disclosure or no change of condition, or who willfully fails to make any filing required by this article, shall be subject to such discipline, including censure and disqualification from the Committee, Board or Commission, by majority vote of the council.

Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.

Yes _____ No _____

STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?

Yes _____ No _____

If so, describe: None


Applicant's Signature


Date

Return to:
Clerk of Council, Post Office Box 192, Columbia, SC 29202.
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Applications are current for one year.

Staff Use Only	
Date Received: _____	Received by: _____
Date Sent to Council: _____	
Status of Application:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file

Career Aviation Experience Record

Joel McCreary, AIA
McCreary/Snow Architects, PA
P.O. Box 11143
Columbia, South Carolina 29211
Telephone (803) 771-6267

Education

University of North Carolina - Charlotte , General Studies 1970-1972
North Carolina State University, Bachelor of Environmental Design, Architecture, 1978, Cum Laude

Experience

Mr. McCreary is a registered Architect with 30 years of experience in programming, planning, design, construction documentation, bidding and negotiation, construction administration and project management.

Mr. McCreary has an extensive background in project architecture and project management ranging from low rise to high rise, new construction and renovation/rehabilitation programs throughout the country. His experience includes government agency, military, commercial, institutional, multi-family, aviation planning and design and private sector project types as well as direct heavy construction experience. Mr. McCreary has provided project management services on programs ranging from \$60,000 to \$27,000,000 in Construction and Design value.

Mr. McCreary is an instrument rated general aviation pilot.

Professional Affiliations

American Institute of Architects
South Carolina Chapter, AIA
Southern Building Code Congress
City of Columbia Board of Adjustments

Personal Aviation Project and Client Listings

East Cooper Airport, Charleston, SC
Charleston, South Carolina

Baton Rouge Metropolitan Airport
Terminal Planning, Louisiana

Fort Wayne Int'l. Airport Terminal
Modernization, Indiana

Pitt-Greenville Airport Terminal
Renovation, North Carolina

McGhee-Tyson Airport Terminal
Planning, Knoxville, Tennessee

Allentown-Bethlehem-Easton International
Terminal Planning, Pennsylvania

Southwest Georgia Regional Airport
Terminal Renovation, Albany, Georgia,

Charlotte Douglas International Airport
107.14 Security System, North Carolina

Bloomington - Normal Airport Terminal
Planning, Illinois

McEntire Air National Guard Base
Open End, Eastover, South Carolina

Muscle Shoals Regional Airport, Terminal
Design/Project Management Alabama

Columbia Metropolitan Airport Maintenance
Facility, South Carolina

Columbia Metropolitan Airport Maintenance
Facility, South Carolina

Jackson Municipal Airport Terminal
Planning/Concourse Addition, Mississippi

Albert J. Ellis Airport
Jacksonville, South Carolina

Kalamazoo International Airport, 107.14
Security System, Michigan

Capital Region Airport, 107.14 Security
System Lansing, Michigan

Air Cargo Facilities- Planning, Design,
Construction, Knoxville, Tennessee

Kent County International Airport
107.14, Grand Rapids, Michigan

Key Field Improvement Program
Meridian, Mississippi

Pope Air Force Base
Open End, North Carolina

Craven County Airport Terminal
Design, New Bern, North Carolina

Duke University Medical Center Helipad
Retrofit Feasibility Study, North Carolina

Aviation Project Descriptions

The following pages list and provide details regarding some of Mr. McCreary's project experience working with airports of all sizes throughout the midwest and eastern United States

Southwest Georgia Regional Airport, Albany, GA

Project Manager of a multi-phased terminal development program over a six year period. Program included terminal facility reroofing, baggage claim addition and renovation, terminal renovation and design and construction of an ARFF Maintenance Facility/Air Field Lighting Vault. Program costs exceeded \$2.38 million. In addition, served as client manager for airfield drainage, apron rehabilitation and airfield lighting programs. Responsibilities included, master planning, capital improvement budgeting, grant writing and procurement, Federal Aviation Administration coordination, design, construction administration, program close-out and client/Commission interface. Program was completed within 1/2 of 1% of established renovation, multi-phased budget.

Allentown-Bethlehem-Easton International

Mr. McCreary served as the Project Manager for the landside segments of a 20 year master plan including terminal facilities, parking and utilities. Planned terminal improvements exceeded \$21 million. Responsibilities included tenant/carrier interface, planning, design, budgeting, client/ Authority interface.

Baton Rouge Metropolitan Airport, Baton Rouge, Louisiana

Mr. McCreary served as the Project Manager for the landside planning segments of a 20 year master plan including terminal facilities, parking, utilities and a possible mid-field facility in conjunction with parallel runway development. Responsibilities include planning, design, budgeting, client/Authority interface.

Jackson Municipal Airport, Jackson, MS

Mr. McCreary served as Project Manager for the landside planning and design segment of a 20 year master plan including terminal and parking facilities. The program included the schematic design of a \$9,000,000 concourse expansion for MD-88 and B757 design aircraft.

Fort Wayne International. Airport Terminal Modernization, Fort Wayne, Indiana

Served as Program Manager for a \$30 million dollar Loop Access Roadway and Parking and Terminal Improvement Program and 107.14 Compliance Program. Project includes total reorganization of terminal area facilities. Responsible for design, cost estimating, grant writing, eligibility assessments, critical path management, project team management, tenant/carrier interface, disadvantaged business enterprise programming, Federal Aviation Administration coordination and Fort Wayne - Allen County Authority and Staff interface.

Albert J. Ellis Airport, Jacksonville, NC

Project Manager on a multi-phased terminal renovation and expansion program. Program entailed ticketing wing addition, holding and loading bridge addition, concessions addition, baggage claim addition and existing terminal renovation for a total program cost of approximately \$2.3 million. Responsibilities included design, program applications and grant writing, construction administration, Federal Aviation Administration coordination and client contact. Program was completed within 3% of established renovation budgets.

Pitt-Greenville Airport, Greenville, NC

Project Manager on a \$1.7 million expansion and renovation of the PGV Terminal. Program entailed ticketing, holding and rental car vendor improvements as well as total reorganization of facility circulation to accommodate a 247% increase in enplanements. Responsibilities included design, program grant applications and grant writing, construction administration and client contact. Program was completed within 2.5% of established renovation budget.

Bloomington - Normal Airport, Bloomington, Illinois

Served as Project Manager and client manager for a 20 year terminal area study and proposed new \$19 million terminal facility, access, parking and apron conceptual design, and program budgeting. Responsible for client/Authority interface. Currently involved in the conceptual design of detached rental car facilities.

McGhee-Tyson Airport, Air Cargo Facilities, Knoxville, TN

Project Manager responsible for the facilities planning and design of an \$8 million air cargo complex and redevelopment program. Responsibilities included tenant coordination for build-to-suit cargo facilities for Federal Express, United Parcel Service and Airborne Express. Facility planning, design, construction administration, project budgeting and lease documentation, project closeout and client/Authority contact services were also provided. Program was completed within 2.4% of established program budget.

McEntire Air National Guard Base

Project Manager for a two year indefinite delivery services contract which included the following projects: Reroof Miscellaneous Buildings (4), Repair F-16 Maintenance Dock, Construct Jet Engine Storage Shed, Hurricane Hugo Storm Damage Assessment and Repairs, Renovations/Repairs to Miscellaneous Buildings, Repairs to ARFF Facility, Construct Main Gate House and Construct Non-Destructive Test Lab. Project values exceed \$1.2 million. Responsibilities included Guard interface, budgeting, design and construction administration.

Glynco Jetport, Brunswick, Georgia

Project Manager for a \$400,000 remote holding room addition and terminal renovation. Responsibilities included, design, construction administration and client contact.

Key Field Improvement Program, Meridian, MS

Project Manager for a 20 year master plan for terminal development, terminal design and construction administration of a \$1.9 million renovation program. Project responsibilities entailed planning, design, construction administration, budgeting, grant procurement and administration, and client/City Council interface. Program was completed within 1/2 of 1% of established budget.

Golden Triangle Regional Airport, Columbus, MS

Program Manager for a \$3.3 million renovation and expansion of terminal facilities. Responsibilities included programming, design, budgeting, federal funding apportionment, critical path scheduling, disadvantaged business enterprise programming, client/Authority interface.

Muscle Shoals Regional Airport, Alabama

Program Manager for a \$1.4 million renovation and expansion of terminal facilities. Responsibilities included programming, design, budgeting, federal funding apportionment, critical path scheduling, disadvantaged business enterprise programming, Federal Aviation Administration coordination and client/Authority interface.

State of Michigan Contractor Prequalification Program for 107.14 Compliance Systems

Developed and authored the State of Michigan Contractor Prequalification Program for 107.14 Compliance Systems for all State of Michigan FAR 107.14 projects. Served as committee member in prequalification approval process.

Kalamazoo International Airport, Kalamazoo, Michigan

Project Manager for the Airport's \$852,000 FAR 107.14 design. Responsibilities included critical path scheduling, Federal Aviation Administration - ADO and CASFO coordination, construction administration, Michigan Department of Transportation, Bureau of Aeronautics and client interface.

Capital Region Airport, Lansing, Michigan

Project Manager for the Airport's \$1.2 million FAR 107.14 design. Responsibilities included critical path scheduling, Federal Aviation Administration - ADO and CASFO coordination, construction administration, Michigan Department of Transportation, Bureau of Aeronautics and client interface.

Kent County International Airport, Grand Rapids, Michigan

Project Manager for the Airport's \$2.1 million FAR 107.14 design. Responsibilities included critical path scheduling, Federal Aviation Administration - ADO and CASFO coordination, construction administration, Michigan Department of Transportation, Bureau of Aeronautics and client interface.

