



RICHLAND COUNTY COUNCIL

ADMINISTRATION AND FINANCE COMMITTEE

Joyce Dickerson	Paul Livingston	Greg Pearce (Chair)	Jim Manning	Kelvin Washington
District 2	District 4	District 6	District 8	District 10

**SEPTEMBER 23, 2014
6:00 PM**

2020 Hampton Street

CALL TO ORDER

APPROVAL OF MINUTES

1. Regular Session: July 22, 2014 [PAGES 4-6]

ADOPTION OF AGENDA

ITEMS FOR ACTION

2. Public Works - Approval of Maintenance Contract [PAGES 7-18]
3. Public Works Department - Authorization to Purchase a Tymco 500X Street Sweeper [PAGES 19-28]

4. United Way of the Midlands – Temporary Use of Space at the Health Department for the Optometry Clinic **[PAGES 29-40]**
5. Palmetto Capital City Classic Funding Request **[PAGES 41-51]**
6. Famously Hot New Year Celebration Funding Request **[PAGES 52-59]**
7. Palmetto Health JEDA Bond Issuance **[PAGES 60-64]**
8. Animal Care - Intergovernmental Governmental Agreement with Town of Arcadia Lakes **[PAGES 65-74]**
9. Resolution to Distribute \$7,690.39 in Federal Forestry Funds **[PAGES 75-79]**
10. Ordinance amending Hospitality Tax Ordinance so as to add the Township Auditorium as an HTax Ordinance Agency **[PAGES 80-90]**
11. Renewal of Iron Mountain Contract for the County’s Records Storage and Records Management Services **[PAGES 91-96]**
12. Changes to Teleworking and Alternative Work Schedules in Handbook as it Relates to Supervisory Personnel **[PAGE 97-107]**
13. Establish a Budget Committee **[PAGES 108-112]**

ITEMS PENDING ANALYSIS: NO ACTION REQUIRED

14. Renewal of Operating Agreement between Richland County and Columbia Rowing Club and Short-Term Proposal Directives for Site **[PAGE 113]**

ADJOURNMENT



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 Request of Action

Subject

Regular Session: July 22, 2014 [**PAGES 4-6**]

Reviews

MINUTES OF



RICHLAND COUNTY COUNCIL ADMINISTRATION AND FINANCE COMMITTEE TUESDAY, JUNE 24, 2014 6:00 P.M.

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

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MEMBERS PRESENT

- Chair: Greg Pearce
- Member: Joyce Dickerson
- Member: Paul Livingston
- Member: Jim Manning
- Member: Kelvin E. Washington, Sr.

ALSO PRESENT: Bill Malinowski, Norman Jackson, Torrey Rush, Julie-Ann Dixon, Damon Jeter, Seth Rose, Tony McDonald, Sparty Hammett, Warren Harley, Justine Jones, Ismail Ozbek, Brandon Madden, Monique McDaniels, Nancy Stone-Collum, Roxanne Ancheta, Michael Byrd, Janet Claggett, Daniel Driggers, Monique Walters, Michelle Onley

CALL TO ORDER

The meeting started at approximately 6:00 p.m.

APPROVAL OF MINUTES

June 24, 2014 (Regular Session) – Mr. Washington moved, seconded by Ms. Dickerson, to approve the minutes as distributed. The vote in favor was unanimous.

ADOPTION OF AGENDA

Ms. Dickerson moved, seconded by Mr. Manning, to adopt the agenda as published. The vote in favor was unanimous.

ITEMS FOR ACTION

RC Conservation Commission Financial Contribution for the Acquisition of a Historic Property – Mr. Washington moved, seconded by Mr. Manning, to forward this item to Council with a recommendation to approve the request for Richland County Conservation Commission

to contribute \$20,000 of FY 15 funds toward the purchase of the original Olympia School for use as a mill village museum and community space. A discussion took place.

Ms. Dickerson made a substitute motion, seconded by Mr. Washington, to forward this item to Council without a recommendation. The vote in favor was unanimous.

Emergency Services Department – Ladder Truck Purchase – Mr. Washington moved, seconded by Ms. Dickerson, to forward to Council with a recommendation to approve the purchase of the recommended ladder truck for immediate use and to be used as a “reserve” ladder truck. The vote in favor was unanimous.

Revision to the Public Defender Retention and Compensation Plan – Mr. Washington moved, seconded by Ms. Dickerson, to forward to Council with a recommendation to approve the request to make the minor modification to the salary structure and the Public Defender’s Office demonstrate to the attorneys a career path which affords them an opportunity to make a wage consistent with their training and encourage them to remain with the office long-term. The vote in favor was unanimous.

Authorize One Additional Attorney Position – Kershaw County – Ms. Dickerson moved, seconded by Mr. Washington, to forward to Council with a recommendation to approve the request to add one attorney to the Kershaw County Public Defender operation and enable the office to fulfill its constitutionally and statutorily mandated role in defense of indigents. The vote in favor was unanimous.

Charleston County – SLBE Division Intergovernmental Agreement – Mr. Washington moved, seconded by Mr. Livingston, to forward to Council without a recommendation and direct staff to review possible local firms and based on the procurement process have the Administrator select said local firm. The vote in favor was unanimous.

ITEMS PENDING ANALYSIS

Changes to Teleworking and Alternative Work Schedules in Handbook – Held in committee.

ADJOURNMENT

The meeting adjourned at approximately 6:31 p.m.

Submitted by,
Greg Pearce, Chair

The minutes were transcribed by Michelle M. Onley

Richland County Council Request of Action

Subject

Public Works - Approval of Maintenance Contract [**PAGES 7-18**]

Reviews

Richland County Council Request of Action

Subject: Public Works - Approval of Maintenance Contract

A. Purpose

County Council is requested to approve a maintenance contract with NaturChem, Inc. in the amount of \$137,079.98 to maintain the county’s detention ponds, water quality units and curb screens. NaturChem, Inc. will also perform ditch bank spraying and any additional maintenance/repair activities as needed.

B. Background / Discussion

The Stormwater Division (Division) of the Public Works Department maintains 45 detention ponds, 18 water quality units and 59 curb screens (see Appendix 2). Additionally, the Division sprays 19.08 miles of ditch banks to control woody brush and performs routine maintenance activities each year. The aforementioned activities ensure our compliance with the National Pollutant Discharge Elimination System (NPDES) and the Municipal Separate Storm Sewer System (MS4) Permit, which was implemented by the South Carolina Department of Health and Environmental Control (SCDHEC) to prevent flooding and to improve water quality in County water resources (see Scope of Services in Appendix 1). Maintenance activities are conducted at each facility biannually, at a minimum, which has reduced the number of complaints and concerns from citizens. NaturChem, Inc. was previously contracted to perform the maintenance services; however, their contract expired on June 30, 2014.

The advertisement (RC-022-P-0809) for the maintenance contract was posted by the Office of Procurement and Contracting. Two companies responded to the advertisement:

NaturChem, Inc.	\$137,079.98
Sage Right of Way Management, Inc.	\$108,745.00

Sage Right of Way Management, Inc. did not provide pricing for some of the requested maintenance services, as called for in the specifications. As a result, NaturChem, Inc., located in Lexington, SC, was the responder that best met the specifications and requirements of the bid request, and was the most responsible and responsive bidder per the County’s Procurement Ordinance. The maintenance activities outlined in this contract are required components of our Municipal Separate Storm Sewer System (MS4) Permit, and will support our efforts to enhance our public service and infrastructure maintenance activities throughout the County.

This maintenance contract is a 1 year contract which is renewable, annually, up to 4 consecutive years (total of 5 years) if desired by the Division. The Division is requesting that County Council award the maintenance contract to NaturChem, Inc. in the amount of \$137,079.98.

C. Legislative / Chronological History

This is a staff initiated request. Therefore, there is no legislative history associated with the request.

Administration

Reviewed by: Sparty Hammett

✓ Recommend Council approval

Comments regarding recommendation:

Date: 9/9/14

Recommend Council denial

Appendix 1

Item# 2

SCOPE OF SERVICE

PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals for the maintenance/repair of Richland County Detention Ponds, Curb screen maintenance, Water Quality unit maintenance and Ditch maintenance. Our goal is to properly maintain and repair our detention ponds to allow retaining larger flows and thus reduce the peak runoff rates downstream and to assist in providing necessary storage volumes during larger storm events and removing certain pollutants. To mitigate the increase risk of flooding downstream, increase instability of downstream channels that may lead to aesthetic and nuisance problems; clear the cause of unpleasant odors, nuisance insects, and algae blooms; clearing of generally unsightly and unkempt area

GENERAL REQUIREMENTS

Offeror must:

Have a good understanding of the routine and non-routine maintenance/repair activities to be employed; an understanding of the equipment and materials needed for maintenance and repair; the ability to provide routine and non-routine maintenance, inspections and repairs; have adequate resources for both types of maintenance/repair activities.

Must be able to properly maintain/repair ponds, Curb screen maintenance, Water Quality unit maintenance and Ditch maintenance allowing for decrease the risk of flooding downstream and decrease the instability of downstream channels. The contractor may have to mow and provide other methods of weed control; clear clogged inlets of trash, debris, and sediment accumulation; and must be able to identify and mitigate inadequate access to allow routine maintenance activities.

ROUTINE MAINTENANCE

Routine maintenance/repair includes at minimum the following:

Inspections: Periodic scheduled inspections with a specified checklist, and inspections after major rainfall events, to check for obstructions/damage & to remove debris/trash.

Vegetation management: Mowing on a regular basis to prevent erosion or aesthetic problems; limit the use of fertilizers and pesticides in and around ponds.

Trash, debris and litter removal: Removal of any trash, etc causing any obstructions at the inlet, outlet orifice or trash rack and especially after runoff producing rainfall event. General pickup of trash in and around pond

Mechanical equipment check: Inspection of any valves, pumps, fence gates, locks or mechanical components during maintenance and notify the County for appropriate replacement/repair.

Structural Component Check: Maintenance of the outlet works, inlet, orifice, trash rack, pilot channel on a regular basis.

NON – ROUTINE MAINTENANCE

Non – Routine maintenance includes at a minimum the following:

Bank erosion/stabilization: It is critical to keep effective ground cover on all vegetated areas in order to see the benefits of proper infiltration of runoff, and effective filtering of pollutants. All areas not vegetated should be re-vegetated and stabilized immediately.

Grass should be mowed at a frequency where 9” to 12” if height can be maintained for adequate erosion protection. Excessive bank erosion may result in bank failures.

Sediment removal: On instructions from the County the Contractor must insure accumulated sediment should be removed from the bottom of the outlet structure and the pond depths checked at several points. If the depth of the accumulated sediment is greater than 25% of the original design depth, sediment should be removed. Sediment build up can minimize the effect of the pilot channel and the outfall.

Structural Repair/Replacement: Identify the outlet structure or other structural components like the pilot channel or trash rack that may need repair or replacement.

MANDATORY MAINTENANCE AND REPAIR REQUIREMENTS

The mandatory maintenance and repair requirements for this project are detailed in an excel file that's a part of this solicitation as attachment (A) "Ponds for Maintenance 2014" which provides the following details:

- a. Name of the Pond
- b. Map Grid
- c. WMU
- d. Land Use
- e. Pond Type
- f. Size in Acres
- g. Pond Type
- h. Number of Parcels
- i. TMS (Tax Map Number)
- j. Maintenance
- k. Ownership
- l. Deeds – Date recorded
- m. Deed Book/Page
- n. Comments
- o. Locations of Access

There are Twenty on (45) identified ponds that the 2014 Detention Ponds that require maintenance and repairs at a minimum twice a year.

There are (59) Storm Drain curb screens that require maintenance and repair at a minimum twice a year.

There are (18) Richland County Water Quality Units that require maintenance and repair at a minimum twice a year.

There are approximately 19.08 miles of ditches averaging 15 feet wide that require maintenance and repair at a minimum twice a year.

DEFINITIONS

Wet detention pond: A pond designed to have a remaining permanent pool of water after a storm event. (Amenity Pond)

Dry detention pond: A pond designed to not have a significant pool of water remaining after a storm event.

Ditch: A narrow channel dug in the ground, typically used for drainage alongside a road or the edge of a field.

Regional Pond: A pond designed to capture storm water runoff from a larger, regional area.

Water Quality Pond: A detention pond with an orifice sized to allow time for settling and filtering of pollutants before the runoff is discharged from the pond.

Tributary drainage area: The total land area that drains to the pond.

Impervious area: A solid surface that does not allow rain to be absorbed into the soil.

Storm water runoff: Runoff that occurs as a result of a rain or storm event hitting an impervious surface and running off.

Inlet: The point where the storm water enters the pond.

Pilot Channel: A channel that efficiently conveys storm water from the inlet to the outlet structure.

Outlet: A Structure that controls the rate of release from the pond and the water depth and storage volume in the pond.

Orifice: A controlled opening on the outlet structure through which storm water discharged from the pond.

Trash Rack: A structural feature of the outlet that filters storm water by trapping debris before runoff is discharged (Selected Ponds)

Erosion Protection: Stabilizing materials used to protect natural ground from erosion.

Miscellaneous Call Outs (Emergency Call Outs): Conveyance feature of a detention pond to discharge excess storm water flows to maintain the integrity of the pond structure during substantial runoff events.

Easement: A set-aside area with various restrictions to provide open access for inspection or repair of drainage feature.

Appendix 2

Item# 2

Attachment number 1
Page 9 of 11

Richland County Maintained Ponds - Updated March 10, 2014											
Subdivision/Location	Map Grid	Waters	LandUse	Size in Acres	Pond Type	Number of Pa	TMS	Maintenance	Ownership	Deeds - date recorded	
1 Ashley Ridge - Phase 1	44A2	502	Residential	4.1	Detention	Single	R20302-02-48	Richland County	Richland County	7/23/2008	
2 Briarcliffe Estates - Phase 3C	56C3	301	Residential	3.3	Detention	Single	R26005-15-38	Richland County	Richland County	10/13/1992	
3 Brickside Village	44B5	502	Residential	0.53	Detention	Single	R20111-05-45	Richland County	Richland County	2/27/2007	
4 Brookhaven - Common Area (1) - (Drainage Phase 1)	33F1	502	Residential	0.45	Detention	Single	R17500-03-67	Richland County	RC Conservation Commission	3/31/2010	
5 Brookhaven - Common Area (2) - (Drainage Phase 1)	33F2	502	Residential	0.3	Detention	Single	R17500-03-67	Richland County	RC Conservation Commission	3/31/2010	
6 Brookhaven - Phase 6 (1)	33F2	502	Residential	0.15	Detention	Single	R17500-03-66	Richland County	RC Conservation Commission	3/31/2010	
7 Brookhaven - Phase 6 (2)	33F2	502	Residential	0.25	Detention	Single	R17500-03-67	Richland County	RC Conservation Commission	3/31/2010	
8 Brookhaven - Phase 6 (3)	33F2	502	Residential	0.15	Detention	Single	R17500-03-66	Richland County	RC Conservation Commission	3/31/2010	
9 Cedar Glen - Phase 2	46C3	202	Residential	0.75	Detention	Single	R19712-10-34	Richland County	Private	9/19/2006	
10 Cherokee Ride s/d	54A3	301	Residential	0.35	Detention	Single	R23613-04-01	Richland County	Richland County	8/29/2006	
11 Colony Park North Crossing - Phase 3 (1)	44F4	301	Residential	0.57	Detention	Single	R23011-03-08	Richland County	Richland County	12/31/1992	
12 Colony Park North Crossing - Phase 3 (2)	44F4	301	Residential	0.34	Detention	Multiple	R23011-02-19	Richland County	Richland County	12/31/1992	
13 Flora Springs Park s/d	45A2	202	Residential	1.3	Detention	Single	R20004-01-22	Richland County	Richland County	8/29/2006	
14 Gateway Corners Park	34E3	502	Light Industrial	1	Detention	Single	R17200-06-02	Richland County	Richland County	7/10/2004	
15 Gills Creek EMS	36F3	202	Commercial	0	Detention	Single	R16711-05-12	Richland County	Richland County	N/A - County property	
16 Harrington Court S/D	45D1	502	Residential	0.8	Detention	Single	R22902-01-86	Richland County	Private		
17 Jackson Creek Fire & EMS Station	45B4	202	Commercial	0	Detention	Single	R19908-04-26	Richland County	Richland County	N/A - County property	
18 Lee Road Commercial Area	44C2	301	Commercial	1.65	Retention	Multiple	R20310-05-06	Richland County	Forfeited Land Commission	N/A	
19 Myers Creek - Phase 1	49F1	202	Residential	-4.34	Detention	Single	R21910-04-01	Richland County	Private		
20 Newland Road	57C4	301	Light Industrial	2.89	Detention	Single	R25600-03-16	Richland County	Richland County	10/29/2002	
21 North Crossing	44F4	301	Residential	0.51	Detention	Single	R23010-10-22	Richland County	Richland County	1/1/1998	
22 Oakleaf Rd	35F5	202	Residential	0.83	Check	Single	R16811-06-07	Richland County	Private		
23 Olde Field at Greenhill Parish - Phase 2	56D5	301	Residential	1.1	Detention	Single	R25816-06-29	Richland County	Richland County	3/11/2008	
24 Oxford Commons - Phase 2B	48E4	202	Residential	1.3	Detention	Single	R22001-09-21	Richland County	Richland County	12/22/1999	
25 Palmerston North - Phase 2	08F3	502	Residential	1.48	Detention	Single	R04301-02-15	Richland County	Richland County	2/10/1997	
26 Richland County Public Works Compound	34D3	502	Light Industrial	0	Retention	Single	R14500-03-03	Richland County	Richland County	N/A - County property	
27 Robin Hood Acres (1)	55C5	301	Residential	1	Detention	Multiple	R26111-01-04	Richland County	Richland County	1/19/1999	
28 Robin Hood Acres (2)	55C5	301	Residential	1.7	Detention	Multiple	R26106-07-19	Richland County	Richland County	4/6/1999	
29 Salters S/D	61D2	202	Residential	0.4	Detention	Single	R27800-03-78	Richland County	Richland County	5/5/2005	
30 Sparkleberry Crossing	57B3	301	Commercial	1.2	Detention	Single	R25705-07-30	Richland County	Richland County	12/2/2002	
31 Surrey Place - Phase 1	48F5	202	Residential	1.2	Detention	Single	R21912-07-01	Richland County	Richland County	1/12/1999	
32 Timbervale - Phase 1	44B4	502	Residential	0.25	Detention	Single	R20207-06-06	Richland County	Richland County	9/23/1993	
33 Twin Eagles - Phase 1	34C3	502	Residential	0.5	Detention	Single	R14500-02-37	Richland County	Richland County	4/17/2000	
34 Twin Eagles - Phase 1A	34C3	502	Residential	0.2	Detention	Single	R14514-03-01	Richland County	Private		
35 Twin Eagles - Phase 2C	34C3	502	Residential	1.1	Detention	Single	R14515-01-19	Richland County	Private		
36 Twin Eagles - Phase 4	34C3	502	Residential	0.75	Detention	Single	R14514-01-25	Richland County	Private		
37 Village at Sandhills - Forum Dr (1)	56A5	301	Commercial	2.11	Detention	Single	R22900-02-26	Richland County	Richland County	11/28/2006	
38 Village at Sandhills - Forum Dr (2)	56A5	301	Commercial	2	Detention	Single	R22900-02-26	Richland County	Richland County	11/28/2006	
39 Vision Court	09F2	502	Commercial	1	Detention	Single	R04101-01-07	Richland County	Richland County	10/3/2005	
40 Willow Lake - Phase 4	32E4	301	Residential	0.1	Detention	Single	R17705-03-21	Richland County	Richland County	3/31/2006	
41 Woodlands Village (1)	45F2	301	Residential	0.67	Detention	Single	R22812-01-07	Richland County	Richland County	1/28/1995	
42 Woodlands Village (2)	45F2	301	Residential	0.3	Detention	Single	R22812-01-07	Richland County	Richland County	1/28/1995	
43 Richland County PW Bio Retention Pond	34D2	502	Commercial		Retention	Single		Richland County	Richland County		
44 Owens Field Airport Bio Retention Pond	37A4	202	Commercial		Retention	Single		Richland County	Richland County		
45 156 Fore Avenue (Royal Pines Estates)	57A1	202	Residential		Detention	Single	R22914-06-15	Richland County	Richland County		

