

**RICHLAND COUNTY**  
**ADMINISTRATION & FINANCE**  
**COMMITTEE AGENDA**



**Tuesday, OCTOBER 27, 2020**

**6:00 PM**

**ZOOM MEETING**

**The Honorable Joyce Dickerson, Chair**

**County Council District 2**

**The Honorable Bill Malinowski**

**County Council District 1**

**The Honorable Yvonne McBride**

**County Council District 3**

**The Honorable Joe Walker**

**County Council District 6**

**The Honorable Dalhi Myers**

**County Council District 10**

# RICHLAND COUNTY COUNCIL 2020



Bill Malinowski  
District 1  
2018-2022



Joyce Dickerson  
District 2  
2016-2020



Yvonne McBride  
District 3  
2016-2020



Paul Livingston  
District 4  
2018-2022



Allison Terracio  
District 5  
2018-2022



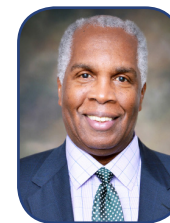
Joe Walker, III  
District 6  
2018-2022



Gwendolyn Kennedy  
District 7  
2016-2020



Jim Manning  
District 8  
2016-2020



Calvin "Chip" Jackson  
District 9  
2016-2020



Dalhi Myers  
District 10  
2016-2020



Chakisse Newton  
District 11  
2018-2022



Richland County Administration & Finance Committee

October 27, 2020 - 6:00 PM  
Zoom Meeting  
2020 Hampton Street, Columbia, SC 29201

1. **CALL TO ORDER** The Honorable Joyce Dickerson
  - a. Roll Call
2. **APPROVAL OF MINUTES** The Honorable Joyce Dickerson
  - a. Regular Session: September 22, 2020 [**PAGES 8-14**]
3. **APPROVAL OF AGENDA** The Honorable Joyce Dickerson
4. **ITEMS FOR ACTION** The Honorable Joyce Dickerson
  - a. Utilities Delegated Review [**PAGES 15-25**]
  - b. Alvin S. Glenn Detention Center - Detainee Telephone Service [**PAGES 26-30**]
  - c. Richland County amend the retirement insurance benefit for employees to be granted full insurance benefit to employees who serve a total number of accumulative years instead of total consecutive years for their perspective terms for full retirement. Example: employees who qualify for full retirement at 25, 28 and 30 years be granted full retirement benefits based on a total accumulated years served instead of consecutive years. The total years must be with Richland County Government [**PAGES 31-94**]
  - d. We move to reduce the amount of discretionary funds available to individual council members; be it funds for training, travel and entertainment, printing materials, or otherwise, by one half of the currently authorized amount. This is to include funds reimbursed to council

members as well, be it from a discretionary account or otherwise. **[PAGES 95-98]**

- e. We move to immediately terminate the individual issuance of and usage of Government Procurement Cards by elected and appointed officials in Richland County **[PAGES 99-104]**
- f. Repeal and change a portion of Richland County Ordinance Article XI, INQUIRIES AND INVESTIGATIONS, Sec. 2-652. Conduct of investigations. (a)(1), that starts with, "Commence any official investigation...".  
  
1. In addition, have the Richland County Legal Department in conjunction with the Richland County lobbyist contact SC State Legislators and the South Carolina Association of Counties to request Section 4-9-660 of the South Carolina Code of Laws be repealed/changed. **[PAGES 105-108]**
- g. Sewer and Water Connection for Residents Living Within the Southeast Sewer and Water Expansion Zone **[PAGES 109-113]**
- h. FY20-21 Public Service Projects **[PAGES 114-123]**
- i. Sale of Property located on Farrow Rd. (Tax map Numbers #R17300-02-10 and #17300-02-33) **[PAGES 124-135]**
- j. Grant Request for Community Beautification – Lake Elizabeth Homeowner’s Association **[PAGES 136-155]**
- k. Sewer Availability Letter for Bunch at Garners Ferry Road Development **[PAGES 156-160]**
- l. Annual Leave Rollover **[PAGES 161-172]**
- m. Sick Leave Policy Amendment **[PAGES 173-176]**

**5. ITEMS PENDING ANALYSIS: NO ACTION REQUIRED**

- a. I move to restore \$37,561 to the Richland County Conservation Program Historic Preservation Grants from the Richland County Conservation Commission Reserve Account to be allocated in the FY21 grants program
- b. Move to remit the \$300,000 private donation (negotiated by Councilwoman Dalhi Myers and Councilman Chip Jackson) earmarked for the Taylors Community to Richland County Parks & Recreation under an IGA, to be designated as funding for the Taylor's Community Park,

promised and fully funded, as part of an Economic Development plan for the Reign Community on Shop Road before December 31, 2020. These funds were donated beginning in 2017 prior to the construction of the 2,000 bed new Reign Community, which is now complete. RC staff has not begun planning or construction on the fully funded park.

- c. Move to engage a third party design-build company to begin work on the \$2m SE Richland County multi-purpose facility, as approved by Council in 2018. The funds were earmarked and approved, but RC staff has not undertaken any planning or construction of the Council-approved project by the end of November, 2020.

**6. ADJOURN**



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

### ADMINISTRATION AND FINANCE COMMITTEE

September 22, 2020 – 6:00 PM

Zoom Meeting

COMMITTEE MEMBERS PRESENT: Joyce Dickerson, Chair; Bill Malinowski, Yvonne McBride, Joe Walker and Dalhi Myers

OTHERS PRESENT: Allison Terracio, Paul Livingston, Michelle Onley, Ashiya Myers, Angela Weathersby, Leonardo Brown, Ashley Powell, Dale Welch, Tariq Hussain, John Thompson, Michael Maloney, Clayton Voignier, Elizabeth McLean, Stacey Hamm, Sierra Flynn, Tamar Black, Sandra Haynes, Ronaldo Myers, Dwight Hanna, Bill Davis, and James Hayes

1. **CALL TO ORDER** – Ms. Dickerson called the meeting to order at approximately 6:00 PM.
2. **APPROVAL OF MINUTES**
  - a. Regular Session: June 23, 2020 – Ms. McBride moved, seconded by Ms. Myers, to approve the minutes as distributed.

In Favor: Malinowski, Dickerson, McBride and Myers

Not Present: Walker

The vote in favor was unanimous.

3. **ADOPTION OF AGENDA** – Ms. Myers moved, seconded by Ms. McBride, to adopt the agenda as published.

In Favor: Malinowski, Dickerson, McBride and Myers

Not Present: Walker

The vote in favor was unanimous.

4. **ITEMS FOR ACTION**

- a. Richland School District One's Recommendation to Deny Richland County Request for an Additional \$500,000 Payment for the Southeast Sewer and Water Expansion Project – Dr. Thompson stated this item was deferred at the last meeting, and the committee requested additional information. Ms. A. Myers provided the additional information on August 6<sup>th</sup>. Richland School District I is saying they are deferring the opportunity of providing the County the additional \$500,000. From their vantage point, the County is picking up \$1M in funding from DHEC. According to the consultant, the cost to build out the infrastructure for the School District is approximately \$2.7M. Based on that, we have adequate funds to build out their infrastructure.



Included in the briefing documentation is a draft IGA, just in case it costs more than \$3M, the County has the ability to go after the School District for the additional funds.

Ms. Myers stated this is not an attempt to overcharge the School District or put any added burden on the schools, but an attempt to equalize the burden of this system and provide a reduction in the rates for the ratepayers. To the extent that there is money put into the system, we are basically charging the bond payments to the ratepayers. It is her understanding, the plant that is going on the ground at the schools will cost \$3M. The plant, which we have long established, will not work without the rest of the system that is being amortized over all those users for actually using the system. If we were to use the logic you are putting forward, the ratepayers could come back and say, "All that is on my facility is a pipe. What is the cost of that pipe?" This project is fundamentally a project to fix the schools. It is not a project that Richland County is doing, and is asking the school to join. The ratepayers are incidental. If the School District does not chip in the \$500,000, which goes toward the pipes leading away from the school and leads to the backhaul. They cannot get service without backhaul. She does not understand how it makes sense for the School District not to pay this portion, and amortize it over the ratepayers. We have already had to come back and lower the rates for individual customers. If the School District agrees to pay the share they agreed to pay, it would relieve individual rates. To now say, the School District should only pay for what is onsite is illogical, and she would like for us to move away from that and ask the schools to pay what they originally agreed to pay.

Ms. Dickerson noted she provided the information on this matter, from her tenure as Chair, to the Administrator.

Mr. Brown stated he reviewed the information, and it was noted that an agreement was circulated, but we do not have a copy of the agreement where a specific value was agreed upon.

Mr. Malinowski stated, on p. 17 of the agenda, it references the cost to serve schools. He inquired if this amount also includes the amount the County is paying Joel Woods.

Mr. Malinowski inquired about the amount of taps for the schools.

Dr. Thompson responded there are 90 taps for the three (3) schools.

Mr. Malinowski stated, for clarification, the County is not charging the schools for the taps, which would be a savings of approximately \$3.24M.

Dr. Thompson responded in the affirmative.

Mr. Malinowski inquired if the County will have any expenses in Loan Assistance provisions.

Dr. Thompson responded he will have to get back with this information.

Ms. McBride inquired about the repercussions if this item is not passed.

Mr. Brown responded, ideally, before the County moved forward with its work, and the bonding process, there would have been IGAs with the School District in place. Therefore, the project would not have moved forward, until this happened. Right now, the County has already begun a project, and he does not know that this body is going to say not continue with the project.

Ms. McBride inquired if the School District has the money budgeted to take care of this.

Mr. Brown responded that he has not spoken with anyone at the School District to make that determination, but he can certainly reach out to them.

Ms. McBride stated it appears we may be double taxing the citizens Richland County.

Ms. Myers stated, if you recall, in the meetings with the School District, they had the money in reserves, but did not want to contribute up to that level.

Mr. Livingston inquired if this project is feasible without the commitment from the School District. In other words, would the ratepayers be able to move forward.

Dr. Thompson responded it would be feasible. We are building the backbone of the infrastructure now to convey sewage to the wastewater treatment facility.

Mr. Livingston inquired about how it would affect the ratepayers.

Dr. Thompson responded that it will not affect the rates.

Mr. Livingston inquired if there are funds in the project that are directly tied to the School District (i.e. grants).

Dr. Thompson responded the only grant funding for the project is the \$1M from DHEC, which is contingent upon the School District being involved, and can only be used for the schools.

Ms. Myers stated, even at the start of this project, the ratepayers are experiencing rates higher than what we promised them. They could experience relief if the School District would pay its fair share. There is no analysis that says the School District is only getting a \$3M value from this system. The other side of it is, if we agree that the School District should not pay this \$500,000, then she would be interested in having them pay for their taps. Individual ratepayers are now realizing rates of 20% - 30% more than they were originally paying. She stated there is an all-around problem with how this rate structure was developed, and the information that staff provided Council did not prove out.

Mr. Brown stated he had some discussions with the former Interim Administrator and former Utilities Director to try to get some clarity on the rates. It is his understanding, the rates were driven by the fact that the County had gone for years without maintenance on its system, which was the largest component of the system, and not because we are building this new system.

Ms. Myers noted this system is not free, and acting like it should be free to the school, which is the only reason we undertook this buildout, is asinine.

Ms. Myers moved, seconded by Mr. Malinowski, to deny the draft IGA.

In Favor: Malinowski, Dickerson, McBride and Myers

Not Present: Walker

The vote in favor was unanimous.

- b. Sewer and Water Connection for Residents Living Within the Southeast Sewer and Water Expansion Zone – Ms. Myers moved, seconded by Ms. McBride, to forward to Council with a recommendation that Richland County install the sewer and water system to selected private properties. The 70 selected homes will be connected to the sewer system which consists of the tank, grinder pump, and line. The 60 selected homes will be connected to the water system

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which consists of the meter, line, and valve. Moreover, County Council approves waiving the connection (Tap) fee to customers who signed-up for water and/or sewer services by December 16, 2019 deadline and extend the free tap deadline (Council provides the new deadline date).

Mr. Malinowski stated he does not see how extending the free tap deadline honors the free tap deadline of December 16, 2019 that we initially set. He does not support extending the deadline to new customers. He noted, under fiscal impact, he does not believe the figures are correct. The briefing document states, "The fiscal impacts are \$370,000 in tap fees..." for 70 homes.

Mr. Davis responded there are 60 water customers at \$1,500 and 70 sewer customers at \$4,000.

Ms. Myers stated the only publicity about the deadline for this process came from her. She held meetings and dropped off flyers. The County sent out a 3x5-index card that was impossible to read, and contained misinformation. She stated you may want to hold staff responsible because there was no public information campaign to put residents on notice that the deadline was approaching; so they would not have been able to sign up timely unless they attended one of the meetings she hosted.

Mr. Malinowski requested an explanation on the chart on p. 51 of the agenda.

Mr. Davis responded they have four (4) separate contracts for the backbone of the system. Two of the contracts are under one contractor. The other two contracts are under different contractors. When a project is bid, each line item may be different, depending on which contractor has the work. The number of items predicates a higher number for certain contractors who may not have the people to go on private property, so they have to sub that work out to someone else.

In Favor: Malinowski, Dickerson, McBride and Myers

Not Present: Walker

The vote in favor was unanimous.

- c. Change Order for Division 4 of the Southeast Sewer and Water Expansion Project – Mr. Malinowski inquired as to where the line flow to, at this point.

Mr. Davis responded, looking at the data, there are a large number of lines, and one of the lines they saw on the map was going to the City. The City could not disconnect from that particular line because the customers within their service area would have been disconnected. They only wanted to turn over the customers on the east side of Trotter Road. The line they were going to turn over was a storm drain line, and not an abandoned sewer line; therefore, we were not able to utilize it for sewer, as intended. We currently have 200 customers on the line, at a cost of \$6,752 per month. The \$71,000 will be recouped within approximately 10 months.

Mr. Malinowski inquired as to who is incurring the cost to build the new lines.

Mr. Davis responded that the County is incurring the costs.

Ms. McBride moved, seconded by Ms. Myers, to forward to Council with a recommendation to approve Change Order 2 for the additional gravity line installation required for Division 4 of the SESWEP.

In Favor: Malinowski, Dickerson, McBride and Myers

Not Present: Walker

The vote was in favor.

- d. Sewer Request for the Farm at McCord's Ferry Road – Mr. Malinowski inquired if the \$13,504 monthly cost the County will pay the City is forever.

Mr. Davis responded the monthly cost will be incurred based upon how many houses are built. If the Southeast Sewer System is up in June/July 2021, the funds will start coming back to the County.

Mr. Malinowski stated, on p. 67 of the agenda, it notes the developer that will be responsible for the project has yet to be determined. It seems to him, we are passing something without complete information.

Mr. Davis responded, since the July 8<sup>th</sup> letter, included in the packet, we have received a specific request for the development of these 400 lots.

The committee moved to forward this item to Council with a recommendation to direct staff to issue a sewer availability letter that permits the developer to connect the Farm at McCords Ferry Subdivision to the City of Columbia sewer collection subject to the following conditions:

1. The construction of the project is completed and fully permitted for operations before the completion of the Southeast Sewer and Water Expansion Project (SESWEPE).
2. The developer shall install an 8" force main that can convey all the sewer flow from the development to the County's Garners Ferry pump station.
3. At the completion of the SESWEPE, the developer shall disconnect from the City of Columbia and reconnect to the County's sewer system using the 8" force main already installed. All cost associated with disconnection and reconnection shall be the responsibility of the developer.

In Favor: Malinowski, McBride and Walker

Opposed: Dickerson

The vote in favor was unanimous.

- e. Utilities Delegated Review – Mr. Malinowski noted input from someone in Utilities was included in all of the other items related to sewer. This particular one, which has great importance to the County, and what Council will or will not do moving forward, does not have any input from Utilities. We have input from Dr. Thompson, but he would like to see input from the Utilities Department.

Mr. Malinowski moved, seconded by Ms. McBride, to defer this item until the October committee meeting.

In Favor: Malinowski, Dickerson, McBride and Myers

Opposed: Walker

The vote in favor was unanimous.

- f. Broad River Wastewater Treatment Facility (WWTF) Headwork and Emergency Storage (Lagoon) Upgrade – Mr. Malinowski inquired if staff is going to negotiate the price, since the estimated cost is exceeded by the lowest bid.

Mr. Davis stated this is part of a corrective action plan that we have with DHEC. When it comes to compliance, we have a schedule that we have agreed to. We need to complete the work by July. We have already gone through the procurement process, and received an approved bid.

Ms. McBride moved, seconded by Mr. Walker, to forward to Council with a recommendation to approve the awarding of the Broad River WWTF Headwork and emergency storage (Lagoon) upgrade to Republic Contracting Corporation.

In Favor: Dickerson, McBride, Walker and Myers

Opposed: Malinowski

The vote was in favor.

- g. Alvin S Glenn Detention Center – Detainee Telephone Service – Mr. Walker moved, seconded by Ms. Dickerson, to forward to Council with a recommendation to approve the contract to GTL for the detainee telephone service at the Alvin S. Glenn Detention Center.

Ms. McBride inquired about the cost for the detainees to use the services.

Mr. Myers responded the Detention Center charges the recommended Federal Communications rate of \$0.15 per minute.

Ms. Myers inquired if there other detention centers that are charging less, and if we are making a profit on this.

Mr. Myers responded that he does not know the exactly what other detention centers charge, but the rate is normally consistent throughout. The County does make a profit of approximately \$400,000, which is deposited into the General Fund.

Ms. McBride stated she finds that to be an extreme cost for indigent detainees.

Ms. Myers made a substitute motion, seconded by Ms. McBride, to defer this item until the October committee meeting, and provide the information Ms. McBride has requested.

In Favor: Malinowski, Dickerson, McBride, Walker and Myers

The vote in favor of the substitute motion was unanimous.

- h. Richland County amend the retirement insurance benefit for employees to be granted full insurance benefit to employees who serve a total number of accumulative years instead of total consecutive years for their perspective terms for full retirement. Example: employees who qualify for full retirement at 25, 28 and 30 years be granted full retirement benefits based on a total accumulated years served instead of consecutive years. The total years must be with Richland County Government – Ms. McBride inquired if this is going to cost additional funds.

Mr. Hanna responded in the affirmative. There are several aspects of the costs, as it relates to the pure premiums, it could be an increase of up to \$30,000 per person, per year. There is also the aspect of GASB75, as it relates to the County's liability. There is a possibility there could be implications, as it relates to bonds.

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Ms. Myers moved, seconded by Ms. McBride, to defer this item until the October committee meeting.

In Favor: Dickerson, McBride and Myers

Opposed: Malinowski and Walker

The vote was in favor.

- i. County Council – Discretionary Spending – Mr. Malinowski moved, seconded by Mr. Walker, to forward to Council with a recommendation to approve the motion to reduce the amount of discretionary funds available to individual council members; be it funds for training, travel and entertainment, printing materials, or otherwise, by one half of the currently authorized amount. This is to include funds reimbursed to council members as well, be it from a discretionary account or otherwise.

Ms. Myers made a substitute motion, seconded by Ms. McBride, to defer this item until the October committee meeting.

In Favor: Dickerson, McBride and Myers

Opposed: Malinowski and Walker

The vote was in favor.

- j. We move to immediately terminate the individual issuance of and usage of Government Procurement Cards by elected and appointed officials in Richland County – Ms. Myers moved, seconded by Ms. McBride, to defer this item until the October committee meeting.

In Favor: Dickerson, McBride and Myers

Opposed: Malinowski and Walker

The vote was in favor.

5. **ITEMS PENDING ANALYSIS**

- a. Repeal and change a portion of Richland County Ordinance Article XI, INQUIRIES AND INVESTIGATIONS, Sec. 2-652. Conduct of investigations. (a)(1), that starts with, “Commence any official investigation...” – No action was taken.
- b. In addition, have the Richland County Legal Department in conjunction with the Richland County lobbyist contact SC State Legislators and the South Carolina Association of Counties to request Section 4-9-660 of the South Carolina Code of Laws be repealed/changed. – No action was taken.

6. **ADJOURNMENT** – The meeting adjourned at approximately 7:00 PM.



**Agenda Briefing**

**Prepared by:** John M. Thompson, Ph.D., MBA, CPM, Assistant County Administrator  
**Department:** Administration  
**Date Prepared:** July 1, 2020 **Meeting Date:** July 28, 2020

<b>Legal Review</b>	Brad Farrar via email	<b>Date:</b>	July 13, 2020
<b>Budget Review</b>	James Hayes via email	<b>Date:</b>	July 13, 2020
<b>Finance Review</b>	Stacey Hamm via email	<b>Date:</b>	July 13, 2020
<b>Utilities Review</b>	William “Bill” Davis via email	<b>Date:</b>	September 21, 2020
<b>Approved for Council consideration:</b>	County Administrator	Leonardo Brown, MBA, CPM	

**Committee** Administration & Finance  
**Subject:** Promoting Transparency in Richland County Utilities’ Sanitary Sewer Availability Approval Process

**Recommended Action:**

Staff recommends that Richland County Council selects one of the two options below.

1. Direct Council involvement in the approval of new sewer facilities connecting to the County’s existing sewer infrastructure.
2. Council awareness of sewer development for information only. Staff would look at the County’s infrastructure and make a determination to Council based on the capacity of the system to handle additional flows from the developments and make recommendations in accordance with sound engineering principals for regulating the system.

**Motion Requested:**

Move to approve Option 2 above, which is explained in details in the Discussion section of this briefing document.

**Request for Council Reconsideration:** Yes

**Fiscal Impact:**

Should Richland County Council select Option 1 above, it would require them to hire an independent group with the technical skills to assess the validity of RCU’s decision to offer or deny a sewer availability letter to developers. Both the Budget and Finance Directors are concerned about this option as it would have a fiscal impact due to increased personnel costs. Moreover, this new review process would duplicate the existing method as the Utilities Department staff members currently conduct this review. This is especially true now that RCU has a professional engineer on staff. Moreover, this new review process would duplicate the existing method as the Utilities Department staff members currently conduct this review. On the contrary, Option 2 above would not have a fiscal impact as it would only involve staff creating a briefing document on each new request that it receives from developers or developers’ engineers requesting to construct new sewer facilities to connect to the County’s existing sewer infrastructure. Staff would present the briefing document, based on their assessment of each request, to County Council for their awareness.

**Motion of Origin:**

There is no associated Council motion of origin.

Council Member	
Meeting	
Date	

**Discussion:**

**Introduction**

This briefing document provides Richland County Council with an overview of Richland County Utilities’ process for approving wastewater construction in the county. It also includes a discussion of the department’s role in interfacing with the South Carolina Department of Health and Environmental Control as part of the review process. Citations to state law and Richland County Ordinances are included in this brief. Additionally, the document provides the implications for staff’s decision for approving wastewater construction and highlights the current gap in the review process. The brief concludes with a recommendation for Richland County Council’s consideration.

**Former Review Process for Wastewater Construction Permits**

In the 1950s and the 1960s, the majority of public entities lacked design standards for receiving wastewater or treated effluent directly from individual sources (Department of Health and Environmental Control [DHEC], n.d.). Therefore, the public entities depended on DHEC to confirm that sewer collection systems connecting to their sewer infrastructure were properly designed and constructed.

In the 1970s, some public entities began developing design standards for their sewer systems. This enabled public entities to standardize the materials and equipment used for the infrastructure, which simplified the operations, maintenance, and repairs to the system. The rationale is that the public entity required the developer to deed over to them the operation, maintenance, and ownership of the new sewer collection system. Therefore, public entity employees received training on how to operate and repair a single type of collection system and appurtenances rather than multiple types of infrastructures. Moreover, public entities developed master plans for the overall sewer infrastructure in their service areas, which helped them to determine whether a proposed sewer system aligns with their master plan in terms of capacity for conveying and treating the sewer. In other words, if the conveyance of sewer would lead to a bottleneck effect because of the limited diameter of the lines, we would not be able to grant approval because it would compromise the integrity of the sewer system and potentially lead to sanitary sewer overflows, which are a violation of the Clean Water Act.

As part of the process for the public entity to review and approve a proposed system, the public entity required the developer of the sewer collection system serving private developments such as subdivisions to share their detailed plans and specifications for its proposed sewer system. The public entity reviews the plans and specifications to confirm that they comply with its design standards and determine if the proposed plan conforms to its overall sewer service master plan. Once the public entity



determines that the proposed sewer collection system meets its requirements, it grants the approval, which also serves as the letter of acceptance for DHEC.

### **DHEC's Delegated Review Program**

The South Carolina Pollution Control Act requires sewer plans and specifications to be submitted to the Department of Health and Environmental Control for review (South Carolina Legislature, n.d.). Therefore, the local public entity and the DHEC would review the same submittals, which was a duplicative process. In an effort to eliminate the redundancy, while allowing DHEC to meet its legal obligation to maintain regulatory control of sewer systems, the state agency developed the Delegated Review Program for (DRP) sewer collection systems.

In the DRP, a developer or a developer's engineer submits construction plans and specifications for collection systems to a participating public entity. In Richland County, the participating public entity is Richland County Utilities (RCU). RCU performs the technical review of the project using DHEC's approved specifications and design criteria (RCU, n.d.). The developer's engineer coordinates the project with the local 208 planning agency, which is the Central Midlands Council of Governments (n.d.). Once the developer's engineer obtains the 208 plan certification, and have met all other requirements, then he delivers the package to RCU for review and RCU submits the project to DHEC with certification that the project meets RCU's design specifications and criteria (DHEC, n.d.). Usually, DHEC does not conduct another technical review, but only performs an administrative review and ensures that RCU has permitting capacity that has not been committed to other proposed projects. DHEC's turnaround time for permitting is normally two to three workdays.

Although DHEC (n.d.) has eliminated the duplicative review process, it continues to control and monitor the quality of the DRP by routinely performing an in depth review of approximately 10% of DRP submittal to ensure that a public entity such as RCU is properly administering the program. When DHEC discovers serious issues with a participating public entity's administration of DRP, DHEC has the authority to withdraw program approval.

### **Richland County Ordinance Chapter 24: Utilities**

In reviewing Richland County's Ordinances pertaining to the review process and stakeholders involved in the review process, *Chapter 24: Utilities Section 24-43: New Facilities – Relationship to Existing or Planned Public Sewer Interceptors* provides relevant context. In this Ordinance, the County Engineer's responsibility is to determine whether a proposed facility is accessible to an existing public interceptor. It also discusses the need for a study to determine the proximity of the proposed development to an existing public infrastructure.

Further reading of Richland County's Ordinances in *Chapter 24: Utilities Section 24-46: Same – Agreement for Conveyance of a New Sewer Facility to a Public Agency* explains the role of the public agency, which is Richland County Utilities. In this section, it states that, "the developer shall execute an agreement with the public agency which will own and operate the new sewer facility."

However, Richland County's Ordinances makes no mention of the role of Richland County Council in reviewing and determining whether a new development should connect onto the County's existing infrastructure. Therefore, it appears that staff members are empowered to make this determination based on its review and discussion with prospective developers on what they must build in order to

connect to the County’s sewer system. Moreover, there is not a mechanism to alert Richland County Council about staff’s decisions and the implications for those decisions.

### Fiscal and Operational Impacts of New Development

In the last four years, Richland County Utilities have provided approximately 21 sewer availability letters to developers. These letters confirm that there is capacity at a Richland County Utilities’ wastewater treatment facility to treat the proposed development’s effluent.

As a result of new development in the county since 2017, developers have deeded over to Richland County Utilities in excess of \$2 million in assets that include 24,815 linear feet of gravity line, 3,433 linear feet of force main, and two pump stations. (See table below) By deeding over these assets, Richland County is responsible for the operations, maintenance, and repairs to these resources. It is important to note that Richland County collects tap fees for connecting new services, and those fees are used for capital improvement projects. The monthly service fees that the County collects from customers are used for the operation and maintenance of the system.

**Table 1: Inventory of Sewer Assets Deeded to RCU**

Project Name	Gravity Line (LF)	Force Main (LF)	Pump Station	Manholes	Lots Served	Cost	Permitted Flow (GPD)	Permit to Operate Issue Date																																																																																																																													
THE PRESERVE @ ROLLING CREEK PHASE 3 & FUTURE PHASES	2,052	-	-	11	33	\$126,500.00	80,400	7/11/2016																																																																																																																													
	80	-	-						PORTRAIT HILL PHASE 4	1,272	-	-	8	22	\$67,450.00	6,600	8/12/2016	PORTRAIT HILL PHASE 6	611	-	-	3	15	\$43,150.00	4,500	5/3/2017	CEDAR MILL SUBDIVISION	1,865	-	-	10	22	\$115,704.00	21,000	8/17/2016	ASCOT WOODS PHASE 2	614	-	-	3	19	\$49,500.00	7,600	12/9/2016	WESCOTT RIDGE PHASE 7	1,063	-	-	4	34	\$76,700.00	10,200	1/13/2017	EAGLES REST PHASES 1 & 2	3,402	-	-	18	41	\$98,350.00	88,000	4/26/2017		60	-	-	HIDDEN COVE SUBDIVISION	3,611	56	1	21	70	\$367,945.00	21,000	6/5/2017	PORTRAIT HILL Phase 9	1,364	-	-	9	39	\$87,143.00	11,700	5/14/2018	PORTRAIT HILL Phase 7	972	-	-	4	24	59750	7,200	3/13/2019	PORTRAIT HILL Phase 8	1,000	-	-	6	22	60150	6,600	3/13/2019	LIVINGSTON PLACE Phase 1	4,276	3,377	1	31	107	\$676,982	32,100	6/19/2020	PORTRAIT HILL Phase 10	598	-	-	4	39	\$74,150	11,700	8/15/2019	PORTRAIT HILL Phase 11	1,975	-	-	12	34	\$127,150	10,200	8/15/2019	<b>Total</b>	<b>24,815</b>	<b>3,433</b>	<b>2</b>
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Although Richland County Utilities appear to be following DHEC’s process for reviewing and approving wastewater construction permits, staff is not advising Richland County Council of the consequences of furnishing a sewer availability letter to a developer nor does the Council have the engineering expertise to make determinations with regard to available flow capacity. The rationale for highlighting this concern is that the approval process empowers qualified staff to make engineering decisions that have both an operational and fiscal impact on Richland County without having to notify County Council of those decisions. The staff would alert the Council of remaining and allocated taps each month for given areas within the system.

## **Recommendation**

Due to the financial and operational risk exposure of not having a mechanism to alert Richland County Council about the impacts of new development on Richland County Utilities, there are two options for County Council's consideration.

