



RICHLAND COUNTY COUNCIL

ADMINISTRATION AND FINANCE COMMITTEE

Paul Livingston
District 4

Greg Pearce
District 6

Kit Smith, Chair
District 5

Mike Montgomery
District 8

Damon Jeter
District 3

November 27, 2007

4:30 PM

REVISED

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

Call to Order

Approval of Minutes

A. October 23, 2007: Regular Meeting

[Pages 3 – 5]

Adoption of Agenda

I. Items for Review / Discussion

A. CMRTA Audit

II. Items for Action

A. Amendment to Business License Fee Schedule to require all businesses using trailers in the course of doing work in the unincorporated areas of Richland County to obtain a decal for those trailers

[Pages 6 – 7]

B. Request for approval to partner with the City of Columbia and expend \$7,500 for a commercial retail study of the Monticello Road corridor

[Pages 8 – 9]

C. A resolution in support of the issuance by the South Carolina Jobs-Economic Development Authority of its Economic

[Pages 10 – 15]

Development Revenue Bonds (Waste Management of South Carolina, Inc. Project) Series 2007, pursuant to the provisions of Title 41, Chapter 43, of the Code of Laws of South Carolina, 1976, as amended, in the aggregate principal amount of not exceeding \$20,000,000

- D. Request to accept a State Criminal Alien Assistance Grant from the U.S. Department of Justice for the Alvin S. Glenn Detention Center (\$24,158) [Pages 16 – 17]
- E. Funding Request: On Point Radio Show (\$10,000) [Pages 18 – 22]
- F. Request for Funding: Palmetto Center for Advocacy (\$50,000) [Pages 23 – 24]
- G. Revisions to Hospitality Tax Grant procedures, guidelines, and application [Pages 27 – 40]
- H. Sheriff's Department: Request to approve and fund personnel for the new Region 7 Headquarters to be located on Screaming Eagle Road [Pages 41 – 44]
- I. 911 System Upgrades [Pages 45 – 47]

III. Items for Discussion / Information

- A. Personnel policies and procedures
- B. Work session on municipal incorporations
To be held on January 15, 2008

Adjournment

Staffed by: Joe Cronin

MINUTES OF



RICHLAND COUNTY COUNCIL ADMINISTRATION AND FINANCE COMMITTEE TUESDAY, OCTOBER 23, 2007 6:00 P.M.

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

MEMBERS PRESENT

Chair: Kit Smith
Member: Damon Jeter
Member: Paul Livingston
Member: Mike Montgomery
Member: L. Gregory Pearce, Jr.

ALSO PRESENT: Joseph McEachern, Valerie Hutchinson, Bernice G. Scott, Norman Jackson, Bill Malinowski, Michielle Cannon-Finch, Milton Pope, Tony McDonald, Roxanne Matthews, Joe Cronin, Larry Smith, Stephany Snowden, Jennifer Dowden, Daniel Driggers, Chief Harrell, Joseph Kocy, Michael Criss, Teresa Smith, David Chambers, Rodolfo Callwood, Monique Walters, Michelle Onley

CALL TO ORDER

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

APPROVAL OF MINUTES

September 25, 2007 (Regular Session) – Mr. Livingston moved, seconded by Mr. Pearce, to approve the minutes as submitted. The vote in favor was unanimous.

ADOPTION OF AGENDA

Mr. Pearce moved, seconded by Mr. Livingston, to approve the agenda as distributed.

ITEMS FOR ACTION

Request to approve a contract for property insurance (\$262,069) – Mr. Montgomery moved, seconded by Mr. Jeter, to forward this item to Council with a recommendation for approval. A discussion took place.

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The vote in favor was unanimous.

Request to negotiate and award a contract to Siemens for the development of an energy proficiency, solutions, development and implementation plan – Mr. Pearce moved, seconded by Mr. Montgomery, to forward to Council a recommendation to proceed with negotiations but to strike the words “and award”. A discussion took place.

The vote in favor was unanimous.

Request to negotiate and award a contract with First Vehicle Services for fleet maintenance and management services – Mr. Montgomery moved, seconded by Mr. Livingston, to forward this item to Council with a recommendation for approval. A discussion took place.

The vote in favor was unanimous.

Amendments to an agreement between Richland County and the Historic Columbia Foundation for the management of the Woodrow Wilson Home and Hampton Preston Mansion – Mr. Pearce moved, seconded by Mr. Montgomery, to forward this item to Council with a recommendation for approval subject to the changes recommended by the Risk Manager.

The vote in favor was unanimous.

POINT OF PERSONAL PRIVILEGE – Mr. Pearce recognized Robin Waites, Executive Director of Historic Columbia Foundation was in the audience.

Ordinance amending the fiscal year 2007-08 budget ordinance to unappropriate undesignated hospitality tax funds in the budget ordinance to reflect a decrease in available funds – Mr. Montgomery moved, seconded by Mr. Livingston, to forward this item to Council with a recommendation for approval.

The vote in favor was unanimous.

An ordinance amending the Richland County Code of Ordinances; Chapter 23, Taxation; Article VI, Local Hospitality Tax; Section 23-69, Distribution of Funds; and Section 23-71, Oversight and Accountability – Mr. Livingston moved, seconded by Mr. Pearce, to forward this item to Council with a recommendation for approval. A discussion took place.