Item# 2

Attachment number 1

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Deed book/ Page	Comments	Location of Access
R1448/3360	Deeded July, 2008	Behind 110 and 112 Lee Ridge Drive
D1110/277		Next to 128 Nature Trail, behind Westridge Rd
R1286/165		End of western cul-de-sac of Yellow Flag Court
R1596/1107	Part of larger parcel, not split out, parcel now owned by Conservation Commission	Behind 187 Cogburn Road
R1596/1107	Part of larger parcel, not split out, parcel now owned by Conservation Commission	Behind 28 Warwick Ct
R1596/1107	located on large common parcel, parcel was transferred to County Conservation Commission	Pond located at the end of Buckman Court
R1596/1107	no identified outlet, may overflow into drainage area, parcel now owned by Conservation Commission	Located on Cogburn Rd, behind property with the address 30 Bronston Court
R1596/1107	located on large common parcel, parcel was transferred to County Conservation Commission	Pond located at the end of Cahill Court
Easement only	Easement for maintenance - Book 1231-905/2006085176	Located behind houses 211-231 Philmont Dr, access is between 231 and 233
R1222/3446	Pond is across the road from s/d entrance	NE Miles Road at intersection of Cherokee Ridge Drive
D1126/790		Next to 13 Colony Park Circle
D1126/790	Covers two parcels: 2nd is TMS: R23010-10-21	Next to 512 North Crossing Drive
R1222/3459		217 Flora Springs Circle
R953/3150		Behind 21 Gateway Corners Park (access through parking lot)
County owned facility	Richland County owned facility	5645 Old Forest Drive - located by Storage Warehouses
	Maintenance agreement	Behind 103 Lockleven Drive
County owned facility	Check boundary, location not certain	9213 Two Notch Road
N/A	Portion of Pond is on TMS R20300-02-35, land is not deeded, but RC assumes responsibility	Located off of Rice Meadow Way
	Maintenance agreement	Across from 1110 Rabbit Run, behind cul-de-sac of New Stock Ct
R718/2120	Mixed use of Commercial and Industrial along road, no subdivision name	End of cul-de-sac on Newland Road
D1370/722		Next to 220 North Crossing Drive
	On lot with Apartment Complex, drainage from lot and neighboring subdivisions	Across from 3739 Oakleaf Road
R1410/8		End of eastern cul-de-sac next to 385 Hay Hill Court
R370/2209		End of Southdown Drive at Montadale Drive
D1364/428		Bronlow Way
County owned facility		400 Powell Road
R0271/2605 & R0271/2610	Covers two parcels: 2nd is TMS: R26111-01-05	Next to 204 Archer Avenue
R295/444 & R295/447	Covers two parcels: 2nd is TMS: R26106-07-20	Intersection of Bowman Ave and Baron Rd
R1050/18		Corner of Congaree Rd and Salters Lane
R709/3265		Sparkleberry Crossing Road
R0269/2880		Corner of Bitternut Drive and Turning Leaf Drive
D1162/194	Check boundary, pond is overgrown on aerial	Next to 108 Salusbury Ln
R0401/948		Corner of Powell Road and Twin Eagles Drive
		Behind 221 Twin Eagles Drive
		Behind 429 Twin Eagles Drive
	Maintenance agreement	Behind 332 Twin Eagles Drive
R1255/ 3156	Single parcel / 2 ponds - deed info from assessor website/ Dec 2011	Off of Forum Dr, south of the Home Depot
R1255/ 3156	Single parcel / 2 ponds - deed info from assessor website/ Dec 2011	Off of Forum Dr, south of the Home Depot
R1104/3555		North side of Vision Court
R1161/1079		Behind 220 Turkey Oak Court
D1240/48	Two individual ponds in one common area	Behind 208 & 212 Woodlands Village Drive
D1240/48	Two individual ponds in one common area	Behind cul-de-sac of Woodlands Village Court
		Lot 16 in Royal Pines Estates on Fore Avenue off Two Notch Road

Item# 2

Attachment number 1

Page 11 of 11

Richland County Council Request of Action

Subject

Public Works Department - Authorization to Purchase a Tymco 500X Street Sweeper [**PAGES 19-28**]

Reviews

Richland County Council Request of Action

Subject: Public Works Department - Authorization to Purchase a Tymco 500X Street Sweeper

A. Purpose

County Council is requested to approve the purchase of a Tymco 500X Street Sweeper from Amick Equipment Co., Inc. to be used by the Department of Public Works to reduce the amount of pollutants from streets, roads, highways and parking lots that can contribute to stormwater pollutant runoff to surface waters. The cost of the Tymco 500X Street Sweeper is \$215,805.00

B. Background / Discussion

Streets, roads, highways and parking lots accumulate significant amounts of pollutants that contribute to stormwater pollutant runoff to surface waters. Pollutants, including sediment, debris, trash, road salt, and trace metals can be reduced by street sweeping. Street sweeping is one of the many accepted Best Management Practices (BMP) which can be used to meet our Municipal Separate Storm Sewer System (MS4) Permitting requirements. Pollutant load reductions to surface waters can be calculated and reported to the South Carolina Department of Health and Environmental Control (SCDHEC) using research data which correlates pollutant loading to water resources with the weight of collected street sweeper loads. Street sweeping also helps control dust, the accumulation of pollutants in catch basins, flooding caused by blocked catch basins, and litter in surface waters.

This purchase is the result of a bid process, RC-023-BV-1213, conducted by the Office of Procurement and Contracting (see attached recommendations). Two companies responded to the advertisement:

Amick Equipment Co., Inc.	\$215,805.00
Carolina Environmental Systems, Inc.	\$212,653.00

Carolina Environmental Systems, Inc. did not offer a unit with a separate auxiliary engine to run the sweeper system, as called for in the specifications. As a result, Amick Equipment Co., Inc., located in Lexington, SC, was the sole responder that met the specifications and requirements of the bid request, and was the most responsible and responsive bidder per the Richland County Procurement Ordinance. The truck chassis engine meets the current Environmental Protection Agency (EPA) Tier IV emissions standards. The small auxiliary engine that powers the blower system meets the current EPA Tier III standard for that category of engine. (The Tier IVi standard was made mandatory in January 2014, and the final Tier IV standard will be mandatory in January 2015 for this class.) The Tymco 500X is manufactured in Waco, Texas. The total cost of the equipment, including options, will be \$221,257.00 (see attached cost information).

C. Legislative / Chronological History

This is a staff initiated request. Therefore, there is no legislative history associated with the request.

D. Financial Impact

The financial impact to the county will be the cost to purchase the equipment as well as the annual operation and maintenance costs to operate the Sweeper:

Item# 3

Tymco 500X Municipal Street Sweeper	\$220,957.00
South Carolina Sales Tax	<u>\$300.00</u>
Total Cost of Street Sweeper	\$221,257.00

Funding for this purchase is contained in the Stormwater Division’s annual appropriation for the fiscal year and the operation and annual maintenance cost are contained in the annual Roads and Drainage equipment operation and maintenance budget. No new funds are requested.

E. Alternatives

1. Approve the request for the Stormwater Division of the Public Works Department to purchase the Tymco 500X Municipal Street Sweeper from the Amick Equipment Co., Inc. for \$221,257.00
2. Do not approve the request for the Stormwater Division of the Public Works Department to purchase the Tymco 500X Municipal Street Sweeper from the Amick Equipment Co., Inc. for \$221,257.00

F. Recommendation

It is recommended that Council approve the request for the purchase of the Tymco 500X Municipal Street Sweeper from the Amick Equipment Co., Inc. for \$221,257.00.

Recommended by: Ismail Ozbek
 Department: Public Works
 Date: September 3, 2014

G. Reviews

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

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

Finance

Reviewed by: Daniel Driggers Date: 9/5/14
 Recommend Council approval Recommend Council denial
 Comments regarding recommendation:

As stated in request, funding is available in appropriated budget.

Procurement

Reviewed by: Cheryl Patrick Date: 9/8/14
 Recommend Council approval Recommend Council denial
 Comments regarding recommendation:

Approve the request for the Stormwater Division of the Public Works Department to purchase the Tymco 500X Municipal Street Sweeper from the Amick Equipment Co., Inc. for \$221,257.00.

Legal

Reviewed by: Elizabeth McLean

Date: 9/8/14

Recommend Council approval

Recommend Council denial

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

Administration

Reviewed by: Sparty Hammett

Date: 9/9/14

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Recommend approval of the request for the Stormwater Division of the Public Works Department to purchase the Tymco 500X Municipal Street Sweeper from the Amick Equipment Co., Inc. for \$221,257.00

Appendix



Department of Support Services
Administration, Fleet, Central Services, Facilities and Grounds

Memorandum

John A. Hixon, Sr. Director

May 16, 2013

To: Charlene Maffett, Buyer, Office of Procurement and Contracting
From: Bill Peters, County Fleet Manager, Fleet Management, Dept. of Support Services
Subject: RC-023-BV-1213 Municipal Air Street Sweeper

Good day, Charlene.

I have been evaluating the bids submitted for the street sweeper over the last week. In reviewing the offers from the two companies, I believe that the bid submitted by Carolina Environmental Systems does not meet our specifications and should not be considered. In their proposal, this company claimed twenty-six exceptions from the specifications in the bid package. Some are not very consequential, and would not by themselves disqualify this vendor. However, the most important center on the blower assembly of the equipment, and eight of the exceptions noted in the response refer to this portion of the specifications. They are:

Section 5.00 Hydraulic System:

5.02 The hydraulic system will have an automatic shut-off to disable the blower if oil level becomes unsafe.

Section 6.00 Blower

6.01 Blower shall be driven using a fixed displacement heavy duty motor.

6.02 The blower motor shall use a flexible coupling to drive the blower.

6.03 A sensor shall provide blower RPM readings to operator inside cab for him to control.

6.08 Blower shall not be operable during any part of the dumping procedure for operator safety.

Section 10.00 Maintenance/Safety

10.02 Blower shall be inoperable during any portion of the lift sequence to prevent injury due to exposed fan or blowing debris.

10.03 The dump sequence shall be inoperable when the blower is in operation, the parking brake is not set, or truck transmission is not in neutral.

The blower assembly is a primary part of this equipment, and we specified that it be powered separately from the truck engine through the use of an additional, small diesel engine. Carolina

Environmental Systems has taken exception and proposed a unit where the blower is run off of the truck engine, via a belt on the crankshaft pulley. This is, essentially, a completely different system from that specified. We believe that the system we requested will be more serviceable and cost effective to maintain. Additionally, because the requested system prevents the lift and dump sequence from being initiated while the pump is running, it affords extra safety to the operator. The blower system in the specifications requires that it can be monitored by the operator with separate gauges in the cab, while the one offered by Carolina Environmental only measures general engine RPM, not blower RPM specifically. Finally, because their unit runs off truck engine speed, the blower will not shut down, even at idle, further impacting operator safety. Therefore, these exceptions are unacceptable.

For these reasons, I would recommend against acceptance of Carolina Environmental Services bid response as compliant with the specifications set forth in the bid request, and recommend that the bid be awarded to Amick Equipment Co., Inc., who met and/or exceeded the specifications as publicized.

Please contact me with any questions or concerns.

Thank you for your consideration.



Bill Peters
Richland County Fleet Manager
Department of Support Services
Fleet Management
Phone: 803-576-2457
Fax: 803-576-2494
petersb@rcgov.us

**SCHEDULE
MUST BE COMPLETED BY VENDOR OR CONTRACTOR**

(Include applicable taxes and freight on separate lines)

Item # (a)	Supplies/Goods/Services/Equipment/Vehicles (b)	Quantity (c)	Unit of Issue (d)	Unit Price (e)	Total (f)
1	2013 High Side Dumping Regenerative Air Municipal Street Sweeper Brand: <u>Tymco</u> Model #: <u>500x</u> Manufacturer: <u>Tymco</u> Warranty: <u>(1) Year</u> * See attached for pricing options.	1	Each	\$ 215,805. ⁰⁰	\$ 215,805. ⁰⁰
	SHIPPING				Included
	SUB-TOTAL				215,805. ⁰⁰
	GRAND TOTAL				215,805. ⁰⁰

The Offeror shall furnish items identified under description in accordance with Special Conditions/Provisions, specifications and all other terms and conditions as set forth elsewhere herein. By executing this document the Offeror is agreeing to and acknowledging the acceptance of the responsibility to provide all as specified; this page must be submitted with the Offer. The Offeror also understands by executing and dating this document proposed prices shall hold firm for a period of not less than 150 calendar days after the date of the solidation opening.

Company name: <u>Amick Equipment Co., Inc.</u>	
Name of Agent (Print or Type): <u>Daniel Osborne</u>	
Title: <u>VP</u>	Date: <u>4-30-13</u>
Signature of Agent: 	
Telephone # <u>803-359-6656</u>	Fax #: <u>803-359-0725</u>
Federal Identification Number: <u>57-0382584</u>	
Email address: <u>Sales@amickequipment.com</u>	
Subscribed and sworn to me this <u>30</u> day of <u>April</u> , 2013	
my commission expires <u>May 13, 2015</u>	Title: <u>Amick Davis</u>

(Must be notarized by a Notary Public)

SEAL

RC-073-BV-1213

Item# 3

Department of Public Works, Stormwater Division - Street Sweeper Purchase Cost Summary

2013 Tymco 500X High Side Dumping Regenerative Air Municipal Street Sweeper \$215,805.00

Purchased from Amick Equipment Co., Inc. Lexington, SC

Options:

Hose Reel: 50' Retractable Hose Reel for Hi/Lo Wash down	\$ 1,300.00
Hydrant Wrench	\$ 52.00
Sweeper Deluge System: For Washing Sweeper Out	\$ 900.00
Auxiliary Hand Hose: 8' with 10' Hose	\$ 1,900.00
Stainless Steel Dust Separator	\$ 1,000.00
South Carolina sales Tax	\$ 300.00
Total Cost	\$221,257.00

TYMCO[®]

REGENERATIVE AIR SWEEPERS

500x[®]
AIR SWEEPER



High Side Dump
REGENERATIVE AIR SWEEPER[®]

For More Information, Call 1-800-258-9626

MADE IN WACO, TEXAS **USA**

Item# 3

Richland County Council Request of Action

Subject

United Way of the Midlands – Temporary Use of Space at the Health Department for the Optometry Clinic [**PAGES 29-40**]

Reviews

Richland County Council Request of Action

Subject: United Way of the Midlands – Temporary Use of Space at the Health Department for the Optometry Clinic

A. Purpose

Council is requested to approve the lease agreement (and ordinance authorizing such lease) related to the United Way's temporary use of space for the optometry clinic on the 3rd floor of the Health Department.

B. Background / Discussion

The 3rd floor of the Health Department is vacant except for the optometry clinic, which is currently utilizing approximately 1900 square feet. The optometry clinic operates through a partnership between United Way and the South Carolina Optometric Physicians Association. Licensed optometric physicians volunteer to provide free comprehensive eye care (eye and vision exams, prescriptions, eyeglasses) to adults in Richland County that are less than or equal to 200% of the federal poverty level, 18 years of age or older, and have no vision insurance. The clinic is open for services the 1st and 3rd Tuesday of each month from 12:00 p.m. – 5:00 p.m.

The newly approved Office of Small Business Opportunity (OSBO) will be located in this space that is currently occupied by the optometry clinic. Therefore, the optometry clinic must relocate.

Administration, Support Services, the Health Department, and the United Way of the Midlands have agreed to relocate the optometry clinic to another area on the 3rd floor of the Health Department. The current and proposed spaces for the optometry clinic are outlined in the attachment. The red area is the space currently in use; the navy blue is adjacent space that was available for use, although it has been left vacant and unused; and the proposed temporary space is indicated in orange. Staff has walked through the proposed area with the optometry clinic stake holders and management, and there are no concerns with the size, layout, or location of the proposed space. There are no modifications needed or requested for the selected space to work well for the optometry clinic.

The space will be provided free of charge to the optometry clinic, as it is now, up until such time as the County needs the space. Once the County needs the space, the clinic is responsible for relocating elsewhere.

The County will continue to pay for the utilities associated with this space, along with janitorial duties, as it does now. The United Way of the Midlands will pay for all other costs associated with the clinic. Therefore, this is a cost neutral proposal.

It is at this time that staff requests Council's approval of the attached lease, and the ordinance authorizing the lease.

C. Legislative / Chronological History

The optometry clinic has been housed on the 3rd floor of the Health Department for two (2) years.

As a result of the creation of the new OSBO, space is needed. The optometry clinic’s current location is the ideal spot for the OSBO. Therefore, this request was generated by staff.

D. Financial Impact

This is a cost neutral proposal.

E. Alternatives

1. Approve the ordinance and lease as presented.
2. Do not approve the ordinance and lease. The optometry clinic would be forced to relocate elsewhere.

F. Recommendation

It is recommended that Council approve the lease and ordinance as presented. The County currently has no need for the space, but when it is needed, the clinic must vacate. Also, this is a cost neutral proposal.

Recommended by: Roxanne Ancheta

Department: Administration

Date: 9-4-14

G. Reviews

Finance

Reviewed by: Daniel Driggers

Date: 9/9/14

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Recommendation is based on ROA information that assessment supports that space is available and not needed, the request continues an existing agreement and requires no additional cost.

Support Services

Reviewed by: John Hixon

Date: 9/10/14

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: I have met with the Health Dept. Regional Administrator, United Way Executive Director, United Way Health Council Senior Director, Free Clinic Executive Director, Eye Care Clinic Director, and multiple other stake holders in the review and logistics for relocating the current eye clinic. All are in agreement that the new space will work well for the operation. This move will allow the County OSBO department to move into County owned and completely supported space that will promote excellent workflow and allow for potential growth beyond what Council has already considered.

Legal

Reviewed by: Elizabeth McLean

Date: 9/10/14

Recommend Council approval

Recommend Council denial

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

Administration

Reviewed by: Roxanne Ancheta

Date: September 10, 2014

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: It is recommended that Council approve the attached lease and ordinance as presented. The relocation will benefit the OSBO, while causing no negative impacts to the optometry clinic.

