



# **RICHLAND COUNTY COUNCIL**

## **ADMINISTRATION AND FINANCE COMMITTEE**

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

**APRIL 24, 2012  
6:00 PM**

**2020 Hampton Street**

### **CALL TO ORDER**

### **APPROVAL OF MINUTES**

1. Regular Session: March 27, 2012 (pages 4-6)

### **ADOPTION OF AGENDA**

### **ITEMS FOR ACTION**

2. Sewer Tap Fee Assistance Low to Middle Income Households (page 8)
3. Budget Amendment for Risk Management to pay Workers Compensation Claims (pages 10-11)

4. Extend Contract with Correct Care Solution Detention Center Medical Services (pages 13-14)
5. Extension of Lease for the use of the Curtiss-Wright Hangar at Jim Hamilton-LB Owens Airport (pages 16-18)
6. Lower Richland Master Plan Area cost change (pages 20-21)
7. Preservation of Hospitality Tax fund balance (pages 23-25)
8. Release of Cost and other Financial Information (pages 27-29)

## **ADJOURNMENT**



# Richland County Council Request of Action

## **Subject**

Regular Session: March 27, 2012 (pages 4-6)

## **Reviews**

# MINUTES OF



## RICHLAND COUNTY COUNCIL ADMINISTRATION AND FINANCE COMMITTEE TUESDAY, MARCH 27, 2012 6:00 P.M.

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

=====

### MEMBERS PRESENT

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

**ALSO PRESENT:** Kelvin E. Washington, Sr., Bill Malinowski, Valerie Hutchinson, Jim Manning, Gwendolyn Davis Kennedy, Seth Rose, Milton Pope, Tony McDonald, Sparty Hammett, Roxanne Ancheta, Randy Cherry, Daniel Driggers, Amelia Linder, Brad Farrar, Lillian McBride, Andy Metts, Sara Salley, John Hixon, Bill Peters, Hayden Davis, Don Chamblee, Tracy Hegler, Stephany Snowden, Tiaa Rutherford, Rodolfo Callwood, Monique Walters, Michelle Onley

### CALL TO ORDER

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

### APPROVAL OF MINUTES

**February 28, 2012 (Regular Session)** – Mr. Pearce moved, seconded by Ms. Dickerson, to approve the minutes as distributed. The vote in favor was unanimous.

### ADOPTION OF AGENDA

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

## ITEMS FOR ACTION

**Approval to Exercise the Second Year of a Contract with Palmetto Posting, Inc.** – Mr. Pearce moved, seconded by Mr. Jackson, to forward this item to Council with a recommendation that Council approve the request of the Treasurer/Tax Collector to exercise the second year of a contract with Palmetto Posting through the 2011 tax sale (held in December 2012), for the purpose of posting of property in Richland County on which delinquent ad valorem property taxes are due. The vote in favor was unanimous.

**Authorization to increase the Iron Mountain purchase order over \$100,000** – Ms. Dickerson moved, seconded by Mr. Livingston, to forward this item to Council with a recommendation that Council approve the request to grant authorization to increase the Iron Mountain purchase order over \$100,000. The vote in favor was unanimous.

**Bond Issuance—Capital Projects List** – Mr. Livingston moved, seconded by Ms. Dickerson, to forward this item to Council with a recommendation that Council approve the capital project list and allow staff the flexibility to redirect funds on an as needed basis, with Council approval, to address more critical needs that may arise. The vote in favor was unanimous with Mr. Jeter abstaining.

**Council Expenditure Accounts (Mr. Malinowski motion)** – Mr. Livingston moved, seconded by Ms. Dickerson, to forward this item to the Rules & Appointments Committee. . The vote in favor was unanimous.

**Council Expenditure Accounts (Mr. Manning motion)** – Mr. Livingston moved, seconded by Ms. Dickerson, to forward this item to the Rules & Appointments Committee. The vote in favor was unanimous.

**Crane Creek—Catalyst 5 Pedestrian Park—Parcel Acquisition** – Mr. Livingston moved, seconded by Ms. Dickerson, to forward this item to Council with a recommendation that Council approve the request to approve the acquisition of identified property above for public use for the construction of a trail park as part of the Crane Creek-Catalyst 5 Pedestrian Park. The vote in favor was unanimous.