The vote in favor was unanimous.

Sheriff Department: Request to approve a Financial Crimes Victim’s Assistance Program grant (Personnel required, no match) – Mr. Montgomery moved, seconded by Mr. Livingston, to forward this item to Council with a recommendation for approval and to include the Administrator’s recommendation.

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The vote in favor was unanimous.

SC State Military Department Funding Request (\$10,000) – Mr. Livingston moved, seconded by Mr. Montgomery, to forward this item to Council without a recommendation. A discussion took place.

Mr. Livingston withdrew his motion.

Mr. Montgomery moved, seconded by Mr. Pearce, to forward to Council a recommendation to appropriate \$2,000 out of the Administrator’s operating budget.

Request for Funding: Palmetto Center for Advocacy (\$50,000) – Mr. Jeter moved, seconded Mr. Livingston, to defer this item to the November committee meeting. The vote in favor was unanimous.

ITEMS FOR DISCUSSION/INFORMATION

Review of CMRTA Audit – The committee requested that a representative from CMRTA attend the November committee meeting to discuss the audit.

Work Session on municipal incorporations – The committee recommended that the Administrator coordinate with the Municipal Association and Association of Counties to schedule a work session.

ADJOURNMENT

The meeting adjourned at approximately 6:35 p.m.

Submitted by,

Kit Smith, Chair

The minutes were transcribed by Michelle M. Onley

Richland County Council Request of Action

Subject: Business License Fee Schedule: Trailer Fee

A. Purpose

Council Member Joseph McEachern requests County Council to amend the Business License Fee Schedule to require all businesses using trailers in the course of doing work in the unincorporated areas of Richland County to obtain a decal for those trailers for some cost.

B. Background / Discussion

Certain kinds of businesses are required to have decals posted on their vehicles as evidence of having obtained a business license. These types of businesses include contractors, taxis, limousines, and shuttles.

Amusement machines (skill, music, or entertainment) such as pin ball machines, pool tables, or other similar machines are required to have decals posted on the machine to evidence of having been registered with the County.

Councilmember McEachern first suggested a “trailer fee” during the development of the Business License Fee Schedule. However, no further discussion by Council on this matter was held until this time.

It is not known at this time whether other cities and counties require a similar decal for trailers used in the course of doing business.

C. Financial Impact

The financial impact to the County would depend upon the cost of the trailer decals. If the objective of the trailer decal is to help businesses with trailers defray the costs of using the streets by their trailers, the cost of the decal could be significant, and the financial impact to the County could be significantly positive.

However, if the objective of the trailer decal is simply to identify all business with trailers as having obtained current business licenses, the cost of the decal may simply be the cost to produce the decals. In this case, the financial impact to the County would be negligible.

It is unknown at this time how many businesses may use trailers in the course of conducting business in the unincorporated areas of Richland County. Additionally, Council will need to decide what the intent of the trailer decal is, and what the cost of each decal should be.

D. Alternatives

1. Amend the Business License Fee Schedule to require businesses using trailers, defined as vehicles which are attached by the use of a ball and hitch to personal or business vehicles

used in the course of conducting business, to obtain a trailer decal at a cost specified by County Council, starting January 1, 2008.

2. Leave the Business License Fee Schedule as it is and do not require a trailer decal to be purchased.

E. Recommendation

The Business Service Center has no recommendation either way for this request. It is recommended that Councilmember McEachern express his recommendation, as this is his request.

Recommended by: Pam Davis **Department:** BSC **Date:** 11/13/07

F. Reviews

Finance

Reviewed by: Daniel Driggers Date: 11/15/07
 Recommend Council approval Recommend Council denial
Comments regarding recommendation: No recommendation

Legal

Reviewed by: Amelia Linder Date: 11/16/07
 Recommend Council approval Recommend Council denial
Comments regarding recommendation: In getting further clarification from Mr. McEachern about this request of action, Pam Davis now recommends (and I can support from a legal perspective) that if Council desires to add a requirement for trailers to have decals posted upon them, that the Business License Fee Schedule be amended as follows:

Add Section (4)C. to read thus: "4.C. All trailers, defined as two or more axle, non-motorized vehicles which are attached by the use of a ball and hitch to personal or business vehicles used in the course of conducting business, shall have a decal posted upon it. The cost per decal is \$10."

It should also be noted that in some situations, multiple decals could be required from a business that had multiple vehicles and/or trailers, and the cost to the individual business would rise somewhat.

Administration

Reviewed by: Tony McDonald Date: 11/21/07
 Recommend Council approval Recommend Council denial
Comments regarding recommendation: This is a policy decision to be made at the Council's discretion. If the Council wishes to approve the fee, however, it is recommended that the fee be set at \$10 per trailer, based on input from the Business Service Center Director.

Richland County Council Request of Action

Subject: Monticello Road Corridor Retail Study

A. Purpose

A request of County Council to approve a County/ City of Columbia partnership that will provide an opportunity for the County to acquire a commercial retail study to include a retail demand analyses and a strategic assessment for the Ridgewood Neighborhood. The study will be for Monticello Road corridor between Main Street and Interstate 20. The partnership will allow the County to join the City's existing project where they will study retail demand potential for Downtown and three other commercial corridors. A Memorandum of Understanding from the County agreeing to this joint venture will be needed.

