

RICHLAND COUNTY

ADMINISTRATION & FINANCE COMMITTEE AGENDA



TUESDAY, MARCH 27, 2018

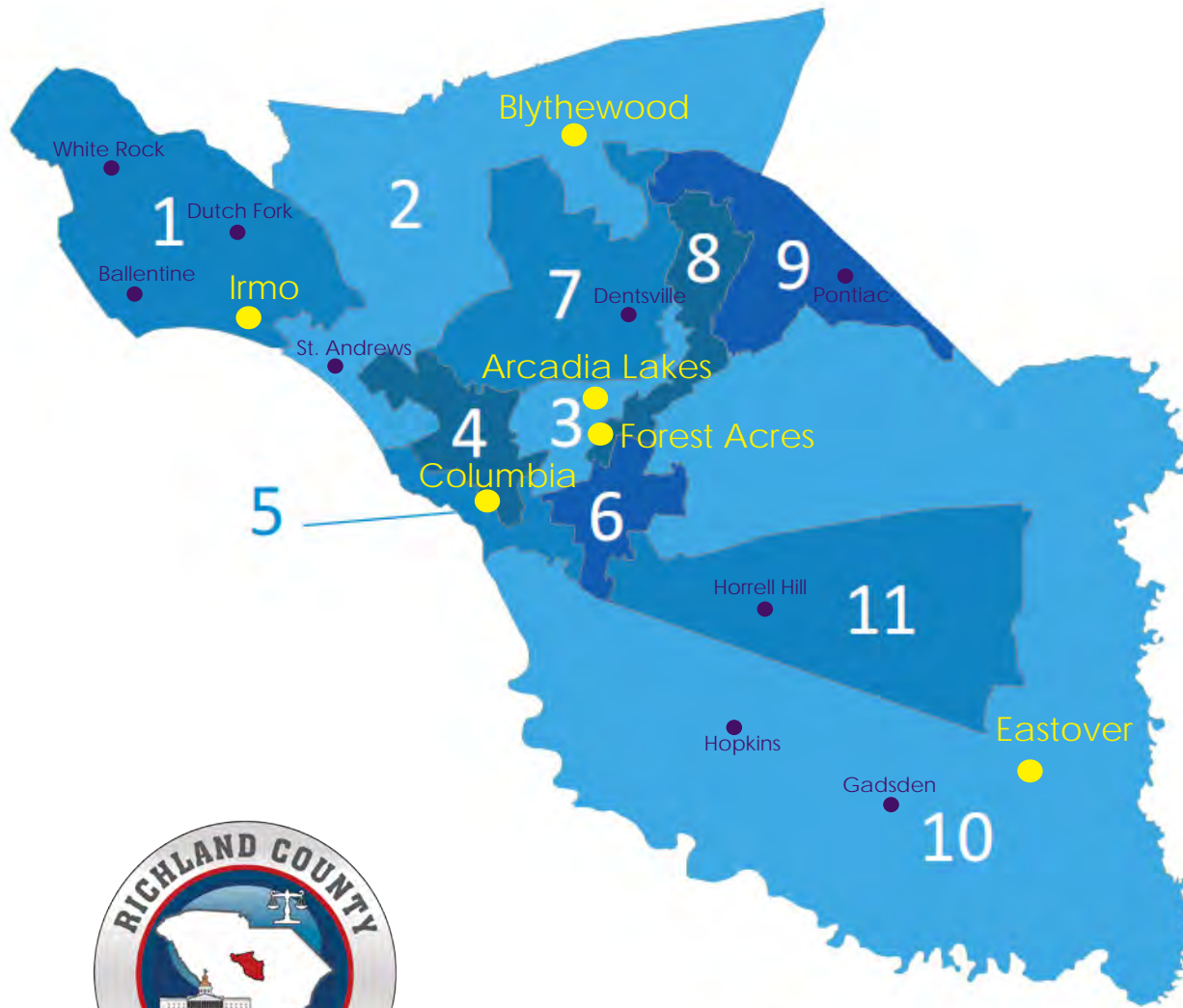
6:00 P.M.

COUNCIL CHAMBERS 2020

HAMPTON ST.

COLUMBIA, SC 29204

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

March 27, 2018 – 6:00 PM
Council Chambers
2020 Hampton Street
Columbia, SC 29204

Bill Malinowski
District 1

Paul Livingston
District 4

Dalhi Myers
District 10

Yvonne McBride
District 7

Norman Jackson
District 11

1. **CALL TO ORDER** Paul Livingston, Chair, Administration & Finance Committee
2. **APPROVAL OF MINUTES** Paul Livingston, Chair, Administration & Finance Committee
 - a. Administration & Finance Committee Meeting: February 27, 2018 [Pages 1-10]
3. **ADOPTION OF AGENDA** Paul Livingston, Chair, Administration & Finance Committee
4. **ITEMS FOR ACTION** Paul Livingston, Chair, Administration & Finance Committee
 - a. Memorandum of Agreement with Hughes Lake Owners' Association for Storm Drainage Pipe Replacement [Pages 11-14]
 - b. Award of Contract for Hunters Run, Phase I Roadway Repairs project [Pages 15-18]
 - c. Restructuring Ordinance: Phase II [Pages 19-69]
 - d. Public Defender's Office: Budget Amendment Request [Pages 70-71]
 - e. Council Motion: Richland County funds thirteen mills eight mills more than the five mills required by statute. I move that County Council develop a separate Recreation Commission to manage the eight additional mills if the Recreation Commission does not agree to the MOU or if Council still feels that there is taxation without representation. Note: This is a partial solution to the constant challenge for taxation and representation [N. Jackson] [Pages 72-92]
 - f. Do not approve any additional projects from the remainder of the \$50 million Recreation Bond until an explanation is given from the Recreation Commission, why \$1,600,000 was paid for 40 acres of land worth \$255,000 NOTE: The intent was to purchase 40 acres and build a road at the cost of \$1,600,000.

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.

The documents might state to purchase land only but if an appraisal was done it would have shown that the land was worth \$255,000 [N. Jackson] [Pages 93-96]

- g. Move that the agreement with Platinum Plus to operate to perpetuity be reconsidered and that they never reopen at that location. Note: It's next to a graveyard and a church which violates County Ordinance. It was never grandfathered making it noncompliance [N. Jackson] [Page 97]
- h. Consider two big items to the Renaissance Plan, one in the Southeast and the other in the Northeast. A Basketball complex in the Southeast and a Baseball complex in the Northeast. (Revenue producing) NOTE: Some of the most popular basketball tournaments in Richland County the Chickfil-a Classic turn away visitors. Richland School Districts 1 & 2 pays a tremendous amount of money annually for rental of the Coliseum for graduation services. The use of the basketball complex could be used for graduation services, bringing in much needed revenue to the County. It is difficult for Richland County to host sports tournaments because visitors have to drive and navigate to get to different parks not adequately equipped. [N. Jackson] [Page 98]
- i. To clarify the motion passed to move forward with the Renaissance Plan. Motion was to “move forward with the plan, to include the necessary purchase by the Administrator, as discussed in Executive Session.” NOTE: The motion did not give the Administrator permission to purchase additional property or make decisions without input and approval of full Council. In executive session the discussion included Vision, Draft and Public Input. It is paramount that this process is not ignored [N. Jackson] [Pages 99-101]

5. **ITEMS PENDING ANALYSIS – [None]**

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

February 27, 2018 – 6:00 PM

Council Chambers

2020 Hampton Street, Columbia, SC 29204

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

OTHERS PRESENT: Brandon Madden, Michelle Onley, Tracy Hegler, Ismail Ozbek, Stacey Hamm, Brad Farrar, Jennifer Wladischkin, Dwight Hanna, Larry Smith, Chris Eversmann, John Hopkins, and Kimberly Williams-Roberts

1. **ELECTION OF CHAIR** – Mr. Malinowski moved, seconded by Ms. McBride, to nominate Mr. Livingston for the position of Chair.

The vote in favor was unanimous.

2. **CALL TO ORDER** – Mr. Livingston called the meeting to order at approximately 6:03 PM.

3. **APPROVAL OF MINUTES**

- a. **January 9, 2018** – Mr. N. Jackson moved, seconded by Mr. Malinowski, to approve the minutes as distributed.

Mr. Malinowski stated on p. 2 of the minutes it states, “Mr. Malinowski states he does not know where service areas 2 and 4 are. He would also like to see what kind of negative feedback there may be for these areas...” He stated he never received the information regarding the feedback and would like to receive the information.

The vote in favor was unanimous.

4. **ADOPTION OF AGENDA** – Mr. Malinowski moved, seconded by Mr. N. Jackson, to adopt the agenda as published.

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

The vote in favor was unanimous.

5. **ITEMS FOR ACTION**

- a. **Award of Contract for Hunters Run, Phase I Roadway Repairs** – Ms. Myers moved, seconded by Mr. N. Jackson to forward to Council with a recommendation to approve the request to award this contract to Armstrong Construction for construction services described in detail in the project plans and specifications as advertised.

Ms. Myers inquired when we do this kind of acceptance of roads, what is the standard so we know we are not accepting a million roads a year. This are obviously in developments and she wants to understand the process we are using because we cannot accept every road.

Ms. Hegler stated we do not have a limit, but we do go through a process of inspecting the roads. They have to meet the County's standards, which means they have to meet our minimum design requirements which exist in the Land Development and the Public Works ordinances. We have inspectors that check them and make a recommendation to the County Engineer for acceptance. If they are accepted then we go through the bidding process.

Ms. Myers stated this one is nearly \$300,000. She inquired about how many the County gets annually.

Ms. Hegler stated this one is not typical. We are documenting and inventorying roads like this that we consider privately owned and in subdivisions. We are trying to put together an assessment of those roads so we can make recommendations on how to address them and avoid these situations in a reactive manner.

Ms. Myers inquired as to what the fund balance will be once we award this contract.

Mr. Madden stated he would provide that information.

Mr. Malinowski inquired as to when this particular road came to the attention of the County.

Ms. Hegler stated she does not know. She knows it has been discussed for a couple years.

Mr. Malinowski stated he is sure there are roads that were discussed prior to this that are still out there. He would like to know why road gets the nods to the exclusion of the roads. He also stated in the past when it has come to the County's attention there were roads that were not finished Council was provided a list of the roads and had to vote to accept those roads into the system. In this instance, the County Administrator directed acceptance of the roads into the County maintenance system. He inquired as to how that can be when Council has always done it in the past.

Mr. Madden stated there were a number of matters that were brought forth to Council in the past that dealt with the way we maintain our roads. For instance, there were issues that came about on having sufficient bonds in place to cover roads and things of that matter. We have put things in place to try to address that. The Hunter Run item was one of the items that had a difficult history. While it is worded that the County Administrator directed acceptance of the road, it was not done so in a manner where it was unilateral. It was a series of Council memorandums, presenting information to Council to provide resolution to an outstanding issue. In response to Mr. Malinowski's question about how we maintain our roads, how we bring these roads about, or if we have a prioritized list. He stated staff is currently working on that now. We will bring back a recommendation on the process that we have in place to address that.

Mr. Malinowski stated it also says that DPW Engineering staff engaged the services of an Engineering firm, which is another directive of staff and not Council. If this is the way we are starting to go Council can stay home and let staff run things the way you want. Additionally, it states a purchase requisition has been submitted in the amount of \$293,000. It appears someone has authorized to move forward and this is coming to Council after the fact. He believes we need to definitely look at the process and put this road in with all the other roads that need work done that have not been completed.

Mr. Malinowski made a substitute motion, seconded by Ms. McBride, to forward this item to Council with a recommendation to place this road on the list with all of the other roads in the County and the list will be based on when the road came to the County's attention, so it is handled fairly.

Ms. Myers inquired as to why this road is special and what the process is for it.

Mr. Malinowski stated when he refers to "roads like this", it has come to Council and staff's attention in the past that we have other roads that were abandoned by the developer, not completed according to County standards, etc.

Mr. N. Jackson stated with his years of experience sometimes it becomes a safety issue. Just last year, there was a safety issue on another road and the road had to be moved up because there could have been a fatal accident. It is not just the order in which they come on the list. It is based on safety issues.

Ms. McBride inquired as to where the requests are coming from. She stated she has had some requests since she has been on Council and they have not moved.

Mr. Ozbek stated these roads are not typical. There was a housing bust in 2008 and a lot of developers were going out of business or bankrupt. There also was a period in the County's history when keeping up with the bonding process failed; therefore, there was some responsibility on the County's part.

Ms. McBride inquired if staff is looking at complaints coming in.

Mr. Ozbek responded affirmatively. These roads are in disrepair. There are potholes. The roads are unfinished, but it is private property so the County cannot go in and do anything. The County is allowed to do emergency maintenance to fill in the potholes.

Ms. McBride inquired if there is a waiting list.

Mr. Ozbek stated there is a list Council approved in 2012-2013. Staff is currently working on a comprehensive list of several hundred roads.

Ms. McBride inquired if this road was a part of the list.

Mr. Ozbek stated this road was not a part of the list. He believes there was a threat of a lawsuit, which Mr. Seals briefed Council on.

Ms. McBride stated so we are trying to put a process in place.

Mr. Ozbek stated Tracy and her staff have a process in place to keep up with the bonds. These things are cleaning up the past of the economy and staff not doing what they were supposed to be doing. We are not taking on any further problems.

Mr. Malinowski stated it is his recollection that more roads have come to Council's attention that needs handling since 2012-2013. While Mr. Ozbek states there is a process in place, part of the process needs to be a prioritization list. He stated he agreed with Mr. N. Jackson that if there is an emergency or safety issue that will be a part of the prioritization criteria. We do not have anything on this road other than "here is a road that needs fixing, so let's fix it." How it got here and why it got here, he does not know. We need to go back to the process, to a priority list, to include safety as the #1 factor.

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Ms. Myers stated we are suggesting that we did something wrong somewhere, which makes this Richland County's responsibility. She would like to understand why it is the taxpayers' responsibility and why this road gets to jump ahead of the County's roads that need repair. She does not understand why a private road has risen to this level of priority with public funds being paid out to the tune of nearly \$300,000.

Mr. Livingston stated that is his concern, as well. His suggestion would be to forward it without a recommendation and get an explanation.

Mr. N. Jackson stated most of these roads are abandoned by the developer or fall out of the system. Most of the roads the County receives are usually private roads that were never completed or done properly and the citizens complain.

Ms. Myers stated she made that point only to say that we have public roads that stand in need of repair. She just wants to understand why we are accepting a new one before we get those done. And if there is some priority this should take.

Mr. Malinowski withdrew his substitute motion.

Mr. Malinowski made a substitute motion, seconded by Ms. Myers, to keep this item in committee and find out if there is a reason why it came before Council. If there is not, then place the road on the list with the other roads.

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

The vote in favor was unanimous.

- b. Approval of Contractor Change Order for Dawson Pond repair project – Ms. Myers moved, seconded by Mr. Malinowski, to forward to Council with a recommendation to approve the change order request from Corley Construction in the amount of \$34,978.

Ms. Myers inquired if this work has been completed and Council is basically ratifying payment for the work.

Mr. Ozbek stated there were cost overruns. The County Engineer if additional information is needed.

Ms. Myers inquired if the County Engineer approved the company undertaking the extra work. The company stated they could not move forward with the approved work without doing the underlying work.

Mr. Ozbek responded in the affirmative.

Mr. Malinowski stated there were cost overruns, but he does not understand if it exceeds the 10% why it is automatically approved by staff and then comes to Council after the fact for approval. If it is in need of Council approval it should come here before the work is done and approval by anyone. That is the reason we have problems with the Penny Tax right now. We have cost overruns that were paid for and now we are in arrears millions of dollars. This is no exception. Thousands are going to add up to hundreds of thousands and add up to millions. If we have a process that says Council must approve anything above that 10% that was originally approved, it needs to come here. If they did the work without the approval, shame on them and they will have to wait.

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

The vote was in favor.

- c. Addition of Property to Pauper's cemetery (located at 779 Two Notch Rd.) – Ms. Myers moved, seconded by Mr. Malinowski, to forward to Council with a recommendation to accept the 575 square foot land donation (Parcel "A") from FN Manufacturing Inc. to allow the existing graves to be located on Richland County property. If approved Richland County will proceed with the process of having the deed listing the additional 575 square foot of property recorded with the Richland County Register of Deeds.

Mr. Malinowski stated for record that we have hundreds of thousands of dollars that are approved by someone else and never get to this Council, but for a donation of land to the pauper's cemetery that has to come here for approval.

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

The vote in favor was unanimous.

- d. Restructuring Ordinance: Phase II – Mr. Livingston stated he thought this was something that had previously been approved by Council.

Mr. Madden stated it was. It was a two phase process. The first phase was the overall restructuring and allowed for time to go back and work through the details of impacts of that. What is before the committee is the details where we had staff go through and review the operations to see where work was being duplicated and eliminate that and put forth a clean ordinance. The specific changes are outlined on p. 22 of the agenda packet. The subsequent pages is the red-lined ordinance with the specific changes.

Mr. Malinowski moved, seconded by Ms. Myers, to forward to Council with a recommendation to approve the ordinance amendment.

Mr. Malinowski stated since he did not finish reading the ordinance he will vote no to keep it off consent.

Mr. N. Jackson stated he thought initially it would be a year trial to see how it would work and we would receive a report before moving forward with completing Phase II of the ordinance. He stated he made a motion to revisit it because there were some concerns about the restructuring. He is concerned because of the motion he made about moving forward without getting the pros and cons of the changes. There is no discussion about his motion. What about a year trial before we go into a Phase II? That was what was presented to us. Let's restructure. Give it a year to see how it works and then move forward.

Ms. McBride stated the red-lined items are the new items, correct? Is that the new language?

Mr. Madden responded in the affirmative.

Ms. McBride inquired if the following language is the new way to describe criteria for being eligible: "...shall possess the education, training, and experiences that are commensurate with the industry standards for this position."

Mr. Madden stated one of the issues they encountered when we reviewed the ordinance during Phase I was an inconsistency in the manner of which requirements for positions was listed. What this attempts to do is to make it more uniform because we ran into situations where at the ordinance level it listed out specifics for years of requirements. There were people in positions that may not fit the ordinance, but were a great fit for the position. It allows it to be open to a variety candidates for specific positions and not at the ordinance level, but referring back to the job description.

Ms. McBride stated this is a general statement, but there are specialized areas in the job description.

Mr. Madden stated that is correct. Before a position is advertised and filled the specific requirements are listed in the job description.

Ms. Myers stated Mr. N. Jackson's motion was made a year ago this time. She inquired if he wanted to take up and debate his motion separately from the adoption of the modifications.

Mr. N. Jackson stated he made his motion the first of the month.

Ms. Myers stated she remembered Mr. N. Jackson saying sometime back that we wanted to revisit it and she thought that was why we were revisiting it. Not this year, but last year when it came up for Third Reading.

Mr. N. Jackson stated last year was the first time everything was introduced to do a year trial to see if it worked. What he did a year later...

Ms. Myers inquired if Mr. N. Jackson wanted another year trial.

Mr. N. Jackson stated he does not want another year trial. He wants a report to see if we should move forward with this piece. Part of this piece is describing the job description to match the ordinance. His motion is do we continue with the restructuring or go back to the old structure.

Ms. Myers inquired if Mr. N. Jackson's motion would be to scrap everything and go back to the old or keep the way we are.

Mr. N. Jackson stated his motion is not to scrap everything because some of these descriptions need to go with the job description. His motion is that we were told to give the Administrator permission to restructure the County offices and after a year we would get a report on how it is working so we can decide to continue or put it back like it was previously.

Ms. Myers inquired if Mr. N. Jackson is now asking for a report. She is not clear on what he is requesting.

Mr. N. Jackson stated we are going to move forward with this, but if we could address his motion separately. This does not address his motion.

Ms. Myers stated she is trying to figure out what Mr. N. Jackson's motion is.

Mr. N. Jackson stated his motion was the Administrator asked permission to change the structure of the County offices. A year is up now. Do we keep it, tweak it or put it back?

Ms. Myers stated for clarification that rather than voting on the changes to Administration, Mr. N. Jackson would prefer to have a report and then analyze what we are doing.

