

RICHLAND COUNTY

ADMINISTRATION & FINANCE COMMITTEE AGENDA



TUESDAY, SEPTEMBER 26, 2017

6 P.M.

4th FLOOR CONFERENCE ROOM

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
 September 26, 2017 – 6:00 PM
 4th Floor Conference Room
 2020 Hampton Street, Columbia, SC 29201

Bill Malinowski District 1	Paul Livingston District 4	Greg Pearce (Chair) District 6	Jim Manning District 8	Norman Jackson District 11
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1. **CALL TO ORDER** The Honorable Greg Pearce, Chair,
Administration & Finance Committee

2. **APPROVAL OF MINUTES** The Honorable Greg Pearce
 - a. Administration & Finance Committee Meeting: July 25, 2017
[PAGES 1 - 5]

3. **ADOPTION OF AGENDA** The Honorable Greg Pearce

4. **ITEMS FOR ACTION** The Honorable Greg Pearce
 - a. Council Motion: Request that administrative staff and Emergency Services Director evaluate the current contract for ambulance service fee collection to determine whether a rebid of this contract might improve the revenue from ambulance operations. A recommendation regarding this contract would then be reported to the A&F Committee for any necessary action [Pearce] [PAGES 6 -14]

 - b. Reassignment of Projects for Outstanding Bonds [PAGES 15 - 19]

 - c. Legislative Delegation Funding Request [PAGES 20 - 58]

 - d. Additional Office Space for the Public Defender’s Office [PAGES 59 - 66]

 - e. Resolution to Distribute \$24,326.99 in Federal Forestry Funds [PAGES 67 - 70]

 - f. Construction Contract Award for an Airfield Lighting Signage Project at the Jim Hamilton LB Owens Airport [PAGES 71 - 72]

5. **ITEMS PENDING ANALYSIS**
 - a. Council Motion: The City of Columbia announced that they will be targeting Hospitality Tax businesses in the unincorporated area for annexation to take HTax funds. The City receives more than \$10 million annually while the

Note: Pursuant to Council Rules, Council will record non-electronic roll call voting for all votes that are not unanimous for second and third reading or one time votes; and which are not merely procedural in nature.

unincorporated area receives over \$5 million annually. The County spends more than half its funds in the City while the City spends its funds in the City only. I move unless the City develops an IGA or MOU with the County not to take target and take the County HTax funds that Richland County then there should some discussion to reevaluate collection of the HTax funds [N. Jackson & Malinowski]

- b. Council Motion: Explore funding Eco Tourism with funds from Mitigation Bank Credits and Economic Development [N. Jackson]
- c. Council Motion: Explore additional options on supplemental insurance for employees. Note: There are new products available. Staff should talk to existing and additional agencies to provide better or additional options for employees [N. Jackson]
- d. Council Motion: Move that the Recreation Commission provide an update of the Recreation Bond to ensure that it was executed as council approved and that any funds remaining after all items are completed it is Richland County Council's decision on how it is spent [N. Jackson]
- e. Richland County funds thirteen mills eight mills more than the five mills required by statue. 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]

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

July 25, 2017 – 6:00 PM

Council Chambers

2020 Hampton Street, Columbia, SC 29201

COMMITTEE MEMBERS PRESENT: Greg Pearce, Chair; Bill Malinowski, Paul Livingston, and Jim Manning

OTHERS PRESENT: Joyce Dickerson, Dalhi Myers, Gwen Kennedy, Chip Jackson, Yvonne McBride, Brandon Madden, Elizabeth McLean, Michelle Onley, Sandra Yudice, Tracy Hegler, Jamelle Ellis, Stacey Hamm, James Hayes, Jennifer Wladischkin, Chris Eversmann, Shahid Khan, James Brown, Kevin Bronson, Gerald Seals, Tony Edwards, Valeria Jackson, Roger Sears, and Ismail Ozbek

1. **CALL TO ORDER** – Mr. Pearce called the meeting to order at approximately 6:00 PM. e
2. **APPROVAL OF MINUTES**
 - a. June 27, 2017 – Mr. Malinowski moved, seconded by Mr. Livingston, to approve the minutes as distributed. The vote in favor was unanimous.
3. **ADOPTION OF AGENDA** – Mr. Malinowski moved, seconded by Mr. Livingston, to adopt the agenda as published. The vote in favor was unanimous.
4. **ITEMS FOR ACTION**
 - a. Council Motion: In order not to discriminate, or have the appearance to discriminate, I move that all outside agencies receiving funding through Richland County are subject to the same, or similar, MOU to that of the Richland County Recreation Commission [N. JACKSON] – Mr. Livingston moved, seconded by Mr. Manning, to table this item.

Mr. Manning withdrew his second.

Mr. Malinowski moved, seconded by Mr. Livingston, to not approve this item. The vote in favor was unanimous.
 - b. Richland County will look into the use of various bond attorneys doing business within Richland County in an effort to spend taxpayer dollars in a more equitable way with the legal profession [MALINOWSKI] – Mr. Malinowski stated that for the 10 years he has been on Council the County has utilized the same law firms handling the bonding matters. It seems there are other firms and bond attorneys; therefore, the taxpayers' money should not go to just one firm.

Mr. Manning requested a friendly amendment to have staff review all of the entities the County contracts with.

Mr. Malinowski moved, seconded by Mr. Manning, to have staff explore the hiring of various entities that provide services to the County (i.e. law firms, contractors, etc.) and report back to the committee. The vote in favor was unanimous.

- c. While Richland County is moving in this direction, for the record I move that Richland County staff review budgets for entities receiving tax dollars to confirm all spending is done to only promote the mission of that entity. Any dollars not spent toward the mission will not be awarded at budget time [MALINOWSKI] – Mr. Malinowski stated he had noticed in some of the annual reports received from groups throughout the County that are providing additional funding to other entities the County is also providing funding too (i.e. Community Endowment). The funding should be used for their mission and not to assist with funding another entity.

Mr. Livingston stated the motion needed to be restated because that was not his understanding of the motion.

Mr. Malinowski stated we need to look at the entities that are receiving funding from the County.

Mr. Pearce stated that will include all statutory, contractual, Accommodations Tax, Hospitality Tax, all of the various grants.

Mr. Malinowski stated to ensure the entities receiving the funds are utilizing them for their own mission and not passing them at to other entities.

Mr. Pearce stated the practical question is how would we accomplish this?

Mr. Malinowski stated it is a matter of reviewing their annual report to determine if they have given funding to an entity the County also funds. If they have, then to go back to them and let them know they cannot do that.

Mr. Pearce stated he does not have a problem with the concept. He has a problem with how it will be implemented since there is only one person who works in the Grants Department.

Mr. Malinowski moved to direct staff to draft an implementation process and bring back to committee. The motion died for lack of a second.

- d. Sprinkler Head Replacements Phase 1-3 at Alvin S. Glenn Detention Center – Mr. Manning moved, seconded by Mr. Livingston, to forward to Council with a recommendation to approve the request and the Detention Center can work with the contractor to begin the project and comply with the Fire Marshal's order.

Mr. Malinowski inquired about the language in the subject and purpose line of the Request of Action.

Mr. Madden stated the subject is "Sprinkler Head Replacements Phase 1-3 at Alvin S. Glenn Detention Center" and the purpose can be provided to the committee prior to the item going to Council.

Mr. Malinowski stated in the background information is states, "Due to the age of the sprinklers, it is difficult to maintain the proper 'spare parts'"...but the actual reason for wanting the replacements did not have anything to do with spare parts. The reason stated for the replacement request is to address code deficiencies until the project can be re-solicited and brought before Council. In addition, the background material states, "code requires that when one sprinkler head is

replaced in an area, all sprinklers in that compartmentalized space shall be replaced” but Council is not told that at least one sprinkler is being replaced in these locations. Also, one of the alternatives is “to comply with the Fire Marshal’s Order” but the Fire Marshal reports in the agenda packet are dated 2012 and 2013.

Mr. Pearce stated this item is not on the agenda for the Special Called Meeting tonight; therefore, he suggested having staff bring back responses to Mr. Malinowski’s concerns prior to the next meeting.

Mr. Manning requested assurance that the sprinkler system at the Detention Center is sufficient that if there is a fire the sprinklers will do what they need to do. Although it is not on the Special Called Meeting agenda, Council can procedurally place this item on the agenda if there is a problem with the sprinkler heads at the Detention Center.

Mr. Bronson stated the Detention Center was not in attendance, but can be reached by phone to give a definitive answer on the functionality of the sprinkler heads. At this time, Mr. Bronson believes the sprinkler heads are functioning and there is no immediate danger if this item is not acted upon tonight.

Mr. Malinowski moved, seconded by Mr. Manning, to defer action on this item until the end of the meeting.

Mr. Manning stated he brought this up earlier in the D&S Committee when there was an important item on the agenda and the Director was not present and he wanted to make the same comment here. He is concerned when there is an important item on the agenda and the Director is not present to answer questions.

The vote in favor was unanimous to defer this item until the end of the meeting.

Mr. Bronson stated he spoke with the Detention Center Interim Director and the system is functioning properly. This bid would be to replace the heads so that it is upgraded to current fire head standards.

The vote in favor was unanimous to forward this item to Council.

- e. Approval of the 5-Year 4 Consolidated Plan (FY17-21) and the FY17-18 Annual Action Plan for Community Development Federal Funds – Ms. Hegler stated this item is taken up every year as a part of the annual reallocation from HUD for the CDBG and HOME funding. The item before the committee is a request to approve the action plan and the upcoming year’s annual allocation.

Mr. Livingston moved, seconded by Mr. Malinowski, to forward this item to Council to approve the Five Year Consolidated Plan (FY17-21) and the FY17-18 Action Plan estimated budgets for CDBG and HOME due to HUD by August 16, 2017.

Mr. Malinowski inquired in the dates on p. 36 of agenda are correct.

Ms. Hegler responded in the affirmative.

Mr. Malinowski inquired as to why staff waited so long to present this item to Council since the deadline for submission is August 16th. In addition, in the operating budget it says it includes six full-time employees to administer the program for the Five-Year Program.

Ms. Hegler stated that is who is currently employed in that division to operate those funds.

Mr. Malinowski inquired if the funding includes their salaries and benefits.

Ms. Hegler responded in the affirmative.

Mr. Malinowski inquired if it also includes the State Retirement.

Ms. Hegler responded in the affirmative.

Mr. Malinowski inquired if the employees are aware that when the grant ends they may not be employed.

Ms. Hegler stated they are aware.

Mr. Malinowski inquired about the 20% in administrative costs.

Ms. Hegler stated the 20% is the allowable cap for administrative costs.

Mr. Malinowski inquired about the "Fire Truck" listed under Expenditures on p. 38 of the agenda.

Ms. Hegler stated the expenditures listed are how the funds have been spent in the last five years. The fire truck was purchased for the Hopkins Community out of these funds.

The vote in favor was unanimous.

f. Potential Property Purchase [Executive Session]

***The Committee went into Executive Session at approximately 6:23 PM
and came out at approximately 6:39 PM.***

Mr. Malinowski moved to not proceed with the potential property purchase. The motion died for lack of a second.

Mr. Livingston moved, seconded by Mr. Manning, to move forward with the appraisal.

Mr. Malinowski stated he wants to make sure his colleagues see what the potential refurbishing costs are going to be in addition to the purchase.

In favor: Livingston, Manning

Opposed: Pearce, Malinowski

The motioned failed.

5. **ITEMS PENDING ANALYSIS**

- a. Council Motion: The City of Columbia announced that they will be targeting Hospitality Tax businesses in the unincorporated area for annexation to take HTax funds. The City receives more than \$10 million annually while the unincorporated area receives over \$5 million annually. The County spends more than half its funds in the City while the City spends its funds in the City only. I move unless the City develops an IGA or MOU with the County not to take target and take the

County HTax funds that Richland County then there should be some discussion to reevaluate collection of the HTax funds [N. JACKSON & MALINOWSKI]

- b. Explore funding Eco Tourism with funds from Mitigation Bank Credits and Economic Development [N. JACKSON]
 - c. Request that administrative staff and Emergency Services Director evaluate the current contract for ambulance service fee collection to determine whether a rebid of this contract might improve the revenue from ambulance operations. A recommendation regarding this contract would then be reported to the Administration and Finance Committee for any necessary action [PEARCE]
 - d. Explore additional options on supplemental insurance for employees. NOTE: There are new products available. Staff should talk to existing and additional agencies to provide better or additional options for employees. [PEARCE]
6. **ADJOURNMENT** – The meeting adjourned at approximately 6:40 PM.



Administration and Finance Committee Meeting

September 26, 2017

Committee Briefing Document

Agenda Item

Council Motion: Request that administrative staff and Emergency Services Director evaluate the current contract for ambulance service fee collection to determine whether a rebid of this contract might improve the revenue from ambulance operations. A recommendation regarding this contract would then be reported to the A&F Committee for any necessary action [PEARCE]

Background

During the May 16, 2017 Council meeting, Councilman Greg Pearce brought forth the following motion:

“Request that administrative staff and Emergency Services Director evaluate the current contract for ambulance service fee collection to determine whether a rebid of this contract might improve the revenue from ambulance operations. A recommendation regarding this contract would then be reported to the A&F Committee for any necessary action.”

Prior to using a billing company, the Finance Department was directly responsible for initiating EMS bills, receiving payments and monitoring collections. Finance had two employees working on EMS billing and collections. In 2003, the decision was made to outsource EMS billing and collections with the Finance Department monitoring the billing contracts for compliance. The County’s EMS division only collects the patient information used by the billing company. All current vendor agreements were approved by Council and will expire June 30, 2019.

Richland County currently uses two third-party vendors for ambulance patient billing, collections and debt collection for aged accounts. Lowcountry Billing Services, Inc. handles all collections on outstanding balances for services rendered from 2003-2009. During that time they served as the primary billing service for Richland County. A contract for “aged accounts” began on July 1, 2009. The contract was amended and extended on June 28, 2010, June 30, 2011 and February 15, 2013. Lowcountry’s current contract will end on June 30, 2019. The logistics of “moving” patient data between vendors was one factor in allowing Lowcountry to continue managing the accounts they started after the contract was re-bid and a new vendor was selected. The amount Lowcountry collects has dropped each year.

The current vendor for billing and collections for new accounts is EMS Management & Consultants (EMSMC). EMSMC handles all current billing and collections from the beginning of their contract with Richland County. The original contract with EMSMC began July 1, 2009 and ended on June 30, 2014. In July 2014, Council approved an extension through June 30, 2015. On April 7, 2015, Council approved an extension of the contract until June 30, 2019.

Administration and the Finance Department handled the coordination and implementation of the

contract extensions. The most recent extensions were recommended by Procurement, Finance, EMS and Administration.

Collections for the last three years:

Year	EMSMC	Lowcountry
2014	\$10,392,234	\$344,228
2015	\$10,588,758	\$250,415
2016	\$10,842,209	\$228,210

EMSMC receives a fee of 6.9% of collections. Lowcountry receives a fee of 7.5% of collections. Both vendors are meeting the terms of their contracts.

EMS collections are subject to numerous factors including:

- “Allowable costs” paid from health insurance companies
- Approved Medicare and Medicaid reimbursement rates
- Unemployment rates of the community
- General economy and other factors
- Staying up-to-date on medical billing practices, rules and regulations.

It is difficult to determine if another vendor could improve collections without going through the evaluation process following a request for proposals. The following factors are used to determine how responsible and responsive a vendor will be in administering EMS billing:

- Details of the vendors billing cycle(s)
- Types of collection actions taken
- The amount paid to the vendor for billing services
- How delinquent accounts will be pursued
- References and historic performance data

Copies of the previous ROA (2015) to extend the contracts and copies of the original contracts are attached.

Issues

Pursuant to Councilman Pearce’s motion, a determination is needed on whether a rebid of the ambulance service fee collection contract might improve the revenue from ambulance operations

Fiscal Impact

The impact of this motion is dependent upon Council’s action. However, there is no cost to rebid the contract.