B. Background / Discussion

It came to Councilman Paul Livingston's attention that the City of Columbia and City Center Partnership procured the services of Economics Research Associates, 1101 Connecticut Avenue, NW, Washington DC to complete a retail study for Downtown and three commercial corridors located in the Empowerment Zone. Councilman Paul Livingston asked that the City include Monticello Road in the retail study and asked that the City share the cost. City Council asked for documentation that County Council has appropriated funding and the amount that has been appropriated for the addition of Monticello Road to the study.

C. Financial Impact

The cost of adding the Monticello corridor to the proposal is \$15,000. The cost to the County will be \$7,500. The project is an activity in the Ridgewood Revitalization project and this activity will be funded under Community Development Block Grant through the Community Development Department.

D. Alternatives

There are two alternatives that exist for this project and are as follows:

1. To agree to the partnership and take advantage of an opportunity that will save the County time and money.
2. To wait and use County resources to plan and procure a company to conduct the retail study for Monticello Road and perhaps other corridors.

E. Recommendation

It is recommended that the County partner with the City of Columbia at this time to obtain a retail study and demand analysis for the Monticello Road Corridor.

Recommended by: Sherry Wright-Moore

Department: Community Development
Date: 10/18/07

F. Reviews

Finance

Reviewed by: Daniel Driggers

Date: 11/15/07

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Legal

Reviewed by: Amelia Linder

Date: 11/15/07

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Both alternatives appear legally sufficient; therefore, this request appears to be at the discretion of County Council.

Administration

Reviewed by: Tony McDonald

Date: 11/15/07

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Richland County Council Request of Action

Subject: Waste Management of South Carolina, Inc. JEDA Revenue Bonds

A. Purpose

The purpose of this report is to request Council to hold a public hearing jointly with the South Carolina Jobs-Economic Development Authority (“JEDA”) in connection with the issuance by JEDA of not exceeding \$20,000,000 economic development revenue bonds for the benefit of Waste Management of South Carolina, Inc. (the “Company”) and to approve and adopt a resolution in support of the issuance thereof as required by Title 41, Chapter 43 of the Code of Laws of South Carolina 1976, as amended (the “Enabling Act”).

Council recently enacted Ordinance No. 089-07HR which established the County’s policies regarding conduit bond issues. It should be noted that the Ordinance does not apply to this request because in this transaction JEDA is serving as the conduit bond issuer, rather than the County. The County’s only role will be to hold a public hearing and consider the adoption of a resolution in support of the issuance of the debt by JEDA.

B. Background / Discussion

The Enabling Act authorizes JEDA 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 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. The Company will take steps to comply with such advertising requirement, and Richland County need not take further action with regard to the published notice of public hearing.

The purpose of these JEDA bonds would be:

“to defray the costs to improve certain solid wasted disposal facilities in Richland County, including without limitation cell construction, additions and improvements to the leachate and methane gas collection systems and the acquisition of equipment, all within the currently permitted acreage, for use at the Richland Landfill, which is located at 1047 Highway Church Road, Elgin, Richland County, South Carolina 29045...”

C. FINANCIAL IMPACT

There is no financial impact to Richland County associated with this request. The Bonds will not give rise to a pecuniary liability of Richland County or a charge against its general credit or taxing power.

D. Alternatives

1. Approve and adopt the resolution in support of the issuance of bonds by JEDA for Waste Management of South Carolina, Inc.
2. Do not approve the resolution in support of the issuance of bonds by JEDA.

E. Recommendation

It is recommended that Richland Council approve the request to hold the public hearing and adopt the resolution in support of the issuance of economic development revenue bonds by JEDA for Waste Management of South Carolina, Inc. in an amount not to exceed \$20,000,000.

Recommended by: Staff **Department:** Administration **Date:** October 13, 2007

F. Reviews

Finance

Reviewed by: Daniel Driggers

Date: 11/15/07

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Legal

Reviewed by: Amelia Linder

Date: 11/15/07

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Both alternatives appear to be legally sufficient; therefore, this request is at the discretion of County Council.

Administration

Reviewed by: Tony McDonald

Date: 11/15/07

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

use at the Richland Landfill, which is located at 1047 Highway Church Road, Elgin, South Carolina (the “Project”); and

WHEREAS, the Borrower projects that the assistance of the Authority by the issuance of the Bonds and loaning the proceeds thereof to the Borrower will (i) result in the maintenance of sixteen (16) jobs and the creation and maintenance of approximately thirty-one (31) contract jobs within 12 months and sixteen (16) contract jobs within 24 months for the construction and maintenance of the Project in the County and adjacent areas after the Project is completed and placed in full operation, and (ii) stimulate the economy of the County and surrounding areas by increased payrolls and other public benefits incident to such business; and

WHEREAS, the County Council of the County and the Authority have on this date jointly held a public hearing, duly noticed by publication in a newspaper having general circulation in the 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 the County, as follows:

SECTION 1. It is hereby found, determined and declared that the Project is anticipated to benefit the general public welfare of the County by providing services, employment, or other public benefits not otherwise provided locally, as required by the Act.