Mr. N. Jackson responded in the affirmative.

Mr. Livingston inquired if this will require three readings and a public hearing.

Mr. Madden responded in the affirmative.

Mr. Malinowski inquired if the wording Ms. McBride referenced earlier is the wording that most counties have gone to and use rather than being so specific.

Mr. Madden stated not specifically, but generally you see generic language in ordinances.

Mr. N. Jackson made a substitute motion, Mr. Malinowski, to defer this item in committee until we get a report.

Ms. Myers stated for clarification that we would need to instruct staff to bring back to Council as to the effectiveness/problems of the changes to date and how they compared to the old structure.

Mr. N. Jackson responded in the affirmative.

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

The vote in favor was unanimous.

- e. Council Motion: Without prior notice, in June 2017 the City of Columbia raised the storm water management fee for Hamilton Owens Airport by 74% creating a severe financial hardship on airport operations. This increase amounts to 27% of the airport's annual operating budget even though less than one percent of airport storm water is managed by the City. Attempts to negotiate these rates have proven unsuccessful at the staff level. Recent studies have shown that Hamilton Owens Airport has a 14+ million dollar economic impact on the City of Columbia. This motion requests that further payments of this unreasonable storm water management fee be withheld until such time as City officials provide a rate structure that is more tenable and consistent with the actual service being provided [PEARCE] – Mr. Pearce stated the airport had been a very steward of paying its stormwater management fee every year. The City increased it substantially even though the airport uses less than 1% of stormwater. He believes there are certain exemptions the City could give us because we are an airport, but instead they are using all of the pervious surfaces penalize us. The City has increased the fee by 74%. What this means, if we pay it, is the airport is going to run a deficit. The airport does not have the money to pay this. They have tried to negotiate and what the City came up with was this plan to ameliorate this by the County spending a whole bunch of money to hire consultants in order for us to get a payment reduction. It would take years to recover based on the costs of all of the studies. In the absence of anything concrete, he recommends not paying the City the increase. When the airport was reconfigured, the County created a park, which is leased to the City for \$1 a year. An alternative would be to renegotiate the lease for difference in what the airport pays in stormwater. The Commission or Mr. Eversmann does not have that authority, so he is requesting Council to take a stand.

Mr. Malinowski stated staff's recommends action by County Council which will significantly reduce or permanently eliminate the City's Stormwater Utility fee from being charged to the airport. He also noted that on p. 66 of the agenda packet it states the County leases 68 acres to the City for \$1/per year. And under "Fiscal Impact" it states the new fee will create a shortfall of \$28,700.

Mr. Malinowski moved, seconded by Mr. N. Jackson, to forward to Council with a recommendation to lease the 68 acres to the City for \$28,700.

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Ms. Myers offered a friendly amendment to lease the property to the City for \$28,701.

Mr. Eversmann stated the 74% increase is a budget buster for the airport. It totally reduces any flexibility that the Airport Manager has in responding to facility emergencies and effectively managing the airport at level the County has come to expect. He stated they are looking to extend the runway in the future, which will increase the impervious area. It might be worth consideration that this 68 acre lease be a quid pro quo for all stormwater charges both now and in the future. The airport is a viable transportation hub, which based upon the just released economic impact study by the State Aeronautics Commission provides over \$16 million of local economic impact to the Midlands.

Mr. Malinowski amended the motion to include the quid pro quo.

Ms. Myers inquired if the County has done anything to try to talk with the City to get this fee reduced. She read in the backup documentation that they talked about the solutions, but have we told them those solutions are not real solutions. We are not going to do a \$100,000 study to save \$28,000.

Mr. Eversmann stated we do not know the cost of the study; although, we have meet with the City stormwater utility staff. We have also had our airport planning and engineering consultant meet with their staff as a means of trying to come up with a scope or fee. He does not have that number yet, but he does not think it would be on the order of \$100,000.

Ms. Myers stated her point is that we are at an impasse.

Mr. Eversmann stated the discussions at staff level will not result in the elimination of the stormwater utility charge.

Mr. Pearce stated for clarification that even if we do the studies there is no guarantee the fee will be reduced.

Mr. Eversmann stated in all likelihood it will not just be a study, but construction as well.

Ms. Myers stated she is in favor of the quid pro quo and the charge for the 68 acres, but her concern is in the interim are we going to remit a check for the whole amount. She would like the maker of the motion to consider restricting the payments to what is currently being paid.

Ms. Myers stated her friendly amendment would eliminate the need for Mr. Malinowski's motion because we cannot charge them the \$28,701 and deduct that.

Mr. Malinowski withdrew his motion.

Ms. Myers moved, seconded by Mr. Malinowski, to forward to Council with a recommendation to restrict the current fee payment to the rate as of June 30, 2017 and to direct the Administrator to discuss this at the City Manager level to see if we can get some movement.

Mr. N. Jackson inquired if the City was currently updating their stormwater system.

Mr. Eversmann stated the City of Columbia is doing extensive capital improvement plans for their citywide system and he believes that is what is driving this rate increase. In the case of the airport, we are on the boundary of the City and the 1% of stormwater runoff that enters the City system from the airport actually reenters the airport and outfalls into Richland County.

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Mr. N. Jackson stated he is going to make a motion to have a roundtable discussion with the City regarding our differences and how we can partnership and move forward.

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

The vote in favor was unanimous.

- f. Request to waive Section III of Wilson Farms' Declaration of Restrictive Covenants for Lot 1 – Ms. Myers moved, seconded by Mr. Malinowski, to forward to Council with a recommendation to approve the waiver for Lot 1.

Mr. Malinowski stated it seems to him the County should be the last one to have input on this. It states in the agreement all the homeowners must agree to it first. It does not state in the backup documentation that all of the homeowners have.

Ms. Hegler stated she believes they are doing that concurrently.

Mr. Malinowski stated before the County gets in, so no one over there can use what Council votes for as leverage to say "I don't know why you don't want to do it. The Council said it's okay." He believes it should stay in committee and staff come back with signed forms and let's see if the homeowners really want it.

Ms. Myers inquired if Mr. Malinowski would be amenable to us approving it contingent upon staff getting the approvals necessary from the community rather than us having to revisit it. If staff does not get it then it goes away, but if they do get it we do not have to come back again.

Mr. Malinowski stated that still gives them leverage by using Council to gain what they want.

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

The vote in favor was unanimous.

5. **ITEMS PENDING ANALYSIS**

Mr. N. Jackson stated if a motion is made at the first meeting of the month, unless documenting, the backup materials should be on the agenda for that month. If it is on the second meeting of the month then it falls into the following month. He stated he noted that before. It is giving priority to the motions made on the first meeting of the month. Some of the items on the "Items Pending Analysis" he cannot see why there would not be backup materials. He has also made some additional motions and they do not appear on any of the agendas.

Mr. Livingston stated there needs to be an impact statement or rationale on the status of the pending items.

- a. Council Motion: Richland County funds thirteen mills eight mills more than the five mills required by statute. I move that County Council develop a separate Recreation Commission to manage the eight additional mills if the Recreation Commission does not agree to the MOU or if Council still feels that there is taxation without representation. Note: This is a partial solution to the constant challenge for taxation and representation [N. JACKSON] – Mr. Malinowski stated on p. 91 it states, "...during its October 24, 2017 meeting...the committee voted to hold this item in committee until Council's Recreation Commission liaisons meet with the Recreation Commission." That is over 3 months.

Mr. N. Jackson stated they did meet.

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Mr. Malinowski stated this item needs to be brought back to the committee if they have met.

No action was taken.

- b. Move that the agreement with Platinum Plus to operate to perpetuity be reconsidered and that they never reopen at that location. NOTE: It's next to a graveyard and a church which violates County Ordinance. It was never grandfathered making it noncompliance [N. JACKSON] – No action was taken.
- c. Do not approve any additional projects from the remainder of the \$50 million Recreation Bond until an explanation is given from the Recreation Commission, why \$1,600,000 was paid for 40 acres of land worth \$255,000 NOTE: The intent was to purchase 40 acres and build a road at the cost of \$1,600,000. The documents might state to purchase land only but if an appraisal was done it would have shown that the land was worth \$255,000 [N. JACKSON] – No action was taken.
- d. Funding Request for Little Lake Katherine – Ms. Myers stated she would like to know what the process is for these kinds of funding requests because there are a lot of homeowners' associations that would like to have Council's help with projects. She would like to know what the process is for getting the County involved in entertaining the requests. It makes her nervous that we would favor any one group over another without a process that people can see. She requested that all funding requests be put through a process rather than negotiating with Council and staff because when it gets here we will look heartless if we say no. There needs to be a process so all groups are treated fairly.

Mr. Livingston stated all funding requests, outside of the budget process, there will be a process.

Ms. Myers moved, seconded by Mr. Malinowski, to forward to Council with a recommendation that funding requests, like the one referenced in Item #6(d), be subject to some form of process. The Administrator would be responsible for the process. This will be a prior step to it being placed on an agenda.

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

The vote in favor was unanimous.

- 6. **ADJOURNMENT** – The meeting adjourned at approximately 6:55 PM.



RICHLAND COUNTY GOVERNMENT

Office of the County Administrator

March 27, 2018 Administration and Finance Committee Meeting Briefing Document Memorandum of Understanding (MOU) with the Hughes Lake Owners' Association for Storm Drainage Pipe Replacement

Agenda Item

Council is requested to authorize staff to negotiate and execute a Memorandum of Understanding (MOA) with the Hughes Lake Owners' Association for storm drainage pipe replacement.

Background

During the 2015 Flood, Hughes Lake suffered damage to the dam outlet structure and to some of the storm drainage piping that carries the pond's discharge as well as stormwater runoff from the County roadway to a creek outfall. Please see the attached map. The staff of the County Engineer was contacted by the Association to repair the 24" diameter pipe in this area. Maintenance of this drainage pipe is a County responsibility.

The County Roads and Drainage Maintenance staff attempted to repair the pipe, but it was in such poor condition and its location at the toe of the Hughes Lake dam made it prohibitive for our County maintenance forces to make the repair. The County will have to hire an engineer and advertise for bids from a private contractor to affect the necessary repairs. It is estimated that this approach may take several months to complete.

The County staff informed the Association of the situation. The association requested to let their engineer, who is also designing repairs and upgrades to the dam due to requirements of SCDHEC, design the repairs and have their contractors make the repair to the County's pipe also. The Association requested the Richland County to contribute \$15,000 toward the pipe repair and improvements. This amount is equal to approximately half of the estimated pipe replacement cost of \$30,000.

After staff review and consideration, we believe that this is a prudent course of action which, carefully monitored and managed, would not set a negative precedent and could be effectively administered by a simple Memorandum of Agreement (MOU) to be negotiated between the County and the Association.

Issues

There are no other issues.

Fiscal Impact

The \$15,000 will be funded from the Roads Maintenance Construction current fiscal year budget and the funds are available.

Past Legislative Actions

None

Alternatives

1. Approve the negotiation and execution of a MOU and the subsequent payment of \$15,000 to the Association.
2. Do not approve the negotiation and execution of MOU and the subsequent payment of \$15,000 to the Association.

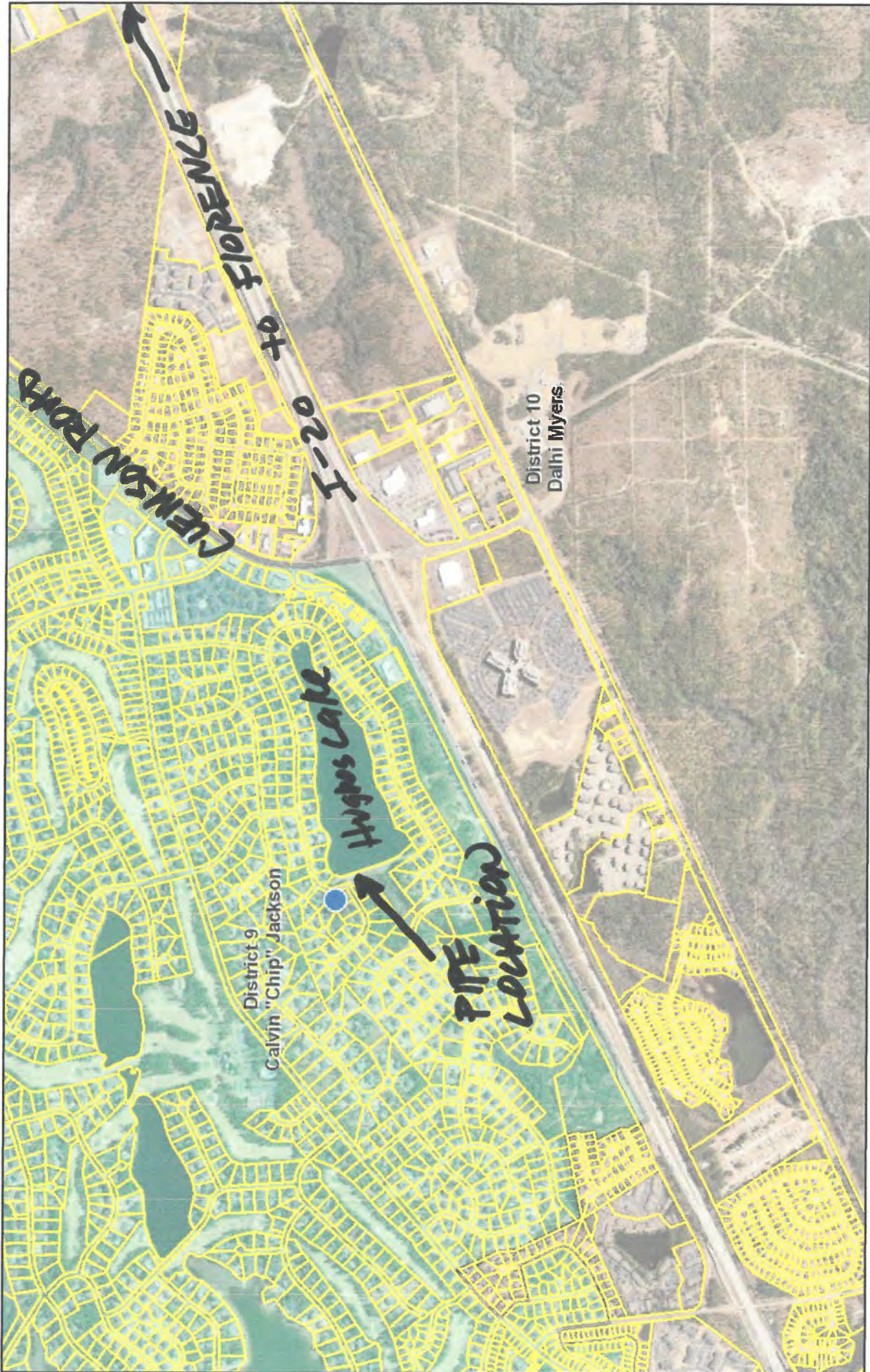
Staff Recommendation

It is recommended that Council approve the authorization of the staff to negotiate and execute a MOU and the payment of \$15,000 to the Association.

Submitted by: Department of Public Works

Date: February 15, 2018

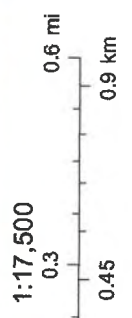
Viewer Map



March 22, 2018

- Parcels
 - RC Council Districts
 - <all other values>
- | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|----|----|
| | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |

VICINITY MAP

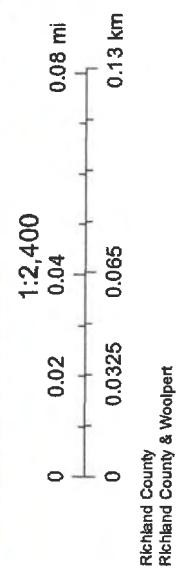


Richland County
Richland County & Woolpert

Viewer Map



February 12, 2018



- Addresses
- Inlet Structures
 - Grate Inlet
 - Other Inlet
 - Yard Inlet
 - Combo Inlet
 - Curb Inlet
- Parcels
- Junction Points
- Manholes/Junctions
- Pipe Inlets/Outlets
 - Inlet
 - Outlet
- Situb Points
- Channels

Richland County
Richland County & Woolpert



RICHLAND COUNTY GOVERNMENT

Office of the County Administrator

March 27, 2018 Administration & Finance Committee Companion Document – Hunters Run Phase I

This item was considered by the Committee during its February 27, 2018 meeting. During the meeting deliberations the Committee voted to keep this item in committee and determine if there is a reason why it came before Council. If it should not have, then place Hunters Runs' roads on the list with the other roads and prioritize accordingly.

Findings

During its November 17, 2015 meeting, Council voted to approve the request to accept the roads and storm drainage “as is” in Hunters Run Subdivision (Phase 1) into the County’s inventory for ownership and maintenance, contingent upon the Bond on the Hunters Run Subdivision being satisfied. The Bond was a performance Bond, not a maintenance Bond. This means that the Bond could not be used for maintenance improvements on the roads. This resulted in Council receiving an update from staff on this matter during its July 11, 2017 Council meeting in Executive Session, and Council directed staff to proceed as discussed. Accordingly, this item is being presented to Council to proceed with making the needed repairs to the roads and sidewalks in Phase I of the Hunters Run subdivision.

Also, during its February 27, 2018 meeting, the Committee requested staff to develop a prioritized list of private and public roads that need repair and outline the process for bringing these roads up to County standards, if needed, and accepting these roads into the County’s inventory.

Staff has developed an assessment of subdivision roads and is in the process of completing it. This assessment has listed all privately held roads and ranked their conditions, along with preliminary recommendations for corrections. Staff is in the process of completing the assessment by adding the status of the developer (i.e., are they still active or no longer developing in the area). Once complete, staff will generate cost estimates for repairs, starting with those in the poorest condition and offer recommendations for including these repairs as part of the County’s budgetary process, considering how best to fund these repairs over time. Any contractual agreements related to repairing the roads will be presented to Council through the County’s normal procurement process.

There will be a variety of options for how to bring all roads up to standards, depending on the situation. Those recommendations will be presented to Council when complete (staff’s goal is the July 2018 A&F Committee meeting).



**March 27, 2018 D&S Committee Briefing Document
Award of Contract for Hunters Run, Phase I Roadway Repairs project**

Agenda Item

Award of Hunters Run, Phase I Roadway Repairs project.

Background

Over the past several years, the residential subdivision known as Hunters Run, Phase I, has had multiple owners, and the infrastructure has never been constructed to established County Standards. The original owner did not finish the roads, went out of business, and a bank foreclosed on the still-private right of way. Another developer bought the property from the bank, did a substantial amount of work, but ended up in a lawsuit with the County and the roads were still not completed to established County Standards.

In response to this unresolved situation in which Citizens were caused to feel the negative effects of inadequate roads in their neighborhood and limited commitment / response from the developer.

Based on this, the Department of Public Works (DPW) engineering staff engaged the services of an engineering design firm to perform surveying, geotechnical engineering, and civil engineering design. The scope of the project includes both roadway and sidewalk repairs. Construction plans and specifications were prepared and the project was advertised for bid.

An Invitation for Bid (IFB) was issued for the Hunters Run, Phase I Roadway Repairs project on October 13, 2017. Two bids were received and opened on November 14, 2017:

Armstrong Contractors	\$271,659.00
AOS Specialty Contractors	\$282,388.34

After review of the bids, Armstrong Contractors was determined to be the lowest responsive and responsible bidder.

A Purchase Requisition (PR) has been submitted in the amount of \$293,250 based on the Engineer's Estimate of construction. This will cover the project award and a contingency.

Issues

There are no other issues.

Fiscal Impact

The project will be funded from the Roads and Drainage Maintenance Division Capital Budget.

Past Legislative Actions

None

Alternatives

1. Approve the request to award this Contract to Armstrong Construction for construction services described herein and further described in detail in the project plans and specifications as advertised.