**Decker Center Remodeling** – Ms. Dickerson moved, seconded by Mr. Livingston, to forward this item to Council without a recommendation. The vote in favor was unanimous.

**Emergency Back-up Generator Replacement at Four Fire Stations** – Mr. Jackson moved, seconded by Mr. Livingston, to forward this item to Council with a recommendation that Council authorize the Procurement Department Director to enter into and award a contract with

Generator Services, Inc., who has been determined to be the most responsive responder. The vote in favor was unanimous.

**Hopkins Utility System Budget Amendment** – Mr. Jackson moved, seconded by Mr. Livingston, to forward this item to Council with a recommendation that Council approve a budget amendment to the Hopkins Utility System’s FY 12 budget in the amount of \$25,000 to be covered by the user fee revenue from the systems. The vote in favor was unanimous.

**Policy for Reduced or Eliminated Grants** – Mr. Livingston moved, seconded by Ms. Dickerson, to forward this item to Council with a recommendation that Council allow staff the flexibility to handle each expiring grant on a case by case basis, with Administration making a recommendation and with Council having to approve, individually, the continuation of any grant program/personnel that is not required to be picked up by the County upon grant expiration. The vote in favor was unanimous.

**Richland County CASA Funding Agreement with SC Department of Social Services (SCDSS)** – Ms. Dickerson moved, seconded by Mr. Livingston, to forward this item to Council with a recommendation that Council approve the five-year funding and MOU between CASA and SCDSS that will increase departmental funding to provide augmented support to volunteer Guardian ad Litem.. The vote in favor was unanimous.

**South Carolina State Employees Association (SCSEA)** – Mr. Jackson moved, seconded by Ms. Dickerson, to forward this item to Council with a recommendation that staff inform County employees of the program and make information regarding the SCSEA available to County employees.

**Municipal Elections Reimbursement IGA** – Mr. Livingston moved, seconded by Ms. Dickerson, to forward this item to Council with a recommendation that Council approve the Intergovernmental Fee Agreement between the City of Columbia and Richland County which calls for Richland County Elections and Voter Registration to be reimbursed for expenses associated with the cost of conducting City of Columbia Municipal Elections. The vote in favor was unanimous.

## ADJOURNMENT

The meeting adjourned at approximately 6:56 p.m.

Submitted by,  
Damon Jeter, Chair

The minutes were transcribed by Michelle M. Onley

# Richland County Council Request of Action

**Subject**

Sewer Tap Fee Assistance Low to Middle Income Households (page 8)

**Reviews**



**RICHLAND COUNTY**  
**Department of Utilities**  
7525 Broad River Road  
Irmo South Carolina 29063

**Andy H. Metts, Director**

Phone: (803) 401-0050  
Facsimile: (803) 401-0030

Maintenance: (803) 401-0050  
Billing: (803) 576-2094

**MEMORANDUM**

April 18, 2012

**TO:** Councilman Malinowski  
D&S Committee Members

**FROM:** Andy H. Metts, Director of Utilities

**SUBJECT:** Pending D&S Committee Items -  
Sewer Tap Fee Assistance LMIH Households

The following is provided as an update on the action to date on the D&S Committee motion by Mr. Malinowski as stated below:

**Motion:**

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

The Utilities Department has drafted a document which establishes a "Sewer Tap Fee Assistance Program Criteria". This document will be reviewed and refined as part of the financial plan developed to fund the Lower Richland Sewer Project. A final version of this program will be incorporated into an Ordinance document and presented to County Council for review and approval.

The financial plan for the Lower Richland Sewer Project should be finalized by July 2012 and be presented to County Council for consideration shortly thereafter. The Sewer Tap Fee Assistance Program will be incorporated into this request for consideration by County Council. It will be at County Council's discretion as to whether or not to adopt the Sewer Tap Fee Assistance Program, and if adopted to determine if the program will apply countywide.

If you would like additional information on this subject prior to it being presented to the D&S Committee, please contact me.

AHM/swd

**Item# 2**

# Richland County Council Request of Action

**Subject**

Budget Amendment for Risk Management to pay Workers Compensation Claims (pages 10-11)

**Reviews**

# Richland Council Request of Action

**Subject:** Budget Amendment for Risk Management

**A. Purpose**

County Council is requested to approve a budget amendment to Risk Management in the amount of \$600,000 to pay Workers' Compensation claims.

