

RICHLAND COUNTY COUNCIL ADMINISTRATION AND FINANCE COMMITTEE

Kit Smith, Chair
District 5

Mike Montgomery
District 8

Paul Livingston
District 4

Joseph McEachern
District 7

Valerie Hutchinson
District 9

*May 24, 2005
6:00 pm*

**Richland County Council Chambers
County Administration Building
2020 Hampton Street**

Note: The following item was submitted after the agenda deadline, and may be added to the agenda by the unanimous consent of the Administration and Finance Committee:

I. (I) Citizen's Request: Assessment Ratio Refund

Call To Order

Approval of Minutes – April 26, 2005: Regular Session Meeting (Pages 4 – 7)

Adoption of Agenda

I. Items for Action

A. Planning and Development Services: Adoption of the 2003 Editions of the International Residential Code, International Fuel Gas Code, and International Property Maintenance Code

Pages 8 – 9

B. Emergency Services:

1. Purchase Orders for 2005-2006

Pages 10 – 11

2. Ballentine Fire Station Roof Installation

Pages 12 – 14

C. Ordinance Repealing Deed in Richland Northeast Industrial Park

Pages 15 – 18

D. Information Technology: Countywide Microsoft Licensing

Pages 19 – 20

E. U.S. Economic Development Administration – Comprehensive Economic Development Strategy (CEDS)
Pages 21 – 27

F. Private Investigator Business License Applications

Application packets will be delivered to Council under separate cover.

1. **Brooks Professional Investigative & Consultant Services – Israel Brooks**
Council District: 1 (Corley)
2. **Gordon Agencies Inc. – James Gordon, Jr.**
Council District: 11 (Mizzell)
3. **PSI – Brian Jennings**
Council District: 9 (Hutchinson)

G. Department of Public Works:

1. **Utilities Ordinance Amendment**
Pages 28 – 36
2. **Fiscal Year 2005 Budget Amendment Request**
Pages 37 – 40

H. Planning and Development Services: Organization Ordinance
Pages 41 – 48

I. Citizen's Request: Assessment Ratio Refund

Tax materials will be delivered to Council under separate cover.
Pages 49 – 52

II. Items for Discussion / Information

A. Resolutions – University of South Carolina

1. **USC Athletics Staff**
2. **Lou Holtz**
3. **NIT Basketball Championship**

B. Reception Honoring USC Athletics Staff

C. Resolution – Dr. Ronald Epps

D. Single General Ledger

E. Management Audit Letter

F. Ten-year History of Personal Services Budget [Requested by Mr. McEachern]
Page 53

III. Items Pending Analysis

There are no items Pending Analysis.

Adjournment

Staffed by: Joe Cronin

MINUTES OF



**RICHLAND COUNTY COUNCIL
ADMINISTRATION AND FINANCE COMMITTEE
TUESDAY, APRIL 26, 2005**

6:00 p.m.

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

=====

MEMBERS PRESENT

Chair: Kit Smith
Member: Paul Livingston
Member: Joseph McEachern
Member: Valerie Hutchinson

MEMBER ABSENT: Mike Montgomery (attending daughter's school)

ALSO PRESENT: Bernice G. Scott, Damon Jeter, Joyce Dickerson, Tony Mizzell, Doris Corley, L. Gregory Pearce, Jr., Larry Smith, Michael Criss, Stephany Snowden, Amelia Linder, Milton Pope, Tony McDonald, Ashley Bloom, Chief Harrell, Joe Cronin, Michielle Cannon-Finch, Marsheika Martin, Sherry Wright-Moore, Michael Byrd

CALL TO ORDER – The meeting started at approximately 6:07 p.m.

APPROVAL OF MINUTES: March 22, 2005 – Ms. Smith stated the minutes were approved as published.

ADOPTION OF AGENDA

Ms. Smith requested without objection that three items that were discussed during the A&F Work Session be added to the agenda; but if there was objection, it would be carried over to the next A&F Committee meeting.

There was an objection, so the items will be sent to the next A&F Committee Meeting.

Mr. Mizzell requested to add a new full-time position in the Treasurer's Department to the agenda. He stated the deadline was missed for it to be added to the agenda.

Ms. Smith stated it would take unanimous consent to add the item to the agenda. There were no objections. The item was added to the agenda as item-G.

PRESENTATIONS

Juvenile Diabetes Research Walk-A-Thon – Ms. Mary Rickman, Chairperson of the 2005 Palmetto Walk for the Cure of Diabetes, gave a brief presentation. Ms. Rickman reported they would like to raise \$650,000 and requested a generous contribution from the Council. She stated the walk is October 30th.

City Year – Mr. Jason Wade, Program and Service Director, gave a brief presentation and Ms. Corrie Loeffler, Senior Corps Member, reported on the good things City Year is doing in Richland County.

ITEMS FOR ACTION

Community Development: Midlands Area Consortium for the Homeless (MACH) Request – Ms. Smith stated this is a request for \$5,000 to help with the homeless study and can be funded from CDBG funds.

Mr. McEachern moved, seconded by Ms. Hutchinson, to accept staff's recommendation for approval and forward to full Council. The vote in favor was unanimous.

Alvin S. Glenn Detention Center Annual Contract Renewals – Ms. Smith stated the following three items have been budgeted:

- **Food Service Management/Aramark Correctional Services, Inc.**
- **Detention Officer Uniforms Contract Renewal/Wright-Johnson, Inc.**
- **Contract Renewal for Detention Center Medical Services/Prison Health Services**

Mr. Milton Pope, Assistant County Administrator, gave a brief update.

Mr. McEachern moved, seconded by Mr. Livingston, to approve the contract renewals along with the audit report. The vote in favor was unanimous.

Public Works Department (Central Garage Division): Purchase of Excavator – Ms. Smith stated this is within budgeted funds.

Mr. Chris Eversman, Public Works Director, stated this is for the replacement of an existing excavator.

Mr. McEachern moved, seconded by Mr. Livingston, to approve this item. The vote in favor was unanimous.

Emergency Services Department: Resolution to Adopt the National Incident Management System - Mr. McEachern moved, seconded by Mr. Livingston, to approve this item. The vote in favor was unanimous.

Administration: TIF Audit – Mr. McEachern moved, seconded by Ms. Hutchinson, to approve this item. The vote in favor was unanimous.

Recreation Commission Steering Committee Report – Ms. Smith brought the Committee up to date on the Steering Committee.

Mr. McEachern moved, seconded by Ms. Hutchinson, to recommend that Administration proceed with negotiations with Wood + Partners to begin Task 1, determining the types of activities most appropriate for the recreation facility. Task 1 is to include a survey of the region to determine the desired type of facility. Once these negotiations for Task 1 are complete, the contract will be brought back to Council. The vote in favor was unanimous.

Treasurer’s Department: new full-time position – Ms. Smith stated information for this item was distributed to Committee members.

Mr. McEachern moved, seconded by Ms. Hutchinson, to forward this item to full Council for approval and have the Administrator to identify if there is any shortfall this year. The vote in favor was unanimous.

ITEM FOR DISCUSSION/INFORMATION

Black Expo – Mr. Livingston briefed the Committee on the purpose of the Black Expo and how it benefits Richland County. He stated that the Black Expo has been approved for funding by the Hospitality Tax Committee, but the funds would not be available until July 1st which creates a problem because the event will begin May 19, 2005.

Mr. Livingston moved, seconded by Mr. McEachern, to request the County Administrator to look for additional or leftover funding in the Accommodations or Hospitality Tax in order to provide funding for this fiscal year and report back to Council at the next regular session meeting.

Ms. Smith stated there is also a recommendation to add language to the application so that there will be no misunderstanding in the future. She stated it could be done administratively and would not take Council’s action.

The vote in favor was unanimous.

Beatty Road Magistrate/Sheriff’s Renovation – Mr. Milton Pope, Assistant County Administrator, gave a brief report.

Mr. McEachern moved, seconded by Ms. Hutchinson, to place this item on Council’s agenda without a recommendation and bring back when staff is ready. The vote in favor was unanimous.

OTHER BUSINESS

Meeting Schedule

Ms. Smith requested for the A&F Committee to meet at 6:00 p.m. instead of “Immediately Following the D&S Committee Meeting” due to the public’s interest and A&F Committee members who may not want to attend the D&S meeting.

Ms. Hutchinson moved, seconded by Mr. McEachern, to send this item back to the Rules and Committee Meeting. The vote in favor was unanimous.

New Research Analyst

Ms. Ashley Bloom, Assistant County Administrator, introduced the new Research Analyst, Mr. Joe Cronin.

ADJOURNMENT – The meeting adjourned at approximately 6:34 p.m.

Submitted by,

Kit Smith, Chair

The minutes were transcribed by Marsheika G. Martin

Richland County Council Request of Action

Subject: Adoption of the 2003 Editions of the International Residential Code, International Fuel Gas Code, and International Property Maintenance Code.

A. Purpose

Council is requested to adopt the above codes, along with an optional appendix, by July 1, 2005, as mandated and permitted by the South Carolina Building Codes Council, for regulation of building construction, fire prevention, and property maintenance within unincorporated Richland County.

B. Background / Discussion

Section 6-9-50 of the South Carolina Code of Laws requires that counties adopt by reference only the latest editions of certain nationally recognized codes, including the International Residential Code and the International Fuel Gas Code, as published by the International Code Council, Inc. The South Carolina Building Codes Council adopted the 2003 editions of these two codes, for implementation by local jurisdictions by July 1, 2005. The Council also permits, but does not require, adoption of the 2003 edition of the International Property Maintenance Code. Richland County Planning and Development Services currently enforces the 2000 editions of the International Residential Code, the International Fuel Gas Code, and the International Property Maintenance Code.

C. Financial Impact

The financial impact to Richland County government associated with this request is limited to the purchase of updated code documents and routine, mandatory, continuing education for our building inspectors.