Or,

2. Do not approve the request to award this Contract for construction services.

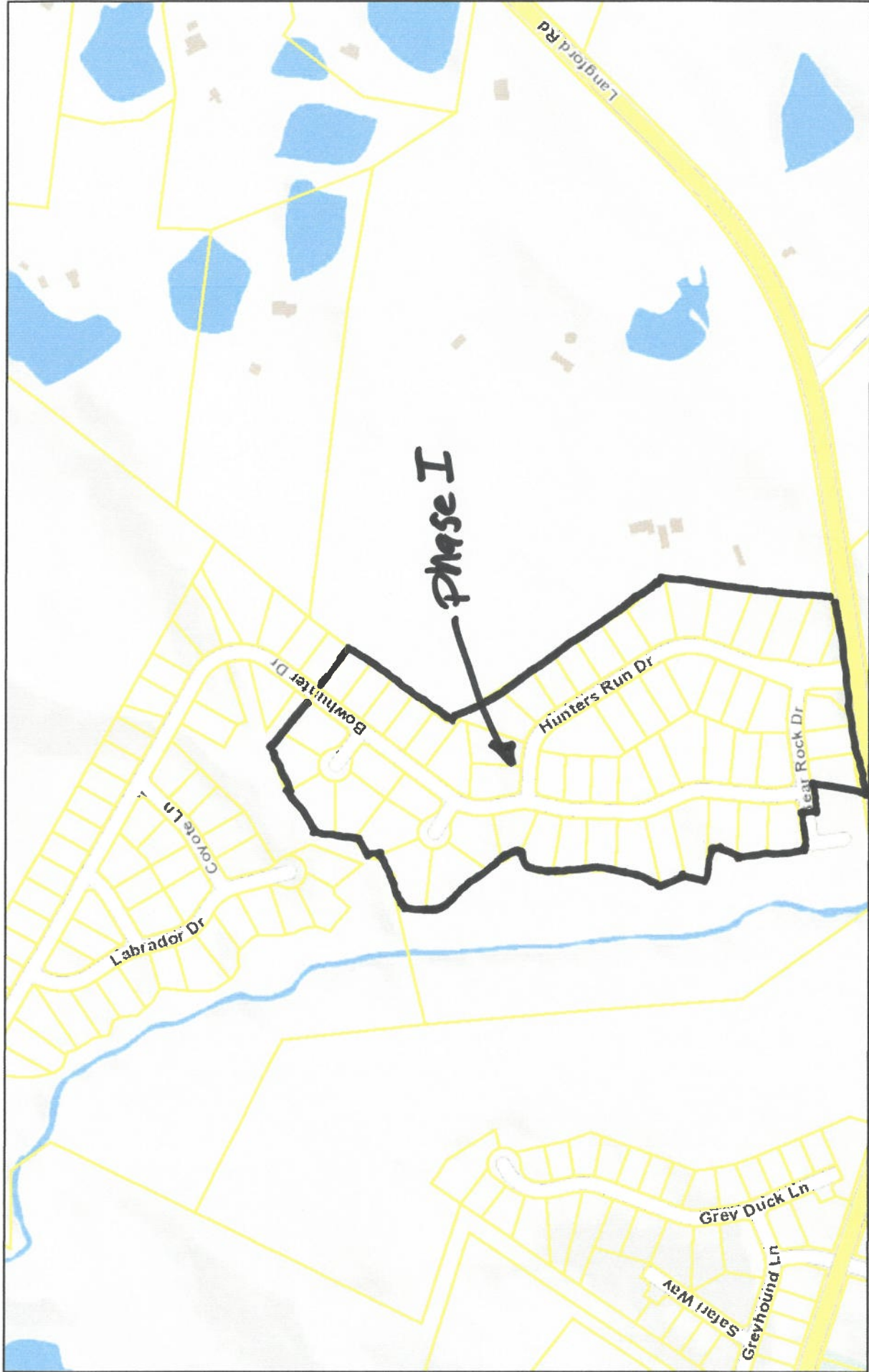
Staff Recommendation

It is recommended that Council approve the recommendation to award a construction contract to Armstrong Construction for the roadway repairs for Hunters Run.

Submitted by: Procurement Director

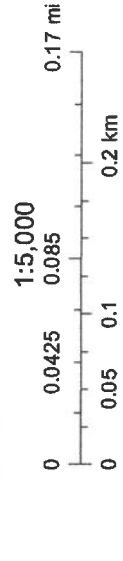
Date: January 31, 2018

Viewer Map



February 1, 2018

□ Parcels



Richland County



RICHLAND COUNTY GOVERNMENT

Office of the County Administrator

March 27, 2018 Administration & Finance Committee Companion Document – Restructuring Phase II

This item was considered by the Committee during its February 27, 2018 meeting. During the meeting deliberations the Committee voted keep this item in committee and instructed staff to bring back to Council as to the effectiveness/problems of the changes to date and how they compared to the old structure.

The information requested by the Committee was provided via Council Memorandum 12-2 (2017) as my self-assessment as County Administrator and as a report on the effectiveness of the organizational restructuring. Councilman Norman Jackson requested a copy of this report, which was provided.

The above-referenced Council Memorandum is attached.



RICHLAND COUNTY GOVERNMENT

Office of the County Administrator

Council Memorandum 12-2

To: Richland County Council
From: Richland County Administrator Gerald Seals
Date: December 29, 2017
Subject: End of Year Message

As we end 2017 and begin 2018 this memorandum shares with you several accomplishments that, with your leadership and guidance, your Richland County government achieved.

I. Increased Accessibility

- a. Executive Cabinet Team (ECT): The ECT is comprised of the County department directors and serves as the County's "think tank" with more than 280 years of collective public sector experience. By including department directors, the "tent" of the County's executive leadership has been expanded and reaches each of the major service areas of the organization. As such, each County department has a level of direct involvement in the implementation of County Council directives, the development of "cures" to issues adversely impacting the organization and researching initiatives that result in better services for County residents.
- b. Budget Team: The development of Biennium Budget I utilized a Budget Team which comprises County staff from "core areas" of public safety/infrastructure; constituent services/appointed/elected officials; community services/economic development; and internal support (Office of Management and Budget Staff). The Budget Team allowed for greater input on the County's budget from multiple perspectives throughout the organization.
- c. Workers on Watch (WOW) Mobile Application: The County has developed and is implementing a six (6) month pilot program for the "WOW App" which will improve the communication between employees in the field and residents and the County by allowing real-time reporting of community issues through mobile platforms.
- d. Office of Community and Government Services (CGS): The Office of Community and Government Services was created to facilitate improved community outreach, administration of government services, and resolution to community issues. Proactive steps have been taken to both solidify and strengthen the Office of Small

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Business Opportunity (OSBO) by bringing its operations under the management of CGS. Combining the strengths of GCS and OSBO will enable the County to meet the increasing needs of community and business stakeholders. This also provides OSBO with a direct line of communication to the County Administrator via the Director of CGS. Efforts are already well underway to enhance the image of OSBO and better integrate its components into the business community. CGS is now staffed and will be proactive in countywide community outreach and representing Richland County in stakeholders and constituents' meetings. This team of folk will get to know each of you and will help with constituent services.

II. Problem solving

- a. County Fleet Management: A comprehensive vehicle replacement plan was developed and became effective July 1, 2017. The plan will allow for a multilateral approach to managing the County's fleet inventory, replacing critical components of its fleet and continue its commitment to law enforcement and emergency services response with provisions for the rest of the fleet via the newly established Vehicle Replacement Fund.
- b. Improved Curbside Service Trash Pickup: Over the past year, the County experienced issues with curbside service trash pickup. Biennium Budget I provided funding to support solid waste projects to improve the County's curbside service pickup and its adaptability to become more proactive in addressing trash pickup needs. The County is engaged in discussions with its trash hauling contractors to implement collection policies that are more user friendly and improves response times to citizen inquiries. Additionally, consistency, quality control, and performance metrics (along with more consistent enforcement) are key delivery expectations that are being incorporated into hauler contracts.
- c. Addressing County Facility Needs: To ensure the adequacy of facilities to address future demands, Biennium Budget I prompted a comprehensive review of the County's current facilities and space needs. This review allowed for strategic planning for facilities that are responsive to the projected growth in population. Richland Renaissance addresses this strategically in two components:
 - i. Consolidation of all County core operations through the acquisition and development of space at the Columbia Place Mall on Two Notch Road.
 - ii. Re-development of the current County Administration Building at 2020 Hampton Street to house a new Richland County Judicial Center.
- d. Healthcare Deserts: Staff has been working with several of you to explore solutions to healthcare deserts in the County. In certain areas in the County, particularly in Council District 10 & 11, there is a dearth of primary-care physicians and/or health care facilities. These areas are defined as "health care deserts". Primary-care physicians are important as they typically serve as the first line of defense and prevention in the health-care system for County residents. Having access to adequate health care service providers can be considered a core service facilitated by governmental agencies. A component of Richland Renaissance is to facilitate the development of a critical health care access and emergency facility concentric with the South East Richland Center. Clearly, 2017 via Richland Renaissance is the genesis; 2018—2020 is expected to be the years of reality when the Richland County facilitates the elimination of health care deserts in Richland County.

- e. Strategic Planning via Capital Improvement Program (CIP): During 2017, we commenced the development a 10-year strategic plan for each county department that forecasts future capital needs. The CIP will establish and maintain a roadmap of replacing aging County facilities and equipment. In addition, the CIP will identify major, infrequent and nonrecurring projects with their respective funding mechanisms, which would be financed over a period of years linking the funding plan with the County's fiscal capacity (e.g., debt limit). During 2018, County Council and staff will engage in a comprehensive evaluation of capital project requests to determine the most efficient and effective usage of public funds.

- f. Waste Water Treatment: Currently, Richland County is served via an antiquated waste water treatment system that consists of the Broad River Waste Water Treatment Plant, Eastover Waste Water Treatment Plant (operated by the government of Richland County) and a myriad of package treatment plants, many of which are nearing the end of their useful life and are in need of major refurbishments to prevent failure. In order to meet this challenge and the subsequent demand for waste water services, Biennium Budget I prompted the development of an approach to streamline the method in which waste water services are provided, comprehensively, countywide through appropriating funding. As a result, the following projects have been initiated:
 - i. The construction of a new wastewater collection system serving residents located in the Cedar Cove and Stoney Point subdivisions.
 - ii. The re-examination of the original Lower Richland Sewer Project (LRSP) project approach to include a less disruptive design in order to mitigate the concerns of the residents in the Lower Richland community in addition to long term success of the program. The result is the redesigned Southeast Sanitary Sewer Project (SESSP), which will follow public rights-of-way instead of easements on private properties.
 - iii. We enter 2018 fully aware that DHEC has asked Richland County to take over several failing package plants and prudence dictates the need for a strategic plan to address the County's waste water treatment status and needs.

- g. Addressing Blighted Areas in the County: Staff developed and is implementing Revivify Richland, which is a broad strategy to boost economic development, eliminate identified blighted areas and enhance the overall livability and image of the County as a livable community and a great place to live and work.

- h. Establishing an on-site wellness center for all Richland County employees: The ECT initiated discussions with local hospitals and requested proposals for an on-site wellness center for employees. The goal of the Health Occupational and Wellness Center (HOW), as proposed by the ECT, is to improve the wellness, safety, and health of employees, retirees, and their dependents by providing on-site health care services. The County's current health vendor, Cigna, has also been included in the discussions regarding HOW. The ECT met with Cigna to discuss the historical drivers of the County's healthcare costs and to ask questions about the numerous strategic efforts, including HOW, the County is considering to manage those costs. In following up to the ECT's meeting with Cigna, the Human Resources Department has discussed and communicated with other Cigna officials, including

Cigna's national director of wellness, the concept and strategy of HOW Center(s). Cigna is gathering some additional information for the ECT to consider as a result of those discussions.

III. Operating Richland County government in a fiscally strong and proactive manner.

- a. Enable all functions of the County's Financial Software: During the Biennium Budget I process, Administration became aware that, for years, the County's budget has been prepared using spreadsheets instead of a financial software specifically for budgeting purposes. This was neither an appropriate nor a best practice to prepare the County's multi-million budget records. Efforts began in 2017 to migrate and train staff on the budget module of the financial software the County is currently using. Starting with Biennium Budget II, the County will use that budget module which will eliminate errors and present real-time information during Council's budget deliberations.
- b. Implementing a Capable Financial Team: Unfortunately, the County had been operating with untrained and inexperienced staff in the management of its finances. For the Administrator's Office, it was extremely important that the County had a capable team who understood the financial situation, put together a plan to move the County forward to financially meet the needs of the County, both internally for its employees and externally for its constituents. As such, the financial team now includes trained budget analysts, grant coordinators, budget and finance directors, a financial advisor, and bond counsels. This team has the capacity to analyze trends, develop strategies, and implement financial plans that will not only benefit the County but its residents as we strategically think and implement projects. Above all, this team has the best interest of the County in mind. The financial team also functions as a think tank and advises the County Administrator as well County Council on financial matters.
- c. Clean Finances and Debt Retirement: The County has issued a lot of debt over the years for capital projects and to purchase items that could have been funded within its operating budget. Bond proceeds, to the tune of \$42 million, were in the County's accounts unspent. From 2012 through 2017, the government of Richland County has paid \$101,713.53 in arbitrage penalties and \$111,300.00 for arbitrage review services. Recently, County Council approved an ordinance reallocating those proceeds to several capital projects, including \$11.5 million for Richland Renaissance. Further, review of Biennium Budget I will reveal a decrease in the Debt Service Fund for the first year of Biennium Budget I, fiscal year 2017 - 2018, as compared to fiscal year 2016 - 2017. This budgetary decrease is the result of a number of retired or matured bonds.
- d. Grants Management: An internal audit of the grants management function revealed that there were conflicting information provided to grantee agencies and that guidelines were not consistently applied. Now, Director of Budget and Grants Management James Hayes supervises this function and ensures that the correct information is provided and guidelines applied consistently. Further, Richland County now has a grant writer who, in addition to managing grants, will assist departments with seeking federal and state funding and preparing grant applications.
- e. New Finance Department Director: The resignation of the former finance director provided an opportunity to bring on board a new director with a firm understanding of the intricacies and requirements of public finance. Our new finance director pursued doctoral studies in accounting. The depth and breadth of

knowledge acquired through doctoral studies makes Finance Director Stacey Hamm a subject matter expert in public accounting. With over 20 years of experience as the former Deputy Treasurer for Richland County also makes Director Hamm a person who can be trusted with the finances of the County.

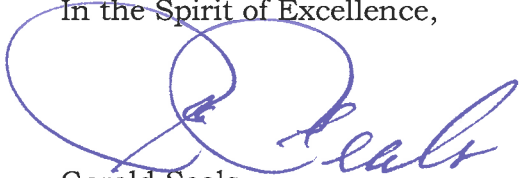
- f. Restoring Fund Balance Health: Biennium Budget I adheres to the County's established minimum unassigned fund balance policy that equals a minimum of 20% and maximum of 35% of the total General Fund expenditures for the previous fiscal year. The Biennium Budget I fund balance goal is 24% by the end of fiscal year 2017-18 and 26% by the end of fiscal year 2018-19.

IV. Improving employee compensation.

- a. Cost of Living Adjustment (COLA) and Comprehensive Class & Compensation Study: County Council approved a 3% COLA for fiscal year 2018. A countywide comprehensive class and compensation study is underway with an anticipated completion date of April 2018. Any results therefrom, upon County Council's authorization, will be incorporated via budget amendment to become effective with the second fiscal year, 2018-2019, of Biennium Budget I. This will allow for county-wide salary adjustments that are commensurate with market salary rates.
- b. Salary Adjustments for Custodial Personnel: A salary increase was implemented for custodial staff, whose pay fell below poverty designation. This increase did not require additional funding as it was met within the current fiscal year's approved budget.
- c. Salary Adjustments for EMS and Correctional Officers: As a strategic action to retain the current public safety related workforce the following measures were implemented:
 - i. A 5% salary increase for all "non-managerial – direct service / field" paramedics, EMTs, and Detention Center officers. This salary increase was reflected in the first payroll cycle in December 2017.
 - ii. A 10% increase in the starting salary for paramedics and EMTs and Detention Center officers to intensify recruiting.
- d. Dependent Health Insurance Premiums: To address the rising dependent health insurance costs, a two phased approach has been implemented. Phase I, which is the short-term "cure," absorbed the employees' dependent health insurance premium increase using the County's current budgeted revenues. This resulted in Council investing approximately \$500,000 to roll back the health premiums employees pay if they elect dependent health insurance to the prior year's rate. This augmented the millions of dollars Council had already invested to absorb the cost increase for health premiums for County employee only coverage. Phase II, which is the long-term "cure," involves staff developing a "cost sharing" plan to provide "cost savings" to employees by defraying increases in dependent health insurance premiums. The foundation framework for this plan has been constructed. Staff is developing the logistical framework for the plan for Council's consideration during the first quarter of 2018.
- e. Tuition Reimbursement/Participation: \$200,000 in "seed" funding has been set aside to a tuition reimbursement program for EMS personnel. Staff is updating the appropriate policies to consummate the program with existing protocols, including a "career ladder" for public safety staff.

Now, we begin 2018 with excitement. To paraphrase a recent employee admonition, I am committed to daily spread the word by personal declaration made by attitude evinced, service delivered, and deeds accomplished, that, "I proudly work for Richland County!" Thank you for the opportunity.

In the Spirit of Excellence,

A handwritten signature in blue ink, appearing to read "Gerald Seals". The signature is written in a cursive style with a large, looping initial "G".

Gerald Seals
County Administrator



RICHLAND COUNTY GOVERNMENT

Office of the County Administrator

February 26, 2018 A&F Committee Briefing Document Restructuring Ordinance: Phase II

Agenda Item

Restructuring Ordinance Phase II

Background

During its April 4, 2017 meeting deliberations, County Council gave third reading approval to the organizational restructuring ordinance. As promised, this ordinance is being presented for the Council's consideration via the A&F Committee for the second phase of the restructuring. This phase includes staff's efforts to fully implement the restructuring. Enumerated below are the additional changes made and provided in the ordinance:

1. In section 2-134. "Expand" was changed to "expanding"
2. The Office of Budget and Grants Management was added to Sec. 2-92
3. References to "Support Services" were updated to "Operational Services"
4. The Human Resources Departmental Divisions were updated to include the following:
 - a. Total Rewards & Employment
 - b. Compliance & Employee Relations
 - c. Organizational Development & Strategy
5. Department of Public Works updated the language of its divisions in Sec. 2-157
6. In section 2-137 the a reference to the director as "chief" was added to be compliant for authority level, based on SC Laws and designating emergency vehicles
7. In section 2-92. Departmental Offices, the office of Risk Management, the following responsibilities were added vis-à-vis Fleet Management:
 - Managing and / or facilitating the procurement, selection, assignment, reassignment, transfer, maintenance, repair, replacement, and disposal of vehicles and motorized equipment.
8. In section 2-92. Departmental Offices, the office of Ombudsman, the following responsibilities were added:
 - Citizen service requests

- Records management for citizens input, concerns, and questions,
 - Records management for ADA accommodation requests, grievances, and complaints
 - Perform trend analysis
9. In section 2-92. Departmental Offices, the Office of Small Business Opportunity was added.
10. Division 7. Human Resource Services, the responsibilities and departmental divisions were updated.
11. Division 2. Community Development and Planning, the responsibilities and departmental divisions were updated to include:
- Zoning and Development Services
 - New Development Engineering

Additionally, during the February 6, 2018 Council meeting, Councilman N. Jackson brought forth the following motion:

“Revisit the restructuring of the County's organizational chart. Note: There seems to be an overload and misunderstanding and abuse of duties from the reorganization of the County organization approximately a year ago. There should be some adjustment.”

Issues

None.

Fiscal Impact

None.

Past Legislative Action

During its April 4, 2017 meeting deliberations, County Council gave third reading approval to the organizational restructuring ordinance.

Council motion from Councilman N. Jackson during February 6, 2018 Council meeting.

Alternatives

1. Consider the ordinance amendment and proceed accordingly.
2. Consider the ordinance amendment and do not proceed.

Staff Recommendation

Recommend approval of the ordinance amendment as presented.

