

# **RICHLAND COUNTY**

## **ADMINISTRATION & FINANCE COMMITTEE AGENDA**



**Tuesday, MAY 22, 2018**

**6:00 PM**

**The Honorable Paul Livingston, Chair**

**County Council District 4**

**The Honorable Bill Malinowski**

**County Council District 1**

**The Honorable Yvonne McBride**

**County Council District 3**

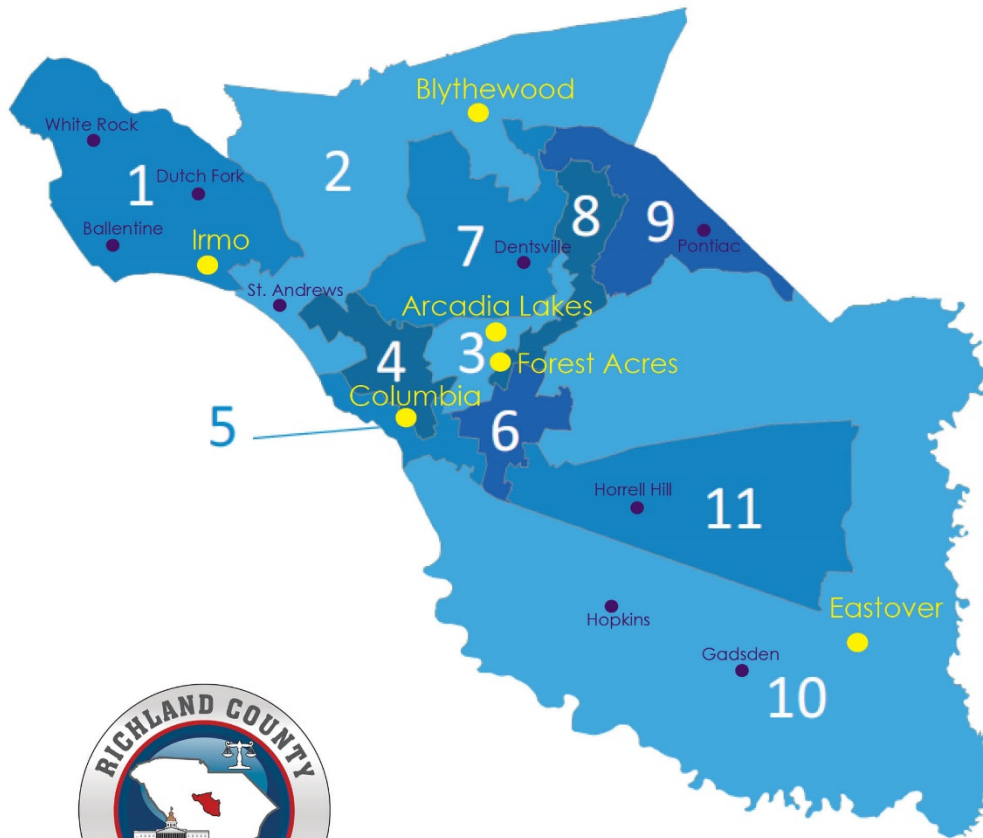
**The Honorable Dalhi Myers**

**County Council District 10**

**The Honorable Norman Jackson**

**County Council District 11**

# RICHLAND COUNTY COUNCIL 2017-2018



**VICE CHAIR**  
Bill Malinowski  
District 1



**CHAIR**  
Joyce Dickerson  
District 2



Yvonne McBride  
District 3



Paul Livingston  
District 4



Seth Rose  
District 5



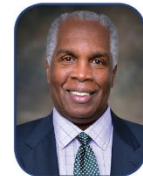
Greg Pearce  
District 6



Gwendolyn Kennedy  
District 7



Jim Manning  
District 8



Calvin "Chip" Jackson  
District 9



Dalhi Myers  
District 10



Norman Jackson  
District 11



Richland County Administration & Finance Committee

May 22, 2018 - 6:00 PM

2020 Hampton Street, Columbia, SC 29201

1. **CALL TO ORDER** The Honorable Paul Livingston
  
2. **APPROVAL OF MINUTES** The Honorable Paul Livingston
  - a. Regular Session: April 24, 2018 [PAGES 7-16]
  
3. **APPROVAL OF AGENDA** The Honorable Paul Livingston
  
4. **ITEMS FOR ACTION**
  - a. Council Motion: In 2007, Richland County Council approved Ordinance # 029-07HR, filed with the Clerk of Court on April 12, 2007, Book 010, Page 386. This motion is to direct the Finance Department to provide an accounting for these funds since July 1, 2007 as described so users know how the system currently stands financially [MALINOWSKI] [PAGES 17-18]
  
  - b. Council Motion: The Administrator and staff must follow HR policy in nondiscriminatory practices with employees, customers, contractors, businesses and citizens. Note: Firing an employee because they do not fit is unacceptable. Employees must be allowed an opportunity to improve or correct themselves through warning, reprimand, necessary training and other means, not to be fired or forced to resign. Contracts shall have similar languages in order not to show preference or discrimination. Administration and senior staff knowingly allow these practices should be dealt with according to HR policies without exception. Richland County practices a nondiscriminatory policy [N. JACKSON] [PAGES 19-35]
  
  - c. Council Motion: Move to explore options with a

Richland County landlord ordinance to assist with issues between communities and landlords [ROSE and MYERS] [PAGE 36]

- d. Solid Waste Curbside Collection Services Contract Extension, Service Area 2 [PAGES 37-39]
- e. Airport Planning and Engineering Consultant Selection [PAGES 40-43]
- f. Recommended award of electronic waste (e-waste) recycling contract [PAGES 44-47]
- g. Meridian Dr/Miramar Dr Sidewalk Project [PAGES 48-51]
- h. Homes of Hope Affordable Housing Development [PAGES 52-53]

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

- a. Council Motion: Funding the Senior programs should be distributed equally and fairly. It is not right for one organization to be receiving hundreds of thousands of dollars annually while other areas receive none. All areas pay taxes and all seniors should get the same and equal opportunity in receiving funding. I move that funding for seniors (Senior Activities) be distributed equally in all eleven districts. [N. JACKSON]
- b. Richland County Utility Systems – Sewer Rates [FOR INFORMATION] [PAGES 54-59]

**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

April 24, 2018 – 6:00 PM

Council Chambers

2020 Hampton Street, Columbia, SC 29204

COMMITTEE MEMBERS PRESENT: Paul Livingston, Chair; Bill Malinowski, Dalhi Myers, Yvonne McBride, and Norman Jackson

OTHERS PRESENT: Brandon Madden, Michelle Onley, Ismail Ozbek, Brad Farrar, Jennifer Wladischkin, Trenia Bowers, Tim Nielsen, Quinton Epps, Wanda Kelly, Stacey Hamm, Hayden Davis, Sandra Yudice, Randy Pruitt, Nancy Stone-Collum, James Hayes, and Kimberly Williams-Roberts

1. **CALL TO ORDER** – Mr. Livingston called the meeting to order at approximately 6:00 PM.
2. **APPROVAL OF MINUTES**
  - a. March 27, 2018 – Mr. N. Jackson moved, seconded by Ms. Myers, to approve the minutes as distributed.  
  
In Favor: Malinowski, Myers, N. Jackson, Livingston, and McBride  
  
The vote in favor was unanimous.
3. **ADOPTION OF AGENDA** – Mr. Livingston stated that Items # 4(d): “Payment for invoices submitted by Chao & Associates related to their work on Pinewood Lake Park Phase 2” and 4(k): “Little Jackson Creek (LJC) Mitigation Project close out” need to be removed from the agenda. Item 4(d) will be placed on the May 1<sup>st</sup> Council agenda. Item 4(k) was taken up at the D&S Committee meeting.  
  
Mr. N. Jackson moved, seconded by Mr. Malinowski, to adopt the agenda as amended.  
  
In Favor: Malinowski, Myers, N. Jackson, Livingston and McBride  
  
The vote in favor was unanimous.
4. **ITEMS FOR ACTION**
  - a. Richland Renaissance GO BAN – Mr. Madden stated this item is a GO BAN (Bond Anticipation Note) for Richland Renaissance. The financing for Richland Renaissance consists of 3 sources: cash on hand, the utilization of bond anticipation notes and/or installment purchase revenue bonds and the sale of any surplus property. The recommendation is for First Reading approval of the GO bonds, which is one of the funding sources for Richland Renaissance.

Mr. Malinowski stated, in the ordinance, letter “k” states, “It is in the best interest of the County for the County Council to provide for the issuance and sale of not to exceed \$20,000,000 GO Bonds”. He inquired as to who decided this in the best interest of the County.

Mr. Madden stated what staff, in conjunction with the financial advisor, SMA, used to come up with the figure was a schedule of drawdowns of how we would spend the funding. This would be assuming that Council approves the Mashburn and MGA contracts relatively quickly. It would take about \$20 million to fund that portion and that is why you are looking at bond of up to \$20 million.

Mr. Livingston inquired if this \$20 million is going to be a part of the 8 limit bond debt.

Mr. Madden responded in the affirmative.

Mr. Livingston stated the total amount is \$125 million and the current obligation is \$44 million, so the County has a good bit left when we do the \$20 million. The primary focus is going to be on design work.

Mr. Madden stated once Council reviews and makes a policy decision on the contracts, because of the aggressive nature of the schedule, they will get to work immediately. Probably 30 or so days we will be submitting an invoice.

Mr. Malinowski inquired if this is the figure Council saw during all the presentations by Mr. Seals.

Mr. Madden stated these figures came about during the Council Retreat. Staff provided a finance booklet for Richland Renaissance. It included a drawdown schedule, so this is based on that drawdown schedule.

Mr. Pearce stated he believes we had \$17 million in cash on hand. He inquired as to what the balance of the \$17 million is. Some of that money has been used for land purchases. We have the balance of the \$17 million and now \$20 million. He inquired if that will cover the design for both Columbia Mall and the courthouse.

Mr. Madden stated it would cover the planned expenditures for the first year of that drawdown, which will include much of the design work.

Mr. Pearce stated we do not know what the cost will be at this point and time.

Mr. Madden stated we have preliminary budget figures and that was developed to this schedule.

Mr. Pearce inquired, for clarification, if the BAN would be issued in fiscal year 2018-2019.

Mr. Madden stated that is correct providing First Reading is given on May 1<sup>st</sup>. We are looking at 2 more readings and a public hearing, which brings us closer to the end of the fiscal year.

Mr. Pearce stated the chart they were given showed no debt in FY18, correct?

Mr. Michael Cawley, financial advisor, responded that is correct.

Mr. Livingston stated obviously we may spend some money prior to the selling of the bonds. He inquired if we will be reimbursed if we use any General Fund money.



Mr. Cawley stated the plan had been to use the cash that is currently available and add the proceeds from the bond anticipation note. The thought was to not reimburse the money on hand, but to use it for this particular purpose.

Mr. Livingston stated he asked because there have been times whereby General Fund money had been spent upfront and we used the bond to reimburse that money.

Mr. Cawley stated that is a typical approach. When we issue the bonds that will take out the bond anticipation notes, we can reimburse all of money that has been expended from the General Fund.

Mr. Pearce requested Mr. Madden to provide how much cash is left on hand.

Ms. McBride stated, for clarification, we are only talking about Columbia Mall and the Judicial Center.

Mr. Madden stated this pertains the entire Richland Renaissance Project, but the only 2 items we are currently at point to move forward with is the Columbia Place Mall renovation and the Judicial Center. Those are the 2 contracts that will be coming back to Council for approval, after negotiations are completed by staff.

Ms. McBride inquired if something comes later will we address it differently or will it be a part of this.

Mr. Madden stated we would address any type of contractual matters or additional BANs at that time and be brought to Council.

Mr. N. Jackson stated, for clarification, the design work will take one year.

Mr. Madden stated he does not have the actual schedule in front of him, so he does not know if it will take exactly a year.

Mr. N. Jackson stated it is his understanding that everything will take 2 years. He believes a year is an extremely long time for design work. He stated what is before us now is Columbia Place Mall and the Judicial Center. Anything else has to be approved before we can do any negotiations on it because what was approved was Columbia Place Mall and the Judicial Center.

Mr. Madden stated any contractual matters attendant to Richland Renaissance will be presented to Council for approval.

Mr. N. Jackson stated there is something about clarification of his motion because his motion was to move forward with Columbia Place Mall and Judicial Center, but anything else in the plan we had to have a public hearing first in the community before we make any recommendations to move with those. His motion was specific to what was addressed in Executive Session. Anything else would be a vision.

Mr. Livingston requested what had been spent up to this point in reference to the Richland Renaissance.

Mr. Madden stated staff will provide that prior to the meeting.

Ms. Myers moved, seconded by Ms. McBride, to forward to Council with a recommendation to seek BANs for Renaissance.

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In Favor: Malinowski, Myers, N. Jackson, Livingston and McBride

The vote in favor was unanimous.

- b. Council Motion: Richland County funds thirteen mills, eight mills more than the five mills required by statute. I move that County Council develop a separate Recreation Commission to manage the eight additional mills if the Recreation Commission does not agree to the MOU or if Council still feels that there is taxation without representation. NOTE: This is a partial solution to the constant challenge for taxation and representation [N. JACKSON] – Mr. N. Jackson stated there was a meeting with the Recreation Commission last week and he believes they are going to review the MOU.

Ms. Myers stated we may want to defer this until after the Legislative Session because this may be a moot MOU at the end of the session.

Mr. Malinowski stated, for clarification that if any changes have been made to the County's proposed MOU those changes will be noted, so Council does not have to do a side-by-side comparison of the documents.