SECTION 2. Based upon information provided to the County Council by the Authority and the Borrower, the County Council hereby makes the following findings of fact as contained in Section 4-29-60 of the Industrial Development Act:

- (a) The Project will subserve the purposes of the Industrial Development Act.
- (b) It is hereby found, determined and declared that the Project is anticipated to benefit the general public welfare of the County by providing services, employment, or other public benefits not otherwise provided locally.
- (c) The Project gives rise to no pecuniary liability of the County or a charge against its general credit or taxing power.
- (d) The issuance of the Bonds by the Authority in the aggregate principal amount of not exceeding \$20,000,000 will be required to defray the cost of various facilities of the Borrower in South Carolina, including up to \$7,000,000 for the Project.
- (e) The amount necessary in each year to pay the principal of and the interest on the Bonds proposed to be issued to finance the Project will be as set forth in the documents provided by the final bond resolution of the Authority.
- (f) Inasmuch as the Authority has determined that the Borrower is a corporation with established credit, the establishment of reserve funds in connection with the retirement of the Bonds and the maintenance of the Project is deemed unnecessary.

(g) The Authority will make the Project available to the Borrower on terms which will require the Borrower, at its own expense, to maintain the same in good repair and to carry all proper insurance with respect thereto.

SECTION 3. The County Council of the County supports the Authority in its determination to issue the Bonds the proceeds of which will be used to defray the costs of the Project and to pay certain expenses incurred in connection with the issuance of the Bonds.

SECTION 4. 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 and effect from and after its adoption.

Adopted this 4th day of December, 2007.

RICHLAND COUNTY, SOUTH CAROLINA

By: _____
Joseph McEachern
Richland County Council

(SEAL)

ATTEST:

By: _____
Michielle R. Canon-Finch
Clerk of Council

NOTICE OF PUBLIC HEARING
RICHLAND COUNTY

NOTICE IS HEREBY GIVEN that a public hearing will be held by the South Carolina Jobs-Economic Development Authority (the "Issuer") and the County Council of Richland County, South Carolina (the "County") on Tuesday, December 4, 2007, at 6:00 p.m. in the County Council Chambers located in the County Administration Building, 2020 Hampton Street, Suite 4058, Columbia, South Carolina, in connection with the issuance by the Issuer from time to time of one or more series of its Economic Development Revenue Bonds (the "Bonds") in an aggregate principal amount not to exceed \$20,000,000, the proceeds of which will be made available to Waste Management of South Carolina, Inc. (the "Borrower"). Up to \$7,000,000 of the proceeds of the Bonds will be used by the Borrower to improve certain solid waste disposal facilities in the County, including without limitation, cell construction, additions and improvements to the leachate and methane gas collection systems and the acquisition of equipment, all within the currently permitted acreage, for use at the Richland Landfill, which is located at 1047 Highway Church Road, Elgin, South Carolina (the "Project"). Richland Landfill, Inc., a wholly owned, direct subsidiary of the Borrower, will be the initial operator of the Project. The Borrower will unconditionally covenant to make payments sufficient to pay the principal of and interest on the Bonds. The Bonds will be payable by the Issuer solely and exclusively out of payments from, and made available by, the Borrower or affiliates thereof and are to be secured, *inter alia*, by the revenues derived by the Issuer from, and made available by, the Borrower and its affiliates in connection with the Project. The Bonds do not constitute an indebtedness of the State of South Carolina, the Issuer, the County, or any other political subdivision of the State of South Carolina within the meaning of any state constitutional provision or statutory limitation or constitute or give rise to any pecuniary liability of such entities or a charge against the general credit or taxing powers of any such entity. Any person may appear and be heard at the public hearing relating to the proposed issuance of the Bonds.

South Carolina Jobs-Economic
Development Authority
Elliott E. Franks, III, Executive Director
and Chief Executive Officer

Richland County, South Carolina
Michielle Canon-Finch, Clerk to County
Council

Richland County Council Request of Action

Subject: 2007 State Criminal Alien Assistance Program (SCAAP) Grant

A. Purpose

County Council is requested to approve a 2007 State Criminal Alien Assistance Program (SCAAP) grant of \$24,158 to Richland County from the U.S. Department of Justice for the Alvin S. Glenn Detention Center.

B. Background / Discussion

The SCAAP provides federal payments to states and localities that incurred correctional officer salary costs for incarcerating undocumented criminal aliens who have at least one felony or two misdemeanor convictions for violations of state or local law, and who are incarcerated for at least 4 consecutive days during the reporting period. The US Department of Justice Bureau of Justice Assistance administers SCAAP, in conjunction with the U.S. Department of Homeland Security. The U.S. Department of Justice Reauthorization Act of 2005 (Pub. L. 109-162, Title XI) states that these funds “may be used only for correctional purposes.”

In July 2007, Richland County submitted an application for the July 1, 2005 – June 30, 2006 (FY2006) reporting period. In November, the U.S. Department of Justice announced an award of \$24,158 to Richland County.

C. Financial Impact

This award makes \$24,158 available to the Alvin S. Glenn Detention Center for correctional purposes. There are no matching cost requirements, and no personnel is required.