STATE OF SOUTH CAROLINA
COUNTY COUNCIL FOR RICHLAND COUNTY
ORDINANCE NO. ____-14HR

AN ORDINANCE AUTHORIZING A LEASE TO UNITED WAY OF THE MIDLANDS FOR 1205.3± SQUARE FEET OF SPACE AT 2000 HAMPTON STREET, 3RD FLOOR.

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

SECTION I. The County of Richland and its employees and agents are hereby authorized to lease 1205.3± sq. ft. of space on the 3rd Floor of 2000 Hampton Street to the United Way of the Midlands, as specifically described in the Lease Agreement, a copy of which is attached hereto and incorporated herein.

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

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

SECTION IV. Effective Date. This ordinance shall be enforced from and after _____, 2014.

RICHLAND COUNTY COUNCIL

By: _____
Norman Jackson, Chair

Attest this _____ day of
_____, 2014.

S. Monique McDaniels
Clerk of Council

RICHLAND COUNTY ATTORNEY'S OFFICE

Approved As To LEGAL Form Only

Item# 4

No Opinion Rendered As To Content

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

Item# 4

older, and have no vision insurance.

3. Term. The term of this Agreement shall be for a period of one (1) year from the date of execution, unless otherwise terminated under the provisions provided below. This Lease Agreement shall automatically renew on the same terms and conditions as stated herein, for four (4) consecutive one (1) year terms, unless either party gives ninety (90) days written notice before the expiration of any term.

4. Rent/Consideration. The Lessee shall not be required to pay a rental fee to the County for lease of the Property. In lieu of a rental fee, consideration for this Lease Agreement shall be Lessee's continuance of the eye clinic under the terms specifically provided in paragraph 2, above, and as is elsewhere provided herein.

5. Transition from Current Space. Lessee agrees to move its entire business operation from the previous space to the Leased Premises no later than two (2) weeks after the execution of this Lease Agreement.

6. Termination, Breach and Non-Appropriations. Either party may terminate this Lease Agreement at any time with 90 days written notice to the other party. In the event of a breach by Lessee of any provision of the Lease Agreement, the County shall serve upon the Lessee a written notice specifying with particularity wherein such default or breach is alleged to exist and that the Lessee has fifteen (15) days to cure such breach or default after the serving of such notice on it. If the breach is not cured within the allotted time, the County may, at its option, terminate the Lease Agreement immediately without further obligations under the Lease Agreement.

7. Utilities and Maintenance. The County shall be responsible for the cost of all utilities on the property during the lease Term. The County shall also be responsible for maintaining the Property in a reasonably good condition during the Lease Term and providing daily routine janitorial services. Lessee shall be solely responsible for its equipment and personal

property.

8. Erection of Signs. The Lessee shall have the right to erect appropriate signs or markings designating and identifying its use of the Property; however, the location, number, size, and appropriateness of any signs or markings must receive prior approval from the County. The County agrees not to unreasonably withhold such approval.

9. Insurance/Indemnification. Lessee shall maintain a comprehensive liability policy sufficient to meet the coverage and limits set forth under the requirements of the South Carolina Tort Claims Act. Lessee's insurance policy shall specifically cover personal injury loss and claims, as well as property loss from theft, fire, and other natural disasters; the County shall not be responsible for any such damages or loss.

Lessee agrees to indemnify and to hold harmless Richland County, its employees, officers, agents, successors and assigns from and against any and all liability, damages, losses, costs, expenses, demands, claims, suits, actions and causes of action on account of, or in any way arising from the Lessee's use and occupation of the Leased Premises, except to the extent such losses, claims, suits, and other liability are caused solely by the County.

10. Improvements/Modifications. Lessee agrees to take possession of the Leased Premises in "as-is" condition and that no improvements or modifications are needed to the Leased Premises before Lessee occupies such space. Lessee further agrees that no improvements and modifications shall be made during the Term of this Lease Agreement without prior written approval of the County. Any such approved improvements or modifications will be the sole financial responsibility of the Lessee unless otherwise agreed to in writing by the County.

11. Assignment/Sub-Lease. This Lease Agreement may not be assigned by either party. Lessee may not sub-lease the Property without prior written consent of the County.

12. Entire Agreement. This Agreement constitutes the entire understanding between

the parties, and as of its effective date supersedes all prior or independent agreements between the parties covering the subject matter hereof. Any change or modification hereof must be in writing signed by both parties.

13. Severability. If a provision hereof shall be finally declared void or illegal by any court or administrative agency having jurisdiction, the entire Lease Agreement shall not be void, but the remaining provisions shall continue in effect as nearly as possible in accordance with the original intent of the parties.

14. Notice. Any notice given by one party to the other in connection with this Agreement shall be in writing and shall be sent by registered mail, return receipt requested, with postage and registration fees prepaid:

1. If to Richland County, address to:

Richland County
c/o W. Anthony McDonald, Administrator
2020 Hampton Street
Post Office Box 192
Columbia, South Carolina 29202

2. If to Lessor, address to:

Notices shall be deemed to have been received on the date of receipt as shown on the return receipt.

15. Governing Law. This Agreement is to be construed in accordance with the laws of the State of South Carolina.

16. Miscellaneous Provisions.

a. The failure of any party to insist upon the strict performance of any provision of this Lease Agreement shall not be deemed to be a waiver of the right to insist upon strict performance of such provision or of any other provision of this Lease Agreement at any subsequent

Item# 4

time. Waiver of any breach of this Lease Agreement by any party shall not constitute waiver of any subsequent breach.

b. The parties hereto expressly agree that this Lease Agreement in no way creates any agency or employment relationship between the parties or any relationship which would subject either party to any liability for any acts or omissions of the other party to this Agreement.

IN WITNESS WHEREOF, this Agreement has been duly executed by the parties hereto.

Witnesses as to Lessee:

UNITED WAY OF THE MIDLANDS

By: _____

Name: _____

Its: _____

Witnesses as to Richland County:

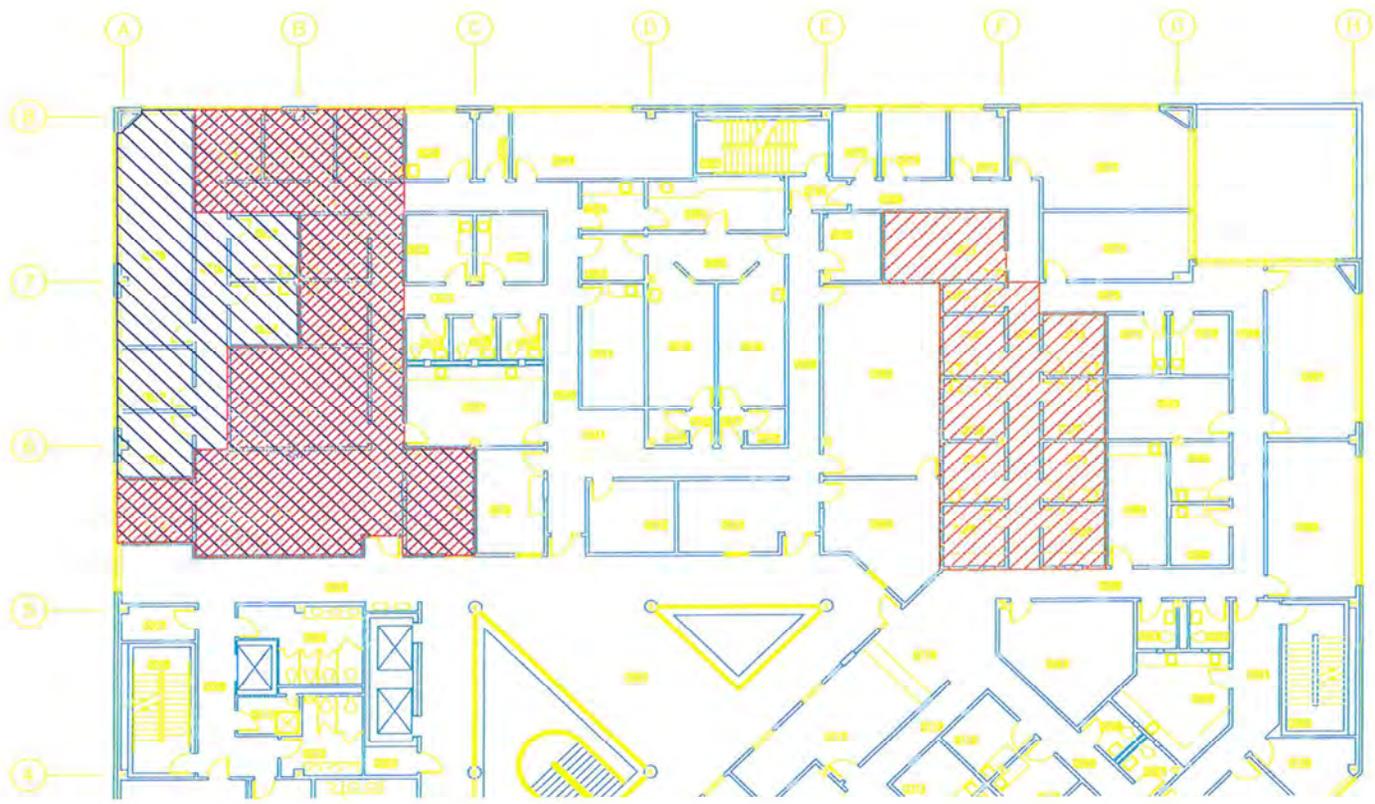
**RICHLAND COUNTY,
SOUTH CAROLINA**

By: _____

Name: _____

Its: _____

EXHIBIT A



Proposed Temp Eye
Clinic Space:
1,205.3 Sq. Ft.

Current Eye Clinic
Space Allotted:
2,972.4 Sq. Ft.

Current Eye Clinic
Space Used:
1,963.5 Sq. Ft.

Item# 4

Richland County Council Request of Action

Subject

Palmetto Capital City Classic Funding Request [**PAGES 41-51**]

Reviews

Richland County Council Request of Action

Subject: Palmetto Capital City Classic Funding Request

A. Purpose

County Council is requested to fund the Palmetto Capital City Classic at \$30,000.

B. Background / Discussion

On September 9, 2014, Councilman Jackson brought forth the following motion:

“Move to send the Palmetto Capital City Classic request for additional funding in the amount of \$30,000 to committee for a recommendation”

The Palmetto Capital City Classic submitted a funding request in August 2014 asking for an additional \$30,000 to assist in funding security, rental and entertainment expenditures for their August 2014 events. Their letter of request is attached for reference.

The organization requested \$100,000 and received \$30,000 in Hospitality Tax and Accommodations Tax funds in the FY15 budget process.

The Palmetto Capital City Classic football game and related events (golf tournament, gospel concert, beauty pageant, comedy show, etc.) occurred the week of August 25 – 30, 2014. Events are held around Columbia and in Richland County in venues such as Williams Brice Stadium, Medallion Center, the Township and Linrick Country Club.

The chart below shows the County’s FY14 and FY15 funding history of this event.

	FY14 Allocation	FY15 Grant Request	FY15 Allocation
ATax	\$23,000	\$50,000	\$20,000
HTax	\$52,000*	\$50,000	\$10,000
Total	\$75,000	\$100,000	\$30,000

*The Palmetto Capital City Classic requested additional funds for security and was awarded an additional \$47,000 in FY14 for a total of \$75,000 (\$23,000 ATax + \$5,000 HTax + \$47,000 HTax = \$75,000).

Per the 2014 Council Retreat, out of cycle requests are to be routed to the Grants Manager for review prior to Council submitting a motion for action. The organization has an application on file for FY15. The expenditures outlined in their request are eligible for funding. The organization is eligible as a 501 c 3 organization.

C. Legislative / Chronological History

- Allocation of \$30,000 during the FY15 Budget process – June 2014
- Motion by Councilman Jackson on September 9, 2014

D. Financial Impact

Allocating additional funds to this organization will cause a financial impact and will require a budget amendment. A source of funding will need to be identified and it will require three readings and a public hearing. This type of allocation is typically funded through Hospitality Tax funds.

E. Alternatives

1. Approve the request to fund the Palmetto Capital City Classic at \$30,000.
2. Approve the request to fund the Palmetto Capital City Classic at an amount determined by Council.
3. Do not approve the motion to fund the Palmetto Capital City Classic.

F. Recommendation

This recommendation was made by Mr. Jackson. This is a policy decision for Council.

Recommended by: Norman Jackson

Department: County Council

Date: 9/9/14

G. Reviews

Finance

Reviewed by: Daniel Driggers

Date: 9/12/14

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Request would require a budget amendment as stated.

Grants

Reviewed by: Sara Salley

Date: 9/12/14

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

This is a funding decision to be made at Council's discretion. The organization received funds in FY15 from both ATax and HTax grant programs and this is an out of cycle request.

Legal

Reviewed by: Elizabeth McLean

Date: 9/12/14

Recommend Council approval

Recommend Council denial

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

Administration

Reviewed by: Roxanne Ancheta

Date: September 15, 2014

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: This is a policy decision of Council. The organization received funds in FY15 from both ATax and HTax grant programs, and this is also an out-of-cycle request.



August 27, 2014

The Honorable Norman Jackson
Chairman, Richland County Council
2020 Hampton Street
Columbia, SC 29202

Re: Hospitality Tax Funding for 2014 Palmetto Capital City Classic

Dear Mr. Chairman:

Thank you so much for speaking with Coach Willie Jeffries and me about the funding needed to ensure the success of the 2014 Palmetto Capital City Classic. This great event has been ongoing for 13 consecutive years and we appreciate your support. Great attendance is expected this year and we know all hotel rooms are full this week.

As stated in our original application (copy attached) we requested \$50,000.00 from Hospitality Tax Funding back in March 2014 and we were awarded only \$10,000.00 in Hospitality Tax funding. We appreciate that, however as stated last year and again to Ms. Sara Salley, our cost for security for the Classic has escalated to great levels and so has the cost for venue rentals and artists for classic events we need additional funds.

Accordingly, we are asking Council to provide to us at a minimum an additional \$30,000.00 in Hospitality Tax funds for the 2014 classic. This is a reduction of \$10,000.00 below what was originally requested in March 2014. Coach Jeffries and I are willing to meet with you and members of County Council to discuss if necessary and to appear before Council to make this request. We know there is a process for doing this and we understand it will take several hearings and readings before Council can approve. We need your help and support and we appreciate all that you have done for us.

Please feel free to call me at (803)319-4112 or Coach Jeffries at (803)378-6060. Once again, thank you for your support and help as we continue to grow this great event.

Sincerely,

Bobby D. Gist
Executive Assistant to the Chair

Enclosure(s)

Copy of 2014 Original Application & Request

- c. Coach Willie E. Jeffries – Chair, PCCC Committee
Ms. Sara Salley – Richland County Grants Manager ✓

Palmetto Capital City Classic * P.O. Box 4455 * Columbia, SC 29204-4455
Phone 803-252-9200 * Fax 803-252-9202

Item# 5



March 3, 2014

Ms. Sara J. Salley
Richland County Grants Manager
2020 Hampton Street
Suite 4069
Columbia, SC 29202

Re: Hospitality Tax Application 2014-2015

Dear Ms. Salley:

Enclosed is an original copy of the Palmetto Capital City Classic Hospitality Tax Application along with six (6) copies of the original application. Please advise if you need any additional information.

Sincerely,

Bobby D. Gist
Executive Assistant

c. Willie E. Jeffries
Chair, Board of Directors
Palmetto Capital City Classic Committee

Enclosure(s)

Item# 5



HOSPITALITY TAX COUNTY PROMOTIONS APPLICATION
Funding for FY14 (July 1, 2014 – June 30, 2015) Due: March 3, 2014

INCORPORATION DATE: May 14, 2003	FEDERAL ID: 57-1159467
----------------------------------	------------------------

ORGANIZATION: Palmetto Capital City Classic

MISSION STATEMENT: The purpose of the Palmetto Capital City Classic is to promote the educational endeavors of Historical Black Colleges and Universities (HBCUs) by providing scholarships and financial support for South Carolina based students who attend those educational institutions by sponsoring public events such as the Palmetto Classic football game and other ancillary events in Richland County, South Carolina.

CONTACT: Bobby D. Gist	TITLE: Executive Assistant
------------------------	----------------------------

ORGANIZATION STREET ADDRESS: 2352 Two Notch Road, Columbia, SC 29204

ORGANIZATION MAILING ADDRESS: P.O. Box 4455, Columbia, SC 29204-4455

PHONE: (803)252-9200	EMAIL: bgist@mailbox.sc.edu
----------------------	-----------------------------

PROJECT TITLE: Palmetto Capital City Classic (PCCC)

TOTAL AMOUNT REQUESTED: \$50,000.00	TOTAL PROJECT COST: \$395,000.00
-------------------------------------	----------------------------------

PROJECT START DATE: August 25, 2014	PROJECT END DATE: August 30, 2014
-------------------------------------	-----------------------------------

PROJECTED FULL ATTENDANCE: 30,500 – 32,500	PROJECTED NUMBER OF TOURISTS: 10,000 – 15,000
--	---

PROJECTED MEALS CONSUMED: 20,000 – 30,000	PROJECTED OVERNIGHT STAYS: 8,000 – 10,000
---	---

DESCRIPTION OF HOW YOUR ORGANIZATION DETERMINED THE NUMBERS ABOVE (also indicate the numbers of meals and room stays estimated in unincorporated Richland County): The 2014 Palmetto Capital City Classic marks the renewal of the South Carolina State University and Benedict College rivalry in college football. A rivalry in college football that goes back seventy-six (76) years and is being renewed for the second year in a row. These two (2) South Carolina based teams will attract a great fan base that we have had over the past ten (10) years. The Palmetto Capital City Classic is entering year number thirteen (13) and based upon our past twelve years of promoting this event, we project that fans once again will make this a marquee weekend experience; they will arrive on Friday morning and leave out on Sunday afternoon after the game. Last year our host hotels were filled to capacity and we have always housed our visiting teams, their bands and fans at hotels located in the Richland Northeast area and Sumter highway area. We, conservatively, project that all fans attending from out of town will have at least 2 meals per day at local restaurants and be very supporting of merchants with their purchases of goods and services at area clubs and restaurants and look forward to this weekend. This will definitely be a great game and the fans of both schools can't wait for this game as a part of the Classic. In addition, this will be the only college game in town on this date. We have in the past held events both within the incorporated and unincorporated areas of the county and plan to do so this year, most notably the Golf Tournament at the LinRick Golf Course and at the Township Auditorium for our Jazz Show, and Coble Plaza for our Drum-line Show.