### **Option 1: Direct Council Involvement in the Approval Process**

One recommendation is to include County Council in the review process as an opportunity for them to accept or reject staff's decision to offer or deny a sewer availability letter to developers. One drawback to this recommendation is that County Council does not have the technical capacity to make such decisions as RCU relies upon a number of staff members to review and reach such conclusion. Thus, a due diligence review would require County Council to hire an independent group with the technical skills to make a determination. Another drawback is that if County Council had the technical capacity, it creates redundancy in the review process as noted above about DHEC and the local public entity reviewing the same request proposals. Such duplication in the process would elongate the process for developers.

To effectuate this change in the Delegated Review Program, it would require that Richland County Council amend its ordinances to reflect its intention to be involved in the approval process for providing sewer availability letters to developers. As part of this process, it would require three readings and a public hearing; therefore, stakeholders with a vested interest, such as developers, developers' engineers, and building industry associations, would be aware of such a change and potentially contest the longer time delay.

### **Option 2: Council Awareness of Sewer Development for Information Only**

The second recommendation is that Richland County Utilities begin including Richland County Council in its Delegated Review Program. The role of County Council is to only receive information from staff via a briefing document regarding staff's decisions to furnish a sewer availability letter. Along with a briefing document, staff would include all accompanying documents pertaining to the department's technical review and decision concerning a developer's request for a sewer availability letter. The briefing document will also explain the operational and fiscal impact of the new development on Richland County Utilities. For example, staff would include a narrative of the proposed assets that would be deeded over to the County, the life expectancy for those assets, warranty information for those assets, replacement costs, and a projection of when the County would be at capacity at the treatment facility as a result of acquiring additional effluent for treatment. By including Richland County Council in the review process, it enables the decision making body to be fully aware of the impacts of new development on the County on an ongoing basis. Moreover, it enables the Council to be better prepared to plan for capital improvement projects and pursue bond funding to address those capital improvement needs such as expanding the effluent treatment capacity at Richland County Utilities' wastewater treatment facilities.

Unlike the first recommendation, which requires Richland County Council to amend its ordinances, this recommendation would not require any modifications to ordinances. In fact, there is nothing preventing staff from immediately briefing County Council on its decision to provide developers with a sewer availability letter and the impacts of new developments on Richland County Utilities. Although

staff is able to brief County Council on such issues, Richland County should inform the public, especially those with a vested interest, about this modification to the approval process should Richland County Council support this recommendation. The rationale is that in the existing process Richland County Utilities renders its decision and offers the developers or developers' engineers with the sewer availability letter. By briefing County Council at a Sewer Ad Hoc Committee meeting and then at a full County Council meeting could add approximately a two – three week lag time.

## References

Chapter 24: Utilities. American Legal Publishing Corporation. Retrieved June 26, 2020, from [http://library.amlegal.com/nxt/gateway.dll/South%20Carolina/richco/codeofordinancesofrichlandcountysouthcar?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:richlandco\\_sc](http://library.amlegal.com/nxt/gateway.dll/South%20Carolina/richco/codeofordinancesofrichlandcountysouthcar?f=templates$fn=default.htm$3.0$vid=amlegal:richlandco_sc)

Department of Health and Environmental Control. Delegated Review Program for Wastewater Construction Permits. Retrieved June 25, 2020, from <https://www.scdhec.gov/environment/bureau-water/sanitary-sewers/wastewater-construction/permitting-wastewater-0>

Environmental Planning. Central Midlands Council of Governments. Retrieved June 26, 2020, from <https://centralmidlands.org/about/environmental-planning.html>

Richland County Utilities. Standard Operating Procedures: Delegated Review Program. Retrieved May 28, 2020, from <http://richlandcountysc.gov/Portals/0/Departments/Utilities/Docs/RCU%20SOP%20for%20Delegated%20Review%20Program.pdf>

Title 48 – Environmental Protection and Conservation. South Carolina Legislature. Retrieved June 26, 2020, from <https://www.scstatehouse.gov/code/t48c001.php>

## Attachments:

1. Richland County Utilities' Standard Operating Procedures: Delegated Review Program

# Standard Operating Procedures Delegated Review Program

Request for Sanitary Sewer Availability

**Delegated Review Program (DRP)**

1. Developer or Developer's Engineer notifies Richland County Utilities (RCU) Engineering Division about proposed development and will request sewer availability letter.
2. RCU verifies if sewer is or is not available to serve the proposed development.
3. RCU will notify the developer via letter or email if sewer is or is not available.
4. If sewer is available, RCU will:
  - Assist the developer in obtaining information regarding existing infrastructure
  - Provides information regarding sewer extension requirements, policies and procedures
  - Assist Developer in evaluating project feasibility as needed
5. Developer's Engineer submits preliminary package:
  - Two sets of construction plans
  - SCDHEC Construction Permit Application (not executed)
  - 8-1/2" x 11" location map
  - Copy of design notes and calculations
  - Copy of overall plan view of the project showing proposed sewer, water and storm drain
  - Copy of Planning and Zoning approval letter that the site is approved for land development (if available)
6. RCU reviews preliminary package and offers feedback. Developer's Engineer modifies plans accordingly. If project is deemed feasible and plan is acceptable, RCU approves design and notifies Developer's Engineer.
7. Developer's Engineer submit final DRP package:
  - Four (4) sets of construction plans
  - Three (3) copies of the design notes and calculations
  - Three (3) copies of approved off-site sewer easement (if applicable)
  - Three (3) copies of location map
  - \$75 check payable to SCDHEC
  - One Copy of approved encroachment permits or encroachment permit application (if applicable)
  - One copy of approved the 208 Plan Certification from the appropriate Council of Governments
  - Copy of Planning and Zoning approval letter

8. RCU will:
  - Submits Delegated Review program permit application package to SCDHEC
  - Provide a copy of the RCU approval letter to the Developer's Engineer
9. SCDHEC issues Construction Permit
10. Developer and/or Developer's Engineer with the Contractors participation requests a Pre-construction conference to RCU a minimum of 48 hours prior to construction
11. RCU inspectors conducts construction inspections and, when satisfied approves installation
12. Developer's Engineer submits final closeout documents to RCU
13. RCU receives and approved the following closeout documents:
  - Lien Waiver.
  - Deed\Easements documents- 2 copies each
  - Offsite easements (if applicable)
  - Offsite easements plats (if applicable)
  - Final utility inspection report (approved)
  - As built plans
    - 2 sets of plans
    - 1 CD/Disk (Autocad and PDF format)
  - Engineers certifications
    - Construction conformance
    - Infiltration
  - Pressure test
    - Gravity – Air test certification
    - Force Main – Pressure test certification
  - Itemized project cost
  - Materials list
  - Equipment O & M manuals (if applicable)
  - Sanitary sewer agreement – commercial (if applicable)
  - Lift station plat (if applicable)
  - Platted lift station deed (if applicable)
  - Lift station start-up report (if applicable)
  - Lift station draw down results (if applicable)
  - Wye stationing plan



14. RCU reviews closeout documents and offers feedback, as needed. If acceptable:
15. RCU issues O&M letter to the Developer's Engineer
16. Developer's Engineer submits O&M and closeout package to SCDHEC
17. SCDHEC issues Approval to place into Operation
18. Developer pay tap fee prior to service connection

**Disclaimer:** RCU DRP is the minimum requirements for the project submitted. It is the responsibility of the owner/developer to provide any and all additional information, data, documents for the project that may or may not be necessary for review and approval.

**RICHLAND COUNTY  
ADMINISTRATION**

2020 Hampton Street, Suite 4069  
Columbia, SC 29204  
803-576-2050



**Agenda Briefing**

**Prepared by:** Ronaldo D. Myers, Director  
**Department:** Alvin S. Glenn Detention Center  
**Date Prepared:** August 24, 2020

**Meeting Date:** September 22, 2020

<b>Legal Review</b>	Elizabeth McLean via email	<b>Date:</b>	September 16, 2020
<b>Budget Review</b>	James Hayes via email	<b>Date:</b>	September 15, 2020
<b>Finance Review</b>	Stacey Hamm via email	<b>Date:</b>	September 16, 2020
<b>Approved for Consideration:</b>	Assistant County Administrator	John M. Thompson, Ph.D., MBA, CPM	
<b>Committee</b>	Administration & Finance		
<b>Subject:</b>	Detainee Telephone Service		

**Recommended Action:**

Staff recommends approval of the contract to GTL for the detainee telephone service at the Alvin S. Glenn Detention Center.

**Motion Requested:**

1. Move to approve the contract for the detainee telephone service at the Alvin S. Glenn Detention Center; or,
2. Move to deny the contract for the detainee telephone service.

**Request for Council Reconsideration:** Yes

**Fiscal Impact:**

There is no financial impact to Richland County.

**Motion of Origin:**

There is no associated Council motion of origin.

<b>Council Member</b>	
<b>Meeting</b>	
<b>Date</b>	

## Discussion:

Since 1987, the detention center has privatized the detainee telephone services to provide better service to the detainees without a cost to Richland County.

In January 2020, Richland County Council solicited for a detainee telephone service for the Alvin S. Glenn Detention Center. The current phone contract is held by AmTel Communications. There were five perspective vendors that responded to RFP. (See attached score sheet). The RFP covered the following telephone communication services: GTL was the most responsive vendor. See the below information in reference to GTL.

---

### Inmate Telephone Systems

GTL's feature-rich Inmate Telephone System is a turnkey solution that comes complete with all hardware and software, including the telephone network, circuits, monitoring and recording system, call-control system, secure database, telephones, workstations, printers, and associated software.



### Visitation Management

The GTL VisitMe video visitation solution allows facilities to transition traditional in-person visitation service to a more secure on-premise or remote alternative. The VisitMe Scheduler can eliminate long queues in the visitation area by avoiding the chaos of having a high volume of concurrent visitors.



### Inmate Messaging

Message Link provides an electronic alternative to an otherwise inefficient and potentially tainted communication method. As contraband and cryptic messages are entering correctional facilities through an ever-rising level of creativity, Message Link provides a secure, controlled environment for inmate messaging.



## Handheld Devices

GTL's latest products for the corrections market consist of a series of personal wireless devices for offenders. We provide a restricted operating system that thwarts unauthorized attempts to modify a device's internal settings and prohibits users from installing unapproved applications

## Inmate Services

**DOCUMENTS, REQUESTS, GRIEVANCES, COMMISSARY** Paperless and customizable solutions save staff time, eliminate human error, and expedite processes.

**VIDEO VISITS, PHONE CALLS, AND MESSAGING** (including photo and video attachments) Communication options provide productive and innovative ways for inmates to stay connected with friends and family.

**EDUCATIONAL CONTENT** Educational videos, exercises, courses, and more help inmates transition into the next phase of their lives, secure employment, and break the cycle of reincarceration.

**JOB & LIFE SKILLS** The Learning Management System features content designed to help inmates prepare for work and relationships on the outside.

**MULTIMEDIA CONTENT** Games, music, movies, newsfeed, books, and more reduce stress and keep inmates engaged.

**LAW LIBRARY** Electronic law library provides access to research material while reducing inmate movement around the facility.

**EBOOKS** Tens of thousands of eBooks with titles covering fiction, religion, addiction, recovery, and more.

## The Inspire Tablet Difference

**AVAILABLE TO EVERY INMATE** Inspire offers both free and premium content for inmates on flexible payment models.

**DESIGNED FOR THE CORRECTIONS ENVIRONMENT** Inspire tablets have a multi-layered security architecture that allows for inmates to access locked-down content without navigating to tablet settings or the Internet.

**PROPRIETARY WIRELESS NETWORK** At the heart of the Inspire tablet's network security is GTL Gatekeeper – a full featured security access control software.

**ULTRA-SECURE, LOCKED-DOWN DEVICES** Inspire uses a highly-secure, customized Android operating system that has been modified to permanently remove features that could present potential security risks. Inmates have no access to core device settings other than volume, rotation, and brightness control.

**INDUCTIVE CHARGING** Inspire tablets offer multiple unique charging methods, including wireless charging, to ensure that they are always ready for use.

**AUTOMATES AND DIGITIZES FACILITY SYSTEMS** Inspire tablets help facilities go paperless and automate costly processes such as grievances, requests, and commissary ordering.

**Attachments:**

1. Procurement Consolidated Score Sheet

Consolidated Evaluations						
Evaluation Criteria	Maximum Points	AMTEL	GTL	SECURUS	IC SOLUTIONS	EDOVO
RC-280-P-2020						
Project Name						
Inmate Telephone Services						
<b>Company Profile</b>	30					
Evaluator 1		30	25	30	28	27
Evaluator 2		27	25	26	26	22
Evaluator 3		29	25	30	28	30
		<b>86</b>	<b>75</b>	<b>86</b>	<b>82</b>	<b>79</b>
<b>System Proposed</b>	30					
Evaluator 1		28	30	30	28	27
Evaluator 2		25	27	27	25	27
Evaluator 3		29	30	30	28	20
		<b>82</b>	<b>87</b>	<b>87</b>	<b>81</b>	<b>74</b>
<b>Support and Training</b>	20					
Evaluator 1		20	20	20	20	20
Evaluator 2		15	18	12	18	16
Evaluator 3		20	20	20	20	20
		<b>55</b>	<b>58</b>	<b>52</b>	<b>58</b>	<b>56</b>
<b>Commission</b>	20					
Evaluator 1		10	20	13	15	5
Evaluator 2		10	20	13	15	5
Evaluator 3		10	20	13	15	5
		<b>30</b>	<b>60</b>	<b>39</b>	<b>45</b>	<b>15</b>
<b>GRANDTOTAL</b>	<b>0</b>	<b>253</b>	<b>280</b>	<b>264</b>	<b>266</b>	<b>224</b>



**Agenda Briefing**

**Prepared by:** T. Dwight Hanna, Director

**Department:** Human Resource Services

**Date Prepared:** September 08, 2020

**Meeting Date:** September 22, 2020

<b>Legal Review</b>	Elizabeth McLean via email	<b>Date:</b>	September 16, 2020
<b>Budget Review</b>	James Hayes via email	<b>Date:</b>	September 17, 2020
<b>Finance Review</b>	Stacey Hamm via email	<b>Date:</b>	September 17, 2020
<b>Approved for consideration:</b>	County Administrator	Leonardo Brown, MBA, CPM	
<b>Committee</b>	Administration & Finance		
<b>Subject:</b>	Retiree Health Insurance		

**Recommended Action:**

Retiree health insurance is a complex topic. Staff recommends County Council be aware of the reason County Council took action in 2009, the current County retiree health plan, and the financial implications of expanding retiree eligibility as well as the importance to employees and recent employer trends relating to retiree health insurance. There needs to be a balance of total rewards investment vs the total rewards return (i.e. employee retention, recruitment, and/or engagement). Also, generational trends have changed regarding retirement.

**Motion Requested:**

1. Move to approve the motion as presented by Councilmember Kennedy; or,
2. Move to deny the motion as presented by Councilmember Kennedy.

**Request for Council Reconsideration:**  Yes

**Fiscal Impact:**

Budget is concerned of the added costs to the budget. The amount of the County’s premiums for retiree health could be up to \$2,536.00 a month or \$30,432.00 a year per retiree. In addition, the additional costs associated with the additional health claims and GASB 75 liability should be considered. There is the actual cost of retirees health premiums paid by Richland County Government and there is the GASB 75 net OPEB (public post-employment benefit plans other than pensions) liability, which is an item on the Employer’s financial statement. This is a sheet (attachment 3 and attachment 4) which show the County’s current annual cost for Medicare retirees and early retirees based on years of service. There is an OPEB Program report from Milliman dated September 20, 2019 (attachment 5) which shows Richland County Government’s OPEB at \$160,832,118.

**Motion of Origin:**

Richland County amend the retirement insurance benefit for employees to be granted full insurance benefit to employees who serve a total number of accumulative years instead of total consecutive years for their perspective terms for full retirement. Example: employees who qualify for full retirement at 25, 28, and 30 years be granted full retirement benefits based on a total accumulated years served instead of consecutive years. The total years must be with Richland County Government.

Council Member	Gwendolyn Kennedy, District 7
Meeting	Special Called
Date	July 14, 2020

**Discussion:**

Richland County Government currently funds two define benefit retiree health insurance plans based on continuous years of service with Richland County Government. There is a Medicare Advantage Plan (Humana) for retirees 65 years and older or disabled retirees with both Medicare Part A and Medicare Part B. Early retirees (less than 65 or without Medicare A and Medicare B) health insurance is with Cigna. Because of the financial cost and GASB 75 (formally GASB 45) OPEB liability, many private and public sector employees have increased eligibility criteria, reduced benefits, or eliminate retiree health benefits all together. Staff has included the Retiree Insurance Benefit Flow Chart (attachment 1) which summarizes eligibility criteria. Staff has also provided the County’s Retirement Benefits Guideline (attachment 2) which provides more details. There is information on retiree benefits at: City of Columbia, Greenville County, Lexington County, and State of South Carolina.

Employer retiree health insurance is complex because of the combination of escalating medical care costs, skyrocketing pharmacy benefits, the goal of the County is to recruit and retain employees, longer life expectancy of participants, fiscal responsibility to County taxpayers, the federal politic process, expectations of employees and retirees, and financial budget decision choices. A 2019 survey by Aon professional services firm (attachment 7) illustrates employers are utilizing many retiree health strategies to include;

- Group Program: Subsidized and uncapped
- Group Program: Access Only
- Group Program: Subsidized and Capped
- Exchange: Access Only
- Exchange: HRA and Subsidized
- No Retiree Medical Coverage
- Only Early Retiree Health Benefit
- Only Medicare Retiree Health Benefit

Any expansion of eligibility increases the number of potential retirees. And any increase in retiree eligible increases OPEB liability and more retirees increase actual costs. The County does not maintain a list of employees who left Richland County Government and returned to work with the County. Therefore we don’t have numbers on exactly how many employees would be eligible. If Council is considering moving forward with this change, there are many considerations which will have to be or should be decided;



1. Only county years of service the employee was covered under Richland County Government health insurance.
2. Require minimum number of consecutive years upon return to Richland County Government.
3. Whether employees already retired can participate (i.e. window of opportunity).
4. Will there be a total minimum years of Richland County Government service required.
5. Will this group of retirees be subject to the same tiers as retirees with continuous years of service

The County's 2020 retiree premium cost for Medicare Retirees and Early Retirees ranges as outlined on attachment III and attachment 4.

Staff gathered retiree health insurance benchmark data from:

- City of Columbia, SC
- Greenville County, SC
- Lexington County, SC
- Horry County, SC
- Fairfax County, VA

**Attachments:**

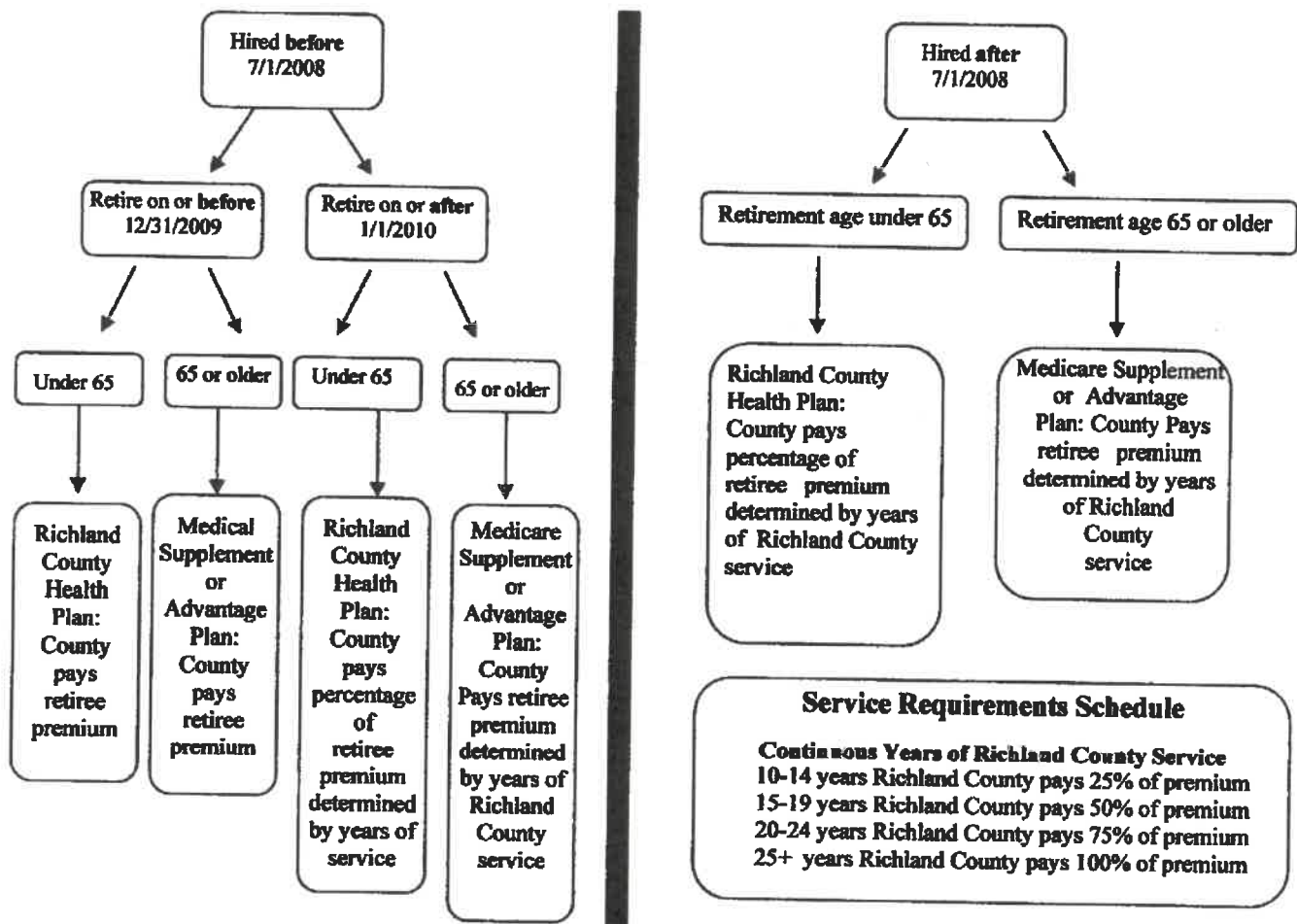
1. Richland County Government 2010 Retiree Insurance Benefit Flow Chart
2. Richland County Government Retirement Benefits Guideline
3. Richland County Government Early Retiree Premium
4. Richland County Government Medicare Retiree Premium
5. Richland County Government GASB 75 OPEB Program Report (2019)
6. Benchmark Data from Local Governments
  - a. City of Columbia, SC
  - b. Greenville County, SC
  - c. Lexington County, SC
  - d. Horry County, SC
  - e. Fairfax County, VA
7. Aon 2019 Retiree Health Care Survey
  - a. Type of Coverage Provided to Eligible Populations

## RCG 2010 Retiree Insurance Benefit Flow Chart

## COUNTY COUNCIL VOTES TO CONTINUE RETIREE INSURANCE BENEFIT

Richland County Council took action to continue the health insurance benefit for retirees. While many employers have decided to eliminate retiree health insurance plans completely to comply with GASGB 45, Council took action to continue retiree health insurance. However, there will be some changes for eligible employees hired after June 30, 2008 and for all eligible employees beginning January 2010. Below is a flow chart that outlines the actions of Council. You should be able to determine your retiree health insurance status in three easy steps using the chart:

- First, look for your date of hire.
- Second, look for when you plan to retire.
- Third, identify your age at retirement.



As of July 1, 2008, employees hired before July 1, 2008 that retire after January 1, 2010, as well as, all employees hired after July 1, 2008, will have Richland County Health Plan premiums paid by the County according to the years of Richland County service requirements (see schedule above) while under the age of 65. At 65 these retirees will be enrolled into either a Medicare Supplement or Advantage Plan with the premiums paid by the County. Employees hired before July 1, 2008 and retire before January 1, 2010 will remain in the Richland County Supplement or health plan with 100% premiums paid by the County at this time. At 65 these retirees will be enrolled in a Medicare Supplement or Advantage Plan with the premium paid by the County.

**\*\*All plans subject to change at the discretion of County Council and/or subject to funding approval. A good faith effort was made to accurately capture the actions of Council. However, if there is any conflict with the actual actions taken by County Council, the actual actions of Council will take precedent.**

## RCG Retirement Benefits Guideline

<b>RICHLAND COUNTY HUMAN RESOURCES GUIDELINES</b>	
<b>TITLE:</b> Retirement Benefits	<b>Number:</b> 2.22
<b>EFFECTIVE DATE:</b> 8/1/2009	<b>Page:</b> 1 of 10
<b>REVISION DATE:</b> 6/23/2015	<b>REVISION #2</b>
<b>PREPARED BY:</b> Human Resources Department	<b>AUTHORIZED BY:</b> Council
	<b>REVISION AUTHORIZED BY:</b> County Administrator

**PURPOSE:**

To outline Richland County's Retiree Benefit Program and the criteria for eligibility. This program offers eligible Richland County employees the opportunity, under certain stipulations, to participate in retiree benefits.

**DEFINITIONS:**

- A. South Carolina Retirement Systems (PEBA) – A retirement system established and placed under the management of the State Budget and Control Board for the purpose of providing retirement allowances and other benefits for employees of the State of South Carolina and political subdivisions or agencies or departments thereof. The Retirement Systems administers the regulations governing the following plans:
  - a. South Carolina Retirement System (SCRS) – A state retirement plan that provides retirement, disability, and death benefits to eligible participants.
  - b. Police Officer Retirement System (PORS) – A state retirement plan that provides retirement, disability, and death benefits to participants who qualify as sworn law enforcement officers, firefighters, Magistrates, or Probate Judges and who meet the earnings and hours limitations/requirements.
  
- B. Richland County Retiree Benefit Program – As defined by Richland County.
  - a. Medicare Retiree – A retiree who is over the age of 65 or who is disabled and is eligible for and enrolled in Medicare Part A and Part B.
  - b. Retiree Without Medicare – A retiree not eligible for and/or not enrolled in Medicare.
  - c. Date of Retirement – Date employee begins retirement according to SCRS.

**PROCEDURE:**

- 1. **The County reserves the right to change, increase, decrease, terminate, modify, eliminate, determine eligibility changes and/or revise retiree health plans, premiums, and/or benefits at any time with or without notice.**
  - 1.1. The County cannot foresee or anticipate all future conditions that may affect the County and/or County decisions.

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- 1.2. The Retirement Benefits program includes health insurance, dental insurance, and life insurance for retirees under the age of 65 (subject to the terms and conditions of the applicable plan documents and vendor contracts).
2. Eligibility for Retiree Health Insurance
    - 2.1. All Regular, full-time County employees must participate in the Retirement System as a condition of employment, unless participation is specifically excluded by legislation.
    - 2.2. A retiring employee who meets all the requirements of retirement set forth by the South Carolina Retirement Systems and Richland County, and who directly retires from County employment under the South Carolina Retirement Systems, is eligible to participate in the Richland County Retiree Benefit Program, contingent upon meeting all Richland County qualifications and enrollment rules.
    - 2.3. If an employee is eligible for retirement and the appropriate documentation is provided to the County to verify such retirement, the County may pay a percentage of the health insurance coverage based on current and most recent continuous Richland County years of service subject to the terms and conditions of the insurance contract in existence at the time of retirement.
    - 2.4. The County reserves the sole right to make eligibility and/or cost sharing determinations.
    - 2.5. At the time of retirement, the retiree must begin receiving benefits from South Carolina Retirement Systems, or PORS.
    - 2.6. Eligible retirees must submit an enrollment form to participate in the County's Retiree Benefits Program no later than thirty (30) days from the effective date of retirement or approval of retirement by SCRS, or before the effective date of retirement.
    - 2.7. Retirees that have made an initial election may later enroll during Open Enrollment or as a result of a qualified status change (as long as HRD is notified within 30 days of the qualifying event).
    - 2.8. If informed by the employee in writing of the employee's retirement, the County will attempt to provide written notice of this coverage election

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option to the retiree before his/her separation from the County. A copy of such notice and acceptance or waiver of such coverage, signed by the retiree, and returned to HRD, should be placed and retained in the separating employee's benefits file.

- 2.9. Enrollment and participation in the Retiree Health Benefit Program is totally optional for eligible participants and contingent upon meeting all eligibility requirements, timely election of benefits, and prompt payment of premiums.
  - 2.10. Enrollment in the Retiree Health Benefit Program is not automatic, even if the separating employee is eligible. The responsibility to take initial action to request enrollment and complete all requirements within the time period stipulated is solely up to the eligible retiree.
  - 2.11. If you are not eligible for employee insurance at the time of retirement from Richland County, you will not be eligible for retiree insurance.
  - 2.12. The employee is solely responsible to apply for retirement with South Carolina Retirement Systems and to complete all necessary requirements.
  - 2.13. A retiree's spouse may be eligible for the retiree health insurance for the period of time the retiree is enrolled in retiree health insurance. Upon the death of the retiree or divorce, the spouse is eligible to enroll in COBRA, if applicable. Eligible retirees will be responsible to pay the cost of health, dental, and dependent life benefit premiums for coverage they elect on their dependents.
3. Employee Benefit Eligibility for Rehires
- 3.1. Employees who retire through the SCRS with Richland County and return to work in a Regular, full-time retirement status with Richland County and who meet the other qualifiers of retirement benefits, are eligible to return to the Employee Benefit Plan that is offered to Regular, full-time employees at Richland County. When this happens, employee benefit guidelines will be followed.
4. Retirement Schedule
- 4.1. Eligible employees who were hired before July 1, 2008, and who retired on or before January 1, 2010, were eligible to retire based on the previous County Retirement Benefits Plan (which did not stipulate minimum Richland County years of service as a requirement for retirement benefits).

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- 4.2. Eligible employees who retired before January 1, 2010, and who are under the age of 65, shall be eligible for group life and health benefits. At the age of 65, such retirees will only be offered a Medicare Plan.
  
5. Employees who retire directly from Richland County through the SCRS, on or after January 1, 2010 (no matter the date of hire), will be eligible for Retiree health insurance based on the schedule below, based on the most recent date of hire.
  - 5.1. 25 years or more of continuous Richland County service with South Carolina Retirement Systems – 100% of premium paid by County.
  - 5.2. 20-24 years of continuous Richland County service with South Carolina Retirement Systems – 75% of premium paid by County, balance by member.
  - 5.3. 15-19 years of continuous Richland County service with South Carolina Retirement Systems – 50% of premium paid by County, balance by member.
  - 5.4. 10-14 years of continuous Richland County service with South Carolina Retirement Systems – 25% of premium paid by County, balance by member.
  - 5.5. Employees with less than 10 years, of continuous Richland County service with SCRS may participate provided they pay 100% of the premiums and applicable fees/charges as determined by Richland County.
  - 5.6. Eligibility service requirements are based on years of continuous service (continuous employment by the County measured from the date the employee was last hired).
    - 5.6.1. A less-than-60-day break in coverage is considered continuous years of service.
    - 5.6.2. A break in service of more than 90 days is allowed for purposes of military leave, FMLA leave, or separation resulting from County-initiated reduction in force procedures within the previous twelve (12) months.
    - 5.6.3. Accrued leave time does not count toward years of service.