East Cooper FBO

Mr. McCreary was the project architect for the development and construction of new FBO facilities for East Cooper Airport, Charleston, South Carolina. The facility included a 3,000 square foot annex and lounge area and a 5,000 square foot maintenance facility.

Richland County Council Request of Action

Subject

Board of Zoning Appeals-1; there is one vacancy on this board for an un-expired term; no applications have been received. **[PAGE 176]**

Richland County Council Request of Action

Subject

Building Codes Board of Appeals-3; positions are for a plumber, and two persons from the fire industry; no applications were received. **[PAGE 177]**

Richland County Council Request of Action

Subject

Business Service Center Appeals Board-1; there is one position on this board for a CPA; no applications were received. **[PAGE 178]**

Richland County Council Request of Action

Subject

Central Midlands Council of Governments-2; there are two positions on this board; no applications were received at this time. [**PAGE 179**]

Richland County Council Request of Action

Subject

Employee Grievance Committee-1; there is one vacancy on this committee; an application was received from the following: **[PAGES 180-182]**

Florence Chretien



**APPLICATION FOR SERVICE ON RICHLAND COUNTY
COMMITTEE, BOARD OR COMMISSION**

Name: Florence Chretien

Home Address: 232 Cambridge Ln. Rd Columbia, SC 29223

Telephone: (home) 803-800-6776 (work) 803-576-1949

Office Address: 1701 Main St. Columbia, SC 29202

Email Address: chretienf@rcgov.us

Educational Background: Degree in Criminal Justice

Professional Background: RC Deputy Clerk of Records

Male Female- Age: 18-25 26-50 Over 50 -

Name of Committee in which interested: Grievance Committee

Reason for interest: _____

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:

Worked as a Grievance Coordinator/Mediator for approximately 11 yrs.

Presently serve on any County Committee, Board or Commission? _____

Any other information you wish to give? _____

Recommended by Council Member(s): _____

Hours willing to commit each month: _____

CONFLICT OF INTEREST POLICY

It is the policy of Richland County to require disclosure of any personal or financial interest that may be influenced by decisions of the Committee, Board or Commission for which any citizen applies for membership.

Such conflict of interest does not preclude service but shall be disclosed before appointment. The Clerk of Council shall be notified of any change on an annual basis and members of all

Committees, Boards or Commissions shall be required to abstain from voting or influencing through discussion or debate, or any other way, decisions of the Committee, Board or Commission affecting those personal and financial interests.

All statements so filed shall be signed and verified by the filer. The verification shall state that the filer has used all reasonable diligence in its preparation, and that to the best of his or her knowledge, it is true and complete.

Any person who willfully files a false or incomplete statement of disclosure or no change of condition, or who willfully fails to make any filing required by this article, shall be subject to such discipline, including censure and disqualification from the Committee, Board or Commission, by majority vote of the council.

Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.

Yes _____ No xxx _____

STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?

Yes _____ No xx _____

If so, describe: _____


Applicant's Signature

4/26/14
Date

Return to:
Clerk of Council, Post Office Box 192, Columbia, SC 29202.
For information, call 576-2060.

One form must be submitted for each Committee, Board or Commission on which you wish to serve.

Applications are current for one year.

Staff Use Only	
Date Received: _____	Received by: _____
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file	

Richland County Council Request of Action

Subject

Historic Columbia Foundation-1; there is one position on the Foundation; an application was received from the following: **[PAGES 183-186]**

Rena N. Grant*

*Eligible for re-appointment



**APPLICATION FOR SERVICE ON RICHLAND COUNTY
COMMITTEE, BOARD OR COMMISSION**

Applicant must reside in Richland County.

Name: Rena N. Grant

Home Address: 1503 Tall Pines Circle, Columbia, SC 29205-4928

Telephone: (home) 803.319.6579 (mobile) _____ (work) 803.734.3091

Office Address: 1105 Pendleton Street, 525 Blatt Building, Columbia, SC 29201

Email Address: renagrants@gmail.com

Educational Background: Bachelor's: History and Political Science, Furman University: 2003

Professional Background: Employed by the SC House of Representatives since September 2005

Male _____ Female X Age: 18-25 _____ 26-50 X Over 50 _____

Name of Committee in which interested: Historic Columbia

Reason for interest: My reason for seeking re-appointment to a Board/Commission/Committee is twofold: I would like to continue to serve my community in a more defined capacity and I would like to continue to use my current skills in order to add value to Historic Columbia.

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission: Characteristics: detail oriented, leadership skills, ability to work effectively and efficiently with individuals from all backgrounds

Qualifications: In addition to having earned a Bachelor's degree in History from Furman University in 2003 and having a genuine interest in historical preservation within Richland County, I have served as the county appointment since appointed in September 7, 2010.

Presently serve on any County Committee, Board or Commission? Historic Columbia (appointed by county council September 7, 2010.

Any other information you wish to give? I have immensely enjoyed working with Historic Columbia and Richland County Council. I welcome the opportunity to be re-appointed.

Recommended by Council Member(s): N/A

Hours willing to commit each month: The number of hours required to fulfill my duties as a member of the Board/Commission/Committee on which I serve.

CONFLICT OF INTEREST POLICY

It is the policy of Richland County to require disclosure of any personal or financial interest that may be influenced by decisions of the Committee, Board or Commission for which any citizen applies for membership.

Such conflict of interest does not preclude service but shall be disclosed before appointment. The Clerk of Council shall be notified of any change on an annual basis and members of all Committees, Boards or Commissions shall be required to abstain from voting or influencing through discussion or debate, or any other way, decisions of the Committee, Board or Commission affecting those personal and financial interests.

All statements so filed shall be signed and verified by the filer. The verification shall state that the filer has used all reasonable diligence in its preparation, and that to the best of his or her knowledge, it is true and complete.

Any person who willfully files a false or incomplete statement of disclosure or no change of condition, or who willfully fails to make any filing required by this article, shall be subject to such discipline, including censure and disqualification from the Committee, Board or Commission, by majority vote of the council.

Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.

Yes No X

STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?

Yes _____ No X

If so, describe: _____

Rena N Grant
Applicant's Signature

1 OCT 2014
Date

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Staff Use Only		
Date Received: _____	Received by: _____	
Date Sent to Council: _____		
Status of Application:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied <input type="checkbox"/> On file

Richland County Council Request of Action

Subject

Council review why varying boards have varying terms and consider if terms should be consistent [Dixon, Malinowski and Manning] **[PAGE 187]**

Richland County Council Request of Action

Subject

Procurement Review Panel [**PAGES 188-190**]

PROCUREMENT REVIEW PANEL

The Panel is responsible for providing an administrative review of formal protest decision arising from the solicitation and award of contracts, the debarment or suspension of a person from the consideration for award of a contract, a decision concerning the resolution of a contract or breach of contract controversy, or any other decision, policy or procedure arising from or concerning the expenditure of County funds for the procurement of any supplies, services, or construction procured in accordance with the provisions of the code and regulations. The panel shall be composed of five members.

Representatives must be:

- One member who serves in a public procurement arena,
- One member who represents the service industry,
- One member who is from the construction industry,
- One member who is from the professional services
- One member who is from the consumer industry.

Thomas K. Barnes, Jr. (Public Procurement)

Lindsey Dale Boozer (Construction)

Eleanor B. Kellett (Consumer)

Mary Louise Resch (Service Industry)

Deidra T. Singleton (Professional)

PROCUREMENT REVIEW PANEL

The Panel is responsible for providing an administrative review of formal protests of decisions arising from the solicitation and award of contracts, the debarment or suspension of a person from the consideration for award of a contract, a decision concerning the resolution of a contract or breach of contract controversy, or any other decision, policy or procedure arising from or concerning the expenditure of County funds for the procurement of any supplies, services, or construction procured in accordance with the provisions of the code and regulations. The panel shall be composed of five members. Representatives must be:

- One member who serves in a public procurement arena,
- One member who represents the service industry,
- One member who is from the construction industry,
- One member who is from the professional services,
- One member who is from the consumer industry.

Thomas K. Barnes, Jr.
152 Fox Run Drive
Hopkins, SC 29061
776-9422 (H)
253-6224 (O)
9/6/94
(Public)

Lindsey Dale Boozer
627 Galway Lane
Columbia, SC 29209
776-0348 (H)
776-1326 (O)
9/6/94
(Construction)

Eleanor B. Kellett
2 Beaver Dam Court
Columbia, SC 29223
788-4999 (H)
253-7604 (O)
9/6/94
(Consumer)

Mary Louise Resch (resigned)
1016 Harvey Killian Road
Chapin, SC 29036
781-7390 (H)
321-2117 (O)
9/6/94
(Service Industry)

Deidre T. Singleton (resigned)
916 Betsy Drive
Columbia, SC 29210
798-8424 (H)
253-6224 (O)
9/6/94
(Professional)

Richland County Council Request of Action

Subject

Procurement Review Panel-1; position is for an individual from the service industry; no applications have been received. **[PAGE 191]**

Richland County Council Request of Action

Subject

Citizens Input/Public Hearing Language [**PAGES 192-193**]

Citizen's Input/Public Hearing

- Speakers are asked to state their name and address.
- You have up to two (2) minutes to speak unless time is extended by the Chair, and the total time for Citizen's Input on any one matter is 30 minutes.
- You may speak only one (1) time on any given issue. So, for example, if a matter comes up for citizen's input, and you spoke for however long on it, and then the public hearing or citizen's input is recessed because of time or for any other reason, and then same matter comes up again at a later meeting, you would not be permitted to speak a second time on that same issue.
- Please address your comments to the full Council and not to the audience.
- Please keep in mind the Council's civility rule and help us to observe proper decorum during your remarks. Finally, please do not single out any Council member or otherwise direct critical personal remarks to any member of Council. Thank you.