Mr. N. Jackson moved, seconded by Ms. Myers, to defer this item until after the Legislative Session.

In Favor: Malinowski, Myers, N. Jackson, Livingston and McBride

The vote in favor was unanimous.

- c. Lease Proposal for Upper Township Magistrate – Mr. Madden stated this request was originated by Chief Magistrate Tomothy Edmond.

Judge Edmond stated he is requesting a lease to move from the current location of 4919 Rhett Street. The current location is a home that was built in 1940 and the landlord is his predecessor. The County is currently paying \$2,000 per month for this location. There is an infestation of mice and the conditions are deplorable. The City came in a few years ago and cited them for code violations on twice different occasions. When he took over in 2011, they were holding court at this location. They are currently holding court at the Decker Center and filings are handled at the present location. They also pay numerous amounts of money in regards to the alarm system. They have come out on 11 separate occasions at \$375 per visit because of the wiring at the facility. The request is to move 2 miles to 400 Northeast Drive. The square footage is 1,200 sq. ft. The lease per month is \$1,331.37. The small renovations can be done within 2 weeks to make it appropriate for a magistrate's office.

Mr. N. Jackson moved, seconded by Ms. McBride, to forward to Council with a recommendation to approve a short-term lease at (20/21 Business Park) 400 Northeast Drive Columbia, South Carolina 29203.

Mr. Malinowski stated under Operating Expense and Real Estate Taxes it says you are going to pay a pro rata share. He does not understand that.

Judge Edmond stated it does not apply to us, but it was put in the lease agreement in the event the County goes past the 14 months in the original lease.

Mr. Malinowski would like to see that stipulated on the lease when it is drawn up. Secondly, it states the proposal will expire in 7 days and the 7 days have gone by. Has an extension been given or do we not see this as a problem?

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Judge Edmond stated he does not see this as a problem. They have dealt with Richland County before and they will be more than happy to submit another proposal.

Mr. Malinowski inquired if the Legal Department is going to review the lease.

Mr. Madden stated the Legal Department will review the lease.

Ms. McBride stated she wanted to go on record as supporting this.

Mr. Pearce inquired if there was any buy out of the old lease.

Judge Edmond stated the lease is a month-to-month lease. No one can locate the lease, so it has been a month-to-month since the '80s.

Mr. Pearce stated he has been out to this house and it is an embarrassment that we are in this place. He stated, for clarification, there is a permanent home being planned, correct.

Judge Edmond stated it is currently in the plan and that is why they are only requesting a short-term lease. The land has been purchased for the permanent magistrate office.

In Favor: Malinowski, Myers, N. Jackson, Livingston and McBride

The vote in favor was unanimous.

- d. Payment for invoices submitted by Chao & Associates related to their work – This item will appear on the May 1<sup>st</sup> Council agenda under the Report of the Assistant County Administrator.
- e. Approval to negotiate and enter into a Design/Build Contract for Two Magistrate Offices – Ms. Myers stated there are no mice at the current Hopkins Magistrate, but it is certainly an embarrassment for Richland County. She would urge the committee to move approval for both and move forward quickly.

Mr. N. Jackson stated this is for construction of two new magistrate's offices, right? He inquired if the land had been rezoned for commercial, so the office can be built. He inquired if that is the Conservation land?

Mr. Madden stated he believes so. This matter was discussed in Fall 2017. In the agenda packet, there is a letter from the Conservation Commission regarding the use of this land for the Hopkins Magistrate facility. Additionally, we had a brief discussion a few weeks ago and Ms. Hegler mentioned the zoning would not be an issue for this property to be used for the magistrate facility. However, he can provide confirmation of that by the end of the week.

Mr. N. Jackson stated he had concern that this property was purchased for conservation purpose and we are going to use it for commercial purpose. He discussed this with Ms. Hegler and reminded her this was conservation land. Ms. Hegler stated she would work something, but he is not sure what she worked out. He has not heard from her. The property is not in his district, but the community has been calling him about putting a magistrate's office across from their subdivision on conservation property. He has a concern about placing a courthouse on conservation land. The land was purchased for conservation purposes. Now we are going to tell the citizens we are changing it to commercial property and there is no input from the citizens to do that. He is not sure he can support it unless we have community input. There will also have to be a rezoning of the property. He is not sure about the funding used to purchase the property for conservation purpose. He inquired if that

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would affect the rules that apply to when we purchase conservation property. He thinks when we purchase property for conservation purposes there are some rules that go along with the purchase. What will have to change in the agreement with conservation land to convert it to commercial property?

Ms. Myers thanked Mr. N. Jackson for his concern about the property in District 10. She stated there are 2 separate tracts. One is a conservation easement. The other was purchased by the County from the Hopkins family some time ago. She has had no fewer than 6 – 7 community meetings in her district and the residents that will be impacted are really excited about it. She would suggest if there is additional concern to have those people give her a call. She would be happy to have a community meeting with them. The residents that live around this property, and in whose district it sits, have been very happy. We have been talking about this with them for approximately a year. As a fact, this was one of the issues she discussed at length with them when she was running. She would be happy to have the Conservation Commission attend. The Conservation Commission was in attendance at some of the meetings and heard the people in area begging and pleading to have some form of active life in that area of the community and not have that area shut out completely from even this kind of micro-development that enhances the life of the community.

Ms. McBride stated she supports both projects, but she would not like the Hopkins project to hold up the Upper Township project. She inquired if it would be possible to separate the issues, so that one does not hold up the other one.

Ms. McBride moved, seconded by Mr. Malinowski, to divide the question.

Ms. Myers stated she does not have a problem with them being separate. They are separate projects and ought to be considered separately. She would have a problem with the Hopkins Magistrate office being tabled. If you have seen that office, it is dilapidated and falling down.

Ms. McBride stated, for clarification, she did not want the Hopkins Magistrate project to be tabled. That was not her intent.

Mr. Malinowski stated while we have old buildings here that we currently own, we are talking about a cost of \$1.5 million for one of them. He stated you mean to tell me in these areas we cannot find an already existing building for \$1.5 million or less. The other one is \$1.3 million. It seems like we could find something already quite suitable to our needs, like the Public Defender's Office, and then we do some interior tweaking for our purposes.

Ms. Myers stated she would fervently wish there was something to buy down there.

Mr. Madden inquired as to which property Mr. Malinowski was referring to.

Mr. Malinowski both of them. One is \$1.5 million and the other is \$1.3 million. It is basically renovations.

Mr. Madden stated if he is recalling correctly the Hopkins Magistrate was purchased to be retrofitted for a magistrate's facility. He is not sure of the process that went into identifying and purchasing that property. There may be other properties available, but he does not have knowledge of that.

Mr. Malinowski stated under the notes for the Upper Township Magistrate it indicates replace exterior wall and roof cladding, complete. Does that mean we are completely replacing it or that it has already been completed?

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Mr. Pruitt stated the building is larger than needed. There is future plans to place Sheriff's Offices in the building. Operational Services plans to replace the cladding and the exterior in its entirety even though they will only be utilizing half of the structure.

Mr. Pearce stated the first action he took 20 years ago was to deal with the Eastover Magistrate. Ms. Myers is correct. The County looked and looked for property and finally renovated an old drugstore. The County ended up putting more money into that than if we had built a new one. Council has historically has gone on record as saying we are tired of renting rundown pieces of property and committed to a plan to own our own upgraded, and whenever possible, new facilities.

Mr. Malinowski stated, while there may have been community meetings that indicate the people do not have a problem with the facility being built on that property, the fact still remains that it is conservation easement property.

Ms. Myers stated it is not. There are 2 separate tracts. We have an entire recommendation that was commissioned for \$85,000, as to what to do with the property. This is indeed a part of it. She stated she is exhausted with all of the money we are spending everywhere else and we sit here debating \$1.5 million to provide a breath of community services in an area that has been overlooked for 999 years. There is nothing there. This property was bought for this. We sent a year going back and forth with Alsco Robinson, which was commissioned before she came on Council, to talk with the community and figure out what they wanted.

Mr. Malinowski stated he was not saying it is not needed. He just wanted clarification from Planning staff that this either is or is not conservation land. If it is conservation land, we need to know about it and take the necessary steps to change zoning or whatever has to be done.

Ms. Myers stated there is one piece that was bought as a conservation easement. The other piece the County owns outright.

Mr. N. Jackson stated if this is not conservation land then why entertain Ms. Hegler. He stated we purchased property for conservation purposes and if it is on conservation property then the uses would have to be changed. He is not against putting the magistrate's office there if it is not on conservation land.

Ms. Stone-Collum stated there is no conservation easement on this property. The 604 acres were bought from Mr. Hopkins in 2014. The idea was that it might be used for mitigation. The concept was it was conservation property and could be used for recreation. The Alsco Robinson plan that Ms. Myers referred to specifically marked the tract as a place that it might be nice to have a farm-to-table restaurant. There could be some development, but it would need to be sensitively developed because there are wetlands. The Conservation Commission has said that a magistrate's office would fit in there as long as the wetlands are protected.

Mr. N. Jackson inquired as to what the property is currently zoned.

Ms. Stone-Collum stated it is zoned Rural.

Mr. Livingston inquired if the funding is a part of the set aside bond funding.

Mr. Madden responded in the affirmative.

In Favor: Malinowski, Myers, N. Jackson, Livingston and McBride

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The vote in favor was unanimous to divide the question.

Ms. McBride moved, seconded by Ms. Myers, to forward to Council with a recommendation to authorize staff to move forward with negotiations and to enter into a GMP contract with GMK, Inc., the selected design and construction team from solicitation RC-035-Q-2017, to provide full design and construction services to wholly develop and build the Upper Township Magistrate office. The project cost requested for approval is in the amount of \$1,536,975.

In Favor: Malinowski, Myers, N. Jackson, Livingston and McBride

The vote in favor was unanimous.

Ms. Myers moved, seconded by Mr. N. Jackson, to forward to Council with a recommendation to authorize staff to move forward with negotiations and to enter into a GMP contract with GMK, Inc., the selected design and construction team from solicitation RC-035-Q-2017, to provide full design and construction services to wholly develop and build the Hopkins Magistrate Office. The project cost requested for approval is in the amount of \$1,357,185.

In Favor: Malinowski, Myers, N. Jackson, Livingston and McBride

The vote in favor was unanimous.

- f. Do not approve any additional projects from the remainder of the \$50 million Recreation Bond until an explanation is given from the Recreation Commission, why \$1,600,000 was paid for 40 acres of land worth \$255,000. NOTE: The intent was to purchase 40 acres and build a road at the cost of \$1,600,000. The documents might state to purchase and only but if an appraisal was done it would have shown that the land was worth \$255,000 [N. JACKSON] – Mr. N. Jackson stated this item has been clarified.

Mr. N. Jackson moved, seconded by Ms. McBride, to table this item.

Ms. Myers inquired if it was proper to table if it has been resolved.

Mr. N. Jackson withdrew his motion to table, so the committee could have discussion.

Mr. Malinowski stated, the last time this was before the committee, he raised a question about the \$1.6 million paid for the 40 acres of land that Mr. N. Jackson said had a value of \$255,000. The response we received was that was done before our time in service, so we do not have any information. It is his recollection that he requested for someone to go back and find out what a true appraisal price was when the land was purchased.

Mr. Livingston stated he got that information and it was appraised at a little more than they actually paid for it.

Mr. N. Jackson moved, seconded by Mr. Malinowski, to withdraw this motion.

In Favor: Malinowski, Myers, N. Jackson, Livingston and McBride

The vote in favor was unanimous.

- g. Move that the agreement with Platinum Plus to operate to perpetuity be reconsidered and that they never reopen at that location. NOTE: It's next to a graveyard and a church which violates County

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Ordinance. It was never grandfathered making it noncompliance [N. JACKSON] – Mr. N. Jackson stated, after receiving information from the Zoning and Building Departments regarding Platinum Plus, he was informed that Platinum Plus could not be replaced at its current location.

Mr. N. Jackson moved, seconded by Mr. Malinowski, to withdraw this motion.

Ms. Myers requested a copy of the agreement between the County and Platinum Plus.

In Favor: Malinowski, Myers, N. Jackson, Livingston, and McBride

The vote in favor was unanimous.

- h. Consider two big items to the Renaissance Plan, one in the Southeast and the other in the Northeast. A basketball complex in the Southeast and a baseball complex in the Northeast. (Revenue producing) NOTE: Some of the most popular basketball tournaments in Richland County the Chick-fil-a Classic turn away visitors. Richland School Districts 1 & 2 pays a tremendous amount of money annually for rental of the Coliseum for graduation services. The use of the basketball complex could be used for graduation services, bringing in much needed revenue to the County. It is difficult for Richland County to host sports tournaments because visitors have to drive and navigate to get to different parks not adequately equipped [N. JACKSON] – Mr. Livingston recommended this item be forwarded to the Renaissance Ad Hoc Committee.

Mr. Malinowski moved, seconded by Mr. N. Jackson, to forward this item to the Renaissance Ad Hoc Committee.

Mr. N. Jackson stated the reason he made this motion is because over the years we have had discussions about building something in the Northeast and the Southeast. The County did try the Farmer's Market and the Sports Complex, but neither project came to fruition. That is why when the Renaissance Plan came, he felt it would be a good idea to revisit what Council had tried to do over the years.

In Favor: Malinowski, Myers, N. Jackson, Livingston and McBride

The vote in favor was unanimous.