Past Legislative Actions

- 7/1/2003 Original Lowcountry contract.
- 8/28/2008 Procurement action initiated and Council awarded the contract to EMS Management and Consultants, Inc. for new EMS billing and collection services to begin July 1, 2009.
- 7/01/2009 Contract for EMSMC and Lowcountry begin.
- 6/28/2010 Lowcountry contract was amended and extended.
- 6/30/2011 Lowcountry “aged accounts” contract extended.
- 2/15/2013 Lowcountry contract extended.
- 7/1/2014 Council approved the extension of the EMS billing contract to EMSMC through June 30, 2015.
- 2/15/2015 Lowcountry “aged accounts” contract extended until June 30, 2019.
- 4/7/2015 Council approved an extension to EMSMC effective until June 30, 2019

Alternatives

1. Initiate a procurement action for EMS billing and collections in the fall of 2018 in order to have new contracts in place prior to the expiration of the current contracts in 2019.
2. Initiate a procurement action now to select a new vendor(s).
3. Terminate the existing agreements and select a new vendor.
4. Renew the current contracts in 2019.
5. Other action at Council’s discretion.

Staff Recommendation

It is recommended that a procurement action be implemented in the fall of 2018 in order to have a new contract(s) in place when the existing contracts expire in June 2019.

Richland County Council Request of Action

Subject: Extension of EMS Billing Contract

A. Purpose

County Council is requested to extend the Emergency Medical Services (EMS) billing contract with EMS Management & Consultants, Inc. (EMSMC) through June 30, 2019.

B. Background / Discussion

Currently, EMS has two contracts with two vendors (EMSMC and Lowcountry Billing) to provide debt collection services for monies owed to the County from the public for ambulance runs.

Lowcountry Billing (Lowcountry) handles all collections on outstanding balances for services rendered by EMS from 2003-2009. Lowcountry is paid 7.9% for the net collections they receive on behalf of the County. The Lowcountry contract with the County began on July 1, 2009. The County amended and extended the contract with Lowcountry on June 28, 2010, June 30, 2011 and February 15, 2013. The contract with Lowcountry will end on June 30, 2019. The original contract with Lowcountry and the most recent addendum is attached.

EMSMC handles all collections on outstanding balances for services rendered by EMS from 2010 to date. The contract with EMSMC began on July 1, 2009 and ended on June 30, 2014 – see attached. In July 2014, Council approved the extension of the EMS billing contract with EMSMC through June 30, 2015 – see attached addendum.

Based on conversations with the County's Procurement Department, we are requesting an extension of the contract (dated July 1, 2009) with EMSMC through June 30, 2019.

C. Legislative / Chronological History

8/28/2008 – Council awarded the contract to EMS Management and Consultants, Inc. for EMS billing and collection services.

7/1/2014 – Council approved the extension of the EMS billing contract to EMSMC through June 30, 2015.

D. Financial Impact

Under the present EMS billing contract with EMSMC, EMSMC is paid 6.9% for the net collections they receive on behalf of the County. If the contract is extended, the percentage paid to EMSMC would not increase for the first year of the contract. The percentage paid to EMSMC may decrease in subsequent years.

E. Alternatives

1. Approve the request to extend the Emergency Medical Services billing contract with EMS Management & Consultants, Inc. through June 30, 2019. The contract will be effective July 1, 2015.

2. Do not approve the request to extend the Emergency Medical Services billing contract with EMS Management & Consultants, Inc.

F. Recommendation

It is recommended County Council extend the EMS Management & Consultants, Inc. Emergency Medical Services billing contract through June 30, 2019.

Recommended by: Daniel Driggers

Department: Finance

Date: 2/3/2015

G. Reviews

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

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

Finance

Reviewed by: Daniel Driggers

Date: 2/5/15

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Procurement

Reviewed by: Cheryl Patrick

Date: 2/5/15

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Emergency Services

Reviewed by: Michael Byrd

Date: 02/05/15

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Legal

Reviewed by: Elizabeth McLean

Date: 2/10/15

Recommend Council approval

Recommend Council denial

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

Legal will defer to Procurement as to whether an extension complies with the Procurement Code.

Administration

Reviewed by: Warren Harley

Date: 2/13/15

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in their names and their corporate seals to be hereunto affixed the day and year first written above.

WITNESSES:

RICHLAND COUNTY, SOUTH CAROLINA

Abigail Meyer
BSM

BY: Tom McDonald
ITS: County Administrator

Richland County Attorney's Office
Elizabeth A. Mc
Approved As To LEGAL Form ()
No Opinion Rendered As To Content

Sara Mills
Expires 1-14-2018

LOWCOUNTRY BILLING SERVICES, INC.

BY: Walter Watson
ITS: Director of Operations

Amendment No. 3

THIS THIRD AMENDMENT TO AGREEMENT entered into the 12th day of January 2017, by and between Richland County (hereinafter "Client") and EMS MANAGEMENT & CONSULTANTS, INC., a North Carolina Corporation, the address of which is PO Box 863, Lewisville, North Carolina, 27023 (hereinafter "contractor")

WITNESSETH:

WHEREAS, the parties entered into a Billing Services Agreement dated July 1, 2009 whereby the contractor agreed to provide billing and collection services for the Client.

WHEREAS, now the parties wish to amend the Agreement to clarify the terms pertaining to:

1. Term of Agreement

NOW, THEREFORE, in consideration of the mutual covenants herein, the parties hereby agree as follows:

ITEM ONE: Amend the Agreement Section 4(a) Term of Agreement.

4. (a) This Agreement shall be effective upon execution and shall thereafter continue through June 30, 2019. This Agreement shall be binding upon the parties hereto and their respective successors, assigns, and transferees. The Agreement shall automatically renew on the same terms and conditions as stated herein, for successive one (1) year terms, unless either party gives written notice of intent not to renew at least 60 days before expiration of any term. Notwithstanding anything herein to the contrary, this Agreement may be terminated under the provisions provided below.

No other terms or conditions of the above mentioned Agreement for Services shall be changed as a result of this Amendment.

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment the day and year first written above.

EMS Management & Consultants, Inc.

Richland County

By: Allan Logie

By: Gerald Seals

Print Name: Allan Logie

Print Name: Gerald Seals

Title: Chief Performance Officer

Title: County Administrator

Date: 7/13/2017

Date: 07/11/2017

Contract authorized in 2015 but not signed. We've been operating according to the terms of the contract but without a signed agreement. This certifies that
7/12/17



Administration and Finance Committee Meeting

September 26, 2017

Committee Briefing Document

Agenda Item

Reassignment of Projects for Outstanding Bonds

Background

During Biennium Budget I deliberations, staff discussed its ongoing review of the county's debt structure. Pursuant to that review, staff identified \$42,010,623 in unspent bond proceeds from outstanding bonds as outlined in the table below:

NAME OF ISSUE	UNSPENT BOND PROCEEDS
GO BONDS, SERIES 2001A (refunded with the Series 2011B and paid off 3/1/2017)	\$1,640,437
GO BONDS, SERIES 2010A	\$1,584,542
GO BONDS, SERIES 2012A	\$11,623,834
GO BONDS, SERIES 2013B	\$1,125,161
GO BONDS, SERIES 2014B	\$14,952,811
GO BONDS, SERIES 2015A	\$2,251,653
GO BONDS, SERIES 2016A	\$8,832,185
Total	\$42,010,623

Staff is requesting to reassign those bond proceeds as outlined below to cover capital expenses.

PROJECT	AMOUNT	SPENDDOWN PERIOD
Sheriff's Dept Vehicles	\$2,500,000	Within six months
Sheriff Dept. Technology upgrades and various capital projects	\$1,474,487	TBD
EMS Vehicles/Equipment	\$2,500,000	Within six months
Project A	\$11,500,000	Over 24 month period
Magistrate Office	\$3,000,000	Over 24 month period
Detention Ctr Renovation	\$12,500,000	Over 24 – 36 month period
General County Facility	\$4,770,513	Over 36 month period
Richland County SD HQ	\$2,000,000	TBD
Council Chamber, Council Offices & Misc Admn & Finance Renovations	\$1,260,623	TBD
Public Works Vehicles(Clamshell and Clean Sweeper)	\$505,000	Within 12 months
Total	\$42,010,623	

If approved, the County will not need to issue any additional debt this fiscal year. Reassigning the outstanding bond proceeds will allow staff to use those funds to cover current capital needs.

Issues

Addressing County capital needs through the reassignment of unspent bond proceeds.

Fiscal Impact

The fiscal impact of this item can be considered cost neutral, as the funding source is the existing, unspent, bond proceeds.

PROJECT	AMOUNT	SPENDDOWN PERIOD
Sheriff's Dept Vehicles	\$2,500,000	Within six months
Sheriff Dept. Technology upgrades and various capital projects	\$1,474,487	TBD
EMS Vehicles/Equipment	\$2,500,000	Within six months
Project A	\$11,500,000	Over 24 month period
Magistrate Office	\$3,000,000	Over 24 month period
Detention Ctr Renovation	\$12,500,000	Over 24 – 36 month period
General County Facility	\$4,770,513	Over 36 month period
Richland County SD HQ	\$2,000,000	TBD
Council Chamber, Council Offices & Misc Admn & Finance Renovations	\$1,260,623	TBD
Public Works Vehicles(Clamshell and Clean Sweeper)	\$505,000	Within 12 months
Total	\$42,010,623	

Past Legislative Actions

This is a staff initiated request.

Alternatives

1. Consider the request and approve the reassignment of the outstanding bond proceeds.
2. Consider the request and do not approve the reassignment of the outstanding bond proceeds.

Staff Recommendation

It is recommended that Council approve the reassignment of outstanding bond proceeds as presented via approval of the attached ordinance.

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

AN ORDINANCE AUTHORIZING THE RE-DIRECTION AND EXPENDITURE OF
UNSPENT PROCEEDS OF CERTAIN OF THE COUNTY'S BOND ISSUES; AND
OTHER MATTERS RELATING THERETO.

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

SECTION 1. Findings and Determinations. The County Council (the "Council") of Richland County, South Carolina (the "County"), hereby finds and determines:

(a) Pursuant to South Carolina law and the respective authorizing County ordinances, the County has heretofore issued the following bonds for the following purposes as set forth in the respective authorizing ordinances:

(i) \$16,330,000 General Obligation Bonds, Taxable Series 2010 (Build America Bonds – Director Payment to Issuer), for the purposes of funding capital projects including the expenditure of \$3,000,000 on capital projects for the Richland County Public Library;

(ii) \$10,440,000 General Obligation Bonds and General Obligation Refunding Bonds, Series 2011B, for the purposes of acquiring vehicles for use by the Sheriff's Department for the 2011-12 fiscal year, and refunding the outstanding maturities of the \$20,600,000 General Obligation Bonds, Series 2001A and the \$13,435,000 General Obligation Refunding Bonds, Series 2001C;

(iii) \$35,000,000 General Obligation Bonds, Series 2012A, for the purposes of defraying the costs of capital projects including but not limited to the acquisition of sheriff and EMS vehicles; renovation of County facilities; and constructing and equipping an EMS headquarters;

(iv) \$13,615,000 General Obligation Bonds, Series 2013B, for the purposes of defraying the costs of capital projects, each of which shall be approved by County Council and the fiscal year 2013-2014 public safety vehicle purchase;

(v) \$21,500,000 General Obligation Bonds, Series 2014B, for the purposes of defraying the costs of capital projects, including but not limited to constructing, renovating and repairing County facilities and funding the purchase of fiscal year 2014-2015 equipment and public safety vehicles;

(vi) \$7,300,000 General Obligation Bonds, Series 2015A, for the purposes of defraying the costs of capital projects, including but not limited to facility maintenance and renovation (roofing and HVAC), other building renovations, and the purchase of fiscal year 2015-2016 equipment and public safety vehicles; and

(vii) \$15,670,000 General Obligation Bonds, Series 2016A, for the purposes of defraying the costs of annual capital projects, including but not limited to the purchase of equipment and sheriff's vehicles and other capital projects including constructing and equipping a public safety building.

(b) County Council has been advised by the County Administration that as of the date hereof, each of the above-described bond issues have estimated unspent proceeds totaling approximately \$42,010,623 (the “Unspent Proceeds”), with a breakdown as follows:

Series 2010A	\$ 1,584,542
Series 2011B	1,640,437
Series 2012A	11,623,834
Series 2013B	1,125,161
Series 2014B	14,952,811
Series 2015A	2,251,653
Series 2016A	8,832,185

(c) The County Administration has requested that Council authorize the re-direction and expenditure of the Unspent Proceeds for some or all of the following projects, the estimated cost of which total approximately \$42,010,623:

(i)		
	Sheriff’s Dept Vehicles	\$ 2,500,000
	Sheriff Dept. Technology upgrades and various capital projects	1,474,487
	EMS Vehicles/Equipment	2,500,000
	Richland Renaissance	11,500,000
	Magistrate Office	3,000,000
	Detention Center Renovation	12,500,000
	General County Facility	4,770,513
	Richland County SD HQ	2,000,000
	Council Chamber, Council Offices & Misc Admn & Finance Renovations	1,260,623
	Public Works Vehicles (Clamshell and Clean Sweeper)	505,000

(ii) in the event any Unspent Proceeds remain after completion of the projects identified above, those amounts shall be used for the purchase of vehicles, purchase of equipment, funding capital projects, or such other lawful corporate and public purposes as the Council shall determine..

(d) Council finds that it is in the best interest of the County to authorize the re-direction and expenditure of the Unspent Proceeds as set forth above within the next 36 months.

SECTION 2. Re-direction of Unspent Proceeds. Council hereby authorizes the re-direction of the Unspent Proceeds as set forth in Section 1(c) above.

SECTION 3. Miscellaneous. All rules, regulations, resolutions and parts thereof, procedural or otherwise, in conflict herewith are, to the extent of such conflict, hereby repealed and this Ordinance shall take effect and be in full force from and after its enactment.

[Signatures follow]

Enacted this ____ day of _____, 2017.

RICHLAND COUNTY, SOUTH CAROLINA

By: _____
Joyce Dickerson, Chair
Richland County Council

(SEAL)

ATTEST THIS ____ DAY OF

_____, 2017:

Interim Clerk to Council

RICHLAND COUNTY ATTORNEY'S OFFICE

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

Date of First Reading:
Date of Second Reading:
Date of Public Hearing:
Date of Third Reading:



Administration and Finance Committee Meeting

September 26, 2017

Committee Briefing Document

Agenda Item

Legislative Delegation Funding Request

Background

The attached letter transmits the request for salary and technology upgrades for the County's Legislative Delegation and Veterans Affairs Office from the State Legislative Delegation.

In the July 13, 2017 letter Delegation Chairman, The Honorable James Smith outlined several concerns that relate to the Increase In the number of constituents served and programs managed by the Legislative Delegation and Veteran Affairs Office. Legislative Delegation staff conducted an office assessment and transmitted the subsequent report via a April 27, 2017 letter per the request of Senator Scott.

Issues

This is an "out of cycle" request that may require a budget amendment to County Council's approved Biennium Budget I.

Fiscal Impact

Review of the Delegation's request indicates that it will equate to a fiscal year 2018 increase of \$208,614, with \$106,969 in recurring expenses for future fiscal years. For context, you may wish to note the following points:

- Biennium Budget I for the Legislative Delegation totals \$539,479; with \$269,451 approved for fiscal year 2018 and \$270,028 approved for fiscal year 2019. Comparatively, the Legislative Delegation budget for fiscal year 17 totaled \$256,196.
- Staff processed salary increases for all full-time Legislative Delegation personnel pursuant to SC Code of Laws, County Ordinance and County guidelines for fiscal year 2018 in an amount equivalent to the increase in CPI (1.26%), which totaled \$2,532.94. This adjustment was communicated to the Legislative Delegation Office via the July 10, 2017 Administrative Memorandums 7-2i, o, p and q.
- The Legislative Delegation Office staff stated that they were "pleased" with the amounts for that Office in Biennium Budget I as recommended to Council via the attached email, dated May 4, 2017.

Past Legislative Actions

None.

Alternatives

1. Consider the request and approve accordingly.
2. Consider the request and do not approve.

Staff Recommendation

This matter is a financial policy consideration for County Council.

Richland County Legislative Delegation

CHAIRMAN, LEGISLATIVE DELEGATION
James E. Smith, Jr.