D. Alternatives

1. Comply with State statute and regulations by amending Chapter 6, Buildings and Building Regulations, of the Richland County Code of Ordinances so as to adopt the 2003 editions of the International Residential Code and the International Fuel Gas Code, for implementation by July 1, 2005. Also, adopt the following optional Code and appendix for implementation by July 1, 2005:
 - 2003 International Property Maintenance Code; and
 - 2003 International Residential Code, Appendix G, Swimming Pools, Spas & Hot Tubs.
2. Comply with State statute and regulations by amending Chapter 6, Buildings and Building Regulations, of the Richland County Code of Ordinances so as to adopt the 2003 editions of the International Residential Code and the International Fuel Gas Code, for implementation by July 1, 2005, without adopting the optional Code and appendix listed in alternative 1 above.

3. Continue to reference, administer, and enforce the 2000 editions of the International Residential Code and the International Fuel Gas Code, in violation of State statute and regulations.

E. Recommendation

It is recommended that Council approve the request to adopt the 2003 editions of the International Residential Code, the International Fuel Gas Code, and the International Property Maintenance Code, for implementation by July 1, 2005, along with the optional appendix listed in alternative 1 above.

Recommended by: Michael P. Criss, AICP **Dept.:** Planning and Development
Date: May 10, 2005

F. Approvals

Finance

Reviewed by (Budget Dir.): Daniel Driggers Date: 5/11/05
 Recommend Council approval Recommend Council denial
Comments regarding recommendation:

Legal

Reviewed by: Amelia Linder Date: 5/11/05
 Recommend Council approval Recommend Council denial
Comments regarding recommendation: The County is required to adopt the 2003 International Residential Code and the 2003 International Fuel Gas Code by July 1, 2005. In addition, the County currently enforces the International Property Maintenance Code (which is optional) and Appendix G of the International Residential Code (which is also optional) - the adoption of the 2003 editions will keep these up to date.

Administration

Reviewed by: Ashley Bloom Date: 5/11/05
 Recommend Council approval Recommend Council denial
Comments regarding recommendation: Recommend that Council approve the request to adopt the 2003 editions of the International Residential Code, the International Fuel Gas Code, and the International Property Maintenance Code, for implementation by July 1, 2005.

Richland County Council Request of Action

Subject: Emergency Services Purchase Orders for 2005-2006 ESD032005

A. Purpose

The purpose of this report is to obtain Council approval to award Purchase Orders for services in the 2005-2006-budget year. These services are required for the operations of the Emergency Services Department. These Purchase Orders and Contract approvals are subject to Council's adoption of the 2005-2006 budgets.

B. Background / Discussion

The Emergency Services Department uses vendors to provide service for operations. It is necessary to have agreements in place July 1, 2005, so that service will not be interrupted at the start of the new budget year.

<u>VENDOR</u>	<u>SERVICE</u>	<u>ESTIMATED AMOUNT</u>
City of Columbia	EMS/Diesel & Gasoline	\$130,000
Motorola	EMS Radio Service	\$100,000
Motorola	FIRE Radio Service	\$200,000

C. Financial Impact

Funding is included in the 2005-2006 budget.

D. Alternatives

1. Approve the purchase orders and contracts.
2. Do not approve the purchase orders and contracts.

E. Recommendation

It is recommended that Council approve the purchase orders and contracts for the services so there will not be an interruption of these mission essential services at the beginning of the new budget year.

Recommended by: Michael A. Byrd, Director **Department:** Emergency Services

Date: April 25, 2005

F. Approvals

Finance

Reviewed by (Budget Dir.): Daniel Driggers Date: 5/11/05

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Approval contingent upon Council adoption of the FY 06 budget.

Procurement

Reviewed by: Rodolfo A. Callwood

✓ Recommend Council approval

Comments regarding recommendation:

Date: 5/11/05

Recommend Council denial

Legal

Reviewed by: Amelia Linder

✓ Recommend Council approval

Comments regarding recommendation:

Date: 5/12/05

Recommend Council denial

Administration

Reviewed by: J. Milton Pope

✓ Recommend Council approval

Comments regarding recommendation: Recommend approval

Date: 5-12-05

Recommend Council denial

Richland County Council Request of Action

Subject: Emergency Services – Change Order for Ballentine Fire Station Roof Installation (ESD052005)

A. Purpose

The purpose of this report is to obtain Council approval to issue a change order in the amount of \$36,450.00 to MAR Construction Company to remove and install a new metal roof over the existing roof structure at the Ballentine Fire Station. Funding is available in the existing fire service budget.

B. Background / Discussion

MAR Construction Company is currently in the process of renovating the Ballentine Fire Station. During this renovation it became apparent that the roof of the existing building was in desperate need of replacement.

C. Financial Impact

Funding is available in 7500.765.5303. No other funds are needed.

D. Alternatives

1. Approve the change order.
2. Do not approve the change order.

E. Recommendation

It is recommended that Council approve the change order to MAR Construction in the amount of \$36,450.00 to replace the roof at the Ballentine Fire Station with funding coming from the fire budget.

Recommended by: Michael A. Byrd, Director **Department:** Emergency Services
Date: May 12, 2005

F. Approvals

Finance

Reviewed by (Budget Dir.): Daniel Driggers Date: 5/17/05
 Recommend Council approval Recommend Council denial
Comments regarding recommendation: Budget Funds are available

Procurement

Reviewed by: Rodolfo Callwood Date: 5/17/05
 Recommend Council approval Recommend Council denial
Comments regarding recommendation:

Legal

Reviewed by: Amelia Linder

✓ Recommend Council approval

Comments regarding recommendation:

Date: 5/17/05

Recommend Council denial

Administration

Reviewed by: J. Milton Pope

✓ Recommend Council approval

Comments regarding recommendation:

Date: 5-17-05

Recommend Council denial

AIA DOCUMENT G701-2000

Change Order

(Instructions on reverse side)

PROJECT:
(Name and address)
Additions & Renovations to:
Ballentine EMS/Fire Station
U.S. Hwy. 176
Richland County, SC
TO CONTRACTOR:
(Name and address)
MAR Construction Co.
141 Riverchase Way
Lexington, SC 29072

CHANGE ORDER NUMBER: Ten
DATE: April 6, 2005
ARCHITECT'S PROJECT NUMBER: 03-0457
CONTRACT DATE: November 30, 2004
CONTRACT FOR: General Construction

- OWNER
- ARCHITECT
- CONTRACTOR
- FIELD
- OTHER

THE CONTRACT IS CHANGED AS FOLLOWS:
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives.)

Install a new metal roof over the existing roof, add R-19 insulation, new curbs for the existing roof-mounted HVAC units and extend ducts.

The original (Contract Sum) (~~Guaranteed Maximum Price~~) was \$ 284,111.00
 The net change by previously authorized Change Orders \$ 28,332.50
 The (Contract Sum) (~~Guaranteed Maximum Price~~) prior to this Change Order was \$ 312,443.50
 The (Contract Sum) (~~Guaranteed Maximum Price~~) will be (increased) (~~decreased~~)
 (~~unchanged~~) by this Change Order in the amount of \$ 36,450.00
 The new (Contract Sum) (~~Guaranteed Maximum Price~~) including this Change Order will be \$ 348,893.50
 The Contract Time will be (increased) (~~decreased~~) (~~unchanged~~) by twenty-one (21) days.
 The date of Substantial Completion as of the date of this Change Order therefore is 184 days from N.T.P.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive for which the cost or time are in dispute as described in Subparagraph 7.3.8 of AIA Document A201.

Not valid until signed by the Architect, Contractor and Owner.

Davis & Floyd, Inc.
 ARCHITECT *(Typed name)*

(Signature)

WALTER CARLIS
 BY

4.6.05
 DATE

MAR Construction Co.
 CONTRACTOR *(Typed name)*

(Signature)

Walter Fulmer
 BY

4/6/05
 DATE

Richland County
 OWNER *(Typed name)*

(Signature)

Ass. County Clerk
 BY

5-18-05
 DATE



©2000 AIA®
 AIA DOCUMENT G701-2000
 CHANGE ORDER

Wayne 02 May 05

Richland County Council Request of Action

Subject: Ordinance Repealing Deed in Richland Northeast Industrial Park

A. Purpose

Council is requested to approve an ordinance that would repeal a previously approved ordinance authorizing a deed to Max Denberg for lot 27 in the Richland Northeast Industrial Park.

B. Background / Discussion

On January 18, 2005, Richland County Council enacted Ordinance No. 003-05HR granting a deed to Max Denberg for Lot 27 (approximately 2.699 acres) in the Richland Northeast Industrial Park. A deed has not yet been executed that would convey this property to Mr. Denberg because the land sale did not occur. Mr. Denberg no longer has interest in purchasing said property.

The ordinance repealing Ordinance No. 003-05HR is attached.

C. Financial Impact

There is no financial impact associated with this request.

D. Alternatives

1. Approve the ordinance that would repeal Ordinance No. 003-05HR granting a deed to Max Denberg for certain real property known as Lot 27 (approximately 2.699 acres) in the Richland Northeast Industrial Park.
2. Deny the ordinance that would repeal Ordinance No. 003-05HR granting a deed to Max Denberg for certain real property known as Lot 27 (approximately 2.699 acres) in the Richland Northeast Industrial Park. This alternative is not a viable option since Mr. Denberg no longer wishes to purchase the property.

E. Recommendation

It is recommended that Council approve an ordinance that would repeal Ordinance No. 003-05HR granting a deed to Max Denberg for certain real property known as Lot 27 (approximately 2.699 acres) in the Richland Northeast Industrial Park.

Recommended by: Staff **Department:** Administration **Date:** May 10, 2005

F. Reviews

Finance

Reviewed by (Budget Dir.): Daniel Driggers Date: 5/11/05

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: No recommendation or additional information to provide

LegalReviewed by: Amelia LinderDate: 5/11/05

✓ Recommend Council approval

 Recommend Council denial

Comments regarding recommendation:

AdministrationReviewed by: Ashley Jacobs BloomDate: 5/11/05

✓ Recommend Council approval

 Recommend Council denial

Comments regarding recommendation: Recommend that Council approve an ordinance that would repeal Ordinance No. 003-05HR granting a deed to Max Denberg for certain real property known as Lot 27 (approximately 2.699 acres) in the Richland Northeast Industrial Park.