D. Alternatives

3. Approve acceptance of the 2007 State Criminal Alien Assistance Program (SCAAP) grant of \$24,158 to Richland County from the U.S. Department of Justice for the Alvin S. Glenn Detention Center.
4. Do not approve acceptance of the 2007 State Criminal Alien Assistance Program (SCAAP) grant to Richland County.

E. Recommendation

It is recommended that Council approve Alternative 1 to accept the 2007 SCAAP grant.

Recommended by: Kathy Harrell **Department:** Detention Center **Date:** 11/16/07

F. Reviews

Grants

Reviewed by: Audrey Shifflett

Date: 11/16/07

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation: This program provides funds to the department without any matching requirement. No personnel are required. The funder requires a report of how funding is used.

Finance

Reviewed by: Daniel Driggers

Date: 11/16/07

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Legal

Reviewed by: Amelia Linder

Date: 11/16/07

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Administration

Reviewed by: J. Milton Pope

Date: 11-16-07

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Richland County Council Request of Action

Subject: Request for Funding: On Point

A. Purpose

Council is asked to consider a funding request in the amount of \$10,000 from the On Point radio show.

B. Background / Discussion

During the October 2, 2007 meeting of Richland County Council, Councilwoman Bernice G. Scott referred to the A&F Committee consideration of a funding request from the On Point radio show for January 1 through December 31, 2008. A copy of the letter and sponsorship package is attached.

C. Financial Impact

Approval of this request would result in a financial impact of \$10,000. If council should approve the request, an appropriate funding source would need to be identified.

D. Alternatives

1. Approve the request and identify a funding source.
2. Do not approve the request.

E. Recommendation

This request is at the discretion of council.

Recommended by: Council Motion (Bernice G. Scott)

Date: October 2, 2007

F. Reviews

Finance

Reviewed by: Daniel Driggers

Date: 11/15/07

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Recommendation is left to Council discretion. Approval would require the identification of a funding source and may require a budget amendment.

Legal

Reviewed by: Amelia Linder

Date: 11/15/07

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Both alternatives are legally sufficient; therefore, this request is at the discretion of County Council. In addition, I concur with the remarks of the Finance Director.

Administration

Reviewed by: Tony McDonald

Date: 11/15/07

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Recommend denial at this time as this request comes outside of the budget process. The request can be reconsidered, if it is the Council's desire, during the budget process for FY 09.

Radioactive talk on progressive issues.



September 28, 2007

Michielle Cannon-Finch
Clerk of Council
Richland County Council
2020 Hampton Street
P.O. Box 192
Columbia 29202

Dear Ms. Cannon-Finch:

I am excited to share information about OnPoint with Cynthia Hardy – an award winning South Carolina radio talk show airing each Sunday evening from 6:00pm to 7:00pm on WWDM 101.3 FM. OnPoint delivers a new brand of talk radio by creating a forum that is not only engaging and informative, but empowering. OnPoint goes beneath the surface; peels back the layers to get to the heart of an issue. As a result, it creates a sense of urgency that moves its listeners from dialogue to action. The show reaches 82% of the state thanks to the Big DM's strong 100, 000-watt signal and OnPoint is #1 in its time slot.

OnPoint wants to partner with Richland County Council to showcase the good work that you do on behalf of the citizens and related issues that need to be addressed. I have created a package tailored to the council's vision based on your long-range plans for improving the quality of life in the districts you represent. The details are outlined in the pages that follow.

Since the show debuted in January 2004, it has found a voice among others in South Carolina media circles. Each week national, state, and local guests join a lively call in audience for an engaging hour that keeps listeners locked in. For the past 3 years, the show has enjoyed #1 ratings and the cumulative support of thousands of listeners each week.

This is your personal invitation to join the OnPoint movement. In this sponsorship packet, you will find information about the show, our rates, the Big DM, and me. I hope the Richland County Council will consider sponsorship and I look forward to speaking with you soon.

Sincerely,

Cynthia Hardy
Host, OnPoint with Cynthia Hardy

*Michielle:
Thanks. I'm hoping the
Council can support the show!*

1325 PARK STREET SUITE 300 COLUMBIA, SC 29201
PH: 803.748.7425 FAX: 803.748.7427 [EMAIL: ADMIN@ONPOINTWITHCYNTHIA.COM](mailto:ADMIN@ONPOINTWITHCYNTHIA.COM)
URL: WWW.ONPOINTWITHCYNTHIA.COM

*I'm anxious for your
consideration and response.
THANK YOU.*



Richland County Sponsorship Package

January 1 – December 31, 2008

\$10,000

Commercials	<ul style="list-style-type: none">• 52 weeks of commercials during weekly 1 hour show.• Two (2) commercials per show (1 at each break)• Commercial changes every 13-week flight.
Internet Banners	<ul style="list-style-type: none">• Premium placement on website (animated or flash banner)
Show Appearances	<ul style="list-style-type: none">• Regular guest appearances on show on topics of interest.• 2 shows per year for which the council/county has the opportunity to select the topic and guest.
Community Events	<ul style="list-style-type: none">• Two (2) large community special events each year sponsored by SCANA and <i>OnPoint</i>.