Richland County Council Request of Action

Subject

Medicare Advantage Retiree Insurance **[ACTION]** **[PAGE 194]**

Richland County Council Request of Action

Subject

REPORT OF THE OFFICE OF SMALL BUSINESS OPPORTUNITY AD HOC COMMITTEE: **[PAGES 195-212]**

- a. Bonding and Insurance Program Options
- b. Business Development Division
 - 1. Educational Assistance
 - a. Seminars, workshops, courses related to business development
 - 2. Technical Assistance
 - a. Pilot Mentor Protégé Program
 - b. Access to Financial Capital Program
 - c. Bonding and Insurance Program

**RESPONSES TO QUESTIONS SUBMITTED BY COUNCIL MEMBERS
RE: OFFICE OF SMALL BUSINESS OPPORTUNITY / SLBE DIVISION
September 2014**

1. [Questions 1A and 1B were submitted individually but combined for purposes of this report because of the similarity between the two]

A. Have we done any research or assessments to determine if SLBE programs are more successful as a standalone vs one under the procurement department?

B. What is the justification for having the OSBO as a standalone department versus it being a division of the Procurement Department?

See Appendix 1 on pages 7 and 8 for a matrix of similar programs and the departments each is located in for a more comprehensive comparative analysis of the research that has been completed. Although this research was not exhaustive, it is a good sampling of similar models which purport to utilize a combination of development programs, organizational training, strategies and tools for the development and advancement of for-profit small businesses.

The mission of the OSBO is to promote, grow, build capacity and provide resources to small business through an inclusive, diverse and supportive business environment (paraphrase). As such, the purpose of the OSBO would create potential constraints and limitations for the office to fully carry out its functions, which are distinct from Procurement's charge, as outlined in Sect. 2-598(a) of the Procurement Ordinance as follows:

“All public purchases shall be made in a manner which provides for the greatest economy for the taxpayer, the fairest selection of vendor, and the prevention of conflicts of interest. Towards this end, it shall be the policy of the county that, whenever practical, leases, goods, and services required by county agencies shall be procured through a competitive purchasing policy which may be achieved through competitive bidding or through requests for proposals . . .”

If the OSBO and/or SLBE Division remained in the Office of Procurement, staff would be precluded from assisting businesses in promoting and fostering job creation, supporting the growth of new and existing businesses, providing capacity building information, tools and resources, and developing and empowering small businesses in strengthening their business capability and survivability. Furthermore, “A sound procurement system needs to promote and provide full and open competition in soliciting offers and awarding government contracts” (pp. 17-18, Pitzer and Thai, 3d. Edit.). In essence, the business development component of the department would not be able to provide assistance and offer business solutions to small businesses if they ever intended to compete

for Richland County Transportation Penny or countywide non-federally funded projects, goods and services. To do so could be perceived as unethical and unfair to other firms that have not received our assistance but may still compete for Richland County's contracts. Smaller, less established businesses often do not have the manpower or resources to compete as effectively as other more reputable small and large businesses with staff that specialize in competing for and potentially winning bids.

In addition, the Business Development division is tasked with working to reduce or remove many of the barriers that exist for small, minority- and woman-owned businesses. Once these hurdles have been overcome, many of these same firms will be able to participate in the SLBE program or simply begin doing business with Richland County, if they so desire.

2. The proposed OSBO ordinance often refers to decisions being made by the OSBO director in conjunction with the Procurement Department, **who is ultimately responsible and is to be held accountable for the final decisions?**

Since the primary office is the OSBO, the OSBO director would be ultimately responsible and held accountable for the duties and final decisions pertaining to the OSBO; the Procurement office is ultimately responsible for the duties and held accountable for final decisions pertaining to the Procurement office.

3. Are there any duties or tasks being assigned to the OSBO Department that are statutory in nature and should not be removed from the Procurement Department? Case in point; (suspensions, waivers, appeals...)

No. Each duty, task and responsibility was reviewed by and agreed to by Justine Jones, Assistant Director of the SLBE division, and Cheryl Patrick, Director of Procurement, prior to submitting the draft Ordinance to Franklin Lee (the attorney who drafted the original ordinance and who has provided assistance in developing the SLBE program) and Elizabeth McLean, Deputy County Attorney. Both attorneys presumably reviewed, made additional edits to the OSBO ordinance, and Ms. McLean finalized the document before it was submitted to Council.

Suspensions, debarments, waivers and appeals generated from the SLBE division will be determined and overseen by the OSBO. The OSBO will immediately notify Procurement each time one of these instances occurs.

4. Is it correct that the proposed OSBO ordinance only refers to two divisions (SLBE and Business Development Services)?

Correct. Two divisions are recommended in the initial configuration of the office. If Council so chooses, other gender- or race-based divisions or programs could be implemented after the completion of a disparity study, assuming such a program is recommended as a result of the study.

The addition of another division or program will not necessarily result in the need for additional staff beyond the five positions that have already been approved by Council.

5. Have we determined what implications the proposed OSBO ordinance will have on the current Procurement ordinance and what changes will need to be made to the Procurement ordinance?

The OSBO ordinance was reviewed by Franklin Lee and Elizabeth McLean. The most recent version of Article X. Purchasing Ordinance was forwarded to the Clerk by Ms. McLean; therefore, it is assumed Legal has determined what if any implications exist and have addressed them in the Ordinance.

There have been no specific implications other than those initially brought to the attention of Ms. Jones and Ms. Patrick that were not addressed in the initial draft of the OSBO Ordinance.

6. The proposed OSBO Ordinance seems to suggest that several functions/responsibilities will be removed from the Procurement Department. **Can we assume the Procurement department could or should function with less personnel?**

It is not recommended one assume the Procurement department could or should function with less personnel, particularly since the only personnel that was added to Procurement prior to the creation of the OSBO was one staff position, which was the result of a position originally allocated to the office which was converted to Ms. Jones' position.

The Transportation Penny Tax projects are anticipated to increase the volume of associated work for several departments, including Procurement, Legal and Finance among other departments that may be impacted either now or in the future by the implementation of this new, long-term initiative.

7. Does the proposed OSBO ordinance specify exactly how many positions will be allocated to the OSBO Department?

The only position within the OSBO that is specifically referenced is the director position. Staff was advised that ordinances typically do not outline specific positions other than the director position in order to maintain the flexibility to add or reduce staff as the needs and requirements of the office dictate.

The number of allocated positions is addressed however in the Request of Action that was submitted to the A&F Committee on May 27, 2014.

8. Does or should the proposed OSBO Ordinance specify the funding for the program over time?

The proposed Ordinance does not specify the funding for the program over time. Whether the proposed Ordinance should specify funding for the program is a policy decision for Council.

If Council specifically requests this provision be added to the ordinance, it can be done either on the Second or Third Reading of the Ordinance approval process.

9. How will we determine the needs of the SLBEs and whether or not the process is customer friendly?

The activities of the department and its participants will be closely monitored recognizing that a reasonable amount of time needs to be allotted to see how effectively the program operates as originally designed and implemented. OSBO staff will work closely with participating firms to determine their needs when they first enter our program through a triaging process. The programming that will be offered and referrals that are made will be made based on identified needs on both individual and group needs.

Also, Council will be provided with annual reports and as outlined in the SLBE Ordinance, the SLBE Division is required to conduct public hearings every two years. A customer satisfaction survey could be conducted at regular intervals, perhaps bi-annually or annually to confirm to Council and the public the program is consistently conducting itself in an effective, efficient and business-friendly manner. It is recommended the program have least six months to one year to operate fully before a survey is completed. This is recommended because the program will need ample time to (1) roll into its full operational capacity and (2) to build a sufficient client base of individuals to survey.

10. It is stated in the OSBO ordinance, that at a minimum, the OSBO Director shall have substantive input with the procurement department in a contract specification review process to be undertaken in advance in the issuance of County's RFPs and bid solicitations to insure that the contract bid specifications are not unnecessarily restrictive and unduly burdensome to small, local, minority-owned and other business. **How will a difference in opinion and perspective between the OSBO Director and Procurement Department be reconciled? What is substantive input?**

Because this program is intended to promote full and equal business opportunity for all small businesses in Richland County, and to remove barriers to access for these businesses, substantive input essentially means that with regard to these instruments, the OSBO will have a significant role and, to the extent it can, ensure the interests of SLBEs are included and adequately represented in all locally-funded projects and contracts. The review of and potential input of language in RFIs, RFQs, RFPs, bid solicitations and evaluations of proposals will be conducted by a staff member from the OSBO's SLBE division.

All of the above referenced processes are under the Procurement Office's scope of responsibility; therefore the final decision would lie with the director of the office, Ms. Patrick.

11. How many people have been employed by this office?

Currently, there are two people employed in the office.