PROGRAM LOCATIONS: Please list the **street** address of all program locations that will be funded through H-Tax grant funds. Please indicate if program or project will be held on County property.
 Columbia Convention Center – 1101 Lincoln Street, Columbia, SC 29201
 Charlie W. Johnson Stadium – 2200 Two Notch Road, Columbia, SC 29204
 (Richland County District #7) Medallion Center – 7309 Gamers Ferry Road
 (Richland County District #11) Linrick Country Club – 356 Campground Road, Columbia, SC 29202
 (Richland County) The Township Auditorium – 1703 Taylor St. Columbia, SC 29201

PROJECT DESCRIPTION (You may attach one (1) additional sheet):

The Palmetto Capital City Classic Committee is a 501(c)3 non-profit organization that sponsors and promotes the Palmetto Capital City Classic football game and all its ancillary events. The Palmetto Capital City Classic (PCCC) is an annual event, highlighted by an intercollegiate football game that has been played in the Capital City of Columbia over the past twelve years. This year's game, the 13th Annual Palmetto Classic, will be played on Saturday, August 30, 2014 at 4:30 p.m. USC is not playing on this date and this will be the only college football game in town on this date. However, the 2014 Classic is more than just a one day event featuring a football game. It is an event that includes a full week of activities (promoted and managed by the Palmetto Capital City Classic Committee) leading up to the actual game itself, i.e. **Miss PCCC Beauty Pageant, the PCCC Gospel Fest, the PCCC Jazz Concert, the PCCC Comedy Show, the PCCC Pep Rally, the PCCC Golf Tournament** and the **PCCC Media Luncheon**, hosted by AT&T and **the PCCC Drum-line Show**, featuring high school and college bands from South Carolina, Virginia, North Carolina and Georgia. The Purpose of the Classic is to promote the educational endeavors of Historical Black Colleges and Universities (HBCUs) by providing scholarships and financial support for South Carolina based students who attend these educational institutions. The 2014 PCCC football game will be played between the Benedict College Tigers (Columbia, SC) and South Carolina State University Bulldogs (Orangeburg, SC) and will benefit these two institutions of higher education. This will be the second consecutive year this game has been played between these two teams and was last year staged very successfully without any incidents/arrests and generated one hundred thousand dollars in scholarships for these two universities/colleges. This year's PCCC will attract thousands of out of town visitors and tourists who will come to visit and support activities in Richland County and will have a tremendous economic impact upon area businesses. Given the fact that this will mark the second annual renewal of this historic game featuring these two South Carolina based teams, we are projecting record crowds for the 2014 PCCC game once again and all its ancillary events. In addition, the PCCC Jazz Show that will be held on Friday night, August 29, 2014, the night before the game at the Township Auditorium (a County owned facility) is always a sold out event and will ensure weekend hotel visitors and fans. In addition, the PCCC Golf Tournament, which is always sold out, will be held at the LinRick Country Club, a County owned golf club. The renewal of this great rivalry will result in tremendous fan attendance. Given the support of not only the two participating universities, but the support of area and statewide fans both in state and out of state, this should once again be the best attended game that has been held over the past ten (10) years. This will be a marquee event and benefit the restaurant, hotel and club business as well as other local businesses.

ECONOMIC IMPACT AND COST BENEFIT

Provide project income and expenses for the last two years for the project you are requesting H-Tax funds as well as the projections for FY14. This section must be completed even if you did not apply for County H-Tax funds in the past.

These figures should be for the full project/event budget, not just the grant portion.	FY 11-12 July 2011 – June 2012	FY 12-13 July 2012 – June 2013	Projected FY 13-14 July 2013 – June 2014
Total Income (sponsors, grants, ticket sales, food sales, etc.)	156,008.70	359,895.26	395,000.00
Total Expenses (rentals, marketing, supplies, contracts, etc.)	152,431.03	357,036.27	393,000.00
Net Proceeds (Income – Expenses)	3,577.67	2,858.99	2,000.00

FOR NEW EVENTS, PROVIDE EVIDENCE OF SUCCESS FOR SIMILAR PROGRAMS/EVENTS: (Leave blank if this is not a new event/program)

HOW WILL YOUR ORGANIZATION USE INCOME, IF ANY, GENERATED BY THIS PROGRAM/EVENT?

All income minus expenses will be used to fund scholarships that support both South Carolina based universities who are the featured teams in this year's classic.

BENEFIT TO TOURISM AND COMMUNITY

BENEFIT TO TOURISM (How does it promote and highlight unincorporated Richland County's historic and cultural venues, recreational facilities and events, and the uniqueness and flavor of the local community.)

The Palmetto Capital City Classic will attract tourists from North Carolina and South Carolina, Virginia, and Georgia. People will travel in to see the game and participate in the ancillary events surrounding the week of the game and visit local attractions i.e. Riverbanks Zoo, the State Museum, the Vista, The Village at Sandhill and other business establishments. The PCCC offers visitors the opportunity to participate in worthwhile cultural activities while visiting Richland County, Columbia, and the Palmetto State. The PCCC brought over 10,000 tourists into town last year and they became hotel guests and customers. Local businesses, restaurants and hotels will also benefit during the week of the PCCC by sales to tourists/visitors who will be in town for the Classic and Classic ancillary events, i.e. Jazz Show, Golf Tournament, Gospel Show, and Drum-line Show. The Classic is in its thirteenth (13th) year and this will mark the second annual renewal of this historic game featuring these two South Carolina based teams.

BENEFIT TO COMMUNITY IN WHICH PROJECT WILL BE HELD:

Richland County will benefit economically in that sales tax and accommodations tax dollars will be generated and local businesses and area vendors will have thousands of out of town/state visitors to market and expose their products and services. Hotels located in the Richland Northeast area (The Holiday Inn Northeast) will house the visiting team, bands and visiting fans as they have done the past several years. In addition, we will hold two receptions in the Richland Northeast area for visiting fans, as well as a block party during the week of the game in the Two Notch Road area directly in front of the Benedict College football stadium as well as our annual Jazz Show at the Township Auditorium and our annual Golf Tournament at the LinRick Golf Course, both of which are funded and owned by Richland County.

ORGANIZATIONAL CAPACITY

MANAGEMENT CAPABILITY TO MAKE THIS PROJECT SUCCESSFUL:

The Palmetto Capital City Classic Committee has successfully managed this event and other ancillary events for the past twelve (12) years and has generated more than \$900,000 in scholarship dollars. The PCCC Committee is a private 501(c)3 organization that has built partnerships with the private sector and local and national businesses in promoting and marketing the Palmetto Capital City Classic as a marquee event in the state of South Carolina.

OUTLINE PROJECT MARKETING PLAN (Include how you plan to reach tourists and work with local restaurants. Also include tracking mechanism used to determine tourist attendance):

The Palmetto Capital City Classic Committee partners with Pepsi, Blue Cross, AT&T, BB&T and other vendors and will reach out to local restaurants and bars to host events during Classic week. The Palmetto Capital City Classic Committee will begin marketing and promoting the 2014 Classic between Benedict College and South Carolina State University on April 1, 2014, approximately 4 months ahead of our normal marketing time frame. We will continue to work with our in-state and out-of-state marketing partners and utilize our expanded network of alumni and fans around the southeast to promote and market this great event. The PCCC uses sample surveys and questionnaires and gross revenue as tracking mechanisms to determine the success of our project.

REQUIRED ATTACHMENTS: Attachments MUST be submitted along with proposal. Incomplete applications will not be evaluated.

- Budget and expense justification (See budget form below)
- Letter from IRS confirming nonprofit status and proof of registration with the SC Secretary of State's Office
- List of organization's current Board Members/Directors
- Organization's most recent audited financial statement or 990 tax return

Optional Attachments

- One (1) additional page for project description
- One (1) additional page for budget narrative/justification

STATEMENT OF ASSURANCES

Upon grant application acceptance and funding award, applicant agrees that financial records, support documents, statistical records and all other records pertinent to Hospitality Tax funding shall be retained for a period of three years. All procurement transactions, regardless of whether negotiated or advertised and without regard to dollar value, shall be conducted in a matter so as to provide maximum open free competition. The funding recipient shall establish safeguards to prohibit employees from using their positions for a purpose that has the appearance of being motivated by a desire for private gain for themselves and others. All expenditures must have adequate documentation. All accounting records and supporting documentation shall be available for inspection by Richland County upon request. No person, on the basis of race, color, or national origin, should be excluded from participation in, be denied the benefit of or be otherwise subjected to discrimination under the program or activity funding in whole or in part by Hospitality Tax funds. Employment made by or resulting from Hospitality Tax funding shall not discriminate against any employee or applicant on the basis of handicap, age, race, color, religion, sex, or national origin. None of the funds, materials, property, or services provided directly or indirectly under Hospitality Tax funding shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office. The applicant hereby certifies that the information submitted as part of this application is accurate and reliable. Any change and/or variation must be reported immediately, otherwise, funding may be withheld.

Providing signature of the Executive Director and Board Chair of the organization verifies accuracy of the information provided in this application and attachments as well as agreeing to the assurances written above.

Board Chair

Date

Executive Director

Date

HOSPITALITY TAX GRANT BUDGET FORM

List the expenses for your project below. Add expense categories in the blank lines below, if needed.

Expense Category	County H-Tax Request	Other Sources	Total
Advertising/Marketing/Promotion/Billboards	20,000.00	30,000.00	50,000.00
Advertising/Marketing Related Salary			
Advertising/Marketing Related Contractors		25,000.00	25,000.00
Municipal Services/Security	10,000.00	25,000.00	35,000.00
Entertainment/Speakers/Guest Artists/Instructors			
Event Rentals	20,000.00	15,000.00	35,000.00
Supplies		8,000.00	8,000.00
Consultants/Contractors		10,000.00	10,000.00
Event Signage (directional, non-promotional)		15,000.00	15,000.00
Other – Hotel Expenses		15,000.00	15,000.00
Other – Scholarships		150,000.00	150,000.00
Other – Stadium Rental Operation Cost		50,000.00	50,000.00
Total	50,000.00	343,000.00	393,000.00

List the income sources for your program or project below. Include the amount requested in this application.

Income Source	Amount	Pending/Received
FY14 Richland County H-Tax Request	50,000.00	Pending
Outdoor Billboard Advertising – Local & Regional	10,000.00	Pending
Magazine & Other Media Advertising	10,000.00	Pending
Venue Rental	20,000.00	Pending
Security – Fire Marshall & Police	10,000.00	Pending

Provide a detailed narrative/justification of expenses in the H-Tax Grant Request expense column. Add (1) additional sheet, if needed.

Richland County H-Taxes will be used to advertise, promote and provide security and venue rental for the 2014 Palmetto Capital City Classic game and related ancillary events such as the PCCC Gospel Show, PCCC Jazz Show, PCCC Golf Tournament and the PCCC Drum-Line Show.

Advertising \$20,000.00

- Outdoor Billboards (Statewide & Regional) \$10,000.00 – Lamar Advertising located in Lower Richland
- Newspaper & Magazine Advertising/Website \$10,000.00 – The State Newspaper (Lead Newspaper)

Security \$10,000.00

Game day security, fire marshals, EMS and traffic control security for ancillary events including the Richland County Sheriff's Department.

Venue Rental \$20,000.00

Township Auditorium & Stadium Rental, etc. as well as LinRick Golf Club, all located in Richland County.

H-Taxes will be used to help cover the projected cost for advertising, security and venue rental for Palmetto Capital City Classic events.

APPLICATION CHECKLIST

This sheet is not part of the application, but a tool to assist you in preparing your application.

Required Elements:

- Completed application form - Incomplete applications will not be evaluated. Answers such as N/A or See Attached are not appropriate. Please do not use font sizes lower than 10 point.
- Answer each question and make sure each point in the guidelines is addressed.
- Board Chair signed and dated the application
- Executive Director signed and dated the application – please note in the signature line if your organization does not have an executive director (all volunteer organization).
- Fill out the budget form and make sure your budget justification has enough detail.
- Letter from IRS confirming nonprofit status and proof of registration with the SC Secretary of State
- Attach list of current Board of Directors
- Attach most recent audited financial statement or most recent 990 tax form
- Attach additional one-page project description (**OPTIONAL**)
- Attach additional one-page budget narrative/justification (**OPTIONAL**)

Application Packet

- Made a copy to keep on file (applicant organization)
- Submit one original and 6 copies of the application (total of 7)
- Secured each application with a staple, paper clip or binder clip. No report folders or binders, please

REMINDERS

The Application deadline is 5:00 pm Friday, **February 22, 2013**. **Late applications will NOT be accepted.** Richland County does NOT accept applications sent via fax or email.

Mail Application to:

Richland County Administrator's Office
Attn: Sara Salley
PO Box 192
Columbia, SC 29202

Hand Deliver Application to:

Richland County Administrator's Office
Attn: Sara Salley
2020 Hampton Street, Suite 4069
Columbia, SC 29204

QUESTIONS

Call 803.576.2069 or email salleys@rcgov.us if you have any questions concerning the application process or the H-Tax County Promotions grant program.

Richland County Council Request of Action

Subject

Famously Hot New Year Celebration Funding Request **[PAGES 52-59]**

Reviews

Richland County Council Request of Action

Subject: Famously Hot New Year Celebration Funding Request

A. Purpose

County Council is requested to fund the Columbia Famously Hot New Year Celebration at \$89,250.

B. Background / Discussion

On September 9, 2014, Council member Dixon brought forth the following motion:

“Fund the FYNY (Famously Hot New Year) as we funded last year”

Famously Hot New Year submitted a funding request to Council for \$89,250 in July 2014 in order to provide the full amount originally requested through the FY15 grant process. The original grant requests totaling \$100,000 went through the FY15 budget process and the County allocated \$10,750 in Accommodations and Hospitality Tax funds.

In FY14, the County allocated \$50,000 in Hospitality Tax funds. Per the motion above, in order to fund this allocation at the same level as FY14, the County would need to allocate an additional \$39,250.

The Famously Hot New Year’s event will take place on December 31, 2014 in downtown Columbia. For the past three years, this event has drawn large crowds to the area. The event offers free musical entertainment and a fireworks show. Over 26,000 people attended the event in December 2013.

Attached is a copy of the organization’s request, a letter of support from the Midlands Authority for Conventions, Sports & Tourism (CVB) and a memo outlining what they are doing to help improve the financial stability of the event.

The chart below shows the County’s FY14 and FY15 funding history of this event.

	FY14 Allocation	FY15 Grant Request	FY15 Allocation
ATax	\$0 (Did not apply)	\$50,000	\$7,000
HTax	\$50,000	\$50,000	\$3,750
Total	\$50,000	\$100,000	\$10,750

The City of Columbia has allocated \$130,000 for the December 2014 event.

Per the 2014 Council Retreat, out of cycle requests are to be routed to the Grants Manager for review prior to Council submitting a motion for action. The organization has an application on file for FY15. The expenditures outlined in their request are eligible for funding. The event’s fiscal agent, Greater Columbia Community Relations Council, is eligible as a 501 c 3 organization.

C. Legislative / Chronological History

- Allocation of \$10,750 during the FY15 Budget process – June 2014
- Motion by Ms. Dixon – September 9, 2014

D. Financial Impact

Allocating additional funds to this organization will cause a financial impact and will require a budget amendment. A source of funding will need to be identified and it will require three readings and a public hearing. This type of allocation is typically funded through Hospitality Tax funds.

E. Alternatives

1. Approve the request to sponsor Famously Hot New Year Celebration at \$39,250.
2. Approve the request to sponsor Famously Hot New Year Celebration at an amount determined by Council.
3. Do not approve the motion to sponsor Famously Hot New Year Celebration.

F. Recommendation

This recommendation was made by Ms. Dixon. This is a policy decision for Council.

Recommended by: Julie-Ann Dixon

Department: County Council

Date: 9/9/14

G. Reviews

Finance

Reviewed by: Daniel Driggers

Date: 9/12/14

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Grants

Reviewed by: Sara Salley

Date: 9/12/14

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

This is a funding decision to be made at Council’s discretion. The organization received funds in FY15 from both ATax and HTax grant programs and this is an out of cycle request.

Legal

Reviewed by: Elizabeth McLean

Date: 9/12/14

Recommend Council approval

Recommend Council denial

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

Administration

Reviewed by: Roxanne Ancheta

Date: September 15, 2014

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: This is a policy decision of Council. The organization received funds in FY15 from both ATax and HTax grant programs, and this is also an out-of-cycle request.

Sara Salley

From: Famously Hot New Year <admin@famouslyhotnewyear.com>
Sent: Sunday, July 20, 2014 12:28 PM
To: Norman Jackson
Cc: Sara Salley; sam; Melanie Murphy
Subject: Famously Hot New Year Request

Dear Councilman Jackson:

Thank you so much for your support of the 2015 Famously Hot New Year Celebration, drawing attention to all the positive things happening in the Midlands and bringing thousands of guests to our hotels, restaurants, and attractions. Funds requested for FY15 were \$100,000: \$50,000 from Hospitality Tax and \$50,000 from Accommodations Tax. Through the competitive process, we were awarded a total of \$10,750.

This letter is to urge Council to consider increasing overall funding by \$89,250 to the requested \$100,000. We are at a critical juncture in this fourth year and are working to increase overall attendance from outside the Midlands – people who spend the night and dine in our restaurants - to 45% of total guests. That will require a well-known headliner and increased out-of-market media exposure.

The organizers of FHNY have heard the message from Richland County and have made significant changes including the following:

- Establishing an advisory council of Midlands' stakeholders that includes two representatives from Richland County.
- Reaching into Richland County to involve volunteers from the unincorporated areas including veterans and non-profit groups.
- Working with the Comet to set routes for New Year's Eve in the Garners Ferry/Eastover area, Two Notch/Farrow Roads, and St. Andrews/Harbison. These routes would include park-and-ride locations as well as proximity to hotels outside the midtown area.
- Expanded marketing partnerships with the CVB and SC Parks, Recreation, and Tourism to increase both the reach of marketing and regional/national nature through public relations.
- Engaged the USC College of Hospitality, Retail, and Sport Management to build and execute more exacting measurement of impact and set baselines for all vendors related to the type of statistics they need to collect.

Our request to the City of Columbia is \$130,000, approximately 25% of the total FHNY2015 budget. The full amount requested was approved Tuesday, July 15. The balance of the budget comes from committed corporate citizens who believe in the Midlands as a great place to live, work, and play. To date, \$115,000 of our budgeted \$225,000 in private sponsorship has been committed.

As the co-chairs of FHNY2015, along with project manager, Barbara Rackes, we have worked since January to work out the kinks in the 2014 celebration and want to clear up a few points that have been publicized locally. The loss FHNY experienced in 2014 derived from two sources:

1. Inadequate ticket sales at VIP Crescent Lounge. Solution: Separate VIP lounge into self-sustaining business model dependent on the festivities but independent of any corporate or public funding sources.
2. Disputed tax payments to the SC Department of Revenue for Ticket Taxes (2 years + penalties). Solution:

Our attorney is through legal channels to document all activities and capture all or some fees paid. Liquor licensing for FHNY2015 will be managed through the semi-private VIP Crescent Lounge management, separating FHNY from future liability.

We stand ready to answer any questions you may have and hope Richland County will join us with these supplementary funds so that together we can continue to build a strong, vibrant Columbia, Richland County, Midlands, and South Carolina.