OnPoint Media, LLC. Profit and Loss

Jan 1 - Nov 19, '07

Expenses

Bank Reserve Payment	2,309.21
Cash Discounts	675.00
Contributions	320.00
Miscellaneous	6,322.23
Printing and Reproduction	666.39
Professional Fees	6,628.85
Radio Airtime	9,600.00
Salaries	1,708.00
Television Airtime	1,780.00
Total Expense	<u>30,009.68</u>
Net Ordinary Income	<u>-30,009.68</u>

Other Income/Expense

Other Income	40,213.00
Total Other Income	<u>40,213.00</u>
Net Other Income	<u>40,213.00</u>
Net Income	<u>10,203.32</u>

Richland County Council Request of Action

Subject: Funding Request: Palmetto Center for Advocacy

A. Purpose

County Council is requested to consider a funding request from the Palmetto Center for Advocacy in the amount of \$50,000.

B. Background / Discussion

On June 7, 2007, the County Administrator received a letter from McKinley Washington, Jr. of the Palmetto Center for Advocacy. In the letter, Mr. Washington requested support from county council in the amount of \$50,000 to combat obesity in South Carolina.

C. Financial Impact

Approval of this request would result in a financial impact of \$50,000. If approved, a funding source would need to be identified by council.

D. Alternatives

1. Approve the request and identify a funding source.
2. Do not approve the request.

E. Recommendation

This decision is left to council's discretion.

Recommended by:
Staff

Department:
Administration

Date:
September 10, 2007

F. Reviews

Finance

Reviewed by: Daniel Driggers

Date: 9/14/07

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Council discretion. If approved and a funding source is identified we will determine if a budget amendment is required.

Legal

Reviewed by: Amelia Linder

Date: 9/14/07

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Both alternatives appear to be legally sufficient; therefore, this request is at the discretion of County Council.

Administration

Reviewed by: Tony McDonald

Date: 9/18/07

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Recommend denial as this request comes outside of the budget cycle. No funds, therefore, have been appropriated for this project.

PALMETTO CENTER FOR ADVOCACY, INC.

June 7, 2007

Mr. J. Milton Pope
County Administrator
Richland County
Post Office Box 192
Columbia, South Carolina 29202

Dear Mr. Pope:

We respectfully ask for your support of the Palmetto Center for Advocacy, Inc. (PCA) Obesity Project by allocating \$50,000.00 in your budget for fiscal year 2007-2008 to PCA.

Nationally, an estimated 65% of adults are overweight, with over 30% of children and adolescents overweight. The data that we do have for South Carolina indicates that 36.1% of children are overweight. For lower income children, the risks are higher: 44.3% of children from families below the poverty level are overweight. These numbers are based on Body Mass Index (BMI) calculations, using weight in pounds and height in inches.

One of the most distressing trends is obesity in children. More time spent watching television, which increases exposure to commercials promoting unhealthy snacks, and less time spent exercising outdoors, along with a lack of access to fresh fruits and vegetables, have resulted in increased obesity in children. Children today need to be taught from an early age how to make proper nutritional choices and the importance of physical exercise. If we don't address the problem quickly, these obese children are more likely to grow into obese adults with all of the associated health problems.

Obesity affects us all, because it is a health problem that costs our state millions of dollars each year. There are direct costs for the care of those who suffer from obesity-related health problems, as well as indirect costs and quality of life issues associated with obesity. One way or another, we are all touched by obesity, and it costs us all.

That's the bad news. The good news is: We can do something about it. Palmetto Center for Advocacy, Inc. (PCA) is currently implementing a program to combat obesity in South Carolina. Our efforts will be focused on research and public education. To date, very little data has been collected on obesity in South Carolina. As we work with knowledgeable health care professionals to collect information, we will partner with state agencies, community leaders, schools and businesses to educate the public on obesity and its prevention.

Post Office Box 11319 • Columbia, SC 29211 • Phone (803) 931-8303 • Fax (803) 931-8309
www.palmettoadvocacy.org

Mr. J. Milton Pope
June 7, 2007
Page 2

In addressing childhood obesity, PCA will partner with health care professionals, such as the South Carolina School Nurses Association, to develop guidelines for collecting and analyzing BMI data. Also, in association with public schools and community centers, PCA will implement education programs that concentrate on encouraging healthy food choices and physical activity, as well as ensuring that there is increased access to fresh fruits and vegetables and to safe places to exercise.

We are also partnering with civic and faith-based community leaders to implement adult education and outreach activities involving healthy lifestyle choices. Increasing the availability of fresh produce and opportunities for physical activity is the focal point of the adult program.

As you can see, controlling the obesity problem before it controls us is achievable. To make it happen, we need your help. By including this funding in your budget, you can improve the quality of life for your fellow South Carolinians. Thank you for supporting our efforts to make South Carolina a healthier place to live.

Sincerely,



McKinley Washington, Jr.
Board of Directors

Richland County Council Request of Action

Subject: Revisions to Hospitality Tax Grant Procedures, Guidelines and Application

A. Purpose

County Council is requested to review the attached revised Hospitality Tax Grant Procedures, Guidelines and Application form. Because there is no meeting in December and funding guidelines must be posted for the first FY2008-2009 funding round in mid-January 2008, this request is time-sensitive.

B. Background / Discussion

On July 24th County Council voted to split the current funding round for the Hospitality Tax Grant into two annual cycles and charged the Hospitality Tax Advisory Committee with making recommendations for this new process. The Hospitality Tax Advisory Committee met October 24, 2007 and presents the attached.