- i. Council Motion: In 2007, Richland County Council approved Ordinance #029-07HR, filed with the Clerk of Court on April 12, 2007, Book 010, Page 386. This motion is to direct the Finance Department to provide an accounting for these funds since July 1, 2007 as described so users know how the system currently stands financially [MALINOWSKI] – Mr. Malinowski stated, while the Finance Department has provided some information, the figures do not address the request. It gives us figures for revenue, interest income, operating expenses, but it does not give what the request was. The request was to go to this ordinance and give us the figures the ordinance required Richland County to do. We need to know how many customers there were each of those years and what the monthly fee was and what was set aside for debit payments. The ordinance states that 25% of the tap increase should be used for rate stabilization, operations, maintenance, debt service, and capital expenditures. Again, we need to know how many taps were added each year, at what cost, and what the 25% totals so we know what should be in that account.

Mr. Malinowski moved, seconded by Ms. Myers, to hold this item in committee for additional information.

In Favor: Malinowski, Myers, N. Jackson, Livingston, and McBride

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The vote in favor was unanimous.

- j. Memorandum of Agreement with Hughes Lake Owners' Association for Storm Drainage Pipe Replacement – Mr. N. Jackson moved, seconded by Mr. Malinowski, to forward to Council with a recommendation to approve the negotiation and execution of a MOU and the subsequent payment of \$15,000 to the Association.

Mr. Malinowski stated, for the record, Legal has reviewed this MOU.

Mr. Farrar stated that is correct. There were a couple comments, which were incorporated in the version in the agenda packet.

In Favor: Malinowski, Myers, N. Jackson, Livingston and McBride

The vote in favor was unanimous.

**ITEMS PENDING ANALYSIS: NO ACTION REQUIRED**

- a. Council Motion: The Administrator and staff must follow HR policy in nondiscriminatory practices with employees, customers, contractors, businesses and citizens. NOTE: Firing an employee because they do not fit is unacceptable. Employees must be allowed an opportunity to improve or correct themselves through warning, reprimand, necessary training and other means, not to be fired or forced to resign. Contracts shall have similar languages in order not to show preference or discrimination. Administration and senior staff knowingly allow these practices should be dealt with according to HR policies without exception. Richland County practices a nondiscriminatory policy [N. JACKSON] – No action was taken.

Mr. N. Jackson inquired as to when the information will be available regarding this item.

Ms. Myers inquired if Mr. N. Jackson would accept a friendly amendment that Council would also be required to follow that advice.

- b. Council Motion: Move to explore options with a Richland County landlord ordinance to assist with issues between communities and landlords [ROSE and MYERS] – No action was taken.

5. **ADJOURNMENT** – The meeting adjourned at approximately 6:59 PM.





# RICHLAND COUNTY GOVERNMENT

Office of the County Administrator

## Companion Document

During its April 24, 2018 meeting, the A&F Committee considered Vice-Chairman Malinowski's motion attendant to County Ordinance 029-07HR. During the Committee meeting deliberations, Mr. Malinowski requested staff to provide an accounting for the funds approved in Ordinance # 029-07HR, which relates to the Broad River Sewer System fees. In fiscal year 2007, the user fee rate for each customer of the System was increased to \$42.02 a month and the tap fee increased from \$2,200 to \$4,000. In fiscal year 2010, the user fee increased to \$46.54 a month and the tap fee was reduced to \$3,000. In fiscal year 2013, the user fee decreased to \$44.54 a month and the tap fee was increased to \$4,000. The ordinance states \$10.54 of the increased in monthly user fee was used for debit payments and 25% of the tap increase should be used for rate stabilization, operations and maintenance, debt service and capital expenditures. The attached spreadsheet illustrates the \$422,875 collected for the 25% increase since 2007 and the increase rate has collected \$12,363,167.04 since 2007. The debt payments have been \$25,658,793.08 over the same period. Review of the data reveals that the increase has been applied to the debt payments. Subsequently, no surplus funds are available.

**Broad River Sewer Taps  
FY08 to FY18 (through 3/31/2018)**

Number of new Taps	CONNECTION											Total
	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	
Sewer Taps Connected @ 800	-	-	-	-	2	-	-	-	-	-	-	2
Sewer Taps Connected @ 878	-	-	-	-	-	-	-	-	1	-	-	1
Sewer Taps Connected @ 1,322	4	-	1	1	7	-	-	13	13	8	1	48
Sewer Taps Connected @ 1,800	-	2	-	-	-	-	-	-	-	-	-	2
Sewer Taps Connected @ 2,200	151	50	3	3	48	22	21	11	4	3	2	318
Sewer Taps Connected @ 3,000	-	55	-	55	64	206	-	-	-	-	1	381
Sewer Taps Connected @ 3,500	-	-	-	-	15	185	153	2	-	-	-	355
Sewer Taps Connected @ 4,000	15	-	31	-	-	-	37	46	83	173	129	514
<b>Total Sewer Taps Connected</b>	<b>170</b>	<b>107</b>	<b>35</b>	<b>59</b>	<b>136</b>	<b>413</b>	<b>211</b>	<b>72</b>	<b>101</b>	<b>184</b>	<b>133</b>	<b>1,621</b>
	21,501.60	13,533.36	4,426.80	7,462.32	17,201.28	52,236.24	26,687.28	9,106.56	12,774.48	23,272.32	16,821.84	205,024.08
<b>25% Increase over \$2,200</b>												
Sewer Taps Connected Rev @ 800 - \$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sewer Taps Connected Rev @ 878 - \$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sewer Taps Connected Rev @ 1,322 - \$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sewer Taps Connected Rev @ 1,800 - \$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sewer Taps Connected Rev @ 2,200 - \$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sewer Taps Connected Rev @ 3,000 - \$200	\$ -	\$ 11,000.00	\$ -	\$ 11,000.00	\$ 12,800.00	\$ 41,200.00	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ 76,200.00
Sewer Taps Connected Rev @ 3,500 - \$325	\$ -	\$ -	\$ -	\$ -	\$ 4,875.00	\$ 60,125.00	\$ 49,725.00	\$ 650.00	\$ -	\$ -	\$ -	\$ 115,375.00
Sewer Taps Connected Rev @ 4,000 - \$450	\$ 6,750.00	\$ -	\$ 13,950.00	\$ -	\$ -	\$ -	\$ 16,650.00	\$ 20,700.00	\$ 37,350.00	\$ 77,850.00	\$ 58,050.00	\$ 231,300.00
<b>TOTAL SEWER TAPS 25% INCREASE REVENUE</b>	<b>\$ 6,750.00</b>	<b>\$ 11,000.00</b>	<b>\$ 13,950.00</b>	<b>\$ 11,000.00</b>	<b>\$ 17,675.00</b>	<b>\$ 101,325.00</b>	<b>\$ 66,375.00</b>	<b>\$ 21,350.00</b>	<b>\$ 37,350.00</b>	<b>\$ 77,850.00</b>	<b>\$ 58,250.00</b>	<b>\$ 422,875.00</b>
<b>TOTAL SEWER ACCOUNTS BILLED</b>	<b>7,648</b>	<b>7,997</b>	<b>8,150</b>	<b>8,444</b>	<b>8,601</b>	<b>8,805</b>	<b>9,078</b>	<b>9,333</b>	<b>9,695</b>	<b>9,978</b>	<b>10,019</b>	<b>97,748</b>
<b>\$10.54 PER MONTH FOR DEBT AND CAPITAL</b>	<b>\$ 967,319.04</b>	<b>\$ 1,011,460.56</b>	<b>\$ 1,030,812.00</b>	<b>\$ 1,067,997.12</b>	<b>\$ 1,087,854.48</b>	<b>\$ 1,113,656.40</b>	<b>\$ 1,148,185.44</b>	<b>\$ 1,180,437.84</b>	<b>\$ 1,226,223.60</b>	<b>\$ 1,262,017.44</b>	<b>\$ 1,267,203.12</b>	<b>\$ 12,363,167.04</b>
<b>DEBT PAYMENTS PER YEAR</b>	<b>\$ 1,962,977.73</b>	<b>\$ 2,369,451.25</b>	<b>\$ 2,370,901.25</b>	<b>\$ 2,370,063.75</b>	<b>\$ 3,373,988.09</b>	<b>\$ 2,233,600.39</b>	<b>\$ 2,234,175.00</b>	<b>\$ 2,236,075.00</b>	<b>\$ 2,232,275.00</b>	<b>\$ 2,136,873.10</b>	<b>\$ 2,138,412.52</b>	<b>\$ 25,658,793.08</b>
<b>SHORTFALL TO COVER DEBT PAYMENT</b>	<b>\$ (988,908.69)</b>	<b>\$ (1,346,990.69)</b>	<b>\$ (1,326,139.25)</b>	<b>\$ (1,291,066.63)</b>	<b>\$ (2,268,458.61)</b>	<b>\$ (1,018,618.99)</b>	<b>\$ (1,019,614.56)</b>	<b>\$ (1,034,287.16)</b>	<b>\$ (968,701.40)</b>	<b>\$ (797,005.66)</b>	<b>\$ (812,959.40)</b>	<b>\$ (12,872,751.04)</b>



# RICHLAND COUNTY GOVERNMENT

Office of the County Administrator

## Administration & Finance Committee Meeting Briefing Document

### Agenda Item

Council Motion: The Administrator and staff must follow HR policy in nondiscriminatory practices with employees, customers, contractors, businesses and citizens.

### Background

During its March 20, 2018 Council meeting, Councilman N. Jackson brought forth the following motion:

“The Administrator and staff must follow HR policy in nondiscriminatory practices with employees, customers, contractors, businesses and citizens. Note: Firing an employee because they do not fit is unacceptable. Employees must be allowed an opportunity to improve or correct themselves through warning, reprimand, necessary training and other means, not to be fired or forced to resign. Contracts shall have similar languages in order not to show preference or discrimination. Administration and senior staff knowingly allow these practices should be dealt with according to HR policies without exception. Richland County practices a nondiscriminatory policy”

The relevant HR policies are attached.

### Issue:

None.

### Fiscal Impact:

None.

### Past Legislative Action:

None.

### Alternatives

1. Consider the motion and proceed accordingly.
2. Do not consider the motion and proceed accordingly.

**Staff Recommendation**

It is recommended that Council to provide direction to staff regarding the Council motion.

# Employee Relations

## **Equal Employment Opportunity**

It is the policy of the County to provide equal opportunity to all applicants for employment, and to administer hiring, compensation, training, promotion, transfer, discipline, and other terms and conditions of employment without discrimination in regards to race, color, religion, gender, disability, age or national origin, sexual orientation, or gender identity. Anyone who believes that he/she has been discriminated against in violation of this policy should report the matter to his/her supervisor or Department Head, Human Resources Department, the Ombudsman's Office or Employee Protection Line.

## **Anti-Harassment**

Various laws and regulations generally prohibit employment decisions from being made on the basis of race, gender, religion, national origin, color, age, disability, or similar distinctions. In addition, it is our desire to provide a working environment in which employees are free from discomfort or pressure resulting from jokes, ridicule, slurs, threats, and/or harassment relating to such distinctions or simply resulting from a lack of consideration for a fellow human being.

The County does not tolerate harassment of any kind and prohibits retaliation against anyone who has reported harassment in good faith.

## **Sexual Harassment**

Sexual harassment warrants special mention. Unwelcome sexual advances; requests for sexual favors; and other physical, verbal, or visual conduct based on sex constitute sexual harassment when any of the following occur:

1. Submission to the conduct is an explicit or implicit term or condition of employment; or
2. Submission to or rejection of the conduct is used as the basis for an employment decision; or
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

# Employee Relations

## Sexual Harassment

Sexual harassment may include any of the following:

- explicit sexual propositions
- sexual innuendo
- suggestive comments
- sexually oriented “kidding” or “teasing”
- “practical jokes”
- jokes about gender-specific traits
- foul or obscene language or gestures
- displays of foul or obscene printed or visual material
- “put-downs” or condescending or derisive comments or terms based on gender
- physical conduct such as patting, pinching or brushing against another person

This policy prohibits such conduct regardless of the gender of the perpetrator or victim.

## Complaint Procedure and Investigation

Disputes sometimes arise as to whether conduct was "welcome" or "unwelcome." Conduct which would violate this policy if it were unwelcome violates the policy if anyone complains of it. Obviously, not all conduct prohibited by this policy constitutes a violation of the law.

If an employee feels that the anti-harassment and/or sexual harassment policy has been violated by anyone with whom the employee comes in contact on the job, regardless of whether it is by a fellow worker, a supervisor, or a member of the general public, the employee should report the incident(s). An employee may do this by completing the Harassment/Discrimination Reporting Form and turning it in to his/her supervisor and reporting the incident to one of the following:

- a. Immediate supervisor or Department Head
- b. The Human Resources Director
- c. The Ombudsman; and/or
- d. The Employee Protection Line at 1-800-576-5262 with County Code 30042

Complaints against the County Administrator should be made to the County Council.

Supervisors and Department Heads who receive complaints of or become aware of harassment should immediately notify and coordinate with the Human Resources Department.

# Employee Relations

## -- IMPORTANT --

In order to avoid misunderstandings, complaints of harassment or discrimination must involve the completion of the Harassment/Discrimination Reporting Form, either by the employee complaining or by the person to whom the complaint is made. This form summarizes the allegations and lists any witnesses to the alleged harassment. **An employee should be sure to complete a copy of this Harassment/Discrimination Reporting Form to confirm compliance with this procedure.**

These procedures have been established to enable an employee to get relief if he/she feels that he/she is a victim of harassment. The U.S. Supreme Court has said that as a general rule, employees may not sue the County for a violation of their rights unless they first give the employer notice and an opportunity to end the harassment. The reporting procedures that we have adopted are intended to establish a clear record of what has been reported.