12. Do any of us know who is employed and do they qualify for the possessions (sic, positions)?

- 1) The Contracts and Compliance Specialist is Brenda Parnell; her qualifications are highlighted below:
 - Twenty six years with the South Carolina Department of Transportation;
 - Has performed numerous analytical reviews of Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE) applications, including audits of firms' business and personal financial documents;
 - Conducted dozens of on-site interviews, investigated applicants' validity and compliance with Federal regulations;
 - Made recommendations for certification approvals/denials based on critical analyses;
 - Conducted on-site project monitoring activities of construction projects;
 - Has worked in the Office of Business Development, Hydraulic Design, Surveys and Right-of-Way in her career with SCDOT;
 - Bachelor of Science Degree in Business Administration, Associate of Science Degree in Telecommunications Systems Management;

- 2) The Assistant Director of the SLBE Division is Justine Jones; her qualifications are highlighted below:
 - Twenty one years working in executive offices in state, county and local government agencies;
 - Ensured organizations' people, processes and systems interact effectively through leadership of strategic planning, business assistance and support, citizen engagement, performance management and organizational improvement initiatives;
 - Driven strategic initiatives, process improvements, organizational reengineering, policy analysis and program development and evaluations;
 - Held positions in Administration, Budget and Finance, Human Resources, Environmental Services and operations departments;
 - Bachelor of Science in Criminal Justice with minor in Public Administration; Master of Arts in Public Administration with concentration in Executive Leadership/Finance & Budgeting; Master of Arts in Public Policy with concentration in Leadership and Management in Public and Nonprofit Organizations;
 - Completed numerous continuing education coursework associated with current position to include, among others, bonding, capacity building, certification compliance, leadership development, mentor/protégé programs, monitoring, disparity studies, economic development, investigations, race-neutral initiatives, Title VI, U.S. DOT DBE & ACDBE programs;
 - Certified Compliance Administrator certificate is anticipated in 2015 from the American Contract Compliance Association (ACCA); current member of 2014 Emerging Leaders Development Program with ICMA and 2015 Class of Leadership Columbia member; serve

on the Conference Planning Committee and the Annual Awards Panel of ICMA. Current member of NIGP and the SC Association of Governmental Purchasing Officials.

13. How much will it cost to operate each division of the OSBO (generated from the September 24, 2014 OSBO Work Session)?

All the services, programs and functions that have been recommended will be provided with the current recommended staff, approved budget and available resources. As proposed, many of the services will be provided in-house, through referrals from community partners who will either provide in-kind or charge nominal costs for their services, in some cases we may share the costs with community partners or in some instances the recipients of these services will be responsible for paying for the services.

Until Council determines which programs and services the office will provide a more detailed cost assessment cannot be made.

14. Provide program budget (generated from the September 24, 2014 OSBO Work Session).

See Appendix 2 on page 9.

15. What is the status of the City of Columbia, DOT's and USC's disparity studies? When will the City of Columbia be prepared to update their study (generated from the September 24, 2014 OSBO Work Session)?

See Appendix 3 on page 10.

16. What options are available for SLBEs to acquire bonding and insurance?

See Appendices 4 and 5 on pages 11 and 13.

17. How is the Business Development Division composed?

See Appendix 6 on page 14.

Appendix 1
SB Government Programs

JURISDICTION	PROGRAM TYPE	OVERSIGHT DEPT	SERVICES OFFERED	LINK(S)
City of Austin, TX	SBDP	Economic Development	Foster job creation, support the growth of new and existing businesses, provide business solutions, make resources available to small business owners.	http://www.austintexas.gov/department/small-business-development-program
Charleston County, SC	SBE/DBE	Procurement	Attract small businesses from anywhere to participate in County's contract and procurement needs.	http://www.charlestoncounty.org/departments/procurement/sbe.php
Mecklenburg County, NC	MWSBE	Economic Development	Provide women, minorities, & small businesses equal opportunity to participate in construction and professional services contracts.	http://charmeck.org/mecklenburg/county/edo/mwsbe/Pages/default.aspx
Charlotte, NC	Charlotte Business Inclusion		Assist City certified SBEs with developing and growing their business, SBEs can enroll in free courses (\$300 maximum) at CPCC's Small Business Center.	http://charmeck.org/city/charlotte/CharlotteBusinessInclusion/Pages/default.aspx
City of Cincinnati, OH	SBE	Office of Contract Compliance	Promote economic welfare, mitigate the effects of discrimination against SBEs, and promote full and equal business opportunity for all persons doing business with the City of Cincinnati.	http://www.cincinnati-oh.gov/purchasing/registration/small-business-enterprise-certification/
City of St. Petersburg, FL	SBE	The Greenhouse fka Business Assistance Center. One-stop facility for starting and growing local businesses. Provides business counseling, training, networking & specialized assistance and access to capital and credit for startups.	Goals, sheltered market, waiver of bonds, progress payments, technical/financial assistance, training program,	http://www.stpete.org/greenhouse/small_business_enterprise_program.asp

City of San Diego	SLBE	Business Opportunities Center	Encourage greater availability, capacity development, and contract participation.	http://www.sandiego.gov/eoc/boc/slbe.shtml
City of Tampa, FL	SLBE	Chief of Staff/ Administration Office	Provide opportunities for all SBs and allow participation in city contracting and procurement through Sheltered Markets.	http://www.tampagov.net/minority-business-development/programs/small-business-enterprise-program
City of Tucson, AZ	SBE	Office of Economic Initiatives	Offers incentives which may include, bid preferences and subcontracting goals for construction, goods, services, and materials.	http://oeop.tucsonaz.gov/oeop/small-business-enterprise-program
City of Phoenix	SBE/DBE	Office of Business and Economic Opportunity	Certifies firms to participate in city of Phoenix business opportunities available for small business owners located in Maricopa County.	https://www.phoenix.gov/eod/programs/sbecertprograms
Greenville	MWDBE	Office of Management and Budget	Assist woman- and minority-owned businesses to develop fully to promote balanced economic and community growth.	http://www.greenvillesc.gov/omb/mwbe.aspx
City of Houston	Office of Business Opportunity	Mayor's Office	Create competitive and diverse business environment in Houston by promoting growth and success of local SBs, with emphasis on historically underutilized groups.	http://www.houstontx.gov/obo/

**Appendix 2
Program Budget**

Item Description	Total
Personnel	\$280,844
Diversity Management System	135,760
Vehicles, Fuel, Maintenance	26,365
Furniture, Equipment, Supplies	30,100
Recruitment, Outreach, Marketing	15,000
Staff Training	3,082
TOTAL PROGRAM COSTS	\$491,151

Disparity Studies of Other SC Agencies

Disparity Studies of Other SC Agencies		
Agency	Date Performed	Status
South Carolina Department of Transportation	July 7, 1995	Has no current plans to update study
City of Columbia	August 15, 2006	Plans to update, but funding will not be considered until their FY16 budget meetings
University of South Carolina	Unknown	Currently awaiting additional information

INSURANCE, BONDING and TRAINING ASSISTANCE
FOR SMALL AND DISADVANTAGED LOCAL BUSINESSES

Purpose

The purpose of this program is to assist County certified as disadvantaged small local businesses enterprises in obtaining insurance, bonding and safety training which they unable to purchase through the normal procurement process.

Objective

The goal is to increase the participation of SLBEs in County transportation and other contracts, subcontracts and projects.

Eligibility

The requirements for eligibility in this program are determined by the Office of Small Business Opportunity (OSBO). This assistance is limited to the County contract, subcontract or project period.

Assistance Alternatives for Insurance and Bonds

The insurance and bond alternatives to proposers / bidders including their cost in their proposals / bids will vary with the line of business involved. Their proposal / bid must demonstrate any assistance sought was not included in their bid / proposal.

A. General Liability

When there is a general contractor / subcontractor relationship the first alternative is to add the subcontractor to the general contractor's insurance.

When this alternative is impractical, or a general contractor / subcontractor relationship is not present, the County may reimburse or pay for the general liability insurance for the project. To be a recipient proposers / bidders must provide adequate documentation the insurance was purchased through a competitive process.

Adequate documentation means an affidavit from the proposer / bidder stating that the recipient applied for the insurance or bond with at least three brokers or agents who do business in that line and will include the quotes or responses.

B. Workers' Compensation

The provisions in general liability apply here.

C. Vehicle Liability

The proposer / bidder may apply for reimbursement for the project period by submitting an affidavit detailing how it determined its insurance cost for business usage and by including adequate policy information, which usually can be done with a copy of the declaration page.

D. Property

The provisions in Vehicle Liability apply here. The property must be limited to that for business use.

E. Bonds

The provisions in General Liability apply here, except that the first alternative does not exist. A subcontractor cannot be added to a contractor’s bond.

Unable to Insure or Bond

If a proposer / bidder cannot be bonded or insured, or is extraordinarily expensive to insure, the County reserves the right to make any changes necessary for its best interest.

Assistance Sources for Insurance and Bonds

The OSBO will develop and maintain a list of brokers and agents who express a willingness to work with high risk small businesses on their insurance and surety needs. The current list is below:

Adams, Eaddy & Associates 2230 Devine Street Columbia, SC	McCartha, Cobb & Associates, Inc. 1407 Calhoun Street Columbia, SC
803-254-9404	803-799-3474

Assistance for Training

The County may pay for essential training needed for DSLBEs participating in County contracts, subcontracts and projects. An example is work zone safety training for transportation related projects.