Changes include revised language to state that priority will be given for projects in unincorporated Richland County, to require applicants to indicate benefit to unincorporated Richland County, and to indicate that the Committee will not make recommendations for funding more than 50% of a project budget. Details of the proposed changes follow. Proposed funding round processes are:

Funding Round One

- due date: February 27, 2008; funding for July 1, 2008 – June 30, 2009 (same as the original Hospitality Tax Grant funding deadlines and schedule)
- the amount of funding to be allocated will be determined by the committee during the process rather than a pre-set amount.

Funding Round Two (to reflect County Council's vote)

- due date: August 27, 2008; funding for January 1, 2008 – June 30, 2008
- the amount of funding to be allocated will be the remainder from the first round.

For the reviewing and approval processes to be consistent between the two funding rounds, County Council would need to approve the requests for Funding Round Two through a budget amendment requiring three readings and a public hearing.

C. Financial Impact

The financial impact associated with this request includes the additional staff time required to administer the new funding round process and administrative costs including advertisements and mailings for new process. Adding another funding round also doubles the work asked annually of the five citizens who volunteer their time to serve on the Hospitality Tax Advisory Committee.

D. Alternatives

1. Approve the revised Hospitality Tax Grant Procedures, Application form and Guidelines.
2. Do not approve the revised Hospitality Tax Grant Procedures, Application form and Guidelines. In selecting this option, Council will need to either revisit the policy of holding two funding cycles instead of one or develop procedures and guidelines.
3. Approve the revised Application form and Guidelines only but keep the funding process to one funding round as it currently exists. Modifications would be made to reflect one funding process.

E. Recommendation

The Hospitality Tax Advisory committee recommends that Council approve option 3, to keep the funding round to once per year but with revisions to the guidelines and application form. If Council wishes to proceed with a policy of two funding cycles, then the Committee would recommend option 1.

Recommended by: Hospitality Tax Advisory Committee **Date:** November 13, 2007

F. Reviews

Grants

Reviewed by: Audrey Shifflett

Date: November 20, 2007

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: I agree with the Committee's recommendation. The chair of the Hospitality Tax Advisory Committee plans to attend the November 27th Administration and Finance Committee Meeting.

Finance

Reviewed by: Daniel Driggers

Date: 11/21/07

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Legal

Reviewed by: Amelia Linder

Date: 11/26/07

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: All of the alternatives appear to be legally sufficient; therefore, this request is at the discretion of Council.

Administration

Reviewed by: Tony McDonald

Date: 11/26/07

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Concur with the Hospitality Tax Advisory Committee's recommendation.

Summary of Major Changes:

- Funding Round One - July 1, 2008 – June 30, 2009; Deadline for applications: February 28, 2008 (same as current funding cycle)
- Funding Round Two - January 1, 2009 – June 30, 2009; Deadline for applications: August 27, 2008 (new funding cycle for last 6 months of Fiscal Year)
- Organizations that receive funding in Round One are not eligible to apply for funding in Round Two.
- Language specifies that “Priority will be given to projects that demonstrate a benefit to unincorporated Richland County. Each application/proposed project will be reviewed individually to determine the potential impact it will have for tourism in unincorporated Richland County.”
- Language specifies that “Applicant organizations must have been in existence for at least one (1) year prior to requesting funds.” This language currently exists in application guidelines for the other County grant programs (Discretionary Grant and Accommodations Tax Grant).
- Hospitality Tax Advisory Committee will make no funding recommendations for more than 50% of a project budget. Applicants are required to provide the percentage of total project funding that they are requesting in their application.
- Evaluation matrix has been updated.

Description of All Changes (2 pages)

Hospitality Tax Grant Guidelines

Page 1 Notice to applicants to read all guidelines as the program has changed: **“NOTE: Please read all guidelines carefully! This program has changed.”**

Page 1 - Description of funding rounds 1 & 2: “On July 24, 2007, Richland County Council voted to modify the Hospitality Tax Grant award cycle from one annual cycle to two cycles (rounds) per year. The following information details the requirements for FY 2008-2009:

Round One - July 1, 2008 – June 30, 2009 (Deadline for applications: February 28, 2008)

Round Two - January 1, 2009 – June 30, 2009 (Deadline for applications: August 27, 2008)”

Page 1 - Stipulation that organization must have to existed for 1 year prior to applying for funding: “Applicant organizations must have been in existence for at least one (1) year prior to requesting funds.” This language currently exists in application guidelines for the other County grant programs: Discretionary Grant and Accommodations Tax Grant.

Page 2 - Statement of *priority for projects in Unincorporated Richland County*: “Priority will be given to projects that demonstrate a benefit to unincorporated Richland County. Each application/proposed project will be reviewed individually to determine the potential impact it will have for tourism in unincorporated Richland County.”

Page 2 - Statement that “The Hospitality Tax Advisory Committee will not recommend funding of more than 50% of the total amount of a project budget.”

Page 2 -Detail on project evaluation procedures: “Once all applications for Hospitality Tax Grant funds are received by Richland County, they will be individually inspected by staff to ensure that they are eligible for review by the Hospitality Tax Advisory Committee. To be eligible for review, the application must:

- be received before the published deadline;
- include proof that the applying organization has 501(c)(3) status as a non-profit organization;
- include all other required appendices.