STATE OF SOUTH CAROLINA
COUNTY COUNCIL FOR RICHLAND COUNTY
ORDINANCE NO. ____-05HR

AN ORDINANCE REPEALING ORDINANCE NO. 003-05HR, WHICH AUTHORIZED A DEED TO MAX DENBERG FOR A CERTAIN PARCEL OF LAND KNOWN AS LOT 27 (APPROXIMATELY 2.699 ACRES) IN THE RICHLAND NORTHEAST INDUSTRIAL PARK.

WHEREAS, Richland County Council enacted Ordinance No. 003-05HR on January 18, 2005 for the purpose of granting a deed to Max Denberg for certain real property known as Lot 27 (approximately 2.699 acres) in the Richland Northeast Industrial Park, a portion of Richland County TMS # 25800-04-01; and

WHEREAS, a deed has not yet been executed that would convey Lot 27 to Max Denburg; and

WHEREAS, by mutual consent Richland County agrees not to sell and Max Denberg agrees not to purchase Lot 27 in the Richland Northeast Industrial Park;

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

SECTION I. Ordinance No. 003-05HR, an ordinance authorizing the granting of a deed to Max Denberg for a certain parcel of land known as Lot 27 (approximately 2.699 acres) in the Richland Northeast Industrial Park, a portion of Richland County TMS # 25800-04-01, is hereby repealed in its entirety.

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

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

SECTION IV. Effective Date. This ordinance shall be enforced from and after _____, 2005.

RICHLAND COUNTY COUNCIL

By: _____
Anthony G. Mizzell, Chair

Attest this _____ day of _____, 2005.

Michielle R. Cannon-Finch
Clerk of Council

RICHLAND COUNTY ATTORNEY'S OFFICE

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

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

Richland County Council Request of Action

Subject: Microsoft Licensing - Countywide

A. Purpose

County Council is requested to approve the purchasing of 200 additional Microsoft licenses to comply with federal copyright law.

B. Background / Discussion

The Richland County Wide Area Network and Local Area Networks (WAN/LAN) currently consist of 40 servers and approximately 1100 PCs.

In order to comply with federal copyright law, Richland County must have Microsoft licenses for all County servers and all County PCs. Licensing is required for operating systems as well as software applications (such as MS Office). Richland County already owns 900 of the required licenses, nevertheless, 200 more still need to be purchased to be in full compliance.

In the last few years, Microsoft modified its licensing requirements, and it has been increasing its enforcement efforts. Richland County received the same “Microsoft letter” that our neighboring counties received, which outlines a mandatory copyright compliance program. If Richland County were to decide not to participate in the copyright compliance program, the County would put itself at risk for fines and penalties of up to \$150,000 per incident.

Three years ago, the IT Department included a budget request to begin the County’s migration into full copyright compliance. The budget request was approved, and funding is currently available in account 1870.5471 for the compliance program to proceed. Additional funding will be requested in the 2005/2006 budget to maintain compliance.

The Council is requested to approve the purchase of Microsoft licenses from the vendor ASAP SOFTWARE on South Carolina State Contract in an amount not to exceed \$106,265.

C. Financial Impact

There is currently \$106,265 in the account 1870.5471 designated for Microsoft licensing and other required software licensing. There is sufficient money for this request.

D. Alternatives

1. Approve the request to purchase Microsoft licenses from vendor ASAP SOFTWARE on South Carolina State Contract in an amount not to exceed \$106,265. This would fulfill the County’s current obligations in the Microsoft copyright compliance program.
2. Do not approve the request. This would mean that the County chooses to stop participating in the copyright compliance program.

E. Recommendation

It is recommended that Council approve the request to purchase Microsoft licenses from vendor ASAP SOFTWARE on South Carolina State Contract in an amount not to exceed \$106,265.

Recommended by: Janet Claggett **Department:** Information Technology
Date: 05/03/2005

F. Reviews

Finance

Reviewed by (Budget Dir.): Daniel Driggers Date: 5/11/05
✓ Recommend Council approval Recommend Council denial
Comments regarding recommendation: Funds are included in the FY 05 budget available.

Procurement

Reviewed by: Rodolfo A. Callwood Date: 5/11/05
✓ Recommend Council approval Recommend Council denial
Comments regarding recommendation:

Legal

Reviewed by: Amelia Linder Date: 5/12/05
✓ Recommend Council approval Recommend Council denial
Comments regarding recommendation:

Administration

Reviewed by: Tony McDonald Date: 5/12/05
✓ Recommend Council approval Recommend Council denial
Comments regarding recommendation: Recommend approval of this request in order to maintain the County's compliance with software licensing requirements. Funds are budgeted in the FY 05 budget for this purpose.

Richland County Council Request of Action

Subject: U.S. Economic Development Administration – Comprehensive Economic Development Strategy (CEDS)

A. Purpose

County Council is requested to approve the Comprehensive Economic Development (CEDS) for the Central Midlands Region, in particular the elements of the plan relating to Richland County.

B. Background / Discussion

In order to remain eligible for U.S. Economic Development Administration (EDA) funding, EDA requires that each region have and maintain a CEDS. The CEDS is a Comprehensive Economic Development Strategy. This document has been called an OEDP (Overall Economic Development Plan) in the past. EDA requires that the CEDS must be updated annually, and every 5 years it must be revised. During 2003, the Central Midlands region completed the required 5 year revision to the CEDS in order to include 2000 Census Data. This year, the region is submitting an annual update. As part of the annual update, regional project priority listings must be revised and included in the document. Any project that EDA considers for funding from the region will come from these priority listings. If a project comes up later that is eligible for EDA funding but is not on the list, the list can be amended.

C. Financial Impact

The adoption of the CEDS allows the Central Midlands region to maintain eligibility for EDA funding in the future. Without the CEDS document, the region is not eligible to receive EDA funding consideration. In Richland County, EDA has most recently participated in funding of the new Benedict College Business Development Center.

D. Alternatives

1. Approve the request to approve the CEDS for the Central Midlands region particularly the project priorities related to Richland County.
2. Do not approve the CEDS for the Central Midlands region and the project priorities related to Richland County.

NOTE: Approving the request will maintain the Central Midlands region's eligibility for EDA funding consideration. Not approving the request will jeopardize the region's eligibility for EDA funding.

E. Recommendation

It is recommended that Council approve the request to approve the CEDS for the Central Midlands region, particularly the elements related to Richland County.

Recommended by: Staff

Department: Administration

Date: May 10, 2005

F. Approvals

Finance

Reviewed by (Budget Dir.): Daniel Driggers Date: 5/11/05

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: No recommendation or additional information to add.

Legal

Reviewed by: Amelia Linder Date: 5/17/05

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: It is my understanding that Council must update the CEDS plan annually, but that there is discretion on the changes (if any) that are made.

Administration

Reviewed by: Ashley Bloom Date: 5/17/05

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Recommend that Council approve the request to re-approve the CEDS for the Central Midlands region, dated July 2004, along with the "Topical Priorities and Project Activities as amended by the "Priority List for 2005-2006

**ANNOTATION OF PROJECTS ON THE RICHLAND COUNTY
PRIORITY LIST FOR 2005-2006**

Mass Transit

1. The Central Midlands Regional Transit Authority (CMRTA) has been formally established by Lexington County, the City of Columbia, Richland County and 12 municipalities located within the two counties. The CMRTA assumed public ownership and responsibility for public transit services in the Columbia metropolitan area on October 16, 2002. The CMRTA has short range (5 year) plans to develop a new transit maintenance and operations facility. The CMRTA and CMCOG also have long range plans (10 year) to develop an intermodal transportation center for linking passenger rail services, local bus service, airport shuttle services, taxis, and intercity bus services. The CMCOG will take the lead on a feasibility study for the intermodal transportation center.

Primary Applicant: Central Midlands Regional Transit Authority
Estimated Cost: \$12 million
Addressed in Plan: Midlands Public Transit Study and COATS Long Range Transportation Plan
Source of Funds: Federal Transit Administration, SCDOT and local funds
When Begun: The site search/selection process for the Maintenance/Operations facility project began in early 2002 and is still underway.

Water and Sewer Facilities

2. Extension of water and sewer service in Richland County in concert with the recommendations of the Imagine Richland County 2020 Comprehensive Plan adopted by the Richland County Council and with the Central Midlands Water Quality Management Plan.

Primary Applicant: Richland County
Estimated Cost: \$12 million
Addressed in Plan: Imagine Richland County 2020 Plan and Regional Water Quality Plan
Source of Funds: EDA, CDBG, State Infrastructure
When Begun: 2003

Commercial Revitalization

3. Commercial business revitalization efforts in Columbia to include public works, business lending, etc., as part of a general project to assist Columbia in its efforts to gain grants and other funding. Funding will be used to implement a number of neighborhood plans that call for a variety of physical improvements as well as lending to businesses through the Title IX revolving loan program.

Primary Applicant: City of Columbia
Estimated Cost: \$500,000
Addressed in Plan: Community Development Plans for the City of Columbia
Source of Funds: EDA and HUD
When Begun: 2000

Technology/Industrial Park Facility

- Development of a new Technology/Industrial Park in Richland County by the City of Columbia. Project includes development of water, sewer, storm drainage, streets and utility support infrastructure including high-speed data transmitting capability. The infrastructure will be designed to attract technology related companies.

Primary Applicant	City of Columbia and Richland County
Estimated Cost	\$10 million
Addressed in Plan:	City of Columbia Comprehensive Plan
Source of Funds:	City of Columbia, Richland County, State of South Carolina, EDA, and others
When Begun:	2002

Commercial Corridor Improvements

- Infrastructure improvements on commercial corridors in the City of Columbia which will enhance the appearance and ability of these areas to attract and retain viable businesses as well as strengthen the desirability of the adjacent residential areas.