Appendix 5
SBA Licensed Bonding Companies
(for County Partnership Program)

Bonding Insurance Company From Small Business Association		
Serves High Risk Firms		
Firms	Services	Areas of Coverage
<p>Adams Eaddy & Associates Contact: Ms. Sara Jo Kent, Agent 2230 Devine Street Columbia, SC 803-254-94014</p>	<ul style="list-style-type: none"> • Contract Surety/Bonding • Workers' Compensation • Property & Liability • Group Life and Health • Employment Practices Liability • Commercial Auto • International Coverage • 401K Plans • Pollution Liability 	<ul style="list-style-type: none"> • South Carolina • North Carolina • Georgia
<p>McCartha, Cobb & Associates, Inc. Contact: Mr. Wayne McCartha, President 1407 Calhoun Street Columbia, SC 803-799-3474</p>	<p><u>Contract Bonds</u></p> <ul style="list-style-type: none"> • Bid Bonds • Performance/Payment Bonds • Supply Bonds • Maintenance Bonds <p><u>Contractor Bonds</u></p> <ul style="list-style-type: none"> • General Bonds • Specialty Bonds • Asbestos Abatement Bonds • Lead Abatement bonds • Hard to Place Bonds • Small, Medium, Large Bonds <p><u>Miscellaneous Bonds</u></p> <ul style="list-style-type: none"> • License and Permit • Probate/Fiduciary 	<p>Licensed Southeast:</p> <ul style="list-style-type: none"> • South Carolina • North Carolina • Georgia • Tennessee • Texas • Virginia • Washington • West Virginia • Alabama • Florida
Serves Non-High Risk Firms		
Firms	Services	Areas of Coverage
<p>BB&T Insurance Services, Inc. Contact: Ms. Marian Newman 200 Center Point, Suite 2400 Columbia, SC 803-231-6175</p>	<ul style="list-style-type: none"> • Contract Surety • Bid and Performance Bonds • Payment Bonds 	<ul style="list-style-type: none"> • South Carolina

Business Development Division (as presented on September 16, 2014)

Discussion Point:

Council approved the SLBE Division as OSBO’s first division. This division will process applications for certification, conduct contract administration, monitor and oversee compliance, identify future contracting opportunities and recommend capable and available participants to submit bids for upcoming projects.

The Business Development Division is proposed to be the office’s second division which will provide capacity-building opportunities and support the successful development and growth of small businesses using a variety of business assistance resources, a combination of development programs, organizational training and strategic advancement services which would be available to and accessible by small businesses in Richland County.

If approved, this division will be comprised of the Mentor Protégé, the Access to Financial Capital, the Bonding and Insurance (to be presented to the OSBO Committee in October) and the Educational and Technical Assistance Programs.

Pilot Mentor Protégé Program (MPP)

Discussion Point:

On July 22, 2014, the Committee directed staff to research Mentor Protégé programs and bring back models to the September Committee meeting that would be suitable for the County to consider.

Mentor protégé programs are designed to encourage and motivate prime contractors to assist small businesses and enhance their capability of performing successfully on County contracts and subcontracts. Mentors provide various forms of individualized business development assistance to protégés. The goal of the program is to enhance the capability of participants to be competitive in the marketplace, achieve entrepreneurial success, contribute to the strength and vigor of the local economy and increase the overall number of small businesses receiving contract and subcontract awards resulting from such partnerships.

Action Item: Does the Committee recommend approving a Pilot Mentor Protégé program in the Business Development Division?

Access to Financial Capital Program

Discussion Point:

On July 22, 2014, the Committee directed staff to research Access to Financial Capital programs and bring back several options to the September Committee meeting that would be suitable for the County to consider.

The availability of capital is crucial for small business startup, survival and growth and is a major constraint limiting the growth, expansion and wealth creation of small firms -- especially women- and minority-owned businesses. Options to consider include:

- a. The County partnering with financial institutions that provide loans to small business owners;
- b. Offering referrals and access to resources to provide assistance to small business owners;
- c. Providing unconventional financing sources for firms considered high risk.

Action Item: Does the Committee recommend approving an Access to Financial Capital program in the Business Development Division?

If so, which model type?

Educational and Technical Assistance Program

Discussion Point:

Due to an oversight, staff inadvertently did not include this proposed program on the July Committee Agenda, but has previously included it in earlier proposals and reports that were issued. Therefore it is being including herein for the Committee to consider along with the other proposed components of the division.

This program will, independently and in collaboration with community partners, offer training, educational, professional business advising, other specialized services and networking designed to support business growth, foster local and regional economic development and assist business owners in developing strategies to increase their contracting and subcontracting opportunities. Specific types of services that could be offered are listed below:

WORKSHOPS AND CLASSES PROPOSED TO BE OFFERED UNDER THE BUSINESS DEVELOPMENT DIVISION

Prequalification Orientations: Prospective applicants attend an orientation to learn about the certification process, eligibility criteria, program requirements and procedures to guide business owners through the certification process. **This course is currently offered each week and has been since July 2014. After the program launches, it will be offered biweekly, monthly or as the need dictates.**

Doing Business with Richland County (DBWRC): Offered in collaboration with Procurement Office, Business Licenses and other departments to familiarize participants with the process of registering as a vendor, bidding on solicitations, successfully completing the terms of the contract, submitting invoices for payment and to learn about upcoming Transportation Penny Tax and non-federally funded Countywide projects and services. **The OSBO is currently in the planning process of holding its first DBWRC Seminar later this year or early next year.**

Cost Estimating & Bidding: Participants learn how to use cost-estimating tools and techniques to accurately estimate the cost of completing projects, prepare bidding spreadsheets and access other resources to learn how best to prepare bids for future work contracts.

Project Management: Some of the main concepts of project management will be explored, including what project management is, what a project manager does, how to manage tasks and to-do lists, resources and software applications for project management, and how it all fit together.

Financial Statements: Participants learn to read, understand and use financial statements to make sound business decisions and produce measureable financial results. create an accurate operating budget that helps one's company achieve its goals build more powerful and more accurate forecasting models to better analyze financial data, predict revenues and costs, assess risks—and justify critical business decisions.

Cash Flow Management: Attendees learn how to determine how much cash is needed to run one's business and how to efficiently and effectively manage the activities that provide cash in order to generate cash. Some of the related activities include billing customers as quickly as possible, disbursing payments when they come due, collecting cash on overdue accounts, and investing idle cash.

Referrals to Bank Loans, Loan Funds and Guarantee Programs: Identify financial institutions (traditional, credit unions, community banks) that have a history of providing capital to small businesses. Staff will also identify organizations that work with businesses that may be considered at an elevated or high risk.

Starting a Business: Work with community partners, educational institutions and guest speakers to provide a series of workshops and seminars related to the planning, key financial decisions and series of related activities necessary for participants to start a business.

Action Item: Does the Committee recommend approving an Educational and Technical Assistance program in the Business Development Division?

Richland County Council Request of Action

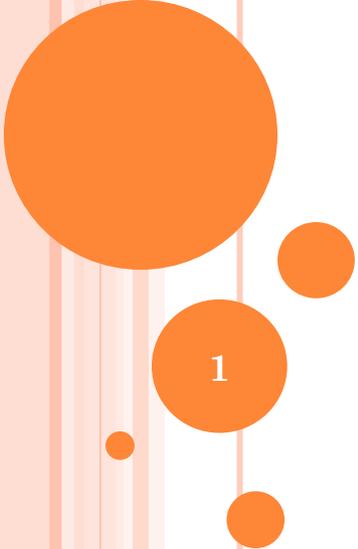
Subject

REPORT OF THE JAIL AD HOC COMMITTEE: **[PAGES 213-236]**

- a. Alvin S. Glenn Drop-Off
- b. Alvin S. Glenn Detention Center Compensation Study **[PAGES 213-236]**

Notes

October 6, 2014 - The committee recommended to direct the Procurement Department to issue an RFP for transportation from the ASGDC for former detainees and to support the Buck's compensation study recommendations.



JAIL AD HOC COMMITTEE MEETING

**Recommendations from BUCK Consultants,
ASGDC, and County Administration**

1

ASGDC

BUCK RECOMMENDATION SUMMARY SHEET

Category	#	Buck Recommendation	Cost Projection	Support ed by ASGDC Y/N	Supported by Administrat ion Y/N	Supported by Jail Ad Hoc Committee Y/N	Responsib le Dept to Implement	Target Date to Imple ment	Notes
Pay	1	Increase pay to \$28,656 for D/O <u>with more than 3</u> months of service as of 8/1/14 and who are not on NHP	\$95,957	Yes	Yes				
Pay	2	Increase pay to \$28,656 for D/O <u>with less than 3</u> months of service as of 8/1/14 and who are not on NHP	\$24,557	Yes	Yes				Amt same as #9
Pay	3	Increase pay by \$300 for each year of service greater than one year for D/O. Maximum is \$3,000.	\$202,800						Change amount to \$250. Amt may be greater than pay for Assistant Watch Commander and Watch Commander
Pay	4	Increase annual pay \$1,500 for Assistant Watch Commanders and Watch Commanders	\$51,000	Yes	Yes				
Pay	5	Additional 1% Merit Increase over next 5 years if funded by the County	\$89,481--2015; \$93,060--2016; \$96,783--2017; \$100,654-- 2018; \$104,680-- 2019 <small>Page 213 of 238</small>	Yes	Yes				2

ASGDC

BUCK RECOMMENDATION SUMMARY SHEET

Category	#	Other High Impact/Low Cost Alternative Recommendations suggested by Buck	Cost Projection	Supported by ASGDC Y/N	Supported by Administration Y/N	Supported by Jail Ad Hoc Committee Y/N	Responsible Dept to Implement	Target Date to Implement	Notes
Experience	6	Offer higher starting pay to candidates who have directly-related experience and/or criminal justice degree	N/A	Yes	Yes				ASGDC proposes 5% higher sticking pay
Experience	7	Pay \$300 (or other appropriate amount) per year of armed forces experience to a maximum of \$3,000 (other relevant experience like Mental Health at \$200/\$2,000) for D/O	N/A	Yes	Yes				Military must be honorable discharge. Or, Mental Health Certification
Experience	8	Consider candidates with mental health/social work degrees	N/A	Yes	Yes				