**B. Background / Discussion**

The budget for Workers' Compensation claims in fiscal year 11-12 is \$3,556,502. Claims will exceed this budgeted amount and could also reach the additional requested amount.

**C. Financial Impact**

The general fund will be reduced by \$600,000 to pay these claims. Any amount not paid for claims the County is legally obligated to pay will be returned to the general fund.

**D. Alternatives**

1. Approve the request to cover liability claims for the remainder of this fiscal year.
2. Do not approve the budget request.

**E. Recommendation**

Approving the budget request is recommended.

Recommended by: David Chambers Risk Management March 28, 2012

**F. Reviews**

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

**Finance**

Reviewed by: Daniel Driggers

Date: 3/30/12

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

Approval would require the identification of a funding source and may require a budget amendment.

**Procurement**

Reviewed by: Rodolfo Callwood

Date: 3/31/12

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

**Legal**

Reviewed by: Elizabeth McLean

Date: 4/2/12

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Council Discretion (please explain if checked)

Policy decision left to Council's discretion.

**Administration**

Reviewed by: Tony McDonald

Date: 4/2/12

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: Recommend approval, with funding to be appropriated from the fund balance of the General Fund.

# Richland County Council Request of Action

**Subject**

Extend Contract with Correct Care Solution Detention Center Medical Services (pages 13-14)

**Reviews**

**Richland County Council Request of Action**

Extend Contract with Correct Care Solution Detention Center Medical Services

**A. PURPOSE:**

The Detention Center requests that County Council extend the medical contract with Correct Care Solutions (CCS) to run through this FY (June 30, 2012). This extension will allow the Detention Center to properly budget each year without having an end of year increase.

**B. BACKGROUND / DISCUSSION:**

The contract Council awarded to CCS in 2006 will end in March 2011 and extended until April 2012. In efforts to make it easier to manage/budget and follow with the County's FY, the Detention needs to have this extended until June 30, 2012.

**C. FINANCIAL IMPACT:**

No financial impact as funds are budgeted for the expenditure. The estimated expenditure is \$3,843,271.00 of the \$5,051,525.00 requested in account # 2100-5265, Professional Services.

**D. ALTERNATIVES:**

1. Approve the request to extend the contract with Correct Care Solutions until June 30, 2012.
2. Do approve request and continue with renewal in April.

**E. RECOMMENDATION:**

The Department recommends that Council approve the request to extend the medical contract with CCS until June 2012.

Recommend by: Ronaldo D. Myers Department: Detention Center Date: March 22, 2012

**F. Reviews**

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

**Finance**

Reviewed by: Daniel Driggers

Date: 4/3/12

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

**Procurement**

Reviewed by: Rodolfo Callwood

Date: 4/3/12

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

Item# 4

**Legal**Reviewed by: Elizabeth McLean

Date: 4/4/12

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

Comments regarding recommendation:

Policy decision left to Council's discretion.

**Administration**Reviewed by: Sparty Hammett

Date: 4/4/12

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

Comments regarding recommendation: Recommend Council approval to extend the contract with Correct Care Solutions until June 30, 2012.

# Richland County Council Request of Action

**Subject**

Extension of Lease for the use of the Curtiss-Wright Hangar at Jim Hamilton-LB Owens Airport (pages 16-18)

**Reviews**

## Richland County Council Request of Action

**Subject:** Extension of an existing lease for the use of the Curtiss-Wright Hangar at Jim Hamilton – LB Owens Airport (CUB)

### A. Purpose

County Council is requested to approve the extension of a lease between Richland County and the South Carolina Historic Aviation Foundation for the temporary use of the Curtiss-Wright Hangar at the Jim Hamilton – LB Owens Airport (CUB).

### B. Background / Discussion

The Curtiss-Wright Hangar was constructed in 1929 when the airport was first built. It is one of only five such structures remaining in the Nation. In 1998 it was listed on the *National Register of Historic Places*. Though the hangar is in poor condition, initial efforts are ongoing at the staff level to assess the viability of its eventual restoration.