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- 5.6.4. The County uses the date of retirement provided by SCRS as the date to calculate the service dates. For individuals ending TERI, the date of retirement according to SCRS is the date they go on TERI.

## 6. Disability Retirement

- 6.1. Employees who retire on disability directly from Richland County and are approved by SCRS or PORS for disability retirement will have their eligibility and premiums calculated according to the above Richland County Service Schedule.
- 6.2. Employees must apply for disability with SCRS (in accordance with SCRS rules) within 90 days of termination by Richland County. If they are approved for Disability Retirement, they will be eligible for the Retirement Benefits Program at the service level for their date of service.
- 6.3. The County reserves the right to evaluate the status of a disabled retiree post-employment at any time, including after retirement.
- 6.4. Retirees who have applied for and received Medicare Part A are required to notify Richland County as soon as they are approved by Medicare for Part A. Such retiree must also enroll in Medicare Part B upon eligibility for Part A.
- 6.5. Once Richland County is made aware that a retiree is covered by both Medicare A and B, he/she will be moved to the County Medicare plan for the next available effective date, as approved by the insurance company.
- 6.5.1. Effective date will be the beginning of the month following the date that the retiree notifies HRD of application for disability retirement by SCRS.
- 6.5.2. Employee must notify HRD within 30 days of approval by SCRS.

## 7. Dependent Eligibility for Retiree Health Insurance

- 7.1. Upon the death of the retiree, the enrolled dependents will be extended COBRA, if eligible.
- 7.2. The eligibility of the spouse will end in the event of a divorce. COBRA continuation will be offered at that time if the spouse qualifies for COBRA and if eligible.

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- 7.3. A court order to the retiree to provide coverage for a spouse, ex-spouse, or dependent is an obligation of the retiree. Moreover, this is not an obligation for Richland County and does not make an ex-spouse eligible for coverage under this plan.
- 7.4. No dependent is eligible if the retiree is not eligible and does not elect coverage.

## 8. Requirements for Retiree Health Insurance

- 8.1. Upon eligibility for Medicare (usually at age 65 or if disabled) each participant is expected to and responsible for enrollment in Medicare Program Part A and Part B, at the retiree's expense.
- 8.2. A disabled retiree eligible for Part A, must also apply for Part B immediately upon eligibility for Part A. Noncompliance will result in the retiree being ineligible for the County's Medicare Insurance program.
- 8.3. Eligible retirees failing to enroll in Part A and Part B, if eligible, may enroll in an alternative retiree plan, in which case the retiree will be responsible for paying the premium cost difference between the two plans and any additional premium costs a participant in the alternate plan is responsible to pay.
- 8.4. Failure to make timely and complete payments for retiree and/or dependent coverage will result in cancellation of coverage.
- 8.5. If enrollment is cancelled for late payment, County retiree insurance benefits may only be reinstated in the future during Open Enrollment, and then only if all past-due premiums are paid in full.
- 8.6. Insurance coverage is subject to cancellation if premiums become 30 days past due.

## 9. County Responsibilities

- 9.1. If eligible, Richland County will offer retiree benefits as authorized by Richland County Council within budget approvals, and Richland County may continue to pay a percentage of dependent coverage.

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- 9.2. Richland County reserves the sole discretion to select the retiree health plan, determine premiums paid by the retiree, the dependent and the County, and/or select the vendor(s).
- 9.3. Per benefits SPDs, eligibility rules may be modified by the vendors.

**10. LONGEVITY:**

- 10.1. If funded, at retirement, a one-time ten percent (10%) longevity payment (if approved in the yearly budget) will be paid to employees who meet all of the following conditions:
  - 10.1.1. Have twenty (20) or more continuous years of Richland County Service dating from the last employment or reemployment.
  - 10.1.2. Have left Richland County employment in order to immediately begin receiving benefits under South Carolina Retirement Systems or Disability Retirement System (The employee must provide documented evidence of such).
  - 10.1.3. Have neither been terminated from Richland County for disciplinary reasons nor retired in order to avoid termination for disciplinary reasons.
- 10.2. Payment is made at either the end of TERI or (if TERI is not used) at the time of retirement.
- 10.3. If this service was interrupted by a break in service of less than sixty (60) days (other than for military, maternity, disability, or leave with or without pay or separation resulting from County-initiated reduction in force procedures within the previous twelve (12) months), the employee's length of service for purposes of longevity pay will commence from the previous start date with his/her reinstatement.
- 10.4. **ELECTED OFFICIALS:**
  - 10.4.1. If funded, at retirement, an additional one-time ten percent (10%) longevity payment will be paid to Elected Officials (except members of the County Council) who meet all the following conditions:
    - 10.4.2. Have served five (5) or more consecutive four-year terms.

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- 10.4.3. Provide documented evidence of approval for benefits under the South Carolina Retirement Systems or SC Disability Retirement to Human Resources prior to last day in term of office.

#### 11. DENTAL PREMIUMS:

- 11.1. Eligible retiring employees shall pay full premiums for dental coverage that they elect during their participation in the dental plan.
- 11.2. Failure of retirees to pay dental insurance premiums promptly and completely shall result in a lapse and forfeiture of dental insurance coverage.
- 11.3. No dependent is eligible if the retiree is not eligible and does not elect coverage.

#### 12. OTHER:

- 12.1. Upon turning the age of 65, retirees and dependents will no longer be eligible to maintain the life policy or the dependent life policy offered by the County.
- 12.2. After retirement, any benefit coverage on behalf of a retiree who withdraws from or is rejected by either retirement system shall terminate immediately when benefits cease from the retirement system.
- 12.3. COBRA enrollees will not be eligible for Retiree Benefits. Time enrolled in COBRA is not considered County employment for insurance benefit purposes.

#### RESPONSIBILITIES:

##### 1. Employee

- 1.1. Contact HRD within 30 days in the event of a disability to obtain the appropriate paperwork.
- 1.2. Provide Human Resources Department all necessary documentation in a timely manner.
- 1.3. Complete and submit the necessary documentation to the SCRS.

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- 1.4. Inform HRD of retirement prior to last day of employment.
  - 1.5. Make premium payments within thirty (30) days.
  - 1.6. Enroll in Medicare Part A and Part B upon becoming eligible.
  - 1.7. Provide HRD update for any address, email, or phone number changes.
2. Finance Department
- 2.1. Invoice retirees and receive premium payments.
  - 2.2. Accordingly record retiree payments received to appropriate fund and coverage type.
  - 2.3. Provide HRD monthly report of retiree premiums billed and due or when requested.
3. Human Resources Department
- 3.1. Promptly make retiree eligibility determinations based on County policy.
  - 3.2. Maintain accurate and current database of eligible retiree plan participants.
  - 3.3. Provide accurate and timely billing change information to Finance Department.
  - 3.4. Promptly notify participants of cancellation of or change in benefits coverage due to non-payment or other reasons.
  - 3.5. Promptly update participants on program changes relating to cost, benefits, or other areas.
  - 3.6. Provide information and respond to questions from employees and retirees.
  - 3.7. Keep County Administration informed about status of retiree benefit program and trends relating to retiree health coverage.
  - 3.8. Propose changes to County Administration in the best interests of the County.
  - 3.9. Document each election or waiver of coverage.

**RICHLAND COUNTY HUMAN RESOURCES GUIDELINES**

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**REVISION #2**

**PREPARED BY:** Human Resources  
Department

**AUTHORIZED BY:** Council  
REVISION AUTHORIZED BY: County Administrator

4. County Administrator

- 4.1. Consider recommendations from HRD and make decision.
- 4.2. Authorize changes as deemed appropriate.
- 4.3. Propose changes to County Council in the best interest of the County.

5. County Council

- 5.1. Retains sole authority to revise, eliminate, change, terminate, cancel, and modify retirement benefits and any other County benefit not required by law at any time with or without notice.

## RCG Early Retiree Premium

# 2020-2021 Health Insurance Retiree Rates

Monthly rates for Early Retirees who retired before January 1, 2010  
OR who retired after January 1, 2010 and who have at least 25 years of service

25+ Years	BUY UP PLAN			STANDARD PLAN		
	Retiree Monthly Premium*	County Monthly Premium	Total Monthly Premium	Retiree Monthly Premium*	County Monthly Premium	Total Monthly Premium
Retiree Only	\$218.00	\$1,241.04	\$1,459.04	\$50.00	\$1,202.94	\$1,252.94
Retiree & Spouse	\$1,079.69	\$2,185.58	\$3,265.27	\$822.06	\$1,981.93	\$2,803.99
Retiree & Child(ren)	\$640.45	\$1,703.07	\$2,343.52	\$428.54	\$1,583.91	\$2,012.45
Retiree & Family	\$1,401.42	\$2,535.84	\$3,937.26	\$1,110.39	\$2,270.65	\$3,381.04

Monthly rates for Early Retirees who retired after January 1, 2010 and who have less than 25 years of service:

Coverage Tier	BUY UP PLAN			STANDARD PLAN		
	Retiree Monthly Premium*	County Monthly Premium	Total Monthly Premium	Retiree Monthly Premium*	County Monthly Premium	Total Monthly Premium
<b>20-24 Years</b>						
Retiree Only	\$501.69	\$957.35	\$1,459.04	\$304.19	\$948.75	\$1,252.94
Retiree & Spouse	\$1,497.49	\$1,767.78	\$3,265.27	\$1,196.42	\$1,607.57	\$2,803.99
Retiree & Child(ren)	\$989.95	\$1,353.57	\$2,343.52	\$741.70	\$1,270.75	\$2,012.45
Retiree & Family	\$1,869.30	\$2,067.96	\$3,937.26	\$1,529.62	\$1,851.42	\$3,381.04
<b>15-19 Years</b>						
Retiree Only	\$785.39	\$673.65	\$1,459.04	\$558.38	\$694.56	\$1,252.94
Retiree & Spouse	\$1,915.31	\$1,349.96	\$3,265.27	\$1,570.77	\$1,233.22	\$2,803.99
Retiree & Child(ren)	\$1,339.45	\$1,004.07	\$2,343.52	\$1,054.86	\$957.59	\$2,012.45
Retiree & Family	\$2,337.20	\$1,600.06	\$3,937.26	\$1,948.86	\$1,432.18	\$3,381.04
<b>10-14 Years</b>						
Retiree Only	\$1,069.08	\$389.96	\$1,459.04	\$812.57	\$440.37	\$1,252.94
Retiree & Spouse	\$2,333.12	\$932.15	\$3,265.27	\$1,945.13	\$858.86	\$2,803.99
Retiree & Child(ren)	\$1,688.95	\$654.57	\$2,343.52	\$1,368.02	\$644.43	\$2,012.45
Retiree & Family	\$2,805.08	\$1,132.18	\$3,937.26	\$2,368.09	\$1,012.95	\$3,381.04
<b>1-9 Years</b>						
Retiree Only	\$1,184.77	\$274.27	\$1,459.04	\$1,016.76	\$236.18	\$1,252.94
Retiree & Spouse	\$2,582.93	\$682.34	\$3,265.27	\$2,269.49	\$534.50	\$2,803.99
Retiree & Child(ren)	\$1,870.45	\$473.07	\$2,343.52	\$1,631.18	\$381.27	\$2,012.45
Retiree & Family	\$3,104.97	\$832.29	\$3,937.26	\$2,737.33	\$643.71	\$3,381.04

*\*Wellness Incentive Program Compliance: If you fully complete all the required steps of the Wellness Incentive program, then the premium is reduced by \$50.00 per month.*



## RCG Medicare Retiree Premium

## 2020 Health Insurance Retiree Premiums

Below are the premiums for the Medicare Advantage Plan for eligible retirees, effective January 1, 2020.

**Note: If you would like to cover dependents (spouse and/or child(ren)) under the age of 65, please see the premiums listed at the end of this guide.**

Medicare retirees who retired before January 1, 2010  
**OR** who retired after January 1, 2010 and who have at least 25 years of service

25+ Years 100 %	Total Monthly Premium	Monthly Premium - County Portion	Monthly Premium - Retiree Portion
Retiree Only	\$210.26	\$210.26	\$0.00
Retiree & Spouse (65 & older)	\$420.52	\$294.71	\$125.81

Medicare retirees who retired after January 1, 2010  
and who have less than 25 years of service

Coverage Tier	Total Monthly Premium	Monthly Premium - County Portion	Monthly Premium - Retiree Portion
<b>20-24 Years 75%</b>			
Retiree Only	\$210.26	\$157.70	\$52.56
Retiree & Spouse (65 & older)	\$420.52	\$222.86	\$197.66
<b>15-19 Years 50%</b>			
Retiree Only	\$210.26	\$105.13	\$105.13
Retiree & Spouse (65 & older)	\$420.52	\$151.02	\$269.50
<b>10-14 Years 25 %</b>			
Retiree Only	\$210.26	\$52.56	\$157.70
Retiree & Spouse (65 & older)	\$420.52	\$79.18	\$341.34
<b>1-9 Years 0%</b>			
Retiree Only	\$210.26	\$0.00	\$210.26
Retiree & Spouse (65 & older)	\$420.52	\$0.00	\$420.52

## RCG GASB 75 OPEB Program Report (2019)



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**RICHLAND COUNTY  
OTHER POST-EMPLOYMENT BENEFITS PROGRAM**

**GASB 74 and 75 DISCLOSURE  
Fiscal Year: July 1, 2018 to June 30, 2019**

**Prepared by**

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## Certification

Actuarial computations presented in this report under Statements No. 74 and 75 of the Governmental Accounting Standards Board are for purposes of assisting the County in fulfilling its financial accounting requirements. No attempt is being made to offer any accounting opinion or advice. This report is for fiscal year July 1, 2018 to June 30, 2019. The reporting date for determining plan assets and obligations is June 30, 2019. The calculations enclosed in this report have been made on a basis consistent with our understanding of the plan provisions. Determinations for purposes other than meeting financial reporting requirements may be significantly different than the results contained in this report. Accordingly, additional determinations may be needed for other purposes, such as judging benefit security or meeting employer funding requirements.

In preparing this report, we relied, without audit, on information as of July 1, 2017 and June 30, 2019 furnished by the County. This information includes, but is not limited to, statutory provisions, member census data, and financial information. Please see Milliman's valuation report dated January 11, 2019 for more information on the plan's participant group as of July 1, 2017 as well as a summary of the plan provisions and a summary of the actuarial methods and assumptions used for funding purposes.

We performed a limited review of the census and financial information used directly in our analysis and have found them to be reasonably consistent and comparable with information used for other purposes. The valuation results depend on the integrity of this information. If any of this information is inaccurate or incomplete our results may be different and our calculations may need to be revised.

We hereby certify that, to the best of our knowledge, this report, including all costs and liabilities based on actuarial assumptions and methods, is complete and accurate and determined in conformance with generally recognized and accepted actuarial principles and practices, which are consistent with the Actuarial Standards of Practice promulgated by the Actuarial Standards Board and the applicable Code of Professional Conduct, amplifying Opinions and supporting Recommendations of the American Academy of Actuaries.

Each of the assumptions used in this valuation with the exception of those set by law was set based on industry standard published tables and data, the particular characteristics of the plan, relevant information from the plan sponsor or other sources about future expectations, and our professional judgment regarding future plan experience. We believe the assumptions are reasonable for the contingencies they are measuring, and are not anticipated to produce significant cumulative actuarial gains or losses over the measurement period. Assumptions related to the claims costs and healthcare trend (cost inflation) rates for the retiree healthcare program discussed in this report were determined by Milliman actuaries qualified in such matters.

This valuation report is only an estimate of the plan's financial condition as of a single date. It can neither predict the plan's future condition nor guarantee future financial soundness. Actuarial valuations do not affect the ultimate cost of plan benefits, only the timing of plan contributions. While the valuation is based on an array of individually reasonable assumptions, other assumption sets may also be reasonable and valuation results based on those assumptions would be different. No one set of assumptions is uniquely correct. Determining results using alternative assumptions is outside the scope of our engagement.

## Certification

Future actuarial measurements may differ significantly from the current measurements presented in this report due to factors such as, but not limited to, the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period or additional cost or contribution requirements based on the plan's funded status); and changes in plan provisions or applicable law. Due to the limited scope of the actuarial assignment, we did not perform an analysis of the potential range of such future measurements.

Milliman's work is prepared solely for the internal use and benefit of the Richland County. To the extent that Milliman's work is not subject to disclosure under applicable public records laws, Milliman's work may not be provided to third parties without Milliman's prior written consent. Milliman does not intend to benefit or create a legal duty to any third party recipient of its work product. Milliman's consent to release its work product to any third party may be conditioned on the third party signing a Release, subject to the following exceptions: (a) the Plan Sponsor may provide a copy of Milliman's work, in its entirety, to the Plan Sponsor's professional service advisors who are subject to a duty of confidentiality and who agree to not use Milliman's work for any purpose other than to benefit the County; and (b) the Plan Sponsor may provide a copy of Milliman's work, in its entirety, to other governmental entities, as required by law.

No third party recipient of Milliman's work product should rely upon Milliman's work product. Such recipients should engage qualified professionals for advice appropriate to their specific needs.

The consultants who worked on this assignment are actuaries. Milliman's advice is not intended to be a substitute for qualified legal or accounting counsel.

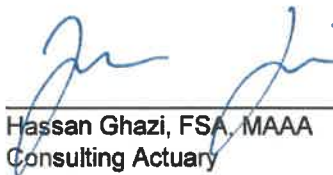
The signing actuaries are independent of the plan sponsor. We are not aware of any relationship that would impair the objectivity of our work.

On the basis of the foregoing, we hereby certify that, to the best of our knowledge and belief, this report is complete and has been prepared in accordance with generally recognized actuarial principles and practices. We are members of the American Academy of Actuaries and meet the Qualification Standards to render the actuarial opinion contained herein.



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Bryan Jones, ASA, MAAA  
Associate Actuary



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Hassan Ghazi, FSA, MAAA  
Consulting Actuary

## Overview of GASB 74 and GASB 75

The Governmental Accounting Standards Board (GASB) released new accounting standards for public postemployment benefit plans other than pension (OPEB) and participating employers in 2015. These standards, GASB Statements No. 74 and 75, have substantially revised the accounting requirements previously mandated under GASB Statements No. 43 and 45. The most notable change is the that the Annual Required Contribution (ARC) has been eliminated and the Net OPEB Liability will be an item on the employer's financial statement rather than a footnote entry.

GASB 74 applies to financial reporting for public OPEB plans funded by OPEB trusts and is required to be implemented for plan fiscal years beginning after June 15, 2016. Note that a plan's fiscal year might not be the same as the employer's fiscal year. Even if the plan does not issue standalone financial statements, but rather is considered a trust fund of a government, it is subject to GASB 74. Under GASB 74, enhancements to the financial statement disclosures are required, along with certain required supplementary information.

GASB 75 governs the specifics of accounting for public OPEB plan obligations for participating employers and is required to be implemented for employer fiscal years beginning after June 15, 2017. GASB 75 requires a liability for OPEB obligations, known as the Net OPEB Liability (Total OPEB Liability for unfunded plans), to be recognized on the balance sheets of participating employers. Changes in the Net OPEB Liability (Total OPEB Liability for unfunded plans) will be immediately recognized as OPEB Expense on the income statement or reported as deferred inflows/outflows of resources depending on the nature of the change.



## Executive Summary

### Relationship Between Valuation Date, Measurement Date, and Reporting Date

The Valuation Date is July 1, 2017. This is the date as of which the actuarial valuation is performed. The Measurement Date is June 30, 2019. This is the date as of which the total OPEB liability is determined. The Reporting Date is June 30, 2019. This is the plan's and/or employer's fiscal year ending date.

### Significant Changes

There have been no significant changes between the valuation date and fiscal year end.

### Participant Data as of July 1, 2017

Actives	2,204
Retirees*	440
Beneficiaries	0
Spouses of Retirees*	92
Disabled Retirees**	84
Spouses of Disabled Retirees**	17
Total	<u>2,837</u>

\*Of these, 298 retirees and 15 spouses have medical coverage.

\*\*Of these, 46 disabled members and 2 spouses of disabled members have medical coverage.

### Total OPEB Liability

Total OPEB Liability	June 30, 2018	June 30, 2019
Total OPEB liability	\$140,053,492	\$160,832,118
Covered payroll	87,854,232	87,854,232
Total OPEB liability as a % of covered payroll	159.42%	183.07%

The total OPEB liability was determined by an actuarial valuation as of the valuation date, calculated based on the discount rate and actuarial assumptions below, and was then projected forward to the measurement date. Any significant changes during this period have been reflected as prescribed by GASB 74 and 75.

#### Discount Rate

Discount rate	3.87%	3.50%
20 Year Tax-Exempt Municipal Bond Yield	3.87%	3.50%

The discount rate was based on the Bond Buyer General Obligation 20-Bond Municipal Index.

#### Other Key Actuarial Assumptions

The plan has not had a formal actuarial experience study performed.

Valuation date	July 1, 2017	July 1, 2017
Measurement date	June 30, 2018	June 30, 2019
Actuarial cost method	Entry Age Normal	Entry Age Normal
Inflation	2.30%	2.30%
Medical Trend Rate	Pre-Medicare: 6.9% to 4.4% over 73 years Post-Medicare: 7.3% to 4.6% over 82 years	Pre-Medicare: 6.9% to 4.4% over 73 years Post-Medicare: 7.3% to 4.6% over 82 years
Salary increases including inflation	Graded scale based on service	Graded scale based on service

Please see Milliman's valuation report dated January 11, 2019 for more detail.

## Changes in Total OPEB Liability

	Increase (Decrease) Total OPEB Liability
<b>Changes in Total OPEB Liability</b>	
Balance as of June 30, 2018	\$140,053,492
Changes for the year:	
Service cost	9,027,447
Interest on total OPEB liability	5,706,912
Effect of plan changes	0
Effect of economic/demographic gains or losses	0
Effect of assumptions changes or inputs	9,306,247
Benefit payments	(3,261,980)
Balance as of June 30, 2019	160,832,118

### Sensitivity Analysis

The following presents the total OPEB liability of the County, calculated using the discount rate of 3.50%, as well as what the County's total OPEB liability would be if it were calculated using a discount rate that is 1 percentage point lower (2.50%) or 1 percentage point higher (4.50%) than the current rate.

	1% Decrease 2.50%	Discount Rate 3.50%	1% Increase 4.50%
Total OPEB liability	\$190,167,659	\$160,832,118	\$137,292,915

The following presents the total OPEB liability of the County, calculated using the current healthcare cost trend rates as well as what the County's total OPEB liability would be if it were calculated using trend rates that are 1 percentage point lower or 1 percentage point higher than the current trend rates.

	1% Decrease	Trend Rate	1% Increase
Total OPEB liability	\$130,645,484	\$160,832,118	\$200,800,647

Schedule of Changes in Total OPEB Liability and Related Ratios

	Fiscal Year Ending June 30									
	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010
<b>Total OPEB Liability</b>										
Service cost	\$9,027,447	\$9,458,994	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Interest on total OPEB liability	5,706,912	5,122,023	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Effect of plan changes	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Effect of economic/demographic gains or (losses)	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Effect of assumption changes or inputs	9,306,247	(6,677,563)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Benefit payments	(3,261,980)	(2,902,945)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Net change in total OPEB liability	20,778,626	5,000,509	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Total OPEB liability, beginning	140,053,492	135,052,983	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Total OPEB liability, ending (a)	160,832,118	140,053,492	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Covered payroll	\$87,854,232	\$87,854,232	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Total OPEB liability as a % of covered payroll	183.07%	159.42%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

This schedule is presented to illustrate the requirement to show information for 10 years. However, recalculations of prior years are not required, and if prior years are not reported in accordance with the current GASB standards, they should not be reported.

## OPEB Expense

OPEB Expense	July 1, 2017 to June 30, 2018	July 1, 2018 to June 30, 2019
Service cost	\$9,458,994	\$9,027,447
Interest on total OPEB liability	5,122,023	5,706,912
Effect of plan changes	0	0
Recognition of Deferred Inflows/Outflows of Resources		
Recognition of economic/demographic gains or losses	0	0
Recognition of assumption changes or inputs	(856,098)	473,366
OPEB Expense	<u>13,724,919</u>	<u>15,207,725</u>

As of June 30, 2019, the deferred inflows and outflows of resources are as follows:

Deferred Inflows / Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources
Differences between expected and actual experience	\$0	\$0
Changes of assumptions	(4,965,367)	7,976,783
Total	<u>(4,965,367)</u>	<u>7,976,783</u>

Amounts currently reported as deferred outflows of resources and deferred inflows of resources related to other postemployment benefits will be recognized in OPEB expense as follows:

Year ended June 30:	
2020	\$473,366
2021	473,366
2022	473,366
2023	473,366
2024	473,366
Thereafter*	644,586

\* Note that additional future deferred inflows and outflows of resources may impact these numbers.

**Schedule of Deferred Inflows and Outflows of Resources**

	Original Amount	Date Established	Original Rec. Period*	Amount Recognized in Expense for FYE 06/30/2019	Amount Recognized in Expense through 06/30/2019	Balance of Deferred Inflows 06/30/2019	Balance of Deferred Outflows 06/30/2019
<b>Economic/ demographic (gains)/losses</b>	\$0	6/30/2019	0.0	\$0	\$0	\$0	\$0
	0	6/30/2018	0.0	0	0	0	0
		<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Assumption changes or inputs</b>	9,306,247	6/30/2019	7.0	1,329,464	1,329,464	0	7,976,783
	(6,677,563)	6/30/2018	7.8	(856,098)	(1,712,196)	(4,965,367)	0
		<b>Total</b>		<b>473,366</b>	<b>(382,732)</b>	<b>(4,965,367)</b>	<b>7,976,783</b>
<b>Total deferred (inflows)/outflows</b>						<b>(4,965,367)</b>	<b>7,976,783</b>
<b>Total net deferrals</b>							<b>3,011,416</b>

\* Economic/demographic (gains)/losses and assumption changes or inputs are recognized over the average remaining service life for all active and inactive members.

This work product was prepared solely for the County for the purposes described herein and may not be appropriate to use for other purposes. Milliman does not intend to benefit and assumes no duty or liability to other parties who receive this work. Milliman recommends that third parties be aided by their own actuary or other qualified professional when reviewing the Milliman work product.

### Milliman Financial Reporting Valuation

	Total OPEB Liability	Deferred Inflows	Deferred Outflows	Net Deferrals	Total OPEB Liability plus Net Deferrals	Annual Expense
Balances as of June 30, 2018	(\$140,053,492)	(\$5,821,465)	\$0	(\$5,821,465)	(\$145,874,957)	9,027,447
Service cost	(9,027,447)					5,706,912
Interest on total OPEB liability	(5,706,912)					0
Effect of plan changes	0					
Effect of liability gains or losses	0					
Effect of assumption changes or inputs	(9,306,247)		9,306,247	9,306,247	3,261,980	
Benefit payments	3,261,980					
Recognition of liability gains or losses						
Recognition of assumption changes or inputs		856,098	(1,329,464)	(473,366)		0
Annual expense						473,366
Balances as of June 30, 2019	(\$160,832,118)	(4,965,367)	7,976,783	3,011,416	(15,207,725)	15,207,725

## Glossary

<b>Deferred Inflows/Outflows of Resources</b>	Portion of changes in net OPEB liability that is not immediately recognized in OPEB Expense. These changes include differences between expected and actual experience, changes in assumptions, and differences between expected and actual earnings on plan investments.
<b>Discount Rate</b>	Single rate of return that, when applied to all projected benefit payments, results in an actuarial present value of projected benefit payments equal to the sum of: <ol style="list-style-type: none"><li>1) The actuarial present value of benefit payments projected to be made in future periods where the plan assets are projected to be sufficient to meet benefit payments, calculated using the Long-Term Expected Rate of Return.</li><li>2) The actuarial present value of projected benefit payments not included in (1), calculated using the Municipal Bond Rate.</li></ol>
<b>Municipal Bond Rate</b>	Yield or index rate for 20-year, tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher.
<b>Projected Benefit Payments</b>	All benefits estimated to be payable through the OPEB plan to current active and inactive employees as a result of their past service and expected future service.
<b>Service Cost</b>	The portion of the actuarial present value of projected benefit payments that is attributed to a valuation year.
<b>Total OPEB Liability</b>	The portion of actuarial present value of projected benefit payments that is attributable to past periods of member service using the Entry Age Normal cost method based on the requirements of GASB 74 and 75.



## Benchmark Data from Local Governments

City of Columbia, SC

Greenville County, SC

Lexington County, SC

Horry County, SC

Fairfax County, VA

# City of Columbia, SC

## MELANIE COVINGTON

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**From:** Benjamin, Pamela R <Pamela.Benjamin@columbiasc.gov>  
**Sent:** Thursday, September 3, 2020 3:25 PM  
**To:** DWIGHT HANNA  
**Cc:** MELANIE COVINGTON; Trina Walker  
**Subject:** RE: [EXTERNAL] Retiree Health Insurance Policy for City of Columbia  
**Attachments:** 2018 Retiree Insurance Plan mailer.docx

Good Afternoon Mr. Hanna,

Please see the attached information. Prior to going to the State Health Plan, we required employees to have 20 years of continuous service but PEBA guidelines allowed for total service so we had to adjust. Because we can determine our own rates, we allow employees with 20 years of service to pay funded (cheaper) rates. Let me know if you have any questions. Thanks!



**Pamela R. Benjamin, CPM**

Chief of Staff  
City Administration

1737 Main Street, Columbia SC 29201

Phone: 803-545-3095

[prbenjamin@columbiasc.net](mailto:prbenjamin@columbiasc.net)

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**From:** DWIGHT HANNA [mailto:HANNA.DWIGHT@richlandcountysc.gov]  
**Sent:** Thursday, September 3, 2020 2:54 PM  
**To:** Benjamin, Pamela R <Pamela.Benjamin@columbiasc.gov>  
**Cc:** MELANIE COVINGTON <COVINGTON.MELANIE@richlandcountysc.gov>; Trina Walker <Walker.Trina@richlandcountysc.gov>  
**Subject:** [EXTERNAL] Retiree Health Insurance Policy for City of Columbia

**CAUTION:** This email originated outside of the organization. Do not click links or open attachments from unknown senders or suspicious emails. Never enter a username or password on a site that you did not knowingly access.

Good Afternoon Ms. Benjamin,

Will you send me this tomorrow if possible? Specifically, I need to know if y'all require [continuous] years of service with the City or just total years of service.