STATE OF SOUTH CAROLINA
COUNTY COUNCIL FOR RICHLAND COUNTY
ORDINANCE NO. ___-17HR

AN ORDINANCE AMENDING THE RICHLAND COUNTY CODE OF ORDINANCES, CHAPTER 2, ADMINISTRATION; SO AS TO RESTRUCTURE THE DEPARTMENTS OF THE COUNTY.

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

SECTION I. The Richland County Code of Ordinances, Chapter 2, Administration; Article III, Administrative Offices and Officers; is hereby amended by the deletion of the language contained therein and the substitution of the following language:

DIVISION 1. GENERALLY.

Sec. 2-75. Department created.

The office of the county administrator is hereby created as the chief administrative office of the county with such personnel necessary to assist the county administrator in affecting the proper and efficient administration of the affairs of the county government.

DIVISION 2. COUNTY ADMINISTRATOR

Sec. 2-76. Position created; term.

There is hereby created the position of county administrator. The term of office of the county administrator shall be at the pleasure of the council, which may, in its discretion, employ the administrator for a definite term.

Sec. 2-77. Appointment, qualifications and compensation.

The county administrator shall be appointed solely on the basis of his/her executive and administrative qualifications with special reference to his/her actual experience in, and knowledge of, the duties of office as hereinafter prescribed. At the time of his/her appointment, the county administrator need not be a resident of the county or of the state. The compensation of the county administrator shall be fixed by the council by contract.

Sec. 2-78. Chief administrative officer.

The county administrator shall be the chief administrative officer of the county government. He/She shall be responsible to the council for the proper and efficient administration of the affairs of the county government.

Sec. 2-79. Powers and duties.

The powers and duties of the county administrator shall be:

- (1) To direct and supervise the administration of all county officials and departments for which the council is responsible, or may hereafter be responsible, including specifically the construction, maintenance and operation of all county roads, bridges, drainage, buildings and other public works, and the care and maintenance of all personal property owned by the county; the administration of personnel policies, purchase of all supplies and equipment, finance, accounting, budgeting, payroll, auditing and any other administrative responsibilities necessary for implementation of the council's policies;
- (2) To appoint, and when in his/her discretion the welfare of the county requires it, suspend, discharge, transfer, remove or otherwise deal directly with all employees for whom council is responsible, excepting the county attorney, the internal auditor and the clerk of council, and any assistants thereto, who are appointed directly by the council or who are employed in the offices of elected officials and officials appointed by an authority outside county government as those terms are used in South Carolina Code, 1976, section 4-9-30(7);
- (3) To see that all ordinances, resolutions and orders of the council and all laws of the state which are subject to enforcement by him or by officers or department heads and subject, under this article, to his/her direction and supervision are faithfully executed;
- (4) To prepare and submit the annual budget and capital program to the council and to execute the budget and capital program adopted by the council, approving all disbursements and expenditures as budgeted and/or authorized by the council;
- (5) To confer with and advise all other elected or appointed officials of the county who are not under the immediate control of county council, but who receive financial support from the council, such as probate judges, magistrates, solicitor, sheriff, coroner, auditor, treasurer and the like;
- (6) To examine regularly at periods fixed by the council the accounts, records and operations of county boards, commissions, departments, offices, and agencies which receive appropriations from the council; to make regular, monthly reports to the council on county fiscal and other affairs as are appropriate; to keep the council fully advised on the financial conditions and future needs of the county; and to make such recommendations on county affairs as he deems necessary;
- (7) To submit to the council at the end of each fiscal year a complete report on the finances and administrative activities of the county for the preceding year; and
- (8) To execute such other powers and duties as may be prescribed from time to time by the council.

Sec. 2-80. Relationships with county employees.

Neither the council nor any of its members shall direct or request the appointment of any person to, or his/her removal from, office by the county administrator or by any of his/her subordinates, or in any manner take part in the appointment or removal of officers and employees in the administrative service of the county, except where, by majority vote of council, an inquiry as to the removal of an officer or employee is demanded. Except for the purpose of inquiry, the council and its members shall deal with the administrative service solely through the county administrator, and no member thereof shall give orders to any county employee or subordinate of the county administrator, either publicly or privately.

Sec. 2-81. Bond.

The county administrator shall be bonded to the county in an appropriate amount for the faithful performance of the duties as such officer.

Secs. 2-82- 2-87. Reserved.

DIVISION 3. OFFICE OF THE COUNTY ADMINISTRATOR; STAFF

Sec. 2-88. Assistant County Administrator.

There are hereby created three (3) positions of assistant county administrator. The assistant county administrators shall be selected and appointed by the county administrator and shall serve at the pleasure of the county administrator with no definite term of office assigned.

Sec. 2-89. Qualifications; compensation.

The assistant county administrators shall be appointed solely on the basis of merit, including executive and/or administrative qualifications with special emphasis on education, training, experience and knowledge of the duties of the office. Preference will be given to individuals with a graduate degree in the field(s) of public administration, business administration, or some other related discipline. The assistant county administrators shall be paid an annual salary as recommended by the county administrator and approved by county council.

Sec. 2-90. Responsibilities, powers and duties.

The duties and responsibilities of the assistant county administrators shall be:

- (1) To serve as assistant to the county administrator;
- (2) To plan and direct budget studies, research projects and manpower needs;

- (3) To assist in formulating administrative policies;
- (4) To represent and speak for the county administrator in meetings with boards, commissions, citizens groups and officials of various public agencies;
- (5) To collect, compile and interpret data on policies, functions, organization structures, forms and procedures relating to the administration of assigned programs;
- (6) To seek legal opinions and prepare recommendations supported by administration research findings;
- (7) To review departmental reports, proposed programs, supplemental appropriation requests, personnel requisitions, overtime reports, etc., and make or direct investigative reports and recommendations as required;
- (8) To prepare correspondence and reports;
- (9) To act for the county administrator in his/her absence;
- (10) To participate in formulating policies and in developing long range plans; and
- (11) To perform related work as required and as assigned by the county administrator.

Sec. 2-91. Staff and assistants.

The county administrator may employ such staff and assistants for positions approved through annual budgetary appropriations by county council as are deemed necessary by the county administrator to the performance of his/her duties. They shall be subject to the county personnel system and their compensation determined accordingly.

DIVISION 4. OFFICE OF THE COUNTY ADMINISTRATOR; OFFICES

Sec. 2-92. Departmental Offices.

The office of the county administrator shall also include the following offices:

- (1) *Risk Management* - The office of risk management is hereby created and the position of director of risk management, who shall be responsible to the county administrator to eliminate, minimize and transfer risk exposure as much as is feasible, and for losses that do occur, to finance and mitigate them in a manner that is in the best interest of the County, including authority to negotiate and settle workers' compensation, general liability, and vehicle liability claims. Disposition

of general liability and vehicle liability lawsuits shall be accomplished in collaboration with the county attorney.

(a) Fleet Management - The office of risk management shall include the fleet management program. The program shall work to manage Richland County's fleet, including managing and / or facilitating the procurement, selection, assignment, reassignment, transfer, maintenance, repair, replacement, and disposal of vehicles and motorized equipment.

(b) Occupational Safety – The office of risk management shall include the occupational safety program. The program shall work to keep Richland County employees safe at work and ensure OSHA compliance.

(2) *Public Information* - The office of public information is hereby created and the position of public information director, who shall be responsible to the county administrator to assist Council and County departments with media and public outreach efforts; manage Richland County's brand to residents, businesses and news outlets through various multi-media platforms and events.

(3) *Ombudsman* - The office of the ombudsman is hereby created and the position of ombudsman director, who shall be responsible to the county administrator to provide informal assistance to citizens and to assist citizens with county concerns and request for service, which includes the following responsibilities: citizen service requests; records management for citizens input, concerns, and questions; records management for ADA accommodation requests, grievances, and complaints; and performs trend analysis of the concerns and responses related to the organization.-

(4) *Court Appointed Special Advocates* – The office of court appointed special advocates is hereby created and the position of court appointed special advocates director, who shall be responsible to the county administrator to advocate for the best interests of abused and neglected children in Richland County Family Court.

(5) ~~Government and Community~~Community and Government Services - The ~~office of government and community~~community and government services department is hereby created and the position of ~~government and community~~community and government services director, who shall be responsible to the county administrator to facilitate improved community outreach, administration of government services and resolution to community issues.

(a) Office of Small Business Opportunity - The ~~office of government and community services~~Community and Government Services Department shall include the office of small business opportunity which shall manage and administer the SLBE (Small Local Business Enterprise) Program (see Section 2-639 et. seq.) and shall

undertake other functions and duties as assigned by the county administrator or county council.

(6) *Budget and Grants Management* – There is hereby created the division of budget and grants management and the position of budget and grants management director, who shall be responsible to the county administrator through the assistant county administrator to create and maintain the County’s annual budget, conduct fiscal research and trends analysis, issue budget reports, and other duties as assigned.

DIVISION 5. COUNTY ATTORNEY

Sec. 2-93. Office established.

There is hereby established the office of the county attorney, who shall be the chief legal officer of the county. The county attorney shall be retained from the membership of the county bar by the county council and shall serve at its pleasure.

Sec. 2-94. Eligibility.

No member of the council or of the county legislative delegation, or any partner of any such member, shall be retained as county attorney or assistant county attorney, or perform any service for compensation as an attorney for the council, any county agency which is funded in whole or in part from county funds, or for any board, commission, committee, or agency of the county over which the council has any appointive powers. No member of any county board, commission, committee, or agency which is funded in whole or in part from county funds, or any board, commission, committee or agency of the county over which the council has any appointive powers, or any partner of any such member, shall be attorney or do any legal work for such board, commission, committee, or agency; provided, however, that, a partner of such member may serve as county attorney or as an assistant county attorney.

Sec. 2-95. Duties and responsibilities.

The county attorney shall represent and defend the county and all of its officers in any of the courts of this state or of the United States, shall do such work in connection with county real estate conveyancing, title work and bond issues, shall bring all actions and proceedings that may be necessary to enforce payment and collection of any claims existing in favor of the county or of any of its officers, boards, or agencies, and shall advise the county administrator and all county officers and department heads in all matters wherein they may seek advice or counsel. The county attorney shall meet with the council whenever requested for the purpose of advising them as to any matters that may properly come before them.

Sec. 2-96. Compensation.

The county attorney shall receive compensation for his/her services in the amount determined by the council. The annual salary of the county attorney shall constitute his /her total

compensation from the county for all of the services enumerated above, except under unusual circumstances as directed by council.

Sec. 2-97. Annual appropriation.

The council shall establish in the annual operating budget the compensation of the county attorney. Such budget shall also provide for the compensation of any assistants employed pursuant to section 2-98 of this division.

Sec. 2-98. Assistants.

The county attorney may employ such staff and assistants for positions approved through budgetary appropriations by council as are deemed necessary to the performance of the duties of the office.

Sec. 2-99. Employment of attorney, other than county attorney, by council agencies.

No officer, board, commission, committee, or agency in the county appointed in whole or in part by the council may employ an attorney other than the county attorney, or agree to pay for services out of public funds without first obtaining the county attorney's approval of the employment of such attorney.

Sec. 2-100. Settlement of claims.

The county attorney shall have the authority to settle and approve payment of lawsuits, up to an amount approved by County Council in the annual budget, or in his/her discretion brings those matters to County Council for its decision and approval.

The county attorney shall have the sole discretion to decide whether to file an appeal or to waive the filing of same in instances up to an amount approved by County Council in the annual budget.

Sec. 2-101. Bond.

The county attorney shall be bonded to the county in an appropriate amount for the faithful performance of the duties as such officer.

DIVISION 6. CLERK ~~TO~~ COUNCIL

Sec. 2-102. Creation; appointment; term of office.

There is hereby created the office of clerk ~~of~~ to council. The clerk ~~of~~ to council shall be appointed by the council and shall serve at the pleasure of the council.

Sec. 2-103. Responsibilities; duties.

The clerk ~~of~~to council shall:

- (a) Record all proceedings of the council and supply copies of certified records as appropriate;
- (b) Distribute copies of the minutes of each meeting to council members prior to the next meeting;
- (c) Review reports and records for completeness and accuracy;
- (d) Prepare ordinances and resolutions for presentation to council and arrange for their publication as approved by council and as directed by the county attorney;
- (e) Attend regular meetings of the council and attend other meetings as requested;
- (f) Type reports and recommendations of all council committees or designee of the clerk;
- (g) Notify councilmen of all council meetings;
- (h) Maintain the council calendar;
- (i) Be custodian of the county seal, minute books and Code of Ordinances;
- (j) Maintain county files and any records which should be kept for quick accessibility;
- (k) Supervise a complete records management system for department;
- (l) Research materials and supply background information as required;
- (m) Take follow-up actions on the following matters (including initial follow-up and subsequent actions necessary to ensure carrying out of council actions):
 - (1) Easements;
 - (2) Contracts, leases and agreements;
 - (3) Bond issues;
 - (4) Damage claims which are submitted to county council for acceptance or rejection;
 - (5) Ordinances;

(6) Resolutions; and

(7) Appointments;

(n) Prepare council agenda and advise news media of items to be considered; shall maintain a complete record of all matters pending council consideration;

(o) Act for the county in attesting and certifying official documents;

(p) Be responsible for the appointments book; insure appointments are made in timely fashion in accordance with established procedures;

(q) Maintain a record of leases, contracts, agreements, rights-of-way, grants and bonds;

(r) Insure that the overall objective of the council office is achieved in an efficient manner;

(s) Prepare and monitor budget for operating expenses for the clerk ~~of to~~ council office and the council services budget; and

(t) File documents, as required, with the clerk of court.

Sec. 2-104. Compensation; employee status.

The council shall approve in the annual budget the compensation of the clerk ~~of to~~ council. Such budget shall also provide for assistants to the clerk if employed pursuant to the following section. The clerk and any full-time assistants shall be employees of the county and eligible for all insurance, retirement and other benefits of county employees.

Sec. 2-105. Assistants.

The council may appoint such assistant or assistants to the clerk ~~of to~~ council as may be deemed necessary, who shall perform varied secretarial and stenographic tasks for the council and who shall exercise the duties of the clerk ~~of to~~ council in the event of the clerk's absence or disability.

SECTION II. The Richland County Code of Ordinances, Chapter 2, Administration; Article IV, Code of Ethics; is hereby renumbered beginning with section number 2-106 and proceeding accordingly.

SECTION III. The Richland County Code of Ordinances, Chapter 2, Administration; Article V, County Departments; is hereby amended by the deletion of the language contained therein and the substitution of the following language:

DIVISION 1. ANIMAL SERVICES

Sec. 2-122. Creation; director.

There is hereby created the animal services department, and the position of animal services director who shall be responsible to the county administrator to direct and coordinate the operations and activities of the department. The director shall be appointed by the county administrator and his/her term of office shall be at the pleasure of the county administrator.

Sec. 2-123. Qualifications of director; selection; compensation.

The director of animal services shall possess the education, training, and experiences that are commensurate with the industry standards for this position.:

Sec. 2-124. Responsibilities; powers; duties.

The director of animal services shall supervise the divisions of animal care and vector control.

Sec. 2-125. Departmental Divisions.

The animal services department shall include the following divisions:

(1) *Animal care* – The division shall enforce all the provisions of Chapter 5 of the Richland County Code of Ordinances as it pertains to animal control and/or care and the manager of the division shall serve as the chief animal control officer.

(2) *Vector Control* – The division of vector control shall be charged with the following duties:

- (a) Management of the mosquito control program, including abatement in accordance with the policies of the program.
- (b) Provide technical advice, education and assistance about vectors to the county's citizens.
- (c) Conduct vector-borne disease surveillance and response.
- (d) Enforce county ordinances related to vector control.
- (e) Commensal rat abatement in accordance with division policies.
- (g) Respond to inquiries, investigate complaints, conduct evaluations to help reduce or eliminate public hazards and nuisance conditions associated with vectors and disease transmission.

- (h) Other programs or functions assigned to the department by the county administrator or county council.

DIVISION 2. COMMUNITY PLANNING AND DEVELOPMENT

Sec 2-126. Creation; director.

There is hereby created the community planning and development department, and the position of community planning and development director who shall be responsible to the county administrator to direct and coordinate the operations and activities of the department. The director shall be appointed by the county administrator and his/her term of office shall be at the pleasure of the county administrator.

Sec. 2-127. Qualifications of director; selection; compensation.

The director of community planning and development shall possess the education, training, and experiences that are commensurate with the industry standards for this position. :

Sec. 2-128. Responsibilities; powers; duties.

The director of community planning and development shall supervise the divisions of zoning and development services, planning services, building inspections, community development, new development engineering, conservation, business service center, assessor, and register of deeds.

Sec. 2-129. Departmental Divisions.

The community planning and development department shall include the following divisions and related managers who shall be responsible to the community planning and development director to manage and coordinate the operations and activities of the divisions:

(1) Zoning and Development Services~~Planning~~ – The division of ~~planning-zoning and development services~~ is hereby created and the position of zoning and development services division manager/zoning administrator~~planning manager, who shall be responsible to the community planning and development director to direct and coordinate the operations and activities of the division.~~ The zoning and development services division manager/zoning administrator~~planning~~ manager shall possess the education, training, and experiences that are commensurate with the industry standards for this position.~~shall be a graduate of an accredited college or university, preferably with a degree in planning, engineering, architecture or related field; and shall have had at least five (5) years of responsible, practical experience in urban planning and/or in a municipal or county regulatory agency.~~ The planning-zoning and development services division shall undertake the permitting and enforcement provisions of the county's zoning and land development regulations.

(2) Planning Services - The division of planning services is hereby created and the position of planning services division manager. The planning services division manager shall possess the education, training, and experiences that are commensurate with the industry standards for this position. The planning services division shall undertake the management of the county's Neighborhood Improvement Program, update and implement the county's comprehensive Plan, oversee the county's sustainability program and perform long-range planning activities for the county.

~~(23) Building Inspections - The division of building inspections is hereby created, and the position of building codes and inspections division manager who shall be responsible to the community planning and development director to direct and coordinate the operations and activities of the division. The building codes and inspections manager shall possess the education, training, and experiences that are commensurate with the industry standards for this position. shall be a graduate of an accredited college or university, preferably with a degree in engineering, architecture, construction or related field; and shall have had at least five (5) years of responsible, practical experience in construction, inspections, administration and/or in a municipal or county regulatory agency. The manager shall hold South Carolina registration as a Certified Building Official. The building division shall be responsible for the permitting and enforcement provisions of the county's building code regulations.~~

~~(34) New Development Engineering - The division of new development engineering is hereby created, and the position of new development engineering division manager. The new development engineering division manager shall possess the education, training, and experiences that are commensurate with the industry standards for this position. The new development division shall be responsible to the to the community planning and development director to direct and coordinate the operations and activities of the division~~

~~(45) Community Development - The division of community development is hereby created, and the position of community development division manager. The community development division manager shall possess the education, training, and experiences that are commensurate with the industry standards for this position. The division shall administer grants from the U.S. Department of Housing and Urban Development to improve primarily low-income neighborhoods with affordable, safe and decent housing and other quality of life environments. The division shall administer grants from the U.S. Department of Housing and Urban Development to improve low income neighborhoods. The community development manager shall be responsible to the community planning and development director to direct and coordinate the operations of the division.~~

~~(56) Conservation - The division of conservation is hereby created, and the position of conservation division manager, who shall be responsible to the community planning and development director to direct and coordinate the operations and activities of the division. The conservation manager shall possess the education, training, and experiences that are commensurate with the industry standards for this position. shall be a graduate of an accredited~~

~~college or university, with a master's degree in environmental or agricultural science or engineering, hydrology, water resources management or closely related field; and shall have had at least five (5) years of responsible, practical experience in the above fields.~~ The conservation manager shall direct manage and supervise all functions of the division and implement the responsibilities of the Richland ~~County Conservation~~ Soil and Water Conservation District and Richland County Conservation Commission. The manager shall consult with and advise the community planning and development director regarding the conservation and protection of the county's natural, cultural and historical resources. The division shall also interact with federal and State agencies, other counties and municipalities, institutions of higher education, and not for profit conservation and environmental organizations to support the responsibilities of the division, District and Commission.