Sincerely yours,

Sam Johnson
Melanie Murphy
Co-chairs, FHNY 2015

In collaboration with the Community Relations Council, Henri Baskins, Executive Director

Famously Hot New Year

PO Box 12162

Columbia, SC 29211

Facebook: <https://www.facebook.com/FamouslyHotNewYear>

Twitter: @FamouslyHotNYE

Instagram: <http://instagram.com/famouslyhotnye>

Project Manager: Barbara Rackes



August 4, 2014

Chairman Norman Jackson
Richland County Council
2020 Hampton Street
Columbia, SC 29201

Dear Chairman Jackson,

I want to express my support for the Famously Hot New Year's event. This event is increasing in popularity and is beginning to be recognized by people from our region, as well as throughout our entire state and into the Southeast. It has already proven to attract thousands of visitors to our City and our County and has the potential to become a premier event in the Southeast and grow even larger. These visitors stay in our hotels, eat in our restaurants, and help to generate both A-tax and H-tax.

The timing of this event is extremely important because it happens during a time that hotels are very slow due to the holidays. Most of our hotels experience their lowest occupancy of the year during this time. This event presents one of the few opportunities available to generate hotel and restaurant business.

I hope that you and your council will also recognize the importance of this event to our community and region. Thank you for your support.

Best,

Bill
William Ellen
President/CEO
Midlands Authority for Conventions, Sports & Tourism
Phone (803) 545-0007
bellen@columbiaauthority.com

MIDLANDS AUTHORITY FOR CONVENTIONS, SPORTS & TOURISM
Columbia Metropolitan Convention & Visitors Bureau | 1010 Lincoln Street | Columbia, SC | 29201
Columbia Regional Sports Council | 1010 Lincoln Street | Columbia, SC | 29201
Columbia Metropolitan Convention Center | 1101 Lincoln Street | Columbia, SC | 29201
1.800.264.4884 | famouslyhot.com

MEMO

To: Sara Jane Salley, Grants and Community Impact Manager
From: Barbara Rackes, FHNY Project Manager
CC: Richland County Council Members
Date: 9/3/2014
Re: FHNY Financial Status

Comments:

The Famously Hot New Year (FHNY) celebration has completed three years of activity. The information below briefly outlines the financial history of the event and show steps the organization is taking to prevent shortfalls.

Year 1 (July 2011 – June 2012) The first year was quickly organized and planned for 7,000 guests. Initial organizers were unprepared for the doubled size of the crowd and operated with limited centralized management or budget. Unanticipated invoices for services put the event in the red. Approximately 15,000 people attended the event.

Total Income: \$212,960.89
Total Expense: \$212,593.52
Net Income: \$367.37

Year 2 (July 2012 – June 2013) Contrary to media descriptions, the December 31, 2012 FHNY operated in the black. Approximately 25,000 people attended the event.

Total Income: \$351,305.00
Total Expense: \$323,014.29
Net Income: \$28,290.71

Year 3 (July 2013 – June 2014) FHNY2014, which took place on December 31, 2013, experienced several financial setbacks including the dissolution of the fundraising company hired to manage donors, issues related to the SC Department of Revenue (still being contested) for ticket taxes, and a substantial shortfall (greater than \$35,000) in VIP Crescent ticket sales. The total shortfall for FHNY2014 was approximately \$56,000, of which \$50,000 was paid through a one-time allotment from Columbia City Council in February, 2014. Approximately 26,000 people attended the event.

Total Income: \$466,211.00
Total Expense: \$323,014.29
Net Income: (\$6,868.08)

To ensure that FHNY2015 does not experience similar problems, the executive team has taken the following steps:

1. The public (street) celebration has been separated from the VIP ticketed event, each is now operating with a separate business plan. Responsibility for the VIP Crescent Lounge lies exclusively with the caterer to this portion of the FHNY celebration rather than FHNY itself. FHNY will manage all ticketing revenues, reducing from those revenues agreed-to overall expenses including a percentage of security, gate, advertising, and social media. The caterer assumes the risk of attendance. VIP “free” tickets have been responsibly reduced.

2. Begun private fundraising well in advance of previous years, with nearly 70% of the planned sponsorships committed. This same target was achieved at the close of November for the previous year. Of repeat sponsors (all but two), commitments have been at or above prior year.

3. Expanded marketing partnerships with the CVB and SC Parks, Recreation, and Tourism in order to decrease cost of direct advertising while concurrently increasing both the reach of marketing and regional/national nature through public relations.

4. All licenses and permits should be in hand by the end of September 2014, eliminating the risk of “surprises” at the hands of taxing bodies at the last minute.

Aside from these four main areas of concentration, FHNY is managing monthly budgets with extreme care and working with an advisory committee to help brainstorm issues and ideas that will make the 2015 event a success. We stand ready to answer any additional questions you may have and assure you of FHNY’s intent to not only deliver a safe and exciting celebration on December 31, 2014 but to do so within sound fiscal boundaries.

Richland County Council Request of Action

Subject

Palmetto Health JEDA Bond Issuance [**PAGES 60-64**]

Reviews

Richland County Council Request of Action

Subject: Palmetto Health JEDA Bond Issuance

A. Purpose

County Council is requested to hold a joint public hearing with the South Carolina Jobs-Economic Development Authority (“JEDA”) in connection with JEDA’s issuance of not exceeding \$20,000,000 Hospital Refunding Revenue Bonds, in one or more series (the “Bonds”), to benefit Palmetto Health.

County Council is also requested to adopt a resolution supporting the bond issuance as required by Title 41, Chapter 43 of the Code of Laws of South Carolina 1976, as amended (the “Enabling Act”).

B. Background / Discussion

The Enabling Act authorizes JEDA to utilize any of its program funds to establish loan programs to reduce the cost of capital to business enterprises meeting the eligibility requirements of Section 41-43-150 and for other purposes described in Section 41-43-160 thereof, and thus provide maximum opportunities for the creation and retention of jobs and improvement of the standard of living of the citizens of the state of South Carolina. The Enabling Act further provides that JEDA may issue bonds upon receipt of a certified resolution by the county in which the project will be located supporting the project and evidence of a public hearing held not less than fifteen days after publication of notice in a newspaper of general circulation in the county in which the project is or will be located.

Palmetto Health is a nonprofit corporation (the “Corporation”) which leases and operates Palmetto Health Richland Memorial Hospital, Palmetto Health Baptist Medical Center - Columbia and Palmetto Health Baptist Parkridge, all of which are located in Richland County as unincorporated divisions of the Corporation. Richland County is referred to as the “County.” The Corporation also employs practicing physicians and owns or operates numerous other facilities offering preventive, ambulatory, specialty, home care, secondary, tertiary, and hospice services. The Corporation serves approximately 825,000 residents in and around the County.

The Corporation has requested that JEDA issue its economic development revenue bonds in the aggregate principal amount of not exceeding \$20,000,000 and to lend the proceeds of the sale of such bonds to the Corporation to:

1. Refund a portion of the \$126,895,000 South Carolina Jobs-Economic Development Authority Hospital Refunding and Improvement Revenue Bonds (Palmetto Health), Series 2009 (the “Prior Bonds”) by JEDA to refinance assets of the Corporation located in the County.
2. Fund debt service reserve funds if necessary or advisable;
3. Pay fees and expenses of issuing the Bonds and refunding the Prior Bonds.

The Corporation anticipates that the assistance of JEDA through the issuance of the Bonds and the loan of the proceeds thereof to the Corporation for such purposes will result in the direct or

indirect maintenance of permanent employment in the County and adjacent areas for approximately 8,322 people.

A draft Resolution in support of the issuance of the Bonds is submitted with this request for action as Appendix I.

C. Legislative / Chronological History

This is a request initiated by the Corporation; therefore, there is no legislative history.

D. Financial Impact

No funds from the County are requested. There will be no pledge of the credit of the County, JEDA or any other governmental entity with respect to the Bonds.

E. Alternatives

1. Approve the request to support the County’s issuance of the Bonds by JEDA for the benefit of Palmetto Health as required by the Enabling Act and hold a joint public hearing with JEDA in connection with the Bonds.

2. Do not approve the request to support the County’s issuance of the Bonds by JEDA for the benefit of Palmetto Health as required by the Enabling Act and do not hold a joint public hearing with JEDA in connection with the Bonds.

F. Recommendation

It is recommended that County Council support the issuance of the Bonds by JEDA for the benefit of Palmetto Health as required by the Enabling Act and hold a joint public hearing with JEDA in connection with the Bonds.

Recommended by: David Kates, Chapman and Cutler LLP

Title: Bond Counsel

Date: 9/10/14

G. Reviews

Finance

Reviewed by: Daniel Driggers

Date: 9/11/14

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Legal

Reviewed by: Elizabeth McLean

Date: 9/11/14

Recommend Council approval

Recommend Council denial

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

Administration

Reviewed by: Tony McDonald

Date: 9/16/14

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Approval of this request does not obligate the County in any way financially. As indicated above, there is no pledge of the County’s credit to support the debt.

Item# 7

RESOLUTION

A RESOLUTION IN SUPPORT OF THE ISSUANCE BY THE SOUTH CAROLINA JOBS-ECONOMIC DEVELOPMENT AUTHORITY OF ITS NOT TO EXCEED \$20,000,000 HOSPITAL REFUNDING REVENUE BONDS, TO BE ISSUED IN ONE OR MORE SERIES, PURSUANT TO THE PROVISIONS OF TITLE 41, CHAPTER 43, OF THE CODE OF LAWS OF SOUTH CAROLINA 1976, AS AMENDED.

WHEREAS, the South Carolina Jobs-Economic Development Authority (the “Authority”) is authorized and empowered under and pursuant to the provisions of Title 41, Chapter 43, of the Code of Laws of South Carolina 1976, as amended (the “Act”), to utilize any of its program funds to establish loan programs for the purpose of reducing the cost of capital to business enterprises which meet the eligibility requirements of Section 41-43-150 of the Act and for other purposes described in Section 41-43-160 of the Act and thus provide maximum opportunities for the creation and retention of jobs and improvement of the standard of living of the citizens of the State of South Carolina; and

WHEREAS, the Authority is further authorized by Section 41-43-110 of the Act to issue revenue bonds payable by the Authority solely from a revenue producing source and secured by a pledge of said revenues in order to provide funds for any purpose authorized by the Act; and

WHEREAS, the Authority and Palmetto Health, a South Carolina nonprofit corporation (the “Corporation”), entered into an Inducement Agreement (the “Inducement Agreement”), pursuant to which and in order to implement the public purposes enumerated in the Act, and in furtherance thereof to comply with the undertakings of the Authority pursuant to the Inducement Agreement, the Authority proposes, subject to such approval of the State Budget and Control Board of South Carolina and Richland County, South Carolina (“Richland County”) as may be required by law, to issue not to exceed \$20,000,000 aggregate principal amount of its Hospital Refunding Revenue Bonds (Palmetto Health), in one or more series (the “Bonds”), under and pursuant to Section 41-43-110 of the Act (i) to refund a portion of the \$126,895,000 South Carolina Jobs-Economic Development Authority Hospital Refunding and Improvement Revenue Bonds (Palmetto Health), Series 2009 (the “Prior Bonds”), previously issued to finance or refinance the costs of the acquisition of land, buildings or other improvements thereon, machinery, equipment, office furnishings and other depreciable assets, constituting hospital facilities located in Richland County (the “Refunding”), (ii) to fund one or more debt service reserve funds, if deemed necessary or advisable by the Authority or the Corporation, and (iii) to pay fees and expenses incurred in connection with the acquisition, construction and financing thereof and the refunding of the Prior Bonds; and

WHEREAS, the Corporation is projecting that the assistance of the Authority by the issuance of the Bonds will result in the direct or indirect maintenance of permanent employment in Richland County and adjacent areas for approximately 8,322 people; and

WHEREAS, the County Council of Richland County (the “County Council”) and the Authority have on this date jointly held a public hearing, duly noticed by publication in a newspaper having general circulation in Richland County, not less than 15 days prior to the date hereof, at which all interested persons have been given a reasonable opportunity to express their views;

NOW THEREFORE, BE IT RESOLVED by the County Council of Richland County, South Carolina, as follows:

SECTION 1. As required by the Act, it is hereby found, determined and declared that (a) the Refunding will subserve the purposes of the Act; (b) the Refunding is anticipated to benefit the general public welfare of Richland County by providing services, employment, recreation or other public benefits not otherwise provided locally; (c) the Refunding will give rise to no pecuniary liability of Richland County or a charge against its general credit or taxing power; (d) the amount of bonds required to finance the Refunding is not to exceed \$20,000,000 (based on such information as provided by the Corporation); and (e) the documents to be delivered by the Corporation and the Authority with respect to the Bonds will provide, among other things, (i) for the amount necessary in each year to pay the principal of and interest on the Bonds, (ii) whether reserve funds of any nature will be established with respect to the retirement of the Bonds (and, if any such reserve funds are to be so established, the amount necessary to be paid each year into such funds), and (iii) that the Corporation shall maintain the facilities financed or refinanced with the proceeds of the Bonds and carry all proper insurance with respect thereto.

SECTION 2. The County Council supports the Authority in its determination to issue the Bonds to finance the Refunding.

SECTION 3. All orders and resolutions and parts thereof in conflict herewith are to the extent of such conflict hereby repealed, and this resolution shall take effect and be in full force from and after its adoption.

Richland County Council Request of Action

Subject

Animal Care - Intergovernmental Governmental Agreement with Town of Arcadia Lakes [PAGES 65-74]

Reviews

Richland County Council Request of Action

Subject: Animal Care - Intergovernmental Governmental Agreement with Town of Arcadia Lakes

A. Purpose

County Council is requested to approve the new intergovernmental agreement (IGA) with the Town of Arcadia Lakes (Arcadia Lakes). This IGA will replace the agreement previously entered into with Arcadia Lakes for animal care services.

B. Background / Discussion

On November 5, 1979, Richland County entered into an agreement with Arcadia Lakes to provide animal care services. This agreement was entered into upon the desire of Arcadia Lakes to provide uniformity of animal control regulations in the best interest of the health, safety, and general welfare of its citizenry. The IGA empowered Richland County Animal Care (Animal Care) to enforce the animal control ordinance of Arcadia Lakes within its jurisdiction, provided that citations would be issued based on Arcadia Lakes's code.

This agreement has remained in effect since its inception and now Arcadia Lakes wishes to revise the terms of the IGA for practicality. This new IGA (see attached) will effectively allow Animal Care to enforce and issue citations under Chapter 5 of the Richland County Ordinance. However, Arcadia Lakes wishes not to repeal Arcadia Lakes Ordinance Section 6-201, which is the restriction of keeping hogs, pigs, cows, horses, goats, sheep, or chickens within the town. Upon the appropriate consultations and recommendations, the Town Council for Arcadia Lakes has agreed to the proposed IGA and its adoption upon the approval of Richland County Council.

C. Legislative / Chronological History

This is a staff-initiated request. Therefore, there is no legislative history.

D. Financial Impact

There is no financial impact anticipated with this request.

E. Alternatives

1. Approve the new intergovernmental agreement with the Town of Arcadia Lakes.
2. Do not approve the new intergovernmental agreement with the Town of Arcadia Lakes.

F. Recommendation

It is recommended that Council approve the new IGA with the Town of Arcadia Lakes to ensure consistency in the enforcement of animal control laws within the town.

Recommended by: Sandra Haynes

Department: Animal Care

Date: September 4, 2014

G. Reviews

Finance

Reviewed by: Daniel Driggers

Date: 9/5/14

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Recommendation is based on ROA stating that approval will have no financial impact.

Legal

Reviewed by: Elizabeth McLean

Date: 9/8/14

Recommend Council approval

Recommend Council denial

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

Administration

Reviewed by: Warren Harley

Date: 9/9/14

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

b) Licensing of animals of the Town shall be in accordance with the County Ordinance. The County staff shall be responsible for maintaining records, receiving payment and issuing tags. The County shall retain all payments received for pet licenses within the Town.

c) Animal Housing/Veterinary Services – County shall transport animals to locations contracted with or designated by the County. The County shall ensure veterinary services for sick or injured animals as set forth in its applicable veterinary contract.

d) Rabies Control – The County shall act as agent of the Town in relation to animal bites and rabies testing. Activities include but are not limited to investigation of all reported bites and quarantining of biting animals pursuant to the Department of Health and Environmental Services of South Carolina guidelines and performing of such duties as necessary to prepare and deliver animals for rabies testing.

2. The Town shall, within a reasonable time after signing this Agreement, adopt the current Richland County Animal Care Ordinance, and hereby agrees to timely adopt all subsequent amendments thereto. The parties agree that the Town shall not repeal Town of Arcadia Lakes Ordinance Section 6-201 and that such ordinance shall be enforced by the County in addition to the regulations of the Richland County Animal Care Ordinance.

3. Except as noted in Paragraph 2 above, in any and all instances where an ordinance of the Town conflicts, restrains or is unreasonably burdensome to the enforcement of the Richland County Animal Care ordinance adopted by the Town, the adopted animal care ordinances shall take precedence. The parties agree that this Agreement does not give the County the exclusive authority to enforce such regulations and that it is the intent of the parties that the County shall exercise the priority to enforce such ordinances as agree to herein.

4. This Agreement shall have a term of four (4) years from the date of execution or until sooner terminated by either party upon such party giving six months written notice to the other party of its intent to terminate this agreement.

5. This Agreement may be amended, modified or changed only upon the written agreement between the County Council for Richland County and the Town Council for Arcadia Lakes.

6. The County shall continue to assess, levy, and collect property taxes from the residents of that portion of the Town of Arcadia Lakes which lies within the boundaries of Richland County for the above services. Such assessment and levy shall not exceed that which is assessed and levied on property in the unincorporated areas of Richland County. The taxes generated by

such assessment and levy shall be designated as an offset to the costs of providing these services and shall constitute the compensation to the County for the undertaking of these services.

7. Nothing contained herein shall be interpreted to supersede agreements of intergovernmental matters between the Town and County, not otherwise addressing animal control as contemplated within this agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

WITNESSES:

RICHLAND COUNTY

By: Norman Jackson, Richland
County Council Chairperson

TOWN OF ARCADIA LAKES

By: _____
Its: _____

Original IGA with Arcadia Lakes

APPROVED BY THE LEGAL DEPARTMENT
OF THE COUNTY OF RICHLAND
DATE 11/15/79
BY [Signature]

STATE OF SOUTH CAROLINA)
)
COUNTY OF RICHLAND)

INTERGOVERNMENTAL SERVICE CONTRACT
Animal Control Regulation

This Agreement made and entered into this 15th day of November, 1979, by and between the COUNTY OF RICHLAND, a political subdivision of the State of South Carolina, hereinafter referred to as the "County," and the TOWN OF ARCADIA LAKES, a political subdivision of the State of South Carolina, hereinafter referred to as the "Town."

WHEREAS, the Town of Arcadia Lakes is desirous of providing uniformity of animal control regulations in the best interest of the health, safety, and general welfare of its citizenry; and

WHEREAS, the Town of Arcadia Lakes desires to utilize the services of the County's Animal Control Department to obtain such uniformity; and

WHEREAS, the County is able to provide such uniformity through the enforcement of animal control regulations and by promulgating such regulations as it may deem to be in the best interest of the public; and

WHEREAS, both of the parties hereto are authorized to enter into this Agreement by virtue of the provisions of Section 4-9-40 of the South Carolina Code of Laws of 1976.