Primary Applicant	City of Columbia and Richland County
Estimated Cost	\$64 million
Addressed in Plan:	City of Columbia Comprehensive Plan and Sumter-Columbia Empowerment Zone (SCEZ Bonds) Plan-Corridor Improvement for Main Street, Lady Street, North Main Street, Harden Street, Two Notch Road, Rosewood Drive and other commercial corridors; Transportation Improvement Plan for the COATS area
Source of Funds:	USDOT-TEA-21 Transportation Enhancement Program, TIF, EDA, SCEZ Bonds, FHLB, HUD, other federal and local funds
When begun:	2000

Storm Drainage Facilities

- Storm drainage improvements throughout Richland County and the City of Columbia that are in accord with the regional storm drainage plans prepared by CMCOG as well as a localized plan developed by local governments.

Primary Applicant	Richland County and various municipalities
Estimated Cost	\$15 million
Addressed in Plan:	City and County Storm Water Improvements Plan
Source of Funds:	Storm Water Enterprise Funds of the City and County
When Begun:	2003

Sewer Facilities

7. Expand the Lower Richland Regional Wastewater Treatment Plant to serve the needs of additional new industry near the International Paper and Huron Technology plants east of Eastover.

Primary Applicant Richland County
Estimated Cost \$2 million
Addressed in Plan: Central Midlands Regional Water Quality Plan
Source of Funds: CDBG and EDA and local funds
When Begun: 2004

Mixed Use Redevelopment of Old Correctional Facility Property

8. Installation of publicly owned and maintained drainage, streets, water and sewer as part of the redevelopment of the former Central Correctional Institution site for residential, commercial and institutional purposes.

Primary Applicant City of Columbia
Estimated Cost \$13 million
Addressed in Plan: Capital Improvements Plans for the City of Columbia
Source of Funds: Local funds and tax increment financed debt
When Begun: 1997

Commercial/Industrial Development

9. Infrastructure improvements in conjunction with commercial/industrial development projects designed to assist in implementing the City's Comprehensive and/or the Sumter-Columbia Empowerment Zone (SCEZ) Plan.

Primary Applicant City of Columbia
Estimated Cost \$25 million
Addressed in Plan: City of Columbia Comprehensive Plan and the Sumter-Columbia Empowerment Zone Plan
Source of Funds: TEA-21 funds, TIF, EDA, SCEZ Bonds, FHLB, HUD, other federal and local funds
When begun: 2001

Commercial Revitalization

10. Commercial business revitalization efforts in the Decker Boulevard Corridor. Activities will include physical improvements, major marketing efforts, efforts to retain viable businesses as well as strengthen the desirability of the adjacent residential area.

Primary Applicant Richland County
Estimated Cost \$5 million
Addressed in Plan: N/A
Source of Funds: CDBG, EDA, other federal and local funds
When begun: 2003

Sewer Facilities

11. Construction of a wastewater treatment plant and system in the Lower Richland area in order to provide wastewater treatment and sewer lines to the Hopkins area. These improvements will serve residential customers as well as an elementary and middle school and an adult care facility. A planning study to develop cost estimates is nearly complete.

Primary Applicant Richland County
Estimated Cost \$10 million
Addressed in Plan: N/A
Source of Funds: CDBG, EDA, other federal and local funds
When begun: 2004

Water and Sewer Facilities

12. Installation of public water and sewer facilities in the Starks Terrace community in order to provide an increased quality of life for residents in this community.

Primary Applicant Richland County
Estimated Cost \$1.3 million
Addressed in Plan: Richland County CDBG Consolidated Plan
Source of Funds: CDBG, Richland County
When begun: 2003

Technology/Enterprise Campus Facility and Infrastructure Development

13. The Midlands Technical College Enterprise Campus has been established to attract facilities dedicated to second-tier incubation, research commercialization and public-private development of 100 acres of college property in Northeast Richland County. The college, through the MTC Enterprise Campus Authority, proposes the initial development of a 32,000 square foot multi-purpose building containing four 5,000 square foot bays with water, compressed air, electronic multi-power, and computer drops, along with classrooms, five offices, storage areas, restrooms and a lobby. Infrastructure improvements for the entire 100 acres include development of water, sewer, storm drainage, streets and utility support, including connectivity to the college's phone and intranet.

Primary Applicant Midlands technical College
Estimated Cost \$6.5 million
Addressed in Plan: Midlands Technical College Master Plan
Source of Funds: EDA, local funds
When Begun: 2004

Water Facilities

14. The City of Columbia proposes extension of water service to serve the Blythewood area of Richland County. Engineering and design work has been underway and is projected for completion during 2004.

Primary Applicant City of Columbia
Estimated Cost \$ N/A
Addressed in Plan: City of Columbia Capital Improvements Plan
Source of Funds: Local funds
When Begun: 2004

Water and Sewer Facilities

15. Installation of public water and sewer facilities in the Haskell Heights to implement Phase III of public infrastructure improvements in order to provide an increased quality of life for this community.

Primary Applicant Richland County
Estimated Cost \$1.8 million
Addressed in Plan: Richland County CDBG Consolidated Plan
Source of Funds: CDBG, Richland County
When begun: 2005

Neighborhood/Community Master Planning

16. Master plans will be completed for ten identified focal areas in the County. The plans will detail specific recommendations about how to use and develop land and will include measurable and fundable improvement projects. Areas/communities to be addressed include: Lower Richland Boulevard/Garners Ferry Road; Broad River Heights/Riverview Terrace/Village at Rivers Edge; Decker Boulevard/Woodfield Park; Crane Creek Community; Trenholm Acres; Candlewood; Piney Grove/St. Andrews; Dutch Square/Lower Broad River; Spring Hill; and Hopkins.

Primary Applicant Richland County
Estimated Cost \$650,000
Addressed in Plan: N/A
Source of Funds: Richland County, local funds
When begun: 2005/2006

TOTAL \$178.75 million

All projects are priority #1 to the CEDS Priority Setting Committee

Richland County Council Request of Action

Subject: Utilities Ordinance Amendment

A. Purpose

County Council is requested to amend Chapter 2. Administration, Article V. County Departments, Division 1. General, and Division 2. Public Works and Utilities of the Richland County Code of Ordinances so that Utilities will be a separate department.

B. Background / Discussion

The Utilities Department is now a separate department from Public Works under the reorganization that took place January 1, 2005. This amendment would recognize Utilities as a separate department in the County Code of Ordinances and eliminate references to Utilities in Division 2. Public Works. It also restructures the divisions under Public Works and deletes three sections that are either obsolete or are covered in other parts of the Code of Ordinances.

C. Financial Impact

There is no financial impact associated with this request.

D. Alternatives

1. Approve the request to identify Utilities as a separate department and eliminate references to Utilities in the part of the code regarding Public Works.
2. Do not approve the request to identify Utilities as a separate department and eliminate references to Utilities in the part of the code regarding Public Works.

E. Recommendation

It is recommended that Council approve the ordinance amendment with regards to the request to identify Utilities as a separate department, thereby eliminating references to Utilities in the part of the code regarding Public Works.

Recommended by: Ashley Jacobs Bloom **Department:** Administration
Date: March 8, 2005

C. Reviews

Finance

Reviewed by (Budget Dir.): Daniel Driggers Date: 3/09/05
 Recommend Council approval Recommend Council denial
Comments regarding recommendation: Best left to Council discretion

LegalReviewed by: Amelia R. LinderDate: 3/10/05 Recommend Council approval Recommend Council denialComments regarding recommendation: This request is best left to the discretion of Council.**Administration**Reviewed by: Ashley Jacobs BloomDate: 03/10/05 Recommend Council approval Recommend Council denialComments regarding recommendation: Administration recommends that Council approve the ordinance amendment with regards to the request to identify Utilities as a separate department, thereby eliminating references to Utilities in the part of the code regarding Public Works.

STATE OF SOUTH CAROLINA
COUNTY COUNCIL FOR RICHLAND COUNTY
ORDINANCE NO. ___-05HR

AN ORDINANCE AMENDING THE RICHLAND COUNTY CODE OF ORDINANCES, CHAPTER 2, ADMINISTRATION; ARTICLE V, COUNTY DEPARTMENTS; DIVISION 1. GENERAL, AND DIVISION 2. PUBLIC WORKS AND UTILITIES; SO THAT UTILITIES WILL BE A SEPARATE DEPARTMENT.

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

SECTION I. The Richland County Code of Ordinances, Chapter 2, Administration; Article V, County Departments; Division 1. General is hereby amended to read as follows:

DIVISION 1. UTILITIES

Sec. 2-185. Creation; director.

There is hereby created the department of utilities and the position of director of utilities. The director shall be appointed by the county administrator and his/her term of office shall be at the pleasure of the county administrator.

Sec. 2-186. Qualifications of director; selection; compensation.

The director of utilities shall possess education, training and experience that are satisfactory to the county administrator.

Sec. 2-187. Responsibilities; powers; duties.

The utilities department shall be responsible for enforcing all the provisions of Chapter 24, Utilities, and Chapter 24.5, Special Sewer Assessment Districts, of the Richland County Code of Ordinances.

Sec. 2-188 – 2-191. Reserved.

SECTION II. The Richland County Code of Ordinances, Chapter 2, Administration; Article V, County Departments; Division 2. Public Works and Utilities is hereby amended to read as follows:

DIVISION 2. PUBLIC WORKS

Sec. 2-192. Creation; director.

There is hereby created the department of public works ~~and utilities~~ and the position of director of public works ~~and utilities~~. The director of public works ~~and utilities~~ shall be appointed by the county administrator and his/her term of office shall be at the pleasure of the county administrator.

Sec. 2-193. Qualifications.