(67) *Business Service Center* – The business service center division is hereby created, and the position ~~of manager of the~~ business service center division manager. The ~~manager of the~~ business service center division manager shall possess the education, training, and experiences that are commensurate with the industry standards for this position. ~~The business service center division manager~~ and every employee therein shall give to the county a surety bond in an appropriate amount for the faithful performance of his/her duties as such officers; such bond shall be filed in the office of the clerk of court. ~~The manager of the~~ business service center division manner shall be responsible ~~to the community planning and development director~~ for the performance of the duties and responsibilities of the department, which shall be to:

(a) Issue and enforce licenses and permits for businesses needing these licenses and permits by county ordinance to operate lawfully, including, but not limited to (unless otherwise preempted and/or prohibited by federal or state law): business licenses, peddler's licenses, temporary business permits, and solicitation permits.

1. ~~Business licenses,~~
2. ~~Fireworks licenses, and/or~~
3. ~~Hazardous Materials permits.~~

(b) Collect and enforce the payments, ~~via the Internet and/or other convenient methods,~~ for the aforementioned licenses and permits in subsection (1) above, as well as the Clearance Review fee for other business fees and taxes (not otherwise preempted and/or prohibited by federal or state law), including, but not limited to:

1. ~~Hospitality Taxes,~~
2. ~~Sewer Fees,~~
3. ~~Sewer Tap fees,~~
4. ~~Water Fees,~~
5. ~~Landfill Fees, and/or~~
6. ~~Solid Waste Fees.~~

(c) Collect and enforce the requirements and collections of the County's Local Accommodation Tax and Tourism Development Fee.

(d) Enforce the requirements and collections of the County's Hospitality Taxes and Business Personal Property Taxes.

(e) Make business forms and information available in many diverse and convenient ways to assist businesses operate as required by applicable county ordinances.

(f) Inspect and audit businesses for compliance with applicable county ordinances regarding these licenses, permits, fees, and taxes.

(g) Serve as a liaison to the business community on behalf of Richland County on issues relating to issuances and collections of the Business Service Center.

~~(f) Serve as the single point of contact for businesses required to comply with applicable county ordinances.~~

(g) Serve as the catalyst for ~~integrating~~ coordinating Business Service Center services with other county departments, State agencies, and other groups or organizations.

(i) Enforce the requirements of the County's Smoking Ban.

(78) *Register of Deeds* – The register of deeds division is hereby created, pursuant to state law, along with the position of register of deeds division manager. ~~S~~such office is to be located in the county courthouse at the discretion of the clerk of court. The register of deeds division manager shall possess the education, training, and experiences that are commensurate with the industry standards for this position. ~~The register of deeds (manager of the division) shall give to the county a surety bond in the value of twenty five thousand dollars (\$25,000.00) for the faithful performance of his/her duties, such bond to be lodged in the office of the state treasurer. The register of deeds division manager shall be responsible and under the direct supervision of the community planning and development director,~~ for the performance of the duties of this office which include, but are not limited to:

(a) Directing the division of mesne conveyances and supervising its staff and activities;

(b) Indexing and recording all deeds, conditions, restrictions, contracts, agreements, descriptions of real estate from the probate judge's office, cemetery plots, easements, leases, mortgages on chattel and real property, satisfactions, assignments, releases, modifications, mechanics' liens, state, federal and employment security commission tax liens, plats and financial statements under the Uniform Commercial Code; provided, however, that no deed shall be accepted

for recordation unless it bears the tax map number of the property being conveyed;

- (c) Maintaining books for recording business establishments, corporate charters, U.S. military and naval forces discharges;
- (d) Maintaining a notary public register;
- (e) Maintaining an index of cross-index books for all instruments of record logged in the office;
- (f) Collecting necessary fees for the recording of records as set by law;
- (g) Answering requests and giving assistance to those seeking information from the records of the office;
- (h) Preparing a division budget; and
- (i) Rebinding books and records.

~~(89) Assessor – The assessor division is hereby created, pursuant to state law, along with the position of assessor (division manager). The assessor shall possess the education, training, and experiences that are commensurate with the industry standards for this position. The powers, duties, and responsibilities of the tax assessor shall be those set forth by state law, but generally will plan, organize and manage the appraisal, assessment and reassessment of property in the County. The tax assessor division, and the position of tax assessor, who shall be responsible to the community planning and development director to direct and coordinate the operations and activities of the division. The tax assessor shall be a person with education, training, skills, and/or experience that is satisfactory to the county administrator. The powers, duties, and responsibilities of the tax assessor shall be those set forth by state law.~~

DIVISION 3. DETENTION CENTER

Sec 2-130. Creation; director.

There is hereby created the detention center department, and the position of detention center director who shall be responsible to the county administrator to direct and coordinate the operations and activities of the department. The director shall be appointed by the county administrator and his/her term of office shall be at the pleasure of the county administrator. The manager shall have the following duties and responsibilities:

- (1) Operate and manage the county detention center, and any prison camps or other detention facilities that may be established;
- (2) Provide for the proper care and custody of all prisoners assigned to county detention facilities;

- (3) Be responsible for the effective and efficient operation of the detention center and any related buildings and grounds;
- (4) Control all employees under his/her direction and be responsible for all equipment and supplies needed to operate the detention center.

Sec. 2-131. Departmental Divisions.

The detention center department shall include the following divisions:

- (1) *Security* – The division of security is hereby created and the position of security manager, who shall be responsible to the detention center director to ensure the detention remains secure.
- (2) *Operations* – The division of operations is hereby created and the position of operations manager, who shall be responsible to the detention center director to facilitate and execute the operation of the detention center.
- (3) *Programs* – The division of programs is hereby created and the position of programs manager, who shall be responsible to the detention center director to successfully implement the programmatic initiatives of the detention center.
- (4) *Support* – The division of support is hereby created and the position of support manager, who shall be responsible to the detention center director to support the detention center director and contribute to the effective functioning of the detention center.

DIVISION 4. ECONOMIC DEVELOPMENT OFFICE

Sec. 2-132. Creation; director.

There is hereby created the economic development office and the position of director of the economic development office.

Sec. 2-133. Qualifications of director; selection; compensation.

The director of the economic development office shall possess the education, training, and experiences that are commensurate with the industry standards for this position.

Sec. 2-134. Responsibilities; powers; duties.

The director shall work to assist new companies considering locating in Richland County and existing companies considering expanding their operations. The office shall have the following duties and responsibilities:

- (1) Maintain demographic and economic data on Richland County;
- (2) Conduct building and site tours for prospective companies;
- (3) Facilitate meetings with existing industry to discuss human resources and labor force issues;
- (4) Conduct community tours for prospective companies;
- (5) Negotiate incentive proposals on behalf of the County.

DIVISION 5. EMERGENCY SERVICES

Sec. 2-135. Creation; director.

There is hereby created the emergency services department and the position of director of emergency services, who shall be responsible to the county administrator and who shall direct and coordinate the operations and activities of the department. The director shall be appointed by the county administrator, and his/her term of office shall be at the pleasure of the county administrator.

Sec. 2-136. Qualifications of director; selection.

The director of emergency services shall possess the education, training, and experiences that are commensurate with the industry standards for this position

Sec. 2-137. Responsibilities; powers; duties.

The director of the department of emergency services or “chief” of emergency services shall be the county fire ~~marshall~~-marshal. The director of the department of emergency services shall enforce all provisions of this Code of Ordinances pertaining to the operation of emergency services within the county.

Sec. 2-138. Departmental Divisions.

The emergency services department shall include the following divisions:

(1) *Emergency Medical Services* - The emergency medical services division shall provide county-wide 911 emergency medical services designed to respond to medical emergencies and to provide initial medical response and/or treatment as a means of stabilizing accident and/or trauma victims for transportation to medical facilities for primary, secondary and/or tertiary care or treatment as may be required.

- (a) Fees for ambulance services to the general public within the boundaries of the county and outside of the boundaries of the county shall be determined from

time to time by council.

(b) Fees for ambulance services will be limited to the maximum allowed under the health care insurance plan for each county employee. These fee schedules are subject to amendment, repeal, or deletion by the county council from time to time.

(c) The county council hereby grants permission for the operation of private convalescent transport units within the county.

Private convalescent transport units are any vehicle making nonemergency calls within the county and to destinations within the county as scheduled to a physician's office or hospital for treatment, routine physical examinations, x-rays, or laboratory tests which is used for transporting within the county, patients upon discharge from a hospital or nursing home to a hospital, nursing home or residence, or a vehicle making any other calls dispatched within the county as nonemergency. Such vehicles are described in S.C. Code 1976, § 44 61 10 et seq. (as amended).

(d) The department of emergency services is hereby authorized to promulgate and enforce rules and regulations governing and controlling such private convalescent transport units and the nonemergency ambulances as deemed by the department to be necessary pursuant to federal, state and applicable regulating agency requirements.

Further, all nonemergency private ambulances that originate calls within the county shall be required to comply with the provisions of this Code of Ordinances, including the business license ordinance [chapter 16], and reporting requirements promulgated by the division.

(2) *Fire* - The fire division shall be responsible for providing countywide fire, services, but not be limited to the following:

(a) Coordination and supervision of the development and operation of a county fire service system in the unincorporated areas and participating municipalities; to include coordination, supervision, and monitoring or any of the fire duties which may be contracted out to third parties pursuant to contract or intergovernmental agreements;

(b) Emergency communications;

(c) Determine the Cause and Origin of fires;

(d) The provision of assistance to the various units of the fire service in resolving technical problems;

- (e) Coordination of the management of all county fire service units;
- (f) Enforcement of county ordinance and the county fire prevention code;
- (g) Coordination of the emergency services department special response and rescue capabilities

(3) *Emergency Management Division* - The emergency management division shall be responsible for ensuring the complete and efficient utilization of all the county facilities to combat disaster from enemy attack, manmade or natural disaster; for directing the day-to-day operations of the office and coordinating the activities of county and city governments during a period of disaster. The department shall be empowered and required to coordinate with and render assistance to county and city officials in the development of plans for the use of all facilities, equipment, manpower and other resources of the county and the municipalities existing within the county for the purpose of minimizing or preventing damage to persons or property in disaster situations. The department shall further direct the efforts of the county emergency management division in the implementation of the provisions of this subsection.

The emergency management division shall be the coordinating agency for all activity in connection with integrated emergency management; and it shall be the instrument through which the county government shall exercise its authority under the laws of this state during an attack against this county, its political subdivisions, or any part of the state, or during manmade or natural disasters. This subdivision will not relieve the county or any city department existing within the county of the normal responsibilities and/or authority given to it by general laws or local resolution or ordinance, nor will it limit the work of the American Red Cross or other volunteer agencies organized for relief in natural disaster.

As used in this subsection:

Attack shall mean a direct assault against the county, its political subdivisions, or any part of the state, by forces of a hostile nation, including assault by nuclear, chemical or biological warfare, espionage or sabotage.

County shall mean Richland County, including all municipalities and political subdivisions.

Emergency management shall have a broad meaning and shall include preparations against and relief from the effects of attack on the county, or any part of the state, by the forces of any enemy nation; and it shall also include such activity in connection with manmade or natural disaster as defined herein. It shall not include any activity that is the responsibility of the military forces of the United States.

Emergency management organization shall mean all county and municipal officials and employees of the county and municipalities, together with those volunteer forces enrolled to aid them during a disaster, and persons who may, by agreement or operation of law, be charged with duties incident to the protection of life and property in the county, city and towns during times of

disaster.

Manmade disaster shall mean such disasters as those caused by hazardous material or radiation accidents or incidents and terrorist activities.

Natural disaster shall mean any condition seriously threatening public health, welfare, or security as a result of a severe fire, explosion, flood, tornado, hurricane, earthquake, or similar natural or accidental cause which is beyond the control of public or private agencies ordinarily responsible for the relief of such conditions.

Volunteer shall mean contributing service, equipment or facilities to the emergency preparedness organization without remuneration or without formal agreement or contract of hire. While engaged in such services, volunteer personnel shall have the same immunities as persons and employees of the county performing similar duties.

- (a) The emergency management division shall maintain liaison with the state and federal authorities, and the authorities of other nearby political subdivisions, so as to ensure the most effective operation of the emergency plan. The duties shall include, but shall not be limited to, the following:
 1. Development and publication of emergency plans in conformity with state emergency plans for the immediate use of all of the facilities, equipment, manpower and other resources of the county for the purpose of minimizing or preventing damage to persons or property, and protecting and restoring to usefulness governmental services and public utilities necessary for the public health, safety, and welfare.
 2. Control and necessary recordkeeping for funds and property which may be made available from the federal, state, county and municipal governments.
 3. Submission of annual budget requirement to the state, federal and county governments.
 4. Signing such documents as are necessary in the administration of the county emergency preparedness program, to include project applications and billing for purchases under project applications.
 5. Coordination of the recruitment and training of the volunteer personnel and agencies to augment the personnel and facilities of the county emergency preparedness purposes.
 6. Through public information programs, education of the civil population as to the actions necessary and required for the protection of their persons and property in case of enemy attack or

natural disaster.

7. Conducting simulated disaster exercise and public practice alerts to ensure efficient operations of the emergency plans and to familiarize residents of the county and municipalities with civil defense regulations, procedures and operations.
 8. Coordination of the activity of all other public and private agencies engaged in any emergency preparedness programs.
 9. Negotiation with owners or persons in control of building or other property for the use of such buildings or property for emergency management purposes, and designating suitable buildings as public fallout shelters.
 10. Development of a community shelter plan.
 11. Assumption of such authority and conducting such activity as may be necessary to promote and execute the emergency operations plan.
- (b) The chairman of the county council shall be responsible for meeting the problems and dangers to the county and its municipalities and their residents resulting from disasters of any origin and may issue proclamation and regulations concerning disaster relief and related matters which during an emergency situation shall have the full force and effect of law.
- (c) In accordance with annex K of the emergency plan, emergency shelters may be opened during an emergency and may be housed at schools, churches and other locations. The type and location of an emergency will determine which shelters will be opened. After shelters are opened, the public will be notified and given instructions through the public information officer.
- (d) Notwithstanding any other provision of the law, authority in an emergency in the county shall be determined by the current County Code of Ordinance and the County Emergency Plan.
- (e) A state of disaster may be declared by the chairman of the county council with the knowledge of officials of the affected municipalities if he determines that a disaster has occurred, or that the threat thereof is imminent, and extraordinary emergency measures are deemed necessary to cope with the existing or anticipated situation. Once declared, that state of emergency shall continue until terminated by the chairman of county council. All proclamations of a disaster issued pursuant to this section

shall indicate the nature of the disaster, the area or areas affected, the conditions which required the proclamation of the disaster, and the conditions under which it will be terminated. In addition to any other powers conferred by law, the county and municipal governments may, under the provisions of this subsection:

1. Suspend existing laws and regulations prescribing the procedures for conduct of county or municipal business if strict compliance with the provisions of any statutes, order, rule or regulation would in any way prevent, hinder or delay necessary action in coping with the emergency.
2. Utilize all available resources of county and municipal government as reasonably necessary to cope with a disaster emergency.
3. Transfer the direction, personnel or functions of county and municipal departments and agencies or units thereof for purposes of facilitating or performing emergency services as necessary or desirable.
4. Compel performance by government officials and employees of the duties and functions assigned in the county emergency plan.
5. Contract, requisition and compensate for goods and services from private sources.
6. Direct evacuations of all or part of the population from any stricken or threatened area within the county or municipality if such action is deemed necessary for preservation of life or other disaster mitigation, response or recovery.
7. Prescribe routes, modes of transportation and destinations in connection with evacuations.
8. Control ingress and egress to and from a disaster area, the movement of persons within the area and the occupancy of premises therein.
9. Suspend or limit the sale, dispensing or transportation of alcoholic beverages, firearms, explosives and combustibles.
10. Make provisions for the availability and use of temporary housing.

11. Suspend or limit nonemergency activities and prohibit public assemblies.
 12. Implement curfews during declared disaster events.
- (f) All employees of departments, commissions, boards, institutions and other agencies of the county and municipalities who are designated as civil emergency forces shall cooperate with the emergency management division in the formulation of the county emergency plan shall comply with the requests of emergency management personnel when such requests are issued pursuant to the provisions of this subsection. County and city personnel shall include in such plans the restoration of governmental services and public utilities necessary for the health, safety and welfare of the general public.
 - (g) All such civil emergency forces shall notify the director of emergency services of conditions in the county or municipalities resulting from enemy attack or natural disaster, and they shall inform the director of any conditions threatening to reach the proportions of a natural disaster as defined herein.
 - (h) County and municipal employees assigned to duty as part of the civil emergency forces pursuant to the provisions of this subsection shall retain all the rights, privileges and immunities of their employment and shall receive the compensation incident to that employment.
 - (i) The director of emergency services may at any time make the appointment of volunteer citizens to augment personnel in the time of emergency. Such volunteer citizens may be enrolled as civil emergency volunteers in cooperation with the heads of the county or municipal department affected, and they shall be subject to the rules and regulations set forth by their department for such volunteers.
 - (j) The director may appoint volunteer citizens or from the personnel of a civil emergency service for which the county or municipalities have no counterpart. He may also appoint volunteer citizens as public shelter managers, who, when directed by the director, shall open public shelters and take charge of all stocks of food, water and other supplies and equipment stored in the shelter; admit the public according to the community shelter plan; and take whatever control measures are necessary for the protection and safety of the occupants.
 - (k) The director of emergency services may appoint and permit volunteers to operate privately owned vehicles to respond to disasters and emergencies

using lights and sirens after first meeting the established rules and criteria promulgated by the emergency services department for volunteer privately owned vehicle response.

- l. The emergency services department public information officer shall serve as public information officer for the emergency management division.
- m. This subsection is an exercise by the county and city of their governmental authority for the protection of the public peace, health and safety; and county or municipal agents and representatives, or any individual, receiver firm, partnership, corporation, association, or trustee, or any of the agents thereof in good faith carrying out, complying with, or attempting to comply with any order, rule or regulation promulgated pursuant to the provisions of this subsection shall not be liable for any damage sustained by persons or property as a result of such activity.
- n. Any person owning or controlling real estate or other premises who voluntarily and without compensation grants the county the right to inspect, designate and use the whole or any part or parts of such real estate or premises for the purpose of sheltering persons during an authorized civil emergency practice exercise shall not be civilly liable for the death of or injury to any person on or about such real estate or premises under such license, privilege or other permission, or for loss of or damage to the property of such person.
- o. It shall be unlawful for any persons to violate any of the provisions of this subsection or the regulations issued pursuant to the authority contained herein or willfully to obstruct, hinder or delay any member of the civil emergency organization in the enforcement of the provisions of this subsection or any regulation issued thereunder. Any violation of this subsection shall be considered as a misdemeanor and shall be punished by a fine of not more than five hundred dollars (\$500.00) or confinement of not more than thirty (30) days.

(4) *Hazardous Materials Division* - The hazardous materials division shall include, but not be limited to the location, identification, monitoring and/or control of all hazardous/toxic waste(s) existing in or transported through the county. Such control shall include the permitting and enforcement of all relevant codes and the coordination of effort with other county and public agencies assigned public safety responsibilities in the field of hazardous/ toxic wastes.

(5) *Emergency 911 Communications*

- (a) Funding for emergency 911 telephone system

It is the desire of Richland County Council to shorten the time and to

simplify the methods required for a resident of Richland County to request and to receive emergency aid. It is the further intent of the County Council to provide funding by which to allow operation, maintenance and enhancements of E911 by levying a monthly charge of fifty (50) cents upon each local exchange access facility subscribed by telephone subscribers whose local exchange access lines are in the area served by or which would be served by the E911 service and/or system of Richland County. Wireless E911 fees will be levied as outlined in South Carolina Code of Laws Section 23-47-50.

(b) E911 Service fee, billing and collection.