NOW, THEREFORE, it is mutually agreed by and between the parties hereto as follows:

1. The Animal Control Department of the County shall provide such services as are necessary to secure the enforcement and uniformity of animal control regulations within the Town in compliance with the animal control ordinances of the County and in accordance with the laws of the State of South Carolina where applicable.

2. The Town, within a reasonable time after the signing of this Agreement, shall adopt an ordinance compatible with the County's animal control regulations and any amendments which are made or which may be made thereto into the Town's Code of Laws.

3. The Town shall not enforce nor authorize such regulations until such time as the County has been provided with and approved such regulations.

4. In any and all instances where an ordinance of the Town conflicts, restrains or is unreasonably burdensome to the enforcement of those animal control regulations of the County, the County's regulations shall take precedence since it is hereby declared to be the intent of the parties to give the County exclusive authority regarding the enforcement of such regulations within the territorial limits of the Town of Arcadia Lakes which lie within the jurisdiction of Richland County.

5. Either party hereto may terminate this Agreement at any time by giving the other party thirty (30) days written notice of its desire to terminate this Agreement.

6. This Agreement may be amended, modified or changed only upon the written agreement of the County Council of Richland County and Town Council of the Town of Arcadia Lakes.

7. The County shall continue to assess, levy, and collect property taxes from the residents of that portion of the Town of Arcadia Lakes which lies within the boundaries of Richland County for the above services. Such assessment and levy shall not exceed that which is assessed and levied on property in the unincorporated areas of Richland County. The taxes generated by such assessment and levy shall be designated as an offset to the costs of providing these services and shall constitute the compensation to the County for the undertaking of these services.

IN WITNESS WHEREOF, the County of Richland has, by direction of its County Council, caused this Agreement to be executed by the Chairwoman of the Richland County Council; and the Town of Arcadia Lakes has, by direction of its Town Council, caused this Agreement to be executed by the Mayor of the Town of Arcadia Lakes, this 5th day of November, 1979, which shall be known as the effective date of this Agreement.

WITNESSES:

COUNTY OF RICHLAND:

Brenda Ward
Kathryn Gates Jones

By: Candy Y. Whites
Chairwoman, Richland County Council

Attest: Betty S. McWester
(Acting) Clerk, Richland County Council

TOWN OF ARCADIA LAKES:

James B. ...
Susan B. Killian

By: L. Henry McKellar
Mayor, Town of Arcadia Lakes

Attest: Patricia P. ...
Clerk, Town of Arcadia Lakes

STATE OF SOUTH CAROLINA)
COUNTY OF RICHLAND)

PERSONALLY appeared before me Brenda Ward
who being duly sworn says that (s)he saw the within-named County of
Richland, by its Chairwoman and Clerk of Council sign, seal and as
its act and deed deliver the within Agreement, and that (s)he with
Kathryn Yates Jones witnessed the execution thereof.

Brenda Ward

SWORN to before me this 6th
day of November, 1979.

Kathryn Yates Jones
NOTARY PUBLIC FOR SOUTH CAROLINA

My Commission expires: Feb. 9, 1980.

STATE OF SOUTH CAROLINA)
COUNTY OF RICHLAND)

PERSONALLY appeared before me JACK A. BOGGS
who being duly sworn says that (s)he saw the within-named Town of
Arcadia Lakes, by its Mayor and Clerk sign, seal, and as its act
and deed deliver the within Agreement, and that (s) with
SUSAN B. KILBURN witnessed the execution thereof.

James Dorn

SWORN to before me this 23
day of August, 1979.

Wm. H. Price
NOTARY PUBLIC FOR SOUTH CAROLINA

My Commission expires: 1. 7. 81

Richland County Council Request of Action

Subject

Resolution to Distribute \$7,690.39 in Federal Forestry Funds **[PAGES 75-79]**

Reviews

Richland County Council Request of Action

Subject: Resolution to Distribute \$7,690.39 in Federal Forestry Funds

A. Purpose

The Richland County Treasurer has received a check from the Office of the State Treasurer for Federal Forestry Funds. Council is requested to approve a Resolution distributing these funds.

B. Background / Discussion

Federal Forestry Funds are generated based on a portion of the net proceeds generated by the sale of forest products extracted from McEntire Air Force Base and other military installations located within Richland County. The total amount of forestry funds available at this time for allocation by Council is \$7,690.39. Note: these funds are *not* received annually.

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

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

The last time that Richland County Council allocated federal forestry funds, which totaled \$7,400, was in June 2012. The Resolution allocated 50% to Richland School District One, Richland School District Two, and Richland / Lexington School District Five, to be apportioned according to the respective student population of each school district. The remaining 50% was allocated to the General Fund of the County, to be used for the construction and/or improvements of public roads within the County.

Prior to 2012, in December 2011, Council allocated the funds (\$5,281.78) in the same manner (50% public schools; 50% public roads).

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

School District	Number of Students	Allocation
Richland School District One	22,973*	\$1,522.24
Richland School District Two	25,838*	\$1,712.08
Richland / Lexington School District Five	9,219**	\$610.88

Sources:

*SC Annual School District Report Card Summary – 2013

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

The Resolution currently before Council (attached) uses the same 50/50 allocation used in 2011 and 2012; however, Council may adjust these proportions at its discretion. The memo from the Richland County Treasurer regarding these funds is also enclosed for your convenience.

C. Legislative / Chronological History

- 2011: Council allocated 50% of the funds (\$2,640.89) to the schools, and 50% of the funds (\$2,640.89) to public roads.
- 2012: Council allocated 50% of the funds (\$3,700) to the schools, and 50% of the funds (\$3,700) to public roads.

D. Financial Impact

A total of \$7,690.39 will be divided according to a ratio set forth by Council for the benefit of public schools and public roads. There are no costs to the County associated with this request.

E. Alternatives

1. Approve the Resolution allocating \$7,690.39, of which 50% (\$3,845.20) will be apportioned to public schools, and the remaining 50% (\$3,845.19) for the construction and/or improvement of public roads.
2. Approve the Resolution allocating \$7,690.39 using a proportion other than 50/50 for distribution between public schools and roads.

F. Recommendation

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

Recommended by: Roxanne Ancheta

Department: Administration

Date: 9-2-14

G. Reviews

Finance

Reviewed by: Daniel Driggers

Date: 9/3/14

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Legal

Reviewed by: Elizabeth McLean

Date: 9/3/14

Recommend Council approval

Recommend Council denial

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

Administration

Reviewed by: Roxanne Ancheta

Date: 9-4-14

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: It is recommended that Council approve the Resolution. The distribution of funds (percentage split) is a policy decision of Council.

COUNTY OF RICHLAND
OFFICE OF COUNTY TREASURER



DAVID A. ADAMS
COUNTY TREASURER

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

27 August 2014

To: Mrs. Roxanne Ancheta, Assistant County Administrator
From: David A. Adams, Richland County Treasurer 
RE: Distribution of Federal Forestry Funds

Please note that the Richland County Treasurer's Office has received checks for Federal Forestry Funds totaling \$7,690.39. These are not funds received annually.

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

These funds were last allocated by resolution of Richland County Council in June 2012. Please see attached for reference.

Please contact me with any questions or clarifications.

Item# 9

Richland County Council Request of Action

Subject

Ordinance amending Hospitality Tax Ordinance so as to add the Township Auditorium as an HTax Ordinance Agency
[PAGES 80-90]

Reviews

Richland County Council Request of Action

Subject: Ordinance amending Hospitality Tax Ordinance so as to add the Township Auditorium as an HTax Ordinance Agency

A. Purpose

County Council is requested to approve an ordinance amending the Hospitality Tax Ordinance so as to add the Township Auditorium as an Ordinance Agency, in accordance with Council's vote in the FY2014-2015 Budget Ordinance, as well as cleaning up other disbursement language therein.

B. Background / Discussion

In the FY2014-2015 annual budget process, County Council voted to add the Township as an Ordinance Agency (i.e. one of the specifically named entities to receive HTax disbursement each year). In accordance with that vote, the standalone HTax ordinance needs to be amended to reflect the change.

Along with that change, two other changes are proposed to provide a cleaner, more accurate HTax ordinance. The first suggested change is the removal of the specific dollar amounts mentioned in the ordinance for the Ordinance Agencies, as those amounts are now set during the annual budget process. The second change involves removing all historical disbursement references, so as to make the ordinance more accurate and easier to follow. This change is not substantive in any way; rather, it is a "house cleaning" item. The historical references will still be available, if needed, as originals of all ordinances are housed in the county Legal Department and are available for review at any time; thus, previous versions of the Hospitality Tax Ordinance are always preserved.

C. Legislative / Chronological History

Follow-up to the FY2014-2015 budget ordinance.

D. Financial Impact

None associated with this amendment.

E. Alternatives

1. Approve the ordinance amendment.
2. Do not approve the ordinance amendment.
3. Approve the ordinance amendment with changes.

F. Recommendation

Recommended by: Elizabeth McLean

Department: Legal

Date: August 29, 2014

G. Reviews

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

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

Finance

Reviewed by: Daniel Driggers

Date: 9/5/14

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Grants

Reviewed by: Sara Salley

Date: 9/5/14

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Legal

Reviewed by: Elizabeth McLean

Date: 9/8/14

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Administration

Reviewed by: Tony McDonald

Date: 9/8/14

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation: The proposed amendment relating to the Township is consistent with action taken by the Council during the FY 15 budget process establishing the Township as a Hospitality Tax ordinance agency. The additional amendments simply remove dollar amounts and historical date references since the Council has made the decision that each ordinance agency’s funding level will be set during the annual budget process. Recommend approval as presented.

STATE OF SOUTH CAROLINA
COUNTY COUNCIL FOR RICHLAND COUNTY
ORDINANCE NO. ____-14HR

AN ORDINANCE AMENDING THE RICHLAND COUNTY CODE OF ORDINANCES, CHAPTER 23, TAXATION; ARTICLE VI, LOCAL HOSPITALITY TAX; SO AS TO ADD THE TOWNSHIP AUDITORIUM AS AN AGENCY AND DELETE HISTORICAL DISBURSEMENT REFERENCES.

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

SECTION I. The Richland County Code of Ordinances; Chapter 23, Taxation; Article VI, Local Hospitality Tax; is hereby amended to read as follows:

ARTICLE VI. LOCAL HOSPITALITY TAX

Sec. 23-65. Definitions.

Whenever used in this article, unless a contrary intention is clearly evidenced, the following terms shall be interpreted as herein defined:

Local Hospitality Tax means a tax on the sales of prepared meals and beverages sold in establishments or sales of prepared meals and beverages sold in establishments licensed for on-premises consumption of alcoholic beverages, beer, or wine, within the incorporated municipalities and the unincorporated areas of the county.

Person means any individual, firm, partnership, LLP, LLC, cooperative, nonprofit membership, corporation, joint venture, professional association, estate, trust, business trust, receiver, syndicate, holding company, or other group or combination acting as a unit, in the singular or plural, and the agent or employee having charge or control of a business in the absence of the principals.

Prepared Meals and Beverages means the products sold ready for consumption either on or off premises in businesses classified as eating and drinking places under the Standard Industrial Code Classification Manual and including lunch counters and restaurant stands; restaurants, lunch counters, and drinking places operated as a subordinate facility by other establishments; and bars and restaurants owned by and operated for members of civic, social, and fraternal associations.

Richland County means the county and all of the unincorporated areas within the geographical boundaries of the county and all of the incorporated municipalities of the county.

Sec. 23-66. Local Hospitality Tax.

A local hospitality tax is hereby imposed on the sales of prepared meals and beverages sold in establishments within the incorporated municipalities and the unincorporated areas of the county. The local hospitality tax shall be in an amount equal to two percent (2%) of the gross proceeds of sales of prepared meals and beverages sold in establishments located within the unincorporated areas of the county and within the boundaries of the incorporated municipalities which have consented, by resolution adopted by their governing body, to the imposition of the local hospitality tax in the amount of two percent (2%). The local hospitality tax shall be in an amount equal to one percent (1%) of the gross proceeds of sales of prepared food and beverages sold in establishments located within the boundaries of the incorporated municipalities within the county which do not give their consent to the imposition of the local hospitality tax. Provided, however, the county shall not impose a local hospitality tax on those municipalities that have adopted a two percent (2%) local hospitality tax prior to July 1, 2003. Effective July 1, 2009 through June 30, 2011, the county shall temporarily reduce the local hospitality tax to one percent (1%) of the gross proceeds of sales of prepared meals and beverages sold in establishments located within the unincorporated areas of the county. This temporary suspension shall not affect the hospitality tax rates within the boundaries of any incorporated municipality.

Sec. 23-67. Payment of Local Hospitality Tax.

(a) Payment of the Local Hospitality Tax established herein shall be the liability of the consumer of the services. The tax shall be paid at the time of delivery of the services to which the tax applies, and shall be collected by the provider of the services. The County shall promulgate a form of return that shall be utilized by the provider of services to calculate the amount of Local Hospitality Tax collected and due. This form shall contain a sworn declaration as to the correctness thereof by the provider of the services.

(b) The tax provided for in this Article must be remitted to the County on a monthly basis when the estimated amount of average tax is more than fifty dollars (\$50.00) a month, on a quarterly basis when the estimated amount of average tax is twenty-five dollars (\$25.00) to fifty dollars (\$50.00) a month, and on an annual basis when the estimated amount of average tax is less than twenty-five dollars (\$25.00) a month.

(c) The provider of services shall remit the local hospitality tax voucher form, a copy of the State of South Carolina sales tax computation form and/or other approved revenue documentation, and the hospitality taxes when due, to the County on the 20th of the month, or on the next business day if the 20th is not a business day.

Sec. 23-68. Local Hospitality Tax Special Revenue Fund.

An interest-bearing, segregated and restricted account to be known as the “Richland County Local Hospitality Tax Revenue Fund” is hereby established. All revenues received from the Local Hospitality Tax shall be deposited into this Fund. The principal and any accrued interest in this Fund shall be expended only as permitted by this ordinance.

Sec. 23-69. Distribution of Funds.

(a) (1) The County shall distribute the Local Hospitality Tax collected and placed in the "Richland County Local Hospitality Tax Revenue Fund" to each of the following agencies and purposes ("Agency") in ~~the following~~ amounts ~~during fiscal year 2003-2004~~ as determined by County Council annually during the budget process:

Columbia Museum of Art	\$650,000
Historic Columbia	250,000
EdVenture Museum	100,000
County Promotions	200,000
<u>Township Auditorium</u>	

(2) The amounts distributed to the Columbia Museum of Art, Historic Columbia, ~~and EdVenture Museum,~~ and the Township Auditorium shall be paid quarterly ~~beginning October 1, 2003~~. The amount distributed to organizations receiving County Promotions shall be paid to the organization as a one-time expenditure ~~beginning in fiscal year 2008-2009~~.

(3) As a condition of receiving its allocation, the Columbia Museum of Art, Historic Columbia, ~~and EdVenture Museum,~~ and the Township Auditorium must annually submit to the County an affirmative marketing plan outlining how the agency will use its hospitality tax allocation for tourism promotion in the upcoming fiscal year. The plan shall include a detailed project budget which outlines the agency's proposed use of hospitality tax funds. The marketing plan shall also outline how the agency will promote access to programs and services for all citizens of Richland County, including documentation of "free" or discounted services that will be offered to Richland County residents. In addition, each Agency shall demonstrate a good faith effort to expand programs and events into the unincorporated areas of Richland County. The annual marketing plan shall be due to the ~~County Administrator~~ Grants Manager no later than March 1 of each year. If an Agency fails to comply with these requirements, its portion of the Local Hospitality Tax shall be retained in the Richland County Local Hospitality Tax Revenue Fund and distributed as provided in ~~sub~~Section 23-69 (f b) below.

(4) For the amounts distributed under the County Promotions program, funds will be distributed with a goal of seventy-five percent (75%) dedicated to organizations and projects that generate tourism in the unincorporated areas of Richland County and in municipal areas where Hospitality Tax revenues are collected by the county. These shall include:

a. Organizations that are physically located in the areas where the county collects Hospitality tax Revenues, provided the organization also sponsors projects or events within those areas;

b. Organizations that are not physically located in the areas where the county collects Hospitality Tax Revenues; however, the organization sponsors projects or events within those areas; and

c. Regional marketing organizations whose primary mission is to bring tourists to the region, including the areas where the county collects Hospitality Tax revenues.

(5) In the event Local Hospitality Tax revenues are not adequate to fund the Agencies listed above in the prescribed amounts, each Agency will receive a proportionate share of the actual revenues received, with each Agency's share to be determined by the percentage of the total revenue it would have received had the revenues allowed for full funding as provided in subsection (a)(1) above.

~~(b) In each of fiscal years 2004-2005 and 2005-2006, the Local Hospitality Tax shall be distributed to each Agency named above in the same amounts and on the same terms and conditions, together with a three percent (3%) increase in each of fiscal year 2004-2005 and 2005-2006.~~

~~(c) In fiscal year 2006-2007, the amount of Local Hospitality Tax to be distributed annually to each Agency named above shall be established in the County's FY 2006-2007 Budget Ordinance.~~

~~(d) In fiscal years 2007-2008 and 2008-09, the amount of Local Hospitality Tax to be distributed annually to each Agency named above shall be increased based on the revenue growth rate as determined by trend analysis of the past three years, but in any event not more than 3%.~~

~~(e) Beginning in fiscal year 2009-2010 and continuing thereafter, the amount of Local Hospitality Tax to be distributed to each Agency named above shall be determined by County Council annually during the budget process or whenever County Council shall consider such distribution or funding.~~

(f) All Local Hospitality Tax revenue not distributed pursuant to ~~subsections 23-69(a) through (e)~~ above shall be retained in the Richland County Local Hospitality Tax Revenue Fund and distributed as directed by County Council for projects related to tourism development, including, but not limited to, the planning, development, construction, promotion, marketing, operations, and financing (including debt service) of ~~the State Farmer's Market (in lower Richland County), Township Auditorium, a new recreation complex (in northern Richland County), recreation capital improvements, Riverbanks Zoo, and other~~ expenditures as provided in Article 7, Chapter 1, Title 6, Code of Laws of South Carolina 1976 as amended.

~~Sec. 23-70. Re-distribution of the County's General Fund.~~

~~— A portion of the general fund revenue that was historically appropriated for the agencies and purposes identified in Section 23-69, subsections (a) and (d), shall in fiscal year 2004 be appropriated in an amount equivalent to one-quarter mill to each of the following entities, subject to approval of the general fund budget: 1) the Richland County Conservation Commission, and 2) the Neighborhood Redevelopment Commission. Thereafter, beginning in fiscal year 2005, an amount equivalent to one-half mill shall be appropriated to each of these two agencies, subject to approval of the general fund budget. Each such entity shall be established and accounted for as a Special Revenue Fund. There shall be no additions to the Statutory and Contractual Agencies funded through the County's General Fund Budget, except as required by state or federal law.~~

Sec. 23-~~7170~~. Oversight and Accountability.