I am putting together a packet for County County, because they are considering making a change to our current policy.

Thanks,

T. Dwight Hanna, IPMA-SCP, CCP, SHRM-SCP, CBP, ADAC  
Director of Human Resource Services Department



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We Are Columbia

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October 31, 2018

**To: City of Columbia Retiree and covered dependents**

In an effort to offer quality health programs to active employees and retirees while managing rising health care costs, the City has made the decision to join the State Health Plan. Starting January 1, 2019, all active employees and retirees, pre and post -65, will be covered by the State Health Plan. The State Health Plan is a self-funded health insurance plan managed by PEBA (Public Employee Benefit Authority) the same entity that manages your retirement benefits. The State Health Plan covers over 500,000 lives and has 709 entities that include all state agencies, school districts and many local subdivisions such as municipalities, counties, special purpose districts and other organizations.

### **Eligibility**

**The City of Columbia must offer coverage to all current retirees (pre and post 65) and their eligible dependents.** In addition, the City will also be offering coverage to retirees who may not have been eligible for City of Columbia retiree health benefit coverage in the past. A former City of Columbia employee may now be eligible for coverage in retirement if:

- She retires from an employer that participates in the state insurance program;
- She was eligible to retire when she leaves employment; and
- Her last five years of employment were served consecutively in a full-time, permanent position with an employer that participates in the state insurance program.

The City is working with PEBA to determine eligibility of individuals who have retired from the City who currently do not have insurance with the City but will be eligible January 1, 2019. If you do not currently have insurance coverage with the City but you are receiving this letter, you and your covered dependents will be eligible for coverage starting in 2019.

### **Coverages**

In 2019, the City of Columbia will be offering the following to all eligible retirees:

- **Health**
- **Dental**
- **Dental Plus**
- **State Vision Plan**
- **Vision Care Discount Program**

Page 1 Of 2

## Premiums

### Funded

Current retirees and employees that are retiring who were covered under the City's health insurance as of December 31, 2018 will pay the Funded Premiums for health insurance. These rates will be subsidized by the City and will be the same as the premiums for active employees.

### Non-funded

Retirees who have not been covered on the City's health insurance but will now be eligible to participate in the City's insurance plan will not have their premiums subsidized. Those retirees and their eligible dependents will pay the non-funded premium amounts.

\*Please refer to the documents included with this letter for premium charts outlining the monthly costs

### Open Enrollment

Open Enrollment for insurance related benefits will begin in November. All retirees must enroll in their benefits during this open enrollment period. Retiree Open Enrollment sessions will take place on November 5, 2018 and November 20, 2018 at Earlewood Park ,1113 Parkside Drive, Columbia, SC 29203 and on December 6, 2018 at the Busby Community Center, 1735 Busby Street, Columbia SC 29203 as follows:

- 8:00 am - 10:00 am
- 10:00 am -12:00 pm
- 1:00 pm - 3:00 pm
- 3:00 pm - 5:00 pm

**These enrollment sessions are mandatory and if you do not sign up for your benefits you will not have benefits in 2019. If you are unable to attend one of the sessions, please contact HR at 803-545-3010.**

### Important Information

- ✓ Enrolling in coverage requires your social security number (SSN) and birthdate. The SSC and birthdate of your spouse, if married, and any dependents is also required.
- ✓ You cannot cover your spouse if your spouse is eligible, or becomes eligible, for coverage as an employee of a group participating in PEBA insurance or as a funded retiree of a participating group who has a part of the spouse's premiums paid for the spouse.
- ✓ Supporting documentation is required for any dependent you wish to add to coverage. You must bring photocopies of the supporting documents when you enroll in coverage. See the Enrollment documentation worksheet included in this letter for details.
- ✓ Individuals enrolled in Medicare or with dependents enrolled in Medicare must provide a copy of their Medicare card(s).

If you have any questions regarding open enrollment, please contact Connie Cauthen, Benefits Administrator at 803-545-3007. The Human Resources Department looks forward to working with you to assist you with making the best benefit decisions.

*Pamela R. Benjamin*

Pamela R. Benjamin, Chief of Staff/HR Director

## Greenville County, SC

## MELANIE COVINGTON

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**From:** Ham, Debra <dham@greenvillecounty.org>  
**Sent:** Thursday, September 3, 2020 4:37 PM  
**To:** MELANIE COVINGTON  
**Subject:** County of Greenville Retiree Insurance

Hi Melanie,

Please see below for the Greenville County's contribution rates...

Employees do not have to have continuous service as an employee to meet the service requirement, but they must have been enrolled in a medical plan at the time of retirement.

***Debra M. Ham, MHRD, SPHR, GPHR, SHRM-SCP***

Director, Human Resources  
County of Greenville  
301 University Ridge – Suite 500  
Greenville, SC 29601  
(864) 467-7225 Office  
(864) 417-3524 Mobile  
(864) 467-7374 Fax  
[dham@greenvillecounty.org](mailto:dham@greenvillecounty.org)



### Retiree Insurance Program

*When a County employee is eligible to retire under State Retirement and has 10 years of service with the County they are eligible to participate in the Retiree Insurance Program. Continuous coverage by the Retiree is required. The County will subsidize the eligible retiree rate (COBRA rate minus 2% administrative fee) by the following amount.*

#### **Retirees with a retirement effective date prior to 2004**

**Note:** Retirees retiring prior to 2004 are eligible to stay in the plan of their choice, based on availability of that plan, unless they move to the Standard Plan. Once they have moved to the Standard Plan transfer to another plan is not allowed.

*With 20 or more years of service medical plan rates are subsidized by the County as follows:*

- Under age 65 - \$213.56 per month.
- Age 65 and older (enrolled in Medicare Part B) - \$288.56 per month.

*With less than 20 years of service medical plan rates are subsidized by the County as follows:*

- Under age 65 - \$138.56 per month.
- Age 65 and older (enrolled in Medicare Part B) - \$213.56 per month.

#### **Retirees with a retirement effective date of 2004 and after**

**Note:** Retirees, under age 65, with a retirement effective date of 2004 and after are eligible to enroll in only the Standard Medical Plan until they reach the age of 65. Retirees, age 65 and older, with a retirement effective date of 2004 and after are eligible to enroll in only the County sponsored Medicare Supplement Plan.

With 20 or more years of service Standard Plan rates are subsidized by the County as follows:

- Under age 65 - \$213.56 per month.

With less than 20 years of service Standard Plan rates are subsidized by the County as follows:

- Under age 65 - \$138.56 per month.

Retiree 65 and over enrolled in Medicare Supplement:

- County pays \$75.00

\* The Dental plan is subsidized by \$ 3.17 per month for all plans.

\* Note: Survivors of Retirees with continuous coverage on the County Plan may continue on the Plan. Survivors are not entitled to the \$75.00 credit for 20 or more years of service.

\* Note: County Council at its discretion may discontinue Retiree Insurance or make changes to above contribution rate.

**Shauna McAdory**

HR Benefits Coordinator

Greenville County

301 University Ridge, Ste. 500

Greenville, SC 29601

[smcadory@greenvillecounty.org](mailto:smcadory@greenvillecounty.org)

864.467.7154 direct

864.467.7377 fax

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## RETIREE INSURANCE PROGRAM:

### Eligibility Requirements

- Must be a full-time employee at time of retirement.
- Must be retired under South Carolina State Public Employee Retirement System.
- Must have 10 years of full-time service with the County of Greenville.
- Must have continuous insurance coverage with the County of Greenville Medical plan.
- Under Age 65 at time of retirement.
- The enrolled tier of coverage that current and future retirees have may not change unless dependents are removed. Example: Retiree only coverage cannot change to Retiree + Spouse, or + Child(ren), or + Family

### Life Insurance:

January 2020 the cost for Retiree Life Insurance is \$5.75 per month to continue the Basic Life of \$50,000 (until age 65). Once a retiree turns age 65, s/he will have an option to convert the life insurance policy to continue it directly with the life insurance company beyond the age of 65. The rates for the converted policy are based on age and industry standards and are not set by the County.

### PARTNERSHIP FOR PRESCRIPTION ASSISTANCE

Remember that there is a free nationwide one-stop resource for you and your family members that provides information about obtaining free or reduced priced prescription drugs depending upon various factors such as a person's home of record and income.

This resource is known as the Partnership for Prescription Assistance program. For additional information, and/or to enroll, you can call toll-free, 1-888-4PPA-NOW (1-888-477-2669), or visit their website at: <https://www.pparx.org/about.php>.

**MEDICAL INSURANCE NOTE: All eligible Retirees and Family Members must be enrolled in Medicare Part B upon attaining eligibility if they are on a County Medical Plan. Failure to do so may result in the denial of claims being paid.**

### ATTENTION RETIREES:

IF RETIRED ON JANUARY 1, 2004 OR AFTER AND UNDER AGE 65, RETIREES AND FAMILY MEMBERS, IF APPLICABLE, ARE ELIGIBLE TO **ENROLL ONLY IN THE BASIC PLAN.**

(See Plan Document for more details.)



## RETIREE INSURANCE RATES

Only Retirees with a retirement date prior to January 1, 2019 will have the option to purchase Vision coverage. The rates are listed below.

Listed below are the monthly Retiree Medical and Dental insurance rates for plan year 2020:  
**EFFECTIVE DATE:** January 1, 2020.

NOTE: RATES ON THIS PAGE APPLY ONLY TO RETIREES WITH A RETIREMENT DATE EFFECTIVE PRIOR TO 2004, i.e. the individual retired on or before December 31, 2003.

### Retiree and Survivor Under Age 65

	PPO 500	PPO 1000	Basic	Dental	Vision
Member	\$669.09	\$636.46	\$533.46	\$23.78	\$5.47
Member + Spouse	\$924.86	\$774.48	\$679.72	\$38.78	\$10.39
Member + Child	\$820.62	\$725.45	\$641.64	\$34.78	\$10.94
Member + Family	\$1131.06	\$884.07	\$770.36	\$48.78	\$16.08

### Retiree and Survivor Rates enrolled in Medicare Age 65 and Older

	PPO 500	PPO 1000	Basic	Dental	Vision
Member	\$635.43	\$559.21	\$456.21	\$23.78	\$5.47
Member + Spouse	\$847.61	\$697.23	\$602.47	\$38.78	\$10.39
Member + Child	\$743.58	\$647.79	\$564.36	\$34.78	\$10.94
Member + Family	\$1053.61	\$806.41	\$693.11	\$48.78	\$16.08

### Retiree with 20 or More Years of County Service Under Age 65

	PPO 500	PPO 1000	Basic	Dental	Vision
Member	\$635.43	\$559.21	\$456.21	\$23.78	\$5.47
Member + Spouse	\$847.61	\$697.23	\$602.47	\$38.78	\$10.39
Member + Child	\$743.58	\$647.79	\$564.36	\$34.78	\$10.94
Member + Family	\$1053.61	\$806.41	\$693.11	\$48.78	\$16.08

### Retiree with 20 or More Years of County Service Age 65 and Older Medicare Enrolled

	PPO 500	PPO 1000	Basic	Dental	Vision
Member	\$558.18	\$481.96	\$378.96	\$23.78	\$5.47
Member + Spouse	\$770.36	\$619.98	\$525.22	\$38.78	\$10.39
Member + Child	\$666.33	\$570.54	\$487.11	\$34.78	\$10.94
Member + Family	\$976.36	\$729.16	\$615.86	\$48.78	\$16.08



**NOTE: RATES ON THIS PAGE APPLY ONLY TO RETIREES WITH A RETIREMENT DATE EFFECTIVE 2004 OR AFTER, i.e. the individual retired on or after January 1, 2004.**

**Retiree and Survivor (effective date 2004 and after) Under Age 65**

	Basic	Dental	Vision
Member	\$533.46	\$23.78	\$5.47
Member + Spouse	\$679.72	\$38.78	\$10.39
Member + Child	\$641.64	\$34.78	\$10.94
Member + Family	\$770.36	\$48.78	\$16.08

**Retiree and Survivor (effective date 2004 and after) Age 65 and Over**

		Dental	Vision
Member	*	\$23.78	\$5.47
Member + Spouse	*	\$38.78	\$10.39
Member + Child	*	\$34.78	\$10.94
Member + Family	*	\$48.78	\$16.08

**Retiree and Survivor (effective date 2004 and after) Under Age 65 with 20 or More Years of County Service**

	Basic	Dental	Vision
Member	\$456.21	\$23.78	\$5.47
Member + Spouse	\$602.47	\$38.78	\$10.39
Member + Child	\$564.36	\$34.78	\$10.94
Member + Family	\$693.11	\$48.78	\$16.08

**Retiree and Survivor (effective date 2004 and after) Age 65 and Over with 20 or More Years of County Service**

		Dental	Vision
Member	*	\$23.78	\$5.47
Member + Spouse	*	\$38.78	\$10.39
Member + Child	*	\$34.78	\$10.94
Member + Family	*	\$48.78	\$16.08

<b>Retirees Under Age 65 – Retired on or After 01-01-2004</b>	<b>Retirees Age 65 or Older – Retired on or After 01-01-2004</b>
Medical Plan Option <ul style="list-style-type: none"> <li>Basic Plan</li> </ul>	Medical Plan Option <ul style="list-style-type: none"> <li>Not Applicable</li> <li>Eligible to participate in the County Sponsored Medical Supplement Plan with 20+ years of full-time service to the County</li> </ul>

**Additional Retiree Specific Information**

Anyone interested in discussing Medicare supplements and/or Medicare Part D prescription coverage please call Joan Hendrix at 306-3131 or 800-321-1738.



## Lexington County, SC

## DWIGHT HANNA

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**From:** Wilkerson, Dana <DWilkerson@lex-co.com>  
**Sent:** Tuesday, September 8, 2020 12:49 PM  
**To:** MELANIE COVINGTON; DWIGHT HANNA  
**Subject:** RE: [External] Retiree Health Insurance Information  
**Attachments:** Post-Employment Eligibility FINAL.pdf

Good Afternoon Dwight and Melanie,

- A. Do you offer retiree health insurance or a health insurance benefit? **Yes**
- i. Medicare (65 or older) retirees **No, we do not offer retiree insurance for anyone over age 65.**
  - ii. Early (64 or younger) retirees **We offer retiree health insurance for those age 55 or older who meet ALL eligibility requirements.**
- If they qualify for retiree medical they are covered until they reach age 65.*
- B. What is the years of service criteria? **25 Years of service AND 55 years old.**
- C. Does the service have to be with your City or County? **Yes**
- D. Does the service have to be continuous years of service? **The service does not have to be continuous, however, the last 5 years must be consecutive.**
- E. What is the cost of your retiree health insurance for;
- i. Retiree **Rate for Single Retiree coverage is \$1054.83 per month, subject to change.**

Please let me know if you have any other questions.

Thanks,

Dana

### *Dana J. Wilkerson*

Deputy Director of Human Resources  
County of Lexington  
212 South Lake Drive, Suite 604  
Lexington, SC 29072  
Office (803) 785-8156  
Cell (803) 223-5599  
Fax (803) 785-8379  
[dwickerson@lex-co.com](mailto:dwickerson@lex-co.com)

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**From:** MELANIE COVINGTON <COVINGTON.MELANIE@richlandcountysc.gov>  
**Sent:** Friday, August 28, 2020 11:02 AM  
**To:** Wilkerson, Dana <DWilkerson@lex-co.com>  
**Subject:** [External] Retiree Health Insurance Information

Good Morning,

I have a few questions regarding your retiree benefits and I was wondering if you could help me out. Below are the questions.

- A. Do you offer retiree health insurance or a health insurance benefit?
  - i. Medicare (65 or older) retirees
  - ii. Early (64 or younger) retirees
- B. What is the years of service criteria?
- C. Does the service have to be with your City or County?
- D. Does the service have to be continuous years of service?
- E. What is the cost of your retiree health insurance for;
  - i. Retiree
  - ii. County/City

Thank you in advance!! 😊

**Reminder: Annual (Virtual) Open Enrollment will be August 3 – 28, 2020. Complete your enrollment by going to Benefit Express ([www.MyRCGBenefits.com](http://www.MyRCGBenefits.com)). Enrollment is required.**

**Melanie Covington**

HR Coordinator II  
Richland County Government  
Human Resource Services Department  
[covington.melanie@richlandcountysc.gov](mailto:covington.melanie@richlandcountysc.gov)

P 803-576-2042 F 803-576-2119  
2020 Hampton Street  
Suite 3058  
Columbia, SC 29204  
[www.richlandcountysc.gov](http://www.richlandcountysc.gov)

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## **County of Lexington Retiree Group Medical and Dental Plans: Guide to Eligibility Determination**

This document outlines the most basic factors considered in determining eligibility for coverage under the County of Lexington's Retiree Group Medical and Dental Plans. It is important to understand that eligibility for coverage under the County's Retiree Group Medical and Dental Plans is not the same as eligibility for retirement with PEBA. Because confirmation of your retiree insurance eligibility is an important and complex determination that you cannot make alone, please contact Human Resources before making final arrangements for retirement.

### **Retiree Medical and Dental Plan (2009 Plan) Eligibility Criteria**

**At the time you terminate from the County of Lexington, you must be:**

Retiring with full (unreduced) benefits from the SCRS or PORS

AND

be at least 55 years old (but under age 65)

AND

have at least twenty-five (25) years of service as an employee of the County of Lexington, with the last five (5) being consecutive,

AND

you must have been covered under the group medical plan sponsored by the County for no less than twenty-five (25) years in order to be eligible for coverage.

### **Additional Consideration**

#### **2009 Plan Eligibility Criteria using the "grandfather clause" for employees who had 10 years of service with the County as of October 1, 2008**

**On October 1, 2008, did you have 10 years of service with the County?**

If YES, then:

Are you now retiring from SCRS or PORS with a total of **at least 15 years** of service with the County, with the last five (5) being consecutive,

AND

are you at least 55 years old (but under 65)?

If YES, then:

Eligible for 2009 Plan coverage at the time of retirement.

## Horry County, SC



COUNTY OF HORRY )  
 )  
STATE OF SOUTH CAROLINA )

**RESOLUTION 89-12**

**A RESOLUTION TO CONSOLIDATE AND ADOPT RETIREE HEALTH INSURANCE GUIDELINES.**

**WHEREAS**, Horry County Council resolved to contribute to retiree health insurance since 1990; and

**WHEREAS**, Horry County Council has resolved to amend the guidelines for administering retiree health contributions five times since its inception; and

**WHEREAS**, Horry County Council desires to have consolidated guidelines to capture all the necessary procedures for administering retiree health insurance contributions; and

**NOW THEREFORE BE IT RESOLVED THAT** the Horry County Council resolves to adopt retiree health insurance guidelines as set forth below.

**AND IT IS SO RESOLVED**

**Dated this 18<sup>th</sup> day of December, 2012**

**HORRY COUNTY COUNCIL**



H. Tom Rice, Chairman

\_\_\_\_\_  
Harold G. Worley, District 1

\_\_\_\_\_  
Brent J. Schulz, District 2

\_\_\_\_\_  
Marion D. Foxworth, III, District 3

\_\_\_\_\_  
Gary Loftus, District 4

\_\_\_\_\_  
Paul D. Price, Jr., District 5

\_\_\_\_\_  
Robert P. Grabowski, District 6

\_\_\_\_\_  
James R. Frazier, District 7


\_\_\_\_\_  
Carl H. Schwartzkopf, District 8

\_\_\_\_\_  
W. Paul Prince, District 9

\_\_\_\_\_  
Jody Prince, District 10

\_\_\_\_\_  
Al Allen, District 11

**ATTEST:**

  
Patricia S. Hartley, Clerk to Council



## County Council Decision Memorandum Horry County, South Carolina

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Date: December 10, 2012  
From: Anne Wright, Assistant County Administrator  
Cleared By: Chris Eldridge, County Administrator  
Patrick Owens, Human Resources Director  
Re: Retiree Health Insurance Plan

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### **ISSUE:**

Retiree Health Insurance Plan updated for recent modifications.

### **BACKGROUND:**

The Retiree Health Insurance Plan has been modified numerous times since its inception. The initial Retiree Health Insurance Benefit Plan was approved by County Council as documented in Council meeting minutes on May 24, 1994, and amended by Resolution R-107-00 dated September 5, 2000, Resolution R-29-02 dated March 12, 2002, Resolution R-121-10 dated December 14, 2010, Resolution R-49-12 dated June 19, 2012, and by a motion approved by County Council on November 16, 2012. Attached is a draft document that states the **current** benefits, as modified by County Council, being offered under this plan. The attached Resolution and document reflects the changes previously approved by County Council, and is intended to provide clarification of the current plan.

The attached document also includes the following excerpt to provide further clarification that it is possible that there may need to be further changes in the future regarding this benefit.

"Horry County offers retiree health insurance as a benefit to employees who were hired prior to July 1, 2011 and have been employed with the County for fifteen years or longer. However rising costs and legislative changes have resulted in changes to this plan, such as the discontinuance of the plan for employees hired subsequent to June 30, 2011, and may in the future affect the County's ability to continue this benefit. This plan as presented is subject to change and the County's ability to fund this benefit can be impacted by budget challenges. Due to the risk of unknown circumstances, this plan as described herein may be deemed non-sustainable at some future time. The Retiree Health Insurance Guidelines do not create any express or implied contract of this benefit being provided in the future. No past practices or procedures, promises or assurances, whether written or oral, form any express or implied agreement to continue such practices or procedures."

### **RECOMMENDATION:**

The Administration Committee reviewed the attached guidelines and recommends them Council's approval.

## **Horry County Government Retiree Health Insurance Guidelines**

Horry County offers certain retiree health insurance benefits to those retirees with a hire date prior to July 1, 2011, and who meet the criteria specified below. This plan as presented is subject to change and the County's ability to fund this benefit can be impacted by fiscal challenges and legislative changes. Due to the risk of unknown circumstances, this plan as described herein may be deemed non-sustainable at some future time. The Retiree Health Insurance Guidelines do not create any express or implied contract of this benefit being provided in the future. No past practices or procedures, promises or assurances, whether written or oral, form any express or implied agreement to continue such practices or procedures.

Employees hired after June 30, 2011 will be eligible to participate in the retiree health insurance plan upon their retirement; however, the County will **not** pay any portion of their retiree health insurance premiums and they will **not** be eligible to receive any County subsidy for the purposes of retiree health insurance.

As a result of changes that have been approved throughout the years, several eligibility criteria are applicable as specified below in the various groups of covered individuals. Those employees who separate from County employment for any reason other than retirement and are then rehired after June 30, 2011 will be eligible to participate in the retiree health insurance plan upon their retirement; however, the County will **not** pay any portion of their retiree health insurance premiums and they will **not** be eligible to receive any County subsidy for the purposes of retiree health insurance.

Horry County Government began contributing to retiree insurance on the behalf of employees on June 30, 1990. Several amendments to the County's guidelines have occurred since that time; however nothing in these prior amendments permits or affords grandfathering for any individual other than those outlined explicitly in these current guidelines. **For all groups identified in these guidelines only actual Horry County service is considered for the purposes of determining contribution percentages by Horry County.** No purchased service time of any kind will be considered for any group.

### **Summary Benefit Plan Description**

County paid health insurance coverage is provided under the County's health insurance plan to qualifying retirees as stated below under Section I up to the point in time when the retiree becomes Medicare eligible, at which time the County will begin to contribute a maximum of \$150 (2013 amount) each month into a Retiree Health Reimbursement Arrangement (RHRA) account for the retiree to purchase a Medicare supplemental insurance plan, or to use for payment of out-of-pocket qualifying medical expenses. This monthly contribution is pro-rated according to the retiree's years of service with the County as explained below and will increase annually by the lower of CPI-U (the Consumer Price Index All Urban Consumers on a September over September basis) of 3% per year. A transition provision relating to the RHRA account impacts a limited number of retirees as defined in the Group C description.

Due to changes in this benefit during past years, as well as grandfathering provisions as changes were approved, the criteria defining covered individuals relating to this benefit is presented by groups.

### **Section I: Covered Individuals – Health Insurance Premium Amounts Coverage Until Retiree is Medicare Eligible**

**Group A-1 Covered Individuals – see Group C for a transition provision relating to becoming Medicare eligible that may apply to retirees that fall into this group. In addition, this group includes five (5) retirees who received either a 50% or 100% County contribution prior to May 24, 1994.**

This group includes individuals who retired or left employment with Horry County Government when they were retiree eligible, after May 23, 1994 and before September 5, 2000. At that time, an employee in the Regular retirement system could retire after 30 years of service and the County's plan offered the 50% tier and the 100% tier. The County will pay for the cost of County health insurance coverage for the retiree based on the charts shown below. Retirees can opt out of this coverage, and then opt back in at a later date.

**Group A-1 Covered Individuals – see Group C for a transition provision relating to becoming Medicare eligible that may apply to retirees that fall into this group (continued)**

**Premium Amounts Covered Until Medicare Eligible:**

Regular Retirees – Years of Horry County Service	Percentage of Premiums Covered
15 -29	50%
30 or greater	100%

Police Retirees – Years of Horry County Service	Percentage of Premiums Covered
15 -24	50%
25 or greater	100%

**Group A-2 Covered Individuals – see Group C for a transition provision relating to becoming Medicare eligible that may apply to retirees that fall into this group**

This group includes individuals who retired or left employment with Horry County Government when they were retiree eligible, during the period of September 6, 2000 to March 11, 2002. During this time period, an employee in the Regular retirement system could retire after 28 years of service, and the County's plan offered the 50% tier and the 100% tier. The County will pay for the cost of County health insurance coverage for the retiree based on the charts shown below. Retirees can opt out of this coverage, and then opt back in at a later date.

**Premium Amounts Covered Until Medicare Eligible:**

Regular Retirees – Years of Horry County Service	Percentage of Premiums Covered
15 -27	50%
28 or greater	100%

Police Retirees – Years of Horry County Service	Percentage of Premiums Covered
15 -24	50%
25 or greater	100%

**Group A-3 Covered Individuals – see Group C for a transition provision relating to becoming Medicare eligible that may apply to retirees that fall into this group**

This group includes individuals who retired after March 11, 2002 and before December 31, 2012, or as of December 31, 2012 were retiree eligible employees, or as of December 31, 2012 were retiree eligible

past employees, or active employees who are either 62 years of age or have 23 years of Horry County service as of December 31, 2012. During this time period, an employee in the Regular retirement system could retire after 28 years of service, and the County's plan offered the 50% tier, the 75% tier and the 100% tier.

The County will pay for the cost of County health insurance coverage for the retiree based on the charts shown below. Retirees can opt out of this coverage, and then opt back in at a later date.

**Premium Amounts Covered Until Medicare Eligible:**

Regular Retirees – Years of Horry County Service	Percentage of Premiums Covered
15 -22	50%
23 – 27	75%
28 or greater	100%

Police Retirees – Years of Horry County Service	Percentage of Premiums Covered
15-20	50%
21-24	75%
25 or greater	100%

**Group B Covered Individuals**

For individuals not covered in Group A-1,A-2,and A-3 and who have a hire date prior to July 1, 2011, the County benefit is as follows:

- a. The County subsidy of the cost of retiree health insurance will begin at **age 62**. (Employees can still retire before that age if they are eligible, but the County will not pay the health insurance premiums until age 62.) The retiree can stay on the County plan and pay the total premiums personally, or opt-out of the plan and obtain coverage elsewhere, then opt-back in to the plan at age 62 to receive the County funded benefit.
- b. The 75% tier is eliminated. Employees are eligible for the County payment of 50% of the premiums, at 15 years of County service, and 100% coverage at 28 or 25 years of service, as amended by the next modification.
- c. The amount of the County subsidy will not increase by more than 3% over the amount paid by the County in the prior calendar year. Any increase in cost above 3% will be absorbed by the retiree.

**Premium Amounts Covered - Beginning at Age 62 and Ending at Medicare Eligibility (Age 65):**

Regular Retirees – Years of Horry County Service	Percentage of Premiums covered, capped at a maximum annual increase of 3%
15-29	50%
30 or greater	100%

Police Retirees – Years of Horry County Service	Percentage of Premiums Covered, capped at a maximum annual increase of 3%
15 -24	50%
25 or greater	100%

**Section II: Monthly Contribution to a Retiree Health Reimbursement Arrangement Account once Retiree becomes Medicare Eligible (generally at age 65)**

When the retiree becomes Medicare eligible, at which time Medicare is the retiree's primary insurance coverage, the County will cease payment of the County health insurance premium and will begin to contribute up to a maximum of \$150 (2013 amount) on the first banking day of each month in to a Retiree Health Reimbursement Arrangement (RHRA) account for the retiree to purchase a Medicare supplemental insurance plan, or to use for payment of out-of-pocket qualifying medical expenses.

**Monthly Contribution to RHRA Applicable to Retirees in Group A-1:**

Regular Retirees – Years of Horry County Service	Percentage of Subsidy Provided by the County	Monthly Amount Provided by the County for 2013*
15 -29	50%	\$75
30 or greater	100%	\$150

Police Retirees – Years of Horry County Service	Percentage of Subsidy Provided by the County	Monthly Amount Provided by the County for 2013*
15 -24	50%	\$75
25 or greater	100%	\$150

**Monthly Contribution to RHRA Applicable to Retirees in Group A-2:**

Regular Retirees – Years of Horry County Service	Percentage of Subsidy Provided by the County	Monthly Amount Provided by the County for 2013*
15 -27	50%	\$75
28 or greater	100%	\$150

Police Retirees – Years of Horry County Service	Percentage of Subsidy Provided by the County	Monthly Amount Provided by the County for 2013*
15 -24	50%	\$75
25 or greater	100%	\$150

**Monthly Contribution to RHRA Applicable to Retirees in Group A-3:**

Regular Retirees – Years of Horry County Service	Percentage of Subsidy Provided by the County	Monthly Amount Provided by the County for 2013*
15-22	50%	\$75
23-27	75%	\$112.50
28 or greater	100%	\$150

Police Retirees – Years of Horry County Service	Percentage of Subsidy Provided by the County	Monthly Amount Provided by the County for 2013*
15-20	50%	\$75
21 – 24	75%	\$112.50
25 or greater	100%	\$150

**Monthly Contribution to RHRA Applicable to Retirees in Group B:**

Regular Retirees – Years of Horry County Service	Percentage of Subsidy Provided by the County	Monthly Amount Provided by the County for 2013*
15 -27	50%	\$75
28 or greater	100%	\$150

*\*The amount of \$150 is for calendar year 2013 and will increase by the lower of the CPI-U (Consumer Price Index for All Urban Consumers on a September-to-September basis) or 3% per year.*

**Monthly Contribution to RHRA Applicable to Retirees in Group B (continued):**

Police Retirees – Years of Horry County Service	Percentage of Subsidy Provided by the County	Monthly Amount Provided by the County for 2013*
15 -24	50%	\$75
25 or greater	100%	\$150

*\*The amount of \$150 is for calendar year 2013 and will increase by the lower of the CPI-U (Consumer Price Index for All Urban Consumers on a September-to-September basis) or 3% per year.*

**Group C Covered Individuals - Special transition provision applicable only to certain retirees as of November 16, 2012 in Group A-1, A-2, and A-3.**

Individuals from Group A-1, A-2 and A-3 who are retired and no longer working at Horry County as of November 16, 2012, and who will be 65 years of age or older at or before December 31, 2013, and who have 30 or more years of Regular service with the County for Group A-1, or 28 or more years of Regular service with the County for Group A-2 and A-3, or 25 or more years of Police service with the County, are eligible to receive the following monthly contribution to a Retiree Health Reimbursement Arrangement (RHRA) account based on the coverage election that they select as shown below.