The South Carolina Historic Aviation Foundation is a non-profit organization which has been formed to provide stewardship and restore the World War II era B-25C Bomber known as “Skunkie.” This bomber was retrieved from Lake Greenwood where it crashed while on a training mission in June 1944. It has been partially restored and is physically located within the Curtiss-Wright Hangar under an existing 12-month lease that was approved last year.

The leadership of the SCHAF requested permission from the Richland County Airport Commission to continue to keep the B-25C Bomber in the Curtiss-Wright Hangar for an indefinite period, on a month-to-month basis. While the Curtiss-Wright Hangar is in poor condition, it would provide some degree of cover for the aircraft and protection from the elements. The Airport Commission voted in their March 2012 meeting to recommend that the Richland County Council approve this request with the following conditions:

- The period of the lease shall be for an indefinite period, on a month-to-month basis;
- The SCHAF must hold liability insurance in an amount acceptable to Richland County;
- The SCHAF must hold Richland County and Eagle Aviation, our FBO, harmless;
- The CWH can only be used for the storage of the B-25C Bomber owned by SCHAF and commonly known as “Skunkie”;
- The SCHAF cannot disassemble or work on restoration of the aircraft;
- The SCHAF cannot conduct fundraising or public events within the CWH;
- The SCHAF must vacate the CWH within 30 days of notification by Richland County;
- The SCHAF will pay \$1.00 (one dollar) per month to Richland County for this lease; and
- The SCHAF will perform regular grounds maintenance within the hangar compound and to the edge of the adjacent public roads.

The conditions which are underlined above are new conditions and will be added to the existing lease agreement.

**C. Financial Impact**

The Curtiss-Wright Hangar has not been leased in the past as revenue-producing hangar space. In its current condition, it is not viable for a revenue-producing lease. There is no significant gain or loss of airport revenue associated with this request.

**D. Alternatives**

1. Approve the request to lease the Curtiss-Wright Hangar to the SCHAF based on the added conditions identified above.
2. Do not approve the request to lease the Curtiss-Wright Hangar to the SCHAF.

If the request to enter into a lease agreement with the SCHAF for use of the Curtiss-Wright Hangar is not approved, the SCHAF will have to move the B-25C Bomber to another location for its short term storage. There is no other available hangar of sufficient size on the airport to house the B-25C Bomber.

**E. Recommendation**

It is recommended that Council approve the request to authorize the County Administrator to execute a lease of the Curtiss-Wright Hangar.

Recommended by: Christopher S. Eversmann, PE, CM  
Department: Airport  
Date: April 10, 2012

**F. Reviews**

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

**Finance**

Reviewed by: Daniel Driggers Date: 4/11/12  
 Recommend Council approval  Recommend Council denial  
 Council Discretion (please explain if checked)  
 Comments regarding recommendation:

**Procurement**

Reviewed by: Rodolfo Callwood Date:4/12/12  
 Recommend Council approval  Recommend Council denial  
 Council Discretion (please explain if checked)  
 Comments regarding recommendation:

**Legal**

Reviewed by: Elizabeth McLean Date: 4/12/12  
 Recommend Council approval  Recommend Council denial  
 Council Discretion (please explain if checked)  
 Comments regarding recommendation:  
 Policy decision left to Council’s discretion.

**Administration**

Reviewed by: Tony McDonald

Date: 4/13/12

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: Recommend approval of the lease extension as outlined above.

# Richland County Council Request of Action

**Subject**

Lower Richland Master Plan Area cost change (pages 20-21)

**Reviews**

# Richland County Council Request of Action

**Subject:** Lower Richland Master Plan Area cost change

## **A. Purpose**

County Council is requested to approve the added costs that resulted from the Lower Richland Master Plan Area boundary being expanded.

## **B. Background / Discussion**

The Lower Richland Master Plan was scheduled to begin in spring 2012 with the firm LandDesign. The cost of the combined Lower Richland Master Plan (at that time referred to as the Hopkins Master Plan) and the Spring Hill Master Plan was negotiated with the consultant and approved by County Council for \$289,000 (including Optional Scope items). Per the request of Chairman Washington and as approved by Council in March 2012, the boundaries of the original Hopkins Master Plan were extended to the Sumter County line and renamed the Lower Richland Master Plan. As the approved amount of \$289,000 was quoted prior to the boundary extension, there will be a \$22,800.00 increase in the price of the Lower Richland Master Plan due to additional meetings, data analyses and technical work that the larger boundary requires. The total cost of the two master plans (Lower Richland and Spring Hill combined, including Optional Scope items) is now \$311,800.