The director of public works ~~and utilities~~ shall be a graduate of an accredited college or university with a major in civil engineering. The director shall possess a certified license as a professional civil engineer and shall have had at least five (5) years of previous experience as a public works director/engineer including supervisory, administrative and engineering experience. Such director shall possess training and/or experience in both public works and engineering which is satisfactory to the county administrator.

Sec. 2-194. Responsibilities; powers; duties.

The director of public works ~~and utilities~~ shall be responsible for the custody, security and maintenance of public works and physical properties of the county and shall be responsible to and under the supervision of the county administrator in the performance of his/her duties.

Sec. 2-195. Staff; personnel.

The staff and assistants of the director of public works ~~and utilities~~ shall be subject to the county personnel system and their compensation determined accordingly.

Sec. 2-196. Departmental divisions.

The department of public works ~~and utilities~~ shall be divided ~~under the director of public works and utilities~~ into the following functional divisions:

- (1) Administration division. This division shall coordinate all department-level administrative support, including personnel management, safety, training, standardization, finance, budget, payroll, material management, procurement, and geographic information services (GIS).
- ~~(2) Engineering division. The engineering division shall be the primary support unit for the physical activities and functions of the public works department. The engineering division shall be headed by an engineer. The division shall be responsible for construction inspection, subdivision review, right of way acquisition and negotiation, drainage inspection, street names, housing, drafting, surveying, road design where appropriate, and other general engineering activities. This division, which shall be headed by a registered professional engineer, shall provide engineering services in support of County operations and infrastructure development, including the management and coordination of capital improvement projects.~~
- ~~(2) Reserved.~~
- ~~(3) Utilities and services division. The utilities management division shall be responsible for the administration and operation of the county's utilities systems; coordination with developers and private utility companies; administration of the county's solid waste collection, disposal and regulatory programs; monitoring and regulating the activities of private solid waste collection contractors; and administration and operation of the county's animal, litter and refuse control programs.~~

- (43) ~~Facilities maintenance and grounds division. The facilities maintenance division shall be responsible for administration of the county's exterior building and grounds preventive maintenance program for all county owned/leased facilities utilized in support of county operations. This division shall manage, maintain, and improve all County real property, including facilities and grounds; and shall manage facility related capital improvement projects and coordinate utilities usage on behalf of the County.~~
- (54) ~~Roads construction and drainage maintenance division. The road construction and maintenance division shall be responsible for road maintenance, county farm to market construction, and storm drainage. This division shall maintain and improve the County road maintenance network and drainage infrastructure.~~
- (65) ~~Solid waste and recycling division. The solid waste division shall carry out the county's solid waste plan, a copy of which is attached hereto and incorporated herein. This division shall provide residential collection of municipal solid waste (MSW) and recyclable materials within the unincorporated County, provide limited construction & demolition (C&D) landfill services, manage the Solid Waste stream within the County, and promote cost-effective recycling.~~
- (6) *Central garage division.* This division shall provide fleet management and maintenance services, and manage fueling sites to support the County vehicle and equipment fleet.
- (7) *Stormwater management division.* This division shall provide stormwater management services in support of positive public drainage and “receiving water” quality.
- (8) General support division. This division shall effectively manage a labor pool of community service and inmate labor personnel in support of County operations.

Sec. 2-197. Work performed for public agencies.

~~The work performed by the department of public works and utilities for any public agency shall be done on a cost plus basis with the costs to be charged against the budget of any such agency that is a political subdivision of the county. Public agencies which are not subdivisions of the county shall be billed for such costs. In no event shall work performed for public agencies interfere with normal maintenance work.~~

Sec. 2-1987. Use of county equipment by private parties and during public emergencies.

(a) *Use and operation of county equipment.* Only authorized employees of the county shall be allowed to use and operate equipment owned by the county. No such equipment may be used at any time on private property or for private purposes except for public emergencies as hereinafter defined and as duly authorized by the director of public works and utilities and/or the county administrator.

(b) *Public emergency.* A public emergency is hereby defined as a flood, earthquake, tornado, hurricane, commercial plane crash, passenger train wreck, vehicular wrecks involving five (5) or more vehicles and/or ten (10) or more persons, forest fires and other occurrences, natural or man-made, where the public health is threatened or the potential of extensive damage to private property exists and immediate, emergency steps are necessary to protect life and health and prevent substantial property loss.

(c) *Records.* In the event of such public emergency, the department of public works ~~and utilities~~ must, as soon thereafter as possible, make a record of the nature of the emergency, the property and/or owner involved, the operator of the equipment, the names of county employees utilized, the date(s) thereof, and the man-hours involved.

(d) *Reimbursement.* The director of public works ~~and utilities~~ and/or the county administrator may apply for reimbursement for the services rendered by county employees and equipment where the private party has insurance available for such services or where federal or state funds are available, such as disaster aid.

(e) *Violation.* The failure to comply with this section shall be grounds for suspension, removal or termination.

~~Sec. 2-199. Disposal of dumps on private property.~~

~~An easement shall be obtained from the land owner by the utilities and services division of the public works and utilities department prior to the burying of dump on the owner's land.~~

~~Sec. 2-200. Towing.~~

~~(a) The public works and utilities wrecker may be used for towing vehicles upon which the county has a tax lien when such towing is requested by the tax collector and/or treasurer for the county.~~

~~(b) No such vehicle shall be towed until levy has been made upon such vehicle by the tax collector for the county pursuant to lawful authority.~~

~~(c) Subsequent to the levy by the tax collector, as specified in (b), the department of public works and utilities may tow such vehicle; provided, however, that a work order or request for towing has been submitted by the office of the treasurer or tax collector, over the authorized signature of the responsible official in that office.~~

~~(d) The department of public works and utilities shall charge against the vehicle, and the treasurer and/or tax collector shall collect as a cost in any public sale of such vehicle or out of redemption of such vehicle, a reasonable wrecker fee which shall be established by the department of public works and utilities, and one dollar (\$1.00) per day charge for storage of such vehicle during the time it is stored on county property.~~

~~(e) For purposes of implementation of this section, the department of public works and utilities may establish a storage area, properly secured, at the county maintenance shop; provided, however, that, such storage area does not in any way interfere with the operation of the maintenance shop.~~

~~Sec. 2-201~~198. Burial of paupers and cremains.

The public works ~~and utilities~~ department shall bury paupers at a site designated for that purpose when directed to do so by the county administrator. Further, cremains originating from medical schools may be buried within the county cemetery by appropriately authorized personnel of such schools. Medical schools wishing to enter into these arrangements shall

provide a list of names of authorized personnel and shall execute appropriate releases and hold-harmless agreements prior to any burials.

Secs. ~~2-202199~~--2-204. Reserved.

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

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

SECTION V. Effective Date. This ordinance shall be effective from and after _____, 2005.

RICHLAND COUNTY COUNCIL

BY: _____
Anthony G. Mizzell, Chair

ATTEST THIS THE ____ DAY

OF _____, 2005

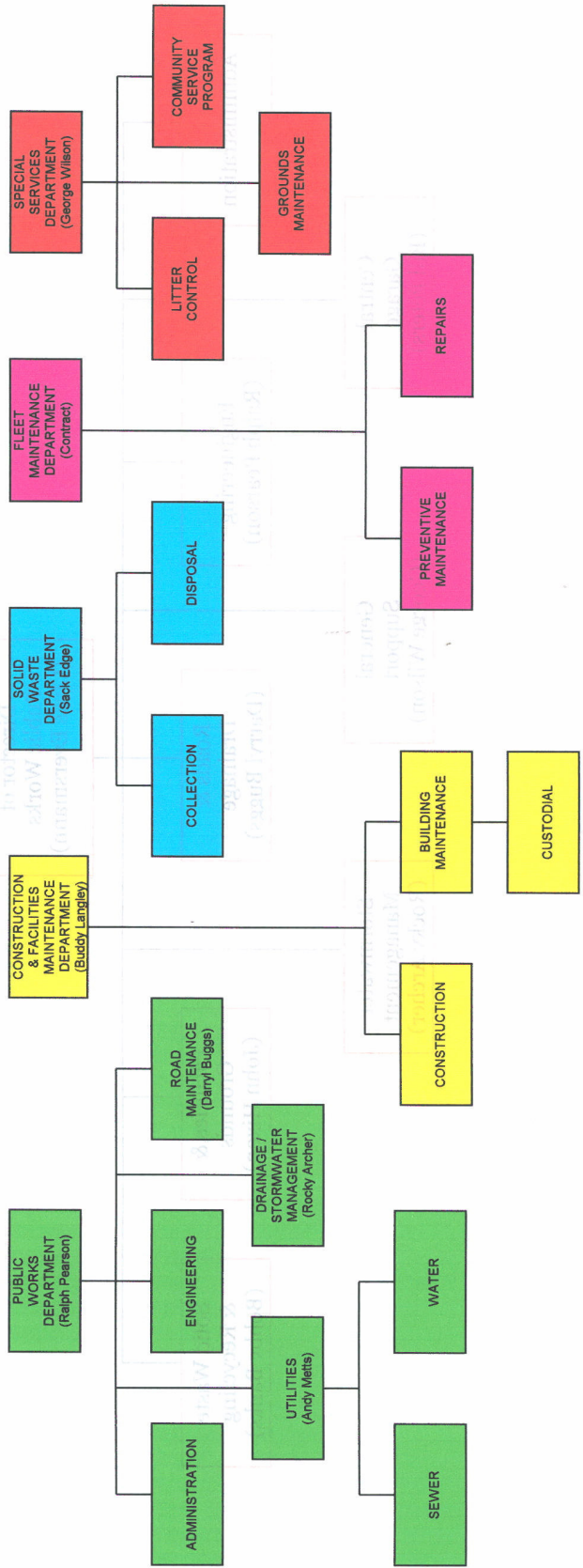
Michielle R. Cannon-Finch
Clerk of Council