**Monthly Subsidy options for Group C at age 65 or older**

Coverage Election	Total Amount of Monthly Subsidy Provided by the County*
Medicare Supplement	100% of the premium amount of the Medicare supplement Plan F, applicable Part D prescription plan, State of SC Basic Dental plan and administrative fee.
State Health Plan	\$150 (2013 amount)

*\*The amount of \$150 will increase by the lower of the CPI-U (Consumer Price Index for All Urban Consumers on a September-to-September basis) or 3% per year.*

**Section III – Plan Sustainability**

Horry County offers retiree health insurance as a benefit to employees who were hired prior to July 1, 2011 and have been employed with the County for fifteen years or longer. However rising costs and legislative changes have resulted in changes to this plan, such as the discontinuance of the plan for employees hired subsequent to June 30, 2011, and may in the future affect the County's ability to continue this benefit. This plan as presented is subject to change and the County's ability to fund this

benefit can be impacted by budget challenges. Due to the risk of unknown circumstances, this plan as described herein may be deemed non-sustainable at some future time. The Retiree Health Insurance Guidelines do not create any express or implied contract of this benefit being provided in the future. No past practices or procedures, promises or assurances, whether written or oral, form any express or implied agreement to continue such practices or procedures.

***Guidelines based on Council Action as follows: Retiree Health Insurance Benefit Plan as approved by County Council May 24, 1994, and amended by: Resolution R-107-00 dated September 5, 2000, Resolution R-29-02 dated March 12, 2002, Resolution R-121-10 dated December 14, 2010, Resolution R-49-12 dated June 19, 2012, and by motion approved by County Council on November 16, 2012.***



# Fairfax County, VA

# Fairfax County Government Retiree Benefits Guide Plan Year 2020



# Additional Coverage Information

## Continuous Coverage Requirement

The County requires retirees to maintain continuous coverage in Fairfax County Government (FCG) Life, Health and/or Dental plans. After retirement, if you lose coverage, for any reason, there is no opportunity to re-elect coverage at a later date. Also note that any break in medical coverage with FCG will mean loss of your Retiree Subsidy.

The County allows coverage to be transferred from the active County Government employee group to the retiree group and vice versa. However, transfers to and from the Fairfax County Public Schools (FCPS) are not allowed for purposes of retaining continuous coverage, as FCPS is a separate employer.

## Changing Coverage

If you experience a qualified change in family status during the plan year, you have the opportunity to change your benefit elections. Change forms must be received by DHR Benefits within 30 calendar days of the event. For a list of qualifying events, see the Benefits page on FairfaxNet. You can drop dependents or cancel coverage at any time.

## Coverage for Surviving Spouses

Surviving spouses of deceased retirees may continue health and/or dental insurance coverage until they remarry. If a retiree or dependent with coverage dies or remarries, please contact the Benefits Division as soon as possible so that premiums can be adjusted.

## Adult Dependents, Children over 18

Children can stay on your health plans through the end of the month they turn 26, even if they marry, move out of your home, go to school or get a job. When your dependent turns 26 and is no longer eligible, they will receive a COBRA Notice allowing them the

option to continue coverage. This process requires no notification from you; however, dependents will not be automatically removed from Dependent Life Insurance. Also, note that our plans do not cover spouses or dependents of adult children.

Dependents over the age of 18 who are removed from a benefit plan cannot be re-enrolled mid-year as a result of their own qualifying event, i.e. losing coverage through their employer. Qualifying events are special circumstances in employment, benefit eligibility or status for employees and their spouses only. Children over the age of 18 can be added during Open Enrollment providing they meet all other eligibility criteria.

## Health Insurance Orders

The County is required to enroll any qualified dependent(s) listed on a valid health insurance order into the named employee or retiree's county-sponsored health plan.

## Address Changes

When moving, remember to update your address with the Benefits Division. The address maintained by us is reported to all benefit vendors.

## Paying Your Premium

The retiree portion of the benefit premiums is paid in one of two ways: 1. The premium, less the subsidy, will be deducted from the monthly annuity in the month prior to the month of coverage; 2. If the individual does not receive an annuity, or if the retiree's check does not cover the full cost of the monthly premium, the retiree must pay the amount by automatic deduction, ACH, from your personal checking account. The Benefits Division takes this deduction on the 10th of the month to cover next month's coverage. Personal checks and lump sum payments will not be accepted.

## Retiree Subsidies

Retirees pay the full cost of health and/or dental insurance. Retirees age 55 or older, or those retired on a service-connected disability, receive a monthly subsidy from the County toward the cost of a county health plan. Surviving spouses are entitled to a subsidy only if they receive a Joint and Last Survivor Benefit.

Monthly Subsidy for Retirees Ages 55+	
Years of Service at Retirement	Subsidy Amount
5 - 9	\$40
10 - 14	\$75
15 - 19	\$165
20 - 24	\$200
25 or more*	\$230

\*Also includes retirees of any age who are approved for a service-connected disability retirement and covered under a county health plan and police officers who retired

# 2020 Health and Dental Premiums

Open Enrollment: October 15 - November 22, 2019

Benefit Plan	Total Monthly Premium (without Subsidy)
<b>Cigna OAP Co-Pay Plan (Plan Closed to New Entrants)</b>	
Individual	\$873.68
Individual with Medicare	\$603.34
2 Individuals	\$1,703.53
2 Individuals - 1 with Medicare, 1 without	\$1,468.98
2 Individuals with Medicare	\$1,192.68
Family	\$2,542.38
Family - 1 with Medicare	\$2,395.33
Family - 2 with Medicare	\$2,232.97
Family - 3 with Medicare	\$2,070.62
<b>Cigna OAP 90% Co-Insurance Plan</b>	
Individual	\$746.08
Individual with Medicare	\$522.09
2 Individuals	\$1,466.13
2 Individuals - 1 with Medicare, 1 without	\$1,268.77
2 Individuals with Medicare	\$1,043.95
Family	\$2,156.60
Family - 1 with Medicare	\$2,012.90
Family - 2 with Medicare	\$1,867.03
Family - 3 with Medicare	\$1,721.16
<b>Cigna OAP 80% Co-Insurance Plan</b>	
Individual	\$532.32
Individual with Medicare	\$369.05
2 Individuals	\$1,037.93
2 Individuals - 1 with Medicare, 1 without	\$898.12
2 Individuals with Medicare	\$729.85
Family	\$1,549.27
Family - 1 with Medicare	\$1,448.93
Family - 2 with Medicare	\$1,334.67
Family - 3 with Medicare	\$1,220.41
<b>Cigna MyChoice Plan - Non-Medicare Participants Only</b>	
Individual	\$475.09
2 Individuals	\$926.23
Family	\$1,382.65
<b>Kaiser Permanente HMO</b>	
Individual	\$668.41
Individual with Medicare	\$317.41
2 Individuals	\$1,302.76
2 Individuals - 1 with Medicare, 1 without	\$951.66
2 Individuals with Medicare	\$633.64
Family	\$1,938.43
Family - 1 with Medicare	\$1,587.33
Family - 2 with Medicare	\$1,269.31
Family - 3 with Medicare	\$951.29
<b>Delta Dental PPO</b>	
Individual	\$43.53
2 Individuals	\$82.24
Family	\$135.53



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A Fairfax County, Va. Publication  
September 2019

# Aon 2019 Retiree Health Care Survey

## Type of Coverage Provided to Eligible Populations



# About the Survey

In the spring of 2019, Aon conducted a survey to understand plan sponsors' current thinking and future expectations with respect to U.S. retiree health care strategies. The survey focused specifically on plan sponsors that offer health care benefits to retirees and their families and on the sponsors' final 2019 and expected ongoing retiree health care design and strategy outlook.

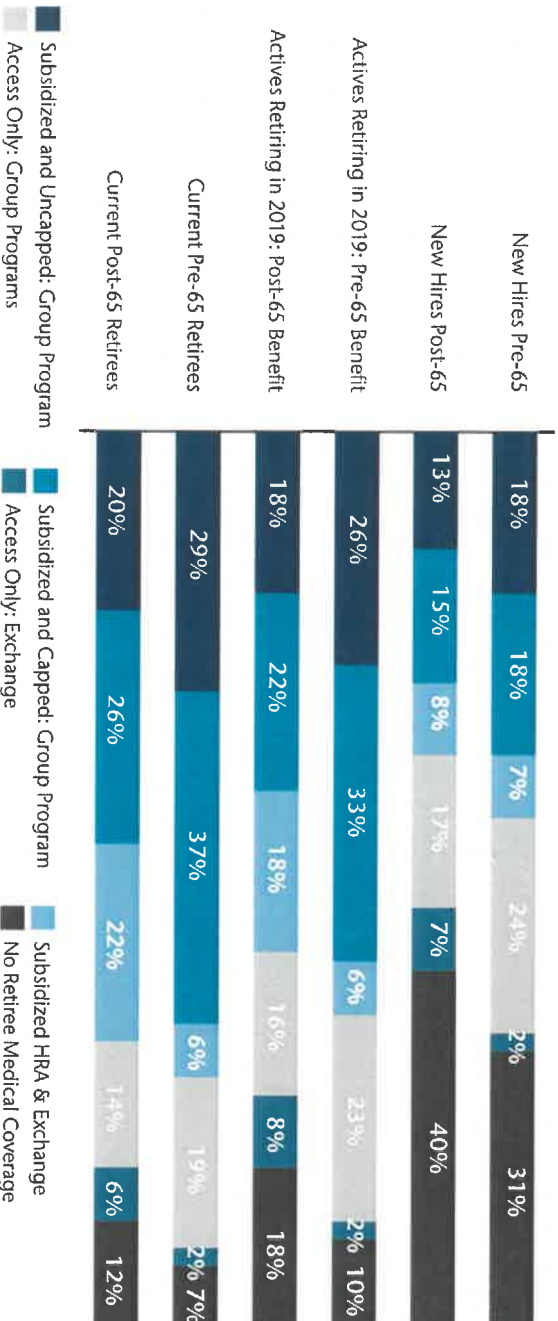
The survey collected responses from 345 private and public plan sponsors representing approximately 3.3 million retirees. About 81% of the respondents were private entities and 19% were public entities. For a complete summary of survey respondents, see the "Participant Profile" section at the end of this report.

Exhibit 1 shows the basic types of retiree health care benefits offered to the various current and future retiree populations for the plan sponsors participating in the survey. As expected, the data shows the continued trend toward reducing or eliminating retiree health care coverage, which generally began with the introduction of retiree welfare accounting standards in the early 1990s for private employers.

## Exhibit 1 : Type of Coverage Provided to Eligible Populations

*What Type of Retiree Medical Coverage Does Your Firm Currently Provide?*

(n=345)





**Agenda Briefing**

**Prepared by:** James E. Hayes, Director  
**Department:** Office of Budget & Grants Management  
**Date Prepared:** September 07, 2020      **Meeting Date:** September 22, 2020

<b>Legal Review</b>	Elizabeth McLean via email	<b>Date:</b>	September 11, 2020
<b>Finance Review</b>	Stacey Hamm via email	<b>Date:</b>	September 09, 2020
<b>Approved for consideration:</b>	County Administrator	Leonardo Brown, MBA, CPM	
<b>Committee</b>	Administration & Finance		
<b>Subject:</b>	County Council – Discretionary Spending		

**Recommended Action:**

Staff does not have any recommendation; however, staff wishes to provide Council with the budgetary impact of the fifty percent (50%) reduction in discretionary spending.

**Motion Requested:**

1. Move to approve the motion; or,
2. Move to deny the motion.

**Request for Council Reconsideration:** Yes

**Fiscal Impact:**

The FY21 budget currently has \$12,000 budgeted for each council member’s discretionary account for a total annual budgeted amount of \$132,000. A reduction of these accounts by fifty percent (50%) would have a budgetary impact of a savings to the General Fund (GF) budget of \$66,000 per year.

Additionally, each council member is budgeted \$3,500 in the Individual Travel Object Code as well as \$3,500 in the Employee Training object code. Council voted for these additions at the June 08, 2017 3rd reading of the FY18 Budget. These additions amounted to another \$77,000 being added to the GF Budget. Reducing these per council member allocations by 50% will further reduce the GF Budget by \$38,500 for a total savings of \$104,500 (\$66,000+38,500).

**Motion of Origin:**

We move to reduce the amount of discretionary funds available to individual council members; be it funds for training, travel and entertainment, printing materials, or otherwise, by one half of the currently authorized amount. This is to include funds reimbursed to council members as well, be it from a discretionary account or otherwise.

<b>Council Member</b>	Bill Malinowski, District 1; Joe Walker, District 6
<b>Meeting</b>	Special Called
<b>Date</b>	July 14, 2020

**Discussion:**

Richland County Council approved during the 3rd reading of the FY18 budget on June 08, 2017 to increase discretionary spending from \$7,000 per council member to \$12,000 per council member to allow for the use of advanced communications methods for greater community outreach and constituent services. This increased the budget for discretionary spending from \$77,000 to \$132,000.

**Attachments:**

1. 3rd reading FY18 Budget Council Minutes



Mr. Malinowski inquired if the motion is for \$50,000 for both of the organizations or each individual organization. The motion is for each organization to be funded at \$50,000 per year.

Ms. Myers requested Mr. Seals to clarify the funding level.

Mr. Seals stated the funding level is as stated for both organizations.

Ms. Kennedy inquired about the location of the organizations.

Mr. Manning stated SC HIV AIDS Council is located across from the new United Way building on Laurel Street and the Palmetto AIDS Life Support Services is located at the old Midlands Shopping Center on Two Notch Road. Each of the organizations has their own Board of Directors.

Ms. Kennedy inquired as to when Palmetto AIDS Support Services came into existence.

Mr. Manning stated they were the first AIDS service organization in South Carolina and was incorporated in 1985 and has been in continuous service. The SC HIV AIDS Council was incorporated in the early 1990s.

Ms. Myers stated they are both small agencies that do not operate on huge budgets, but they service a population that is underserved in Richland County. Even if they were both funded at \$50,000 with Richland County being the County with highest incidents of HIV and AIDS, they are both woefully underfunded.

Ms. Kennedy inquired why the two organizations could not be combined and why the County is funding two similar organizations.

Ms. Myers stated she is not sure if their missions are incongruent. There are so many AIDS patients in the community she does not feel it is harmful to fund them both.

Ms. Kennedy stated she knows there is a great need in the County. She just feels they could combine the two small agencies.

Ms. Myers stated the suggestion of combining the agencies could be discussed in the future.

<u>FOR</u>	<u>AGAINST</u>
Pearce	Malinowski
Rose	Kennedy
C. Jackson	
N. Jackson	
Dickerson	
Livingston	
Myers	
Manning	
McBride	

The vote was in favor.

**I move that the Council Services budget be enlarged to include a line item of \$3,500 for training and education for each Council member (total of \$38,500) and \$3,500 for travel to training events per Council member (total of \$38,500). Currently the budget includes no money for Council training and development, which is a crucial oversight, given the size and scope of the County's budget and programs and the citizens' reasonable expectation of a professional Council [MYERS]** – Ms. Myers moved, seconded by Mr. N. Jackson, to approve this item.

Mr. Pearce inquired if this would be an addition to the \$7,000 Council Discretionary Account.

Ms. Myers stated it would be in addition. She feels it is critical feature when the Council is responsible for managing matters such as the Transportation Penny, County Budget, etc.

Mr. Pearce stated the expense accounts used to be \$1,500 and it was increased to \$7,000 for training and travel; therefore, he would have a hard time justifying the funding.

Mr. C. Jackson stated he supports the motion by Ms. Myers. For the Council to have some training seems significant. If you attend the training and come back and apply it to the meetings can be very helpful. He further stated doing one constituent mail out almost completely absorbs the funding and there would be no money left to even communicate effectively with the constituents.

Mr. Livingston stated he is going to support this because his colleagues say they need this to provide the citizens of the County with the constituent services they need. For those colleagues that do not feel they need it, do not spend the funding.

Ms. McBride stated she wanted to go on the record as supporting this issue. She feels it is a critical need.

<u>FOR</u>	<u>AGAINST</u>
C. Jackson	Pearce
N. Jackson	Rose
Dickerson	Malinowski
Livingston	Manning
Kennedy	
Myers	
McBride	

The vote was in favor.

**I move that the Council Services budget be enlarged to include an additional \$5,000 per member for constituent services. Currently, the budget reflects \$7,000 per Council Member, which equates to less than 18 cents per constituent. Raising the figure would allow for use of advanced communications methods for greater community outreach and constituent service. [MYERS]** – Ms. Myers moved, seconded by Ms. McBride, to approve this item.

<u>FOR</u>	<u>AGAINST</u>
C. Jackson	Pearce
N. Jackson	Rose
Dickerson	Malinowski
Kennedy	Livingston
Myers	Manning
McBride	

The vote in favor was unanimous.

**Increase outside agency Sistercare by \$9,364 for a total of \$20,000 [McBRIDE]** – Ms. McBride moved, seconded by Mr. N. Jackson, to approve this item.



**Agenda Briefing**

**Prepared by:** Jennifer Wladischkin, Procurement Manager  
**Department:** Finance, Procurement Division  
**Date Prepared:** September 9, 2020      **Meeting Date:** September 22, 2020

<b>Legal Review</b>	Elizabeth McLean via email	<b>Date:</b>	September 09, 2020
<b>Budget Review</b>	James Hayes via email	<b>Date:</b>	September 09, 2020
<b>Finance Review</b>	Stacey Hamm via email	<b>Date:</b>	September 09, 2020
<b>Approved for Consideration:</b>	Assistant County Administrator	Ashley M. Powell, Assoc. AIA, AICP	
<b>Committee</b>	Administration & Finance		
<b>Subject:</b>	Termination of P-Card issuance/usage by elected & appointed officials		

**Recommended Action:**

Staff recommends centralizing purchase card spending within the offices of elected and appointed officials (EAOs) as follows:

- Immediately terminate the individual issuance and usage of government purchase cards by individual elected and appointed officials.
  - This means no official will maintain direct purchasing power on behalf of Richland County Government; instead all purchasing on behalf of EAOs will be conducted by a trained member Richland County staff.
- Identify and train a member of County staff, within the office of each Elected or Appointed Official, to serve as the department’s purchasing card agent.
  - For larger departments, backup personnel may need to be identified; however, the minimum number of persons practicable should be issued P-cards.
  - Each purchasing card agent will be assigned a P-card and will be responsible for all departmental use thereof, to include ensuring adherence to applicable policies, procedures and laws and the immediate reporting of infractions to County Administration.
  - Each purchasing card agent will be required to attend training for departmental purchasing and certify annually their understanding of the responsibilities associated with the County’s P-card program.

**Motion Requested:**

1. Move to approve the recommendation of staff to centralize purchasing within the offices of elected and appointed officials; OR
2. Move to terminate individual issuance and usage of government procurement (purchase) cards by elected and appointed officials [and subordinate staff] in Richland County.

**Request for Council Reconsideration:** Yes

**Fiscal Impact:**

The County participates in the State Contract Bank of America P-Card program. This program provides an annual rebate to the County based on spending. For the period of August 2018 to July 2019 the County received a rebate of \$18,189.80. Reductions in P-Card spending would impact the rebate amount received. Soft costs related to the standard purchase order process would have a negative fiscal impact as well. Based on a calculator created by Paramount Workplace, a company offering spend management solutions to organizations worldwide, the cost for Richland County to generate and pay a purchase order is approximately \$112. Eliminating the P-Card for EAO led departments is estimated to result in an additional 1,554 purchase order (PO) transactions per year. At \$112 per transaction, the elimination of purchase cards in the offices of EAOs could amount to approximately \$170,000 in costs to carry out those transactions.

**Motion of Origin:**

We move to immediately terminate the individual issuance and usage of Government Procurement Cards by elected and appointed officials in Richland County.

Council Member	Bill Malinowski, District 1; Joe Walker, District 6
Meeting	Special Called Council Meeting
Date	July 14, 2020

**Discussion:**

A Purchasing Card (P-Card) is a type of Commercial Card that allows the County to take advantage of the existing credit card infrastructure to make electronic payments for a variety of business expenses (e.g., goods and services). In the simplest terms, a P-Card is a charge card, similar to a consumer credit card. However, the card-using organization must pay the card issuer in full each month, at a minimum. As is the case with all purchasing mechanisms, there are both pros and cons associated with the usage thereof. The below chart enumerates some of these where purchase cards are concerned.

**PROS**

- Single and daily transaction limits in addition to an overall credit limit
- Reduces transaction cost of small purchases
- Program includes a rebate based on spending
- Widely accepted form of payment
- Allow for the restriction of merchant category codes (MCC)

**CONS**

- Spending limits are not tied to a budget
- Payment is made at the time of purchase
- Certain amount of cardholder autonomy
- Time allotted to reconcile transactions and statements with receipts

A blanket purchase order (BPO) is an alternative procurement method utilized by Richland County. The use of BPOs could be expanded to account for small purchasing needs where the P-card program is eliminated if it pleases Council. Pros and cons associated with the use of blanket purchase orders are listed in the below chart.

**PROS**

Ability to take advantage of payment terms  
County terms and conditions apply

**CONS**

Accountability- BPO is not linked to an individual  
Funding is relieved as invoices are paid, not as purchases occur  
High transactional cost

The County began working to establish a P-Card program in 2005. The program was created to assist in streamlining the small purchase process, establish a method of payment where standard processes (POs) are not accepted and improve operational efficiency. The County worked closely with Charleston County to design the program and create parameters related to its use. While staff research failed to identify any record of Council action as the impetus for this program, the program was initiated in 2007, via the issuance of 82 cards to various staff members, directors and (EAOs). Currently, there are 94 P-Cards issued to County staff and EAOs. There are certain EAO led departments where both staff and officials have P-Cards issued in their name and others where EAOs do not have individual P-Cards and, instead, rely on staff for purchasing Attachment 1 indicates EAOs and their staff who currently have P-cards.

For the calendar year 2019, as a whole the County spent \$2,863,384.42 for 9,824 transactions utilizing the P-card program. This is an average expenditure of \$291.47 per transaction. Elected and Appointed Officials' departments accounted for approximately 17.6% of that spending, or \$504,110.79 for 1,554 transactions. The breakdown of the spend among EAOs can be found in Attachment 2. A breakdown of all County P-card spend can be found in Attachment 3. The County participates in the state contract for P-cards and receives an annual rebate based on spend. For the state's fiscal year August 2018 – July 2019 the rebate was \$18,189.80. This represents a cost savings since this rebate would not be realized with the use of the Purchase Order process.

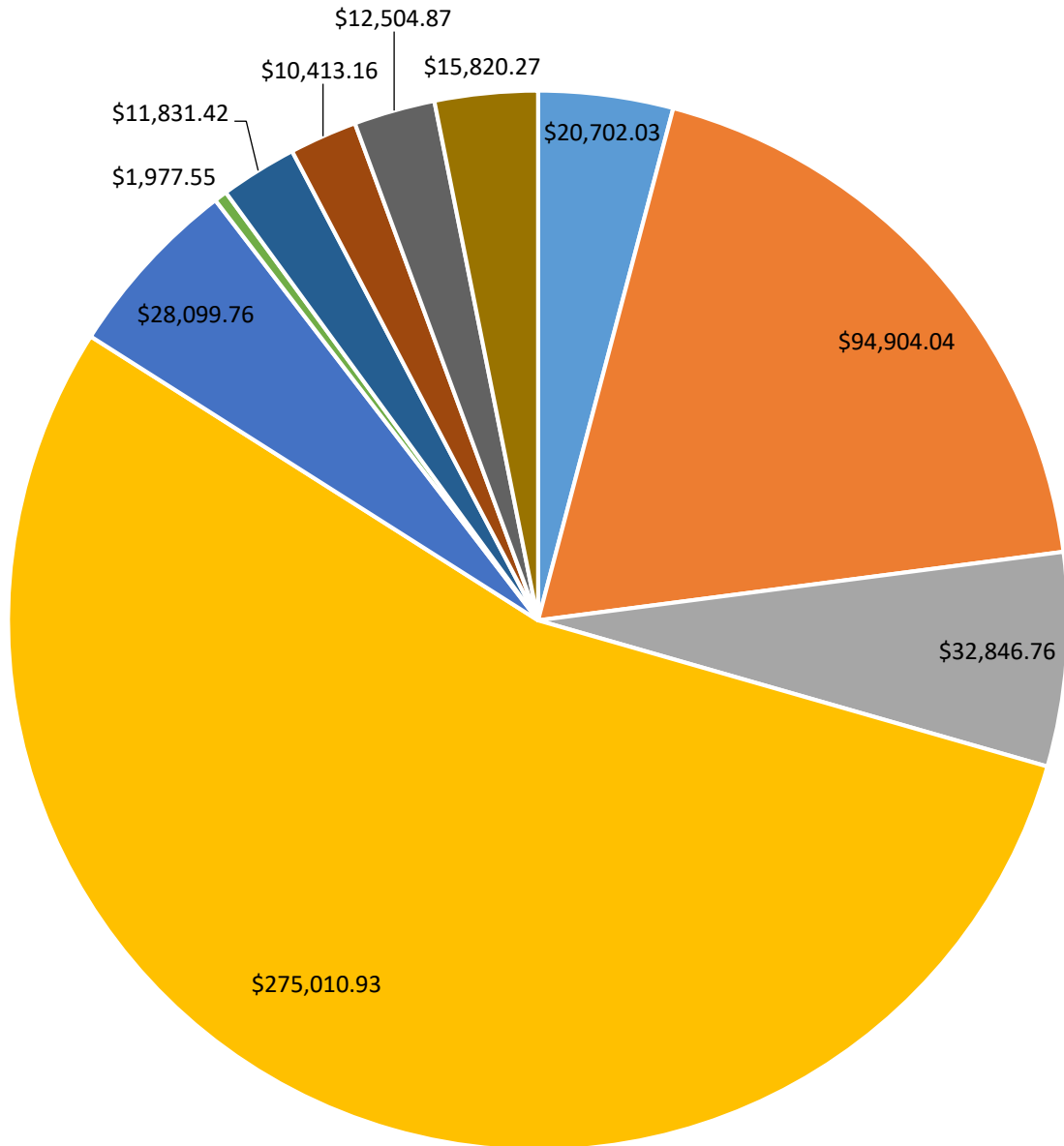
**Attachments:**

1. List of Elected and Appointed Official Department P-Card Holders
2. Breakdown of Elected and Appointed Officials Spend for calendar year 2019
3. Breakdown of all P-Card Spend for calendar year 2019

Attachment 1- Current A/E Department Cardholder List

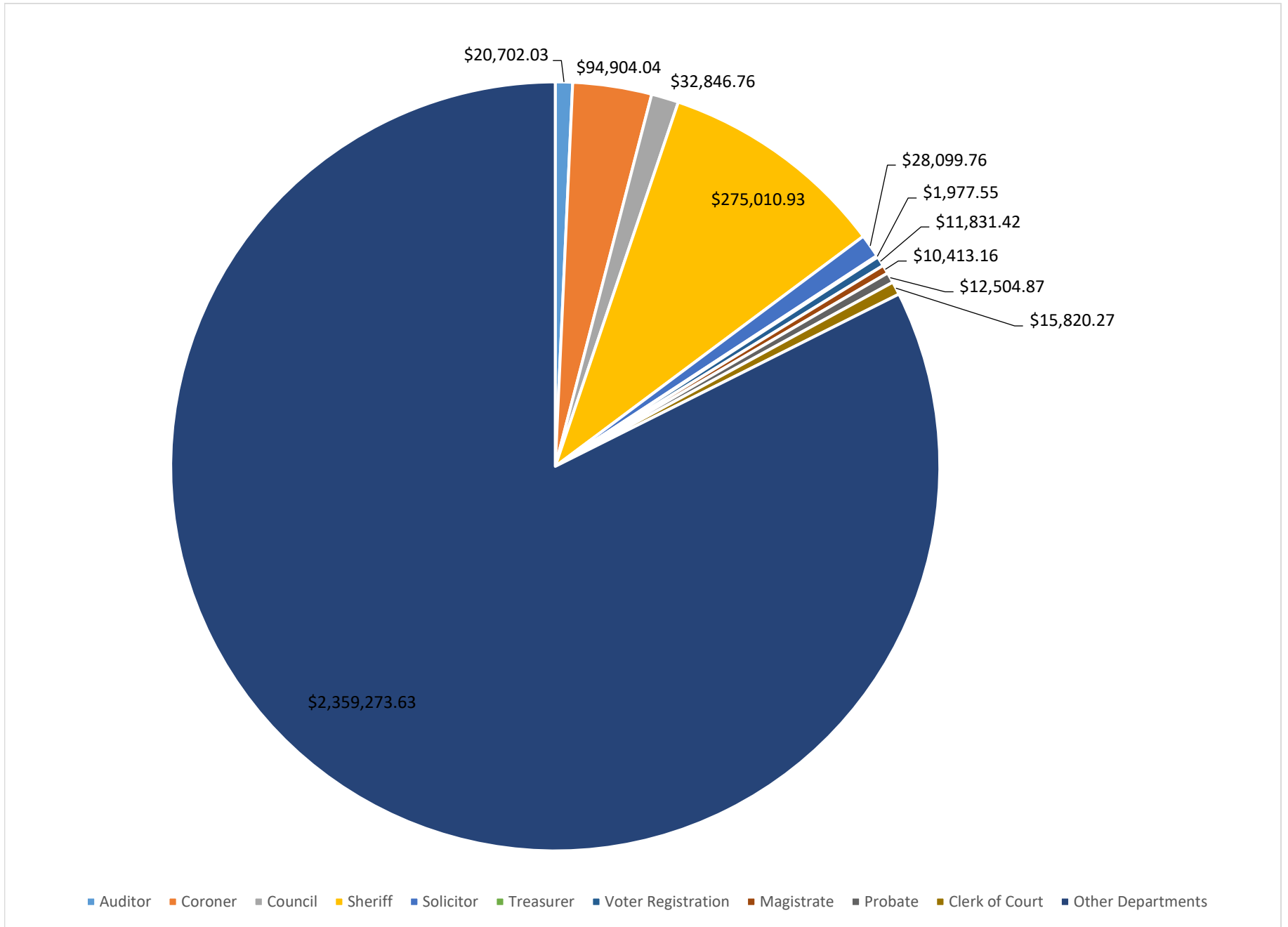
<b>CH Full Name</b>	<b>Grp Name</b>
Barber, Tina	AUDITOR
Brawley, Paul	AUDITOR
RICHARDSON, WAYNE	AUDITOR
McBride, Jeanette	CLERK OF COURT
RAWLS, CATHY	CORONER
WATTS, GARY	CORONER
DICKERSON, JOYCE	COUNCIL
KENNEDY, GWENDOLYN	COUNCIL
LIVINGSTON, PAUL	COUNCIL
Manning, Jim	COUNCIL
MCBRIDE, YVONNE	COUNCIL
Onley, Michell	COUNCIL
William, Malinowski	COUNCIL
Edmond, Tomothy C.	MAGISTRATE
McCulloch, Amy	PROBATE JUDGE
Cowan, Chris	SHERIFF
Godfrey, Brian	SHERIFF
Prodan, Chris	SHERIFF
Smith, James S	SHERIFF
Gipson, Byron	SOLICITOR
Yarnall, Theresa	SOLICITOR
DOVE, KENDRA	TREASURER
Stephens, Alexandria	VOTERS REGISTRATION

Attachment 2- Breakdown of Elected & Appointed Officials' Spend



Auditor Coroner Council Sheriff Solicitor Treasurer Voter Registration Magistrate Probate Clerk of Court

Attachment 3- Breakdown of All P-Card Spending





**RICHLAND COUNTY  
ADMINISTRATION**

2020 Hampton Street, Suite 4069  
Columbia, SC 29204  
803-576-2050



**Agenda Briefing**

**Prepared by:** Elizabeth McLean, Deputy County Attorney

**Department:** County Attorney’s Office

**Date Prepared:** October 14, 2020

**Meeting Date:** October 27, 2020

<b>Budget Review</b>	James Hayes via email	<b>Date:</b>	October 14, 2020
<b>Finance Review</b>	Stacey Hamm via email	<b>Date:</b>	October 22, 2020
<b>Approved for consideration:</b>	County Administrator	Leonardo Brown, MBA, CPM	

**Committee** Administration & Finance

**Subject:** Amending Richland County Ordinance - Chapter 2 –Inquiries and Investigations

**Recommended Action:**

No recommendation. Council Discretion.