VICE CHAIRMAN, LEGISLATIVE DELEGATION
Darrell Jackson

CHAIRMAN, HOUSE DELEGATION
Christopher R. Hart

VICE CHAIRMAN, HOUSE DELEGATION
Beth Bernstein

EXECUTIVE DIRECTOR
James C. Brown



MEMBERS OF THE SENATE
Dist. 19 - John L. Scott
Dist. 20 - John E. Courson
Dist. 21 - Darrell Jackson
Dist. 22 - Mia McLeod
Dist. 35 - J. Thomas McElveen, III

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HOUSE OF REPRESENTATIVES
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Dist. 70- Joseph Neal
Dist. 71- Nathan Ballentine
Dist. 72- James E. Smith, Jr.
Dist. 73- Christopher R. Hart
Dist. 74- Todd Rutherford
Dist. 75- Kirkman Finlay, III
Dist. 76- Leon Howard
Dist. 77- Joseph A. McEachern
Dist. 78- Beth Bernstein
Dist. 79- Ivory T. Thigpen
Dist. 80- Jimmy Bales

July 13, 2017

Mr. Gerald Seals
Richland County Administrator
2020 Hampton Street-Fourth Floor
PO Box 192
Columbia, South Carolina 29202

Re: Delegation Office Assessment, Salary Information of Richland Delegation Staff,
Salary Comparisons

Dear Mr. Seals:

This correspondence is submitting information with respect to the request of salary and technology upgrades for the Richland Legislative Delegation/Veterans Affairs Office. At the request of Senator John Scott, Jr., the delegation staff performed an office assessment, which identified the office functions with responsibility for services to the Richland County citizens. These services have been grouped in five (5) major programs/projects: constituent concerns, Veterans' services, notary processing, liaison and some oversight to 13 local boards and commission and the Richland County Transportation Committee. The enclosed documentation provides details on specific tasks that make up these programs and projects.

Also enclosed, is data I requested and reviewed, compiled by the delegation staff, which provides the budgets, office size and salaries for offices that operate as our Delegation office does; in the comparable counties of Charleston, Greenville and Spartanburg. Included also is information for neighboring Lexington county.

I wish to note that our one delegation office, of 4 full-time persons and a part-time administrative assistant, effectively and efficiently executive the duties of what are two separate offices in the mentioned comparison (Delegation and Veterans Affairs). Furthermore, the VA officer and the Director of Legislative Delegation is a dual role-

Mr. Gerald Seals
July 13, 2017
Page Two

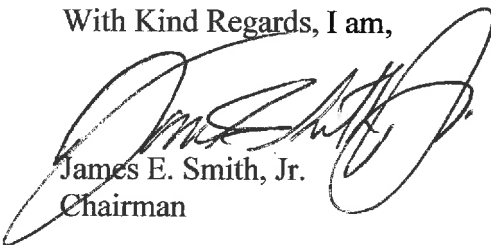
position; however, are separate roles in the compared counties. This position also serves as the Chairman of the Richland County Transportation Committee. The position of Legislative Services Coordinator includes the duties of office manager, liaison for boards and commissions and secretary of the County Transportation Committee.

Please note that our office, pursuant to Article VI. Elected and Special Officers, Sec. 2-262. Salaries of certain elected officials: are excluded from the County's pay and classification plan, which doesn't provide for an increase in compensation based on merit for our staff. The last assessment of our office was in January of 2013. Hence, my request for the enclosures to be reviewed and given kind consideration as to provide an environment that is conducive to executing continuous stellar service to the citizens of Richland County.

Specifically, we ask that the salaries are increased by at least \$10k for current staff persons. This will compensate for their tireless efforts and high degree of accomplishments, while providing pay that is competitive. Secondly, we request that the part-time administrative assistant is made full-time to allow for administrative coverage for the daily work hours. Third, we request the immediate post of a Veterans Service Representative to accommodate the increased need of services by veterans in Richland County. Simultaneously, we request that funding is approved for office equipment needed for this position and to replace the office furniture in the Director's office. We ask for funding in the amount of \$100, 000.00 to cover all of the requested upgrades.

Thank you for all the work you are doing to provide esteem services to the citizens of Richland County. I sincerely appreciate your time and attention to this matter. I am available to you for further discussion at anytime you deem appropriate.

With Kind Regards, I am,



James E. Smith, Jr.
Chairman

JES/kj

Cc: Councilwoman Dalhi Myers, District 10, P.O. Box 192 Columbia, SC 29202

Richland County Legislative Delegation

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April 27, 2017

The Honorable Senator John L. Scott, Jr.
Senate District #19
Columbia, South Carolina

Re: Richland County Legislative Delegation Office, Report on Office Assessment/Request

Dear Senator Scott:

Per your request, the Richland County Legislative Delegation staff has compiled and composed a report of office assessment; relative to, its functions with responsibility for services to the Richland County citizens.

This office is charged with duties for five (5) major programs/projects; to include, constituent concerns, Veterans office activities, notary applications processing, liaison and some over-sight for the 13 local boards and commissions and The Richland County Transportation Committee. The attached document is a broad-based view surrounding office responsibility; with which we would like to use to first, express the activities and results associated with the functions. Secondly, we request the necessary added resources, as mentioned in the report, to carry out and maintain an elevated acceptable level of services. Additionally, enclosed is documentation that includes salary information and geographic and compensation data of veterans served in SC counties.

Current Delegation staff is proud to be of services to members of the Delegation and citizens of Richland County and is committed and remains vigilant towards discharging our responsibilities. We are available to you, other members of the Delegation, and Richland County Council, for further discussion to move forward on any action to accomplish our objectives.

Sincerely,

A handwritten signature in cursive script, appearing to read "James C. Brown".

James C. Brown
Director/Veterans Affairs Officer

JCB/kj

Enclosure(s): SC Associations of Counties Wage and Salary Report
FY 15 Geographic Distribution of VA Expenditures
FY 15 Compensation and Pension Recipients by County

RICHLAND COUNTY LEGISLATIVE DELEGATION

REPORT

OFFICE ASSESSMENT

The Richland County Legislative Delegation is the make-up of Senators and House Members of the South Carolina General Assembly who represent citizens of the county. The office staff currently consists of a five staff personnel; Director of Legislative Delegation/Veterans Affairs Officer, Legislative Service Coordinator, Special Project Coordinator, Assistant Veterans Affairs Officer, Administrative Support (Currently part-time; requests as full-time). A request for a Veterans Claim Representative was requested for the 2017-2019 budget year. The office staff is charged with the responsibility to administer five major programs/projects to include: constituent services, veterans' affairs, notary public applications, boards/commissions, and county transportation committee; as directed by the Delegation.

Constituent Concerns

Constituent service involves around assisting citizens of the county with concerns, problems or other matters on behalf of the local Legislative Delegation. In addition, staff serves as liaison between intra/intergovernmental entities. Contacts for assistance from citizens are made in various ways; directly to Delegation Members, from governments, community action groups, homeowner associations, and/or individuals. Service requests are received via phone, email, or mailed correspondences.

The requests are of many shapes and forms, of which affect the lives of county citizens. The requests received include, but are not limited to:

- Assistance with obtaining tax payment extensions
- Flooding/drainage problems
- Speeding in school zones
- Speed bumps/Traffic control measures
- Zoning/planning issues
- Closing and opening of roads
- Removal of trees from power lines.
- Public school concerns
- Medical/mental health services
- Road/street repair
- Road Resurfacing/
Paving/Sidewalk
Installation/Intersection
Improvement/Turn Lanes
- State employment concerns
- Homestead exemptions
- Grass cutting on public roads
- Traffic issues
- Address designation
- Employment Assistance
- Bridge Repair
- Homeowners Association
Concerns
- Unemployment Benefits
- Voters Registration
- Voters Ballot concerns
- Funds for medical equipment
- Stray Cats/Dogs on property
- State Fishing License purchase
- Trash pick-ups/Trash Collectors
damaged property/Illegal
dumping
- Funds for blind readers

RICHLAND COUNTY LEGISLATIVE DELEGATON

- Sink holes
- School District lines
- Student fights/assaults/expulsion
- Housing Purchase
- Purchase of household items
- Utility charges
- TERI program
- Disability problems
- State Retirement Options
- Hotel Lodging Concerns
- Teachers Seeking Reinstatement
- Retraining Benefits
- Career Development
- Increased property taxes
- Traffic Signals
- Vehicles destroyed fences
- Personal driveways
- Church purchases
- Road transfer
- Business/Government Competition
- Legal Power of Attorney (POA) Military
- Membership on Boards and Commissions
- Abandoned vehicles
- Concealed weapon concerns/permit
- Discrimination complaints
- Social Security/SSI benefits
- Grant Application
- Child Support
- Adoptions
- Students in-state/out-of-state concerns
- Richland County Recreation concerns
- Road Signs/Road naming
- Transit rider concerns
- Farmers Market concerns
- Free tuition for children
- Criminal Fraud/penalty
- VA applications/Veterans Recognition
- Lake/Dam Repair
- Foreclosure/Property Lien
- Concrete Medium Removal
- Pest Control
- Business Listing Requests and Financial Assistance
- Contractor Pool Installation

Veterans Affairs

The State of South Carolina has approximately 420, 000 veterans. Richland County's veterans population is around 35,000. The state of South Carolina has a high military presence, mainly because of the number of military bases and installations. Richland is home to Fort Jackson, and National Guard and Reserve Units. The United States Department of Veterans Affairs Regional Office and Medical Center is located in this county.

Many veterans are returning from the current War on Terrorism, Iraq and Afghanistan, along with Veterans from other wars or services that are already here. Many have needs of assistance. This office is obligated to assist veterans and dependents, including dependents of deceased veterans, in determining federal, state, and county benefits services and entitlements. This office provides assistance to file and pursue VA claims and other services for veterans and family members, coordinate and cooperate with all veterans organizations, maintain complete files on veterans, link veteran in securing

RICHLAND COUNTY LEGISLATIVE DELEGATION

social security, welfare and related benefits, preparation of property tax exemptions and vehicle registration documents for disabled veterans and widows, assist veteran for accessing VA medical and other facilities, counsel veteran and/or family members, assist with reviews of discharges and assist survivors in securing burial benefits.

The need by veterans for services has increased tremendously, over the years, mainly due to the influx of these veterans seeking assistance for benefits that were promised to them. This means the workload for this office has increased. To compare the Richland Veterans Affairs Office workload with other similar veterans population in Greenville and Charleston Counties, which have four to five persons working with veterans, exclusively. Lexington County, which is half the size of these counties have four persons, working for veterans. Richland has two persons. Clearly, this office is undermanned; however, still has a high productivity rate and maintain elevated level of services.

Below is a semi-annual report providing statistics on services our office provides (six months from 7/1/2016-12/31/2016). The information was reported as follows:

Services	Amount
A. Claims	802
B. Hearings Held: 1. Board of Veteran's Appeals: 2. Local Hearings:	Hearings: 1 Issues: 1
C. Interviews, Consultations, & Other Constituent Contacts	2,425
D. Free Tuition Claims	2
E. Special Inquiries	545
F. Education & Training	9
G. Other	1022

Notary Applications

The Richland County Legislative Delegation Office is responsible to receive and process notary applications for Richland County Residents. This process involves reviewing the application for completion, correctiveness, appropriate information, maintain log, ensuring Delegation members' signatures, follow-up by phone, letter, and/or office visits for inaccuracies. Completed notary applications are forwarded to the Secretary of State Office, for the issuance and appointment. Additionally, upon request, the respective Senator and/or Representative is provided a copy of the processed application. The office processes on average 45 notary applications weekly.

Boards and Commissions

The Richland County Delegation staff is responsible and serves as a liaison to the 13 local boards and commissions that the Delegation members have appointment authority. Applications for appointments are forwarded and/or received from potential members,

RICHLAND COUNTY LEGISLATIVE DELEGATION

processed by staff and prepared for presentation to the Application Review Committee and the full Legislative Delegation. The approved are provided to the Governor's office for processing, pursuant to the authority's guidelines. Staff monitors and maintain regular contacts, with these boards and commissions by telephone contacts, meeting notices/minutes or necessary visits, to follow-up with attendance, vacancies or other activities.

Richland County Transportation Committee

Richland County Transportation Committee (RCTC) was established, in accordance with Section 12-28-2740 (A) of the S.C. Code of Laws 1976, as amended, C Funds are derived from 2.66 cents per gallon of the state user fee. This amount is deposited into the county fund to be allocated to the counties based on formula. In 1994 the C fund statutes were revised by removing the Legislative Delegation's control and creating the County Transportation Committee.

Richland County Transportation Committee consists of 12 members (11 appointed from each House District in Richland County, by the respective Representative and the Chairman). The Chairman is appointed by virtue of it's appointment as the Director of the Richland County Legislative Delegation. The CTC receives requests to fund road improvements in the county, for any source. These requests come before the committee, of which some are selected and allotted funding. Currently, the RCTC has a listing of 52 requests for road improvements, which is maintained for future funding. The RCTC works closely with Government entities who have maintenance responsibilities for road improvements.

Increased Workload Factor

The workload of the delegation staff has increased due, mainly, to the engagement and demands for services from Richland County residents. This workload contributes and represents the results of an increase in the members of the Richland Legislative Delegation, Magistrate appointments, veteran benefits, notary applications, road improvement requests, over-sight to board and commissions and collaborative efforts with local government agencies.

Additionally, the importance of properly securing veterans' records has required the need for current measures. This includes digitalizing all of our military records, with records dated up to 100 years old. The staff currently seeks and retains interns and Veteran Administrations work-study participants to accommodate the workload. While this is helpful, there is limitation with availability, which leaves the majority of the workload to the full-time staff.

RICHLAND COUNTY LEGISLATIVE DELEGATON

Staff/Compensation Comparisons

The below information is provided to indicate the staff members/compensation of counties in comparison to Richland County's Delegation and VA office.

County	Estimated Population (2010 Census)	Legislative Delegation Staff		Veterans Affairs Staff	
		Position	Salary Range	Position	Salary Range
Spartanburg	217,799	Chief Administrative Assistant	Min: \$35,318 Mid: \$46,501 Max: \$53,684	VA Officer	\$49,492 set by County Council
				Asst. VA Officer	Min: \$41,693 Mid: \$52,116 Max: \$62,539
				Eligibility Specialist (2)	Min: \$27,353 Mid: \$34,191 Max: \$41,029
				Secretary	Min: \$21,714 Mid: \$27,714 Max: \$32,570
Lexington		Secretary (Part-time)	\$16,234-\$21,928	Director of VA	\$44,851-\$62,792
				VA Asst.	\$30,288-\$42,404
				VA Specialist	\$28,466-\$39,855
				VA Clerk	\$12,413-\$17,379
Charleston	357,704	Administrative Assistant II	Min: \$28,020 Mid: \$33,948 Max: \$41,249	VA Director (Elected)	All Full-time/Non Exempt
		Legislative Assistant	Min: \$32,950 Mid: \$40,064 Max: \$48,758	VA Officer	
		Legislative Coordinator	Min: \$53,854 Mid: \$65,752 Max: \$80,456	Admin. Asst. I Admin. Services Coordinator	

RICHLAND COUNTY LEGISLATIVE DELEGATON

		Legislative Delegation Staff		Veterans Affairs Staff	
Greenville	461,299	Legislative Coordinator (Part-time)	Min: \$49,733 Max: \$69,168 Actual: \$24,251	VA Officer Asst. VA Officer Admin. Asst. Admin. Support Specialist Service Rep. Service Rep. (Temp)	All Full-time/ Non Exempt Temporary Employee
Fairfield County	23,571	No Legislative Delegation Staff		VA Officer Asst.	Full-time Full-time

Richland County

County	Staff	Position	Salary
Richland	James C. Brown	Director of Legislative Delegation/VA Officer	Current: \$73,776 Proposed Increase: \$10,000 Total: \$83,776
	Kimberly A. Janha	Legislative Services Coordinator	Current: \$49,191 Proposed Increase: \$10,000 Total: \$59,191
	Anthony Bush	Asst. VA Officer	Current: \$39,226 Proposed Increase: \$10,000 Total: \$49,226
	Bridget Astacio	Special Project Coordinator	Current: \$38,000 Proposed Increase: \$10,000 Total: \$48,000

RICHLAND COUNTY LEGISLATIVE DELEGATION

County	Staff	Position	Salary
	Jordan Robinson	Admin. Asst. (Part-time)	Current: \$12,885 Proposed Increase: (Full-time) + \$10,000 Total: \$35,771
	Requested in FY17-19 Budget	Veteran Services Representative II	Current (requested): \$32,288 Proposed Increase: \$10,000 Total: \$42,288
<p>Note: The VA Officer and the Director of Legislative Delegation is a dual role-position; however, in comparison, in other counties they are separate roles. Additionally, this position serves as the Chairman of the Richland County Transportation Committee. The position for Legislative Services Coordinator includes the duties of Office Manager, Liaison for Boards and Commissions and Secretary of the County Transportation Committee.</p>			

Synopsis

The most recent office assessment was done in July of 2012. Since then, the need for the essential five programs/projects executed by the RC Delegation staff has heightened. These programs/projects are invaluable to the citizens of Richland County, as they are held in high regards. The Richland Legislative Delegation Staff carry out functions surrounding these programs/projects in a prompt, expeditious, professional, and prudent manner; with the best practice of customer service; based on the available resources, relative to staffing equipment, automation, furniture, supplies, and other items for office function.