- (1) The E911 Service Fee shall include charges as may be required by the Service Suppliers and agreed upon by Richland County and such charges for support, planning, operation and current or future enhancements that are required by Richland County and outlined in South Carolina Code Sections 23-47-10 through 80.
- (2) A monthly charge shall be levied upon each local exchange access facility subscribed to by telephone subscribers whose local exchange access lines are in the area served by or which would be served by the 911 service and/or system of the jurisdiction of the county as provided for in this section, in amounts permitted by the State of South Carolina, provided that the amount of such levy shall be set forth precisely in each annual, or supplemental budget ordinance as appropriate, together with a provision providing that such charges were tax enforceable under South Carolina Code 23-47-50(B). Said E911 Service Fee rate shall include funding for only such expenses and costs as are authorized under provisions of South Carolina Code Section 23-47-40(A)(B), and (D) as amended from time to time, as may be approved by the Richland County Council attendant to the normal adoption of the County's Ordinary and Capital Budgets. Said budget shall clearly delineate the estimated E911 Service Fee revenue and the associated expense, and sources of revenue and authorized expenses from sources other than the E911 Service Fee, by budget account and line item.
- (3) The E911 Service Fee shall be uniform and not vary according to the type of local Exchange access.
- (4) Coin operated telephones are toll free 911 calls, but certain locations, such as detention centers or institutions may be denied access to 911 at the discretion of the emergency services director. Other coin operated telephones where it can be clearly justified as not being in the public interest to continue or have access to 911 may also be denied such access.

- (5) Service Suppliers shall remit to Richland County E911 Service Fee Collections within 45 calendar days following the end of the month of collections of such funds and, upon receipt of a monthly bill from the Service Supplier, Richland County will remit payment.
 - (6) An audit and budget reconciliation shall be conducted annually. The audit shall comply with the requirements of the South Carolina Code Section 23-47-50(E).
- (c) Accounting and management.
- (1) As provided in South Carolina Code Section 23-47-50(C), Richland County is responsible for the collection of delinquent accounts having access to the E911 system. The emergency services director and finance director shall cause procedures to be established with the Service Supplier and shall forward such information to the appropriate authority for collection procedures.
 - (2) The emergency services director is responsible within Richland County for the administration of this section and South Carolina Code Sections 23-47-10 through 80.
- (d) Addressing and road name. All road naming activity shall be coordinated with the public works department, the planning division of the Community Planning and Development Department and if applicable the City of Columbia. Public safety is of the highest priority and road names contribute significantly to the efficiency of the emergency response system.
- (e) It shall be a violation for any person to misuse or abuse the 911 system or to make a false 911 call. Any person in violation of this section shall be subject to the penalties set forth in (f).
- ~~(e)~~ (f) Penalties. Any person who shall violate any provision of this section, including the provisions of South Carolina Code Title 23, Chapter 47, shall be guilty of a misdemeanor and, upon conviction of such offense, shall be fined not more than five hundred dollars (\$500.00) or imprisoned for not more than thirty (30) days, and in addition, shall pay all costs and expenses involved in the case. Each and every day or portion thereof during which any violation continues shall be considered a separate offense.

DIVISION 6. FINANCE

Sec. 2-139. Creation; director.

There is hereby created the finance department and the position of director of finance, who shall be responsible to the county administrator and who shall direct and coordinate the operations and activities of the department. The department shall be responsible for all facets of finance administration including budget preparation and budgetary control, accounting, financial reporting, and other related financial/fiscal activities. It shall be responsible also for insurance; payroll and leave administration; and, in cooperation with the department of human resources, shall be responsible for development and implementation of a personnel data and information management system; and such other responsibilities as may be assigned by the county administrator. ~~The director of finance shall give to the county a surety bond in the value of thirty thousand dollars (\$30,000.00) for the faithful performance of his/her duties as such officer, such bond to be filed in the office of the clerk of court.~~

Sec. 2-140. Qualifications of director; selection.

The director of finance shall possess the education, training and experiences that are commensurate with the industry standards for this position.

Sec. 2-141. Responsibilities; powers; duties.

The director of finance shall be the chief administrative finance officer of the county, responsible to the county administrator for the performance of his/her duties and responsibilities which shall be to:

- (1) Direct the finance department and supervise its staff and activities;
- (2) Approve all warrants issued by officers of the county and draw drafts in payment thereof;
- (3) Maintain current accounts of all county budget expenditures and make periodic reports thereon as required by the county administrator;
- (4) Maintain a current inventory of all county property, real and personal; and collect and account for all income from rental or sale of same;
- (5) Receive all requests from county offices and agencies in excess of budget allowances, and prepare recommendations for the county administrator to submit to the council for consideration thereof;
- (6) Obtain and supervise contracting and payments for all insurance on county property, including liability and related insurance;
- (7) Cooperate with the county council, treasurer, attorney and other officers concerned in the preparation and sale of all county bond issues and other long-term financial transactions;

- (8) Cooperate with the county auditor, treasurer and other county officers in securing annual and special audits of all county accounts as required by law or directed by council; and
- (9) Serve as the trust officer of the county and be granted authority to sign necessary documents and create accounts for the proper maintenance of such funds, provided that such procedures shall be approved by the county administrator.

Sec. 2-142. Departmental Divisions.

The finance department shall include the following divisions:

(1) *Accounting* – There is hereby created the division of accounting and the position of accounting manager, who shall be responsible to the finance director to prepare annual financial statements and other financial reports as required or requested by federal and state agencies, County Council, Administration, or financial markets.

~~(2) — *Budget* — There is hereby created the division of budget and the position of budget manager, who shall be responsible to the finance director to create and maintain the County's Annual Budget.~~

(32) *Procurement* - There is hereby created the division of procurement and the position of procurement manager. The procurement manager shall be a person with education, training and/or experience in purchasing, contract administration, and inventory. The division of procurement shall be responsible for the following:

- (a) Purchasing all supplies, materials, equipment, and contractual services required by county agencies and performing the purchasing-related functions required of the director of procurement herein;
- (b) Negotiating contracts for professional services and submitting them for approval and award as provided herein;
- (c) Using standard specifications wherever they are applicable to purchase orders and contracts and ensuring compliance with such specifications through adequate inspection of deliveries;
- (d) Transferring between agencies, supplies, materials and equipment which are no longer needed by a holding agency but which can be used by the receiving agency;
- (e) Exchanging, trading in or selling those supplies, materials and equipment which are surplus, obsolete or unused and which are found by the county administrator not to be required for public use;

(f) Developing, with the approval of the county attorney as to legal sufficiency, standard forms and conditions for invitations to bid, requests for proposals, purchase orders, and contracts; developing and prescribing the use by agencies of other forms required in carrying out the provisions of this article; and amending or eliminating any such forms;

(g) Upon request of the council, and subject to its approval of each transaction, performing all delegable functions in connection with acquisition and disposal of real property;

(h) Acting as the procurement, purchasing and contracting agent for all officers, offices and agencies of the county, subject to regulations promulgated by the council and approval authority of the director of finance;

(i) Establishing and maintaining a central purchasing warehousing and supply system for all county offices and agencies, providing for requisition of materials and supplies by county offices and agencies authorized by the council;

(j) Placing, with a newspaper to be determined pursuant to the requirements of Chapter 2, Article X, "Purchasing," of this Code, all requests for advertising by a county agency or department. Any agency or department requiring advertisement shall prepare the advertisement and present same to the division of procurement for the purposes of processing it for publication. The division of procurement shall have the responsibility of determining the most practical and least costly medium of advertising. In connection with this subsection, the office of procurement shall provide each county agency and department a schedule of processing time allowance so that the requesting agency or department will be assured of the actual date of publication of the advertisement. However, any advertising which is not paid for with county funds, or for which the county is reimbursed by a private individual or company, may be exempt from the provisions of this subsection;

(k) Other duties as directed by the director of finance or county administrator.

DIVISION 7. HUMAN RESOURCES

Sec. 2-143. Creation; director.

—The department of human resource services is hereby created and shall be responsible for the development and implementation of a modern human resources program. The human resources department shall be managed by the director of human

resource services who shall be responsible also for the following human resources functions: classification and compensation, benefits, records management, wellness, leaves, retiree services, employment, training, employee relations/civility and inclusion, performance management, recruiting and retention, communication, audits and compliance, budget, guidelines and handbook, ADA and Title VI, human resources information system, and such other responsibilities as may be assigned by the county administrator. The director of the human resource services department shall be bonded to the county in an appropriate amount for the faithful performance of the duties as such officer.

~~The department of human resources is hereby created and shall be responsible for the development and implementation of a modern personnel program employing whatever resources and assistance are needed from the finance department. The human resources department shall be managed by the director of human resources who shall be responsible also for administrative and legislative research, economic and community development, public affairs, data information management, and such other responsibilities as may be assigned by the county administrator. The director of the human resources department shall be bonded to the county in an appropriate amount for the faithful performance of the duties as such officer.~~

Sec. 2-144. Qualifications of director; selection.

The director of human resources shall possess the education, training, and experiences that are commensurate with the industry standards for this position.

Sec. 2-145. Responsibilities; powers; duties.

The duties and responsibilities of the director of human resources shall be:

- (1) To serve as personnel director and, as such to plan, organize, direct and coordinate the personnel program of the county;
- (2) To formulate and recommend operating policies and procedures to the county administrator for the effective administration of the county's human resources program to ensure the County is in compliance with all local, state, and federal labor laws and regulations;~~To formulate and recommend operating policies and procedures to the county administrator for the effective administration of the county's personnel program;~~
- (3) To be responsible for the coordination of all programs, activities, services and facilities throughout the County in order to accomplish the implementation of and compliance with the Americans with Disabilities Act (ADA)~~To direct and control the county's research resources and activities serving the administrative and legislative branches of the government;~~
- (4) To perform such other related work as may be required and as assigned by the county administrator.~~To provide leadership and support in the areas of economic and community development and, in so doing, establish effective liaison and~~

~~working relationships with all appropriate private and public enterprises as related to economic and industrial development, and with all appropriate civic groups/associations, as related to community development;~~

- ~~(5) To administer a program of public affairs and, to that end, establish effective relationships with the media and the general public through the development of viable public information programs;~~
- ~~(6) To organize, direct, and administer management information and word processing programs assigned to receive, store and provide organizational data and information on a timely and well-organized basis as a service to the entire organization; and~~
- ~~(7) To perform such other related work as may be required and as assigned by the county administrator.~~

Sec. 2-146. Departmental Divisions.

The human resource services department shall include the following divisions:

- (1) Total Rewards– This division shall manage Total Rewards for the Human Resource Services Department.
- (2) Employee Development – This division shall manage Employee Development for the Human Resource Services Department.
- (3) Compliance and Audits - This division shall manage Compliance and Audits for the Human Resource Services Department.

The human resource services department shall be responsible for the following human resources functions:

- Classification and Compensation
- Benefits
- Records Management
- Wellness
- Leaves
- Retiree Services
- Employment
- Training
- Employee Relations / Civility and Inclusion
- Performance Management
- Recruiting and Retention
- Communications
- Audits and Compliance

- Budget
- Guidelines and Handbook
- ADA and Title VI
- Human Resources Information System

~~The human resources department shall include the following divisions:~~

~~(1) *Compensation, Benefits, and Classification* — This division shall manage the compensation, benefits and classification related services for the human resources department.~~

~~(2) *Operations* — This division shall manage the operations of the human resources department.~~

DIVISION 8. INFORMATION TECHNOLOGY

Sec. 2-147. Creation; director.

There is hereby created the information technology department and the position of director of information technology, who shall be responsible to the county administrator and who shall direct and coordinate the operations and activities of the department. The director shall be appointed by the county administrator, with the term of office being at the pleasure of the county administrator. The department shall be responsible for ~~all~~ providing the technological vision and leadership to deploy the appropriate technology that will contribute towards an enriched community and providing timely, efficient, effective, and proactive technology support to the employees of Richland County.

Sec. 2-148. Qualifications of director; selection.

The director of information technology shall be the chief information officer and shall possess the education, training, and experiences that are commensurate with the industry standards for this position.

Sec. 2-149. Departmental Divisions.

The information technology department shall include the following divisions:

- (1) Network & Telecommunications – This division shall ensure a secure and fully resilient technical environment that supports all of the county’s software, hardware, mobile, and cloud technologies, as well as future technologies. The division shall be responsible for the telecommunication system(s) serving the entire organization, including wired and wireless, Voice over Internet Protocol phone system, cell phones, data lines, cabling, and the county’s tower at Fort Jackson. The division is also responsible for mission critical cybersecurity. The division shall propose new or amended county policies as needed to ensure that the county responds to new threats and / or opportunities. The division shall also

partner with other local / state agencies and private industry to expand broadband to citizens in Richland County.

- (2) Business Systems – This division shall provide proactive, realistic, and fiscally sound solutions to short, middle and long-range business goals whenever application software and / or project management can facilitate. The division shall develop new business software, oversee vendor software, perform feasibility studies and research, confer with departments to identify business needs and desired outcomes, perform business analysis, project management, quality assurance / quality control, and application training. The division will prepare procurement solicitations for new vendor systems and oversee implementation projects from start to finish. The division shall oversee and support all business software, from small ~~on-one~~ department systems, to enterprise-wide software systems. The division also provides a county-wide training program for all county employees on various software tools to enhance productivity and on cybersecurity best practices. The division shall also manage the county website's technical platform.
- (3) GIS - The division of geographic information system (GIS), as well as the manager of GIS, is hereby established to furnish various county departments with tools to measure, model, and map data regarding geographically related phenomena. While data, in and of itself, cannot assist in making decisions or policy, the information created from such data is a valuable tool in executing county business. As a work product, the data will be used to produce thematic information that can be combined to assist county personnel in the decision-making process.

GIS data will be continuously updated and improved as technology and county capabilities improve. The county council understands that to sustain the county's utility and effectiveness, data must be maintained. The county council also recognizes that the nature of accurate local data and the potential of GIS are reflected in the value of spatial data to entities other than Richland County. Thus, to provide for costly maintenance of the GIS and to lessen the burden of annual budget requests, system data elements will be available for purchase pursuant to an established fee schedule. Such fee schedule may be modified ~~as described in subparagraph (d)(3) below~~ from time to time by council.

- (a) For the purposes of this section, and unless the context specifically indicates otherwise, the following general terms shall have the meanings designated below:

Applicant. Any person who submits a request for GIS products or services.

Customer. Any applicant who executes a contract for GIS products or services, or purchases copies of standard system products, custom hard

copy system products, digital data, technical assistance, or other products or services.

Data. Recorded quantitative and qualitative observational measurements and facts.

Data steward. The person, or his/her designee, responsible for the maintenance and security of GIS data elements within a particular county department.

Geographic Information System (GIS) is an organized collection of computer hardware, software, geographic data, and personnel designed to efficiently capture, store, update, use, analyze, and display all forms of geographically referenced material.

Information. The result(s) obtained from processing, classifying, or interpolating data.

Open records. Standard system products as defined herein and non-digital source documents.

Standard system products. Paper products generated from GIS databases for internal use and for the purpose of meeting requests submitted under current state law concerning open records.

Subscriber. Customer who purchases GIS service or products on a regular, frequent, and on-going basis.

(b) Data and information distribution.

1. Information derived from the county GIS and presented in a geographic context may be made available to the public via the Internet. Furthermore, standard system products will be made available on digital media or, if requested, in hard copy pursuant to S.C. Code 1976, § 30-4-30, as amended.
2. All GIS-related data requests must be approved by both the data steward of the department in possession of such data and the GIS division of the information technology department. Once approved, the GIS division is responsible for filling the request. All GIS data customers must enter into a non-transferable data license agreement with the county. Each license agreement shall identify limitations in the use of county GIS data and shall indemnify and hold harmless Richland County, its elected officials, officers, agents, and employees from loss, damage, or other liability arising from the use of the data.

3. A fee shall be collected from customers for copies of GIS data. An initial fee schedule of individual data elements will be reviewed by county council. The fee schedule will include a description of each thematic data element to be sold, distribution format, file format, and unit pricing information. The county administrator, as necessary, may update the fee schedule. Regardless of changes in data product fees, a county GIS data fee schedule will be submitted annually to the county council as an informational update. For good cause, the county administrator may waive or reduce fees for GIS data when such actions result in serving the best interest of the county.
4. Customers requesting data on a regular basis may request to receive data at a subscription rate, but must enter into a non-transferable data license agreement with the county.
5. All GIS-related information constituting a public record, as defined by S.C. Code 1976, § 30-4-20, as amended, may be provided at no charge via Internet access or at a minimal charge if such information is in digital or hard copy format. The minimal fees for digital or hard copy public record information shall be included in the approved fee schedule.

DIVISION 9. OPERATIONAL SERVICES

Sec. 2-150. Creation; director.

There is hereby created the ~~support services~~operational services department and the position of director of ~~support services~~operational services, who shall be responsible to the county administrator and who shall direct and coordinate the operations and activities of the department. The ~~support services~~operational services department shall be responsible to administer the internal or housekeeping needs of the county government. It shall be responsible for the maintenance, custody and security of the entire physical plant and all of the ~~support services~~operational services required to keep the plant and all equipment at an acceptable level of operation and usability. The office shall be managed by the director of ~~support services~~operational services and shall be responsible also for coordinating a program of records management through the county archivist, and for such other responsibilities as may be assigned by the county administrator. The director of ~~support services~~operational services shall be bonded to the county in an appropriate amount for the faithful performance of the duties as such officer.

Sec. 2-151. Qualifications of director; selection.

The director of operational services shall possess the education, training, and experiences that are commensurate with the industry standards for this position

Sec. 2-152. Responsibilities; powers; duties.

The duties and responsibilities of the director of ~~support services~~operational services shall be:

- (1) To develop and implement a comprehensive program of maintenance, custody and security for the county's physical plant, including all buildings and facilities owned and operated by the county government;
- (2) To formulate and submit to the county administrator recommendations for continued improvement and effective utilization of the county's physical plant;
- (3) To establish a working relationship and liaison with all department and agency heads relative to their specific operational and/or space office requirements and needs;
- (4) To provide assistance for all county departments and agencies to obtain auxiliary and/or housekeeping support and services;
- (5) To coordinate through the county archivist, a program of records management designed to serve all county departments and agencies; and
- (6) To perform such other related work as may be required and so assigned by the county administrator.

Sec. 2-153. Departmental Divisions.

The ~~support services~~operational services department shall include the following divisions:

- (1) Facilities and Grounds – This division shall perform routine maintenance on Richland County owned facilities and grounds.
- (2) Central Services –This division shall manage and operate the Richland County mailing services.

DIVISION 10. PUBLIC WORKS

Sec. 2-154. Creation; director.

There is hereby created the public works department and the position of director of public works, who shall be responsible to the county administrator and who shall direct and coordinate

the operations and activities of the department. The director shall be appointed by the county administrator, and his/her term of office shall be at the pleasure of the county administrator.

Sec. 2-155. Qualifications of director; selection.

The director of public works possess the education, training, and experiences that are commensurate with the industry standards for this position

Sec. 2-156. Responsibilities; powers; duties.

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

Sec. 2-157. Departmental Divisions.

The public works department shall include the following divisions:

- (1) *Administration* – This division shall coordinate all department-level administrative support, including personnel management, safety, training, standardization, finance, budget, payroll, material management, and procurement, ~~and geographic information services (GIS)~~.
- (2) *Engineering* – This division, which shall be managed by a registered professional engineer, shall manage and provide engineering services in support of county operations and infrastructure development, including the management and coordination of capital improvement projects and public works related geographic information services (GIS).
- (3) *Stormwater Management* – This division shall provide stormwater management services in support of positive public drainage, ~~and~~ “receiving water” quality, and environmental compliance with prevailing Federal, State and Local regulations.
- (4) *Roads and Drainage Maintenance* – This division shall maintain and improve the county road maintenance network and county drainage infrastructure.
- (5) *Airport* – This division shall manage the Jim Hamilton – LB Owens Airport (CUB) operations, maintenance, and administration.
- (6) *Solid Waste & Recycling* – This division shall provide residential collection of municipal solid waste (MSW) and recyclable materials within the unincorporated county, provide limited construction & demolition (C&D) landfill services, manage the Solid Waste stream within the county, and promote cost-effective recycling.

(7) *Special Services* – This division shall be responsible for:

- ~~1~~.a. Effectively managing a labor pool of community service and inmate labor personnel in support of county operations, such as picking up trash along the road right of ways and beautifying the community through a clean sweep program; and
- ~~2~~.b. Helping communities become self-sufficient through sponsoring community cleanups; and
- ~~3~~.c. Holding community forums to address participants’ questions about the clean sweep program and neighborhood cleanups.