**Motion Requested:**

Request for Council Reconsideration: Yes

**Fiscal Impact:**

There is no associated fiscal impact.

**Motion of Origin:**

Repeal and change a portion of Richland County Ordinance Article XI, INQUIRIES AND INVESTIGATIONS, Sec. 2-652. Conduct of investigations. (a)(1), that starts with, "Commence any official investigation...".

In addition, have the Richland County Legal Department in conjunction with the Richland County lobbyist contact SC State Legislators and the South Carolina Association of Counties to request Section 4-9-660 of the South Carolina Code of Laws be repealed/changed.

<b>Council Member</b>	Bill Malinowski, District 1, and Joe Walker, District 6
<b>Meeting</b>	Special Called
<b>Date</b>	July 14, 2020

**Discussion:**

After discussions with Legal, Mr. Malinowski proposes to add language to section 2-652 to make it clear that a councilmember may, in his individual capacity, file a report with the appropriate law enforcement authorities as deemed necessary by that member.

**Attachments:**

1. Ordinance Amendment

STATE OF SOUTH CAROLINA  
COUNTY COUNCIL FOR RICHLAND COUNTY  
ORDINANCE NO. \_\_\_\_-20HR

AN ORDINANCE AMENDING THE RICHLAND COUNTY CODE OF ORDINANCES, CHAPTER 2, ADMINISTRATION; ARTICLE XI, INQUIRIES AND INVESTIGATIONS; SECTION 2-652, CONDUCT OF INVESTIGATIONS; SO AS ADD LANGUAGE.

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 XI, Inquiries and Investigations; Section 2-652, Conduct of investigations; Subsection (a)(1) is hereby amended to read as follows:

**Sec. 2-652. Conduct of investigations.**

(a) It shall be deemed a violation of this article and of section 4-9-660 of the 1976 South Carolina Code of Laws for any member of the county council to individually do any of the following:

(1) Commence any official investigation or utilize the manpower or facilities of the county for any such official investigation without first obtaining the approval of the county council. For purposes of this article, an official investigation shall be one which is a systematic investigation, examination or official inquiry. A request for information shall not be deemed an official investigation, although council members are encouraged to make such requests through the county administrator's office. Notwithstanding the foregoing, any councilmember may, in his individual capacity as a citizen of Richland County, file a report related to county officers, employees, or official business, with the appropriate law enforcement authorities, as deemed necessary and proper by that member.

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 \_\_\_\_\_.

RICHLAND COUNTY COUNCIL

BY: \_\_\_\_\_  
Paul Livingston, Chair

ATTEST THIS THE \_\_\_\_ DAY  
OF \_\_\_\_\_, 2020

\_\_\_\_\_  
Michelle Onley  
Clerk of Council

First Reading:

Second Reading:  
Public Hearing:  
Third Reading:



**Agenda Briefing**

**Prepared by:** Jani Hussain, Deputy Director

**Department:** Utilities

**Date Revised:** September 21, 2020

**Meeting Date:** October 27, 2020

<b>Legal Review</b>	Elizabeth McLean via email	<b>Date:</b>	October 14, 2020
<b>Budget Review</b>	James Hayes via email	<b>Date:</b>	September 22, 2020
<b>Finance Review</b>	Stacey Hamm via email	<b>Date:</b>	September 22, 2020
<b>Approved for consideration:</b>	Assistant County Administrator	John M. Thompson, Ph.D., MBA, CPM	
<b>Subject:</b>	Sewer and Water Connection for Residents Living Within the Southeast Sewer and Water Expansion Zone		

**Recommended Action:**

There are two recommended actions related to connecting homes in Phase 1 of the Southeast Sewer and Water Expansion Project.

1. Richland County installs the sewer and water system to selected private properties. The 70 selected homes will be connected to the sewer system which consists of the tank, grinder pump, and line. The 60 selected homes will be connected to the water system which consists of the meter, line, and valve. Moreover, County Council approves waiving the connection (Tap) fee to customers who signed-up for water and/or sewer services by December 16, 2019 deadline and extend the free tap deadline (Council provides the new deadline date).
2. Richland County does not install the sewer system for the 70 selected homes and does not install the water system for the 60 selected homes. County Council denies waiving the connection (Tap) fee to customers who are wanting to connect to water and/or sewer service after the original deadline of December 16, 2019.

**Motion Requested:**

Move to accept either Recommendation 1 or 2.

**Request for Council Reconsideration:** Yes

**Fiscal Impact:**

The total fiscal impact is \$1,761,253.50 for Richland County to install the sewer and/or water system for the 130 homes along with waived tap fees. The fiscal impacts are \$370,000 in tap fees and the installation of the water/sewer system is \$1,391,253.00. The installation cost of the sewer/water system \$1,391,253.00 is already included in the total cost of the project, which is funded by the current Utilities' bond.

If the tap fees for water and sewer connections are waived, the loss of tap fee revenue is estimated to be \$370,000. The tap fee for Water is \$1500 and sewer is \$4000 per residential equivalent unit (REU). However, once the customers do connect, there will be a monthly sewer/water usage fees collected.

If the tap fees are not waived, there is a possibility of losing these 70 customers, which means loss of revenue in the collection of monthly sewer/water usage fees. The sewer estimated loss of \$46,771.20 annually at the current rate of \$55.68 for 70 customers.

**Motion of Origin:**

There is no associated Council motion of origin.

Council Member	
Meeting	
Date	

**Discussion:**

The Southeast Sewer and Water Expansion Project was recently approved to address multiple compliance issues with onsite wastewater facilities at three schools and meet the community’s needs. In the course of getting the project started, the County hosted numerous public meetings to educate the community on the project’s objectives and potential benefits. The project is designed to provide access to both public water and sewer for residents along the project lines. At the community meetings, residents were advised that they were not required to tap on to the system unless the resident wishes to opt-in. Moreover, residents were advised that if they signed up for connection by December 16, 2019, that the project would include installing the sewer and water system on their property if their homes were located within 200 feet from the main service line and the tap will be free.

Below is a table providing a breakdown of the 130 homes that would receive the sewer and/or water enhancement on their private property.

Division	Number of Connections	Type	Tap Fee	Amount per connection	Total
1	25	Water	\$1500	\$3,571.21	\$126,780.25
1	25	Sewer	\$4000	\$20,050.75	\$601,268.75
2	25	Water	\$1500	\$2,947.88	\$111,197.00
2	25	Sewer	\$4000	\$17,551.60	\$538,790.00
3	10	Water	\$1500	\$2,190.21	\$36,902.10
3	10	Sewer	\$4000	\$4,386.54	\$83,865.40
4	10	Sewer	\$4000	\$22,245.00	\$262,450.00
				<b>Total</b>	<b>\$1,761,253.50</b>

It is important to note that the expenditure of public funds on private property is not prohibited if it has a public benefit. In the case of this project, the connection of these properties will assist Richland County in enhancing its infrastructure. In terms of the operation and maintenance of the water and sewer lines and systems within private property, homeowners will assume responsibility.

Based on the historic data in Broad River area, we have nearly 200 of these similar units. We currently spend an average of \$250,000 annually to maintain and replace equipment and sevice lines to the residents. Nearly 50% of these pump fail every year and they cost around \$1,800 each.

Liability factors present a risk because we are working on private property, even though we are within the easements, many of the homeowners do not like us being on their property. They make us replace grass and landscaping. We cannot touch the electrical system. Claims are being filed where backups occur and owners are requesting payment for damages.

Councilwoman Myers held another community meeting on May 2, 2020, via a tele town hall meeting. Since this community meeting, residents have been calling for more information and some desire to connect to the system. They believe that during this community meeting, it was stated that the connection fee is waived as long as they sign up to connect before the end of construction. The Utilities' staffs believe when a resident is wanting to sign up after the original cutoff date of December 16, 2019, the staff are to let the residents know that they must pay the connection fee.

**Attachments:**

1. E-mail communication consisting of Legal's opinion

**From:** JOHN THOMPSON  
**To:** ASHVA MYERS  
**Subject:** FW: Urgent Request - Sewer Ordinance  
**Date:** Thursday, October 15, 2020 2:15:48 PM

**John M. Thompson, Ph.D., MBA, CPM**  
Assistant County Administrator  
Richland County Government  
Office of the County Administrator  
803-576-1364  
[Thompson.John@RichlandCountySC.gov](mailto:Thompson.John@RichlandCountySC.gov)

**From:** Larry Smith <larry24nccu@gmail.com>  
**Sent:** Wednesday, May 27, 2020 3:27 PM  
**To:** JOHN THOMPSON <THOMPSON.JOHN@richlandcountysc.gov>  
**Cc:** LEONARDO BROWN <BROWN.LEONARDO@richlandcountysc.gov>; TARIQ HUSSAIN <HUSSAIN.TARIQ@richlandcountysc.gov>; JOHN THOMPSON <THOMPSON.JOHN@richlandcountysc.gov>  
**Subject:** RE: Urgent Request - Sewer Ordinance

John,

Sorry that I misinterpreted your e-mail.

As I understand it, after our discussion, you're concerned about whether or not the expenditure of County dollars, on private property, to install this system, is prohibited?

Based on your e-mail and our discussion, the installation of the system on private property is to ultimately connect to a "public system".

As we have previously discussed, the expenditure of public funds on private property is not prohibited, if it has a "public benefit". In this instance, I would assume that the connection of these properties will assist the County in enhancing its current infrastructure. Therefore, in my opinion, this would meet the threshold of a public benefit.

Hope that this helps.

Sent from [Mail](#) for Windows 10

**From:** Larry Smith  
**Sent:** Wednesday, May 27, 2020 2:50 PM  
**To:** JOHN THOMPSON  
**Cc:** LEONARDO BROWN; TARIQ HUSSAIN; JOHN THOMPSON  
**Subject:** RE: Urgent Request - Sewer Ordinance

John,

I'm not familiar with this ordinance. However, just as a general proposition, I don't know why we would hold a homeowner, who would presumably have no knowledge of sewer systems, responsible for installing them.

In addition, I don't know why the County would want homeowners, that are not knowledgeable about these matters responsible for the installation, that if not done correctly, could negatively impact the County's system, once they're connected,

Sent from [Mail](#) for Windows 10

**From:** JOHN THOMPSON  
**Sent:** Wednesday, May 27, 2020 2:32 PM  
**To:** 'Larry Smith'  
**Cc:** LEONARDO BROWN; TARIQ HUSSAIN; JOHN THOMPSON  
**Subject:** Urgent Request - Sewer Ordinance  
**Importance:** High

Larry: Please see Jani's e-mail below. This matter involves the installation of sewer and/or water systems on private property for 130 homes as part of the Southeast Sewer and Water Expansion Project. I understand that this cost is approximately \$1.3 million and has already been included in the total cost for the project. Jani asserts that based on the Ordinance that homeowners are responsible for installing the systems and connecting to the County's system.

Please provide your legal opinion.

Thank you,

**John M. Thompson, Ph.D., MBA, CPM**  
Assistant County Administrator  
Richland County Government  
Office of the County Administrator  
803-576-2054  
[Thompson.John@RichlandCountySC.gov](mailto:Thompson.John@RichlandCountySC.gov)

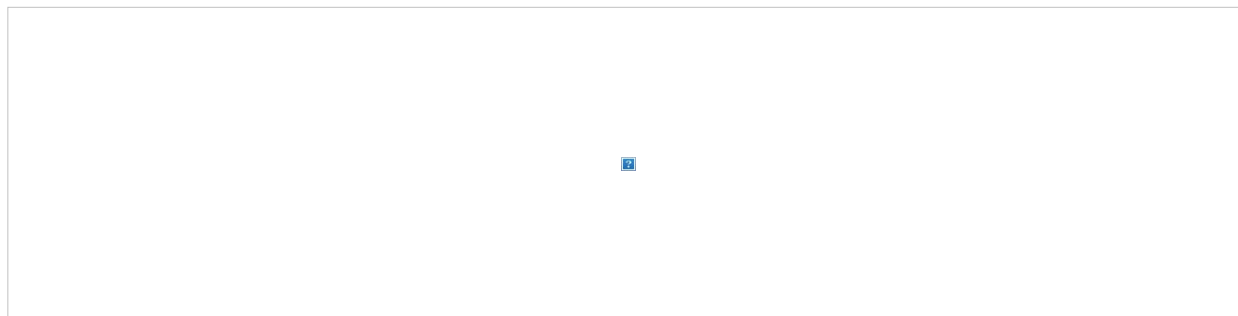
**From:** TARIQ HUSSAIN <HUSSAIN.TARIQ@richlandcountysc.gov>  
**Sent:** Tuesday, May 26, 2020 2:51 PM  
**To:** ELIZABETH MCLEAN <MCLEAN.ELIZABETH@richlandcountysc.gov>; BRAD FARRAR <FARRARB@rcgov.us>  
**Cc:** JOHN THOMPSON <THOMPSON.JOHN@richlandcountysc.gov>; 'Larry Smith' <larry24nccu@gmail.com>; LARRY SMITH <SMITH.LARRY@richlandcountysc.gov>  
**Subject:** Urgent Request - Sewer Ordinance

Brad/Elizabeth,

We are working on a BD document to present to the County Council.

Please let us know if the wording in below ordinance means that the owner is responsible for building and maintenance of sewer system (tank, grinder pump, lines) on the owner's private property to connect to the Richland County utilities system.

Does this apply to water also?





Thanks

**Jani Tariq Hussain**  
Deputy Director  
Richland County Government  
Utilities Department  
[HUSSAIN.TARIQ@richlandcountysc.gov](mailto:HUSSAIN.TARIQ@richlandcountysc.gov)  
P 803-401-0045



7525 Broad River Road  
Irmo, SC 29063  
[rcg.com](http://www.rcg.com)

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**Agenda Briefing**

**Prepared by:** Clayton Voignier, Director  
**Department:** Community Planning and Development  
**Date Prepared:** September 8, 2020 **Meeting Date:** October 27, 2020

<b>Legal Review</b>	Elizabeth McLean via email	<b>Date:</b>	October 14, 2020
<b>Updated Budget Review</b>	James Hayes via email	<b>Date:</b>	October 22, 2020
<b>Updated Finance Review</b>	Stacey Hamm via email	<b>Date:</b>	October 22, 2020
<b>Approved for Consideration:</b>	Assistant County Administrator	Ashley M. Powell, Assoc. AIA, AICP	
<b>Committee</b>	Administration and Finance		
<b>Subject:</b>	FY20-21 Public Service Projects		

**Recommended Action:**

Staff recommends approval to award contracts to United Way of the Midlands for \$50,000; Central South Carolina Habitat for Humanity for \$30,000; Epworths Children’s Home for \$39,275; Girl Scouts of South Carolina – Mountains to Midlands, Inc. for \$30,000; Clean of Heart (Catholic Charities) for \$35,000; The Cooperative Ministry for \$30,000; and the North Columbia Youth Empowerment Initiative for \$30,000 through the Community Development Block Grant (CDBG) funding for Public Service Projects for Fiscal Year 2020-2021.

**Motion Requested:**

Move to approve staff’s recommendation to award contracts to United Way of the Midlands for \$50,000; Central South Carolina Habitat for Humanity for \$30,000; Epworths Children’s Home for \$39,275; Girl Scouts of South Carolina – Mountains to Midlands, Inc. for \$30,000; Clean of Heart (Catholic Charities) for \$35,000; The Cooperative Ministry for \$30,000; and the North Columbia Youth Empowerment Initiative for \$30,000 through the Community Development Block Grant (CDBG) funding for Public Service Projects for Fiscal Year 2020-2021.

**Request for Council Reconsideration:**  Yes

**Fiscal Impact:**

A total sum of \$244,275 will be budgeted in Lump Sum Appropriations (5276) for CDBG FY 2020-2021 when the grant agreement is received and approved by HUD.

**Motion of Origin:**

There is no motion of origin associated with this item.

<b>Council Member</b>	
<b>Meeting</b>	
<b>Date</b>	

### Discussion:

The Community Development Division awards Public Service Projects annually to organizations which aid the County by providing special services such as healthcare, youth services, affordable housing, financial empowerment, family counseling and housing, transportation, and shelter to assist low-to-moderate income residents. The goals addressed in the FY2020-2021 Annual Plan include provision of service to homeless and continuum of care, improve existing housing stock and provide assistance to special needs population. On July 21, 2020, the Council approved the CDBG Budget for FY2020-2021, which included funding for the Public Service projects in the amount of \$244,275. Recipients of the public service project awards are chosen through a competitive process using Zoom Grants, a web-based, software application to assist the division in managing the application process for public service projects.

The solicitation for applications opened July 7, 2020 and closed August 7, 2020. A press release was issued through the Public Information Office on July 7, 2020, and information on the solicitation was shared with community partners and agencies through the Government and Community Services Department. A panel of three (3) County employees was appointed to read and score the applications using the following general criteria: project or service must benefit LMI residents or LMI neighborhoods in unincorporated Richland County; the funded service must meet the goals addressed in the FY2020-2021 Annual Plan and the 5-Year Consolidated Plan and be sustainable at the time of completion; the CDBG funds are leveraged by other funds; the proposed application budget and narrative were aligned; and the applicant had the capacity to deliver the proposed services within the grant period. Nineteen (19) applications were received through Zoom Grants, up from nine (9) last fiscal year. Of these, seven (7) applications were recommended for funding by the panel, up from four (4) last fiscal year. The recommended applicants include four (4) new agencies. Projects which receive contracts will operate within the federal fiscal year October 1, 2020 through September 30, 2021 grant period.

### Attachments:

1. Summary of FY2020-2021 Public Service Grant Awards
2. Zoom Grants Scoring Sheet
3. Minutes from July 21, 2020

## Summary of FY2020-2021

## Public Service Projects

**United Way of the Midlands  
Well Partners Adult Dental and Eye****CDBG Funds Recommended: \$50,000**

The United Way of Midlands with Well Partners will provide comprehensive dental and optical care to uninsured and underinsured low-to-moderate income individuals.

Anticipated Number of Impacted Residents: 1,760

**Central South Carolina Habitat for Humanity  
Dentsville Neighborhood Revitalization****CDBG Funds Recommended: \$30,000**

Central South Carolina Habitat for Humanity will revitalize the Dentsville Neighborhood by rehabilitating and building new construction homes for purchase in the neighborhood beginning on Judy and Clinton Streets. Habitat is prepared to provide 12-18 Habitat homes for families currently participating in the program; and will also work with senior owners which have deferred maintenance to make necessary repairs.

Anticipated Number of Impacted Residents: 40

**Epworth Children's Home  
Epworth Children's Home Center for Independent Living****CDBG Funds Recommended: \$39,275**

Epworth Children's Home Family Care Center is in need of rehabilitation and repairs due to water and flood damage. A new ceiling, sprinkler system and fire alarm system must be relocated. The Family Care Center provides counseling and residency for families of homes where there is physical and mental abuse as well as possible substance abuse in the home. The facility provides a safe space for the children and the parents receiving counseling and treatment.

Anticipated Number of Impacted Residents: 100

**Clean of Heart (Catholic Charities)  
Let's Get Moving! An application by Catholic Charities Clean of Heart  
Program****CDBG Funds Recommended: \$35,000**

The Clean of Heart program provides shower, laundry, clothes closet and numerous other services to Richland County's Homeless population. The organization is relocating to the former Good Shepard Catholic Church at 809 Calhoun Street and is rehabilitating the property. The rehabilitated property will include 3 additional showers, two additional restrooms and additional washers/dryers.

Anticipated Number of Impacted Residents: 100

**Central Midlands Regional Transit Authority (CMRTA)**

**Lifeline Transit Pass Program**

**CDBG Funds Recommended: \$30,000**

Lifeline Transit Passes - This project will allow LMI residents of Richland County to receive a 31-Day Pass up to once per month upon income verification while supplies last. These passes are for unlimited rides for 31 days throughout the CMRTA transit system and would help LMI residents of Richland County affordably access jobs, school and medical care.

Anticipated Number of Impacted Residents: 93

**Girl Scouts of South Carolina - Mountains to Midlands, Inc.**

**Girl Scouts Shine**

**CDBG Funds Recommended: \$35,000**

A new program for girls to participate is through our intensive academy style Girl Scouts Shine program initiative. Girl Scouts Shine is an 8-week intensive program for 4th and 5th grade girls that will go beyond the surface symptoms of risky, negative behaviors to challenge girls to think critically about their choices, develop greater self-awareness and empathy, build new life skills, knowledge and social competencies, adopt a growth mindset, and consider how their choices and actions affect themselves and others.

Girls will also participate in the Girl Scouts program and in the Girl Scouts Leadership program.

Anticipated Number of Impacted Residents: 200

**The Cooperative Ministry**

**Financial Empowerment Program**

**CDBG Funds Recommended: \$30,000**

The Cooperative Ministry will provide financial assistance to families in short-term crisis and will also provide financial literacy and budget training along with counseling and other services as needed to regarding paying rent, groceries, utilities, and medical bills during the health and economic crisis. The goal is to assist the families with getting to economic self-sufficiency and bridge between short-term crisis and self-sufficiency.

Anticipated Number of Impacted Residents: 30

Powered by ZoomGrants™

My Account > FY20-21 CDBG Public Services Projects > Scoring

### FY20-21 CDBG Public Services Projects

Richland County Government  
 Community Services Department, Div. of Housing and Community Development  
 \$244,275.00 available

#### Scoring Report

Report Generated 10/21/2020 8:27:35 PM for Kerry Smyser

Organization Name Application Title	Requested Amount	Votes	Average Recommend	Trial Decision	Trial Amount	Committee Score	Admin Score	Adjust	Total Score
<b>United Way of the Midlands</b> <a href="#">WellPartners Adult Dental and Eye</a>	\$50,000.00	2 to 0	\$45,000.00	Approve	\$ 50000	98.00	84		182.00
<b>Central South Carolina Habitat for Humanity</b> <a href="#">Dentsville Neighborhood Revitalization</a>	\$30,000.00	2 to 0	\$30,000.00	Approve	\$ 30000	84.33	86		170.33
<b>Epworth Children's Home</b> <a href="#">Epworth Children's Home Center for Independent Living</a>	\$85,000.00	2 to 0	\$30,000.00	Approve	\$ 39275	85.00	80		165.00
<b>Clean of Heart (Catholic Charities)</b> <a href="#">Let's Get Moving! An application by Catholic Charities Clean of Heart Program</a>	\$35,000.00	2 to 0	\$27,500.00	Approve	\$ 35000	76.33	86	0	162.33
<b>Central Midlands Regional Transit Authority</b> <a href="#">Lifeline Transit Pass Program</a>	\$40,000.00	2 to 0	\$30,000.00	Decline	\$ 0	80.00	77		157.00

19 displayed  
 0 not included

<b>\$983,974.17</b>	<b>\$710,182.17</b>	<b>\$244275.00</b>
	\$244,275.00	\$244,275.00
	- \$710,182.17	- \$244275.00
	<u>\$-465,907.17</u>	- \$-30,000.00*
	Remaining	<b>\$30000.00</b>
		Remaining

\* Trial Amounts from other status groups

Organization Name Application Title	Requested Amount	Votes	Average Recommend	Trial Decision	Trial Amount	Committee Score	Admin Score	Adjust	Total Score ▼
<b>Girl Scouts of South Carolina - Mountains to Midlands, Inc.</b> <a href="#">Girl Scouts Shine</a>	\$35,000.00	2 to 0	\$30,000.00	Approve ▼	\$ 35000	77.00	74		151.00
<b>The Cooperative Ministry</b> <a href="#">Financial Empowerment Program</a>	\$35,000.00	2 to 0	\$34,485.00	Approve ▼	\$ 25000	79.33	68		147.33
<b>Eat Smart Move More South Carolina</b> <a href="#">Increasing Healthy Food Access Through Coordination</a>	\$35,000.00	1 to 1	\$35,000.00	Decline ▼	\$ 0	63.00	80		143.00
<b>Serve &amp; Connect</b> <a href="#">North Columbia Youth Empowerment Initiative</a>	\$46,360.17	1 to 0	\$46,360.17	Approve ▼	\$ 30000	60.33	82		142.33
<b>Alston Wilkes Society</b> <a href="#">Alston Wilkes Society - Youth Home Renovations</a>	\$50,490.00	2 to 0	\$47,745.00	Decline ▼	\$ 0	72.33	70		142.33
<b>Senior Resources, Inc.</b> <a href="#">Senior Wheels</a>	\$55,242.00	1 to 0	\$55,242.00	Decline ▼	\$ 0	79.67	56		135.67
<b>Wiley Kennedy Foundation</b> <a href="#">Cybersecurity Workforce Development. &amp; Precertification Training</a>	\$87,100.00	1 to 0	\$87,100.00	Decline ▼	\$ 0	65.33	32		97.33
<b>South Carolina Association of Community Action Partnerships, Inc.</b> <a href="#">Richland County Healthcare Access Initiative (RCHAI)</a>	\$50,782.00	1 to 1	\$45,750.00	Decline ▼	\$ 0	69.00	22		91.00
<b>Binding Ties, Inc.</b> <a href="#">Assisting "At-Risk" Youth Through COVID-19</a>	\$48,000.00	0 to 2		Decline ▼	\$ 0	55.00	28		83.00
<b>Homeless No More</b> <a href="#">Stable Housing and Children's Program at St. Lawrence Place</a>	\$30,000.00	2 to 0	\$30,000.00	Decline ▼	\$ 0	82.33	0		82.33

19 displayed  
0 not included

**\$983,974.17**

**\$710,182.17**

**\$244275.00**

\$244,275.00  
- \$710,182.17  
\$-465,907.17  
Remaining

\$244,275.00  
- \$244275.00  
- \$-30,000.00\*  
\$30000.00  
Remaining

\* Trial Amounts from other status groups

Organization Name Application Title	Requested Amount	Votes	Average Recommend	Trial Decision	Trial Amount	Committee Score	Admin Score	Adjust	Total Score ▼
<b>Black Pages International</b> <a href="#">PPE Supplies for the Homeless</a>	\$50,000.00	1 to 1	\$50,000.00	Decline ▼	\$ 0	66.67	15		81.67
<b>Latino Communications Community Dev</b> <a href="#">"THE COMMUNITY FRIDGE PROGRAM"</a>	\$86,000.00	1 to 1	\$86,000.00	Decline ▼	\$ 0	48.33	31		79.33
<b>Mental Illness Recovery Center, Inc.</b> <b>(MIRCI)</b> <a href="#">Outreach &amp; Housing Supports for Youth &amp; Adults Experiencing Homelessness</a>	\$100,000.00	0 to 2		Decline ▼	\$ 0	78.00	0		78.00
<b>Cradle of Refuge Inc.</b> <a href="#">Cradle of Refuge Inc.</a>	\$35,000.00	0 to 2		Decline ▼	\$ 0	38.00	19		57.00

19 displayed	<b>\$983,974.17</b>		<b>\$710,182.17</b>		<b>\$244275.00</b>				
0 not included									
			\$244,275.00		\$244,275.00				
			- \$710,182.17		- \$244275.00				
			<u>\$-465,907.17</u>		<u>- \$-30,000.00*</u>				
			Remaining		<b>\$30000.00</b>				
					Remaining				

\* Trial Amounts from other status groups

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17. **OTHER ITEMS**

- a. FY2020-2021 CDGG and HOME Annual Action Plan Budget – Mr. Voignier stated staff is recommending approval of the FY20-21 Annual Action Plan budget, as presented in the agenda briefing document, for CDBG and HOME funds the County is allocated on an annual basis, as an entitlement community. While Council previously approved utilization of the CDBG portion of the allocation to aid in the County’s response to the COVID-19 pandemic, staff has not identified additional CDBG eligible projects or programs beyond those currently in progress to prevent, prepare and respond to COVID-19, which already have identified funding sources. Staff has identified other new, and continuing CDBG eligible program needs, as reflected in the proposed budgets for CDBG and HOME.

Ms. Newton moved, seconded by Ms. Dickerson, to approve this item.

Ms. D. Myers inquired about how much broad-based community input have we sought and received for this plan.

Mr. Voignier responded they have not held the public comment period and a public hearing for this plan. All of these projects have been consistently funded year over year, with the exception of the sewer pipe installation project, which he believes has had some public input. There will be a public hearing and public comment period held on the other projects prior to the plan being submitted to HUD for approval.