The following organizations: the Columbia Museum of Art, Historic Columbia, ~~and~~ EdVenture Museum, ~~and the Township Auditorium~~ must submit a mid-year report by January 31 and a final report by July 31 of each year to the Richland County ~~Administrator~~ Grants Manager, which includes a detailed accounting of all hospitality tax fund expenditures and the impact on tourism for the preceding fiscal year, including copies of invoices and proof of payment. The county shall not release hospitality tax funds to any agency unless that agency has submitted an acceptable final report for the previous fiscal year. If an Agency fails to comply with these requirements by the July 31 deadline, its portion of the Local Hospitality Tax shall be retained in the Richland County Local Hospitality Tax Revenue Fund and may be distributed as provided in Section 23-69 (~~f b~~).

Any organization receiving County Promotions funding must comply with all requirements of this article, as well as any application guidelines and annual reporting requirements as established by council, to include a detailed reporting of all grant expenditures.

Sec. 23-~~7271~~. Inspections, Audits and Administration.

(a) For the purpose of enforcing the provisions of this article, the County Administrator or other authorized agent of the county is empowered to enter upon the premises of any person subject to this article and to make inspections, examine, and audit books and records.

(b) It shall be unlawful for any person to fail or refuse to make available the necessary books and records during normal business hours upon twenty-four (24) hours' written notice. In the event that an audit reveals that the remitter has filed false information, the costs of the audit shall be added to the correct amount of tax determined to be due.

(c) The county administrator or other authorized agent of the county may make systematic inspections of all service providers that are governed by this article. Records of inspections shall not be deemed public records.

Sec. 23-~~7372~~. Assessments and appeals of hospitality tax.

(a) When a person fails to pay or accurately pay their hospitality taxes or to furnish the information required by this Article or by the Business Service Center, a license official of the Business Service Center shall proceed to examine such records of the business or any other available records as may be appropriate and to conduct such investigations and statistical surveys as the license official may deem appropriate to assess a hospitality tax and penalties, as provided herein.

(b) Assessments of hospitality taxes and/or penalties, which are based upon records provided by businesses, shall be conveyed in writing to businesses. If a business fails to provide records as required by this Article or by the Business Service Center, the tax assessment shall be served by certified mail. Within five (5) business days after a tax assessment is mailed or otherwise conveyed in writing, any person who desires to have the

assessment adjusted must make application to the Business Service Center for reassessment. The license official shall establish a procedure for hearing an application for a reassessment, and for issuing a notice of final assessment.

(c) A final assessment may be appealed to the County Council, provided that an application for reassessment was submitted within the allotted time period of five business days. However, if no application for reassessment is submitted within the allotted time period, the assessment shall become final.

(d) Requests for waivers of penalties, as described in Sec. 23-74 (b), shall be submitted to the Business Service Center Director simultaneously with corroborating documentation relating to the validity of the appeal within five (5) business days of receipt of a tax assessment. The Director shall determine if the provided documentation confirms the circumstances permitting a waiver of penalties as described in the aforementioned section. A decision shall be provided in writing within five (5) business days of the receipt of the request. Businesses wishing to appeal the decision of the Business Service Center Director may appeal to the Richland County Council within five (5) business days of receipt of the Director's decision.

Sec. 23-~~74~~73. Violations and Penalties.

(a) It shall be a violation of this Article to:

- (1) fail to collect the Local Hospitality Tax as provided in this Article,
- (2) fail to remit to the County the Local Hospitality Tax collected, pursuant to this Article,
- (3) knowingly provide false information on the form of return submitted to the County, or
- (4) fail to provide books and records to the County Administrator or other authorized agent of the County for the purpose of an audit upon twenty-four (24) hours' notice.

(b) The penalty for violation of this Article shall be five percent (5%) per month, charged on the original amount of the Local Hospitality Tax due. Penalties shall not be waived, except if the following circumstances of reasonable cause are proven by the person. No more than six months of penalties shall be waived.

(1) An unexpected and unavoidable absence of the person from South Carolina, such as being called to active military duty. In the case of a corporation or other business entity, the absence must have been an individual having primary authority to pay the hospitality tax.

(2) A delay caused by death or serious, incapacitating illness of the person, the person's immediate family, or the person's accountant or other third party professional charged with determining the hospitality tax owed. In the case of a corporation or other business entity, the death or serious, incapacitating illness must have been an individual having primary authority to pay the hospitality tax.

(3) The hospitality tax was documented as paid on time, but inadvertently paid to another taxing entity.

(4) The delinquency was caused by the unavailability of necessary records directly relating to calculation of hospitality taxes, over which the person had no control, which made timely payment impossible. For example, the required records may have been destroyed by fire, flood, federally-declared natural disaster, or actions of war or terrorism. Unavailability of records caused by time or business pressures, employee turnover, or negligence are not reasonable cause for waiver of hospitality tax penalties.

(5) The delinquency was the result of clear error on the part of the Business Service Center or Treasurer's Office staff in processing or posting receipt of the person's payment(s).

(6) Delay or failure caused by good faith reliance on erroneous guidance provided by the Business Service Center or Treasurer's Office staff, so long as complete and accurate information was given to either of these offices, no change in the law occurred, and the person produces written documentation.

(c) Any person violating the provision of this article shall be deemed guilty of a misdemeanor and upon conviction shall be subject to punishment under the general penalty provision of Section 1-8 of this Code of Ordinances: that is, shall be subject to a fine of up to \$500.00 or imprisonment for not more than thirty (30) days or both. Each day of violation shall be considered a separate offense. Punishment for violation shall not relieve the offender of liability for delinquent fees, penalties, and costs provided herein.

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

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

SECTION IV. Effective Date. This ordinance shall be enforced from and after _____, 2014.

RICHLAND COUNTY COUNCIL

BY: _____
Norman Jackson, Chair

ATTEST THIS THE _____ DAY
OF _____, 2014.

S. Monique McDaniels
Clerk of Council

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

Richland County Council Request of Action

Subject

Renewal of Iron Mountain Contract for the County's Records Storage and Records Management Services [**PAGES 91-96**]

Reviews

Richland County Council Request of Action

Subject: Renewal of Iron Mountain Contract for the County's Records Storage and Records Management Services

A. Purpose

County Council is requested to approve the renewal of a five-year contract with Iron Mountain, Inc. for the County's records storage and records management services.

B. Background / Discussion

Richland County stores its records with Iron Mountain, Inc. (Iron Mountain). Iron Mountain has provided off-site records storage and related services for the County since 2004. We renewed our contract with Iron Mountain in June 2009, and that contract expired on June 30, 2014. Since then, we have been proceeding on a month to month basis while we negotiated the terms of the contract renewal.

The County would pay a minimum estimated cost of \$230,858.98 to move all records to another facility and risk the potential of lost, mishandled or damaged vital, sensitive records from the Public Safety and Circuit Court entities currently storing records with Iron Mountain.

The Register of Deeds and Procurement Department have been involved in negotiations with Iron Mountain to reduce their current records storage fees. As a result, the County would reduce its fees by an estimated **\$30,000.00 annually**. The Register of Deeds strongly feels that this proposed continuation of the contract with Iron Mountain, which contains much lower negotiated rates, is in the best interests of, and is most advantageous to the County.

C. Legislative / Chronological History

This is a staff-initiated request. Therefore, there is no legislative history.

D. Financial Impact

The County is projected to reduce expenditures for off-site records storage and related services by an estimated **\$30,000 annually** under the new proposed Iron Mountain storage fees. The proposed pricing schedule for Iron Mountain will be fixed for the duration of the five-year contract, whereas the state contract could be renegotiated annually. Two areas where Iron Mountain's renegotiated contract differs from the state contract (Administrative Fee and Fuel Surcharges) add up to approximately \$792.00 annually. However, again, the County will realize an estimated cost savings of \$30,000.00 annually.

If the County were to remove their records from Iron Mountain, and place the records with another vendor, it is estimated that the County would have to pay a **minimum** of \$230,858.98. With this cost to move to another vendor, **at a minimum**, it would take the County almost 8 years to recoup that cost, assuming the current state contract prices remain in effect for all 8 years, which is unlikely.

The following chart shows the County's current Iron Mountain costs, the renegotiated Iron Mountain costs, the State contract costs, and the difference between the renegotiated Iron Mountain / State contract costs.

Services	Current Iron Mountain Charges	Proposed Iron Mountain Charges	Current State Contract	Difference in Charges (Proposed IM – State)
Monthly storage fees per cubic foot	\$0.19	\$0.15	\$0.15	\$0.00
Annual storage fees per cubic foot	\$2.28	\$1.80	\$1.80	\$0.00
New carton receiving & entry fees per cubic foot	\$1.59	\$0.50	\$0.50	\$0.00
Permanent removal fees per cubic foot	\$4.37	\$1.00	\$1.00	\$0.00
Pick-up/delivery fees - next day	\$15.98	\$12.50	\$12.50	\$0.00
Administrative Fee (Summary Billing) Per Month	\$0.00	\$25.12 (\$301.44 annually)	Current state contract does not address a Billing Fee so we don't know positively that there isn't one.	Unknown
Fuel Surcharges (Calculated monthly, based on price of diesel fuel)	\$0.00	Could vary each month - Currently we are not being billed a fuel surcharge. (Current surcharge cost impact would be \$491.00 annually)	No fuel surcharges imposed \$0.00	Could vary each month - Currently we are not being billed a fuel surcharge.
Removal Of Existing Records		Minimum \$230,858.98		

E. Alternatives

1. Approve the request to renew the contract with Iron Mountain, Inc. to ensure that County Offices have secure, off-site storage and related services for their records. Renegotiations by Procurement and the Register of Deeds Offices have yielded approximately \$30,000 annually in savings.

2. Do not approve the request to renew the contract with Iron Mountain, Inc. If this request is not approved, the County will have to assume the expense of moving 45,350.92 cubic feet of

records to a new off-site storage facility (estimated minimum cost of \$230,858.98). These funds are not identified in the FY15 budget.

F. Recommendation

It is recommended that Council approve the request to renew the Iron Mountain contract.

Recommended by: John Hopkins, Director

Department: Register of Deeds

Date: 09/04/14

G. Reviews

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

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

Finance

Reviewed by: Daniel Driggers

Date: 9/15/14

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Procurement

Reviewed by: Cheryl Patrick

Date: 9/16/2014

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Legal

Reviewed by: Elizabeth McLean

Date: 9/16/14

Recommend Council approval

Recommend Council denial

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

Administration

Reviewed by: Roxanne Ancheta

Date: September 16, 2014

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation: It is recommended that Council approve the request to renew the contract with Iron Mountain, Inc. to ensure that County Offices have secure, off-site storage and related services for their records. This will also save the County a minimum of \$230,858.98 in the removal / transferal of existing records to a different vendor. Also, Procurement and Register of Deeds staff were able to negotiate an estimated \$30,000 annually (\$150,000) in savings for the five-year contract.

Iron Mountain's Proposal

Renewal Schedule A: PROGRAM PRICING SCHEDULE

Records Management

Pricing for Core Services

STANDARD STORAGE AND SERVICES (see http://cic.ironmountain.com/records/glossary for service definitions)		
DESCRIPTION	EFFECTIVE PRICE	PER
■ Carton Storage	\$0.15	Cubic Foot
■ Receiving and Entering - Carton	\$0.50	Cubic Foot
■ Regular Retrieval - Carton	\$0.75	Cubic Foot
■ Regular Retrieval - File from Carton	\$1.50	File
■ Regular Refile - Carton	\$0.75	Cubic Foot
■ Regular Refile - File to Carton	\$1.50	File
■ Archival Destruction - Carton	\$1.50	CF plus Regular Retrieval Charge
■ Permanent Withdrawal - Carton	\$1.00	CF plus Regular Retrieval Charge
■ Permanent Withdrawal - File from Carton	\$2.30	File plus Regular Retrieval Charge
■ Next Day Delivery	\$12.50	Visit plus Handling Charge
■ Regular Pickup	\$12.50	Visit plus Handling Charge
■ Handling Charge	\$0.00	Cubic Foot

PREMIUM STORAGE AND SERVICES (see http://cic.ironmountain.com/records/glossary for service definitions)		
DESCRIPTION	EFFECTIVE PRICE	PER
■ Rush Retrieval - Carton	\$1.85	Cubic Foot
■ Rush Retrieval - File from Carton	\$3.20	File
■ Regular Interfile - Carton	\$4.95	Each
■ Half Day Delivery	\$25.00	Visit plus Handling Charge
■ Rush Delivery - Business Day	\$50.00	Visit plus Handling Charge
■ Rush Delivery - Weekends/Holidays/After Hours	\$100.00	Visit plus Handling Charge
■ Rush Pickup - Business Day	\$50.00	Visit plus Handling Charge
■ Archival Destruction - File from Carton	\$1.50	File plus Regular Retrieval Charge
■ Miscellaneous Services - Labor	\$36.40	Hour
■ Re-Boxing Charge	\$2.00	Labor plus New Carton Cost

OTHER PROGRAM FEES (see http://cic.ironmountain.com/records/glossary for service definitions)		
DESCRIPTION	EFFECTIVE PRICE	PER
■ Administrative Fee (Summary Billing)	\$25.12	Account ID per Month
■ Administrative Fee (Detailed Billing)	\$62.80	Account ID per Month
■ Fuel Surcharge		* Transportation Visit

*A Fuel Surcharge is applied monthly based upon changes in the price of diesel fuel as published by the US Department of Energy. This charge is calculated monthly and included as a percentage of transportation related service charges. The current monthly Fuel Surcharge information can be found at <http://cic.ironmountain.com/FuelSurcharge>.

Custom Pricing

CUSTOM STORAGE AND SERVICES (see http://cic.ironmountain.com/records/glossary for service definitions)		
DESCRIPTION	EFFECTIVE PRICE	PER
■ Individual Listing	\$0.30	File
■ Storage Minimum	\$152.00	Month
■ Minimum Service Order Charge	\$5.00	Order
■ Image on Demand - Imaging Minimum (includes first 50 images)	\$25.00	Order
■ Image on Demand - Digital Images Scanned (in excess of the first 50 images)	\$0.25	Image
■ Image on Demand - Hourly Labor	\$36.40	Hour
■ Image on Demand - Professional Services	\$250.00	Hour

Image on Demand is not available in all markets. If the customer's requirements differ from those described in "Image on Demand - Overview" within the glossary of the Customer Information Center (<http://cic.ironmountain.com/records/glossary>), then custom services are available and must be described in an agreed upon statement of work.

Additional Services beyond those listed in this Pricing Schedule are available. For service descriptions, please go to Additional Services at cic.ironmountain.com/additional-services.

Conclusion

Your records tell the story of your business and have operational, financial and legal value.

Yet they also represent risks, costs and management challenges. In addition to rising storage, labor and administrative expenses, today's changing legal climate brings liability — tough enforcement of new regulations adds a litigation-readiness focus to the complexity of records management.

As this proposal demonstrates, Iron Mountain has the expertise, the resources and the experience to solve RICHLAND COUNTY GOVERNMENT's unique challenges. Our professional, proven, cost-effective records management services have been tailored to address your specific needs.

Iron Mountain can provide you with:

- Responsive local service
- Proven technology
- Deep records management expertise
- Proactive account management
- National account capabilities
- Real estate and facilities resources
- Economies of scale
- Highly trained and dedicated professional staff

Customers choose Iron Mountain for one reason above all: value. This value extends beyond storage and management services; it rests with the confidence of knowing you have entrusted your records to the industry leader. Customers know Iron Mountain is committed to a long-term business relationship. Iron Mountain is here with answers for your records and information management needs today, and we will be here to help you with your challenges of tomorrow.

Richland County Council Request of Action

Subject

Changes to Teleworking and Alternative Work Schedules in Handbook as it Relates to Supervisory Personnel [**PAGE 97-107**]

Reviews

Richland County Council Request of Action

Subject: Changes to Teleworking and Alternative Work Schedules in Handbook as it Relates to Supervisory Personnel

A. Purpose

County Council is requested to approve the changes outlined below to pages 36 and 37 of the Richland County Employee Handbook regarding Teleworking and Alternative Work Schedules (AWS) for supervisory personnel, effective January 1, 2015.

B. Background / Discussion

At the June 24, 2014 A&F Committee Meeting, the Committee considered revisions to the Employee Handbook as it relates to telecommuting and alternative work schedules for supervisory personnel. It is proposed that supervisory personnel (those individuals who supervise employees: Directors, Assistant Directors, Managers, Supervisors, etc.) be excluded from telecommuting / alternative work schedules *unless they supervise employees who telecommute / work alternative work schedules approved by Administration for legitimate business purposes*. An example of a “legitimate business purpose” is personified by the Facilities and Grounds division of Support Services. Custodians start work at 7:00am, and work until 3:30pm. By coming in at 7:00am, employees are able to begin basic duties (vacuum, clean bathrooms, trash removal, etc.) before employees and customers arrive. This provides for clean facilities before the start of each business day. Certain Roads and Drainage (Public Works) and Utilities employees are also excluded due to legitimate business purposes.

The Committee held the item until the July 22 meeting, and requested that an email from Andy Metts, Director of Utilities, be forwarded to the A&F Committee members, as it referenced the potential impact of these revisions to his operations. The email was forwarded to the A&F Committee on Thursday, June 26, and is attached here for your convenience.

Teleworking and AWS can only be initiated by the Department Director. It is recommended that Directors complete the “Teleworking / Alternative Work Schedule Request” form for those supervisory personnel currently telecommuting / working an alternative work schedule. Administration would then either disapprove the request, or would approve an exception for legitimate business purposes, as evidenced by the information provided on the form. Going forward, Department Directors must submit new requests for supervisory personnel for Teleworking / Alternative Work Schedules on the form provided to Administration.

Further, it is recommended that Council approve the proposed Employee Handbook revisions associated with this request.

The Human Resources Department has prepared changes to the Richland County Employee Handbook regarding Teleworking (page 36 of the Employee Handbook) and Alternative Work Schedules (page 37 of the Employee Handbook) as it relates to supervisory personnel.

The current County's Teleworking Policy, located on page 36 of the Richland County Employee Handbook, is as follows:

Teleworking:

Richland County recognizes the majority of County employees work at County office and facilities during designated work hours, generally 8:30 a.m. – 5:00 p.m. Monday through Friday. However, there may be times when it is beneficial to the County and the employee to have other options. Richland County recognizes that teleworking may be an alternative work arrangement in certain circumstances and encourages supervisors to give employees' teleworking proposals consideration when mutually beneficial to the County and the employee. However, no employee is entitled to this alternative work arrangement or to the continuation of such arrangement.

The proposed changes are as follows:

Teleworking:

Richland County recognizes the majority of County employees work at County office and facilities during designated work hours, generally 8:30 a.m. – 5:00 p.m., Monday through Friday. However, there may be times when it is beneficial to the County and the employee to have other schedule/work arrangement options. Supervisory Personnel (employees who work in positions that supervise other employees – generally titled Supervisor, Manager or Department Head) are excluded from teleworking, unless approved by Administration for a legitimate business purpose. Richland County ~~recognizes~~ supports teleworking ~~may be as~~ an alternative work arrangement ~~in certain circumstances~~ and encourages supervisors to give employees' teleworking proposals consideration when mutually beneficial to the County and the employee. What makes telework possible in some cases is the type of work done by the employee and the enabling technology and equipment that allow employees to take their offices with them virtually. However, no employee is entitled to this alternative work arrangement or to the continuation of such arrangement.