ASGDC

BUCK RECOMMENDATION SUMMARY SHEET

Pay	9	Increase pay of D/O to minimum of grade and give 5% lump sum to D/O completing Academy instead of 5% added to base salary	\$24,557	No	No				<p>Amt is the same as #2. RM: No, because amount is a one-time lump sum (via bonus) and does nothing for the employee's bi-weekly paycheck. I want to increase the employees' take home pay. When the one-time payment is gone, and when the employee looks for another job and compare their wages, I want them to see how much money they make bi-weekly or annually.</p>
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ASGDC

BUCK RECOMMENDATION SUMMARY SHEET

Category	#	Other High Impact/Low Cost Alternative Recommendations suggested by Buck	Cost Projection	Supported by ASGDC Y/N	Supported by Administration Y/N	Supported by Jail Ad Hoc Committee Y/N	Responsible Dept to Implement	Target Date to Implement	Notes
Pay	11	Ensure that all promotions to Watch Commander reflect the additional responsibilities of this position as well as the loss of overtime.	N/A	Yes	Yes				
Pay	12	Explore whether an additional pay level is needed for D/O, Assistant Watch and Watch Commanders.	N/A	Yes	Yes				Case-by-Case Basis. \$1500? Midpoint??
Recognition	13	Establish an annual recognition award for ASGDC employee who is not only a good employee but who has also contributed to the community.	N/A	Yes	Yes				Use HRN. Will beef up.
Recognition	14	Institute a spot award for "above and beyond" the call of duty performance.	N/A	Yes	Yes				Coin? Ribbon? Will Develop.
Recognition	15	Implement a Public Relations plan to show the importance of the ASGDC to the community and the value its employees provide.	N/A	Yes	Yes				Doing now. Tours are available.
Recruiting	16	Establish a feeder pool with organizations that work with veterans or retired military	N/A	Yes	Yes				Waiting List? Done
Recruiting	17	Establish a feeder pool with local universities offering criminal justice degrees/certifications	N/A	Yes	Yes				

ASGDC

BUCK RECOMMENDATION SUMMARY SHEET

Category	#	Other High Impact/Low Cost Alternative Recommendations suggested by Buck	Cost Projection	Supported by ASGDC Y/N	Supported by Administration Y/N	Supported by Jail Ad Hoc Committee Y/N	Responsible Dept to Implement	Target Date to Implement	Notes
Recruiting	18	Post open positions on websites that specialize in providing jobs for military personnel	N/A	Yes	Yes				
Recruiting	19	Create quality recruiting brochures highlighting the benefits of living and working in the Columbia area and in SC	N/A	Yes	Yes				ASGDC has a brochure currently using and ASGDC will work with PIO to update brochure.
Recruiting	20	Consider advertising in a high unemployment area and paying a moving fee to experienced candidates	N/A	Yes	Yes				
Recruiting	21	Consider joining the Sheriff's Department in recruiting efforts	N/A	No	No				Tried, not successful.

ASGDC

BUCK RECOMMENDATION SUMMARY SHEET

Requirements	22	Increase age requirement to 25 or college plus 4 years experience or HS diploma plus 7 years of experience for D/O	N/A	No	No				RM: I do not want to lessen the recruiting pool. The consultants suggest to hire a more mature candidate; however, if the age starts at 25 we will miss a lot of military personnel that ETS from the military and college graduates.
Training	23	Increase the amount of supervisory training for all new supervisors and establish a <u>retraining program</u> for experienced supervisors at periodic intervals.	N/A	Yes	Yes				
Training	24	Pay for training for Detention staff particularly in the area of Mental Health	N/A	Yes	Yes				reorganizing?

ASGDC

ASGDC RECOMMENDATION SUMMARY SHEET

Category	#	Recommendations from Director Ronaldo Myers	Cost Projection	Supported by ASGDC Y/N	Supported by Administration Y/N	Supported by Jail Ad Hoc Committee Y/N	Responsible Dept to Implement	Target Date to Implement	Notes
Experience	25	\$500 base pay increase for Bilingual Officers. (English and Spanish)	N/A	Yes	Yes				
Experience	26	Mental Health Certification	N/A	Yes	Yes				Supplement \$500 for Officers with direct contact with detainees. Supplement would be removed if EE promoted, transferred, etc.
Training	27	Training Officers \$500 supplement while performing duties (ASGDC)to deliver critique	N/A	Yes	Yes				

CURRENT PAY INFORMATION

Class Code	Job Title	Grade	Min	Mid	Max
SS210	DETENTION OFFICER	LE	\$ 12.349	\$16.038	\$ 19.727
SS211	ASSISTANT WATCH COMMANDER	LG	\$14.834	\$19.265	\$23.696
SS212	WATCH COMMANDER*	SJ	\$ 41,177.58	\$ 53,477.38	\$65,777.18

* Not eligible for overtime

PAY PROGRESSION

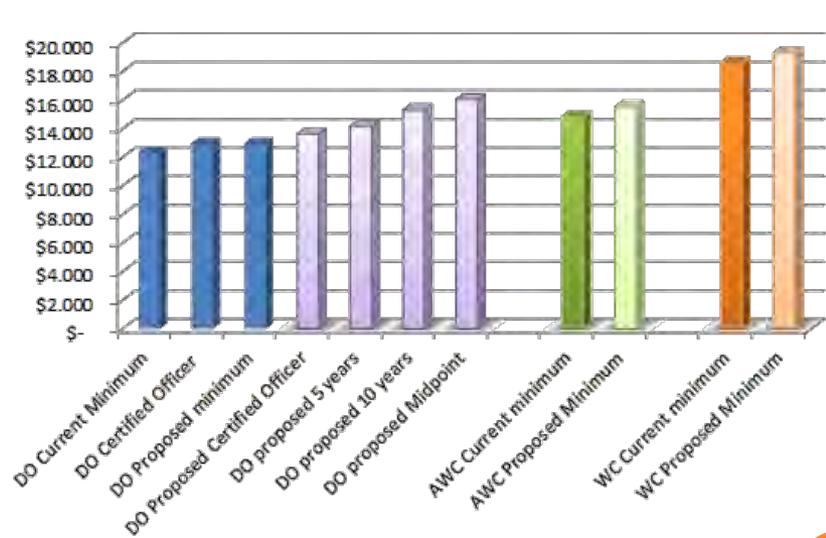
Progression in regards to Pay

Detention Officer

	Per Hour	Annualized
DO Current Minimum	\$ 12.349	\$ 27,291.29
DO Certified Officer	\$ 12.966	\$ 28,655.85
DO Proposed minimum	\$ 12.966	\$ 28,655.85
DO Proposed Certified Officer	\$ 13.615	\$ 30,088.65
DO proposed 5 years	\$ 14.180	\$ 31,338.65
DO proposed 10 years	\$ 15.311	\$ 33,837.80
DO proposed Midpoint	\$ 16.038	\$ 35,443.98

AWC Current minimum	\$ 14.834	\$ 32,783.14
AWC Proposed Minimum	\$ 15.514	\$ 34,285.35

WC Current minimum	\$ 18.632	\$ 41,176.72
WC Proposed Minimum	\$ 19.311	\$ 42,676.72



LEXINGTON COUNTY PAY RANGES

- Correctional Officer – \$34,642 to \$48,499
- Deputy – \$36,501 to \$51,101
- Watch Commander – \$55,087 to \$77,121
- Watch Commander (Jail ops) – \$49,511 to \$69,315

- Lexington County does not have Assistant Watch Commander position.