Ms. D. Myers inquired if the plan will come back to Council after the comment period, and if Council will be made aware of any changes those comments produce.

Mr. Voignier responded he would be happy to provide that to Council, for information. What will be coming back to Council are particular projects, whenever we identify the entities that will be receiving the funds, in particular the public service projects, as well as, the Community Housing Development organization.

Ms. D. Myers again requested the annual allocation of CDBG funds and the uses we make of them. She stated there are communities across the County that largely left out of these critical conversations. She is asking that we involve more of the County’s stakeholders in these discussions, so they are not left out of these multimillion dollar projects.

Ms. Dickerson stated, for the record, that she supports Ms. D. Myers’ comments.

Mr. Malinowski inquired how the Operation One Touch Minor Home Repair and Public Service Projects (Zoom Grants) programs work, and how it is determined who will qualify and get these funds.

Mr. Voignier responded Operation One Touch is generally for projects under \$15,000 that homeowners apply for. The applications are assessed and evaluated based on their income eligibility, as well as, the type of project. They estimate that 15 – 20 homes would benefit from the program in a fiscal year. They typically set aside 15% of the budget for the Public Service Projects. The application process is currently underway for these projects. Each application is a minimum of \$30,000, and a maximum of \$100,000, for projects we receive from the community. The applications are evaluated by an internal committee, based on the goals of the program, and several other factors (i.e. financial and programmatic). They are partnering with the County’s

Government and Community Services Department to cast a wider net, so we can get additional applications for these projects.

Mr. Malinowski requested clarification on the Program Administration Costs.

Mr. Voignier responded the Program Administration Costs should be less than 20% of the total allocation of \$1.6M.

Ms. McBride inquired if the decisions, on these projects, are made by an in-house review team.

Mr. Voignier responded they make a recommendation, which comes back to Council, on the Public Service Projects. Operation One Touch is a first-come, first-served, application process.

Ms. McBride stated there appears to be a need for more transparency and accountability, as we try to change the way we are doing business. She would like for us to look at the overall process, in terms of the methods we are using to make decisions.

In Favor: Malinowski, Dickerson, McBride, Livingston, Jackson, Myers and Newton

Not Present: Terracio and Walker

The vote in favor was unanimous.

Ms. Dickerson moved, seconded by Ms. McBride, to reconsider this item.

Opposed: Malinowski, Dickerson, McBride, Livingston, Jackson, Myers and Newton

Not Present: Terracio and Walker

The motion for reconsideration failed.

- b. CDBG-DR Rehabilitation Project Change Order – Mr. Voignier stated staff is recommending approval of a 2<sup>nd</sup> Change Order for one of the County's rehabilitation properties in the Housing Disaster Recovery Program. The change order totals \$11,079.86. All change orders greater than 25% of the original contract amount, for CDBG-DR funds, must be approved by Council. The purpose of the change order is to address a structural issue that could not be identified until work began on the 1<sup>st</sup> change order. The structural issue presents a safety concern that must be repaired, based on the County's housing standards to construct safe, sanitary and secure homes, in accordance with our CDBG-DR Action Plan. Failing to complete this work may cause the structure to fail in the future with further damage to the property, and possibly the homeowner.

Ms. Newton moved, seconded by Mr. Livingston, to approve staff's recommendation.

In Favor: McBride, Livingston, Myers and Newton

Opposed: Malinowski, Dickerson and Jackson

Not Present: Terracio and Walker

The vote was in favor.



**Agenda Briefing**

**Prepared by:** Hayden Davis, Project Manager- Facilities  
**Department:** Operational Services  
**Date Prepared:** September 15, 2020 **Meeting Date:** October 27, 2020

<b>Legal Review</b>	Elizabeth McLean via email	<b>Date:</b>	September 16, 2020
<b>Budget Review</b>	James Hayes via email	<b>Date:</b>	September 15, 2020
<b>Finance Review</b>	Stacey Hamm via email	<b>Date:</b>	September 15, 2020
<b>Approved for consideration:</b>	Assistant County Administrator	John M. Thompson, Ph.D., MBA, CPM	

**Committee** Administration & Finance

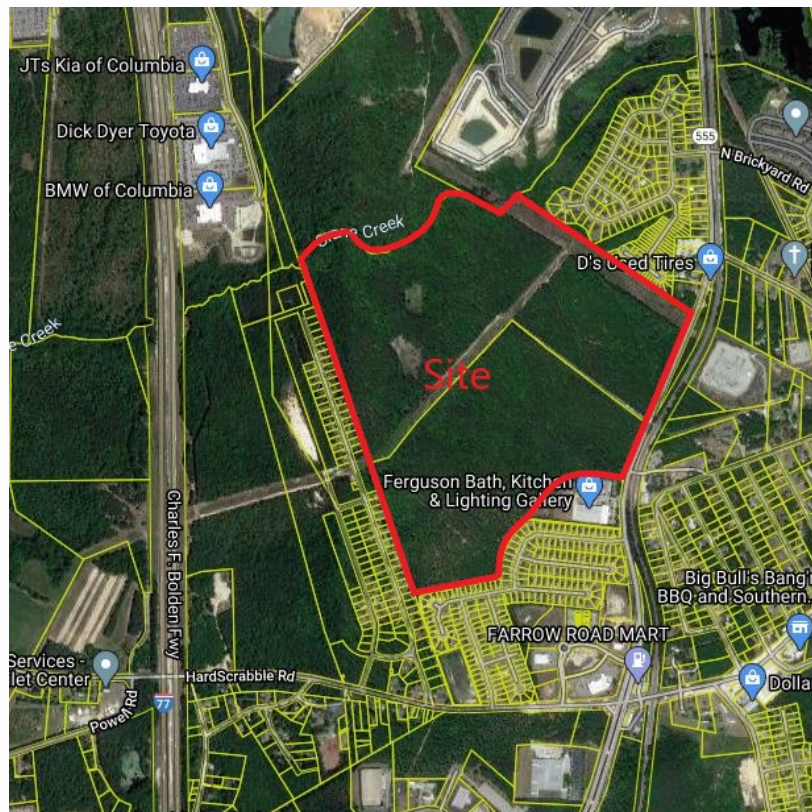
**Subject:** Sale of Property located on Farrow Rd. (Tax map Numbers #R17300-02-10 and #17300-02-33)

**Recommended Action:**

As this request was generated by an outside Purchaser submitting an unsolicited “Contract for Sale” document to Richland County, staff takes a neutral position on the divestment of the property.

**Motion Requested:**

To advise staff on Council’s intention regarding the property on Farrow Road, listed as Tax map Numbers #R17300-02-10 and #17300-02-33. (See highlighted area in the graphic below.)



Four different and mutually exclusive options are presented for Council's consideration:

**Option 1:** Move to continue to hold the property as an asset of Richland County for potential future development and economic improvement or for sale at a later date. This action will result in staff taking no immediate action on the property.

**Option 2:** Move to accept the "Contract for Sale" offer from the Purchaser (Winding Path, LLC) and start the process of disposing of the property immediately. This action will result in staff contacting with an appraisal firm to perform a Fair Market Value (FMV) assessment and for County Council to enter into negotiations with the proposed Purchaser with expectations of executing a "Contract for Sale" document based on the Fair Market Value (FMV).

**Option 3:** Move to list the property on the Surplus Real Property List (SRPL) and have staff market the property for sale as guided by the "Acquisition, Lease, Disposal of County Real Property" operational procedures document. (See Attachment A for copy of the document) This action will result in staff taking action on the property as described in the document listed above.

**Option 4:** Move to instruct staff on how to proceed in a different manner as per the will of Council. This action will result in staff proceeding as instructed by Council.

Request for Council Reconsideration: Yes

#### Fiscal Impact:

The properties were initially purchased by Richland County on November 11, 2006 for a total cost of \$6,800,000 for both parcels, according to the County's Economic Development Department.

The County's GIS website shows parcel R17300-02-10 has an Assessed Market Value (AMV) of \$2,436,600.00 for the 121.830 acres. Parcel R17300-02-33 shows an Assessed Market Value (AMV) of \$1,696,400.00 for the 84.820 acres.

Therefore, the total estimated Assessed Market Value (AMV) is \$4,133,000.00 for the +/-206.65 acres.

**Option 1:** Continue to hold the property as an asset: There would be no direct financial impact to this option. However, the property would remain off the tax rolls and would not generate any real estate tax revenues to the County.

**Option 2:** Accept Contract for Sale: The current offer submitted by the Purchaser (Winding Path, LLC) is in the amount of \$1,800,000.00 for the total +/-206.65 acres.

If the offer is accepted outright, the fiscal impact is a direct loss of **at least \$5,000,000** to the County from the original purchase price.

It is staff's advisement to not accept the current offer outright without first having a Fair Market Value (FMV) appraisal completed as called for in the Acquisition, Lease, Disposal of County Real Property operational procedures document recently approved by County Council, and for County Council to enter into negotiations with the proposed Purchaser based on the established Fair Market Value (FMV). "Properties are bought and sold according to Fair Market Value (FMV) rather than Assessed Market Value (AMV)"

However, the property is currently not on the tax rolls. Selling it to a private investor would result in the property returning to the tax rolls. (Estimated revenues generated cannot be determined without more information from the developer.)

**Option 3:** List the property on the Surplus Real Property List: If the property is listed on the Surplus Real Property List (SRPL), the property will be marketed, potentially soliciting a higher or lower purchase price. If an offer is solicited through this process, this offer would be brought before Council for consideration. This action could result in a higher or lower fiscal impact to the County.

**Option 4:** Instruct staff on how to proceed in a different manner: The financial impact would have to be determined based upon the direction provided by Council.

**Motion of Origin:**

There is no associated Council motion of origin. Staff is moving this item forward at the request of the proposed Purchaser (Winding Path, LLC).

Council Member	
Meeting	
Date	

## Discussion:

The properties were purchased by Council in 2006 with the intention of developing the asset into a sports/entertainment facility. Through different proposed purposes and studies, the proposed projects never panned out as viable or acceptable to full Council. Therefore, the property currently remains undeveloped.

The properties are currently zoned as M-1 (Light Industrial District). The properties also have wetlands and sections of floodways and flood zones. The property also has electrical and gas easements crossing it. See the graphic below indicating these.



*From RC GIS website: Wetlands – green, Floodway – red, Flood zones – yellow & orange*

The proposed Purchaser (Winding Path, LLC) has indicated via email (Attachment B) that the property will be developed into a residential subdivision. (This will require the property to be re-zoned.) According to the same email, the Purchaser based the offer on a sale they felt was comparable (a 137+/- acre parcel) that is scheduled to close in the next 30 days.

If the will of the Council is to sell the Property to the Purchaser (Winding Path, LLC), then staff will work with the Legal Department and Procurement to obtain a Fair Market Value appraisal; and start the process for County Council to negotiate/execute a “Contract for Sale” document based on the Fair Market Value and start the due diligence process.

If the will of the Council is to divest Richland County's ownership interest in the property and list it on the Surplus Real Property List (SRPL), staff will start the process of listing the property with a Procurement qualified private broker. A notice will be published on the County's website, and the property will be listed in the South Carolina Business Opportunities Newsletter (SCBO), as described in the "Acquisition, Lease, Disposal of County Real Property" operational procedures document that was recently approved by Council.

**Attachments:**

1. Copy of Acquisition, Lease, Disposal of County Real Property operational procedures document
2. Contract of Sale as Submitted by Winding Path, LLC on 7/24/2020 via email
3. E-mail from Purchaser representative

## **Acquisition, Lease, and Disposal of County Real Property**

### **I. Purpose**

The purpose of this document is to establish a framework through which the County Administrator may consider its real property assets and make recommendations to Council for real property acquisition and disposal.

#### Authority

S.C. Code Ann. Section 4-9-30 provides that a county governing body has the power “(2) to acquire real property by purchase or gift; to lease, sell or otherwise dispose of real and personal property; and to acquire tangible personal property and supplies;” and “(3) to make and execute contracts.”

Nothing herein shall diminish County Council’s authority to acquire, lease, purchase, sell or otherwise dispose of real property, or to enter into contracts. Real property disposition normally should be handled by County Council or the County Administrator, although other officials may be designated by the Administrator to assist in the disposition of real property.

### **II. Acquisition of Real Property**

The County may acquire property for such purposes as, including but not limited to, the following:

1. When County Council authorizes a construction project through the Capital Improvement Program (CIP) and the County does not have a suitable real property for it; or
2. For economic development projects through the Economic Development Department; or
3. For the acquisition of rights-of-ways through the Penny Transportation Program; or
4. Conservation easements.

#### Procedures

Real property acquisition should be based upon fair market value, unless circumstances indicate an acquisition can be made for a lesser value. Absent extraordinary circumstances (such as an unusual time exigency), at least one appraisal by a certified appraiser should be received to determine the fair market value of the real property, conforming to the Uniform Standard of Professional Appraisal Practices.

Real estate contracts, deeds and related legal instruments should be prepared by or reviewed by the County Legal Department before execution by the County.

Consultation should be made with the Finance and Budget and Grants Management directors, or their designees, to confirm:

- a. That the purchase or acquisition is specifically authorized in the CIP budget; and
- b. The availability of funds to pay for the interest in real property according to proposed contract terms.

All recommended real property transactions require a real property disposition summary prepared for review by approval authorities to include such information as:



- a. A property name or designator
- b. Property Address
- c. Acreage, plus or minus
- d. Intended Use
- e. Total acquisition cost
  - i. Must include the purchase price and any additional costs of acquiring the real property such as title work, survey, closing costs, earnest money, etc.
- f. Total cost to Use the real property
  - i. Any related costs required to prepare the real property for its intended use, such as major or incidental construction or renovation, site preparation, professional fees, and utility connection fees
- g. Funding Source
- h. Due Diligence Period Expires
- i. Closing Date
- j. "Point of No Return" Date (NOTE: may be different from the expiration of the due diligence, feasibility or inspection period).

### III. Disposal of Real Property

The County may dispose of surplus real property by sale or lease for, including but not limited to, the following purposes:

1. When the County does not intend to use or have a need for the real property; or
2. Upon request from a political subdivision or local government agency such as, but not limited to, state agency, municipality, board, commission, etc.; or
3. Upon request from a non-profit organization serving the public interest such as, but not limited to, health care, housing, social services, recreational activities, education; or
4. Upon request from a community development corporation for urban or suburban redevelopment such as, but limited to, affordable/workforce housing, mixed use development, or to provide social services; or
5. Economic development.

#### Procedures

There is hereby created a list to be known as the Surplus Real Property List (SRPL), the same to be maintained by the County Administrator and published for the public. The SPL will include real properties approved for sale, trade, encumbrance, or other action divesting Richland County of an ownership interest. All real properties on the surplus list shall be approved by the Administrator and sent to County Council for concurrence.

Surplus real property shall remain on the Surplus Real Property List until disposed of, unless the County Administration decides otherwise or the County Council removes the real property from the list. If the County Administrator decides to remove a property from the SRPL, the Administrator will notify County Council.

Surplus real property shall be disposed of by one of the following methods:

- a. Sealed bid process for real property valued up to \$25,000;
- b. Listing the property with a Procurement qualified private broker for real property valued at more than \$25,000;

- c. Listing the property for auction when a selected, Procurement qualified broker recommends that this method is the most advantageous for the County; or
- d. Any other method determined by the County Administrator, with the approval of County Council, to be commercially reasonable considering the type and location of property involved.

Prior to the disposal of real property, the Procurement Manager shall publish a notice online on the County's website, in the South Carolina Business Opportunities Newsletter (SCBO), and any other newspaper of general circulation, as deemed appropriate. The failure to provide the notice described herein shall not compromise the County governing body's power to dispose of property under the Home Rule portions of State law cited herein.

Unless otherwise directed provided by resolution, real property on the SRPL is approved by the County Council for sale and may be sold for:

- a. Not less than the fair market value, with fair market value being determined by:
  - i. Not less than one (1) certified real estate appraiser if the fair market value is determined to be less than two hundred fifty thousand dollars (\$250,000.00); or
  - ii. Not less than two (2) certified real estate appraiser if the fair market value is determined to be two hundred fifty thousand dollars (\$250,000.00) or more.

The general terms of sale shall be within the discretion of County Council.

All properties, independent of their values, shall be subject to disposition process as outlined in this policy.

The County Administrator, through the Finance Department (Procurement Division), shall provide to the County Council an annual report in the month of January, detailing all real properties sold, traded, encumbered, or divested by the administration over the past fiscal year ending on June 30<sup>th</sup>, which report shall contain:

- a. Property names and addresses;
- b. The approximate size of each real property;
- c. The acquisition amount paid for each real property and acquisition date;
- d. Surplus date;
- e. All appraisals and estimates, if any;
- f. The consideration received in the sale of each property;
- g. The names of buyer(s) involved in each transaction; and
- h. The date of sale.

Proceeds from the sale of surplus real property will be credited as follows:

- a. If purchased with General Fund funds or previously donated to the County: proceeds will be credited to the General Fund Capital Project Fund 1308 RC Property Sales to be used to finance capital projects.
- b. If purchased with Special Revenue funds: proceeds will be credited to the respective fund with which the purchase was paid from such Accommodations Tax, Hospitality Tax, Emergency Telephone, Economic Development, Transportation funds, etc.

- c. If purchased with Enterprise funds: proceeds will be credited to the respective fund with which the purchase was paid from such as Utilities, Solid Waste, Airport, etc.

**IV. Real Property Asset Classifications**

The following real property asset classifications will be considered to assess each real property asset owned by Richland County.

- a. General Government
- b. Public Safety
- c. Public Works
- d. Economic Development
- e. Health and Social Services

**V. Use of an Agent or Broker**

When listing the real property with a private broker as appropriate and necessary, the County Administrator may solicit and contract with a real-estate broker to represent the County for purchase and divestiture of real property greater than \$25,000. The broker must be from and familiar with the area in which the property is being sold. The Procurement Division will establish a list of qualified brokers for use by the County Administrator in selecting the broker who will best meet the needs of the County.

The commission paid to said broker would align with the Economic Development Committee recommended commissions (Exhibit A). Minor transactions under \$25,000 may not require the professional services of a real-estate broker and may be disposed of through a sealed bid process.

**VI. Relevant State Laws and County Ordinances**

The disposition or purchase of real property owned by Richland County is under the authority of the county's governing body. S.C. Code Ann. Section 4-9-30 provides in part:

“...each county government within the authority granted by the Constitution and subject to the general law of this State shall have the following enumerated powers which shall be exercised by the respective governing bodies thereof:

- a. to acquire real property by purchase or gift; to lease, sell or otherwise dispose of real and personal property...”

Richland County Ordinance 2-29 states:

“Public hearings, upon giving a reasonable public notice shall be held before final council action is taken to:

- a. ...Sell, lease or contract to sell or lease real property owned by the County”

Richland County Ordinance 2-143 states:

“Procurement...

- a. ...Upon request of the council, and subject to its approval of each transaction, performing all delegable functions in connection with acquisition and disposal of real property”

**VII. Definitions**

As used in this policy, the following term shall mean:

*Real property or Property.* The term “real property” or “property” shall include lands, tenements, and hereditaments.

*Real Estate Broker.* A person who has taken education beyond the agent level as required by state laws and has passed a broker’s license exam. Brokers can work alone or can hire agents to work for them.

**Real Estate Commissions**  
**Economic Development Committee Meeting**

February 5 2019

**Overview**

Richland County has added more than 500 acres to its inventory in the past five years. The goal in adding these properties is

**Recommendation**

Staff recommends the adoption of commissions as a practice with the following policies and procedures:

- 1) Client Registration: Commercial/industrial real estate brokers/agents shall submit to the Department of Economic Development a copy of an executed buyer/tenant representation agreement wherein the effective dates of such agreement are clearly spelled out. The registration shall clearly indicate which tract(s) of County-owned real estate are being exposed to the specific client. The Department will notify the broker/agent that the representation agreement has been received and accepted and placed in a confidential file in the Department's offices. Unless the Department receives a copy of an executed extension agreement from the broker/agent, then the registration will be voided by the Department as of the ending date in the original agreement.
- 2) Raw Land Sales Commissions: The County shall pay at the closing of the sale a commission of 3% on raw land where the total sales price or value is  $\geq$ \$1 million. The County shall pay at the closing of the sale a commission of 4% on raw land where the total sales price or value is  $<$ \$1 million.
- 3) Building Sales: The County shall pay at the closing of the sale a commission of 3.5% on the total sales price or value of a building, to include the land upon which it is situated and all improvements thereto. In the case of County-owned "speculative" or "shell" buildings, the 3.5% commission shall be payable on the "as built" price or value, including the land and improvements thereto, as opposed to the "finished out" cost or value of the building.
- 4) Building Leases: The County shall pay a commission of 4% of the total cash-out value of a lease. The payment schedule of the commission shall be negotiated with by the broker on a case by case basis.

Assemblage: The County retains the right to contract with a single member of the industrial/commercial brokerage community on the assemblage of tracts of land, with or without multiple ownerships, as may be required for major economic development projects and-or for future business parks or other economic development purposes. The commissions paid for this service shall be negotiated on a case-by-case basis.



**From:** Michael Reese <[michaelreeserealestate@gmail.com](mailto:michaelreeserealestate@gmail.com)>

**Sent:** Friday, July 24, 2020 11:41 AM

**To:** [REDACTED]

**Subject:** Farrow Road tract

We are wanting to develop a residential subdivision on this site.

I base this price for Farrow Road on a comp that's going to close in 30 days...137+/- acres on Rabon Road.

Michael Reese



**Agenda Briefing**

**Prepared by:** John M. Thompson, Ph.D., MBA, CPM, Assistant County Administrator

**Department:** Administration

**Date Prepared:** October 7, 2020

**Meeting Date:** October 27, 2020

<b>Legal Review</b>	Elizabeth McLean via e-mail	<b>Date:</b>	October 14, 2020
<b>Budget Review</b>	James Hayes via e-mail	<b>Date:</b>	October 14, 2020
<b>Finance Review</b>	Stacey Hamm via e-mail	<b>Date:</b>	October 14, 2020
<b>Other Review:</b>	Clayton Voignier via email	<b>Date:</b>	October 14, 2020
<b>Approved for Consideration:</b>	County Administrator	Leonardo Brown, MBA, CPM	
<b>Committee</b>	Administration & Finance		
<b>Subject:</b>	Grant Request for Community Beautification		

**Recommended Action:**

There are two recommendations for the County Council’s consideration.

1. Accept Lake Elizabeth Estates Inc. Homeowners Association’s (HOA) request by awarding them a \$5,000 grant paid from the Honorable Councilwoman Gwendolyn Kennedy’s discretionary funds.
2. Deny Lake Elizabeth Estates Inc. Homeowners Association’s request to obtain a \$5,000 grant through the use of discretionary funds.

**Motion Requested:**

Move to accept one of the aforementioned recommendations.

**Request for Council Reconsideration:** Yes

**Fiscal Impact:**

The fiscal impact will cost Richland County \$5,000 should it give the grant award to the Lake Elizabeth Estates Inc. Homeowners Association. However, the Budget and Grants Management Department and the Finance Department posit that this is not an acceptable use of discretionary funds for awarding this grant request. (See guidelines for Discretionary account)

**Motion of Origin:**

There is no associated Council motion of origin.

<b>Council Member</b>	
<b>Meeting</b>	
<b>Date</b>	



### Discussion:

Dr. John Thompson received a packet of information that included a letter dated September 25, 2020 from the Honorable Councilwoman Gwendolyn Kennedy. (See attached letter) The letter mentions that a homeowners association is requesting funds for \$5,000 for a community beautification project. The project includes the services below. (See attached letter and supporting documentation to Councilwoman Kennedy)

- Removal of debris in the area of a dam damaged by the 2015 Flood.
- Replacement of damaged shrubbery.
- Increase the height of a brick neighborhood sign to maximize visibility.
- Enhance the brick neighborhood sign, as it is illegible.
- Replace the letters on another sign that is illegible.
- Installation of two new signs to the entrances of the neighborhood.

According to the letter from Councilwoman Kennedy, she desires, “to move forward with the \$5,000 grant I am requesting from my account to be disbursed for this project”.

### Attachments:

1. Guidelines for Discretionary Account
2. Councilwoman Kennedy’s letter to Dr. John Thompson
3. Albert and Violet Mackie’s letter of request and supporting documentation to Councilwoman Kennedy



Office of the County Attorney

**MEMORANDUM**

From: Bradley T. Farrar, Deputy County Attorney

To: Rules and Appointments Committee

Date: April 23, 2012

**Re: Council Member Individual Discretionary Account Motions**

I have reviewed Motion No. 5 on the Individual Discretionary Account Motions matrix. There is nothing legally objectionable associated with this motion. Any actions taken relative to it if passed by Council will need to be coordinated among Council, Administration and Finance, which is contemplated in the motion.

S.C.Code Ann § 4-9-100, provides in relevant part that, "Members may (also) be reimbursed for actual expenses incurred in the conduct of their official duties." The County may wish to consider referring to such accounts as "reimbursement for actual expenses" (or "reimbursement account," etc.) rather than as individual discretionary accounts, and model their use after 4-9-100.

The Legal Department provided an attorney-client privileged memorandum dated November 16, 2011, on this subject as well that Council may wish to refer to, along with Richland County Council's Individual Expense Account Policy Guidelines (undated), attached.

Finally, S.C. Attorney General Opinion, dated November 13, 2003, generally is instructive in this area.

**Richland County Council's Individual Expense Accounts**  
**Policy Guidelines**

Policy: The Individual Expense Accounts are to be used as a general government reimbursement expense fund and not for the exercise of legislative functions.

Description of Allowed Expenses:  
(this list is not all-inclusive and should be used merely as a guideline)

- Cost of general business supplies not provided by the County
- Cost of general periodicals, professional journals, and reference books related to the operation of County government
- Cost of per diem and mileage involved in the conduct of County business
- Costs associated with community functions, conferences and training seminars, such as food, gas, mileage automobile rental, accommodations, tuition and materials

Categories of Non-Allowed Expenses:

- Any **legislative** function, including those already being acted on by the full Council and those not before the Council but involving traditionally legislative functions such as infrastructure, public recreation, etc.
- Using public funds for a private purpose or in furtherance of any particular religion
- Any disbursement of funds which would ordinarily be disbursed through another County process, such as the budget process, hospitality tax fund disbursements, etc.

Gwendolyn Kennedy  
Councilwoman, District 7  
Richland County Council  
Columbia, South Carolina 29203

September 25, 2020


Dr. John Mark Thompson  
Assistant County Administrator  
Richland County  
2020 Hampton Street  
Columbia, South Carolina 29204

Re: Grant Request for Community Beautification  
Lake Elizabeth Estates Inc. Homeowners Association

Dear Dr. Thompson,

Please find attached a request I have received from my constituents, Albert and Violet McKie, on behalf of their Homeowners Association for Lake Elizabeth Estates, Inc. They have provided their detailed request along with all supporting documentation. Please let me know if any additional information is required in order for us to move forward with the \$5,000 grant I am requesting from my account to be disbursed for this project.

Thanking you in advance,



Gwendolyn Kennedy

Attachments

**Albert and Violet McKie  
383 Nina Lee Drive  
Columbia, South Carolina 29203**

September 25, 2020

The Honorable Gwendolyn Kennedy  
Councilwoman, District 7  
Richland County Council  
2020 Hampton Street  
Columbia, South Carolina 29204

Re: Grant for Lake Elizabeth Estates, Inc.  
Community Beautification

Dear Mrs. Kennedy:

Thank you for taking the time to speak with us recently regarding the community beautification grant for Lake Elizabeth Estates, Inc. Homeowners Association. As instructed, we are including the pertinent information required of Richland County Council in order to fulfill the \$5,000 grant request.

Please find attached/outlined, the following information:

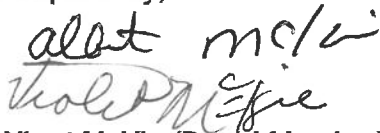
1. Photos of the affected/described area are attached.
2. We are requesting that the dam area that was damaged by the flood in 2015 be cleared of any and all debris.
3. We are also requesting that the damaged shrubbery (most of which has died) be replaced.
4. We need to have the brick neighborhood sign (on Wilson Boulevard) increased in height by two feet since the new guardrail that was installed by the Department of Transportation blocks the view of the sign such that it cannot be read clearly from the road.
5. The portion of the brick neighborhood sign that contains the letters needs to be replaced as they are old and worn out such that they can no longer be read clearly.

6. At the intersection of Lake Elizabeth Drive and Hard Scrabble Road, we need to have replaced the letters on the sign as they are old, worn and illegible. As well, the area around the sign is in dire need of landscaping.
7. We would like to add two new signs (on poles) at the two additional entrances to the Lake Elizabeth Community,

Please let me know if there is additional information you require. We will be more than happy to provide the same.

Thank you for your assistance and for your leadership in our community.

Respectfully,

Handwritten signatures of Albert McKie and Violet McKie. The first signature is 'albert mckie' and the second is 'Violet McKie'.

Albert McKie (Board Member) and Violet McKie

Attachments



# Quote

**Landscaping and Beyond**  
 (803)269-7416  
 www.landscapingandbeyond.com  
 1635 Hardscrabble Rd.  
 Columbia, SC  
 29203

**BILL TO**  
 Lake Elizabeth home owners association

**Quote #** 4  
**Date** 13 Aug 2020

Item	Quantity	Price	Amount
Variate boxwood	8	\$20.00	\$160.00
Sky pencil holly	<del>2</del> 4	<del>\$15.00</del> 15	\$60.00
Crape myrtle	6	\$45.00	\$270.00
Labor	1	\$180.00	\$180.00
Crape Myrtle			
Planting around signs	1	\$300.00	\$300.00
Lake Elizabeth dam cleaning	1	\$1,100.00	\$1,100.00
		Subtotal	\$2,070.00
		<b>Grand Total</b>	<b>\$2,070.00</b>

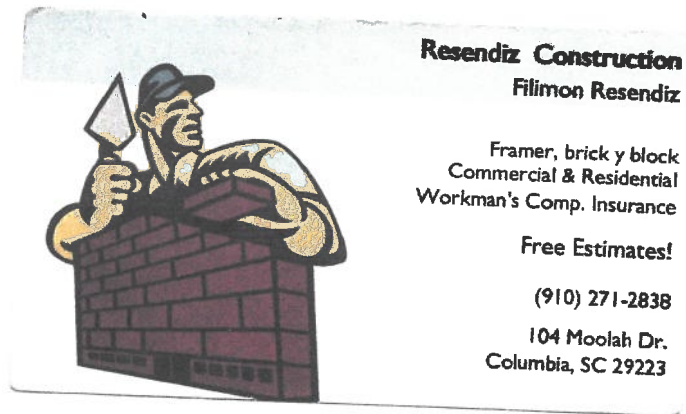
**Note**  
 Thank you for your business.