The current County's Alternative Work Schedules Policy, located on page 37 of the Richland County Employee Handbook, is as follows:

Alternative Work Schedules Policy

Departments that can operate more effectively utilizing an alternative work schedule may do so with written approval from HUMAN RESOURCES DEPARTMENT and the County Administrator. Such alternative work schedules may include:

Compressed work weeks – Involves assigning employees to work schedules that allow work to be completed in a fewer number of workdays, such as a four (4) day workweek. This is accomplished by lengthening each workday.

Flexible Hours – Offers employees a choice of arrival and departure times while still working the required number of hours each day.

Job Sharing – Allows the use of two (2) part-time employees to complete the duties and responsibilities of one (1) Regular, full-time position. This may be accomplished by having the employees work full days on different days of the week, or different portions of each work day. Employees who are job-sharing will be considered part-time employees and will not receive benefits.

The proposed changes are as follows:

Alternative Work Schedules Policy

~~Departments that can operate more effectively utilizing an alternative work schedule may do so with written approval from HUMAN RESOURCES DEPARTMENT and the County Administrator. Such alternative work schedules may include:~~ Alternative Work Schedules (AWS) allow departments to work with greater flexibility, to operate more effectively, to increase employee morale, and to reduce turnover.

Alternative Work Schedules (AWS) – AWS permit some employees to work different hours than normal County schedules (i.e. 8:30am to 5:00pm) for some jobs. This does not alter the normal work hours of the office, department, or County. AWS have the potential to enable departments to meet goals, while at the same time permitting more flexible schedules. If managed properly, AWS can also enhance productivity, permit employees time to attend to personal needs, and/or save commuting time and money.

AWS may include the following:

Compressed work weeks – Involves assigning employees to work schedules that allow work to be completed in a fewer number of workdays, such as a four (4)-day workweek. This process is accomplished by lengthening some or all of each workday and possibly reducing the number of work days in a work week. This process does not change the total weekly work hours. Supervisory personnel are excluded from this process with the following exception: supervisors who directly supervise employees who work alternative work schedules approved by Administration for legitimate business purposes (i.e., certain Public Works (Roads and Drainage), Utilities, and Support Services employees). All other requests for AWS for supervisory personnel must be approved by Administration.

Variable/Flexible Hours – Offers employees a choice of arrival and departure times while still working the required number of hours each day. Involves assigning employees a different choice of arrival and departure times while still working the required number of hours each day. Supervisory personnel are excluded from this process with the following exception: supervisors who directly supervise employees who work alternative work schedules approved by Administration for legitimate business purposes (i.e., certain Public Works (Roads and Drainage), Utilities, and Support Services employees). All other requests for AWS for supervisory personnel must be approved by Administration.

Job Sharing – Allows the use of two (2) part-time employees to complete the duties and responsibilities of one (1) Regular, full-time position. This process may be accomplished by having the employees work full days on different days of the week, or different portions of each work day. Employees who are job-sharing will be considered part-time employees; they will work 25 hours or less per week and will not receive benefits. Supervisory personnel are excluded from this process, unless approved by Administration for a legitimate business purpose.

C. Legislative / Chronological History

This is a Staff initiated request which appeared on the June 24, 2014 A&F Committee agenda. These revisions are requested because some supervisory personnel who telework / have an AWS supervise personnel who do not telework / have an AWS.

D. Financial Impact

There is no financial impact associated with this request.

E. Alternatives

1. Approve the requested changes to the Richland County Employee Handbook as outlined above, to become effective January 1, 2015.
2. Do not approve the requested changes to the Richland County Employee Handbook as outlined above.
3. Modify the requested changes to the Richland County Employee Handbook.

F. Recommendation

It is recommended that Council approve the requested changes to the Richland County Employee Handbook as it relates to supervisory personnel to become effective January 1, 2015.

Recommended by: Roxanne Ancheta
Department: Administration
Date: June 12, 2014

G. Reviews

Finance

Reviewed by: Daniel Driggers

Date: 6/16/14

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

This is a policy decision for Council with no direct financial impact. Some of the indirect benefits are discussed by HR below. As a general rule, it may be more beneficial to the operational efficiency to have oversight authority at the department director level with some general guidelines.

Human Resources

Reviewed by: Dwight Hanna

Date: 6/18/14

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Human Resources supports the position of Administration. The concerns of the Utilities Department relating to the proposed change were not discussed with the Human Resources Department (HRD). And HRD was not aware of the concerns until the matter came up during a Council Committee Meeting. Therefore, HRD cannot provide knowledgeable input on the specific concerns of the Utilities Department. HRD has a supervisor who has worked an AWS for several years and the process has been beneficial to HRD. HRD clearly recognizes there are challenges in implementing and maintaining a successful AWS and Telecommuting benefit for employers. Therefore, as stated above HRD will support the proposed policy change of Administration

The annual survey last year by the SHRM (Society for Human Resource Management) found a greater increase in the number of companies planning to offer telecommuting in 2014 than those offering just about any other new benefit. By one estimate, telecommuting has risen 79% between 2005 and 2012 and now makes up 2.6 percent of the American work force, or 3.2 million workers, according to statistics from the American Community Survey. That includes full-time employees who work from home for someone other than themselves at least half the time, according to Kate Lister, president of Global Workplace Analytics, and its research arm Telework Research Network.

There are many diverse opinions on telecommuting. Yahoo CEO Marissa Mayer published a memo banning telecommuting effective June 1, 2013. “Epic fail. Hypocrite. Idiotic. There were just a few of the criticisms flung at Yahoo’s CEO Ms. Mayer after news broke that she was banning telecommuting at the company.” (The New Yorker March 18, 2014) “Mayor Bloomberg, a billionaire form CEO, said on his weekly radio show Friday that he agree with Yahoo CEO Marissa Mayer that working from home is not productive. “I’ve always said, telecommuting is one of the dumber ideas I’ve ever hear.” said the media mogul mayor. (from Your News Your Opinion WOR710 – March 1, 2013) Nicholas Bloom, a professor of economics at Stanford University, tested some ideas about telecommuting. “At the end of the experiment, employer found that the home-based employers worked more than office workers – 9.5 percent longer – and were 13 percent more productive. They were also judged to be happier, as quitting rates were cut in half.” (from New York Times March 7, 2014)

There are many reported pros (i.e. employee appreciation, work efficiency, work & life balance, employee morale, reduced absences, ability to focus on complex projects, retention, recruitment, productivity) and cons (i.e. employee jealousy, inconsistent work ethics, customer service expectations, greater planning time, communications, difficulty scheduling meetings, employee morale, greater requests than can be accommodated, lack of accountability) for AWS and telecommuting. The HRD has a supervisor that has worked an AWS for several years. From a productivity and efficiency perspective it has worked out well. There were the normal challenges of getting the processes, access to information, and coordination with staff developed. But now it works effectively in HRD.

Item# 12

In summary, there are many pros and cons to telecommuting. In order to be successful, there must be a combination of the right business needs of the employer, employee, type of job, supervisor, processes, procedures, and corporate culture in place.

Legal

Reviewed by: Elizabeth McLean

Date: 6/17/14

Recommend Council approval

Recommend Council denial

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

Administration

Reviewed by: Roxanne Ancheta

Date: June 18, 2014

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: It is recommended that Council approve the requested changes to the Richland County Employee Handbook. These revisions clarify telecommuting and alternative work schedules as it relates to supervisory personnel, as well as clean up language related to these items.

Teleworking / Alternative Work Schedule Request

Employee's Name:	Job Title:
Department:	Division (If Applicable):
Position Description (High Level Description of Job Duties):	
Request	
<input type="checkbox"/> Teleworking Description: (Ex: Employee will telework M, W, F from 9am – 4:30pm)	
<input type="checkbox"/> Compressed Work Week Description: (Ex: Employee will work M – Th from 8am – 6pm)	
<input type="checkbox"/> Variable / Flex Hours Description:	
<input type="checkbox"/> Job Sharing Description:	
<input type="checkbox"/> Other – Please describe:	
Does the employee supervise anyone?*	Department Director / Date:
Human Resources / Date: _____ <input type="checkbox"/> Recommend Approval <input type="checkbox"/> Recommend Denial (List Reason(s)):	
Administration / Date: _____ <input type="checkbox"/> Recommend Approval <input type="checkbox"/> Recommend Denial (List Reason(s)):	

**If an employee supervises personnel, an exception must be granted by Administration for legitimate business purposes.*

From: Sparty Hammett
Sent: Thursday, June 26, 2014 12:08 PM
To: Joyce Dickerson (jdickerson@rcgov.us); Paul Livingston (livingstonp@rcgov.us); Jim Manning (ManningJim@rcgov.us); Kelvin Washington (WashingtonK@rcgov.us); Greg Pearce (gpearce@rcgov.us)
Cc: TONY MCDONALD (MCDONALDT@rcgov.us); ROXANNE ANCHETA; Warren Harley (HarleyW@rcgov.us)
Subject: FW: A&F Committee Item #7 - Alternate Work Schedule

A&F Committee Members,

As directed by the Committee, see the email below and attachment that was sent to Councilman Pearce regarding Mr. Metts' concern with the proposed changes regarding Alternative Work Schedules.

I would like to note that I discussed the proposed change with Mr. Metts on June 10th and told him to provide me justification to support his case for my review. This updated information had not been provided to me as indicated in his email below. In regard to Mr. Metts' email, clearly, Administration will not make a change to the Utilities schedules that will require additional staffing/costs. Please note that there is an exception in the recommended change for supervisors who work alternative schedules for legitimate business purposes.

Sparty Hammett

Assistant County Administrator for Development Services
hammetts@rcgov.us
Richland County Government
2020 Hampton St./PO Box 192
Columbia SC 29202
Phone: (803) 576-2041
Fax: (803) 576-2137

From: ANDY METTS
Sent: Wednesday, June 25, 2014 9:12 AM
To: Sparty Hammett
Subject: FW: A&F Committee Item #7 - Alternate Work Schedule

Sparty,

Below is the information that was provide to Councilman Pearce. I am working on an update to the previously provided information for your consideration. I should have this complete by COB Friday.

Andy H. Metts , Director
Richland County Utilities
Email: mettsa@rcgov.us
Tel. 803-401-0050



From: ANDY METTS
Sent: Monday, June 23, 2014 4:30 PM
To: Gregory Pearce
Subject: A&F Committee Item #7 - Alternate Work Schedule

Mr. Pearce,

Hope you are doing well.

Our staff in the Richland County Utilities Department has concern over the proposed changes to the RC employee handbook which alters the Alternative Work Schedule (AWS) section. The Utilities Department has operated on an alternative work schedule for approximately 16 years and have never received a complaint from the public about our schedule. The Utilities Department provides services that differ greatly from most County Administrative Departments. The provision of water and sewer service does not fall under a standard work schedule of 9:00 – 5:00 five days a week. These services are provided 24 hours a day 365 days a year. With the implementation of our AWS, we are able to keep our office open 50 hours per week compared to 37.5 if all our staff members worked a straight five day schedule. In addition, we have been successful in implementing an on-call schedule that provides adequate staff to respond to after hour emergencies as they occur. Any change to our current AWS will likely require additional personnel and operating funds to continue the level of service currently provided.

The proposed AWS changes excludes supervisory personnel from participating in an AWS. This wording would greatly affect our current operation. SC DHEC regulations require a licensed operator of proper grade be available as operators and technicians of lessor grade perform the daily functions of operating our water and sewer systems. The staggered work schedule of our staff allows us to meet the DHEC requirements. To exclude supervisors, our administration and engineering staff from working the AWS would jeopardize our ability to meet the DHEC requirements without additional personnel.

I have attached a document which was previously provided to Administration to justify our current AWS. As you review this document, you will note significant cost savings with our current AWS compared to a straight five day schedule. There are also moral and outside employment issues that would affect staff's ability to provide for their families if there is a change in our current AWS. We ask that you consider the information provided in the attached document as you discuss the proposed AWS changes. A simple modification to continue to allow supervisors and department administration staff members to participate in the AWS would resolve the issue.

Thanks for taking the time to review this information and with any help that you may be able to provide.

Andy H. Metts , Director
Richland County Utilities
Email: mettsa@rcgov.us
Tel. 803-401-0050



Richland County Council Request of Action

Subject

Establish a Budget Committee [**PAGES 108-112**]

Reviews

Richland County Council Request of Action

Subject: Establish a Budget Committee

A. Purpose

Richland County Council is requested to establish a Budget Committee.

B. Background / Discussion

At the July 15, 2014 County Council meeting, Councilman Washington made the following motion:

“Council establish a budget committee.”

As described in the County’s Annual Operations and Funding Guide (2014), the County’s budget calendar and review process is outlined in the table below:

	Oct.	Nov.	Dec.	Jan.	Feb.	Mar	Apr.	May	June	July
Planning & Preparation Phase										
Review previous year budget		→								
Prepare materials, instructions, & training documents		→								
Budget “Kickoff” meeting with all County departments			→							
County Council annual planning retreat				→						
Internal department budget worksheets due				25th						
Outside Agency funding requests due							6th			
Millage Agency funding requests due								10th		
Review Phase										
Council liaisons & County Administrator conduct planning meetings with millage agencies					→					
County Administrator & staff conduct reviews of budget requests					→					
Adoption Phase										
First Reading of Budget & Millage Ordinance								7th		
County Council work sessions to review Recommended budget								→		
Public Hearing								23rd		
Second Reading of Budget & Millage Ordinance									12th	
Third & Final reading of Budget Ordinance (millage ordinance not finalized until September)									19th	
New Fiscal Year Begins										1st

Outside of the County's budget process (as outlined above), the County's Administration and Finance (A&F) Committee addresses matters pertaining to the County's budget at their monthly meetings. The A&F Committee takes up issues regarding the budget, capital improvements, taxation and bonds. The A&F Committee allows Council to mitigate budgetary issues that may arise throughout the year.

Ideally, a standing Budget Committee could explore and examine items that pertain to budgetary issues related to County operations, millage agencies and contractual/statutory agencies. The Committee could assist in the preparation of the County's budget, the review of requests for bond issues, review the County's budget throughout the year, receive presentations from County departments and millage agencies regarding their funding requests, and recommend appropriations of County monies prior to any action by the full Council. Based on the duties assigned to this Committee, Council may forego traditional Budget Work Sessions in lieu of budget recommendations from this Committee.

The membership of the Budget Committee could include any number of Council Members. Structurally, the Budget Committee would operate like the other standing committees, meeting at a frequency to be determined – perhaps the Committee only want to meet around budget season, or perhaps quarterly or monthly, and making recommendations to the full Council. The Budget Committee may provide an opportunity to mitigate some of the budgetary issues County departments, millage agencies and contractual agencies may have prior to the adoption phase of the County's budgetary process, which may decrease the number of budget amendments that Council has to adjudicate throughout the year.

Suggested duties of a Budget Committee are as follows:

- Review previous year budget
- Review budgetary requests from County departments, millage agencies and contractual agencies
- Conduct planning meetings with the County Administrator and key Departmental Directors
- Review proposed budget to ensure compliance with the County's strategic plan and priorities

As a point of reference, Lexington County has a "Committee of the Whole" that serves in a capacity similar to a Budget Committee. The Committee of the Whole meets throughout the year and reviews issues pertaining to their budget. In 2013, they met twice a month for the majority of the year, and held additional budget work sessions in April and May. At the budget work sessions, the Committee would hear presentations from specific departments and/or millage agencies regarding their budget requests. Their Committee includes all of their Council members.

Similarly, the City of Columbia has a Finance, Audit & Budget Committee that reviews the City's budget and holds budget review meetings. Additionally, their Committee discusses audit issues with the external auditor and other matters related to finance. Their Council Committees do not vote and have only 3 members. The primary role of their Committee is to provide their

City Manager with direction and guidance based on the priorities set by all of Council as it pertains to the review and adoption of the budget. The responsibility of their budget belongs to their City Manager.

C. Legislative / Chronological History

There is no legislative or chronological history other than the stated motion.

D. Financial Impact

There is no financial impact associated with this request.

E. Alternatives

1. Approve the motion to establish a budget committee, along with the proposed duties of the committee.
2. Approve the motion to establish a budget committee, along with the suggested duties of the committee.
3. Approve the motion to establish a budget committee, but with revised duties.
4. Do not approve the motion to establish a budget committee.
5. Approve amendments to the duties of an existing standing committee to incorporate the role of a budget committee as outlined above, or with revised duties.

F. Recommendation

It is recommended that Council approve the motion to establish a Budget Committee.

Recommended by: Kelvin Washington

Department: County Council

Date: July 15, 2014

G. Reviews

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

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

Finance

Reviewed by: Daniel Driggers

Date: 9/18/14

Recommend Council approval

Recommend Council denial

Recommend Council discretion

Comments regarding recommendation:

This request is a policy decision for Council on the level of involvement in the details of the operation. As with most requests, there are many pros and cons to be considered in review of the request.

From the ROA, it is not clear how the committee would function in relation to the County Administrator and Finance on budgetary development, long-term financial planning and daily budget decisions. Therefore, if approved, I would recommend that

Item# 13

Council clarify the roles and responsibilities of all parties in an effort to reduce confusion during the process moving forward.

Legal

Reviewed by: Elizabeth McLean

Date: 9/18/14

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Policy decision left to Council's discretion; however the Administrator's duties and responsibilities, specifically those related to preparing the annual budget, are statutorily defined. The duties of the Committee would need to be clearly defined in relationship to the Administrator's duties.

SECTION 4-9-630. Powers and duties of administrator.

The powers and duties of the administrator shall include, but not be limited to, the following:

- (1) to serve as the chief administrative officer of the county government;
- (2) to execute the policies, directives and legislative actions of the council;
- (3) to direct and coordinate operational agencies and administrative activities of the county government;
- (4) to prepare annual operating and capital improvement budgets for submission to the council and in the exercise of these responsibilities he shall be empowered to require such reports, estimates and statistics on an annual or periodic basis as he deems necessary from all county departments and agencies;
- (5) to supervise the expenditure of appropriated funds;
- (6) to prepare annual, monthly and other reports for council on finances and administrative activities of the county;
- (7) to be responsible for the administration of county personnel policies including salary and classification plans approved by council;
- (8) to be responsible for employment and discharge of personnel subject to the provisions of subsection (7) of Section 4-9-30 and subject to the appropriation of funds by the council for that purpose; and
- (9) to perform such other duties as may be required by the council.

Administration

Reviewed by: Tony McDonald

Date: 9/19/14

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: The decision to establish a Budget Committee is clearly at the Council's discretion; however, I wholeheartedly agree with the comments of the CFO and the County Attorney's Office that, if the Council decides to move in this direction, the role of the Committee and how it will interact with staff should be clearly defined. As you can see from the budget development timeline above, the annual budget process is quite lengthy and very meeting intensive during the mid to latter part of the process. It would be helpful to determine beforehand how and to what extent the Committee would participate in the critical development stages of the budget.

Items Pending Analysis

Subject

Renewal of Operating Agreement between Richland County and Columbia Rowing Club and Short-Term Proposal Directives for Site **[PAGE 113]**

Reviews

Notes

Staff is compiling the information requested by Council. The item will appear on an upcoming A&F agenda for Council's further review and action.