In evaluating this office in respect to the increased workload; due to high acceptable performance by staff, indication of a need for personnel upgrades and additions that are comparable to their elevated job duties/functions was found. The delegation office conducted this study of assessment to provide a comparison and analysis as justification for a request of compensation comparable to the increased workload on the staff.

Proposition and Request

We propose and request salary increases (at least \$10K) for current staff persons. This is to compensate for their tireless efforts and high degree of accomplishments; which elevates the quality of service to citizens of Richland County. Secondly, we request that our part-time administrative position is made full-time to allow for administrative coverage for the daily work hours, and we request a person to serve as a Veterans Service Representative. This person is needed to compliment the increased need of services by veterans in Richland County (veterans hovering around 35,000). Thirdly, we request upgrade for the Legislative Delegation Office operations and enhancement of automation

RICHLAND COUNTY LEGISLATIVE DELEGATION

services, to include a computer, telephone, and modern office equipment for the proposed VA position. There is also a need to upgrade the office furniture for the Director's office.

We ask that the proper funding mechanism be made available to allot a definitive dollar amount to the Richland County Legislative Delegation Office, to accomplish the needed upgrades initiative. Current Legislative Delegation/VA staff is committed and remains vigilant, to services for citizens of Richland County. They readily avail themselves for the betterment of the county. Office staff performance level is above and beyond; and serves the county well.

We look forward to further action, by the Richland Legislative Delegation and the Richland County Council, for discussion and movement on achieving the funding opportunity for the upgrades.

Richland County Directors / Assistant Directors Salaries

Job Title	Class Code	Grade	Minimum	Midpoint	Maximum
AIRPORT DIRECTOR	PS811	SQ	\$66,402.10	\$86,236.49	\$106,070.88
ASSISTANT DIRECTOR ANIMAL CARE	SS700	SJ	\$41,177.58	\$53,477.38	\$65,777.18
ASSISTANT DIRECTOR OF EMS	SS720	SQ	\$66,402.10	\$86,236.49	\$106,070.88
ASSISTANT DIRECTOR OF INTERGOV	SS710	SQ	\$66,402.10	\$86,236.49	\$106,070.88
ASSISTANT DIRECTOR OF PIO	OS611	SN	\$54,168.20	\$70,348.31	\$86,528.42
ASSISTANT DIRECTOR OF PROCUREMENT	OS700	SM	\$49,634.41	\$64,460.27	\$79,286.13
ASSISTANT DIRECTOR OF SLBE PRO	OS702	SM	\$49,634.41	\$64,460.27	\$79,286.13
ASSISTANT DIRECTOR OF TRANSPORT	OS701	SO	\$56,870.53	\$73,857.84	\$90,845.14
ASSISTANT DIRECTOR ROD	PR606	SK	\$44,145.75	\$57,332.14	\$70,518.53
ASSISTANT PROCUREMENT DIRECTOR	OS704	SL	\$45,753.78	\$59,420.49	\$73,087.20
DEPUTY DIRECTOR BOARD OF ELECTIONS	OS602	SK	\$44,145.75	\$57,332.14	\$70,518.53
DEPUTY DIRECTOR BUILDING INSPE	PR622	SQ	\$66,402.10	\$86,236.49	\$106,070.88
DEPUTY DIRECTOR OF UTILITIES	PS700	SP	\$59,924.32	\$77,823.79	\$95,723.26
DEPUTY DIRECTOR OF VOTER REGIS	OS604	SM	\$49,634.41	\$64,460.27	\$79,286.13
DEPUTY DIRECTOR PLANNING	PR620	SQ	\$66,402.10	\$86,236.49	\$106,070.88
DIRECTOR OF ANIMAL CARE	SS800	SM	\$49,634.41	\$64,460.27	\$79,286.13
DIRECTOR OF BUSINESS SERVICES	PR802	SO	\$56,870.53	\$73,857.84	\$90,845.14
DIRECTOR OF CASA	JS800	SP	\$59,924.32	\$77,823.79	\$95,723.26
DIRECTOR OF COMMUNITY SERVICE	OS500	SQ	\$66,402.10	\$86,236.49	\$106,070.88
DIRECTOR OF CONSERVATION	PS801	SP	\$59,924.32	\$77,823.79	\$95,723.26
DIRECTOR OF CRIMINAL INVESTIGA	SS634	SO	\$56,870.53	\$73,857.84	\$90,845.14
DIRECTOR OF DETENTION CENTER	SS810	ST	\$76,320.99	\$99,118.16	\$121,915.34
DIRECTOR OF ECONOMIC DEVELOP	PR801	SS	\$72,940.21	\$94,727.55	\$116,514.89
DIRECTOR OF EMERGENCY SERVICES	SS820	ST	\$76,320.99	\$99,118.16	\$121,915.34
DIRECTOR OF GRANTS/COMMUNITY D	PR804	SO	\$56,870.53	\$73,857.84	\$90,845.14
DIRECTOR OF HR & TITLE VI COMP	HR800	ST	\$76,320.99	\$99,118.16	\$121,915.34
DIRECTOR OF INSPECTIONS	PR807	SS	\$72,940.21	\$94,727.55	\$116,514.89
DIRECTOR OF PROCUREMENT	OS804	SQ	\$66,402.10	\$86,236.49	\$106,070.88
DIRECTOR OF PUBLIC INFORMATION	OS806	SQ	\$66,402.10	\$86,236.49	\$106,070.88
DIRECTOR OF PUBLIC WORKS	PS806	ST	\$76,320.99	\$99,118.16	\$121,915.34
DIRECTOR OF REGISTER OF DEEDS	PR800	SO	\$56,870.53	\$73,857.84	\$90,845.14
DIRECTOR OF RISK MANAGEMENT	OS809	SV	\$84,144.22	\$109,278.21	\$134,412.20
DIRECTOR OF SOLID WASTE	PS805	SO	\$56,870.53	\$73,857.84	\$90,845.14
DIRECTOR OF SPECIAL SERVICE	SS802	SN	\$54,168.20	\$70,348.31	\$86,528.42
DIRECTOR OF SUPPORT SERVICES	PS807	SQ	\$66,402.10	\$86,236.49	\$106,070.88
DIRECTOR OF TRAINING & HIRING	SS633	SO	\$56,870.53	\$73,857.84	\$90,845.14
DIRECTOR OF TRANSPORTATION PEN	OS801	SQ	\$66,402.10	\$86,236.49	\$106,070.88
DIRECTOR OF UNIFORM DIVISION O	SS641	SO	\$56,870.53	\$73,857.84	\$90,845.14
DIRECTOR OF UTILITIES	PS802	SR	\$71,249.83	\$92,532.24	\$113,814.66
DIRECTOR OF VECTOR CONTROL	VC800	SM	\$49,634.41	\$64,460.27	\$79,286.13
DIRECTOR PLANNING	PR806	SS	\$72,940.21	\$94,727.55	\$116,514.89
EXECUTIVE DIRECTOR OF LEGISLAT	LD80S	n/a	n/a	n/a	n/a

-
2. Legislation
 3. Kinship Care Advisory Council

FY 2015 Compensation and Pension Recipients by County

** denotes less than ten Veteran

* Includes unknown Age or Gender

Obs	FIPS Code	State	County	Total: Compensation OR Pension
2335	45001	South Carolina	Abbeville	469
2336	45003	South Carolina	Aiken	3,036
2337	45005	South Carolina	Allendale	137
2338	45007	South Carolina	Anderson	3,009
2339	45009	South Carolina	Bamberg	307
2340	45011	South Carolina	Barnwell	293
2341	45013	South Carolina	Beaufort	4,985
2342	45015	South Carolina	Berkeley	6,019
2343	45017	South Carolina	Calhoun	301
2344	45019	South Carolina	Charleston	7,417
2345	45021	South Carolina	Cherokee	921
2346	45023	South Carolina	Chester	581
2347	45025	South Carolina	Chesterfield	680
2348	45027	South Carolina	Clarendon	991
2349	45029	South Carolina	Colleton	845
2350	45031	South Carolina	Darlington	1,149
2351	45033	South Carolina	Dillon	460
2352	45035	South Carolina	Dorchester	5,417
2353	45037	South Carolina	Edgefield	507
2354	45039	South Carolina	Fairfield	495
2355	45041	South Carolina	Florence	2,375
2356	45043	South Carolina	Georgetown	1,228
2357	45045	South Carolina	Greenville	5,841
2358	45047	South Carolina	Greenwood	1,116
2359	45049	South Carolina	Hampton	324
2360	45051	South Carolina	Horry	6,665
2361	45053	South Carolina	Jasper	446
2362	45055	South Carolina	Kershaw	1,899
2363	45057	South Carolina	Lancaster	1,169
2364	45059	South Carolina	Laurens	1,247
2365	45061	South Carolina	Lee	366
2366	45063	South Carolina	Lexington	5,398
2367	45065	South Carolina	Mccormick	254
2368	45067	South Carolina	Marion	664
2369	45069	South Carolina	Marlboro	459
2370	45071	South Carolina	Newberry	624
2371	45073	South Carolina	Oconee	1,170

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2372	45075	South Carolina	Orangeburg	1,791
2373	45077	South Carolina	Pickens	1,681
2374	45079	South Carolina	Richland	13,708
2375	45081	South Carolina	Saluda	299
2376	45083	South Carolina	Spartanburg	4,036
2377	45085	South Carolina	Sumter	4,959
2378	45087	South Carolina	Union	433
2379	45089	South Carolina	Williamsburg	714
2380	45091	South Carolina	York	3,126
2381	99999	South Carolina	Unknown	52
Total*				100,063

Source: VBA Office of Performance Analysis & Integrity, Prepared by National Center for Veterans Anal

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Total: Compensation only	0% to 20%	30% to 40%	50% to 60%	70% to 90%	100%	Total: Pension only	Age: less than 35
431	87	62	65	143	74	38	35
2,886	839	515	456	654	422	150	324
122	29	25	26	30	12	15	**
2,735	734	497	458	668	377	274	241
276	70	45	37	81	43	31	23
280	57	53	47	85	38	13	26
4,807	1,340	977	798	1,122	570	178	984
5,830	1,654	1,130	1,046	1,403	596	189	787
268	68	44	44	59	53	33	18
6,857	1,998	1,304	1,134	1,534	887	560	814
781	195	148	133	187	118	140	52
513	124	75	73	152	89	68	37
614	163	107	99	158	87	66	65
916	246	151	153	244	122	75	53
774	183	143	116	180	152	71	70
1,042	249	146	187	288	172	107	75
403	86	64	53	133	67	57	49
5,291	1,491	1,071	911	1,234	585	126	598
480	109	70	86	137	78	27	56
455	94	77	82	127	75	39	23
2,163	530	309	383	619	322	212	209
1,110	315	184	173	249	189	118	102
5,226	1,585	995	851	1,111	684	614	565
1,012	238	151	141	293	189	104	94
301	81	53	49	70	48	23	30
6,270	1,770	1,028	897	1,579	996	395	444
408	114	66	70	92	65	38	61
1,813	395	292	324	505	297	86	148
1,068	300	168	195	245	160	101	88
1,133	248	164	202	300	219	114	87
343	72	47	57	105	62	23	30
5,092	1,332	895	870	1,327	668	306	637
234	59	40	43	62	30	20	**
602	116	92	117	165	112	62	59
412	94	63	64	115	76	47	46
575	133	107	106	145	84	49	58
1,018	296	145	156	251	170	152	82

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1,605	369	253	280	440	263	185	135
1,506	460	275	233	338	201	175	162
13,131	2,611	2,013	2,144	4,095	2,268	577	1,347
276	52	52	41	90	40	23	10
3,605	1,009	631	594	861	510	432	421
4,781	1,128	855	914	1,348	536	178	603
381	100	63	63	95	60	52	36
651	134	111	123	165	118	63	65
2,910	854	530	465	691	370	216	347
50	**	12	**	15	**	**	**
93,437	24,211	16,298	15,559	23,990	13,354	6,622	10,196

ysis & Statistics

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Age: 35-44	Age: 45-54	Age: 55-64	Age: 65-74	Age: 75 or older	Males: Compensation OR Pension	Females: Compensation OR Pension
33	55	82	174	90	450	19
365	439	527	992	390	2,755	281
10	31	34	40	14	125	12
263	418	455	1,094	538	2,831	178
28	47	65	104	40	286	21
27	56	48	109	27	270	23
709	782	744	1,122	644	4,292	693
908	1,346	1,205	1,239	533	5,269	750
20	47	67	117	32	282	19
824	1,217	1,646	2,010	906	6,515	902
60	109	185	348	167	871	50
45	73	100	232	94	549	32
72	79	140	237	87	626	54
89	121	189	361	178	936	55
80	149	162	250	134	772	73
99	174	219	437	145	1,075	74
58	71	95	136	51	420	40
823	1,343	1,145	1,086	422	4,717	700
57	104	81	162	47	475	32
38	75	110	169	79	463	31
246	397	524	734	265	2,157	218
92	146	208	484	196	1,138	90
625	901	973	1,799	978	5,346	494
77	139	181	423	202	1,046	70
37	59	57	103	38	291	33
528	801	1,111	2,701	1,080	6,240	425
40	70	86	125	63	387	59
236	384	385	542	205	1,695	203
102	149	186	452	192	1,104	65
107	170	231	429	223	1,169	78
37	54	74	133	37	332	34
694	979	1,005	1,454	629	4,875	523
18	39	51	96	42	231	23
60	113	162	200	70	609	55
46	73	99	147	48	425	34
46	78	91	246	105	587	37
73	132	160	466	257	1,107	63

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160	266	363	627	239	1,619	172
150	184	279	585	322	1,590	91
1,842	3,206	3,308	2,730	1,275	11,266	2,442
16	47	58	115	52	285	14
346	587	685	1,415	582	3,745	291
690	1,190	1,100	893	483	4,187	772
34	70	88	132	73	412	21
78	114	157	231	69	654	60
384	481	555	1,016	343	2,865	261
12	10	**	12	**	42	10
11,384	17,575	19,476	28,709	12,686	89,383	10,677

FY15 GEOGRAPHIC DISTRIBUTION OF VA EXPENDITURES (GDX)