Remove dead tree, haul away  
 and grind stump \$350.00  
 2,420.00

Sign cannot be  
read from Wilson  
Boulevard due  
to new guardrail.







Contractor to increase  
height of wall on Wilsom Blvd.  
Quote includes labor and materials.  
(\$1,200).



(Dam Area (Wilson Boulevard))



Dam Area (Wilson Boulevard)



Damn Area (Wilson Boulevard)



# Estimate

8/07/20

Frazer Signs & Designs  
 4506 Helms st.  
 Columbia, SC 29203  
 803-786-6741 Office  
 803-331-2962 Cell

Ship To:

**Lake Elizabeth Estates**  
 156 Lake Elizabeth Dr.  
 Columbia, Sc 29203

JOB NO.	ORDER DATE	SALESPERSON	DELIV. DATE	TERMS	SHIPPING	P.O. NO.

QUANTITY	DESCRIPTION	PRICE
4	Metal signs 36x48	
4	Digital Prints 36x48	340.00
4	3mm Acrm Metal 36x48	300.00
4	Removal and install on brick walls	800.00

Comments: <<Comments>>

SUBTOTAL	1,440.00
SALES TAX	86.40
<b>TOTAL DUE</b>	<b>1,526.40</b>

**THANK YOU FOR YOUR BUSINESS!**



Wilson Blvd. Sign  
The opposite side is no longer visible

6 scape myrtle \$ 270  
labor 180  
sky pencil Holly  
7 4x15 \$60

3 FT  
TALL



Favorites

variegated Boxwood Total \$970

8 x 20 = \$160

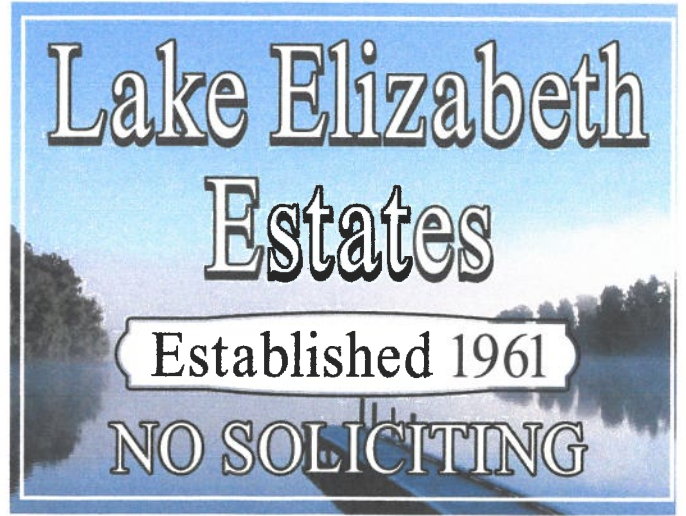
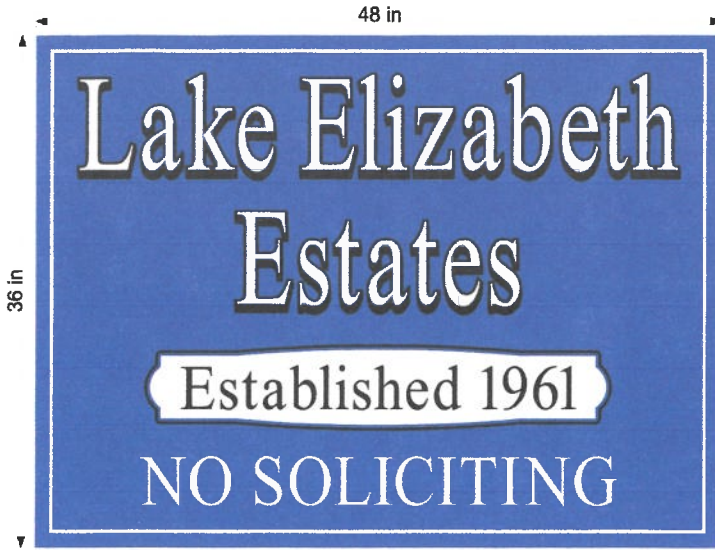
labor \$ 300



5:59 LTE







Sign (selection) options for  
Wilson Boulevard and Hard  
Scrabble Road (4 signs).



# Estimate

8/07/20

Frazier Signs & Designs  
 4506 Helms st.  
 Columbia, SC 29203  
 803-786-6741 Office  
 803-331-2962 Cell

Ship To:

Lake Elizabeth  
 Estates  
 156 Lake Elizabeth Dr.  
 Columbia, Sc 29203

JOB NO.	ORDER DATE	SALESPERSON	DELIV. DATE	TERMS	SHIPPING	P.O. NO.

QUANTITY	DESCRIPTION	PRICE
2	Metal signs 24x36 D/S	890.00
2	24x36 3m Acn metal	
4	4x4x72 wood post	
4	4x4x72 white post covers	
4	post top caps	
4	Metal Brackets	
	Installation for both signs	400.00

Comments: &lt;&lt;Comments&gt;&gt;

SUBTOTAL	1,290.00
SALES TAX	77.40
TOTAL DUE	1,367.40

THANK YOU FOR YOUR BUSINESS!

Estimate for two new  
 (pole) signs.



Sign Sample of  
(pole) signs.



**Agenda Briefing**

**Prepared by:** Bill Davis, Director

**Department:** Utilities

**Date Prepared:** October 07, 2020

**Meeting Date:** October 27, 2020

<b>Legal Review</b>	Elizabeth McLean via email	<b>Date:</b>	October 14, 2020
<b>Budget Review</b>	James Hayes via email	<b>Date:</b>	October 16, 2020
<b>Finance Review</b>	Stacey Hamm via email	<b>Date:</b>	October 12, 2020
<b>Approved for Consideration:</b>	Assistant County Administrator	John Thompson, Ph.D., MBA, CPM	
<b>Committee</b>	Administration & Finance		
<b>Subject:</b>	Sewer Availability Letter for the Bunch Garners Ferry Development		

**Recommended Action:**

The staff's recommendation is as follows:

County Council directs staff to issue a sewer availability letter that permits the developer to connect the Bunch development to the City of Columbia sewer collection subject to the following conditions:

1. The construction of the project is completed and fully permitted for operations before the completion of the Southeast Sewer and Water Expansion Project (SESWEPE).
2. The developer shall install a pump station and force main that can convey all the sewer flow from the development to the City of Columbia manhole at Trotter Road and Garners Ferry Road.
3. At the completion of the SESWEPE, the developer shall disconnect from the City of Columbia and reconnect to the County's sewer system reversing the flow to the new 16" force main for treatment at the Eastover Wastewater Treatment Plant (EWWTP). All costs associated with disconnection and reconnection shall be the responsibility of the developer.
4. If the SESWEPE is completed before this project is completed the discharge point will be a connection at the new Garners Ferry Road pump station site.

**Motion Requested:**

Move to approve the staff's recommendation as noted above.

**Request for Council Reconsideration:** Yes

**Fiscal Impact:**

The new phase 1 development will consist of 133 mixed-use build-out for a flow of 39,900 GPD (2,400 GPD + 37,500 GPD). The 133 lots will generate \$532,000 in tap fees and a monthly sewer charge of \$7,405.44 at build-out. The monthly sewer charge is based on the current sewer rate of \$55.68 per resident. All the tap fees and monthly charges shall be paid to the County. The County shall be responsible for paying the City the monthly rate of \$33.76 per residential equivalent unit (REU) as agreed in the Inter-Governmental Agreement (IGA) for the transfer area. (See Attachment 1) The maximum monthly cost that the County will be paying to the City is \$4,490.08. This monthly fee will be dependent on how many sewer connections are completed before the new SESWEP system comes online. The RCU has the funding to absorb the monthly payment to the City while collecting the monthly sewer serve charges.

**Motion of Origin:**

There is no associated Council motion of origin.

Council Member	
Meeting	
Date	

**Discussion:**

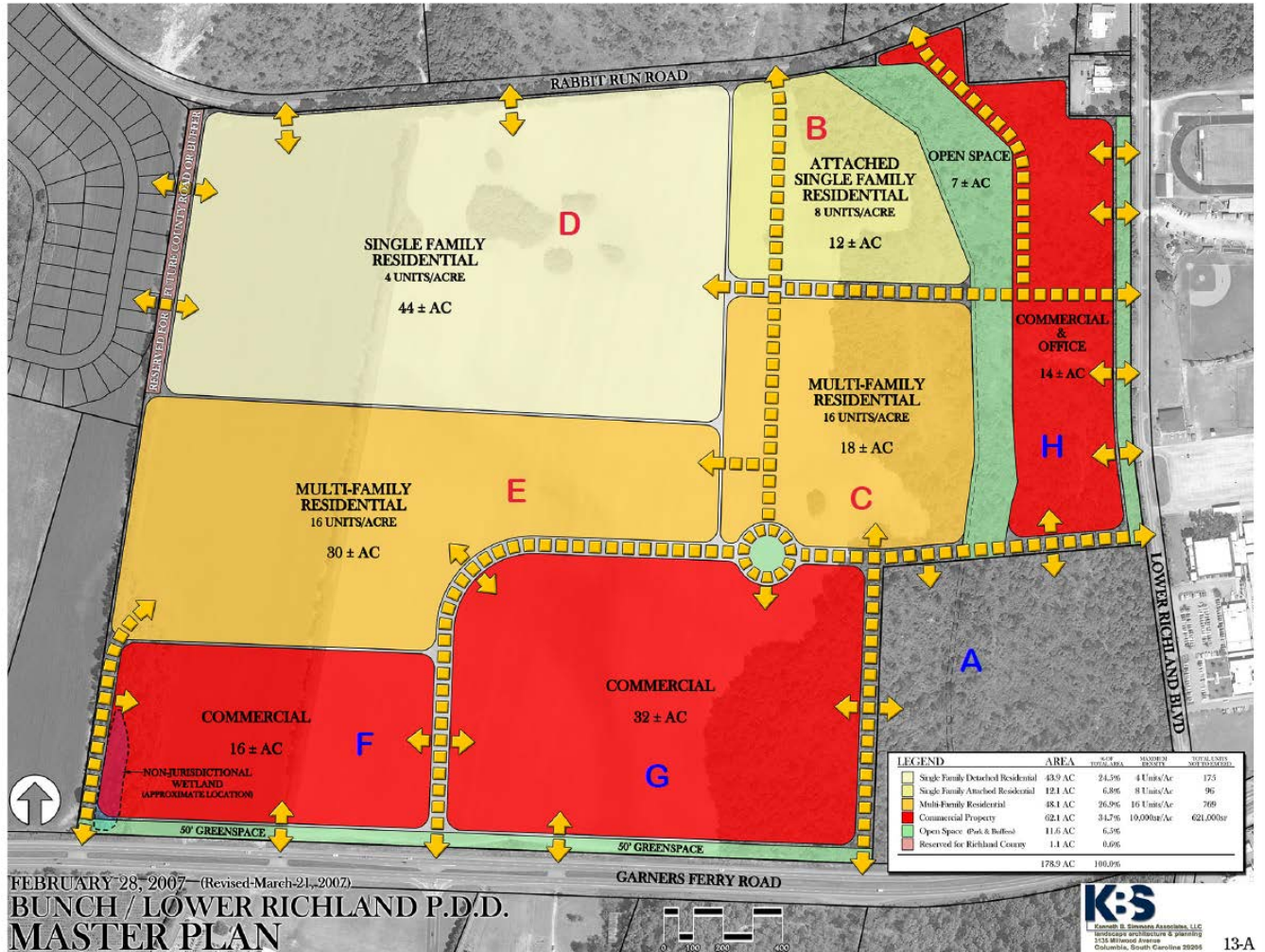
On September 24, 2020, Richland County Utilities (RCU) received a request for sewer availability from E.L. Robinson Engineering Consultants, Inc. on behalf of the property owner. The sewer availability requested is for the Garners Ferry Road Proposed Site Development Plan (PSDP), a proposed development located in the Southeastern region of the County and preliminarily designed as a 133 REU mixed-use development. (See Figure 1 for the location of development). This subdivision is in the transfer area and within RCU’s service area. The County’s sewer collection system within the project area currently has insufficient capacity to handle the expected sewer flow. The project is currently proposed to be developed in eight (8) different phases with a projected time frame for each phase. (See Table 1). The flow generated at the build-out of the entire subdivision is estimated to be at 475,800 gallons per day (GPD) which would be treated at the Eastover Wastewater Treatment Facility (EWWTF). Sewer services can only be provided to this development at the completion of the Southeast Sewer and Water Expansion project. The total build-out of Bunch’s development is estimated to be completed by February 2028.

The project is still in the preliminary stage and there are ongoing conversations between the owner and potential developers. The developer that will be responsible for the project is yet to be determined. However, consultants from E.L Robinson Engineering are currently representing the property owner with the preliminary planning phase. To secure funding for the project, the owner is seeking a sewer availability letter that shows the capacity for the projected flow. Richland County has received approval from the City of Columbia, which has agreed to convey and treat the wastewater from the project for Phase 1 equivalent to 133 REUs. The consultant is requesting a sewer availability letter from the County that permits the developer to connect to the City of Columbia sewer collection system discharge at the manhole on Trotter Road and Garners Ferry Road crossing point while the SESWEP is in construction and the EWWTP is upgraded before the development is fully permitted. When the SESWEP is completed and

the EWWTP upgrade project is completed, the development will be connected to the County's collection system.

Staff is recommending the issuance of a letter that allows the developer to connect to the City of Columbia system until the SESWEP is complete. This letter is based on the conditions listed in the recommended actions.

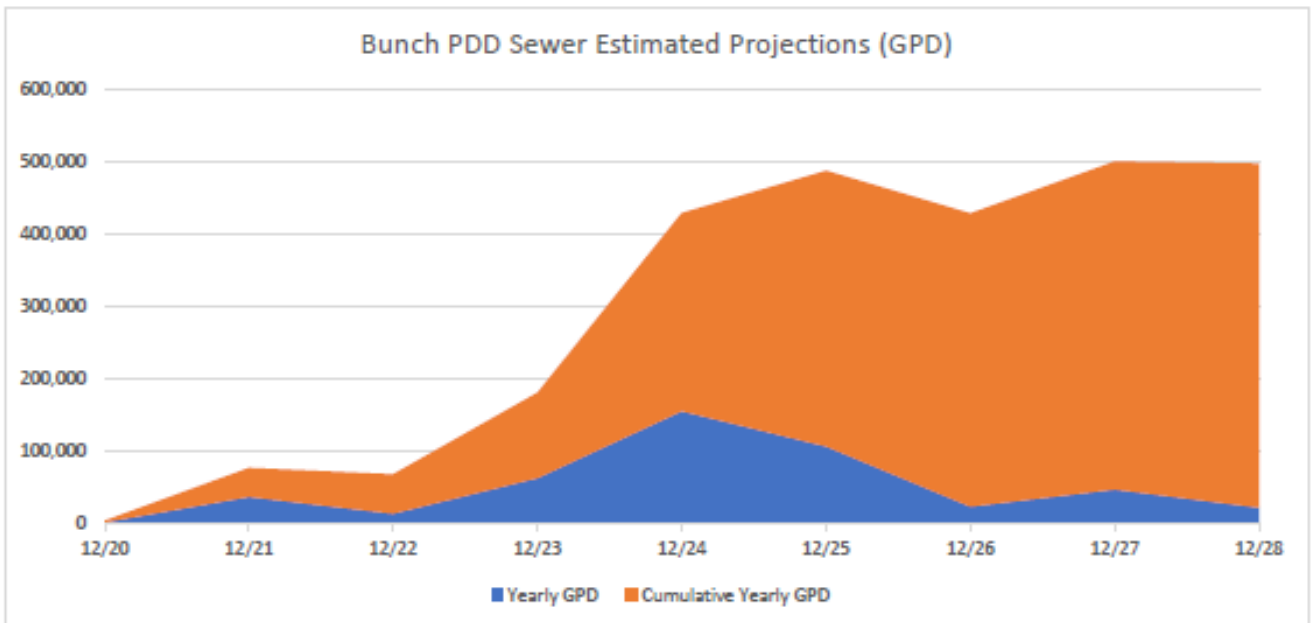
**Figure 1: Project Location for Bunch Garner Ferry PSDP**



**Table 1: Project Completion and Flow estimation for Bunch Garners Ferry PSDP**

**Bunch Sewer Estimated Projections**

12/20	12/21	12/22	12/23	12/24	12/25	12/26	12/27	12/28
2,400	37,500	14,400	63,600	156,000	107,400	24,000	48,000	22,500
2,400	39,900	54,300	117,900	273,900	381,300	405,300	453,300	475,800



**Attachments:**

1. IGA between Richland County and the City of Columbia





**Agenda Briefing**

**Prepared by:** T. Dwight Hanna, Director

**Department:** Human Resource Services

**Date Prepared:** October 07, 2020

**Meeting Date:** October 27, 2020

<b>Legal Review</b>	Elizabeth McLean via email	<b>Date:</b>	October 14, 2020
<b>Updated Budget Review</b>	James Hayes via email	<b>Date:</b>	October 22, 2020
<b>Updated Finance Review</b>	Stacey Hamm via email	<b>Date:</b>	October 22, 2020
<b>Approved for Consideration:</b>	County Administrator	Leonardo Brown, MBA, CPM	
<b>Committee</b>	Administration & Finance		
<b>Subject:</b>	Annual Leave Rollover		

**Recommended Action:**

Employees be permitted to rollover up to an additional one week (37.5 hours and 42.5 hours) of their 2020 accrued annual leave to 2021 until June 30, 2021. Permit employees an opportunity to take accrued annual leave in 2021 who may not have been able to take annual leave in 2020 because of COVID-19. COVID-19 required many employees to work during 2020 and there have been travel restrictions and limitations for safety reasons. The proposed change will neither increase the County's annual leave accrual rate nor the County's leave liability at pay out.

**Motion Requested:**

Temporary rollover of up to one week of additional accrued annual leave to expire on June 30, 2021, if not used by the respective employee. The additional annual leave rollover will not be paid out if an employee leaves RCG and may not be donated to the Catastrophic Leave pool. All normal annual leave request and approval procedure will apply.

**Request for Council Reconsideration:**  Yes

**Fiscal Impact:**

There will be no fiscal impact unless the department works employees overtime and/or hires additional non-exempt personnel while employees are on vacation. Staff is proposing no payout at termination to prevent fiscal impact. Employees on vacation will be paid and if they were working they would be paid. Also, staff proposes sunset this rollover at the end of fiscal year 2020/2021 or June 30, 2021.

**Motion of Origin:**

There is no associated motion of origin.

<b>Council Member</b>	
<b>Meeting</b>	
<b>Date</b>	

### Discussion:

Staff recognizes the importance and value of vacation to the overall well being of employees. This is especially relevant considering the COVID-19 pandemic. Many employees have not been able to take vacation time and other employees were not able to travel because of COVID-19 travel restrictions, limitations, and/or safety reasons. Staff seeks to encourage employees to take time off vs being paid out for annual leave time upon termination. Staff proposes limiting the additional rollover to one additional week (37.5 hours or 42.5 hours for employees on 85 hours/14 days law enforcement schedule). Employees will only have until June 30, 2021 (FY 2020/2021) to use the additional rollover annual leave. On July 1, 2021 all additional rollover leave not used by the employee will be removed and/or not eligible for use by the employee. The normal rollover annual limit cutoff is 45 days. All employees who earn annual leave accrue at least two weeks of annual leave during a year. This is one reason staff proposes a limit of one week of additional annual leave rollover.

### Attachments:

1. Annual Leave Policy (page 29 Employee Handbook)
2. Exception to Vacation Carryover due to COVID: Foundation Community- Plan Sponsors
3. Email from Lexington County
4. Email from City of Columbia

Attachment 1

**Annual Leave Policy (page 29 Employee Handbook)**

## Holidays and Leave

### Annual Leave

The County strives to support the wellbeing of eligible employees by providing the opportunity to accrue and take accrued annual leave. The County encourages all employees with accrued annual leave to take approved vacation annually. Annual leave is a benefit, not a right, that must be accrued.

Regular full-time employees accrue annual leave as follows:

75- hour Work Schedule	Hours Accrued Per Pay Period	Hours Accrued Per Year
0 - 5 years	2.89	75
6 - 10 years	4.33	112.5
11 or more years	5.77	150

85-hour Work Schedule	Hours Accrued Per Pay Period	Hours Accrued Per Year
0 - 5 years	3.27	85
6 - 10 years	4.90	127.5
11 or more years	6.54	170

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

Under normal circumstances, annual leave should be requested by the employee in writing well in advance of the date that the leave is scheduled, or as prescribed by Department procedures. Annual leaves will be scheduled as much as practical in accordance with employee requests. The County's workload demands, however, are paramount.

When more employees request particular days off than can be accommodated, supervisors will make annual leave assignments taking into account the date the requests were made, special needs for particular annual leave dates, and the employees' lengths of service.

**The maximum number of annual leave days that can be accumulated and carried over from year to year is 45.**

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

Attachment 2

**Exception to Vacation Carryover due to COVID: Foundation  
Community- Plan Sponsors**



# Foundation Community - Plan Sponsors

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## Exception to Vacation Carryover due to COVID

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**Paula Krupa** 9 days ago

Current salaried vacation plan does not permit carryover and during pandemic, have been encouraging ...

### 1. Exception to Vacation Carryover due to COVID

0

[Recommend](#)



Paula Krupa

Posted 9 days ago

[Reply](#)

Current salaried vacation plan does not permit carryover and during pandemic, have been encouraging colleagues to plan and take vacation time as well as provided ideas on what to use the time for during the pandemic.

We have started bringing back 60% of our workforce, split into 2 teams, working in the office every other week and on opposite weeks; continuing to work remotely. Current policy does not permit rollover for our salaried exempt workforce.

Is anyone making exceptions to their vacation rollover policies?

-----  
 Paula Krupa CEBS  
 Archer Daniels Midland  
 -----

### 2. RE: Exception to Vacation Carryover due to COVID

0 Recommend



Samantha Brown

Posted 2 days ago

Reply ▼

Hi Paula. We are making an exception for 2021. Normally, employees can rollover 10 PTO days into the next year, but for 2021, we are allowing 15 rollover days. I think the employees will appreciate an exception.

-----  
 Samantha Brown  
 -----

► Original Message

### 3. RE: Exception to Vacation Carryover due to COVID

0 Recommend



Hope Mitchell

Posted 2 days ago

Reply



Hi Paula

We have extended our use it or loss it date from 9/30/20 to 3/31/21. This has been greatly appreciated by many employees.

Hope

-----  
Hope Mitchell  
City of Winter Park  
-----

[➤ Original Message](#)

#### 4. RE: Exception to Vacation Carryover due to COVID

0 Recommend



Lauran Beebe

Posted 21 hours ago

Reply ▼

We are allowing an additional 80 hours to carryover from 2020 to 2021 and an additional 40 hours to carryover from 2021 to 2022.

-----  
Lauran Beebe  
Human Resources Manager  
City of Scottsdale  
-----

[➤ Original Message](#)



Attachment 3

**Email from Lexington County**

## MELANIE COVINGTON

---

**From:** Wilkerson, Dana <DWilkerson@lex-co.com>  
**Sent:** Tuesday, October 6, 2020 12:35 PM  
**To:** DWIGHT HANNA  
**Cc:** MELANIE COVINGTON  
**Subject:** RE: [External] Annual Leave & Sick Leave - COVID19

Hi Dwight!

I hope all is well. We are not currently considering any modifications to our current policies regarding leave or rollover limits.

Let me know where you land on this topic.

I am wondering if there will be a Federal decision to amend the Emergency Paid Sick Leave requirements.

Dana

### *Dana J. Wilkerson*

Deputy Director of Human Resources  
County of Lexington  
212 South Lake Drive, Suite 604  
Lexington, SC 29072  
Office (803) 785-8156  
Cell (803) 223-5599  
Fax (803) 785-8379  
[dwilkerson@lex-co.com](mailto:dwilkerson@lex-co.com)

---

**From:** DWIGHT HANNA <HANNA.DWIGHT@richlandcountysc.gov>  
**Sent:** Tuesday, October 6, 2020 12:31 PM  
**To:** Wilkerson, Dana <DWilkerson@lex-co.com>  
**Cc:** MELANIE COVINGTON <COVINGTON.MELANIE@richlandcountysc.gov>  
**Subject:** [External] Annual Leave & Sick Leave - COVID19

Good Afternoon Dana,

We are checking to see if Lexington County plans to make any changes relating to leave because of COVID-19 (i.e. increase rollover limits)?

Hope you and your family are doing well.

T. Dwight Hanna, IPMA-SCP, CCP, SHRM-SCP, CBP, ADAC  
Director of Human Resource Services Department  
Richland County Government  
2020 Hampton Street, Suite 3058  
Columbia, SC 29204  
Email: [hannad@rcgov.us](mailto:hannad@rcgov.us)  
Phone: 803.576.2111

Attachment 4

**Email from City of Columbia**

## MELANIE COVINGTON

---

**From:** Benjamin, Pamela R <Pamela.Benjamin@columbiasc.gov>  
**Sent:** Tuesday, October 6, 2020 1:30 PM  
**To:** DWIGHT HANNA; Jarvis, Tiniece P  
**Cc:** MELANIE COVINGTON  
**Subject:** RE: [EXTERNAL] Annual Leave & Sick Leave - COVID19 Changes

That is a good question! I think that we definitely will have to...



**Pamela R. Benjamin, CPM**

Chief of Staff  
City Administration

1737 Main Street, Columbia SC 29201

Phone: 803-545-3095  
[prbenjamin@columbiasc.net](mailto:prbenjamin@columbiasc.net)

---

**From:** DWIGHT HANNA [mailto:HANNA.DWIGHT@richlandcountysc.gov]  
**Sent:** Tuesday, October 6, 2020 12:28 PM  
**To:** Benjamin, Pamela R <Pamela.Benjamin@columbiasc.gov>  
**Cc:** MELANIE COVINGTON <COVINGTON.MELANIE@richlandcountysc.gov>  
**Subject:** [EXTERNAL] Annual Leave & Sick Leave - COVID19 Changes

**\*WARNING\*:** Use caution with links and documents in emails referencing the **Coronavirus** situation. Malicious actors have been using this situation as an opportunity to take advantage of users.

**CAUTION:** This email originated outside of the organization. Do not click links or open attachments from unknown senders or suspicious emails. Never enter a username or password on a site that you did not knowingly access.

Good Afternoon Ms. Benjamin,

Will the City be making any changes to your leave policies (i.e. rollover maximum) because of COVID-19?

T. Dwight Hanna, IPMA-SCP, CCP, SHRM-SCP, CBP, ADAC  
Director of Human Resource Services Department  
Richland County Government  
2020 Hampton Street, Suite 3058  
Columbia, SC 29204  
Email: [hannad@rcgov.us](mailto:hannad@rcgov.us)  
Phone: 803.576.2111  
Fax: 803.576.2119

*"Really listening and suspending one's own judgement is necessary*

*in order to understand other people on their own terms....*



**Agenda Briefing**

**Prepared by:** T. Dwight Hanna, Director

**Department:** Human Resource Services

**Date Prepared:** October 06, 2020

**Meeting Date:** October 27, 2020

<b>Legal Review</b>	Elizabeth McLean via email	<b>Date:</b>	October 14, 2020
<b>Budget Review</b>	James Hayes via email	<b>Date:</b>	October 13, 2020
<b>Finance Review</b>	Stacey Hamm via email	<b>Date:</b>	October 13, 2020
<b>Approved for Consideration:</b>	County Administrator	Leonardo Brown, MBA, CPM	
<b>Committee</b>	Administration & Finance		
<b>Subject:</b>	Sick Leave		

**Recommended Action:**

Permit employees on new hire probation to use sick leave in accordance with County procedure and department approval. This will enable employees on new hire probation to use sick leave for COVID-19 or other policy reasons with approval by their department. The proposed change will neither increase the County’s sick leave accrual rate nor the County’s leave liability at pay out.

**Motion Requested:**

Delete “only Regular, full-time employees accrue sick leave”, on page 30 of the Employee Handbook.

**Request for Council Reconsideration:**  Yes

**Fiscal Impact:**

There will be no fiscal impact unless the department assigns additional work hours to non-exempt employees and/or hires additional personnel while employee(s) is on sick leave.

**Motion of Origin:**

There is no associated Council motion of origin.

<b>Council Member</b>	
<b>Meeting</b>	
<b>Date</b>	

**Discussion:**

Each department and new hire employee needs to have the ability and accountability to use accrued sick leave with proper approval and policy compliance. It is possible there will be a need because of COVID-19. Regardless, an employee during the new hire probation period should be able to use their accrued sick leave within County policy and department approval.

**Attachments:**

1. Employee Handbook (page 30)

Attachment 1

**Employee Handbook (page 30)**

## Holidays and Leave

### Sick Leave

The County strives to support the wellbeing of eligible employees by providing the opportunity to accrue and take accrued sick leave. Sick leave is a privilege granted by the County, not a right. The County strives to provide employees with sufficient paid sick leave. Sick leave may be approved for the following reasons:

- Illness, injury, or disability of the employee.
- Obtaining professional services from a health practitioner for treatments for which arrangements cannot reasonably be scheduled outside of working hours.
- Illness, injury, or disability of an employee's immediate family member (up to a maximum of six (6) days of sick leave per year).

Employees may be required to submit a physician's statement before being eligible for sick leave payment. A physician's statement will be required if the employee is absent from work for 3 or more consecutive days and/or where the employee has previously been counseled or disciplined for excessive use or abuse of sick leave. In some circumstances, employees may be required to provide certification from their physician that they are able return to work before being allowed to return to work. Abuse of leave or failure to call in as required may result in denial of paid sick leave.

Only Regular, full-time employees accrue sick leave, and they may carry over a maximum number of hours as follows:

Work Schedule	Hours Accrued Per Pay Period	Hours Accrued Per Year	Maximum Accrual Limitation
75-hour work schedule	3.46	90	675
85-hour work schedule	3.93	102	765

Employees are required to contact their supervisor as soon as possible prior to the start of work, (no later than two [2] hours after the start of the work shift) when requesting an absence unless other arrangements have been made with the supervisor.

An employee who has accrued at least 150 or more sick leave hours (170 for 85-hour/14-day work schedules) and who resigns or retires voluntarily, will, at the time of his/her separation (providing employee gives and works a two-week notice and is terminated without cause), be paid for 1/4 of his/her accrued, but unused, sick leave hours (up to the maximum number of allowed hours).