DIVISION 11. TRANSPORTATION PENNY

Sec. 2-158. Creation; director.

There is hereby created the transportation penny department and the position of director of the transportation penny department, who shall be responsible to the county administrator and who shall direct and coordinate the operations and activities of the department. The director shall be appointed by the county administrator, and his/her term of office shall be at the pleasure of the county administrator. The transportation penny department shall manage all items of the Transportation Penny Program approved by voters in November 2012.

Sec. 2-159. Qualifications of director; selection.

The director of the transportation penny department shall possess the education, training, and experiences that are commensurate with the industry standards for this position.

Sec. 2-160. Responsibilities; powers; duties.

The duties and responsibilities of the director of the transportation penny department shall be:

- (1) To develop and implement the Richland County Transportation Program
- (2) Serve as the liaison with the South Carolina Department of Transportation on all joint transportation projects
- (3) Coordinates all transportation projects with the Central Midlands Council of Governments
- (4) Oversees design and construction of all transportation projects
- (5) Coordinate and manage the distribution of transportation program information to the

Transportation Advisory Committee

- (6) Study and pursue outside funding sources for the Richland County Transportation Program

DIVISION 12. UTILITIES

Sec. 2-161. Creation; director.

There is hereby created the department of utilities and the position of director of utilities, who shall be responsible to the county administrator and who shall direct and coordinate the operations and activities of the department. The director shall be appointed by the county administrator, and his/her term of office shall be at the pleasure of the county administrator.

Sec. 2-162. Qualifications of director; selection.

The director of utilities shall possess the education, training, and experiences that are commensurate with the industry standards for this position

Sec. 2-163. Responsibilities; powers; duties.

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

Sec. 2-164. Departmental Divisions.

The utilities department shall include the following divisions:

- (1) *Administration* – This division shall coordinate all department level administrative support, including personnel management, standardization, finance, budget, payroll, material management and procurement.
- (2) *Operations* – This division shall provide professional operation of county water and wastewater treatment facilities, laboratory facilities and shall administer provisions of the county’s pre-treatment program.
- (3) *Maintenance* – This division shall manage, maintain, and improve all county utility systems, including facilities, grounds, water and sewer lines and associated apparatus.
- (4) *Engineering* - This division shall provide engineering services in support of county utility operations and infrastructure development, including the management and coordination of capital improvement projects funded by both public and private sources. Also develops and maintains the department mapping and geographic information system.

SECTION IV. The Richland County Code of Ordinances, Chapter 21, Roads, Highways, and Bridges; Article I, In General; is hereby amended by the addition of the following sections and amendment of reserved sections:

Sec. 21-25. Use of county equipment by private parties and during public emergencies.

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

(b) Public emergency. A public emergency is hereby defined as a flood (as defined under Section 26-22 of this Code of Ordinances), earthquake, tornado, hurricane, plane crash, train wreck, vehicular wrecks involving five (5) or more vehicles and/or ten (10) or more persons, fires and other occurrences, natural or man-made, where the public health is threatened or the potential of extensive damage to private property exists and immediate, emergency steps are necessary to protect life, health, the environment, and prevent substantial property loss.

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

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

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

21-26. Burial of paupers and cremains.

The public works department shall bury paupers at a site designated for that purpose when directed to do so by the county administrator. Further, cremains originating from medical schools may be buried within the county cemetery by appropriately authorized personnel of such schools. Medical schools wishing to enter into these arrangements shall provide a list of names of authorized personnel and shall execute appropriate releases and hold-harmless agreements prior to any burials.

Secs. 21-27--21-33. Reserved.

SECTION V. The Richland County Code of Ordinances, Chapter 1, General Provisions; is hereby amended by the addition of the following section:

Sec. 1-17. Home Detention Program.

(a) *Purpose.* The purpose of this section is to provide for a pilot Home Detention Program in Richland County as an alternative to confinement in the Alvin S. Glenn Detention Center, in accordance with the Home Detention Act of 1990 (S.C. Code 1976, § 24-13-1510 et seq, as amended).

(b) *Home Detention Program provided.* Pursuant to S.C. Code 1976, § 24-13-1530, electronic and nonelectronic home detention programs may be used by the magistrates of Richland County as an alternative to incarceration for low risk, nonviolent adult and juvenile offenders, as selected by the court. Applications for home detention by persons who are awaiting trial or by offenders whose sentences do not place them in the custody of the Department of Corrections may hereafter be made to the magistrates of Richland County as an alternative to incarceration. The county's home detention program shall comply with all applicable state and local laws and regulations, including S.C. Code 1976, § 24-13-1510 et seq.

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

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

SECTION VIII. Effective Date. This ordinance shall be effective from and after _____, 2017.

RICHLAND COUNTY COUNCIL

BY: _____
Joyce Dickerson, Chairwoman

Attest this _____ day of _____, 2017.

Michelle Onley
Deputy Clerk ~~of~~to Council

RICHLAND COUNTY ATTORNEY'S OFFICE

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

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

**OFFICE OF THE PUBLIC DEFENDER
FIFTH JUDICIAL CIRCUIT
RICHLAND COUNTY JUDICIAL CENTER**

1701 MAIN STREET
POST OFFICE BOX 192
COLUMBIA, SC 29202

PHONE (803) 929-6150
FAX (803) 748-5018

March 21, 2018

Administration & Services Committee
2020 Hampton Street
Columbia, S.C. 29204

Dear Members of the Administration & Services Committee:

I am writing to request approval of a budget amendment for fiscal year 2018 for the Richland County Sheriff's Office in order to fund security for office space for the Richland County Public Defender's Office (RCPD) at 1420 Henderson Street. It is my understanding that this issue is already on the agenda for your March 27, 2018 meeting and that I do not need to submit a formal Request of Action at this time.

The RCPD is currently located in the Richland County Judicial Center at 1701 Main Street. Approximately three years ago, the RCPD began the process of requesting additional space due to a critical shortage of available space in the courthouse and due to all useable space within the current office space being occupied. On February 6, 2018, the Richland County Council approved a lease in executive session for additional office space sufficient to meet the office's immediate space needs at 1420 Henderson Street. As I understand it, the issue of security for this location was presented at the same time, but no action was taken at that time on this issue. I am writing to you to request funding to ensure security at that location.

The RCPD is the agency in Richland County responsible for defending all individuals who have been determined to be indigent by the court and who are charged with crimes in Richland County. We have thirty-eight attorneys who represent individuals charged with the full range of crimes from thirty day misdemeanor offenses to capital murder charges. We intend to relocate eight attorneys to the new office space. As such, we expect a steady flow of client defendants, client family members, and members of the general public in and out of that office daily. The RCPD is currently, and always has been, located within the walls of the courthouse with on-site security and metal detector screening for weapons. Security for the Henderson Street office is an absolute necessity. We have occasion to call on security on a somewhat regular basis in our current location.

I have spoken with Deputy Chief Cowan with the Richland County Sheriff's Department to determine cost to provide security. He tells me that the cost will be \$82,994.00 for the first year and \$64,825.00 for each year thereafter. By this letter I am asking that you transfer funds from the general fund to the Sheriff's budget in order to cover the cost to provide security for the RCPD office located at 1420 Henderson Street. I will be present for the meeting on March 27, 2018 and will be

available to answer any questions you might have. I am, of course, always available at any other time to address questions or concerns. Please do not hesitate to let me know should you need additional information.

With kind regards,



E. Fielding Pringle

cc: The Honorable Douglas S. Strickler
Brandon Madden



RICHLAND COUNTY GOVERNMENT

Office of the County Administrator

March 27, 2018 Administration & Finance Committee Companion Document – MOU with Recreation Commission

During the September 12, 2017 Council meeting, Councilman N. Jackson brought for the following motion:

“Richland County funds thirteen mills eight mills more than the five mills required by statute. I move that County Council develop a separate Recreation Commission to manage the eight additional mills if the Recreation Commission does not agree to the MOU or if Council still feels that there is taxation without representation.

Note: This is a partial solution to the constant challenge for taxation and representation”

This matter was considered by the Committee during its October 24, 2017 meeting, at which time the Committee voted to hold this item in Committee until Council's Recreation Commission liaisons meet with the Recreation Commission.

The Council’s Recreation Commission liaisons met on January 22, 2018. Attached is a memorandum from the Recreation Commission following up to the items discussed during the aforementioned meeting.

This matter is bring presented to the Committee for action.

BOARD OF COMMISSIONERS:

Thomas Clark
Cynthia Shepard
Donzetta Lindsay
Stephen Venugopal
Lisa L. Cotten
Robert Lapin
Jermaine L. Johnson, Sr.



"Enriching Lives, Connecting Communities."

ADMINISTRATIVE OFFICE:

7473 Parklane Road
Columbia, SC 29223
Phone: (803) 741-RCRC (7272)
Fax: (803) 741-2028
Email: info@rcrc.state.sc.us
www.richlandcountyrecreation.com

To: The Honorable Joyce Dickerson, Richland County Council Chairwoman

From: Tara M. Dickerson
Chief of Staff

Date: February 6, 2018

Re: Follow up from January 22, 2018 Special Called Meeting

Thank you for taking the time to meet with me and the RCRC Board. I am following up to our discussion on January 22, 2018 regarding questions raised by Councilman Norman Jackson as to the use of funds related to the 2008 general obligation bond projects.

1. Neighborhood Mini Parks- Phase Three Projects:

Mini Parks 1 and 2

Four (4) mini parks were part of the original project list. The commission was unable to locate property for Mini Parks 1 and 2(District 11), therefore the funds were transferred to an alternate project at Caughman Road Park (District 11) to purchase 9.49 acres of land and build a picnic shelter with councilman's approval. This project is complete.

Mini Parks 3 and 4

To date there are two mini parks in District 11 that remain incomplete. The land has been purchased for Mini Park 3 at 1150 Old Garners Road for \$39,570.00(appraised value). The remaining funds for this project are \$80,430.00. Richland School District 1 has submitted a 25-year lease agreement for the Southeast Middle School Property (Mini Park 4). This project has been bid out twice and both times were over budget due to requirements such as parking, drives, etc. There was \$120,000 allocated for this project and to date we have spent \$29,110.00. This leaves \$90,890.00 remaining.



Nationally Accredited:
The Richland County Recreation Commission became South Carolina's first nationally accredited parks and recreation agency in 2006.

Equal Opportunity Statement: The Richland County Recreation Commission is dedicated to the concept of equal opportunity. The Commission will not discriminate on the basis of race, color, religion, sex, age, disability, national origin, or marital status, in its employment practices or in the participation policies for its facilities.

1. Garners Ferry Sports Complex-Phase One:

During Phase One of the bond a 40.545-acre parcel was purchased for \$1,600,000 on Garners Ferry Road. The property appraised for \$1,620,000.00. The original project list attached to the ordinance specified that the above amount was designated for "Southeast Sports Complex Land Only (40 acres)."

There is no indication in the bond ordinance that money was allocated for a roadway project as part of this bond project.

I hope this helps to clarify these issues. Please let me know if you have any further questions.

CC: Gerald Seals, County Administrator
Members of Richland County Council
Richland County Recreation Board of Commissioners

**Richland County Recreation Commission
Special Call Board Meeting Minutes
January 22, 2018
4:30PM**

Commissioners in Attendance:

Thomas Clark, Chair
Robert Lapin
Cynthia Shepard
Jermaine Johnson, Sr.
Donzetta Lindsay

Council Members in Attendance:

Joyce Dickerson, Chair
Calvin Jackson
Yvonne McBride
Paul Livingston
Jim Manning
Greg Pearce
Norman Jackson
Dalhi Myers

RCRC Staff in Attendance:

Tara Dickerson
Cornelia Watts

Others in Attendance:

Mayor Bob Coble, Interim Parliamentarian
Frannie Heizer, Bond Attorney
Larry Smith, County Attorney

1. Call to Order:

Commissioner Clark called the meeting to order at 4:38p.m.

Richland County Recreation Commission
Special Call Board Meeting
January 22, 2018
Recorded By: Cornelia Watts

2. Adoption of Agenda:

Motion to adopt the agenda made by Commissioner Johnson and second by Commissioner Lapin. Motion approved unanimously by all members present; Clark, Lapin, Lindsay, Johnson and Shepard.

3. Introductions:

4. Agency Accomplishments:

Hand out and review of RCRC accomplishments based on suggestions by the Matrix Group Management Audit.

5. Bond Funds:

Hand out of outstanding Bond Funds and review by Tara Dickerson, Chief of Staff.

Mr. Norman Jackson requested information on land purchase in Lower Richland referenced in the Bond.

Ms. Tara Dickerson stated that she would do some research and report back to Council through Chair.

Ms. Tara Dickerson stated that she would provide a copy of the Ten Year Master Plan for Council's review.

Council members during discussion expressed the desire for meetings of this nature in the future to discuss budget request and issues before a vote.

6. MOU:

Chair Clark introduced the discussion of the MOU and the consensus was to revisit at a later time.

Motion to adjourn made by Commissioner Shepard second by Commissioner Lindsay. Motion approved unanimously by all members present; Clark, Lindsay, Shepard, Johnson and Lapin.

7. Adjournment

Meeting adjourned at 5:46p.m.



Thomas Clark, Chair

Minutes approved on this 26th day of February 2018.

**Richland County Recreation Commission
Regular Board Meeting Minutes
January 22, 2018
6:00PM**

Commissioners in Attendance:

Thomas Clark, Chair
Robert Lapin
Cynthia Shepard
Jermaine Johnson, Sr.
Donzetta Lindsay

RCRC Staff in Attendance:

Tara Dickerson
David Stringer
Bob Hickman
Connie Reaves
Kasey Wilson
Marta Cleary
Mike Marshall
Tiyana Henley
William Daugherty
Shaunta Cleveland
Randolph Anderson
Cornelia Watts

Others in Attendance:

Mayor Bob Coble, Interim Parliamentarian

1. Call to Order:

Commissioner Clark called the meeting to order at 6:05pm.

2. Adoption of Agenda:

Motion to adopt the agenda made by Commissioner Johnson and second by Commissioner Lapin. Motion approved unanimously by all members present; Clark, Johnson, Lapin, Shepard, and Lindsay.

3. Minutes:

Motion to approve minutes from the December 18, 2017 Regular Board Meeting made by Commissioner Lindsay and second by Commissioner Shepard. Motion approved unanimously by all members present; Clark, Johnson, Lapin, Shepard, and Lindsay.

4. Public Input:

Ms. Juliette Greenlee, voiced concerns of the community use of the Crane Creek Community Center which was leased to the Carolina School for Inquiry Ms. Greenlee stated that the school requires a year in advance notice of use.

Commissioners requested copy of lease with the school.

Ms. Barbara Roach, Meadowlake Homeowners Association, distributed handout and thanked Board for waiver last month. Ms. Roach voiced concerns over entrance to Park and asked that it be made a clear turn in.

Mr. Hainsley Lewis, Lincolnshire Community, voiced concerns of the building removals at the site and community use of the Crane Creek Community Center.

Chair Clark advised that the Board will look into the issues.

Ms. Tara Dickerson, Chief of Staff, stated that she would help in facilitating use with the school principal.

Mr. David Dawson, representing football at Polo Road Park, expressed his appreciation and thanks on behalf of the kids and his staff for the hard work that was put in at the Park.

Ms. Gloria Brown, thanked Ms. Dickerson for work done in the bathroom. Ms. Brown voiced concerns on instructor for arthritis class (both instructors scheduled off) and temperature of room during quilting class.

Ms. Dickerson stated that she would look into the instructors' scheduling and Marta Cleary, Property Management, reported on HVAC repair.

Ms. D'Andrea Outten-Brown, expressed her appreciation to Kasey Wilson for promptly handling the trip refund issue. Ms. Outten-Brown requested a better printer at the James Clyburn Technology Center.

5. Financial Report: (Information)

Kasey Wilson, Financial Operations, reviewed financial reports included in Board's packet.

6. New Business:

Tara Dickerson, Chief of Staff, introduced Frannie Heizer, RCRC Bond Attorney who also assist RCRC with lease purchases. Ms. Dickerson stated that Ms. Heizer will present information and resolution regarding the lease purchase for the mini buses and adult leader bus that we are desperately in need of.

Ms. Heizer stated that she has for the Board's consideration a resolution authorizing the Recreation Commission of Richland County to enter into a lease purchase agreement in the amount of not to exceed \$245,000 for the purpose of purchasing vehicles and mini buses. Ms. Heizer stated that by adopting this resolution you would be authorizing staff to do a RFP to local banks to see who would enter into the lease purchase with the Commission. We would then take bids, taking the low bid and move forward on the transaction. Documents involved would be the lease purchase agreement and it would be similar to a transaction if you were financing the purchase of the vehicles with the bank except that because you are a special purpose district, you can only borrow money in limited ways; state law requires that you either issue a bond or enter into a transaction like a lease purchase. Ms. Heizer stated that she understands

that the initial payments for this have already been included in the budget and she thinks it will be a four or five-year transaction and each year the annual payments would be included in the budget and at the conclusion of the transaction, the title of the vehicles would be clear titles and come back to the Commission. Ms. Heizer reported that she does not know now what the interest rate would be but this would be tax exempt debt meaning that the bank would not have to declare the interest as income for purposes of its federal income taxation.

In summary, Ms. Heizer advised that the resolution that the Board adopts authorizes the transaction and delegates to your Chief of Staff to go out and issue the request for bids or request for proposals and accept the low bid. Ms. Heizer stated that probably by the next Commission meeting or April we will have the money in the bank.

Ms. Dickerson explained that the buses that we have are 10 to 14 years old and they are not in good condition and she does not feel comfortable transporting our seniors and our children in the buses that we currently have.

Chair Clark stated that they would revisit the issue after Executive Session.

7. Other Business:

A. David Stringer, Human Resources, presented policy updates for Policy No. 087 Fraternization and Policy No. 050 Dress Code included in the Board's packet.

Mr. Stringer handed out a second draft of the Dress Code policy stating that after looking at the budget the Administrative Staff has been added.

Motion to approve Policy No 050 Dress Code made by Commissioner Shepard, second by Commissioner Johnson. Motion approved unanimously by all members present; Clark, Johnson, Shepard, Lapin and Lindsay.

Motion to approve Policy No. 087 Fraternization made by Commissioner Lapin, second by Commissioner Johnson. Motion approved unanimously by all members present; Clark, Johnson, Shepard, Lapin and Lindsay.

B. Tara Dickerson, Chief of Staff, presented Agency updates:

1. Verified with County that milledge agencies will be required to submit 18/19 budget and staff is currently working on budget for presentation to Board for approval prior to presenting to County.
2. RCRC is now the owner of property located at 3603 Beatty Road, located adjacent to St. Andrews Park.
3. We were notified of some pond/dam issues at our property located at 225 Rimer Pond Road, caused by the otters and beavers. The pond has been pumped down about ten feet and working on repairing dam.
4. The Finance Department is working with auditor to set up a reserve fund account which was one of the items suggested by the Matrix group.
5. Mr. Hickman along with the Athletics Department is working to get Lacrosse started and we are partnering with Victory Lacrosse to offer a free clinic at Meadowlake Park on Saturday, January 27th. We have also expanded our partnership with Lexington County Parks and Irmo Chapin to start a league.
6. The Foundation received a \$2500 contribution from First Citizens Bank for athletic program scholarships and they have also partnered with Adaptive Rec to host the Tee Them Up Golf Tournament on March 15th and LinRick Golf Course and the purpose is to raise awareness about therapeutic recreation and individuals with disabilities. The funds will go to help take children with special needs to the Charleston Museum and the remainder will be used for scholarships through the year.
7. RCRC will now offer birthday celebration packages for kid ages 3-12 with a choice of the Play Ball Sports Fun or the Messy Birthday Madness. Information is listed on our website and in the Game Plan.
8. Annual Report and Game Plan provided for your information and they are also located on our website.
9. We are currently accepting applications for our Property Management Division Head as well as a full time custodian for Meadowlake Park and updates were sent through email.
10. Two Commissioners need to be elected to serve on the Foundation Board which is outlined in the Foundation By-laws and hope this will move the Foundation in the right direction and start to make it a more profitable arm of the Agency.