Harassment allegations will be investigated, and the investigatory process may vary from case to case. The investigation is conducted as confidentially as possible consistent with the efficient handling of each respective complaint and the relevant facts. All employees have a responsibility both to cooperate fully with the investigation and to keep the matter confidential, whether the employee is the accused, the complainant, or merely a potential witness. Persons who are interviewed should not discuss the matter with co-workers, friends, or management unless authorized to do so by the investigator. This does not mean, however, that employees may not complain to civil rights agencies.

Employees may be asked to submit to a polygraph (lie detector) examination as part of an investigation.

In addition, the County encourages individuals who believe they are being subjected to harassment on account of race, color, religion, gender, disability, age or national origin, sexual orientation, or gender identity or similar distinction to promptly advise the offender that his/her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem.

# Employee Relations

## **Retaliation**

No employee, supervisor, or Department Head may retaliate against any individual because such individual has opposed or reported any unlawful act or practice; or because such individual has made a charge, testified, assisted, or participated in any manner in an investigation, grievance proceeding, or hearing regarding unlawful employment acts or practices. If an employee believes retaliation has occurred, the employee may report the matter through the chain of command or may report to one of the designated individuals, bring the issue directly to the Human Resources Department, and/or initiate the grievance process.

## **Americans With Disabilities Act**

As an employer with several government grants, we are required to note that it is the policy and practice of Richland County to comply fully with the Americans with Disabilities Act and ensure equal opportunity in employment for all qualified individuals with disabilities with or without reasonable accommodations. Richland County is committed to ensuring nondiscrimination in all terms, conditions, and privileges of employment. The County will work toward having all employment practices and activities, whether provided or conducted by Richland County or another entity on our behalf, conducted on a nondiscriminatory basis.

## **Diversity**

Richland County Government values, and manages diversity because it makes good "people" sense. People are the County's most valuable internal asset. People will ultimately provide the competitive edge needed to achieve the County's mission and goals. Everything the County does is "for and about people." Good "people" sense is good business sense. As Richland County Government becomes even more progressive and visionary, true lasting success will depend upon all of its employees recognizing and respecting the valuable contributions that managing diversity brings.

The County's aim is to create and maintain an environment that fosters fairness, equality and respect for social and cultural diversity: an environment free from unlawful discrimination, harassment, isolation, and defamation. In so doing, Richland County Government has the potential to become the best and most productive local government in the country.



# Employee Relations

The County's senior managers and leaders are committed to embracing and successfully managing diversity. Department Heads and supervisors lead the way. They must meet the standard and raise it every day, in every way, and engage all employees and other County stakeholders in this important effort.

Every employee of Richland County Government's workforce is accountable and responsible for creating and maintaining a positive work environment that allows all employees to maximize their potential and fully contribute to the achievement of the County's mission and vision. Employees are encouraged to respect the perspectives that each individual potentially brings to the County's workforce, operations, and service delivery.

## **Nepotism/Employment of Relatives**

Effective 2009, persons in the same immediate family may not be hired, promoted, or transferred into the same department. No personnel actions can be taken to place immediate family in the same department. Immediate family is defined as spouse, parent, child, grandparent, grandchild, brother or sister, parent-in-law, grandparent-in-law, brother-in-law, or sister-in-law. The immediate family is also considered to include stepparents, stepchildren, stepbrothers, and stepsisters when the employee and the step-relative have lived together regularly in the same household. Unrelated employees residing together or otherwise engaged in an apparently romantic relationship (such as domestic partner, co-habitant, or significant other) are treated as being within the immediate family of each other for the purposes of this nepotism policy.

If employees become related by marriage or begin living with each other, and their continued employment would create a situation prohibited by this policy, one of the employees may be asked to give up his/her position. If the employees cannot choose which of them it will be, the employee having the lower budgeted annual compensation may be removed. The removed employee may be considered for other positions within the County for which s/he is qualified.

Employees are obligated to notify their supervisor if immediate family members are working within the same department or if a known employment decision would result in such a situation, to disclose relationships on applications for jobs or promotions, and to immediately inform their supervisor if relatives become employed with the County.

Situations not specifically addressed in this policy which, in the County's opinion, create a conflict of interest or give the appearance of a conflict of interest, will be handled at the County's discretion.

# Employee Relations

## **Conflict of Interest**

Employees of the County are covered by state ethics laws that prohibit public employees from using their public position for their own personal gain or to benefit a family member or business associate. State law also prohibits employees from making governmental decisions on matters in which they or their family or business associates have an economic interest. Employees must notify their supervisors in writing of any matter in which they, their family, or business associates have an economic interest and in which they must act on behalf of the County. The supervisor must send the notification to the County Administrator for review. If the County determines a potential conflict of interest exists, the matter will be reassigned to another employee.

## **Gifts and Gratuities**

In addition to the prohibitions of the State Ethics Act, no employee may directly or indirectly solicit any gift or accept or receive a gift under circumstances in which it could be inferred that the gift was intended to influence him/her in the performance of his/her official duties or was intended as a reward for an official act on his/her part. A gift is defined as any benefit, favor, service, privilege, or thing of value that could be interpreted as influencing an employee's impartiality. A gift includes but is not limited to meals, trips, money, loans, rewards, merchandise, foodstuffs, tickets to sporting or cultural events, entertainment, and personal services or work provided by County suppliers or contractors. This policy is not intended to prohibit the acceptance of items of nominal value that are generally distributed to all employees. A determination as to whether this policy has been violated is at the County's sole discretion.

## **Political Activity**

Employees may fully and freely associate themselves with organizations of their own choosing, except those organizations that advocate the forcible overthrow of the government of the United States, the State of South Carolina, or any of its political subdivisions. (In addition, supervisory employees may not belong to a labor organization that accepts to membership subordinates of such supervisors.)

In certain circumstances involving real or potential conflicts of interest, employees who run for any partisan or non-partisan public office may not be allowed to continue County employment. Even if an employee/candidate is allowed to remain a County employee while a candidate for office, the employee/candidate may be placed on an unpaid leave of absence until after the election. If an employee is placed on leave of absence, his/her employment will terminate upon his/her election to a partisan public office.

For purposes of this policy, an employee is considered a "candidate for public office" as soon as he/she begins actively campaigning for nomination or election, or when he/she files for candidacy, whichever comes sooner. Employees may not campaign during County work time or use County resources (on or off-duty) for campaign purposes.

# Employee Relations

## **Code of Ethics**

Employees of the County are covered by state ethics laws that prohibit public employees from using their public position for their own personal gain or to benefit a family member or business associate. State law also prohibits employees from making governmental decisions on matters in which they or their family or business associates have an economic interest. Employees must notify their supervisors in writing of any matter in which they, their family or business associates have an economic interest and in which they must act on behalf of the County. The supervisor must send the notification to the County Administrator for review. If the County determines a potential conflict of interest exists, the matter will be reassigned to another employee.

The County expects its employees to conduct themselves and perform their work in concert with sound business practices and ethics. At all times, whether in or outside the workplace, employees must act in the best interest of the County and must refrain from conduct that is unbecoming and/or that would reflect discredit on their Department or the County.

Employees are required to review the Guide to the South Carolina State Ethics Act, be familiar with the guidelines and policies of the Ethics Act, and sign for receipt of the Guide. Employees must contact the Legal Department for clarification prior to taking any questionable action that might reasonably be viewed as a violation of the Ethics Act.

## **Attendance**

All employees are expected to be at work, arrive on time, and observe scheduled work hours. An employee who is absent from duty for a day or any part of a day without notifying his/her supervisor will be considered absent without approved leave. An employee who is absent for three (3) consecutive days without notice to his/her supervisor is deemed to have resigned and abandoned his/her position.

An employee who must be absent from scheduled work should make every effort to personally notify his/her supervisor, prior to the start of a work shift, of the need for absence. Except in an emergency, an employee who is unable to report to work (due to an illness, injury or disability) is expected to personally notify his/her supervisor with as much prior notice as possible, but not later than two (2) hours after the start of the work shift (unless departmental directives specify otherwise). If the employee is unable to call, he/she should make arrangements for someone else to call on his/her behalf. The responsibility for notifying the supervisor lies solely with the employee.

<b>RICHLAND COUNTY PERSONNEL POLICY</b>	
<b>TITLE:</b> Disciplinary Action	<b>Number:</b> 6.03
<b>EFFECTIVE DATE:</b> 8/1/2009	<b>Page:</b> 1 of 8
<b>REVISION DATE:</b> 8/1/2009	<b>REVISION #:</b>
<b>PREPARED BY:</b> Human Resources Department	<b>AUTHORIZED BY:</b> Council & Administration

**PURPOSE:**

As is the case with all organizations, instances arise when an employee must be disciplined. The goal of discipline is to correct undesirable behavior and/or prevent reoccurrence of undesirable behavior, not to punish employees. The discipline, which may be imposed, includes but is not limited to counseling notice, official reprimand, probation, suspension without pay, demotion and discharge. In addition, the County may procedurally suspend an employee pending investigation to determine if such disciplinary action is appropriate. In addition, the County may impose a combination of disciplinary measures. **THE DISCIPLINE IMPOSED IN ANY PARTICULAR SITUATION IS AT THE SOLE DISCRETION OF THE COUNTY. NOTHING IN ANY OF THE COUNTY’S POLICIES OR BY VIRTUE OF ANY PAST PRACTICE OF THE COUNTY REQUIRES THE COUNTY TO FOLLOW ANY PARTICULAR COURSE OF DISCIPLINE.** Department heads must submit terminations recommendations to the County Administrator for review and approval.

**DEFINITIONS:**

- A. Disciplinary Action Form (DAF)- The form used by supervisors to document less than “Fully Proficient” or undesirable employee behavior, which results in disciplinary action.

**PROCEDURE:**

1. Disciplinary actions are prescribed by a Department Head when, in his/her opinion, an employee's work performance or actions are not “fully proficient” or if the employee violates County policies which mandate disciplinary action.
2. It is not possible to list all job performance problems, misconduct, unsatisfactory customer service, inappropriate behavior/acts or omissions, which may result in disciplinary action. The disciplinary action that is appropriate for any particular misconduct, infraction or less than “Fully Proficient” job performance depends upon a number of factors including, but not limited to, the employee’s prior disciplinary record, the seriousness of the misconduct, level of inadequate job performance and the impact of the infraction or misconduct on others.
3. The County and the public expect employee conduct in accordance with applicable laws, regulations, Richland County policies and departmental procedures, and acceptable work behaviors from all employees. Employees in supervisory and higher level positions should set an example by their own job performance, conduct, attitude and work habits.
4. Employees must sign counseling memoranda, policy statements, performance appraisals and other similar documents. The employee's signature does not necessarily indicate agreement with the contents of the document, only that he has been notified of the contents of the document. If an employee refuses to sign the document he may be relieved of duty without pay and/or subject to disciplinary action up to and including termination.

<b>RICHLAND COUNTY PERSONNEL POLICY</b>	
<b>TITLE:</b> Disciplinary Action	<b>Number:</b> 6.03
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<b>REVISION DATE:</b> 8/1/2009	<b>REVISION #:</b>
<b>PREPARED BY:</b> Human Resources Department	<b>AUTHORIZED BY:</b> Council & Administration

5. The County requires and expects all employees to observe high standards of honesty, good conduct, teamwork and fair play in their relations with each other and the public.
6. The administration of disciplinary action shall be based on an examination of the relevant facts in each case. Supervisors shall administer appropriate discipline to their employees for the purpose of correcting the employee's inappropriate behavior and helping them improve their performance but not to punish, embarrass or humiliate the employee.
7. The application of any disciplinary action shall be based upon the facts of each particular case. The degree of disciplinary action takes into account the following but is not necessarily limited to:
  - 7.1. Seriousness of the violation and any mitigating circumstances
  - 7.2. Violation repetition of a particular or closely related rule
  - 7.3. Past disciplinary action(s)
  - 7.4. Consistency (i.e. other employees previously in violation of this or similar rule and the resulting disciplinary action).
8. The guidelines within this procedure provide general guidance and are meant to be applied in normal cases, but cannot cover all situations. It is necessary for the Supervisor or Department Head to use appropriate discretionary judgement in individual circumstances in consideration of relevant facts when making disciplinary action decisions and recommendations.
9. The Supervisor shall initiate disciplinary action by coordinating the action through the Department Head.
10. Department Heads should consult with HRD throughout the disciplinary process as appropriate.
11. A DAF shall accompany all disciplinary actions:
  - 11.1. The action must be documented on the DAF then discussed with the employee
  - 11.2. All relevant information should be attached to the DAF
  - 11.3. The action must be signed by the employee and supervisor and up the chain of command
  - 11.4. The DAF is sent to HRD for review and included in the employee's Personnel File after review and approval by HRD and the County Administrator
  - 11.5. HRD returns a copy to the Supervisor.