FY15 Summary of Expenditures by State
Expenditures in \$000s

County/ Congressional District	Veteran Population*	Total Expenditure	Compensation & Pension	Construction	Education & Vocational Rehabilitation/ Employment	Loan Guaranty#	General Operating Expenses	Insurance & Indemnities	Medical Care	Unique Patients**
ABBEVILLE	2,176	\$ 15,940	\$ 9,801	-	\$ 369	-	-	\$ 58	\$ 5,713	764
AIKEN	15,442	\$ 113,750	\$ 52,063	-	\$ 5,743	-	-	\$ 825	\$ 55,120	5,040
ALLENDALE	721	\$ 5,693	\$ 2,693	-	\$ 180	-	-	\$ 56	\$ 2,764	218
ANDERSON	16,255	\$ 91,693	\$ 56,686	-	\$ 3,964	-	-	\$ 893	\$ 30,150	4,454
BAMBERG	1,559	\$ 9,978	\$ 5,592	-	\$ 433	-	-	\$ 54	\$ 3,899	399
BARNWELL	1,756	\$ 13,442	\$ 7,403	-	\$ 537	-	-	\$ 57	\$ 5,445	525
BEAUFORT	20,092	\$ 119,871	\$ 70,888	\$ 2,241	\$ 13,496	-	\$ 888	\$ 1,478	\$ 30,880	4,562
BERKELEY	24,645	\$ 188,288	\$ 97,773	-	\$ 21,692	-	-	\$ 1,191	\$ 67,632	6,964
CALHOUN	1,454	\$ 9,850	\$ 4,047	-	\$ 260	-	-	\$ 86	\$ 5,456	469
CHARLESTON	28,649	\$ 319,131	\$ 131,066	\$ 3,367	\$ 25,094	-	\$ 2,229	\$ 2,600	\$ 154,775	11,040
CHEROKEE	4,334	\$ 26,044	\$ 15,359	-	\$ 1,715	-	-	\$ 214	\$ 8,756	1,297
CHESTER	2,323	\$ 21,837	\$ 12,572	-	\$ 792	-	-	\$ 140	\$ 8,332	921
CHESTERFIELD	3,161	\$ 23,775	\$ 13,349	-	\$ 779	-	-	\$ 212	\$ 9,435	1,041
CLARENDON	2,589	\$ 29,338	\$ 17,322	-	\$ 887	-	-	\$ 160	\$ 10,969	1,208
COLLETON	3,740	\$ 35,787	\$ 16,629	-	\$ 1,091	-	-	\$ 381	\$ 17,686	1,477
DARLINGTON	5,443	\$ 37,470	\$ 22,500	-	\$ 1,828	-	-	\$ 168	\$ 12,974	1,643
DILLON	2,037	\$ 15,430	\$ 9,421	-	\$ 619	-	-	\$ 140	\$ 5,250	658
DORCHESTER	17,717	\$ 167,040	\$ 95,385	-	\$ 21,661	-	-	\$ 874	\$ 49,120	5,437
EDGEFIELD	1,941	\$ 22,045	\$ 12,115	-	\$ 1,134	-	-	\$ 10	\$ 8,787	766
FAIRFIELD	2,057	\$ 17,830	\$ 9,984	-	\$ 550	-	-	\$ 310	\$ 6,986	635
FLORENCE	10,283	\$ 80,847	\$ 47,747	\$ 376	\$ 4,563	-	\$ 875	\$ 648	\$ 26,638	3,466
GEORGETOWN	5,902	\$ 40,074	\$ 20,142	-	\$ 1,330	-	-	\$ 684	\$ 17,917	1,818
GREENVILLE	33,715	\$ 186,118	\$ 114,441	-	\$ 15,711	-	-	\$ 2,912	\$ 53,054	8,148
GREENWOOD	4,852	\$ 42,855	\$ 27,475	-	\$ 1,611	-	-	\$ 381	\$ 13,388	1,672
HAMPTON	1,746	\$ 12,564	\$ 7,397	-	\$ 846	-	-	\$ 183	\$ 4,138	515
HORRY	29,155	\$ 233,419	\$ 135,620	-	\$ 11,889	-	-	\$ 2,434	\$ 83,477	10,592
JASPER	1,707	\$ 14,456	\$ 7,925	-	\$ 1,321	-	-	\$ 49	\$ 5,161	618
KERSHAW	6,216	\$ 74,109	\$ 47,042	-	\$ 6,052	-	-	\$ 331	\$ 20,684	2,353
LANCASTER	6,768	\$ 43,172	\$ 25,469	-	\$ 1,493	-	-	\$ 419	\$ 15,790	1,964
LAURENS	5,281	\$ 37,326	\$ 23,287	-	\$ 1,124	-	-	\$ 573	\$ 12,343	1,548
LEE	1,588	\$ 13,157	\$ 6,743	-	\$ 489	-	-	\$ 22	\$ 5,903	482
LEXINGTON	25,548	\$ 195,421	\$ 109,953	-	\$ 15,333	-	-	\$ 1,821	\$ 68,313	6,929
MCCORMICK	1,139	\$ 10,257	\$ 5,726	-	\$ 368	-	-	\$ 68	\$ 4,095	360
MARLBORO	2,621	\$ 21,909	\$ 12,574	-	\$ 1,174	-	-	\$ 161	\$ 8,000	921
NEWBERRY	1,830	\$ 15,922	\$ 9,285	-	\$ 541	-	-	\$ 194	\$ 5,902	666
OCONEE	2,734	\$ 20,811	\$ 13,382	-	\$ 865	-	-	\$ 144	\$ 6,420	730
ORANGEBURG	7,075	\$ 38,902	\$ 26,240	-	\$ 1,577	-	-	\$ 403	\$ 10,682	1,568
PICKENS	6,395	\$ 64,988	\$ 34,846	-	\$ 2,943	-	-	\$ 286	\$ 26,913	2,667
	8,911	\$ 55,598	\$ 35,442	-	\$ 5,015	-	-	\$ 537	\$ 14,603	2,222

FY15 GEOGRAPHIC DISTRIBUTION OF VA EXPENDITURES (GDX)

**FY15 Summary of Expenditures by State
Expenditures in \$000s**

County/ Congressional District	Veteran Population*	Total Expenditure	Compensation & Pension	Construction	Education & Vocational Rehabilitation/ Employment	Loan Guaranty#	General Operating Expenses	Insurance & Indemnities	Medical Care	Unique Patients**
RICHLAND	35,252	\$ 579,118	\$ 282,362	\$ 2,426	\$ 59,664	\$ -	\$ 64,562	\$ 3,482	\$ 166,622	15,993
SALUDA	1,430	\$ 10,042	\$ 4,455	\$ -	\$ 168	\$ -	\$ -	\$ 88	\$ 5,331	459
SPARTANBURG	22,627	\$ 129,589	\$ 80,452	\$ -	\$ 8,460	\$ -	\$ -	\$ 1,910	\$ 38,768	5,641
SUMTER	12,204	\$ 137,839	\$ 85,593	\$ -	\$ 13,051	\$ -	\$ -	\$ 1,217	\$ 37,978	4,591
UNION	1,860	\$ 13,758	\$ 8,998	\$ -	\$ 540	\$ -	\$ -	\$ 132	\$ 4,088	632
WILLIAMSBURG	2,440	\$ 24,377	\$ 12,886	\$ -	\$ 1,049	\$ -	\$ -	\$ 208	\$ 10,234	971
YORK	20,145	\$ 103,666	\$ 61,268	\$ -	\$ 7,686	\$ -	\$ -	\$ 1,136	\$ 33,576	5,102
SOUTH CAROLINA (Total)	417,515	\$ 3,484,527	\$ 1,909,398	\$ 8,411	\$ 267,690	\$ -	\$ 68,554	\$ 30,328	\$ 1,200,146	132,146
CONG. DIST (01)	77,330	\$ 633,652	\$ 332,964	\$ 5,578	\$ 67,931	\$ -	\$ 3,117	\$ 5,230	\$ 218,832	22,272
CONG. DIST (02)	63,441	\$ 648,858	\$ 320,238	\$ 2,426	\$ 52,282	\$ -	\$ 64,562	\$ 4,489	\$ 204,862	20,576
CONG. DIST (03)	53,576	\$ 353,838	\$ 218,165	\$ -	\$ 17,662	\$ -	\$ -	\$ 3,430	\$ 114,580	15,165
CONG. DIST (04)	51,000	\$ 281,878	\$ 175,218	\$ -	\$ 21,600	\$ -	\$ -	\$ 4,314	\$ 80,747	12,148
CONG. DIST (05)	59,281	\$ 455,658	\$ 276,595	\$ -	\$ 32,093	\$ -	\$ -	\$ 4,005	\$ 142,965	18,236
CONG. DIST (06)	53,379	\$ 661,372	\$ 330,440	\$ 31	\$ 54,738	\$ -	\$ -	\$ 4,474	\$ 271,689	23,317
CONG. DIST (07)	59,507	\$ 449,271	\$ 255,777	\$ 376	\$ 21,385	\$ -	\$ 875	\$ 4,387	\$ 166,471	20,432
SOUTH CAROLINA (Total)	417,515	\$ 3,484,527	\$ 1,909,398	\$ 8,411	\$ 267,690	\$ -	\$ 68,554	\$ 30,328	\$ 1,200,146	132,146

* Veteran population estimates, as of September 30, 2015, are produced by the VA Office of the Actuary (VetPop 2014).

Prior to FY 08, "Loan Guaranty" expenditures were included in the Education & Vocational Rehabilitation and Employment (E&VRE) programs. Currently, all "Loan Guaranty" expenditures are attributed to Travis County, TX, where all Loan Guaranty payments are processed. VA will continue to improve data collection for future GDX reports to better distribute loan expenditures at the state, county and congressional district levels.

** Unique patients are patients who received treatment at a VA health care facility. Data are provided by the Allocation Resource Center (ARC).

Expenditure data sources: USASpending.gov for Compensation & Pension (C&P) and Education and Vocational Rehabilitation and Employment (EVRE) Benefits; Veterans Benefits Administration Insurance Center for the Insurance costs; the VA Financial Management System (FMS) for Construction, Medical Research, General Operating Expenses, and certain C&P and Readjustment data; and the Allocation Resource Center (ARC) for Medical Care costs.

1. Expenditures are rounded to the nearest thousand dollars. For example, \$500 to \$1,000 are rounded to \$1,000 and \$1,000 to \$1,500 are rounded to \$1,500.

2. The Compensation & Pension expenditures include dollars for the following programs: veterans' compensation for service-connected disabilities; dependency and indemnity compensation for service-connected deaths; veterans' pension for non-service-connected disabilities; and burial and other benefits to veterans and their survivors.

3. Medical Care expenditures include dollars for medical services, medical administration, facility maintenance, educational support, research support, and other overhead items. Medical Care expenditures do not include dollars for construction or other non-medical support.

4. Medical Care expenditures are allocated to the patient's home location, not the site of care.

South Carolina Association of Counties

Wage and Salary Report

Population Group 1

(Greater than 200,000 Population)

VETERANS AFFAIRS OFFICER/DIRECTOR

Job Code: 430

<u>County</u>	<u>Hours</u>	<u>Staff Totals</u>	<u>Pay Range</u>		<u>Midpoint</u>	<u>Mean Average</u>	<u>Percent Spread</u>
			<u>Minimum</u>	<u>Maximum</u>			
CHARLESTON	40	1	62,795	107,993	85,394	80,392	72%
GREENVILLE	37.5	1	53,045	83,148	68,097	74,107	57%
HORRY	40	1	41,356	62,034	51,695		50%
LEXINGTON	40	1	45,794	64,111	54,953	45,794	40%
SPARTANBURG	37.5	1	55,000	55,000	55,000	55,000	0%
YORK	40	1	51,762	72,467	62,115	64,016	40%
ARITHMETIC AVERAGES			51,625	74,126	62,875		43%

VETERANS AFFAIRS ASST OFFICER/DIRECTOR

Job Code: 431

<u>County</u>	<u>Hours</u>	<u>Staff Totals</u>	<u>Pay Range</u>		<u>Midpoint</u>	<u>Mean Average</u>	<u>Percent Spread</u>
			<u>Minimum</u>	<u>Maximum</u>			
CHARLESTON	40	1	56,056	96,428	76,242	63,107	72%
GREENVILLE	37.5	1	38,334	62,871	50,603	54,814	64%
LEXINGTON	40	1	30,925	43,295	37,110	35,189	40%
SPARTANBURG	37.5	1	44,436	66,506	55,471	49,380	50%
ARITHMETIC AVERAGES			42,438	67,275	54,856		56%

VETERANS AFFAIRS SERVICE REP II

Job Code: 432

<u>County</u>	<u>Hours</u>	<u>Staff Totals</u>	<u>Pay Range</u>		<u>Midpoint</u>	<u>Mean Average</u>	<u>Percent Spread</u>
			<u>Minimum</u>	<u>Maximum</u>			
GREENVILLE	37.5	1	27,825	47,540	37,683	32,120	71%
LEXINGTON	40	1	29,066	40,692	34,879	29,464	40%
YORK	40	1	36,347	50,886	43,617		40%
ARITHMETIC AVERAGES			31,079	46,373	38,726		50%

VETERANS AFFAIRS SERVICE REP I

Job Code: 433

<u>County</u>	<u>Hours</u>	<u>Staff Totals</u>	<u>Pay Range</u>		<u>Midpoint</u>	<u>Mean Average</u>	<u>Percent Spread</u>
			<u>Minimum</u>	<u>Maximum</u>			
GREENVILLE	37.5	1	25,724	41,339	33,532	28,807	61%
LEXINGTON	40	1	25,349	35,488	30,419	25,335	40%
SPARTANBURG	37.5	2	29,088	43,632	36,360	32,724	50%
YORK	40	4	31,722	44,411	38,067	32,198	40%
ARITHMETIC AVERAGES			27,971	41,218	34,594		48%



Legislative Delegation

Mission Statement

The Legislative Delegation Office serves as a liaison between the various levels of government and individual citizens and those citizens and their elected legislators. Duties of the Legislative Delegation include; interpreting and executing policies and procedures of the Delegation, coordinating appointments to boards and commissions, and processing and coordinating certifications of notary applications for Richland County. In addition, the Legislative Delegation staff handles administration of Richland County's Transportation Funds, Water Recreational Resource Funds, and Richland County's Game and Fish Funds.

This office also manages Veterans' Affairs. Staff is authorized by law to assist veterans and their dependents, including dependents of deceased veterans in determining Federal, State and County benefits, services, entitlements, conduct aggressive outreach efforts to reach, inform, counsel, service and refer for veterans' benefits.

Goals and Objectives

- Ensure that funds administered by the delegations are expended in a fair and equitable manner.
- Maintain a records system of veterans receiving assistance to be used for planning, reporting, references and other pertinent information by recording DD-214s, and other discharge documents and claims.
- Establish a system of care to assist veterans and their dependents in all aspects of eligible veterans' benefits.
- Establish and conduct outreach activities to enhance public awareness, to target general or specific populations with efforts to bond with veterans' groups to coordinate, collaborate, and foster relationships and initiatives to produce linkages for information and referrals.
- Ensure efforts to remove barriers affecting veterans in need of service through interpretations of laws as expressed by regulation, bulletin, and precedent decisions by conducting official visits to VA facilities.
- Attend training workshops, seminars, meetings, presentations and assemblies associated with veteran concerns.
- To improve the efficiency of the local transportation network by further refining the "C" fund process to support city and county use plans.
- Process notary applications and forward to the Secretary of State within eight working days.

Performance Measures	2015	2016	2017
Timely completion of eligible veteran's claims	620	630	640
Correspondence answered for outreach activities	2,730	2,740	2,750
Official visits to VA facilities	125	123	123
Number of training opportunities	21	22	22
Records added daily to maintain Veteran's Management System	2,975	2,980	3,000
Notary applications processed	3,060	3,070	3,080
Number of written correspondences initiated and forwarded	880	890	910

Budget Highlights

Legislative Delegation is funded through the Countywide General Fund and no additional revenue is generated. The expenditures roll up into the Legislative sub-category for reporting purposes.