## **C. Financial Impact**

The Department will use existing funds, which are held by the Neighborhood Improvement Program, to pay for the additional cost of \$22,800.00. Council is requested to approve the expenditure of this money in order to cover the increase for the extended boundaries of the Lower Richland Master Plan.

## **D. Alternatives**

1. Approve the expenditure of \$22,800.00 in order to extend the boundaries of the Lower Richland Master Plan.
2. Do not approve the expenditure and reduce the Lower Richland Master Plan boundary to lower the cost.
3. Do not approve the expenditure and reduce the quality of the Lower Richland Master Plan to lower the cost.

## **E. Recommendation**

It is recommended that Council approve the expenditure of an additional \$22,800.00 to develop the Lower Richland Master Plan with expanded boundaries.

Recommended by: LaToya Grate, AICP

Department: Planning

Date: April 3, 2012

Item# 6

## F. Reviews

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

### Finance

Reviewed by: Daniel Driggers

Date: 4/4/12

✓ Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: Recommendation based on funding plan. Funds are available as stated.

### Procurement

Reviewed by: Rodolfo Callwood

Date: 4/5/12

✓ Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

### Planning

Reviewed by: Tracy Hegler

Date: 4/6/12

✓ Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: The additional expenditure requested is consistent with the expanded study area boundary.

### Legal

Reviewed by: Elizabeth McLean

Date: 4/6/12

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

Policy decision left to Council's discretion.

### Administration

Reviewed by: Sparty Hammett

Date: 4/6/12

✓ Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: Recommend Council approval of the expenditure of an additional \$22,800.00 to develop the Lower Richland Master Plan with expanded boundaries. This is considerably less costly than conducting a separate Master Plan for the expanded area.

# Richland County Council Request of Action

**Subject**

Preservation of Hospitality Tax fund balance (pages 23-25)

**Reviews**

# Richland County Council Request of Action

**Subject:** Preservation of Hospitality Tax fund balance

## **A. Purpose**

County Council is requested to consider a financial strategy that would include an evaluation of other available funding sources for large projects prior to final approval that would utilize the fund balance dollars in hospitality tax fund.

## **B. Background / Discussion**

During the Council meeting on April 3<sup>rd</sup>, Councilman Jackson made the following motion:

“Council explore using other funding source supplementing large projects costing over a targeted amount to build so as not to exhaust H-Tax funds.”

The Hospitality Tax Fund was established during FY04. The 2% tax is imposed on the gross proceeds of sales of prepared meals and beverages and is intended to be used for the dedicated purpose of improving services and facilities for tourists. Council approved a temporary reduction of the tax to 1% for the unincorporated areas of the county effective July 1, 2009 through June 30, 2011. Effective July 1, 2011, the tax rate returned to 2%.

The fund is currently set-up to assist the following per the Hospitality tax ordinance:

- Columbia Museum of Art
- Historic Columbia
- Edventure
- County promotions which are considered one year funding for approved county projects
- Other funding uses are at Council’s discretion.

For the previous four years, at a 2% rate, the Hospitality tax collections average approximately \$5,400,000. Expenses for the same period average \$2,600,000. The current year budget and prior four years of actual numbers are reflected in the chart below.

in millions	FY12 <u>Budget</u>	FY11 actual	FY10 actual	FY09 actual	FY08 actual
Tax rate	2%	1%	1%	2%	2%
Revenue	\$5.7m	2.8m	2.7m	5.2m	5.3m
Expenditures	5.7m	2.1m	2.9m	2.7m	2.5m
Total Fund balance		9.6m	10.9m	13.0m	13.0m
Unrestricted fund balance		\$570k	\$3.2m	\$2.7m	\$13.0m

## **C. Financial Impact**

Financial impact could not be determined until further direction is obtained.

Item# 7

**D. Alternatives**

1. Approve the requested change to the financial policy.
2. Approve some other change in the financial policy.
3. Do not approve a policy change at this time.

**E. Recommendation**

It is recommended that Council approve alternative 1.