## RICHLAND COUNTY PERSONNEL POLICY

<b>TITLE:</b> Disciplinary Action	<b>Number:</b> 6.03
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12. It is not possible to list all acts and omissions that may result in disciplinary action. The disciplinary action that is appropriate for any particular job performance deficiency or misconduct is at the sole discretion of the County. The following are merely examples of some of the more obvious types of job performance deficiency or misconduct that may result in disciplinary action, up to and including discharge. **THE COUNTY RESERVES THE RIGHT TO TREAT EACH EMPLOYEE INDIVIDUALLY WITHOUT REGARD FOR THE WAY IT HAS TREATED OTHER EMPLOYEES AND WITHOUT REGARD TO THE WAY IT HAS HANDLED SIMILAR SITUATIONS.**

- 12.1. Less than fully proficient job performance
- 12.2. Unfitness to perform work duties according to the standards of the classification plan
- 12.3. Conflicting outside employment
- 12.4. Failure to report for work without departmental approval for three (3) consecutive days
- 12.5. Disclosure of information considered confidential to unauthorized parties
- 12.6. Acceptance of improper gratuities or gifts as defined in the South Carolina State Code of Ethics
- 12.7. Violation of county ordinances, rules, guidelines and policies
- 12.8. Membership in any organization which advocates the overthrow of the government of the United States by force or violence
- 12.9. Unsatisfactory customer service
- 12.10. Failure or refusal to carry out job duties or instructions
- 12.11. Conviction of or plea of guilty or no contest to a charge of theft, violation of drug laws, sexual misconduct, offense involving moral turpitude or offense which affects the County's reputation or which reasonably could create concern on the part of fellow employees or the community
- 12.12. Incompetence
- 12.13. Unauthorized absence or tardiness
- 12.14. Insubordination; disrespect for authority; or other conduct which tends to undermine authority
- 12.15. Unauthorized possession or removal, misappropriation, misuse, destruction, theft or conversion of County property or the property of others
- 12.16. Violation of safety rules; neglect; engaging in unsafe practices
- 12.17. Interference with the work of others
- 12.18. Threatening, coercing or intimidating fellow employees, including "joking" threats
- 12.19. Dishonesty
- 12.20. Failure to provide information; falsifying County records; providing falsified records to the County for any purpose
- 12.21. Failure to report personal injury or property damage
- 12.22. Vehicular/equipment accidents at the fault of the employee

## RICHLAND COUNTY PERSONNEL POLICY

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- 12.23. Neglect or carelessness
  - 12.24. Introduction, possession or use of illegal or unauthorized prescription drugs or intoxicating beverages on County property or while on duty anywhere; working while under the influence of illegal drugs or intoxicating beverages; off-the-job illegal use or possession of drugs.
  - 12.25. Lack of good judgment
  - 12.26. Harassment or retaliation
  - 12.27. Any other reason that, in the County's sole determination, warrants discipline
13. Listed below are the levels of disciplinary action that Supervisors and Department Heads may generally follow; however, the step process is not required. The County does not require progressive discipline.
14. Counseling Notice – Provided for single, unrelated, and relatively minor instances of substandard performance or other such situations, an oral discussion between the employee's Department Head and the employee may be sufficient to correct the situation.
15. Official Reprimand - The Official Reprimand may, but not necessarily be, preceded by the Counseling Notice. It should outline the employee's deficiency, the required improvement, the time expected to achieve such improvement, and serves as a warning.
16. Disciplinary Probation – This action shall be considered a severe warning issued in writing by the Department Head. This would normally follow repeated instances of minor infractions of substandard performance for which there have been previous verbal warnings or one significant infraction.
- 16.1. An employee may be placed on Disciplinary Probation for three (3) month increments, not to exceed six (6) months. The employee shall be informed in writing as to the job performance deficiency goals, performance measures and/or corrective actions, which are a requirement within the specific time period at the time of the disciplinary action. Any further similar infraction(s) during this period or thereafter may result in immediate termination.
  - 16.2. The written DAF shall explain clearly the reasons for the reprimand, stipulate the duration of the probationary period, the standards for judging the employee's improvement and the action to be taken if the deficiencies are not corrected within the probationary period.
17. Suspension – Suspension may, but not necessarily be, preceded by the Counseling Notice and Official Reprimand or one significant infraction. Suspension may be due to disciplinary action or to an investigation. Suspension is the temporary removal of an employee from his or her position without pay. Such suspension shall usually be for a period of one (1) to five (5) workdays.

<b>RICHLAND COUNTY PERSONNEL POLICY</b>	
<b>TITLE:</b> Disciplinary Action	<b>Number:</b> 6.03
<b>EFFECTIVE DATE:</b> 8/1/2009	<b>Page:</b> 5 of 8
<b>REVISION DATE:</b> 8/1/2009	<b>REVISION #:</b>
<b>PREPARED BY:</b> Human Resources Department	<b>AUTHORIZED BY:</b> Council & Administration

- |  |  |
|--|--|
| <b>RICHLAND COUNTY PERSONNEL POLICY</b>        |  |
| <b>TITLE:</b> Disciplinary Action              | <b>Number:</b> 6.03                            |
| <b>EFFECTIVE DATE:</b> 8/1/2009                | <b>Page:</b> 5 of 8                            |
| <b>REVISION DATE:</b> 8/1/2009                 | <b>REVISION #:</b>                             |
| <b>PREPARED BY:</b> Human Resources Department | <b>AUTHORIZED BY:</b> Council & Administration |
- 17.1. During the investigation, hearing, or trial of an employee on any criminal charge, during the course of any civil action involving an employee, or during investigation of employee misconduct, performance deficiencies and ability to work, when suspension would be in the best interest of the County, the County Administrator may suspend the employee with or without pay or place the employee on accrued annual leave for the duration of the proceedings. Department heads or Supervisors may place an employee on suspension pending further investigation of a disciplinary matter by the County Administrator or the Department Head, when suspension would be in the best interest of the County.
- 17.2. The Suspension Notice shall be in writing on the DAF and shall indicate the reasons for the action, the length of the suspension, the date the employee is to return to work, the specific recommendations for corrective actions the employee should take when he/she returns to work, and the action to be taken (termination) if the behavior is repeated. PAF must be completed with dates of suspension.
- 17.3. Back pay shall not ordinarily be recoverable, but where the suspension is terminated by full reinstatement of the employee, the County Administrator may authorize full recovery of pay and benefits for the entire or for any lesser period of the suspension.
18. Demotion - Employees who fail to meet the job performance requirements of their position, or otherwise fail to perform their duties, may be demoted to a position with a lower level of responsibility and pay grade.
19. Termination - All employees are employed at the will of the County. If an employee fails to perform to the standards of the classification for the position held, or if the County determines that the employee is negligent, inefficient, unfit to perform the duties of the position, or if the employee violates County policies, or for any reason in the County's sole discretion, the employee may be suspended by his/her Department Head with a recommendation of discharge. Upon investigation of the employee's performance, the County Administrator or appropriate Elected or Appointed Official may discharge an employee.
- 19.1. In accordance with South Carolina law, employees who work for Elected Officials serve at the pleasure of such Elected Officials. A signed statement from the appropriate Elected Official that it is no longer his/her pleasure that the employee be employed is legal grounds for termination, provided no other laws are violated.
- 19.2. When an employee is dismissed, the Department Head shall immediately provide the County Administrator with a written notice of the dismissal indicating the effective date and the reason(s) for the dismissal. Any dismissed employee shall be given a written notice of his/her dismissal setting forth the effective date and reason(s) for his/her



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discharge. The Department Head shall notify any dismissed employee of his/her right to appeal the dismissal.

20. Administrative Leave - Under limited circumstances, an employee may be reassigned to other duties or placed on Administrative Leave with pay for a prescribed period of time as recommended by department head and approved by the County Administrator.

20.1. Administrative Leave allows for the immediate removal of an employee so that any allegation or accusation directed toward the employee can be promptly and thoroughly investigated by the County. Each department head should attempt to conclude investigations as soon as reasonably possible, not to exceed thirty (30) calendar days.

20.2. Administrative leave may also be used during the investigation, hearing or trial of an employee on any criminal charge, during the course of any civil action involving an employee or during an investigation of employee misconduct.

## 21. Demotions

21.1. If a Department Head concludes that an employee's job performance in his/her present position is below "Fully Proficient", the Department Head may recommend in writing to HRD and to the County Administrator that the employee be demoted. The Department Head should include the employee's most recent performance appraisal.

22. Department Heads have the ability to allow employees who are undergoing disciplinary action a "Decision Day". An employee placed in Decision Day status is required to use this day (which is considered paid work time) to decide either to take the necessary corrective action or to terminate employment with the County. Upon the employee's decision to take corrective action, the steps the employee will take to correct the problem are documented by the employee and submitted to the Supervisor. The Supervisor should submit this paperwork along with the DAF to HRD.

23. Employees may be immediately suspended, if the violation is considered by the Department Head to be of such a serious nature to warrant such disciplinary action as immediately taking the employee out of the workplace.

24. Any disciplinary action is at the recommendation and/or discretion of the Department Head. It is subject to review and approval where appropriate by HRD and the County Administrator and/or subject to the Grievance Procedure.

25. Any employee who feels disciplinary action taken against him is not justified may follow the grievance procedures.

<b>RICHLAND COUNTY PERSONNEL POLICY</b>	
<b>TITLE:</b> Disciplinary Action	<b>Number:</b> 6.03
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<b>PREPARED BY:</b> Human Resources Department	<b>AUTHORIZED BY:</b> Council & Administration

26. Employees shall be required to sign disciplinary notices, performance appraisals and similar documents. The employee's signature will simply indicate receipt and will not indicate agreement.

**RESPONSIBILITIES:**

1. Employee

- 1.1. Consistently deliver “Fully Proficient” or higher job performance.
- 1.2. Be aware of job requirements and expectations for appropriate job performance. Ask questions when in doubt.
- 1.3. Talk with appropriate co-workers or supervisor when a problem first begins to appear.
- 1.4. When appropriate, consult HRD for advice and assistance.
- 1.5. Use the performance and disciplinary process as an aid to improve job performance. Sign any paperwork in the disciplinary process as an acknowledgement of receipt of information. The signature does not necessarily indicate agreement with the action that is taking place.
- 1.6. Refer to Grievance Procedure regarding rights to appeal disciplinary matters for regular employees.

2. Supervisors / Department Heads

- 2.1. Ensure all customers/citizens receive efficient professional accurate, prompt and courteous service.
- 2.2. Maintain standards of employee conduct in accordance with Richland County’s policies and procedures and established and stated rules of the department.
- 2.3. Record all disciplinary actions on the County’s DAF and maintain all other appropriate documentation.
- 2.4. Inform employees of the availability of the Employee Assistance Program (EAP) for professional counseling when appropriate.
- 2.5. Consult HRD for recommendations on how to handle disciplinary situations, procedures to follow, and other related assistance and advice.

<b>RICHLAND COUNTY PERSONNEL POLICY</b>	
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- 2.6. Keep HRD and the County Administrator informed of disciplinary actions.
- 2.7. Complete and submit appropriate paperwork to HRD. Provide copies of all documents to the employee.
- 2.8. Maintain current policy and procedures and make them available to employees upon request.

3. Human Resources Department

- 3.1. Implement approved actions that are submitted by Department Heads.
- 3.2. Obtain legal advice when appropriate.
- 3.3. Maintain records of disciplinary actions in the employee's Official Personnel File.



# RICHLAND COUNTY GOVERNMENT

Office of the County Administrator

## Administration & Finance Committee Meeting Briefing Document

### Agenda Item

Council Motion: Move to explore options with a Richland County landlord ordinance to assist with issues between communities and landlords

### Background

During its April 3, 2018 Council meeting, Councilmembers Rose and Myers brought forth the following motion:

“Move to explore options with a Richland County landlord ordinance to assist with issues between communities and landlords”

Staff will proceed as directed by Council as it relates to this motion.

### Issue:

None.

### Fiscal Impact:

None.

### Past Legislative Action:

None.

### Alternatives

1. Consider the motion and proceed accordingly.
2. Do not consider the motion and proceed accordingly.

### Staff Recommendation

It is recommended that Council to provide direction to staff regarding the Council motion.



# RICHLAND COUNTY GOVERNMENT

Office of the County Administrator

May 22, 2018 Administration & Finance Committee

Briefing Document – Solid Waste Curbside Collection Services Contract Extension, Service Area 2

## Agenda Item

Approval of an amendment to extend the Waste Industries Contract for Solid Waste Collection Curbside in Service Area 2.

## Background

In January 1984, Richland County began providing county-wide curbside collection service for unincorporated area residents. The County currently provides curbside collection service in eight service areas through four contracted haulers. The collection services provided include household waste, yard waste, bulk item collection, and recycling. Haulers are permitted to have a maximum of two service areas at any one time.

The current contract for Service Area 2 with Waste Industries expired on March 31, 2018. Waste Industries has been doing a commendable job in Service Area 2. A map of Service Area 2 is attached.

The County is in the process of implementing the new Route Management System. Routing software has been developed for Waste Industries routes in Area 2. The route management system equipment is being installed on the Waste Industries trucks and the system should be fully implemented and operational later this year.

The County's Procurement Code states, "A contract for residential solid waste collection may be renewed or renegotiated regardless of any terms therein if the County Council determines that renewal to promote continuity of service is in the best interest of the County".

Negotiations with the current hauler allowed the County to evaluate the hauler's past performance and make recommendations to improve service. The negotiations also addressed the annual update to the Consumer Price Index (CPI) and the fuel surcharge.

On February 6, 2018, Richland County Council authorized staff to negotiate the financial terms and conditions of an extension of the Service Area 2 Collections Agreement and Contract.

Staff from the Solid Waste & Recycling Division of the Department of Public Works and staff from the Procurement Department have met with Waste Industries officials and negotiated a mutually acceptable amendment to the existing contract. The amendment extends the term of the contract and includes additional conditions and revisions to the contract which will improve service and control costs.

### Issues

The current contract for Service Area 2 with Waste Industries expired on March 31, 2018. By extending the current contract with Waste Industries, the County can avoid a disruption in service and a delay in implementation of the new route management system. The new system will allow the county to monitor hauler performance and improve service to Richland County residents.

The proposed contract includes clear language addressing penalties for missed pick-ups and contract violations, payment for a portion the route management system operating fee, changes the CPI adjustment from 3.5% to the actual CPI, adjustment of the fuel surcharge to reflect increases and decreases, and compliance with stipulations proscribed by Procurement staff.

### Fiscal Impact

Changes to the contract will allow the County to modify the CPI adjustment and fuel surcharge. This should result in a long term savings to the County.