Fiscal Plan

	2015 Actual	2016 Adopted	2017 Adopted	Difference (\$)	Difference (%)
Personnel Expenditures	\$ 265,547	\$ 255,341	\$ 244,211	\$ (11,130)	-4.4%
Operating Expenditures	\$ 6,348	\$ 11,985	\$ 11,985	\$ -	0.0%
Total	\$ 271,896	\$ 267,326	\$ 256,196	\$ (11,130)	-4.2%
Authorized FT Positions	4	4	4	-	-



General Fund Revenue (Source of Funds)

Department	2015 Actual	2016 Adopted	2017 Adopted
Property and Other Taxes			
Property and Other Taxes	\$82,772,896	\$83,834,460	\$85,566,888
Penalties	\$1,862,004	\$2,051,138	\$2,051,138
Capital Replacement	\$4,931,932	\$5,038,084	\$5,197,541
County Documentary Stamps	\$1,971,146	\$1,622,992	\$1,750,904
County Recording Stamps	\$875,794	\$1,110,800	\$1,110,800
Total Property and Other Taxes	\$92,413,772	\$93,657,474	\$95,677,271
Fees-in-lieu of Taxes			
Fees-in-lieu of Taxes	\$2,763,951	\$2,325,000	\$2,368,127
Total Fees-in-lieu of Taxes	\$2,763,951	\$2,325,000	\$2,368,127
Intergovernmental			
State Documentary Stamp Comm.	\$139,779	\$63,208	\$111,444
Veteran Service	\$10,377	\$10,500	\$10,500
Election Commission	\$192,857	\$250,000	\$250,000
Tax Supplies	-	\$10,600	\$10,600
State Aid to subdivisions	\$14,300,376	\$14,500,000	\$15,280,000
Mini Bottles Tax	\$649,309	\$610,000	\$610,000
Pollution Control	\$(85,500)	\$40,000	\$40,000
Other State allocations	\$58,723	\$134,323	\$203,185
Total Intergovernmental	\$15,265,922	\$15,618,631	\$16,515,729
Licenses and Permits			
Business Licenses	\$6,329,201	\$6,536,660	\$6,636,660
Business Licenses Penalties	\$336,759	\$240,622	\$300,000
Cable TV Franchise Fee	\$2,975,316	\$2,975,000	\$2,885,000
Other License and Permits	\$46,054	\$61,857	\$70,524
Marriage Licenses	\$77,844	\$60,940	\$68,128
Mobile Home License & Permits	\$1,220	\$1,564	\$1,564
Mobile Home Registration Fees	\$2,743	\$3,053	\$3,053
Building Permits	\$1,886,059	\$1,784,999	\$1,905,000
Residential/Commercial Plan Review	-	\$59,719	\$61,000
Residential Floodplain Fee	\$52	\$1,527	\$1,527
Road Plan Inspection Fee	\$45,453	\$43,750	\$47,000
Motor Vehicle Decal	\$238,680	\$252,467	\$252,467
Hazardous Materials Permits	\$96,682	\$110,000	\$125,000
Total Licenses and Permits	\$12,036,063	\$12,132,158	\$12,356,923
Charges for Services			
Clerk of Court Fees	\$359,684	\$459,374	\$459,374
Family Court Fees	\$857,002	\$908,887	\$908,887
DSS Family Court Fees	\$236,100	\$252,503	\$252,503
Master in Equity Fees	\$841,844	\$1,579,698	\$1,579,698
Probate Court Fees	\$641,304	\$684,013	\$686,370

LEGISLATIVE DELEGATION

GENERAL FUND

GENERAL GOVERNMENT

Mission: The Legislative Delegation serves as a liaison between the public, governmental agencies, and the elected state legislators that represent Charleston County.

Services Provided:

- Provide public information on the status of South Carolina legislation
- Provide constituent services
- Manage all Notary Public applications for Charleston County residents
- Provide support for delegation members

Departmental Summary:

	<u>FY 2014 Actual</u>	<u>FY 2015 Actual</u>	<u>FY 2016 Adjusted</u>	<u>FY 2017 Approved</u>	<u>Change</u>	<u>Percent Change</u>
Positions/FTE	3.00	3.00	3.00	3.00	-	0.0
Personnel	\$ 178,608	\$ 199,675	\$ 216,829	\$ 225,464	\$ 8,635	4.0
Operating	16,316	15,849	19,292	21,646	2,354	12.2
Capital	-	-	-	-	-	0.0
TOTAL EXPENDITURES	\$ 194,924	\$ 215,524	\$ 236,121	\$ 247,110	\$ 10,989	4.7

Funding Adjustments for FY 2017 Include:

- Personnel costs reflect projected benefits and compensation, the continuation of the longevity and merit programs.
- Operating expenditures reflect an increase in equipment, microfilm and local mileage costs based on anticipated usage.

VETERANS AFFAIRS (continued)

GENERAL FUND

HEALTH AND WELFARE

Performance Measures:

Initiative I: Service Delivery

Department Goal 1: Maximize services to the veterans of Charleston County. Provide outreach to other Veterans Organizations to ensure we are well known in the community to assist and/or apply for the benefits to which the veteran or widow are entitled.

Objective 1(a): Counsel veterans as to their eligibility for Federal and State veterans benefits and ascertain the nature of walk-in client's inquiries within five minutes.

Objective 1(b): Assist veterans and their families in the preparation, filing, prosecution, and appeal of claims with the U.S. Department of Veterans Affairs and submit completed claims to the VA Regional Office within two business days.

MEASURES:

	<u>Objective</u>	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Projected</u>
Output:				
Office contacts ¹	1(a)	27,457	15,619	27,457
Claims filed ¹	1(b)	8,238	867	1,384
Outcome:				
Percent of walk-ins served in five minutes	1(a)	100%	100%	100%
Percent of claims submitted within two business days	1(b)	97.0%	98.0%	98.0%

¹ Actual data is based on a calendar year provided to the South Carolina Governor's Office of Veterans' Affairs.

2017 ACTION STEPS

Department Goal 1

- Utilize and update daily, the Veterans Electronic Computer program; VIMS, to reduce storage and paper files.
- Identify and retire inactive files with the objective of reducing required storage space.
- Utilization of County surplus material and equipment when applicable.
- Practice daily cost reduction when applicable.

VETERANS AFFAIRS

GENERAL FUND

Charleston Co.

HEALTH AND WELFARE

Mission: The Veterans Affairs Office serves as a local contact to assist veterans and their dependents in applying for VA benefits from the State and Federal governments.

Services Provided:

- Assist in the preparation of benefit applications that include but are not limited to: VA compensation, pension, insurance, burial, hospitalization and education benefits, discharge review, military and civil service widows' annuities, State dependents educational benefits, and disabled veterans State tax exemption
- Assist veterans in need of employment
- Refer indigent veterans to agencies funded to address the problem
- Intercede on behalf of veterans experiencing problems at the Veterans Administration Medical Center Charleston and in residential or nursing homes
- Provide rebuttal documentation where an Appeal Action has been executed to the BVA
- Assist with enrollment in outreach counseling and mental health programs

Departmental Summary:

	<u>FY 2014</u> <u>Actual</u>	<u>FY 2015</u> <u>Actual</u>	<u>FY 2016</u> <u>Adjusted</u>	<u>FY 2017</u> <u>Approved</u>	<u>Change</u>	<u>Percent</u> <u>Change</u>
Positions/FTE	5.00	5.00	5.00	5.00	-	0.0
Intergovernmental	\$ 10,809	\$ 11,025	\$ 11,025	\$ 11,025	\$ -	0.0
TOTAL REVENUES	\$ 10,809	\$ 11,025	\$ 11,025	\$ 11,025	\$ -	0.0
Personnel	\$ 338,386	\$ 327,604	\$ 336,206	\$ 344,254	\$ 8,048	2.4
Operating	19,987	22,165	22,611	21,728	(883)	(3.9)
Capital	-	-	-	-	-	0.0
TOTAL EXPENDITURES	\$ 358,373	\$ 349,769	\$ 358,817	\$ 365,982	\$ 7,165	2.0

Funding Adjustments for FY 2017 Include:

- Revenues reflect no change in the state operating grant.
- Personnel costs reflect projected benefits and compensation, including the continuation of the longevity and merit programs.
- Operating expenditures reflects a slight decrease in local mileage reimbursement based on current spending.

VETERANS AFFAIRS

Description

The Veterans Affairs Office assists ex-service personnel, their families, widows, orphans, and parents in securing benefits to which they are entitled under the provision of federal legislation and the code of laws of South Carolina. In addition, the Office files and prosecutes all claims which have compensation, hospitalization, education, training and insurance benefits due under federal legislation. The Office takes an active stance in informing the public of veteran history by providing ceremonies during Veterans Day and Memorial Day to honor veterans for their sacrifices and by educating children of veteran accomplishments and history through school visits.

Financial Data

The two-year budget for the Veterans Affairs Office for FY2016 and FY2017 is \$676,039, which is 5.81% greater than the previous biennium budget. This increase is due to the inclusion of merit and benefit adjustments to personnel services. The budget includes funding for 5.00 full-time equivalent positions.

VETERANS AFFAIRS	FY2014 BUDGET	FY2014 ACTUAL	FY2015 BUDGET	FY2015 ACTUAL *	FY2016 BUDGET	FY2017 BUDGET	TOTAL BUDGET
PERSONNEL SERVICES	\$ 302,857	\$ 303,460	\$ 312,543	\$ 312,893	\$ 324,445	\$ 328,086	\$ 652,531
OPERATING EXPENSES	9,329	9,116	9,329	9,313	9,329	9,329	18,658
CONTRACTUAL CHARGES	2,425	1,732	2,425	2,292	2,425	2,425	4,850
CAPITAL OUTLAY	-	-	-	-	-	-	-
TOTALS	\$ 314,611	\$ 314,308	\$ 324,297	\$ 324,498	\$ 336,199	\$ 339,840	\$ 676,039
POSITION SUMMARY	5.00	5.00	5.00	5.00	5.00	5.00	
FTE SUMMARY	5.00	5.00	5.00	5.00	5.00	5.00	

* FY2015 actual revenues/expenditures are unaudited as of the printing date of this document.

Goals and Performance Measures

Supports Long-Term Goal(s): III--Fiscal Condition

Performance Indicators	Actual 2014	Projected 2015	Target 2016	Target 2017
Program Goal 1: To assist veterans and their dependents with benefits and provide information on eligibility of programs.				
<i>Objective 1(a): To increase community awareness of services offered by the Division by visiting and revisiting any and all agencies available who have a need to know veterans benefits and entitlements.</i>				
# facilities visited	15	15	15	15
<i>Objective 1(b): To refer 95% veterans/survivors claims to appropriate agency within specified timeframe.</i>				
# new claims	6,037	6,037	6,037	6,037
# re-opened claims	2,200	2,200	2,200	2,000
# total claims	8,237	8,237	8,037	8,037
# claims referred within specified timeframe	8,237	8,237	8,037	8,037
% claims referred within specified timeframe	100%	100%	100%	100%
Program Goal 2: To enhance public awareness of veteran contributions and honor past and present veterans.				
<i>Objective 2(a): To direct at least 3 veteran programs annually.</i>				
# veteran programs	4	3	4	4

Veterans Affairs - continued**Accomplishments and Other Activities**

The Greenville County Veterans Affairs Office serves the largest veteran population in South Carolina. Veteran claims generated more than \$23 million. During the past year, the Office planned and participated in the Greenville Health System Life Center Veterans Day Ceremony. The Office also planned and organized the Greenville County Memorial Day Ceremony and the Armed Forces Day parade. During FY2016/FY2017, the Office plans to continue seminars regarding updates and develop training for employees to keep current on all aspects of claims, counseling, and appeals.



**Greenville Monument and Wall of Remembrance Honoring
Those Who Served**

EMPLOYEE BENEFIT FUND

Description and Financial Data

Employee benefits account for approximately 23.86% of the General Fund operating budget. Employee benefits, including insurance, FICA, retirement, worker's compensation, and unemployment, are budgeted in each department. Remaining funds for reclassifications and operational expenses related to health insurance are budgeted in this Employee Benefit Fund. The two-year budget for the Employee Benefit Fund for FY2016 and FY2017 is \$857,038.

EMPLOYEE BENEFIT FUND	FY2014 BUDGET	FY2014 ACTUAL	FY2015 BUDGET	FY2015 ACTUAL *	FY2016 BUDGET	FY2017 BUDGET	TOTAL BUDGET
PERSONNEL SERVICES	\$ 390,300	\$ 65,163	\$ 390,300	\$ 81,493	\$ 390,738	\$ 390,300	\$ 781,038
OPERATING EXPENSES	38,000	37,725	38,000	48,225	38,000	38,000	76,000
CONTRACTUAL CHARGES	-	-	-	-	-	-	-
CAPITAL OUTLAY	-	-	-	-	-	-	-
TOTALS	\$ 428,300	\$ 102,888	\$ 428,300	\$ 129,718	\$ 428,738	\$ 428,300	\$ 857,038
POSITION SUMMARY	-	-	-	-	-	-	-
FTE SUMMARY	-	-	-	-	-	-	-

* FY2015 actual revenues/expenditures are unaudited as of the printing date of this document.

LEGISLATIVE DELEGATION

Financial Data

The two-year budget for the Legislative Delegation for FY2016 and FY2017 is \$126,182, which is 9.48% more than the previous biennium budget. This increase is due to salary and benefit adjustments. Funding is included for 1.00 full-time equivalent position.

LEGISLATIVE DELEGATION	FY2014 BUDGET	FY2014 ACTUAL	FY2015 BUDGET	FY2015 ACTUAL *	FY2016 BUDGET	FY2017 BUDGET	TOTAL BUDGET
PERSONNEL SERVICES	\$ 51,995	\$ 54,330	\$ 53,653	\$ 56,009	\$ 57,992	\$ 58,578	\$ 116,570
OPERATING EXPENSES	4,806	4,415	4,806	2,838	4,806	4,806	9,612
CONTRACTUAL CHARGES	-	-	-	-	-	-	-
CAPITAL OUTLAY	-	-	-	-	-	-	-
TOTALS	\$ 56,801	\$ 58,745	\$ 58,459	\$ 58,846	\$ 62,798	\$ 63,384	\$ 126,182
POSITION SUMMARY	1.00	1.00	1.00	1.00	1.00	1.00	
FTE SUMMARY	1.00	1.00	1.00	1.00	1.00	1.00	

* FY2015 actual revenues/expenditures are unaudited as of the printing date of this document.

NONDEPARTMENTAL

Financial Data

The two-year budget for Non-Departmental for FY2016 and FY2017 is \$6,677,476, which is 7.96% more than the previous biennium budget. Increases in the budget can be attributed to the inclusion of contingency funds for items such as fuel and oil. These contingency items were increased due to the uncertainty and fluctuation of fuel prices.

NON DEPARTMENTAL	FY2014 BUDGET	FY2014 ACTUAL	FY2015 BUDGET	FY2015 ACTUAL *	FY2016 BUDGET	FY2017 BUDGET	TOTAL BUDGET
PERSONNEL SERVICES	\$ 21,600	\$ -	\$ 21,600	\$ 1,416	\$ 21,600	\$ 21,600	\$ 43,200
OPERATING EXPENSES	2,951,054	2,100,919	2,951,054	2,256,970	3,152,105	3,242,171	6,394,276
CONTRACTUAL CHARGES	120,000	96,257	120,000	220,680	120,000	120,000	240,000
CAPITAL OUTLAY	-	-	-	-	-	-	-
TOTALS	\$ 3,092,654	\$ 2,197,175	\$ 3,092,654	\$ 2,479,066	\$ 3,293,705	\$ 3,383,771	\$ 6,677,476

* FY2015 actual revenues/expenditures are unaudited as of the printing date of this document.

COUNTY DELEGATION

Department Description

The County Delegation Office executes, manages and monitors all operations of the Spartanburg County Legislative Delegation and the Spartanburg County Transportation Committee. The Spartanburg County Legislative Delegation is made up of 5 State Senators and 8 State House of Representatives members. This office serves as a liaison between the general public for the state, county, local agencies and organizations. The County Transportation Committee (C Fund Committee or CTC) approves funding to improve and/or resurface existing municipal, state, and county maintained roadways in Spartanburg County. C Funds are derived from 2.66 cents per gallon of the state user fee which is deposited in the County Transportation Fund to be allocated to the counties by the SCDOT in compliance with §12-28-2740.

Department Goals & Objectives

- The Delegation office endeavors to cut operational costs by scanning and electronically mailing received paperwork to members and the general public when applicable.
- Implement cost cutting measures in the development and maintenance of permanent office records
- Streamline office operations

Budget Summary

	FY 12/13 Actual	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY16/17 Budget	Inc/Dec FY17-16
Expenditures by Category						
Personnel Services	63,920	63,405	63,611	66,086	67,440	\$ 1,354
Operating	2,267	2,018	2,071	2,060	1,854	\$ (206)
Minor Capital	-	-	-	-	-	\$ -
Other	-	-	-	-	-	\$ -
Expenditures Total	\$ 66,187	\$ 65,423	\$ 65,682	\$ 68,146	\$ 69,294	\$ 1,148
Funding Source by Fund						
General Fund	66,187	65,423	65,682	68,146	69,294	\$ 1,148
Funding Source Total	\$ 66,187	\$ 65,423	\$ 65,682	\$ 68,146	\$ 69,294	\$ 1,148
Authorized Staffing by Fund						
General Fund	1	1	1	1	1	-
Authorized Staffing Total	1	1	1	1	1	-

FY 2016/17 Budget Highlights

- Personnel services incorporate a 2.75% COLA adjustment and a 0.5% SC retirement system contribution for the Legislative Delegation Clerk.
- Operating expenditures continue to decrease as the transition to electronic distribution of information expands.