Recommended by: Councilman Jackson                      Department: Council                      Date: 4/10/12

**F. Reviews**

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

**Finance**

Reviewed by: Daniel Driggers    Date: 4/11/12  
 Recommend Council approval     Recommend Council denial  
 Council Discretion (please explain if checked)  
 Comments regarding recommendation:

This is a policy decision for Council. Finance will be able to provide any financial impact once an amended policy is proposed.

**Procurement**

Reviewed by: Rodolfo Callwood    Date: 4/12/12  
 Recommend Council approval     Recommend Council denial  
 Council Discretion (please explain if checked)  
 Comments regarding recommendation:

**Grants**

Reviewed by: Sara Salley    Date: 4/12/12  
 Recommend Council approval     Recommend Council denial  
 Council Discretion (please explain if checked)  
 Comments regarding recommendation:  
 This is a policy decision for County Council.

**Legal**

Reviewed by: Elizabeth McLean    Date: 4/12/12  
 Recommend Council approval     Recommend Council denial  
 Council Discretion (please explain if checked)  
 Comments regarding recommendation:

Policy decision left to Council’s discretion. Legal will review any proposed language that comes from this ROA for legal sufficiency.

**Administration**

Reviewed by: Tony McDonald

Date: 4/13/12

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: Recommend approval of the policy as proposed by Council Member Jackson.

# Richland County Council Request of Action

**Subject**

Release of Cost and other Financial Information (pages 27-29)

**Reviews**

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

**Subject:** Release of Cost and Other Financial Information

### **A. Purpose**

The purpose is to request County Council's consideration of approval of not publishing the release of County cost estimates, budgets amounts, designated accounts and other financial information for projects, purchases, sales, solicitations and financial documents obtained in response to request for proposals or any type of bid solicitation that might place the County at a disadvantage in negotiating and in seeking competitive pricing.

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

Currently the County releases information and documents incidental to approval of proposed contractual agreements, arrangements, sales and purchase of property; goods, services, equipment, supplies and construction. Release of County cost estimates and financial information prior to securing an agreement for the proposed action places the County at a disadvantage in negotiating, competing and seeking a fair price for the best quality.

In most situations the contractors and Vendors have an advantage due to the publication by the County of cost estimates, budgets, and designated accounts; allowing advance knowledge of the County's cost estimates and financial information. The financial information and cost estimates are released with the request for action on the solicitation, purchase, sales and negotiations. Cost estimates, budgets amounts, designated accounts and other financial information can be available for release in executive session at council request.

Once an agreement is reached and a contract executed by both parties, purchases made and property sold, cost, budgets amounts, designated accounts, financial information and other documents will be released and made accessible.

### **C. Financial Impact**

There is no financial impact associated with this request.

### **D. Alternatives**

1. Approve the request to not publish the release of County cost estimates, budgets amounts, designated accounts and other financial information.

Item# 8

2. Do not approve and continue publishing.

**E. Recommendation**

It is recommended that Council approve alternative # 1.

Recommended by: Rodolfo Callwood Department: Procurement Date: 4/9/12

**F. Reviews**

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

**Finance**

Reviewed by: Daniel Driggers Date: 4/10/12  
✓ Recommend Council approval  Recommend Council denial  
 Council Discretion (please explain if checked)  
Comments regarding recommendation:

**Procurement**

Reviewed by: Rodolfo Callwood Date: 4/10/12  
✓ Recommend Council approval  Recommend Council denial  
 Council Discretion (please explain if checked)  
Comments regarding recommendation:

**Grants**

Reviewed by: Sara Salley Date: 4/11/12  
✓ Recommend Council approval  Recommend Council denial  
 Council Discretion (please explain if checked)  
Comments regarding recommendation:

**Legal**

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

I would only caution Council to be mindful of the FOIA, which outlines what documents must be released and when, and also for what purposes Council can go into executive session. If further legal guidance is requested, we can certainly provide that in a timely manner.

**Administration**

Reviewed by: Tony McDonald Date: 4/13/12  
✓ Recommend Council approval  Recommend Council denial

Item# 8

Council Discretion (please explain if checked)

Comments regarding recommendation: Recommend approval of the proposed policy, which was introduced in the form of a motion by Council Member Bill Malinowski at the April 3, 2012, Council Meeting.