RICHLAND COUNTY ATTORNEY'S OFFICE

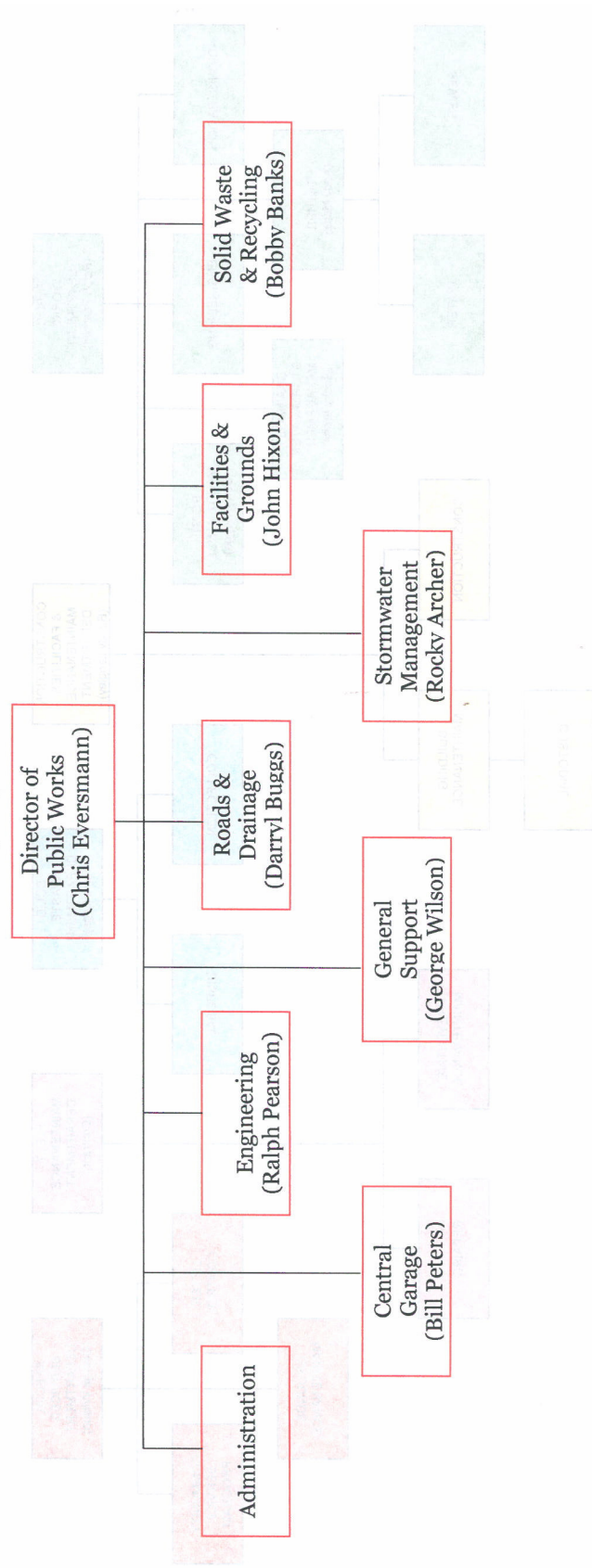
Approved As To LEGAL Form Only
No Opinion Rendered As To Content

First Reading: April 5, 2005 (tentative)
Second Reading:
Public Hearing:
Third Reading:

**RICHLAND COUNTY
PUBLIC WORKS FUNCTIONS
ORGANIZATION CHART (OLD)**



RICHLAND COUNTY
 PUBLIC WORKS DEPARTMENT
 ORGANIZATION CHART
 (NEW)



Richland County Council Request of Action

Subject: Department of Public Works: Fiscal Year 2005 (FY-05) Budget Amendment Request

A. Purpose

The purpose of this report is to request County Council's consideration of amending the FY-05 Roads & Drainage (3020735) and Stormwater Management (3007) Budgets through the transfer of two existing positions. This budget amendment request does not add additional positions nor additional funding.

B. Background / Discussion

We have recently affected some reorganization within the Department of Public Works (DPW) by which the Stormwater Management Section became a stand alone Division. Part of this initiative involved the combining of the Roads & Drainage Maintenance (RDM) field inspection staff with the Stormwater Management (SH2O) field inspection staff.

Also included is the reclassification of an Engineering Technician to Stormwater Engineer and the transfer of an Engineering Technician position to the Planning Department to assist with Best Management Practice (BMP) enforcement and positive lot grading in single family home construction. Though this Engineering Technician position will be funded by Stormwater Manage millage, the position will be operationally and administratively controlled by the Planning Director.

In order to fully implement this organizational concept and to ensure that appropriate funding sources are applied, two positions must be reassigned between budgets. They are:

<u>Position</u>	<u>Current Budget</u>	<u>Proposed Budget</u>	<u>Comment</u>
Stormwater Engineer	3020735	3007	Pending reclassification
Engineering Tech	3020735	3007	Currently Vacant

The net effect of this budget amendment is the reduction of two positions in 3020735 and the addition of these same two positions in 3007.

C. Financial Impact

These position transfers can be affected without the transfer of any funds between budgets or funds. Additionally, no additional funds are requested for appropriation. Once approved, \$15,975 will be transferred into the wages and salary account from elsewhere within the Stormwater Management budget (3007).

D. Alternatives

1. Approve the position reassignments as requested.
2. Disapprove the position reassignments. Funding sources shall not be appropriate to the function performed.

E. Recommendation:

Alternative 1, approve the position reassignments as requested, is recommended.

Recommended by: Christopher S. Eversmann, P.E. **Department:** Public Works

Date: February 9, 2005

F. Reviews

Finance

Reviewed by (Budget Director): Daniel Driggers Date: 2/08/05

Recommend Council approval Recommend Council denial

Comments regarding recommendation: Best left to Council discretion. Approval will require department identification of available funds and completion of a transfer.

Legal

Reviewed by: Amelia R. Linder Date: 2-9-05

Recommend Council approval Recommend Council denial

Comments regarding recommendation: This request is at the discretion of Council.

Administration

Reviewed by: Tony McDonald Date: 2/14/05

Recommend Council approval Recommend Council denial

Comments regarding recommendation: Recommend approval.

STATE OF SOUTH CAROLINA
COUNTY COUNCIL FOR RICHLAND COUNTY
ORDINANCE NO. ____-05HR

AN ORDINANCE AMENDING THE FISCAL YEAR 2004-2005 ROAD MAINTENANCE AND STORMWATER FUND ANNUAL BUDGET TO TRANSFER TWO FULL-TIME ENGINEERING TECHNICIAN POSITIONS FROM THE ROAD MAINTENANCE FUND TO THE STORMWATER FUND. THE POSITIONS ARE A GRADE NINE (9) NON-EXEMPT. THIS WILL NOT REQUIRE THE TRANSFER OF ANY FUNDS.

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

SECTION I. That two full-time Engineering Technicians, which are grade seven, non-exempt are hereby transferred from the Road Maintenance budget to the Stormwater budget and that the fiscal year 2004-2005 Annual Budgets is hereby amended accordingly.

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

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

SECTION IV. Effective Date. This ordinance shall be enforced from and after xxxxxxxx XX, xxxx.

RICHLAND COUNTY COUNCIL

BY: _____
Anthony G. Mizzell, Chair

ATTEST THIS THE _____ DAY

OF _____, 2005

Michielle R. Cannon-Finch
Clerk of Council

RICHLAND COUNTY ATTORNEY'S OFFICE

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

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

Richland County Council Request of Action

Subject: Planning and Development Services Organization

A. Purpose

County Council is requested to amend Chapter 2. Administration, Article V. County Departments, Division 4. Planning and Development Services of the Richland County Code of Ordinances so as to delete references to the department's division structure, in accordance with the attached draft ordinance.

B. Background / Discussion

The names, functions, staffing, and organization of the department's divisions have evolved from those in Section 2-220, and continue to change with approval of County Administration (see attached organization chart). Deleting references to the department's division structure will give County Administration and department management the flexibility and adaptability to improve the department's organizational structure without the formality and delay of Code amendments. This approach is expected to be one of the reforms recommended by the Internal Auditor in the pending management study.

C. Financial Impact

There is no financial impact associated with this request, except, perhaps, a modest savings in staff time which would otherwise be devoted to corresponding Code amendments.

D. Alternatives

1. Approve the request to delete references to the department's division structure, in accordance with the attached draft ordinance.
2. Do not approve the request to delete references to the department's division structure, in accordance with the attached draft ordinance. Instead, amend Chapter 2. Administration, Article V. County Departments, Division 4. Planning and Development Services of the Richland County Code of Ordinances so as to conform to the department's current division structure.

E. Recommendation

It is recommended that Council approve the request to delete references to the department's division structure, in accordance with the attached draft ordinance.

Recommended by: Michael P. Criss, AICP **Department:** Planning and Development Services
Date: March 2, 2005

F. Reviews

Finance

Reviewed by (Budget Dir.): Daniel Driggers

Date: 3/10/05

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Legal

Reviewed by: Amelia R. Linder

Date: 3/11/05

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: This request is best left to the discretion of Council.

Administration

Reviewed by: Ashley Jacobs Bloom

Date: 03/11/05

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Administration recommends that Council approve the request to delete references to the department's division structure, in accordance with the attached draft ordinance.

STATE OF SOUTH CAROLINA
COUNTY COUNCIL FOR RICHLAND COUNTY
ORDINANCE NO. ___-05HR

AN ORDINANCE AMENDING THE RICHLAND COUNTY CODE OF ORDINANCES, CHAPTER 2, ADMINISTRATION; ARTICLE V, COUNTY DEPARTMENTS; DIVISION 4. PLANNING AND DEVELOPMENT SERVICES.

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 V, County Departments; Division 4. Planning and Development Services; is hereby amended to read as follows:

DIVISION 4. PLANNING AND DEVELOPMENT SERVICES

Sec. 2-216. Creation; director.