COMPARISON OF HEALTH BENEFITS OFFERED RICHLAND COUNTY GOVERNMENT VS. OTHER LOCAL PLANS 2014 PLAN YEAR

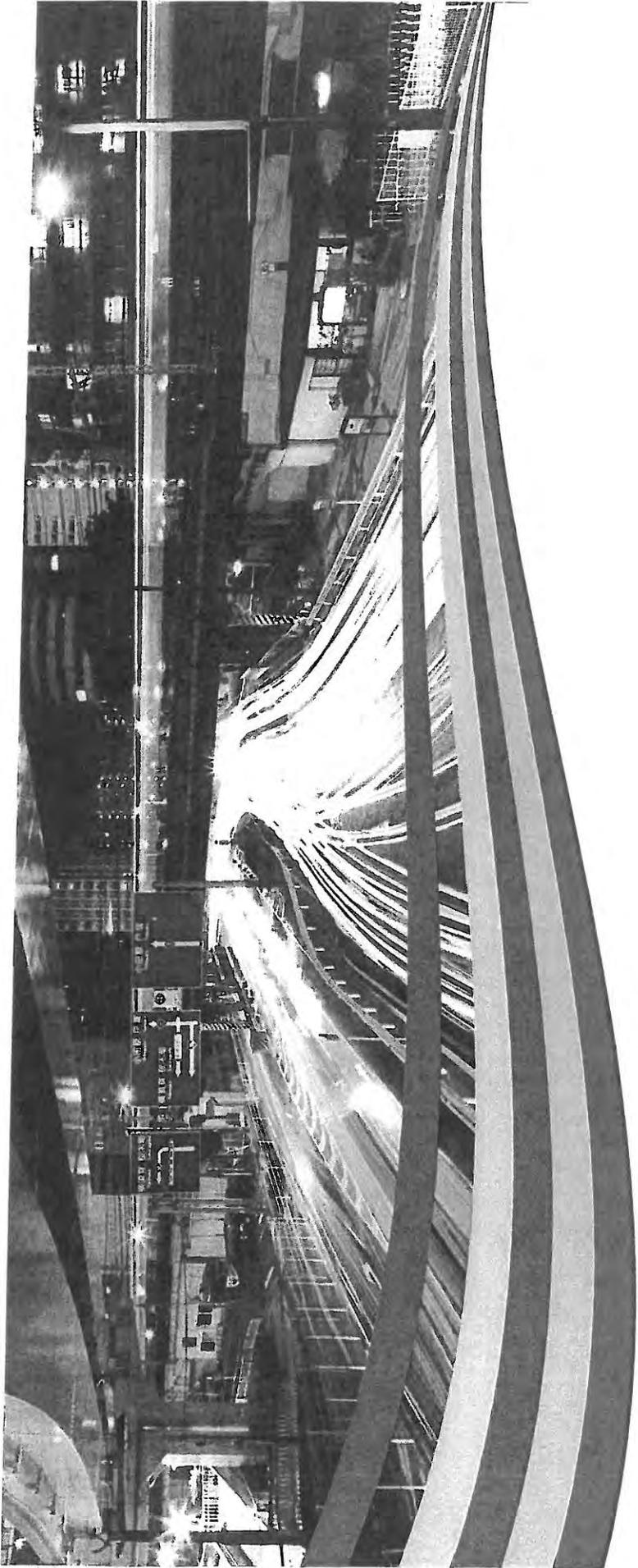
	Richland County Government Plan		State BlueChoice Health Plan		Lexington County Gold Plan		City of Columbia Blue Cross Blue Shield, Option B	
Annual Deductible					in-network	out-of-network	in-network	out-of-network
single	\$500		\$250		\$800	\$1,600	\$250/\$750	\$250/\$750
family	\$1,000		\$500		\$1,600	\$4,800	\$1,000/\$2,000	\$2500/\$5,000
Monthly Premiums	Employee Cost	Total Cost	Employee Cost	Total Cost	Employee Cost	Total Cost	Employee Cost	Total Cost
employee only	\$50	\$547	\$345	\$677	\$177	\$566	\$70	\$870
employee/spouse	\$467	\$819	\$922	\$1,579	\$484	\$1,132	\$269	\$1,669
employee/children	\$219	\$1,216	\$602	\$1,111	\$261/\$346/\$430/ \$515*	\$720/\$876/\$1030/ \$1186*	\$141	\$1,541
employee/family	\$625	\$1,466	\$1,291	\$2,113	\$568/\$652/\$737/ \$821*	\$1287/\$1441/\$1597/ \$1751*	\$383	\$2,383
Coinsurance	in-network	out-of-network			in-network	out-of-network	in-network	out-of-network
	Plan pays 80%	Plan pays 70%	plan pays 85% after copay or deductible				90%	70%
	You pay 20%	You pay 30%	employee pays 15%		20%	40%		
Coinsurance Maximum	in-network	out-of-network			in-network	out-of-network		
single	\$2,500	\$5,000	\$2,000		\$2,500	\$5,000	\$1,000	
family	\$5,000	\$10,000	\$4,000		\$5,000	\$1,500	\$2,000	
			(excludes deductible)					
Physicians Office Visits	in-network	out-of-network					in-network	out-of-network
	\$35 copay, then 100% deductible, then 70%	\$15 PCP copay, then 85%	80%				deductible, then 90%	deductible, then 70%
		\$45 specialist copay, then 85%						
Hospitalization/	in-network	out-of-network	inpatient: \$200 copay, then 15%		in-network	out-of-network	in-network	out-of-network
Emergency Care	deductible, then 80%	deductible, then 70%	outpatient: \$100 copay and 15% for 1st three visits		benefits reduced by 50%, then payable at 80%	benefits reduced by 50%, then payable at 60%	deductible, then 90%	deductible, then 70%
			15% for visit 4 and thereafter					
	ER: \$100 copay, then 100%	ER: \$100 copay, then 100%	ER: \$125 copay, then 15%		ER: \$250 deductible, then 80%	ER: \$250 deductible, then 80%	ER: \$150 copay, then 90%	ER: \$150 copay, then 70%
Prescription Drugs					in-network	out-of-network		
	Tier 1: \$10		Tier 1: \$4/\$20		Tier 1: \$10		Tier 1: \$5	
	Tier 2: \$35		Tier 2: \$40		Tier 2: plan pays 80%, you pay 20%	no coverage	Tier 2: \$25	
	Tier 3: \$55		Tier 3: \$60		Tier 3: Plan pays 60%, you pay 40%		Tier 3: \$40	
	Specialty drugs: \$35/\$55		specialty drugs: \$80/\$125					
Wellness Incentives					\$250 contribution to an HRA or HSA		12	
	\$50/month credit toward health insurance premium		some chronic disease sufferers qualify for a copayment waiver for certain generic drugs				Employee Health Center - treatment with no copay and preventative care	

*Lexington County's Gold Plan premium is based on the number of dependents.

LEXINGTON COUNTY ACTIVE EMPLOYEE PREMIUMS FOR MEDICAL INSURANCE PLANS

EFFECTIVE DATE OF BENEFITS: JANUARY 1, 2014

Coverage Tier	Gold		Silver		Bronze	
	Per Month	Per Check	Per Month	Per Check	Per Month	Per Check
Employee Only	\$ 177.00	\$ 88.50	\$ 130.00	\$ 65.00	\$ 70.00	\$ 35.00
Employee + Spouse	\$ 484.00	\$ 242.00	\$ 389.00	\$ 194.50	\$ 271.00	\$ 135.50
Employee + 1 Dependent	\$ 261.00	\$130.50	\$ 200.00	\$ 100.00	\$ 124.00	\$ 62.00
Employee + 2 Dependents	\$ 346.00	\$ 173.00	\$ 271.00	\$ 135.50	\$ 177.00	\$ 88.50
Employee + 3 Dependents	\$ 430.00	\$ 215.00	\$ 341.00	\$ 170.50	\$ 230.00	\$115.00
Employee + 4 (or more) Dependents	\$ 515.00	\$ 257.50	\$ 412.00	\$ 206.00	\$ 283.00	\$141.50
Employee + Spouse + 1 Dependent	\$ 568.00	\$ 284.00	\$ 459.00	\$ 229.50	\$ 324.00	\$ 162.00
Employee + Spouse + 2 Dependents	\$ 652.00	\$ 326.00	\$ 530.00	\$ 265.00	\$ 377.00	\$ 188.50
Employee + Spouse + 3 Dependents	\$ 737.00	\$ 368.50	\$ 600.00	\$ 300.00	\$ 430.00	\$ 215.00
Employee + Spouse + 4 (or more) Dependents	\$ 821.00	\$ 410.50	\$ 671.00	\$ 335.50	\$ 483.00	\$ 241.50



Richland County Detention Center Costing and Implementation^{v3} Including Lexington County and RC Sheriff Dept. September, 2014

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Background

- Richland County requested that Buck Consultants provide a costing analysis of recommendations that Buck made in its May 2014 report to provide greater alignment with the competitive market for three positions in the Detention Center:
 - Watch Commander
 - Assistant Watch Commander
 - Detention Officer
- Richland County has now requested to additionally review the cost to align these positions with the Lexington County and RC Sheriff's Department. With regard to Lexington County, it is not best practice to target pay based on a single employer.
- The costing analysis is based on an August 1, 2014 implementation date and is assumed only to be provided to employees in good standing (e.g. not on probation as a result of unacceptable performance). Since Buck did not have performance data, Richland County should evaluate the recommendations in light of performance criteria prior to implementation.

Buck Recommendations and Initial Costing

• Recommendations are provided on the following pages. The goals were twofold; first, to increase pay in order to attract a more experienced employee with a higher success rate which in turn will reduce turnover and lower overall cost (to replace employees and to reduce turnover) and secondly, to improve the image/perception of the unit both internally and externally.

- Increase the Detention Officers who are not on probation to the minimum of their current grade as has been done for all other RC employees if this has not been done.
- Continue to provide Detention Officers who are completing the criminal justice academy training their 5% as scheduled and provide the following increases separate from any other increase to be provided to all other County employees as part of the merit review cycle in 2014:
 - Increase pay for all other Detention Officers who are not on probation to \$28,656 (the minimum plus the additional 5% provided to Officers completing the criminal justice training) plus \$300 for each year of service after one year up to a maximum of \$3,000 per employee.
 - Increase the Base Salary for Assistant Watch Commanders and Watch Commanders by \$1,500 per employee.
 - Review the Director of the Detention Center and the Manager of the Division as part of the Director/Manager equity study and include any adjustments as part of that process.
 - *Consider* an additional 1% increase above the merit budget each year for the next 5 years for the Detention Officer, Assistant Watch and Watch Commanders to continue to improve market position.

Costing for Buck Recommendations

- The table below shows the costing for the recommended increases in aggregate for the Detention Center positions in the study in addition to any merit program offered to County employees.
- Excluding employees with less than 3 months service who will receive 5% upon completion of criminal just training, anticipated cost is approximately \$349,757.

Position	Increase	Description	Total Cost	Total Ees	Average Increase
Detention Officer (DO) Min Salary	\$28,656	Increase to pay for all other Detention Officers with more than 3 months of service (as of 8/1/2014) and who are not on probation to \$28,656 (the minimum plus the additional 5% provided to Officers completing the criminal justice training).	\$95,957	100	\$960
Detention Officer (DO) < 3 MOS	\$28,656	Cost to increase pay for Detention Officers with less than 3 months of service (as of 8/1/2014) and who are not on probation to \$28,656 (the minimum plus the additional 5% provided to Officers completing the criminal justice training)*	\$24,557	18	\$1,364
Detention Officer (DO) YOS Increase	\$300	Increase given to Detention Officer for each year of service after one year.			
Detention Officer (DO) Max YOS Increase	\$3,000	Maximum for Detention Officer Years Of Service (YOS) increase (per employee).	\$202,800	164	\$1,237
Asst/Watch Commander (WC) Increase Amount	\$1,500	Increase the base salary for Assistant Watch Commanders and Watch Commanders by \$1,500 per employee.	\$51,000	34	
*Detention Officers currently under probation are possibly included in increase cost analysis as data has not been provided.			\$374,313	316	
Total Cost (excluding DO with less than 3 MOS):			\$349,757	298	

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Costing to Align with Lexington County*

- The table below shows the costing to the minimum of the Lexington County structure in aggregate for the Detention Center positions in the study in addition to any merit program offered to County employees.**
- There is no Assistant Watch Commander at Lexington County; that position was excluded.
- There is no differentiation for length of service for the employees as most employees are just brought to the minimum.
- Excluding employees with less than 3 months service anticipated cost is \$1,332,743.