### Past Legislative Actions

On September 5, 2012, the County and Waste Industries entered into an agreement and contract for solid waste collection and transportation in Service Area 2.

On January 9, 2014, Richland County and Waste Industries amended the contract and agreement to collect waste in Service Area 2. The contract expired on December 31, 2017.

On December 20, 2017, the contract was extended to March 31, 2018, to allow staff time to negotiate an amendment to the contract.

### Alternatives

1. Approve the proposed contract amendment
2. Disapprove the proposed contract amendment

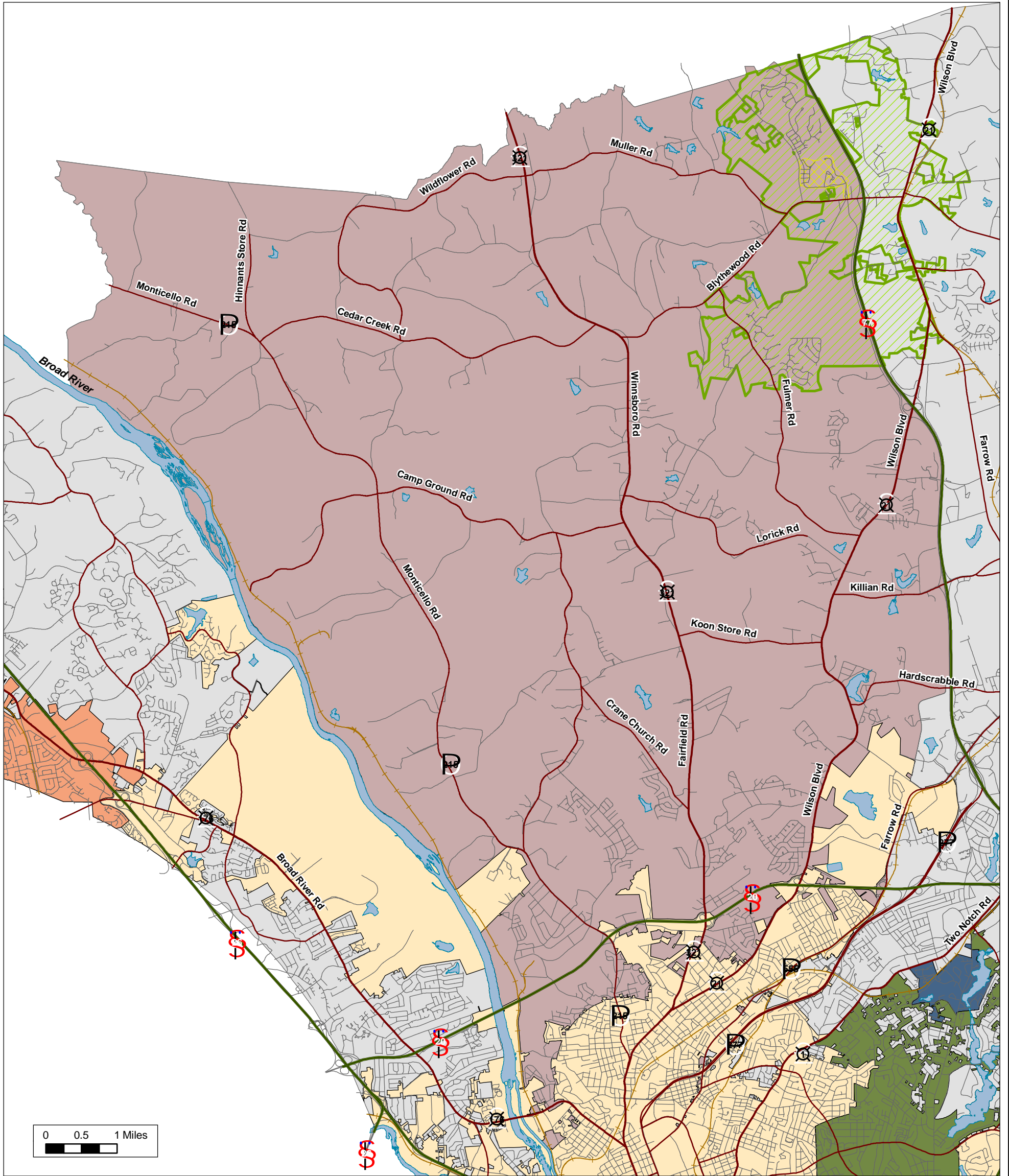
### Staff Recommendation

Staff recommends that Council approve the proposed amendment to the contract for Service Area 2.

Submitted By: Procurement Department






Date: April 19, 2018

# RC SWR Area 2 Collection





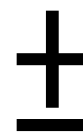
## Legend

### Municipalities

-  Blythewood (RC Collection)
-  Columbia
-  Irmo
-  Arcadia Lakes
-  Forest Acres

### Solid Waste Collection Zones

-  Garbage: Monday
-  Recycling: Friday\*
-  Yard Waste: Thursday
-  \*Every Other Week
-  Backyard Collection



**DISCLAIMER:** This is a product of the Richland County Public Works Department. The data depicted here have been developed with extensive cooperation from other county departments, as well as other federal, state and local governments agencies. Reasonable efforts have been made to ensure the accuracy of this map. Richland County expressly disclaims responsibility for damages or liability that may arise from the use of this map.

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 Richland County Public Works  
 400 Powell Rd.  
 Columbia, SC 29203



# RICHLAND COUNTY GOVERNMENT

Office of the County Administrator

May 22, 2018 Administration and Finance Committee  
Briefing Document - Airport Planning and Engineering Consultant Selection

## Agenda Item

Approval of the recommendation from an *ad hoc* evaluation committee for the selection of an Airport Planning and Engineering Consultant for the Jim Hamilton – LB Owens Airport (CUB) for the next three-to-five year period.

## Background

The system by which the Jim Hamilton – LB Owens Airport (CUB) receives airport planning and engineering professional services is consistent with what is typically done at General Aviation airports and smaller Commercial Carrier airports. The County engages the services of a consultant for a period of three-to-five years for all airport planning and engineering projects. By FAA Advisory Circular (AC) standards, we are required to periodically advertise and select / reselect using a competitive Request for Qualifications (RFQ) process. Solicitation RC-051-Q-2018, “Aviation Consultants for Airport Engineering, Planning and Construction Services” was advertised for a thirty-day period and an evaluation committee of four-personnel was formed as follows:

Joel McCreary, AIA	RC Airport Commission, Vice Chairman
Chris Eversmann, PE, AAE	Airport General Manager
Patrick Bresnahan	GIS Officer
Synithia Williams	Stormwater General Manager

Airport projects are usually achieved incrementally with design taking place in one year and construction taking place in the next.

Typically, 95% of airport capital improvements funding comes from FAA and SC Aeronautics Commission grants, so there is no “budget” *per se*. However, that is not to suggest that there is not an airport development plan. A copy of our Airport Capital

Improvement Plan (ACIP) which covers a five-year-plus-one period and is updated annually is attached. The best practice for preparation of an ACIP (which is employed by the airport staff) is for the plan to be drafted by the planning consultant and then reviewed and edited by the airport sponsor (the “owner” – Richland County).



The incremental development, volume of work available, and “getting to know” the character and development needs of the airport is why one consultant at a time is employed. We have been served by WK Dickson for the past five years, and LPA Group (now Michael Baker) before that.

There is a “master contract” which is negotiated at the start of the period and then “Work Authorizations” are individually negotiated for each task. These contain the specific scopes / fees associated with the individual task at hand and are approved in accordance with County procurement regulations. They are typically reviewed by FAA staff as well since they usually fund 90% of the cost.

Please note that since WK Dickson has been our consultant for the past five years, it is anticipated that the provisions of the master agreement will remain unchanged. As such, re-approval of the previously County Council approved contract is recommended.

### Issues

Approval of award of a master contract for airport planning and engineering professional services to WK Dickson.

### Fiscal Impact

This selection and approval does not obligate us to spend any money. Scopes and fees will be negotiated by individual Work Authorizations (WA) which will be approved in accordance with County procurement regulations. Typically, airport development projects are funded at the 95% level by others and 5% by Richland County.

### Past Legislative Actions

Previous selections / master agreement awards by RC Council.

### Alternatives

1. Approve the recommended, top-rated firm of WK Dickson for a three-to-five year master agreement for airport planning and engineering services.

Or,

2. Do not approve the recommended, top-rated firm of WK Dickson for a three-to-five year master agreement for airport planning and engineering services.

### Staff Recommendation

It is recommended that Council Approve the recommended, top-ranking firm; WK Dickson for a three-to-five year master agreement for airport planning and engineering services.

**RICHLAND COUNTY FINANCE DEPARTMENT  
PROCUREMENT DIVISION**

2020 Hampton Street, Suite 3064  
Columbia, SC 29201  
803-576-2130



**Subject:** Notice of Ranking

A Request for Qualifications was conducted seeking engineering and planning services to generate improvements at the Airport. Seven firms responded to solicitation # RC-051-Q-2018. A duly appointed evaluation team conducted an assessment of the submittals and provided their scoring. The evaluation team's consolidated scores ranked the firms in the following order:

1. WK Dickson & Co, Inc.
2. Michael Baker International, Inc.
3. Mead & Hunt, Inc.
4. Holt Consulting Company, LLC
5. Talbert, Bright & Ellington, Inc.
6. Delta Airport Consultants, Inc.
7. Goodwyn, Mills and Cawood, Inc.



PM - Anna Lynch

**5-Year Capital Improvement Plan (CIP) Projects Summary**  
 Jim Hamilton - LB Owens Airport (CUB) - Richland County, Columbia, South Carolina  
 Rwy 13/31 (5,011' x 75') B-II

Airport Code - A

Updated: 2/28/2018  
 Printed: 4/13/2018

Federal Fiscal Year/ Annual Total Federal Share	Project Description	ACIP Code (National Priority Rating)	Estimated Total Cost	Total Federal Share		State Share	Local Share
				Entitlements	Discretionary/State Apportionment		
FY 2018 Year 0	Taxilane Rehabilitation, Access Roads, Airfield Retaining Wall, Fencing, and Waterline Ext. and Hydrant (Design/Bid)	RE TW IM (68)	\$ 167,000	\$ 150,000	\$ -	\$ 8,350	\$ 8,350
	Mitigation Monitoring (Years 3-5) Reimbursement	EN OT MT (61)	\$ 51,000	\$ -	\$ 45,900	\$ 2,550	\$ 2,550
	Runway 13 RPZ/Approach Land Acquisition (Phase I - Aramark Property) (Reimbursement)	CA RW EX (56)	\$ 1,660,000	\$ -	\$ 1,494,000	\$ 83,000	\$ 83,000
	Runway 13-31 Approach Clearing (State/Local)	N/A	\$ 30,000	\$ -	\$ -	\$ 22,500	\$ 7,500
	RNAV GPS Approaches	N/A		FAA Publication (November 2018)			
FY 2019 Year 1	Taxilane Rehabilitation - Phase 1, Access Roads - Phase 1, Airfield Retaining Wall, Fencing, and Waterline Ext. and Hydrant (Construction)	RE TW IM (68)	\$ 567,000	\$ 150,000	\$ 360,000	\$ 28,500	\$ 28,500
\$1,242,000	Runway 13 RPZ/Approach Land Acquisition (Ph. II) (Reimbursement)	CA RW EX (56)	\$ 675,000	\$ -	\$ 607,500	\$ 33,750	\$ 33,750
FY 2020 Year 2	Taxilane Rehabilitation - Phase 2, Access Roads - Phase 2 (Construction)	OT GT AC (23)	\$ 567,000	\$ 150,000	\$ 360,000	\$ 28,500	\$ 28,500
	Airfield Lighting Rehabilitation (LED) and PAPIs (Design/Bid)	RE RW LI (72)	\$ 175,000	\$ -	\$ 157,500	\$ 8,750	\$ 8,750
	Runway 13 RPZ/Approach Land Acquisition (Ph. III) (Reimbursement)	CA RW EX (56)	\$ 650,000	\$ -	\$ 585,000	\$ 32,500	\$ 32,500
\$1,617,000	Corporate Hangar Row (6 Units @ 50'x50' each) - Design (100% Local Funding)	N/A	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000
\$1,252,500	Runway Extension Justification Study	N/A	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
FY 2021 Year 3	Taxilane Rehabilitation - Phase 3 (Construction)	OT GT AC (23)	\$ 567,000	\$ 150,000	\$ 360,000	\$ 28,500	\$ 28,500
	Airfield Lighting Rehabilitation (LED) and PAPIs (Construction)	RE RW LI (72)	\$ 750,000	\$ -	\$ 675,000	\$ 37,500	\$ 37,500
	Runway 13 RPZ/Approach Land Acquisition (Ph. IV) (Reimbursement)	CA RW EX (56)	\$ 500,000	\$ -	\$ 450,000	\$ 25,000	\$ 25,000
\$3,417,000	Replace Airport Wastewater Lift Station	ST OT IM (45)	\$ 100,000	\$ -	\$ 90,000	\$ 5,000	\$ 5,000
\$1,725,000	Corporate Hangar Row (6 Units @ 50'x50' each) - Construction (100% Local Funding)	N/A	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 1,500,000
FY 2022 Year 4	Land Acquisition in RPZ/Approach to Rwy 13 (Rwy/Twy Ext.)	CA RW EX (56)	\$ 750,000	\$ 150,000	\$ 525,000	\$ 37,500	\$ 37,500
\$930,000	Runway Extension Environmental Assessment	CA RW EX (56)	\$ 180,000	\$ -	\$ 162,000	\$ 9,000	\$ 9,000
FY 2023 Year 5	Runway Extension (Design/Bid)	CA RW EX (56)	\$ 500,000	\$ 150,000	\$ 300,000	\$ 25,000	\$ 25,000
\$650,000	Corporate Hangar #1 - Design (10,000 SF) (100% Local Funding)	N/A	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
\$450,000	FY 2019 - 2023 Total		\$ 7,856,000	\$ 750,000	\$ 4,632,000	\$ 239,500	\$ 2,174,500

= Current FY Update (Year 0) (Not included in Totals)

= 100% Locally Funded Project





# RICHLAND COUNTY GOVERNMENT

Office of the County Administrator

## Administration and Finance Committee Meeting Briefing Document – Recommended award of electronic waste (e-waste) recycling contract

### Agenda Item

County Council is requested to award the contract for electronic waste (e-waste) Transportation and Removal Services for Solid Waste and Recycling to Powerhouse Recycling, Inc.