There is hereby created the Planning and Development Services Department, and the position of Planning Director who shall be responsible to the county administrator to direct and coordinate the operations and activities of the department. The county administrator shall appoint the director and his/her term of office shall be at the pleasure of the county administrator.

Sec. 2-217. Qualifications of director; selection; compensation.

The Planning Director shall be a graduate of an accredited college or university, preferably with a degree in planning, engineering, architecture, or related field; or in lieu thereof, shall have had at least five (5) years of responsible, practical experience in urban planning and/or in a municipal or county regulatory agency. The director shall possess education, training, and experience related to planning and/or code enforcement that is satisfactory to the county administrator.

Sec. 2-218. Responsibilities; powers; duties.

The Planning Director shall direct and supervise all functions of the department, including the permitting and enforcement provisions of the county's zoning, land development, and building code regulations. The director shall adhere to the county's comprehensive plan and shall work closely with the county officials responsible for planning and code enforcement activities. The director shall be responsible for establishing liaisons and/or working relationships with all private and public agencies engaged in economic and/or industrial development. The director shall recommend amendments to the comprehensive plan and to the county's zoning, land development, and building code regulations, and shall present such recommendations to the Planning Commission and/or the County Council.

Sec. 2-219. Staff; personnel.

The staff and personnel assigned to the Planning Director shall be subject to the county personnel system and their compensation determined accordingly.

Sec. 2-220. Departmental divisions.

~~————The department of Planning and Development Services shall be divided into the following functional divisions and each such functional division shall have a division manager:~~

- ~~(1) *Zoning division.* The zoning division shall administer and enforce the provisions of ordinances relating to zoning permits and certificates of compliance. The division shall be responsible for administering applications for special exceptions, variances, appeals from administrative decisions and other actions before the board of zoning appeals. Additionally, the division will maintain the official copy of the county zoning map and other such records and official materials as may relate to the adoption, amendment, enforcement or administration of the applicable ordinances. The division manager will serve as the zoning administrator and perform such duties that properly relate to the zoning ordinance and other general zoning activities. This division shall be responsible for the enforcement of the county's zoning, subdivision, flood, and landscape ordinances.~~
- ~~(2) *Building inspections division.* The building inspections division shall be responsible for the administration of the county's building regulations. The division manager shall serve as the Chief Building Official. This division shall be responsible for enforcing building codes applicable to the construction, alteration, repair, use and occupancy, location, and maintenance of every building and structure, and for the installation of any appurtenances. This division shall be responsible for issuing licenses and permits as required by the codes and/or other regulatory provisions of the county government, and for manufactured home inspections. This division shall review drawings, specifications, and accompanying data when required for conformity to building codes and regulations.~~
- ~~(3) *Long and short range planning division.* The long and short range planning division shall be responsible for the review of subdivision applications and site plans for compliance with the comprehensive plan and land development regulations. The division shall be responsible for transportation planning in coordination with the Central Midlands Council of Governments (CMCOG) and shall recommend revisions to the comprehensive plan.~~
- ~~(4) *Technical services division.* The technical services division shall consist of geographic information systems, flood determination, and enhanced 9-1-1 coordination. The division shall be responsible for administering and enforcing the addressing and flood damage prevention regulations. The division shall be responsible for the collection and manipulations of tabular and geographic data for the creation of a variety of maps and calculations, statistical and spatial analysis of relevant county data, flood determination, assignment of all street addressing, technical and graphic support for planning and development services operations.~~

Sec. 2-~~220~~221. Uniform addressing system.

(1) General provisions.

- (a) A uniform system of naming roads and numbering properties and principal buildings, called “Guidelines for Road Naming and Addressing in Richland County”, will be maintained by the ~~technical services division of the~~ Planning and Development Services Department.
- (b) An address shall be available for all principal dwellings and buildings within the unincorporated area of Richland County. Addresses will be provided only on those roads that have been assigned a name in accordance with the guidelines set forth by the ~~department technical services division~~.
- (c) The ~~department technical services division~~, in conjunction with the requirements set forth in section 6-29-1200 of the Code of Laws of South Carolina 1976, as amended, will be responsible for naming all roads in the unincorporated areas of the County. New road names will not be allowed if they duplicate existing county road names, including road names within zip code areas that cross county boundaries into neighboring counties. Existing duplicate road names shall be changed as necessary to ensure efficiency of the emergency response system.

(2) Assignment of numbers.

- (a) The ~~department technical services division~~, in coordination with the county assessor’s office, shall assign all numbers on the basis of one (1) number for each fifty (50) feet of frontage along the road. All buildings north of the east-west roads and east of north-south roads shall bear even numbers, and likewise, all buildings south of east-west roads and west of north-south roads shall bear odd numbers. All roads running more nearly north-south shall be numbered as north-south roads, and all roads running more nearly east-west shall be numbered as east-west roads.
- (b) No building shall be assigned more than one (1) number. If multiple buildings have frontage within one or more assigned forty-foot frontage areas so that sufficient numbers are not available to give each building a separate number designation, then all such buildings at that location will be assigned the same number and each one of such buildings will carry a sub-designation in addition to the assigned number.

(3) Location of numbers. When each dwelling or building has been assigned its respective number or numbers, the owner, occupant, or agent shall be required to immediately attach the assigned number or numbers in accordance with the following provisions. The cost of the numbers shall be paid for by the property owner:

- (a) Residential numbers shall be not less than three (3) inches in height, and business numbers shall not be less than four (4) inches in height. Numbers shall be made of a durable and clearly visible material that is in a contrasting color to the building.

- (b) The numbers shall be conspicuously placed immediately above, on, or at the side of the proper door of each building so that the number can be seen plainly from the road line. Whenever the building is more than fifty (50) feet from the road line, the numbers must be placed near the walk, driveway, or common entrance to the building, and upon a mailbox, gate post, fence, or other appropriate place so as to be easily read from the road line.
- (c) The number or numbers assigned to each dwelling or building shall not exceed five (5) digits.

(4) Administration.

- (a) Whenever any principal dwelling or building is erected or located in Richland County, it will be the duty of the owner or owners to obtain the correct address for the property as designated by the Planning and Development Services Department ~~technical services division~~, and to immediately attach the number or numbers to the building as provided by this Section. No building permit will be issued for any dwelling or building until the owner has obtained the official address from the ~~technical services~~ department.
- (b) Final approval of any major structure erected, altered, repaired, or modified shall be withheld by the building inspections division until the address is posted on said structure as outlined in this Section.
- (c) No correctly assigned address shall be changed unless necessary to the functionality of the addressing system.

(5) Penalties.

Violation of the provisions of this Section or failure to comply with any of its requirements shall constitute a misdemeanor. Nothing herein contained shall prevent Richland County from taking such other lawful action as is necessary to prevent or remedy any violation.

Sec. 2-~~221~~ 222 – 2-226. Reserved.

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

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

SECTION IV. Effective Date. This ordinance shall be effective from and after _____, 2005.

RICHLAND COUNTY COUNCIL

BY: _____
Anthony G. Mizzell, Chair

ATTEST THIS THE _____ DAY

OF _____, 2005.

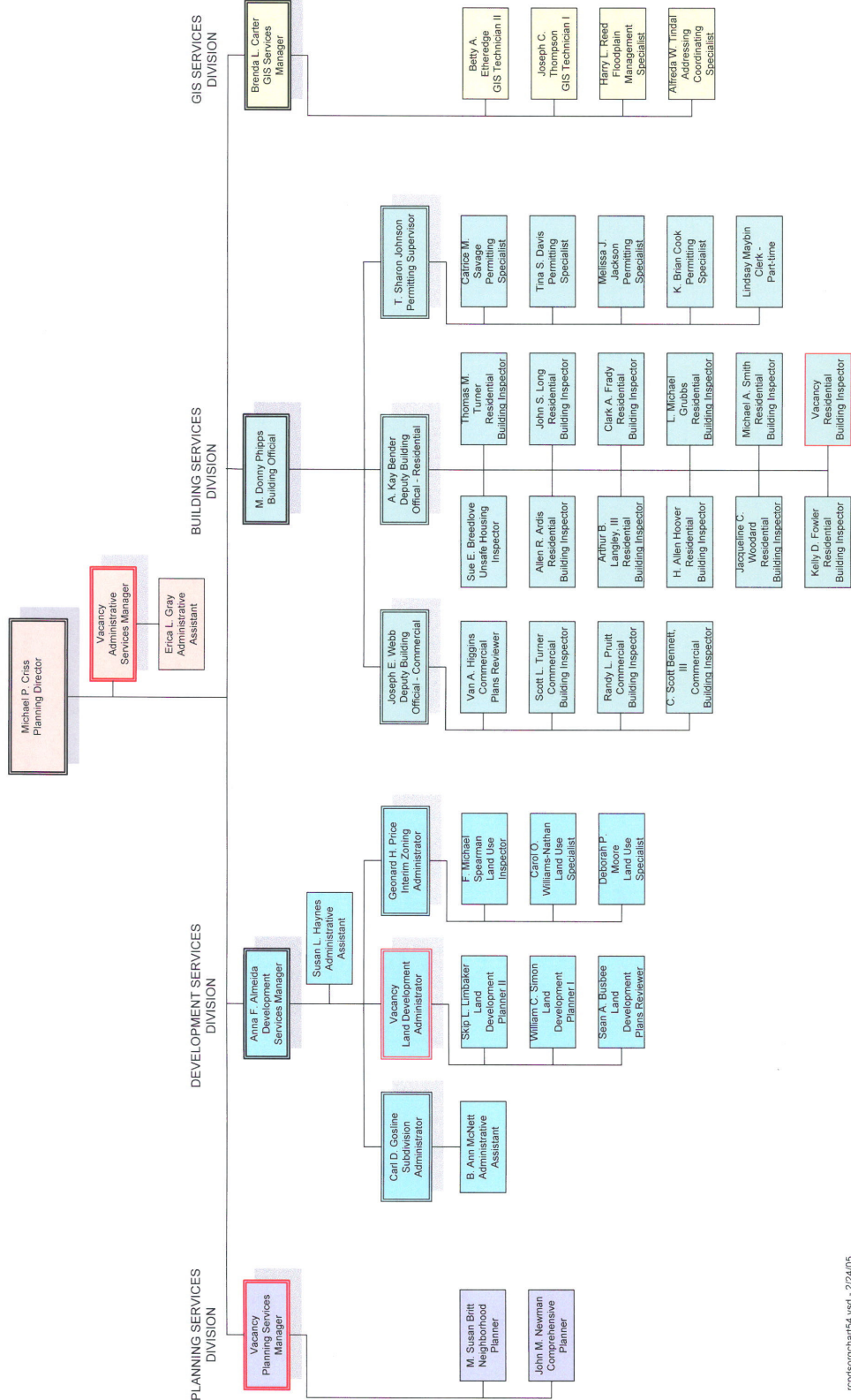
Michelle R. Cannon-Finch
Clerk of Council

RICHLAND COUNTY ATTORNEY'S OFFICE

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

First Reading: April 5, 2005 (tentative)
Second Reading:
Public Hearing:
Third Reading:

RICHLAND COUNTY PLANNING AND DEVELOPMENT SERVICES ADMINISTRATIVE SERVICES DIVISION



rcpdsorgchart54_vsd - 2/24/05

This request may be added with the unanimous consent of the committee.