Strategic Focus

3.2 - The Office strives to embrace technology thus reducing operational costs.

VETERANS AFFAIRS

Department Description

The Veterans Affairs Office assists veterans and their families in securing benefits to which they are entitled under federal and state legislation. The office staff is accredited through the SC Division of Veterans Affairs and the American Legion which enables them to guide clients through the initial claim filing and if necessary, the appeals process. The staff works with compassion and knowledge to advocate for the veterans and their families.

Department Goals & Objectives

- Increase public education regarding Veteran benefits and programs by implementing more community outreach.
- Provide properly trained and knowledgeable staff to insure that our veterans are getting the most up to date information available.
- Increase office efficiency through continued conversion of electronic records

Budget Summary

	FY 12/13 Actual	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY16/17 Budget	Inc/Dec FY17-16
Expenditures by Category						
Personnel Services	228,869	220,187	233,917	268,408	269,870	\$ 1,462
Operating	108,443	73,926	76,270	83,487	76,900	\$ (6,587)
Minor Capital	-	-	10,066	-	-	\$ -
Other	-	-	-	-	-	\$ -
Expenditures Total	\$ 337,312	\$ 294,113	\$ 320,254	\$ 351,895	\$ 346,770	\$ (5,125)
Funding Source by Fund						
General Fund	337,312	294,113	320,254	351,895	346,770	\$ (5,125)
Funding Source Total	\$ 337,312	\$ 294,113	\$ 320,254	\$ 351,895	\$ 346,770	\$ (5,125)
Authorized Staffing by Fund						
General Fund	5	5	5	5	5	-
Authorized Staffing Total	5	5	5	5	5	-

FY 2016/17 Budget Highlights

- Personnel services provides funding for 5 positions and incorporates a 2.75% COLA adjustment as well as a 0.5% retirement system rate increase.
- The operating expenditures category contains funding for day-to-day operations as well as \$67,000 for Veteran's transportation. Operating expenditures decrease for FY 2016/17 because prior year funding included one-time items.

Strategic Focus

3.2 - The Veterans Affairs Office is working to implement technology into its processes to increase efficiency and responsiveness to veterans' needs.

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2016-17

Fund: 1000
Division: Boards & Commissions
Organization: 161100 - Legislative Delegation

Object Expenditure Code Classification	2014-15 Expenditure	2015-16 Expend. (May)	2015-16 Amended (May)	BUDGET		
				2016-17 Requested	2016-17 Recommend	2016-17 Approved
Personnel						
510300 Part Time - 1 (.5 - FTE)	15,756	14,684	15,752	15,696	15,696	15,696
511112 FICA Cost	1,207	1,125	1,214	1,201	1,201	1,201
511113 State Retirement	0	0	1,751	1,736	1,736	1,736
511130 Workers Compensation	47	44	47	49	49	49
511213 State Retirement - Retiree	1,718	1,624	0	0	0	0
* Total Personnel	18,728	17,477	18,764	18,682	18,682	18,682
Operating Expenses						
521000 Office Supplies	430	320	450	600	450	450
521100 Duplicating	566	374	300	450	350	350
523110 Building Rental - (In-Kind)						
Judicial Bldg. - 750 sq. ft.	0	6,000	6,000	6,000	6,000	6,000
524000 Building Insurance	202	176	212	213	181	181
524201 General Tort Liability Insurance	23	23	24	25	24	24
524202 Surety Bonds	3	0	0	0	0	0
525000 Telephone	469	469	500	500	500	500
525041 E-mail Service Charges - 1	81	74	82	130	130	130
525100 Postage	485	435	900	800	800	800
525389 Utilities - Judicial Center	3,741	3,643	3,416	3,556	3,750	3,750
* Total Operating	6,000	11,514	11,884	12,274	12,185	12,185
* Total Personnel & Operating	24,728	28,991	30,648	30,956	30,867	30,867
Capital						
540000 Small Tools & Minor Equipment	0	0	0	500	0	0
All Other Equipment	0	0	0			
** Total Capital	0	0	0	500	0	0
*** Total Budget Appropriation	24,728	28,991	30,648	31,456	30,867	30,867

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2016-17

Fund: 1000
Division: Health & Human Services
Organization: 171500 - Veterans' Affairs

Object Expenditure Code Classification	<i>BUDGET</i>					
	2014-15 Expenditure	2015-16 Expend. (May)	2015-16 Amended (May)	2016-17 Requested	2016-17 Recommend	2016-17 Approved
Personnel						
510100 Salaries & Wages - 4/5	116,227	133,439	145,303	184,816	145,252	175,366
510300 Part Time	18,236	0	0	0	0	0
511112 FICA Cost	9,205	9,093	10,389	14,139	11,835	14,139
511113 State Retirement	14,077	14,758	15,020	20,440	17,110	20,440
511114 Police Retirement	720	0	0	0	0	0
511120 Insurance Fund Contribution - 4/5	31,200	31,200	31,200	39,000	31,200	39,000
511130 Workers Compensation	1,494	1,518	1,493	1,908	1,826	1,919
511131 SC Unemployment	1,343	0	0	0	0	0
* Total Personnel	192,502	190,008	203,405	260,303	207,223	250,864
Operating Expenses						
521000 Office Supplies	998	2,026	2,031	2,201	1,950	2,201
521100 Duplicating	1,899	1,788	2,324	2,013	2,013	2,013
523110 Building Rental - (In-Kind) Auxiliary Bldg. - 1,406 sq.ft.	0	11,248	11,248	11,248	11,248	11,248
524000 Building Insurance	205	179	215	222	184	184
524201 General Tort Liability Insurance	556	579	573	641	596	621
524202 Surety Bonds	23	0	0	0	0	0
525000 Telephone	1,192	1,192	1,197	1,592	1,231	1,592
525041 E-mail Service Charges - 5/6	394	371	405	774	645	774
525100 Postage	908	815	917	828	828	828
525210 Conference, Meeting & Training Expense	962	2,190	2,198	3,923	1,360	1,574
525230 Subscriptions, Dues, & Books	135	135	135	170	135	170
525240 Personal Mileage Reimbursement	1,497	1,530	1,620	1,620	1,620	1,620
525385 Utilities - Auxiliary Admin. Bldg.	2,402	2,246	2,308	2,750	2,750	2,750
* Total Operating	11,171	24,299	25,171	27,982	24,560	25,575
* Total Personnel & Operating	203,673	214,307	228,576	288,285	231,783	276,439
Capital						
540000 Small Tools & Minor Equipment	73	73	100	1,360	940	1,360
540010 Minor Software	0	0	0	299	0	299
All Other Equipment	939	641	763			
5AH290 (3) Standard Computers (F1) - Repl				2,670	2,670	2,670
5AH291 (1) 19" Flat Panel Monitor				204	0	204
5AH292 (1) F1A - Personal Computer				890	0	890
5AH293 (1) Wooden Desk				86	0	86
** Total Capital	1,012	714	863	5,509	3,610	5,509
Contributions						
534055 Purple Heart Bus Contribution	2,000	0	0	0	0	0
534056 Fallen Solider Contribution	1,200	0	0	0	0	0
Total Contributions	3,200	0	0	0	0	0
*** Total Budget Appropriation	207,885	215,021	229,439	293,794	235,393	281,948

From: [SANDRA YUDICE](#)
To: [Brandon Madden](#)
Subject: FW: Legislative Delegation budget
Date: Thursday, May 4, 2017 1:43:19 PM
Attachments: [Delegation.pdf](#)

FYI. Sandra

From: Kim Janha
Sent: Thursday, May 04, 2017 11:12 AM
To: SANDRA YUDICE; JAMES BROWN
Subject: RE: Legislative Delegation budget

We are in receipt and have reviewed our budget. We are pleased with the recommended amount.

Thank you for your prompt resolution.

Sincerely,

Kim

Kimberly (Little) Janha, Ph.D.
Legislative Services Coordinator
Richland Legislative Delegation/VA Office
1701 Main Street Ste. 409
PO Box 192 (29202)
Columbia, SC 29201
803.576.1907 phone
803.576.1923 fax
janhak@rcgov.us

People hear you on the level you speak to them from. Speak from your heart, and they will hear with theirs.

~Marianne Williamson~

From: SANDRA YUDICE
Sent: Thursday, May 04, 2017 10:58 AM
To: JAMES BROWN; Kim Janha
Subject: Legislative Delegation budget
Importance: High

Please see attached, thanks.

Sandra E. Yúdice, Ph.D.

Assistant County Administrator
Richland County Government
2020 Hampton St., Suite 4069
P.O. Box 192

Columbia, SC 29204

Phone: (803) 576-2057 | Fax: (803) 576-2137 | yudices@rcgov.us

General Fund Department Detail

Key	Department Name	Obj. Group	Object	Object Description	FY17 Approved	Preliminary Base Budget	FY18 Total Department Requests	FY18 Recommendation	FY19 Total Department Requests	FY19 Recommendation
1100108000	Delegation	Personnel	511100	Salaries and Wages	200,787	200,787	234,633	204,345	204,345	204,345
1100108000	Delegation		511200	Overtime	-	-	-	-	-	-
1100108000	Delegation		511300	RC Part-time Wages	4,508	4,508	12,500	12,500	7,508	12,500
1100108000	Delegation		512200	FICA Employer's Share	15,705	15,705	18,906	15,977	16,206	16,207
1100108000	Delegation		513100	SC Regular Retirement	23,211	23,211	28,145	24,644	24,991	24,991
1100108000	Delegation	Personnel Total			244,211	244,211	294,184	257,466	253,050	258,043
1100108000	Delegation	Operating	521000	Office Supplies	752	752	3,752	3,752	3,752	3,752
1100108000	Delegation		521300	Copy Machines	500	500	2,169	2,169	2,169	2,169
1100108000	Delegation		521400	Membership and Dues	155	155	505	505	505	505
1100108000	Delegation		521500	Travel	485	485	1,170	1,170	1,170	1,170
1100108000	Delegation		522100	Telephone Service	75	75	175	175	175	175
1100108000	Delegation		526400	Employee Training	214	214	4,214	4,214	4,214	4,214
1100108000	Delegation		526500	Professional Services	9,804	9,804	-	-	-	-
1100108000	Delegation		529999	Prior Year Expense Credits	-	-	-	-	-	-
1100108000	Delegation	Operating Total			11,985	11,985	11,985	11,985	11,985	11,985
1100108000	Delegation	Capital	529500	Non-Capital Assets Under \$5000	-	-	495	-	-	-
1100108000	Delegation		529600	Computer Equipment Under \$5000	-	-	1,150	-	-	-
1100108000	Delegation	Capital Total			-	-	1,645	-	-	-
1100108000 Total					256,196	256,196	307,814	269,451	265,035	270,028



Administration and Finance Committee Meeting

September 26, 2017

Committee Briefing Document

Agenda Item

Additional Office Space for the Public Defender's Office

Background

In light of the lack of space at the Judicial Center, staff was requested to investigate the possibility of relocating the Public Defender to an offsite location that is within walking distance of the Judicial Center.

Space concerns at the Judicial Center have prompted a couple proactive measures to help combat those concerns. First is the completion of a Needs Assessment which evaluates the current space and the required space for those individuals and departments that are housed at the Judicial Center. This Needs Assessment is currently underway. The second measure is the relocation of the Public Defender into offsite office space. This option provides an immediate solution for some of the space concerns.

As staff searched for available property, there were a few requirements that the Public Defender had of this future space:

1. New office space should be located within a few blocks from the Judicial Center due to the need for the attorneys to commute back and forth on a frequent basis from the office to the Court
2. Requested a need for 12 individual offices, a reception area, restroom facilities, security measures and possibly a furnished space
3. Requested that a new space be identified and all staff be moved in by the end of September

The availability of office space that met the size requirements as well as being in close proximity to the Judicial Center was very hard to locate. In fact there were only two properties which met all the requirements. Following is an overview of the two properties:

- 1501 Main Street
- Office suite is located in the TD Bank building approximately 2 blocks from the Judicial Center
- 3 year rental rate at \$18.00/SF, no annual lease increase
- 1 month free rent
- A total of 13 parking spaces available in adjacent parking garage
- Full service lease, meaning all utilities included in the lease rate
- Full service janitorial included in the lease rate
- On site security
- 24 hour on-site fitness center
- Furnishings included

- 1730 Main Street
- Located directly across the street from the Judicial Center
- 5 year lease at \$19.50/SF
- A total of 16 parking spaces included in lease
- Furnishings available at an increased lease price
- Janitorial services not included in lease price
- Utilities not included in the lease price

After a brief overview of the two options, it is clear that the 1501 Main Street property offers a better value, while also including additional amenities at no additional cost.

Issues

Space concerns at the Judicial Center vis a vis the staff of the Public Defender's Office.

Fiscal Impact

Using an October 1, 2017 as the initial lease date for the 1501 Main Street property, the total rent amount for the remainder of FY2018 would be \$52,780. Staff has identified funding in the current General Fund budget to cover this amount.

For FY 2019, staff has identified funding in the FY2019 budget to cover the full fiscal year rent amount of \$80,753.40.

Past Legislative Actions

This is a staff initiated request to resolve a space concern brought up by an Appointed Official.

Alternatives

1. Approve the request to enter into a lease agreement for 1501 Main Street
2. Do not approve the request to enter into a lease agreement for 1501 Main Street

Staff Recommendation

It is recommended that Council approve the request to enter into a lease agreement for 1501 Main Street.



GREAT SOUTHERN C O R P O R A T I O N

Tenant: Richland County
Lease Proposal for Richland County
Garden Level, 1501 Main Street, Columbia, SC
August 9, 2017 (Revised)

Premises: 4,524 +/- RSF available on the Garden Level --Space Layout -- Refer to Exhibit A, Suite C

Parties: Lessor: Hampton & Assembly, LLC
Property: 1501 Main Street, Columbia, SC
Building Manager: Sandra Jennings-Sloan
Great Southern Corporation

Base Rental Rate: \$18.00 -- Three year rental rate, no increase

Concessions: 1 Month Free Rent October, 2017

Termination Clause: This lease may be terminated with a 90 day notice

Availability: Property will be available as of September 1, 2017.

Tenant Improvements: Landlord will replace carpet and paint throughout space. Office chairs in space may be used by tenant. Shelving in space will be installed for tenant on specified wall.

Base Year 2018

Escalations, CPI, Real Estate Taxes & operating Costs Escalation Clause: Tenant pays its pro-rata share (as calculated by formula: rentable square feet in Premises/rentable square feet in building) times the sum exceeding Base Year Operating Expense.

Security Deposit: Waived

Parking: Parking spaces are available in the adjacent garage for a monthly cost of \$65.00 per space, 13 parking spaces are offered with this lease at that rate. Parking is controlled by card access and is secured by a roll down gate at 7:00 p.m. The gate is opened at 7:30 a.m.; access for Tenants is 24 hours. Additional parking may be available if needed.

Utilities: Full service lease provided with electricity, sewer and water

Cleaning Services: Full service janitorial -- Monday through Friday, excluding holidays outlined in Standard Business Hours

Standard Business Hours:

Monday through Friday, 7:00 am to 7:00 pm except Holidays (New Year, Memorial Day, July 4, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day). If any of the Holidays fall on Saturday or Sunday, Landlord shall specify the day of commemoration which shall be deemed a Holiday.
24-Hour building access is provided by magnetic Card Access

Security:

G4S Security guards are on duty Monday through Friday from 7:30 am to 7:00 pm. Saturday security presence is in the main lobby from 7:30 am through 2:00 pm. Daily security tours are conducted and validated via G4S Secure Trax system. State-of-the-Art day/night 15 CCTV Geovision cameras are located in strategic positions in and around the building and parking garage, including shipping and receiving area, entrance to the parking garage, building surface parking lot, covered walkway to building from garage and main entrance into the building. These cameras are monitored during these manned periods. Access to the building and parking garage is controlled via AS-MANAGER automated key-card system. Elevators can be floor restricted at tenant's discretion although there are no current restrictions in place during "normal business hours."