### Background

The South Carolina Manufacturer Responsibility and Consumer Convenience Information Technology Equipment Collection and Recovery Act were passed by the Legislature in 2010 with an effective date of July 1, 2011. This bill banned the disposal of e-waste in landfills. Richland County verbally contracted with Creative Recycling to manage the County's e-waste.

Creative Recycling had financial difficulties and eventually filed for bankruptcy in 2013.

At that time, the Interim Director of Solid Waste & Recycling contacted e-Cycle Secure about handling Richland County's e-waste. Due to volatility in the e-waste market, the Director recommended continuing the agreement with E-Cycle Secure until the market place became more stable. The cost for E-waste collections has continued to rise and an RFP was issued in an effort to stabilize costs.

The County Procurement staff issued a Request for Proposal (RFP), RC-050-P-2017, "Electronic Waste Transportation and Recycling Services" on May 25, 2017 with a closing date of June 27, 2017. There were seven submittals. An evaluation team conducted independent evaluations which were then consolidated and ranked. ERI was the highest-ranked Vendor with Powerhouse Recycling as the second-highest-ranked vendor.

The highest-ranked vendor, ERI, included transportation costs that were more than four times the cost of other transportations charges. ERI was asked to re-evaluate their transportation cost, however satisfactory terms could not be reached. Due to this, staff recommends award to the second-highest-ranked vendor, Powerhouse Recycling, Inc.

E-Waste collections have almost doubled each fiscal year for the past three-years, with a budget for next fiscal year of \$400,000.

**Issues:**

Award of contract to the second-highest rated vendor due to inability to successfully negotiate with the highest-rated vendor.

**Fiscal Impact**

Solid Waste has budgeted \$400,000 for Electronic Waste Recycling services. All costs incurred are funded by both the DHEC Solid Waste Grant (State) and by Solid Waste and Recycling operating funds (Local).

**Past Legislative Actions**

None

**Alternatives**

1. Approve the recommendation to award the Electronic Waste Transportation and Recycling Services to Powerhouse Recycling, Inc.  
Or,
2. Do not approve the recommendation to award the Electronic Waste and Transportation and Recycling services to Powerhouse Recycling, Inc

**Staff Recommendation**

Staff recommends that Council approve the request to award the Electronic Waste Transportation and Recycling Services to Powerhouse Recycling, Inc.

Consolidated Evaluations								
Evaluation Criteria RC-050-P-2017 Electronic Waste Transportation & Recycling Services	Maximum Percentage	Cycle Point	Dynamic Recycling	ERI	Intelligent Lifecycle	Kuusakoski	Powerhouse	Southern Environmental
Past Performance, Experience & References	35							
E1		35	35	35	20	0	35	25
E2		25	30	35	30	10	30	10
E3		30	20	35	30	0	25	10
	105	90	85	105	80	10	90	45
Method & Approach	30							
E1		25	30	30	25	0	30	0
E2		20	25	30	25	0	25	5
E3		20	15	25	25	10	30	10
	90	65	70	85	75	10	85	15
Qualifications	25							
E1		25	25	25	20	0	25	0
E2		20	15	25	20	0	25	5
E3		25	20	25	20	0	20	10
	75	70	60	75	60	0	70	15
Cost	10							
Total Based on Calculation								
E1		10	4	10	10	6	10	8
E2		10	4	10	10	6	10	8
E3		10	4	10	10	6	10	8
	30	30	12	30	30	18	30	24
TOTAL	300	255	227	295	245	38	275	99



**RICHLAND COUNTY**  
**Department of Public Works**  
**Solid Waste & Recycling Division**  
**1070 Caughman Road North**  
**Columbia, SC 29203**



**DATE:** November 1, 2017

**TO:** Brittaney Sloan  
Office of Procurement & Contracting

**FROM:** Art Braswell, Manager *AB*  
Solid Waste & Recycling Division  
Department of Public Works

**RE:** E-waste Service Contract Recommendation  
RFP RC 050-P-2017

After careful evaluation of the submittals of the proposals in reference to RFP RC 050-P-2017, ERI rated highest based on the technical aspects in their proposal. However, the costs for logistics contained in the proposal were extremely high. Therefore, I emailed John Meir with ERI to see if ERI could lower their proposed fees for logistics. On October 5, 2017, John Meir with ERI submitted an alternative price for logistics, \$884/haul from 1070 Caughman Road North and \$910/haul from 10531 Garners Ferry Road. The alternative logistics cost are still significantly higher than those of the vendor that rated second on the technical evaluation, Powerhouse. Powerhouse is proposing \$250/haul from both locations. With 20 hauls per year from Caughman Road North and 50 hauls per year from Garners Ferry Road, the difference in logistics cost is substantial. Therefore, I recommend awarding the contract for e-waste service to Powerhouse.



# RICHLAND COUNTY GOVERNMENT

Office of the County Administrator

## Administration and Finance Committee Meeting Briefing Document – Meridian Dr/Miramar Dr Sidewalk Project

### Agenda Item

County Council is requested to approve the award of the contract for the Meridian Dr/Miramar Dr Sidewalk Project to AOS Specialty Contractors, Inc. in the amount of \$262,246.00.

### Background

The Ombudsman's staff attended a community meeting on 11/5/14 for the North 21 Terrace subdivision. At this meeting, the President of the HOA requested sidewalk along the main road through their subdivision. A service request was then created by the Ombudsman's office and forwarded to Public Works.

This road name begins as Meridian Dr. and then changes into Miramar Dr., and it runs between N. Main St. and Mason Rd. (See attached map.) There is a mixture of commercial and residential properties in the area, and after an initial evaluation of the site by Public Works staff, it was determined that sidewalk along this roadway would provide good connectivity between N. Main St. and Mason Rd. for these residential and commercial areas. There is already sidewalk along N. Main St. as well as Mason Rd.

Public Works submitted this project to the County Transportation Committee (CTC) in May 2015 and requested funding for the design and construction of the new sidewalk along with new ADA ramps and crosswalks. The project was not approved by the CTC to receive C Funds until June 2016.

Once the survey was complete and the design was finalized, Councilwoman McBride along with Public Works staff attended a community meeting in March of 2018 to present the project to the community. The project was then advertised in April 2018 and bids were received in May 2018.

Procurement issued Request for Bids RC-080-B-2018 and there were two responses:

AOS Specialty Contractors \$228,040.00

Armstrong Contractors \$234,694.00

### Issues

There are no other issues.

### Fiscal Impact

The lowest, responsible, responsive bidder on this project was AOS Specialty Contractors, Inc. in the amount of \$228,040.00. Adding a 15% contingency to that amount brings the project to \$262,246.00. The bid amount along with the



contingency will be covered by the approved C Funds.

**Past Legislative Actions**

None

**Alternatives**

1. Approve the award of the contract for the Meridian Dr/Miramar Dr Sidewalk Project to AOS Specialty Contractors, Inc. in the amount of \$262,246.00.

Or,

2. Do not approve the award of the contract for the Meridian Dr/Miramar Dr Sidewalk Project to AOS Specialty Contractors, Inc. in the amount of \$262,246.00.

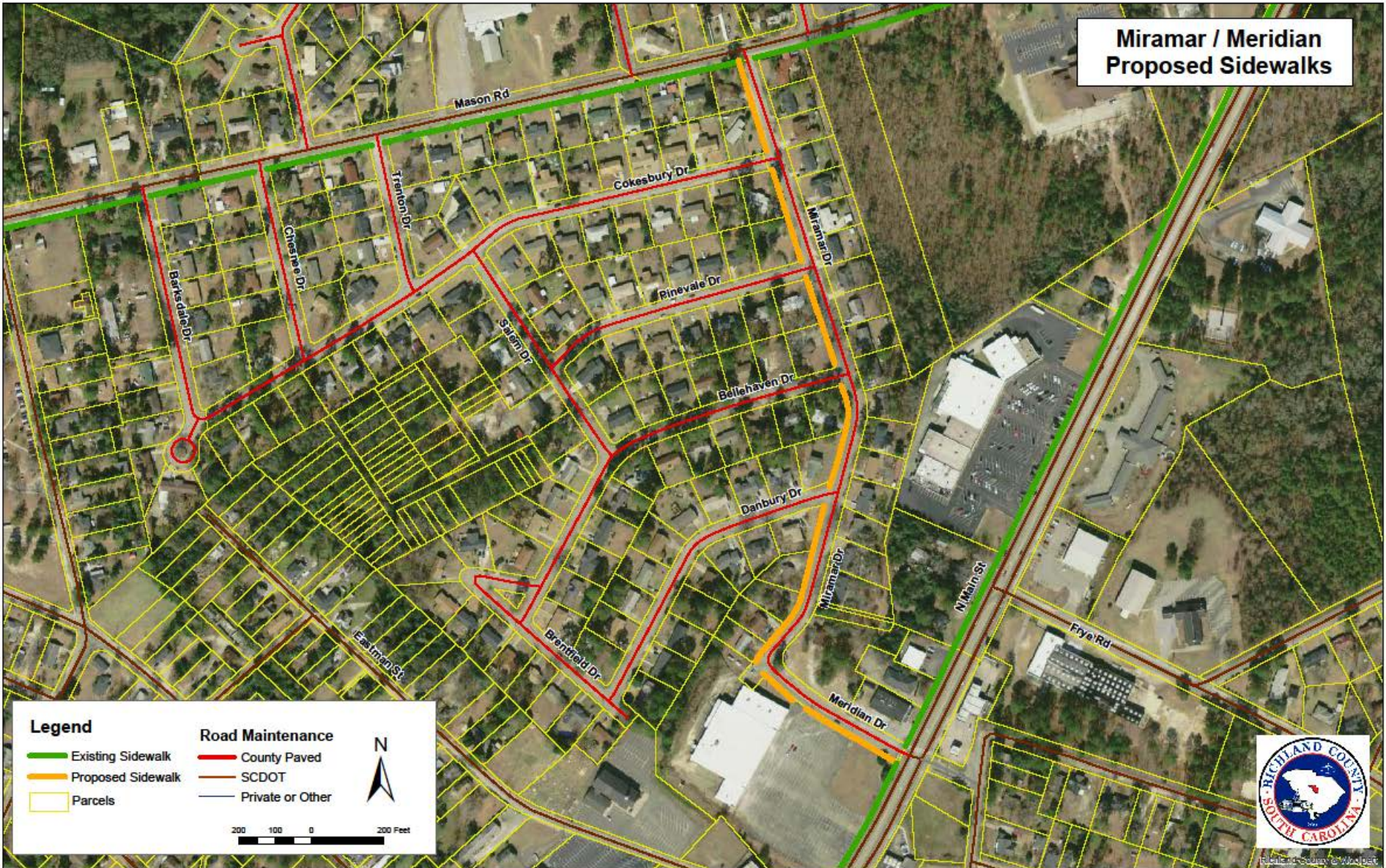
**Staff Recommendation**

It is recommended that County Council approve the award of the contract for the Meridian Dr/Miramar Dr Sidewalk Project to AOS Specialty Contractors, Inc. in the amount of \$262,246.00.

**Submitted by:** Procurement Department

**Date:** May 8, 2018

**Miramar / Meridian  
Proposed Sidewalks**



<b>Meridian/Miramar Sidewalk Project</b>						
<b>RC-080-B-2018</b>						
<b>May 8, 2018</b>						
<b>ITEM</b>	<b>UNIT</b>	<b>QUANTITY</b>	<b>ARMSTRONG CONTRACTORS</b>		<b>AOS SPECIALTY</b>	
			<b>UNIT COST</b>	<b>TOTAL</b>	<b>UNIT COST</b>	<b>TOTAL</b>
Mobilization	LS	1	12,000.00	12,000.00	20,000.00	20,000.00
Traffic Control	LS	1	10,000.00	10,000.00	25,814.00	25,814.00
Clearing & Grubbing	LS	1	10,000.00	10,000.00	4,387.00	4,387.00
26" Gum Tree Removal	EA	1	2,500.00	2,500.00	1,186.00	1,186.00
Construction Staking	LS	1	5,000.00	5,000.00	349.00	349.00
Perm. Const. Signs (Ground Mount)	LS	1	2,500.00	2,500.00	2,930.00	2,930.00
Unclassified Excavation	CY	80	45.00	3,600.00	28.00	2,240.00
Borrow Excavation	CY	80	45.00	3,600.00	56.00	4,480.00
Concrete Sidewalk 4" Uniform	SY	1,112	62.00	68,944.00	63.00	70,056.00
Concrete Driveways 7" Uniform	SY	100	75.00	7,500.00	110.00	11,000.00
2' x 5' Detectable Warning	EA	14	300.00	4,200.00	262.00	3,668.00
New Pedestrian Curb Ramp	SY	12	5,750.00	69,000.00	3,810.00	45,720.00
Retrofit Pedestrian Curb Ramp	SY	2	4,250.00	8,500.00	4,208.00	8,416.00
Remove/Dispose Existing Concrete	SY	200	15.00	3,000.00	30.00	6,000.00
8" White Thermo Crosswalk Markings	LF	810	5.00	4,050.00	12.50	10,125.00
12" White Thermo Crosswalk Markings	LF	105	30.00	3,150.00	21.00	2,205.00
Remove 8" Crosswalk Markings	LF	21	50.00	1,050.00	7.00	147.00
Sod	AC	0.15	64000	9,600.00	60,780.00	9,117.00
Utility Repair Allowance	LS	1	6,500.00	6,500.00	200.00	200.00
<b>TOTAL</b>				<b>\$234,694.00</b>		<b>\$228,040.00</b>



# RICHLAND COUNTY GOVERNMENT

Office of the County Administrator

## Administration & Finance Committee Meeting Briefing Document

### Agenda Item

Homes of Hope Affordable Housing Development

### Background

This request is to approve partnering with Homes of Hope and funding a total of \$350,000 in Richland County Community Development Block Grant (CDBG) and/or HOME funds for the development of 8 rental units of affordable homes.