Richland County Council Request of Action

Subject: Citizen's Request: Assessment Ratio Refund

A. Purpose

County Council is requested to approve an ordinance granting a property tax refund in the amount of \$365.00 to Andrew D. Jones of 814 Motley Road, Hopkins, South Carolina. A tax assessment ratio of six percent (6%) was being paid when the property was eligible for the four percent (4%) assessment ratio.

B. Background / Discussion

A letter from Andrew D. Jones of 814 Motley Road, Hopkins, South Carolina, was received on May 16, 2005 in the Richland County Administrator's Office. Mr. Jones is requesting a refund for an overpayment of property taxes for 4237 Donovan Drive, Columbia, SC 29210. Mr. Jones lived at this address from November 1987 to February 3, 2003.

Mr. Jones discovered on April 18, 2005 at the Richland County Tax Assessor's Office that he had been paying property taxes at a rate of 6% when his property was eligible for the 4% assessment ratio.

On this date, Mr. Jones also discovered that the records in the Assessor's Office indicated that his property at 4237 Donovan Drive was still in the name of the previous owner (Harry Baker). Therefore, all of the tax bills were mailed to Mr. Baker, not Mr. Jones.

The deed that was recorded at the Register of Deeds Office was in Mr. Jones' and his wife's names, but the deed was never entered into the system at the Tax Assessor's Office for its endorsement.

Prior to leaving the Tax Assessor's Office, Mr. Jones met with Mr. John Cloyd, Richland County Assessor, who informed him that state law prescribed that he could only go back three years for a refund. Refund checks for tax years 2001, 2002, and 2003 were paid to Mr. Jones and his mortgage company totaling \$1,706.08. These checks were issued on April 28, 2005, and were paid on May 5th and 9th, 2005. However, Mr. Jones contends that he was not the negligent party in this situation, and hereby requests a refund for the remaining thirteen years.

State law permits Richland County Council to refund additional past years (beyond the prescribed statute of limitations) as it deems necessary. Section 12-43-220(3) of the South Carolina Code of Laws states, "Notwithstanding any other provisions of law, a taxpayer may apply for a refund of property taxes overpaid because the property was eligible for the legal residence assessment ratio. The application must be made in accordance with Section 12-60-2560. The taxpayer must establish that the property in question was in fact his legal residence and where he was domiciled. A county council, by ordinance, may allow refunds for the *county government portion* (emphasis added) of property taxes for such additional past years as it determines advisable." The county government portion of property taxes from 1987 – 2000 totals \$365.00.

It should be noted that Mr. Cloyd does not recommend refunding this amount to Mr. Jones for fear of setting precedent in similar cases.

C. Financial Impact

The portion of overpaid county government taxes that Council can approve to refund to Mr. Jones is \$365.00. A funding source for this refund has not been determined.

D. Alternatives

1. Approve the request to refund a property tax overpayment in the amount of \$365.00 to Mr. Andrew D. Jones.
2. Do not approve the request to refund a property tax payment in the amount of \$365.00 to Mr. Andrew D. Jones.

E. Recommendation

This decision is at the discretion of Council.

Submitted by: Staff

Department: Administration

Date: May 18, 2005

F. Reviews

Due to the date of the request, there was insufficient time to route this item among the various departments for review.

STATE OF SOUTH CAROLINA
COUNTY COUNCIL FOR RICHLAND COUNTY
ORDINANCE NO. ____-05HR

AN ORDINANCE AUTHORIZING A REFUND OF THE COUNTY GOVERNMENT PORTION OF PROPERTY TAXES PAID BY ANDREW D. JONES FOR THE YEARS OF 1987 THROUGH 2000.

WHEREAS, Mr. Andrew D. Jones discovered on April 18, 2005 at the Richland County Tax Assessor's Office that he had been paying property taxes at a rate of 6% when his former property at 4237 Donovan Drive, Columbia, South Carolina, was eligible for the 4% assessment ratio; and

WHEREAS, prior to a tax refund being granted, Section 12-43-220 (c) (3) of the S.C. Code of Laws, 1976, as amended, requires, and Mr. Jones has established to the satisfaction of this County Council, that the property in question was in fact his legal residence and where he was domiciled from 1987 to 2003; and

WHEREAS, the Richland County Tax Assessor's Office issued refund checks for tax years 2001, 2002, and 2003 to Mr. Andrew D. Jones on April 28, 2005; and

WHEREAS, Section 12-43-220 (c) (3) of the S.C. Code of Laws, 1976, as amended further states a county council, by ordinance, may allow refunds for the county government portion of property taxes for such additional past years as it determines advisable; and

WHEREAS, the county government portion of property taxes paid by Mr. Andrew D. Jones from 1987 – 2000 totals \$365.00;

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

SECTION I. Pursuant to Section 12-43-220 (c) (3) of the S.C. Code of Laws, 1976, as amended, Richland County shall issue a tax refund in the amount of \$365.00 for the county government portion of property taxes paid from 1987 – 2000 to Mr. Andrew D. Jones upon the effective date of this ordinance.

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

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

SECTION IV. Effective Date. This ordinance shall be enforced from and after _____, 2005.

RICHLAND COUNTY COUNCIL

By: _____
Anthony G. Mizzell, Chair

Attest this _____ day of
_____, 2005.

Michielle R. Cannon-Finch
Clerk of Council

RICHLAND COUNTY ATTORNEY'S OFFICE

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

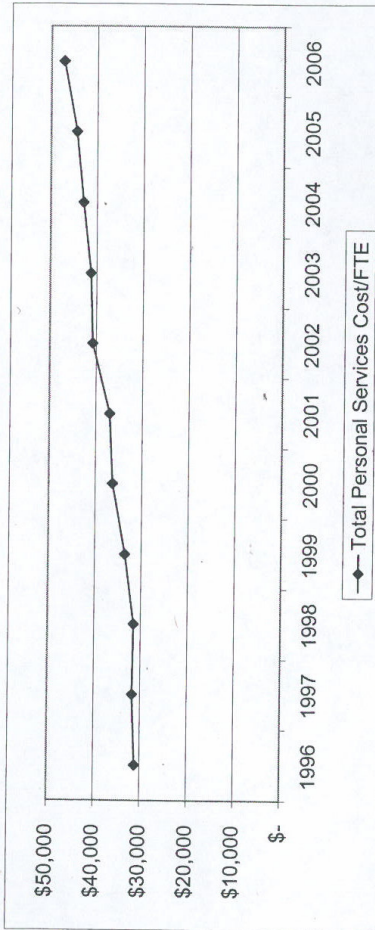
First Reading:
Second Reading:
Public Hearing:
Third reading:

Ten-Year History of Personal Services Budget [Requested by Mr. McEachern]

10-Year History of Personal Services Budget General Fund

Account	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006 Recommend
Salaries & Wages	29,142,678	31,104,287	32,559,694	35,168,192	37,061,229	39,857,278	42,930,640	43,862,403	45,605,192	47,754,545	49,689,061
Overtime	252,000	490,991	695,400	994,850	1,277,167	787,795	1,382,376	1,292,611	1,561,162	1,626,662	2,054,573
Part-time & Temporary	881,569	1,020,961	1,007,949	1,130,885	1,187,466	853,942	1,465,361	1,234,350	1,272,542	1,277,962	1,687,956
Longevity Pay	320,000	304,764	315,500	315,000	340,000	350,000	400,000	521,000	475,000	475,000	462,500
Taxes & Retirement	4,945,857	5,063,888	5,268,417	5,435,569	5,968,399	6,365,661	7,093,520	7,403,842	7,966,896	8,273,754	8,836,215
Worker's Compensation	1,198,042	840,895	423,039	558,037	886,437	813,233	1,150,005	1,055,432	1,584,792	2,636,615	2,900,408
Health Insurance	3,615,745	3,289,462	3,653,461	3,977,865	4,848,042	5,066,288	5,564,669	6,205,252	7,007,403	7,706,058	8,562,566
Total Personal Services	\$40,355,891	\$42,115,248	\$43,923,460	\$47,580,398	\$51,568,740	\$54,094,197	\$59,986,571	\$61,574,890	\$65,472,987	\$69,750,596	\$74,193,279
# of FTE's	1,296	1,328	1,393	1,420	1,420	1,462	1,471	1,492	1,524	1,569	1,571
Total Personal Services Cost/FTE	\$31,139	\$31,713	\$31,532	\$33,507	\$36,316	\$37,000	\$40,779	\$41,270	\$42,961	\$44,455	\$47,227

* similar accounts combined



5/12/2005
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