Amenities:

The Class A building is located in the heart of downtown Columbia, on the corner of Hampton and Main, three (3) blocks from the State Capital, accessible to all major transportation arteries. TD Bank is located on the plaza level of the building with an ATM located at the entrance. There is covered walkway access from the garage to the building. Reserved, secured parking is on-site with security and additional security patrol by City Center Partnership. Boyd Plaza is located at the entrance to the building and offers entertainment and special events throughout the year. The Columbia Museum of Art is a neighbor to the building and offers special art showings and events throughout the year.

Exterior courtyard with seating and availability for corporate rental. On-site private fitness center at no additional charge for tenants. Tenant access is 24 hours with building access card. Landlord provides on-site Facilities Director and Landlord's property management team is available 24/7 and prides itself on a Rapid Response Program for maintenance and tenant needs. Information/courtesy desk located on plaza floor.

Signage:

Landlord will provide Tenant name and location in building in the building directory situated in the building lobby in the same style and size of all other tenants. All other interior signs shall be at the expense of the Tenant. No outside signs are permitted.

Additional information:

Please note that the office plan attached, reflects leased space showing two offices included.

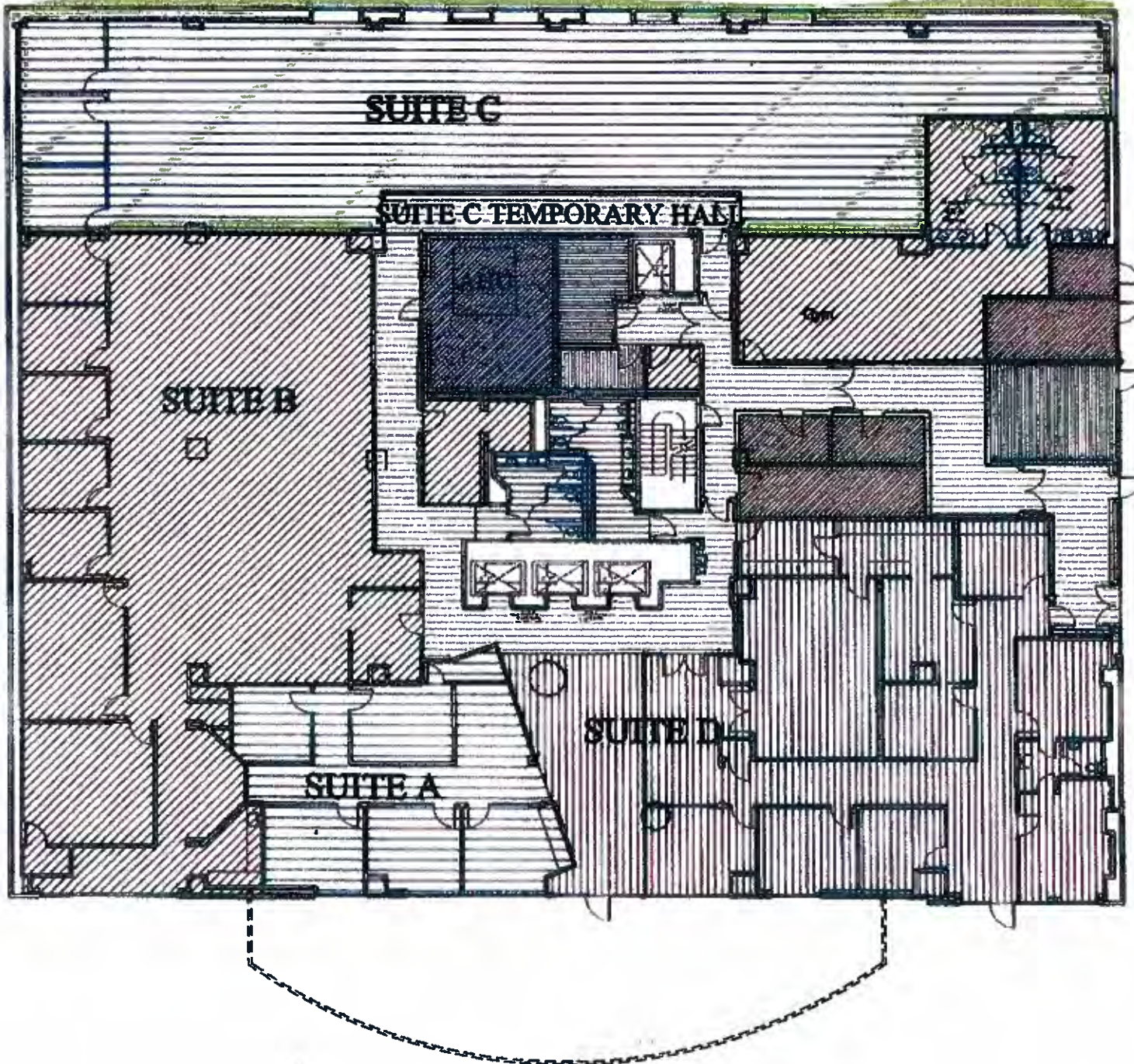
Proposal:

This proposal is valid for thirty days.

Exhibit A - Suite Plan
Garden Level - 4,524 RSF +/-

1501 Main St. - Building Floorplan Update

Columbia, SC, 29201
Garden Level



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**LEASE PROPOSAL
For
Richland County**

For the property located at:
1730 Main Street
Columbia, SC 29201

Prepared by Jameika Cunningham, PMIC
Wilder Property Management

August 1, 2017

Richland County
2020 Hampton Street
Columbia, SC 29204

Mr. Kevin Bronson
Mr. Chad Fosnight

We are pleased to present this lease proposal to Richland County on behalf of Eddie Wilder, Landlord. The building located at 1730 Main Street was constructed in 1901 and has been a staple of business in Downtown Columbia. This office building provides flexibility, a well-designed floor plan, as well as a convenient location on Main Street. With 3 floors totaling 12,000 SF, on-site parking, multiple private offices and cubicle spaces, welcoming reception area, conference rooms and library, the building is adaptable and diverse for many different business needs.

Lease Option 1 (1st Floor only):

The 1st floor has 7 private offices that can be subdivided or shared and 5 cubicles, a conference room, 2 bathrooms, reception area, entrance from Main Street, as well as rear entry from parking lot.

- 5,000 SF
- \$19.50/SF net
- Base monthly rent: \$8,125.00
- Five (5) year lease
- Security Deposit: \$8,125.00
- 16 parking spaces

Lease Option 2 (Entire building):

In addition to the space on the 1st floor (from above), the 2nd floor has 9 private offices and 2 cubicles, 2 bathrooms, large meeting room (can be used as training room or library) with built in bookcases, and access to rear parking via stairs. The 3rd floor has 5 office spaces and 2 cubicles, conference room or subdivided, 2 bathrooms, and a break room/kitchen.

- 12,000 SF total for building
- \$17.00/SF net
- Base monthly rent: \$17,000.00
- Five (5) year lease
- Security Deposit: \$17,000.00
- 42 parking spaces

Additional Details:

- Equipment Room (internet and phone systems) are located on the 2nd floor. Wireless access is available and currently being used on the 1st and 2nd floors.
- Availability of furnishings will be determined and a fair lease price will be established
- Lease commencement date to be determined by both parties.



Administration and Finance Committee Meeting

September 26, 2017

Committee Briefing Document

Agenda Item

Resolution to Distribute \$24,326.99 in Federal Forestry Funds

Background

The Richland County Treasurer has received a check from the Office of the State Treasurer for Federal Forestry Funds. Council is requested to approve a Resolution distributing these funds and set a policy relative to the distribution of these funds so that future Federal Forestry funds received by the County will automatically be distributed as set forth in this request.

Federal Forestry Funds are generated based on a portion of the net proceeds generated by the sale of forest products extracted from McEntire Air Force Base and other military installations located within Richland County. The total amount of forestry funds available at this time for allocation by Council is \$24,326.99. Note: these funds are not received annually.

Pursuant to Title 10, §2665(e)(2) of the United States Code of Laws, “the amount paid to a State pursuant to paragraph (1) shall be expended as the State legislature may prescribe for the benefit of the public schools and public roads of the county or counties in which the military installation or facility is situated.”

Since the SC Legislature has not enacted, to date, any law prescribing how these funds are to be allocated, the specific amounts to be allocated for the benefit of public schools and public roads of Richland County are at the discretion of Richland County Council.

The last time that Richland County Council allocated federal forestry funds, which totaled \$7,690.39, was in October 2014. The Resolution allocated 50% to Richland School District One, Richland School District Two, and Richland / Lexington School District Five, to be apportioned according to the respective student population of each school district. The remaining 50% was allocated to the General Fund of the County, to be used for the construction and/or improvements of public roads within the County.

Prior to 2014, in 2012, Council allocated the funds (\$12,681.78) in the same manner (50% public schools; 50% public roads).

The related Resolution and memo from the Richland County Treasurer regarding these funds are enclosed for your convenience.

Issues

The Richland County Treasurer has received a check from the Office of the State Treasurer for Federal Forestry Funds which require Council to approve the distribution of the funds.

Fiscal Impact

If Council proceeds with the 50% allocation for the schools, the amounts per School District will be as follows:

School District	Number of Students	Allocation
Richland School District One	24,210*	\$4,666.65
Richland School District Two	27,484*	\$5,613.80
Richland / Lexington School District Five	9,219**	\$1,883.04

Sources: *SC Annual School District Report Card Summary – 2016

**Richland / Lexington School District Five – District 5 students who live in Richland County

A total of \$24,326.99 will be divided according to a ratio set forth by Council for the benefit of public schools and public roads. There are no costs to the County associated with this request.

Past Legislative Actions

- 2008: Council allocated 50% of the funds (\$27,050.15) to the schools, and 50% of the funds (\$27,050.15) to public roads.
- 2012: Council allocated 50% of the funds (\$6,340.89) to the schools, and 50% of the funds (\$6,340.89) to public roads.
- 2014: Council allocated 50% of the funds (\$3,845.20) to the schools, and 50% of the funds (\$3,845.20) to public roads.

Alternatives

1. Approve the Resolution allocating \$24,326.99, of which 50% (\$12,163.49) will be apportioned to public schools, and the remaining 50% (\$12,163.50) for the construction and/or improvement of public roads.
2. Approve the Resolution allocating \$24,326.99 using a proportion other than 50/50 for distribution between public schools and roads.
3. Do not approve the Resolution allocating the funds

Staff Recommendation

It is recommended that Council approve either alternative. This is a policy decision of Council.

STATE OF SOUTH CAROLINA)
)
COUNTY OF RICHLAND)

**A RESOLUTION OF THE
RICHLAND COUNTY COUNCIL**

A RESOLUTION TO ALLOCATE FEDERAL FOREST FUNDS

WHEREAS, the State of South Carolina receives forty percent (40%) of the net proceeds from the sale of forest products on land owned or leased by a military department; and

WHEREAS, the Office of the State Treasurer issues a check to Richland County representing a share of federal monies generated at McEntire Air Force Base and at other military installations located within the County; and

WHEREAS, the Richland County Treasurer currently has a total of \$24,326.99 in Military Forest Fund monies, which was received from the Office of the State Treasurer; and

WHEREAS, pursuant to 10 U.S.C. §2665(e)(2), “the amount paid to a State pursuant to paragraph (1) shall be expended as the State legislature may prescribe for the benefit of the public schools and public roads of the county or counties in which the military installation or facility is situated”; and

WHEREAS, the South Carolina Legislature has not enacted, to date, any law prescribing how these funds are to be allocated, so that allocation must be determined for the benefit of both the public schools and public roads of Richland County;

NOW, THEREFORE, BE IT RESOLVED that the Richland County Council does hereby allocate the Military Forest Funds of \$24,326.99 as follows:

50% (\$12,163.49) to Richland School District One, Richland School District Two, and Richland/Lexington School District Five, to be apportioned according to the respective student population of each school district; and

50% (\$12,163.50) to be transferred to the General Fund of Richland County, to be used for the construction and/or improvement of public roads within the County.

ADOPTED THIS the ____ day of _____, 2017.

Joyce Dickerson, Chair Richland County Council

Attest: _____
Michelle Onley, Deputy Clerk to Council

COUNTY OF RICHLAND
OFFICE OF COUNTY TREASURER



DAVID A. ADAMS
COUNTY TREASURER

P.O. BOX 11947
Columbia, SC 29211
(803) 576-2275
TDD (803) 748-4999

13 January 2017

To: Ms. Jamelle H. Ellis, Director of Community and Government Services

From: David A. Adams, Richland County Treasurer

RE: Distribution of Federal Forestry Funds

Please note that the Richland County Treasurer's Office has received checks for Federal Forestry Funds totaling \$24,326.99. These are not funds received annually.

According to Title 10, Section 2665 (E) the United States Code of Laws, these funds may only be used for County public roads and schools.

These funds were last allocated by resolution of Richland County Council in October 2014. Please see attached for reference.

Please contact me with any questions or clarifications.



Administration and Finance Committee Meeting

September 26, 2017

Committee Briefing Document

Agenda Item

Construction Contract Award for an Airfield Lighting Signage Project at the Jim Hamilton LB Owens Airport

Background

County Council is requested to approve a contract for construction services with Walker & Whiteside, Inc. of Greenville, SC for an airfield lighting signage project at the Jim Hamilton – LB Owens Airport (CUB).

The Jim Hamilton – LB Owens Airport (CUB), despite being a busy General Aviation (GA) reliever Airport which serves a large municipal area, does not have airfield lighted directional signs. This is a glaring deficiency which we will now be able to address.

Though long identified as an airport need in our Airport Capital Improvement Plan (ACIP), the project has been crowded out by much larger projects (obstruction clearing, fencing, and land acquisition). Installation of these signs will facilitate safe and efficient nighttime movement by aircraft on the airfield.

Project survey, design and advertisement of the project was completed by our Airport Engineering Consultant, WK Dickson & Company, Incorporated as funded by our annual Airport Improvement Program (AIP) grant from last Federal Fiscal Year (FY).

Due to the questionable availability of the usual 5% State funding (as well as the availability of sufficient local funds), we request that approval be granted with only the availability of Federal and Local funds at this time. We anticipate ultimately being able to obtain both State funding. An identical situation with State funding occurred last year and was, ultimately, provided.

The project was properly advertised for a 30-day period, but only one bid was received. This bid has been reviewed by the Project Engineer, is consistent with the Engineer's estimate, and is recommended for award. Receipt of a single bid for this specialty work is not uncommon and award is recommended.

Issues

The Jim Hamilton – LB Owens Airport (CUB) does not have airfield lighted directional signs. This is a glaring deficiency which we will now be able to address.

Fiscal Impact

The funding for this project will be provided by grant and local funds as follows:

Federal (FAA)	\$439,541	AIP Grant 023-2017
Local (RC)	<u>\$ 48,838</u>	Included in the FY18 airport budget
Total	\$488,379	

Federal funds have been issued in AIP Grant 3-45-0017-023-2017. Local funds are included in the current FY airport capital budget.

Past Legislative Actions

The following prior actions by Richland County Council and Administration relate to this request:

February 2011	Airport Master Plan Update approved
June 2012	Master Agreement with WK Dickson & Company, Incorporated awarded
November 2016	Work Authorization (WA) 10 for design services approved by County Council
July 2017	Bid opening for the construction project

Alternatives

1. Approve the request to award this Contract for construction services described herein and further described in detail in the project plans and specifications as advertised. This will permit the enhancement airport safety and compliance with FAA-recommended airfield design standards.
2. Do not approve the request to award this Contract for construction services

Staff Recommendation

It is recommended that Council approve the recommendation to award a construction contract to Walker & Whiteside, Inc. for the airfield lighted signage project at the Jim Hamilton – LB Owens Airport (CUB).

Council approval of this recommendation will result in the following:

1. Walker & Whiteside, Inc. of Greenville, SC will be authorized to perform construction of an airfield lighting signage project at the Jim Hamilton – LB Owens Airport (CUB).
2. Authorize the use of Federal AIP grant funds in the amount of \$439,541 and County funds in an amount of \$48,838 for a total of \$488,379 allocated to Walker & Whiteside, Inc. for construction services, the County funds being authorized were included in the Airport Division’s approved FY-18 budget.