Edisto Place will be a mixed-income development comprised of 1 duplex and 18 single-family homes (20 homes total), complete with new infrastructure and new construction. The project's total is estimated to be \$3.5M. The City of Columbia is providing gap financing for this project and asked the County to joint venture, as well. Private sources would also be utilized in fulfilling the financing. A combination of both HOME and/or CDBG funds from Richland County Community Development funds will be used to subsidize 8 of the units for affordable rental housing for low-to-moderate income families. CDBG funds will be used towards the infrastructure costs. Homes of Hope, as developer and owner, will contribute up to \$450,000 in equity to the project. The City has committed a total of \$420,974.00 in HOME funds from its Community Development Department. Private lending will complete the financing layers.

If approved, the project will be for 8 HOME rental units having 20-year affordability restrictions attached and will include 3 units for 50%AMI families, and 5 units for 60%AMI families, moving to 80% AMI upon initial turnover. Up to four 4 rental units will be market rate for families earning between 80-120% AMI.

Financial wellness training for each family interested will be offered and facilitated by Homes of Hope as well.

The location of the parcels are off Superior, Wiley, Bay Streets and South Edisto Avenue, located in Richland Council District 10.

Upon all funding commitments Homes of Hope stands ready to start the project and complete it within 9 months.

#### Issues

As reviewed by County Staff, there are no issues presented. This joint collaboration between County and the City will be the first of its kind (mixed-income development) but not the first joint venture. The County and City's Community Development came together last year for affordable housing in District 5, off Manning and Washington Streets.

#### Fiscal Impact

There is no fiscal impact to the County's funding or general budget. All CDBG funds will come from the US Department's HUD grant managed by the County's Community Development Department.

#### Past Legislative Actions

County Council approved the Community Development's FY 17-18 HUD Action Plan in July 2017. These funds can benefit the Countywide Revivification efforts approved by Council and HUD.

#### Alternatives

1. Approve the request for this joint venture with the City of Columbia and approve CDBG and/or HOME funding in the amount not to exceed \$350,000 to Homes of Hope.
2. Do not approve the request, and the project may not proceed.

#### Staff Recommendation

Staff recommends approving the request to opt into this joint venture with the City of Columbia and approve CDBG and/or HOME funding in the amount not to exceed \$350,000 to Homes of Hope.

Submitted by: Tracy Hegler, Director of Community Planning and Development

Date: April 19, 2018



# RICHLAND COUNTY GOVERNMENT

Office of the County Administrator

## Development & Services Committee Meeting Briefing Document

### Agenda Item

Richland County Utility Systems – Sewer Rates

### Background

The County’s Utilities Department provides water and sanitary sewer services in the unincorporated areas of the County via the Broad River and the Lower Richland Utility Systems. These systems are comprised of several County-owned and operated water and waste water treatment facilities.

### Broad River Utility System

The Broad River system includes a County-owned waste water treatment facility (e.g., treatment plant, collection system) and Water distribution system.

- The Broad River Waste Water Treatment Plant was designed and constructed in 2007-08 and is permitted to treat 6 million gallons per day (MGD). The primary source of effluent to the plant is the residential neighborhoods in the northwestern area of the County. The system currently serves in excess of 12,000 customers. The waste water rate for the Broad River Wastewater system is \$44.54 monthly / \$133.62 quarterly per REU. (residential equivalent unit).
- The Broad River Water Distribution network, commonly referred to as the White Rock Water System, was designed and constructed in June 1988 and includes a full distribution system with a small number (20) of customers.
- The water service rate for the White Rock Water system, as detailed in the table below, is based off water usage.

1st 1,000 gallons Minimum base charge standard meter	\$20.00
Next 8,000 gallons	\$4.67/1,000 gallons

Next 11,000 gallons	\$4.37/1,000 gallons
Next 10,000 gallons	\$4.12/1,000 gallons
Next 30,000 gallons	\$3.87/1,000 gallons
Next 60,000 gallons	\$3.87/1,000 gallons

- Debt
  - The County issued \$19,300,000 Sewer System General Obligation Refunding Bonds, Series 2011A, dated November 15, 2011 (the “2011A Bonds”), to refund a portion of the Broad River Sewer System General Obligation Bonds, Series 2003D. The un-refunded portion has since been retired.
  - The County issued \$15,235,000 Broad River Sewer System General Obligation Refunding Bonds, Series 2016C dated December 16, 2016 (the “2016C Bonds”), to refund the Board River Sewer System General Obligation Bonds, Series 2007B.
  - While the 2011A Bonds and the 2016C Bonds are general obligation bonds, the County anticipates the full debt service will be paid with revenues derived from the operation of the Broad River Sewer System. In the unanticipated event the debt funds do not have sufficient revenues, a County tax levy must be made to meet the payments of principal and interest.

**Lower Richland Utility System**

The Lower Richland system includes a County-owned waste water treatment facility (e.g., treatment plant, collection system) and two (2) water distribution systems.

- The Eastover Waste Water Treatment Plant was designed and constructed in March 2012 and re-rated February 2016 to treat 0.75 MGD. The primary source of effluent to the plant is the residential neighborhoods in the southeastern area of the County, inclusive of the Town of Eastover. The system currently serves the Town of Eastover, a whole- sale customer; and one commercial customer, Kemira. The waste water rate for the Lower Richland Wastewater system is \$37.60 monthly / \$112.80 quarterly per REU.
- The Lower Richland Water Distribution network includes the Hopkins Water distribution network and the Pond Drive Water distribution network.

- The Hopkins Water distribution network receivership agreement was entered with the South Carolina Department of Health and Environmental Control (SCDHEC) to assume operations of one wastewater treatment facility and two community water systems that were abandoned by a private utility in July 2005. An upgrade was designed and constructed in August 2012 and includes a full distribution system and serves 521 customers.
- The Pond Drive Water distribution network receivership agreement was entered with the South Carolina Department of Health and Environmental Control (SCDHEC) to assume operations of one wastewater treatment facility and two community water systems that were abandoned by a private utility in July 2005. An upgrade was designed and constructed in August 2012 and includes a full distribution system and serves 30 customers.
- The water service rates for the Hopkins Water and Pond Drive water systems as detailed in the table below, are based off water usage.

1st 1,000 gallons Minimum base charge standard meter	\$20.00
Next 8,000 gallons	\$4.67/1,000 gallons
Next 11,000 gallons	\$4.37/1,000 gallons
Next 10,000 gallons	\$4.12/1,000 gallons
Next 30,000 gallons	\$3.87/1,000 gallons
Next 60,000 gallons	\$3.87/1,000 gallons

- Debt
  - The County issued its \$2,033,000 Waterworks System Improvement Revenue Bond (Hopkins Project), Series 2011 dated October 14, 2011, which was purchased by the United States Department of Agriculture, Rural Development. The Bond is payable monthly as to principal and interest over 40 years beginning November 14, 2011.



**Issue(s):**

The waste water and water fees are determined periodically by rate studies and are set at levels to recoup the projected expenses of the operations, maintenance, and upgrades, in a similar manner as a private business. All activity necessary to provide water and sewer service are accounted for each system, including but not limited to customer service, engineering, operations and maintenance. Given that the systems are designed to operate as a private business enterprise, the revenues and expenditures are accounted for through the Broad River and the Lower Richland enterprise funds.

The County’s utility enterprise fund is designed to be self-supporting through user fees or charges for services. However, historically, the expenditures for the Lower Richland utility system have been higher than its revenues. As such, annually, the Broad River utility system and the County’s General Fund have subsidized the Lower Richland utility system. As illustrated in the table below, the amount subsidized has averaged a total of \$342,145 yearly over the past five (5) years, with subsidies for the Lower Richland Sewer and the Lower Richland Water averaging, \$172,802 and \$169,343, respectively.

Table 1 *Summary of Subsidies*

<b>Lower Richland Sewer</b>	
<b>Fiscal Year</b>	<b>Subsidized Amount</b>
2013	\$133,943
2013	\$96,065
2015	\$184,000
2016	\$225,000
2017	\$225,000
	<b>\$864,008</b>
	<b>\$172,802</b>
	<b>Total Of Transfers In/Out</b>
	<b>Annual Average Of Transfers</b>

<b>Lower Richland Water</b>	
<b>Fiscal Year</b>	<b>Subsidized Amount</b>
2013	\$23,895
2013	\$121,621
2014	\$20,133
2014	\$112,790
2014	\$223,275
2015	\$145,000
2016	\$100,000
2017	\$100,000
	<b>\$846,714</b>
	<b>\$169,343</b>
	<b>Total Of Transfers In</b>
	<b>Annual Average Of Transfers</b>

These subsidies conflict with the framework of a government enterprise fund, the County’s financial policies, and GAAP as the utility systems should be self-sufficient and should not rely on the County’s General Fund to address revenue deficits. There are several mitigating factors contributing to the aforementioned conflicts:

- The rates are not uniform. There is a difference between the sewer and water rates for each system. As noted above, the waste water and water rates for the Broad River system is higher than those rates for the Lower Richland system.

- The Broad River system generates more revenue and is able to cover the expenditures associated with the operations of the system. Whereas, the Lower Richland system does not generate enough revenue to account for the expenditures associated with the operations of the system.
- The need for the implementation of a water and sewer rate study. The preliminary rate study started a year ago. According to policy, the County should conduct a rate study every 3-5 years. Review of the archives attendant to this matter revealed that the County did not perform rates studies in accordance with its policy.
- Inadequate funding of the capital improvement / maintenance needs for both systems. Historically, the County has not adequately funded the capital outlay for both utility systems. This has contributed to failing infrastructure and the constant need to make emergency repairs.
- The County has a number capital improvement related commitments that should proceed and will require funding mechanisms supported by its Utility System, including the Cedar Cove and Stoney Point Utility System Improvement Project and the Lower Richland Sewer project via the Satellite Sewer Service Agreement with the City of Columbia. As such, Council's pending policy decision attendant to having a combined utility system must be timely.

Given the recent completion of the preliminary countywide rate study, along with the preliminary projection of long-term needs of the County's utility system, Council is facing a number of critical policy decisions. While the timeliness of those decisions cannot be understated, Council needs to review all of the available information and begin deliberations to address the critical needs of both utility systems. Given the aforementioned issues, County staff recommends that Council approve proceeding with scheduling three Council work sessions in June 2018 to brief Council on its utility systems. Upon completion of the work sessions, staff will present this matter to Council through its normal Committee / Council vetting process to obtain direction with regard to the following policy initiatives:

1. **Proceeding or not proceeding with a combined utility system.** It is advantageous for the County to move towards a combined or regional utility system to provide equity and uniformity in its rates for all of its customers. Further, a combined utility system will set the foundation for the County to move toward a county-wide sewer and water system which can eliminate the many "pockets" of sewer service countywide.
2. **The Capital Improvement Plan (CIP) schedule as it relates to the County utility infrastructure.** There are a number of utility system infrastructure related improvements and upgrades impacting both utility systems via the County's Water and Sewer Master Plan which includes expansion projects. Further, there are planned capital expenditures, including R&R (refurbishment & replacement) for the assets and components of the utility system. Council will need to approve the CIP during its upcoming Biennium Budget II process, including the plan's funding sources. The development of the County's ten year CIP is underway, with a tentative completion date in the Fall 2018.
3. **Implementation of utility rate adjustments vis-à-vis the Wildan Rate Study.** As noted, the County's utility systems are designed to be self-supporting through user fees or charges for

services to the customers of the utility systems. Completion of the countywide rate study will allow for the proper development of funding mechanisms for the Utility System CIP. Once the CIP is completed and funding mechanisms are in place, the County can implement rate adjustments upon approval from County Council in order for the utility systems to be self-supported. Further, if Council approves moving forward with a combined utility system, operating the utility system would allow for user rate / fee impact relief since excess revenues could support the smaller utility systems as opposed to transfers in or subsidies from the County's General Fund. Currently, without the subsidy from the General Fund, utility customers may face large rate / fee increases.

**Fiscal Impact:**

The fiscal impact will depend on (a) whether the County continues with separate utility systems or a combined one and (b) the final Council approved wastewater and water rates.

**Past Legislative Action:**

None.

**Alternatives**

1. Accept the briefing document for information and approve proceeding with scheduling three Council work sessions in July 2018 to discuss the County utility systems.
2. Do not accept the briefing document for information and approve proceeding with scheduling three Council work sessions in July 2018 to discuss the County utility systems.

**Staff Recommendation**

Staff recommends alternative 1.

**Proposed by:**

Richland County Administration

**Date Proposed:**

May 22, 2018