Increase	Description	Total Cost	Total Ees	Average Increase
\$34,642	Increase to pay for all other Detention Officers with more than 3 months of service (as of 8/1/2014) and who are not on probation to \$34,642(the minimum in Lexington County for the Correctional Officer).	\$1,235,761	202	\$6,118
\$34,642	Cost to increase pay for Detention Officers with less than 3 months of service (as of 8/1/2014) and who are not on probation to \$34,642(the minimum in Lexington County for the Correctional Officer).	\$132,313	18	\$7,351
\$55,087	Increase the base salary for Watch Commanders to the minimum of Lexington County for the Watch Commander.	\$96,982	10	
*Detention Officers currently under probation are possibly included in increase cost analysis as data has not been provided.		\$1,465,055		

Total Cost (excluding DO with less than 3 MOS): \$1,332,743

* It is not recommended to align pay with one employer.
 ** Data provided by RC HRD

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Costing to Align with Sheriff's Department*

- The table below shows the costing to the Richland County Sheriff's Department pay ranges in aggregate for the Detention Center positions in the study in addition to any merit program offered to County employees.**
- Excluding employees with less than 3 months service anticipated cost is \$448,694.

Increase	Description	Total Cost	Total Ees	Average Increase
\$30,001	Increase to pay for all other Detention Officers with more than 3 months of service (as of 8/1/2014) and who are not on probation to \$30,001 (the minimum of the Sheriff's Department). (Matched to Deputy Sheriff III)	\$335,803	182	\$1,845
\$30,001	Cost to increase pay for Detention Officers with less than 3 months of service (as of 8/1/2014) and who are not on probation to \$30,001 (the minimum of the Sheriff's Department). (Matched to Deputy Sheriff III)	\$48,770	18	\$2,709
	Increase the base salary for Assistant Watch Commanders and Watch Commanders to the minimum of the Sheriff's Department (Corporal match for Assistant Watch Commanders and Lieutenant for Watch Commander)	\$112,891	21	
*Detention Officers currently under probation are possibly included in increase cost analysis as data has not been provided.		\$497,464	221	
		Total Cost (excluding DO with less than 3 MOS):		203

* In this report, no grade changes are recommended for Detention Center employees; only pay changes are recommended to align the Detention Center to the competitive market. The County may want to review pay changes for the Detention Center relative to other similar areas such as the Sheriff's Department; however, it should be noted that the Detention Center changes are to reflect market conditions.

** Sheriff's Department data provide by RCHRD – see page 8.

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Comparison of RC Detention Center and Sheriff's Dept.

- The Sheriff's Department and Detention Center positions are matched in the table below.

Job Title (IFAS)	Working Job Title	Grade	Actual Pay	Comparable Detention Center Title	Grade	Actual Pay	Variance Detention Vs. Sheriff	Buck Comments
Deputy Sheriff III	Deputy Sheriff III	LE	\$34,617	Detention Officer	LE	\$28,980	19%	Same Grade
Deputy Sheriff	Senior Deputy III	LE						
Deputy Sheriff	Deputy Sheriff	LF						
Master Deputy	Senior Deputy	LF						
Master Deputy	Master Deputy	LF						
Assistant Shift Leader	Senior Master Deputy	LG						
Assistant Shift Leader	Corporal	LG	\$42,447	Asst. Watch Commander	LG	\$35,984	18%	Same Grade
Shift Leader	Senior Corporal	LG						
Shift Leader	Sergeant	LI						
Shift Leader	Staff Sergeant	LI						
Shift Leader	Sergeant First Class	LI						
Shift Leader	Master Sergeant	LI						
Shift Leader	First Sergeant	LI						
Supervisor Unit	1st Lieutenant	LH						
Supervisor Unit*	Lieutenant	LH	\$54,431	Watch Commander	SJ	\$46,291	18%	Different Grades
Manager of Region	Captain	SN						
Manager of Region	Sr. Captain	SN						

Job Title (IFAS)	Working Job Title	Class	Grade	Sheriff Schedule	Current Yrly Pay
Deputy Sheriff III	Deputy Sheriff III	SS129	LE		30000.75
Assistant Shift Leader	Corporal	SS132	LG		36400.91
Supervisor Unit	Lieutenant	SS531	LH		50579.97

*The actual pay data is for the Supervisor Unit of Uniforms in Grade SJ

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RC Sheriff Pay Plan*

Job Title (IFAS)	Working Job Title	Class	Grade	Sheriff Schedule	Current Yrly Pay	Sheriff Schedule Hrlly Pay (Yrly/2210)
Deputy Sheriff III	Deputy Sheriff III	SS129	LE		30000.75	13.575
Deputy Sheriff III	Senior Deputy III	SS129	LE		30601.87	13.847
Deputy Sheriff	Deputy Sheriff	SS131	LF		35001.98	15.838
Deputy Sheriff	Senior Deputy	SS131	LF		35700.34	16.154
Master Deputy	Master Deputy	SS131	LF		36049.52	16.312
Master Deputy	Senior Master Deputy	SS132	LG		36769.98	16.638
Assistant Shift Leader	Corporal	SS132	LG		36400.91	16.471
Assistant Shift Leader	Senior Corporal	SS132	LG		37128	16.8
Shift Leader	Sergeant	SS134	LI		37486.02	16.962
Shift Leader	Staff Sergeant	SS134	LI		38235.21	17.301
Shift Leader	Sergeant First Class	SS134	LI		38999.87	17.647
Shift Leader	Master Sergeant	SS134	LI		39780	18
Shift Leader	First Sergeant	SS134	LI		40575.6	18.36
Field Training Officer	Field Training Officer (Master Deputy Equiv)	SS135	LG		36049.52	16.312
Field Training Officer	Sr. Field Training Officer	SS135	LG		36769.98	16.638
K-9 Unit Specialist	K-9 (Master Deputy Equiv)	SS136	LG		36049.52	16.312
K-9 Unit Specialist	Sr. K-9	SS136	LG		36769.98	16.638
Investigator	Investigator (Corporal Equiv)	SS237	LH		36400.91	16.471
Investigator	Sr. Investigator	SS237	LH		37128	16.8
Narcotics Agent	Narcotics Agent (Corporal Equiv)	SS238	LH		36400.91	16.471
Narcotics Agent	Sr. Narcotics Agent	SS238	LH		37128	16.8
Supervisor Unit	1st Lieutenant	SS530	LH		51922.42	23.49430769
Supervisor Unit	Lieutenant	SS531	LH		50579.97	22.88686425
Manager of Region	Captain	SS630	SN		52121.74	
Manager of Region	Sr. Captain	SS630	SN		53164.17	

*Data provided by RC HRD

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Cost Comparison

- No changes are being recommended for the Director of the Detention Center; this will be covered by the Equity Study along with all other Director and Managers.
- There are no Assistant Director or Captain titles listed in the RC employee listing.

ASGDC Job Title	# of Ees	Current ASGDC Starting Pay	Buck Proposed Min for Current Employees	Costs to Implement Buck Proposal	Lexington County Job Title	Lexington County Starting Pay	Costs to Match Lexington County	RCSD Job Title	RCSD Starting Pay	Costs to Match RCSD
Detention Officer	237	\$27,291	\$28,656*	\$323,313	Correctional Officer	\$34,642	\$1,368,074	Deputy Sheriff III	\$30,001	\$384,573
Assistant Watch Commander	23	\$32,783	+ \$1,500	\$34,500	N/A	N/A	N/A	Corporal	\$36,401	\$47,729
Watch Commander	11	\$41,178	+ \$1,500	\$16,500	Watch Commander	\$55,087	\$96,982	Lieutenant	\$50,580	\$65,162

*Includes 5% for completion of training program but does not include \$300 per YOS up to \$3,000 for additional experience

Richland County Council Request of Action

Subject

a. A review of the dirt road paving list reflects at least 8 roads that do not have occupants (homes/businesses), yet they are prioritized over roads that have buildings on them. Based on this information I make the following motion: All dirt roads to be paved will be prioritized so that those with buildings will be done prior to those with no buildings, since the purpose of paving is for residents [MALINOWSKI]

b. Resolution Recognizing October as Pregnancy and Infant Loss Awareness Month [MANNING]

c. Resolution Recognizing the Importance of Environmental Systems Operators [JACKSON]

d. The penny tax has created additional work for various Richland County Departments above their normal work load. One example is the Legal Department that must assist in preparation of all the legal documents presented to Council to date. Based on this additional work I am making the following motion:

Departments who utilize manpower working on penny tax projects should quarterly submit those hours, along with any other expenses for materials used, to the Administrator and Finance Director so they can be credited from the Transportation program a proper dollar amount in their budget for that work. The Administrator and Finance Director should handle this in conjunction with the Transportation Director. [MALINOWSKI]

Richland County Council Request of Action

Subject

Must Pertain to Items Not on the Agenda