Motion made by Commissioner Shepard to elect Commissioners Jermaine Johnson and Donzetta Lindsay to serve on the Foundation Board, second by Commissioner Lapin. Motion approved unanimously by all members present; Clark, Lapin, Shepard, Lindsay and Johnson.

Ms. Dickerson introduced new full time staff; Shaunta Cleveland, interim Manager here at the Adult Activity Center and Javon James, Assistant Manager at Meadowlake Park.

Commissioner Lapin inquired about softball league decisions.

Ms. Dickerson explained the process of league play and RCRC league play.

Commissioner Johnson inquired about free play for volleyball in Lower Richland.

Ms. Connie Reaves, Division Head Parks, stated that Park Manager can set up time for free play.

Commissioner Lapin stated that the Board should plan to meet with County Council on a quarterly basis which could prove to be very productive.

Motion to go into Executive Session to discuss a personnel matter regarding the Compliance Officer position made by Commissioner Johnson, second by Commissioner Lapin. Motion approved unanimously by all members present; Clark, Lindsay, Shepard, Johnson and Lapin.

Entered Executive Session 7:15p.m.

8. EXECUTIVE SESSION:

Executive Session ended at 8:19pm.

Chair Clark stated no action was taken in Executive Session.

Motion to adjourn meeting made by Commissioner Lapin, second by Commissioner Shepard. Motion approved unanimously by all members present; Clark, Lapin, Shepard, Johnson and Lindsay.

9. Adjournment

Meeting adjourned at 8:20 p.m.



Thomas Clark, Chair

Minutes approved on this 26th day of February 2018.



**RICHLAND COUNTY
GOVERNMENT**
Office of the County Administrator

**Administration & Finance Committee Meeting
October 24, 2017
Briefing Document**

Agenda Item

Recreation Commission Memorandum of Understanding

Background

On September 12, 2017, the Honorable Norman Jackson made the following motion:

Richland County funds thirteen mills eight mills more than the five mills required by statute. I move that County Council develop a separate Recreation Commission to manage the eight additional mills if the Recreation Commission does not agree to the MOU or if Council still feels that there is taxation without representation. Note: This is a partial solution to the constant challenge for taxation and representation [N. Jackson]

During the October 17, 2017 meeting deliberations, the County Legal department provided an update on the Memorandum of Understanding (MOU) provided to the Recreation Commission, which has not been executed by the Recreation Commission due to substantial changes requested to the MOU approved by Council.

A copy of the MOU is attached.

Issues

Memorandum of Understanding with Recreation Commission

Fiscal Impact

N/A

Past Legislative Actions

None.

Alternatives

1. Consider the motion and proceed accordingly.
2. Consider the motion and do not proceed.

Staff Recommendation

Council discretion, as this is a Councilmember sponsored initiative

Submitted by: Councilman Norman Jackson, District 11

Date: September 12, 2017

STATE OF SOUTH CAROLINA) MEMORANDUM OF UNDERSTANDING
) BETWEEN RICHLAND COUNTY, SOUTH
) CAROLINA AND THE RICHLAND COUNTY
 COUNTY OF RICHLAND) RECREATION COMMISSION

This MEMORANDUM OF UNDERSTANDING (“MOU”) is made and entered into this 7th day of July, 2017, by and between Richland County, South Carolina (the “County”) and the Richland County Recreation Commission (“RCRC”), collectively “the Parties.”

RECITALS

WHEREAS, the RCRC was created by statute to enrich the lives of the citizens of Richland County by providing diverse recreational opportunities; and

WHEREAS, pursuant to State law, the County provides funding to the RCRC; and

WHEREAS, in order to enhance the services and opportunities provided to the citizens of Richland County, the County has traditionally provided greater funding to the RCRC than is required by statute; and

WHEREAS, in light of recent events and in an effort to be good stewards of County funds, the County commissioned a Management Audit of the RCRC (the “Audit”); and

WHEREAS, based on the findings of the Audit, the consultants have recommended certain items which they feel would be helpful to the management and funding of the RCRC; and

WHEREAS, the Richland County Council agrees with and hereby adopts the Audit recommendations;

NOW THEREFORE, in order to facilitate the needs and purposes of all parties and the citizens they serve, the County and RCRC agree and intend to abide by the following:

Article 1. Findings

1.1. The parties agree and understand that in order to facilitate the responsible use of public funds and to provide the best available services to the citizens of Richland County that certain changes and recommendations must be implemented by the RCDC.

1.2. The parties agree and understand that the County has an obligation to be a responsible steward of public money.

1.3. The parties agree and understand that the County is required by law to fund the RCRC at the statutory millage rate and that any further funds are the sole discretion of the County.

1.4. The parties agree and understand that in order for the County to responsibly appropriate money to the RCRC that certain expectations regarding management and budgetary control of the RCRC must be met.

Article 2. Requirements

2.1. The parties agree that the following items are necessary to the proper function and management of the RCRC; as such, RCRC agrees to implement the following requirements in a timely manner:

- a. RCRC shall adopt a transparency policy and direct its staff to expand online information available to the public including service delivery standards, service levels, board agendas and actions and planning documents. This policy shall include publishing full board agendas and supporting documents online for transparency and public use.
- b. The RCRC Board shall implement a budget sub-committee.

- c. The RCRC Board shall adopt a policy that provides for evaluation of the Richland County Executive Director by the entire board no less than yearly.
- d. RCRC Department Directors will be involved in the entire internal process of developing budget recommendations for future budget cycles. Department Directors shall be held accountable for managing their budgets during the year and ensuring compliance with the adopted budget.
- e. RCRC shall develop a detailed budget document after adoption and publish this budget on its website.
- f. The RCRC Executive Director shall provide a detailed budget annually to Richland County as part of RCRC's budget submission and provide quarterly budget updates to the Richland County Administrator. **RCRC understands that failure to comply with this requirement will result in non-appropriation of non-statutorily required funds** with consent of County Council.
- g. The RCRC Executive Director shall develop a comprehensive 5-year budget forecast and 5-year Capital Improvement Program for RCRC operations. RCRC agrees and understands that a long-range capital planning effort is critically needed to effectively manage and maintain RCRC's facilities, parks, and recreation infrastructure. As part of its longer-range planning effort, the RCRC will also develop a plan for implementation of the 10-year master plan and integrate this operational plan into the budget process outlined earlier including the 5-year financial forecasting and the 5-year capital improvement plan.

2.2. RCRC understand that failure to implement any of the foregoing recommendations in a timely manner **may** result in non-appropriation of non-statutorily required funds or a reduction in appropriations to the RCRC.

Article 3. Recommendations

3.1. The parties agree that the following items would benefit the proper function and management of the RCRC; as such, RCRC agrees to consider implementation of the following recommendations:

- a. The RCDC Executive Director should develop a plan for training all staff on adopted administrative and human resources policies.
- b. The RCDC Executive Director should implement an internal process for a periodic review of all policies and procedures to identify necessary modifications and propose modifications for consideration by the RCRC.
- c. Relevant RCRC staff (for example, Human Resources staff and Finance staff) should conduct periodic compliance audits to ensure the policies they are responsible for implementing are being followed by all staff in the organization.
- d. The annual work program for the Internal Auditor should include specific projects to evaluate compliance with the adopted policies and procedures, thereby evaluating several key policies annually.
- e. After a new RCRC Board is appointed and oriented, they should review the compensation philosophy and the nepotism policy and consider modifications to modify both policies to ensure greater internal compliance and equitable treatment of all employees.

- f. Staffing allocations are generally appropriate for the provision of services. Some internal reallocations may be required with the implementation of enhanced programming and planning efforts.
- g. The Assistant Executive Director position should be eliminated.
- h. The RCRC should implement a new position of Internal Auditor / Compliance Officer that reports directly to the RCRC and who is responsible for investigating issues related to employee and public complaints, and has an annual audit work plan for continuous improvement.
- i. The budget sub-committee should quarterly review budget performance with RCRC executive staff.

Article 4. Miscellaneous

4.1. Separate Statutory Entities.

The parties agree and understand that the County and the RCRC are separate legal entities and that nothing in this MOU changes or attempts to change the statutory requirements, authority, and/or duties of the parties.

4.2. Representations and Warranties.

Each party to this MOU represents and warrants that:

- a. it has full legal right, power and authority to enter into this MOU and to perform and consummate all other transactions contemplated by this MOU.
- b. it has duly authorized the execution, delivery and performance of its obligations under this MOU and the taking of any and all actions as may be required on the part of each party to perform and consummate the transactions contemplated by this MOU.

4.3. Term.

This MOU shall be effective once executed by both parties and the duties and obligations of each party hereto shall continue in full force and effect until terminated by the written notice of either party to the other party.

4.4. Entire Understanding.

a. This MOU contains the entire understanding of the parties, and no prior agreements, oral or otherwise, among the parties not embodied herein shall be of any force or effect. Any amendment to this MOU shall not be binding upon the parties hereto unless such amendment is in writing and executed by all parties hereto.

b. This MOU may be executed in multiple counterparts, the signature pages of which may be compiled to constitute one original Agreement.

c. This MOU is intended to be performed in compliance with all applicable laws, ordinances, rules and regulations.

IN WITNESS WHEREOF WE THE UNDERSIGNED have this 7th day of July, 2017, set our hand and seal hereon.

RICHLAND COUNTY
RECREATION COMMISSION:

WITNESSES:

Its:

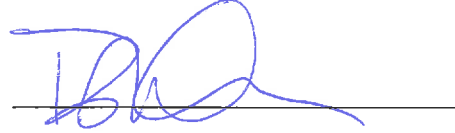
{additional signature page follows}

RICHLAND COUNTY



Its:

WITNESSES:



Richland County Attorney's Office



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



RICHLAND COUNTY GOVERNMENT

Office of the County Administrator

March 27, 2018 Administration & Finance Committee Meeting Briefing Document
Recreation Commission Bond Funds

Agenda Item

Recreation Commission Bond Funds

Background

During the February 6, 2018 Council meeting, Councilman N. Jackson brought forth the following motion:

“Do not approve any additional projects from the remainder of the \$50 million Recreation Bond until an explanation is given from the Recreation Commission, why \$1,600,000 was paid for 40 acres of land worth \$255,000 NOTE: The intent was to purchase 40 acres and build a road at the cost of \$1,600,000. The documents might state to purchase land only but if an appraisal was done it would have shown that the land was worth \$255,000”

The land purchase was discussed during the January 22, 2018 Richland County Recreation Commission meeting. A memorandum was sent by the Recreation Commission following up to that meeting – see attached memorandum and minutes.

Issues

There are no other issues.

Fiscal Impact

None identified.

Past Legislative Actions

None

Alternatives

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

Staff Recommendation

Staff does not have a recommendation on this matter as it a Council initiated request.

BOARD OF COMMISSIONERS:

Thomas Clark
Cynthia Shepard
Donzetta Lindsay
Stephen Venugopal
Lisa L. Cotten
Robert Lapin
Jermaine L. Johnson, Sr.



"Enriching Lives, Connecting Communities."

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To: The Honorable Joyce Dickerson, Richland County Council Chairwoman

From: Tara M. Dickerson
Chief of Staff

Date: February 6, 2018

Re: Follow up from January 22, 2018 Special Called Meeting

Thank you for taking the time to meet with me and the RCRC Board. I am following up to our discussion on January 22, 2018 regarding questions raised by Councilman Norman Jackson as to the use of funds related to the 2008 general obligation bond projects.

1. Neighborhood Mini Parks- Phase Three Projects:

Mini Parks 1 and 2

Four (4) mini parks were part of the original project list. The commission was unable to locate property for Mini Parks 1 and 2(District 11), therefore the funds were transferred to an alternate project at Caughman Road Park (District 11) to purchase 9.49 acres of land and build a picnic shelter with councilman’s approval. This project is complete.

Mini Parks 3 and 4

To date there are two mini parks in District 11 that remain incomplete. The land has been purchased for Mini Park 3 at 1150 Old Garners Road for \$39,570.00(appraised value). The remaining funds for this project are \$80,430.00. Richland School District 1 has submitted a 25-year lease agreement for the Southeast Middle School Property (Mini Park 4). This project has been bid out twice and both times were over budget due to requirements such as parking, drives, etc. There was \$120,000 allocated for this project and to date we have spent \$29,110.00. This leaves \$90,890.00 remaining.



Nationally Accredited:
The Richland County Recreation Commission became South Carolina’s first nationally accredited parks and recreation agency in 2006.

Equal Opportunity Statement: The Richland County Recreation Commission is dedicated to the concept of equal opportunity. The Commission will not discriminate on the basis of race, color, religion, sex, age, disability, national origin, or marital status, in its employment practices or in the participation policies for its facilities.

1. Garners Ferry Sports Complex-Phase One:

During Phase One of the bond a 40.545-acre parcel was purchased for \$1,600,000 on Garners Ferry Road. The property appraised for \$1,620,000.00. The original project list attached to the ordinance specified that the above amount was designated for "Southeast Sports Complex Land Only (40 acres)."

There is no indication in the bond ordinance that money was allocated for a roadway project as part of this bond project.

I hope this helps to clarify these issues. Please let me know if you have any further questions.

CC: Gerald Seals, County Administrator
Members of Richland County Council
Richland County Recreation Board of Commissioners



RICHLAND COUNTY GOVERNMENT

Office of the County Administrator

March 27, 2018 Administration & Finance Committee Meeting Briefing Document
Agreement with Platinum Plus

Agenda Item

Agreement with Platinum Plus

Background

During the February 6, 2018 Council meeting, Councilman N. Jackson brought forth the following motion:

“Move that the agreement with Platinum Plus to operate to perpetuity be reconsidered and that they never reopen at that location. Note: It's next to a graveyard and a church which violates County Ordinance. It was never grandfathered making it noncompliance”

Staff will enforce the County's ordinances.

Issues

There are no other issues.

Fiscal Impact

None identified.

Past Legislative Actions

None

Alternatives

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

Staff Recommendation

Staff does not have a recommendation on this matter as it a Council initiated request.



RICHLAND COUNTY GOVERNMENT

Office of the County Administrator

March 27, 2018 Administration & Finance Committee Meeting Briefing Document
Addition of Two Items to Richland Renaissance

Agenda Item

Addition of Two Items to Richland Renaissance

Background

During the March 6, 2018 Council meeting, Councilman N. Jackson brought forth the following motion:

“Consider two big items to the Renaissance Plan, one in the Southeast and the other in the Northeast. A Basketball complex in the Southeast and a Baseball complex in the Northeast. (Revenue producing) NOTE: Some of the most popular basketball tournaments in Richland County the Chickfil-a Classic turn away visitors. Richland School Districts 1 & 2 pays a tremendous amount of money annually for rental of the Coliseum for graduation services. The use of the basketball complex could be used for graduation services, bringing in much needed revenue to the County. It is difficult for Richland County to host sports tournaments because visitors have to drive and navigate to get to different parks not adequately equipped.”

Issues

There are no other issues.

Fiscal Impact

Contingent upon the Council action taken pursuant to this motion.

Past Legislative Actions

None

Alternatives

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

Staff Recommendation

Staff does not have a recommendation on this matter as it a Council initiated request.



RICHLAND COUNTY GOVERNMENT

Office of the County Administrator

March 27, 2018 Administration & Finance Committee Meeting Briefing Document Clarification of Richland Renaissance Motion

Agenda Item

Clarification of Richland Renaissance Motion

Background

During the March 6, 2018 Council meeting, Councilman N. Jackson brought forth the following motion:

“To clarify the motion passed to move forward with the Renaissance Plan. Motion was to “move forward with the plan, to include the necessary purchase by the Administrator, as discussed in Executive Session.” NOTE: The motion did not give the Administrator permission to purchase additional property or make decisions without input and approval of full Council. In executive session the discussion included Vision, Draft and Public Input. It is paramount that this process is not ignored”

Attached are the Council minutes related to the aforementioned motion.

Issues

There are no other issues.

Fiscal Impact

None.

Past Legislative Actions

None

Alternatives

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

Staff Recommendation

Staff does not have a recommendation on this matter as it a Council initiated request.

- d. Contractual Matter: Land Acquisitions – Mr. Manning moved, seconded by Mr. Pearce, to disapprove this item.

Mr. N. Jackson made a substitute motion, seconded by Ms. Myers, to approve this item.

Mr. Livingston made a second substitute motion to move forward with the 3 major project purchases under consideration regarding the Renaissance Plan and to move forward with continuing with the concept of the Renaissance Plan.

Several Council members asked for clarification of the 2nd substitute motion.

Mr. Livingston stated he was not sure if he needed to mention the locations regarding where we are talking about relocating that are currently under consideration.

Mr. N. Jackson inquired if Mr. Livingston was referring to the “Project A Unveiling”.

Mr. Livingston responded in the affirmative.

Mr. Livingston restated his motion as followed: “To move forward with the purchase of the 3 major properties under consideration regarding Item 9.a. and continue to work on the Renaissance concept.” Mr. C. Jackson seconded the motion.

Ms. Kennedy requested clarification.

Mr. Livingston stated the difference is you voting on the entire plan, which would include every specific detail in the plan in terms of other areas, locations, properties, and so forth. What it says is you are going to move for one part of it and then you are going to make sure you look at the other parts and get more information.

Ms. Kennedy stated for clarification, what Mr. Livingston is saying, is we are going to split it all up.

Mr. Livingston stated we may change some things and we may not.

Ms. Myers stated for clarification the goal of Mr. Livingston’s motion is to say we are moving forward with one piece of it and the others remain contingencies. So essentially, we would have to come back and vote 6 separate times.

Mr. Livingston stated we may only have to come back one separate time.

Ms. Myers stated her point is the goal of the 2nd substitute motion is to segregate the whole thing.

Mr. Livingston stated that one part of it. It may be one motion that cares all of it next time.

Mr. N. Jackson stated he is trying to figure out the difference between the 2nd substitute motion and the substitute motion. The substitute motion is to move forward with the plan and in doing so the Administrator can move forward with the purchase of the necessary property. The 2nd substitute motion is to purchase the property and then decide on the plan later or which part of the plan.

Mr. Livingston stated when he says to purchase the property he means moving forward with one part of the Renaissance Plan, which is to move where the County services are located.

Mr. Rose stated he wanted to clarify the 3 motions. Mr. Manning made a motion to not purchase any property, correct? Or to not move forward with the Renaissance Plan.

Mr. Manning stated it was to not purchase the property.

Mr. Rose further stated then Mr. N. Jackson made a motion to purchase the property and move forward with the entire Renaissance Plan.

Mr. N. Jackson stated his motion is to move forward with the plan.

Mr. Rose then stated Mr. Livingston made a 2nd substitute motion to purchase the property, but not approve the full Renaissance plan.

Mr. Livingston stated his motion was to purchase the property that we are currently considering and move forward with discussions with the rest of the Renaissance Plan.

In Favor: C. Jackson, Manning, Livingston, and McBride

Opposed: Malinowski, Myers, Pearce, Kennedy, Dickerson, N. Jackson and Rose

The 2nd substitute motion failed.

Mr. Rose requested Mr. N. Jackson to restate the substitute motion.

Mr. N. Jackson stated the motion is to move forward with the plan, to include the necessary purchase by the Administrator, as discussed in Executive Session.

In Favor: C. Jackson, Myers, Kennedy, Dickerson, N. Jackson, and McBride

Opposed: Malinowski, Pearce, Manning, Livingston and Rose

The vote was in favor of the substitute motion.

Mr. N. Jackson moved, seconded by C. Jackson, to reconsider this item.

In Favor: Malinowski, Pearce, Manning, and Rose

Opposed: C. Jackson, Myers, Kennedy, Dickerson, N. Jackson Livingston, and McBride

The motion for reconsideration failed.

- e. Contractual Matter: Due Diligence – Received as information.
- f. Public Defender Lease – Mr. N. Jackson moved, seconded by Ms. Myers, to request the County Attorney to renegotiate the lease.

Mr. Malinowski made a friendly amendment that during renegotiations for the lease we continue to look for another suitable property.

Mr. N. Jackson accepted the friendly amendment.