Staff will indicate the eligibility of the individual application for review and include comments on any deemed ineligible. All applications will then be forwarded to the Hospitality Tax Advisory Committee for review.”

Page 3 – Revised Evaluation Matrix for applicants to read as tool Committee will use to review proposals.

Page 4 - Description of Evaluation Factors includes more detail in “Thoroughness of Proposal” (stating funding recommendation restriction to not more than 50% project budget), “Benefit to Community” (specific to unincorporated Richland County), and “Expected Revenue Generated” (includes mention of overnight stays).

Page 4 - Process for Funding Approval provides more detail regarding staff verifying eligibility of proposal for review prior to proposal going to Committee.

Hospitality Tax Grant Funding Request (application):

Page 1 - included “Round 1”

Page 1- included “Required Attachments;” some of these are **new** (Mission Statement, Board of Directors, Financial Statement) to help committee in reviewing. Also **new** statement: “Your

application will not be reviewed without these attachments”

Page 3 - **New** section “Request Percentage of Total Project Budget” for applicant to indicate what percentage of their request to Richland County is of the total project budget. Includes a reminder (from revised guidelines) of funding limit (H-Tax Advisory Committee will not recommend funding more than 50% of a total project budget.)

Page 3 - **New** section “Prior Recipients Only” – previous H-Tax recipients are required to complete the attached reporting form (last page) to indicate success of previously funded project(s). This form is similar to forms currently required of other County grant programs (Discretionary Grant and Accommodations Tax Grant).

Page 4 - **New** section “Budget” – as requested by committee member Holli Emore, includes a format and instructions for preparing the project budget for the application.

Page 4 - Additions to the “Required Attachments:”

- A. Letter from IRS confirming 501(C)(3) status (current letter from SC Secretary of State confirming non-profit status is also acceptable)
- B. Organization’s Mission Statement
- C. Organization’s Current Board Members/Directors
- D. Organization’s latest financial statement

Page 4 - Addition to the “Additional Comments:” “An Affirmative Action Plan for your organization/ agency must be on file with the Richland County Human Resources Department prior to disbursement of any funds.”

Page 5 - **New** form for previous H-Tax grant recipients to complete to provide information on previously funded project success as requested in “Prior Recipients Only” section. As mentioned earlier, this form is similar to forms currently required of other County grant programs (Discretionary Grant and Accommodations Tax Grant)

Hospitality Tax Grant Proposal Evaluation Matrix:

Matrix has been revised to follow criteria presented in guidelines and to allow for initial staff review of proposal’s eligibility for review.

- Top section includes project /organization/contact information (H-tax Committee members will receive a separate matrix page for each project)
- Section that follows is for staff to initially evaluate the proposal packet to ensure it is complete and eligible for review. Staff will complete this section. Matrix will be included with proposal packet when it goes to H-tax Committee members.
- Evaluation section – consistent with what is presented in Guidelines.

DRAFT



RICHLAND COUNTY HOSPITALITY TAX GRANT FY 2008 –2009 GUIDELINES FOR DISTRIBUTION OF FUNDS

NOTE: Please read all guidelines carefully! This program has changed.

PROGRAM DESCRIPTION

On May 6, 2003, Richland County Council passed an ordinance establishing a Hospitality Tax on prepared meals and beverages. The proceeds from this tax will be used for the dedicated purpose of improving services and facilities for tourists. On July 24, 2007, Richland County Council voted to modify the Hospitality Tax Grant award cycle from one annual cycle to two cycles (rounds) per year.

The following information details the requirements for FY 2008-2009:

Round One - July 1, 2008 – June 30, 2009 (Deadline for applications: February 28, 2008)

Round Two - January 1, 2009 – June 30, 2009 (Deadline for applications: August 27, 2008)

Organizations that receive funding in Round One are not eligible to apply for funding in Round Two.

ALLOCATION REQUIREMENTS

- Funds from FY 2008–2009 County Promotions (\$360,000—preliminary number, subject to change) will be available to approved applicant organizations that are located in Richland County for projects that demonstrate service to unincorporated Richland County.
- Hospitality Tax revenue not distributed to the agencies specified in the Hospitality Tax Ordinance (Columbia Museum of Art; Historic Columbia; EdVenture Museum) may be distributed as directed by County Council for projects related to tourism development, including, but not limited to:
 - Township Auditorium
 - Northeast Recreation Complex
 - Recreation Capital Improvements
 - Riverbanks Zoo
- All applications for funding must first be reviewed by the Hospitality Tax Advisory Committee. This Committee is comprised of five members appointed by County Council. Committee members are interested citizens residing in the County, and at least two members are representatives of the restaurant industry. After reviewing each application, the Committee will make funding recommendations to County Council. County Council makes the final determination as to how funds will be distributed.

ELIGIBLE APPLICANTS

- Applicant organizations must have been in existence for at least one (1) year prior to requesting funds.

- All applicants must provide proof of their federal employer identification number as registered with the Internal Revenue Service.
- Applicants must provide proof of their non-profit status and fall into one of the following categories:
 - Organizations exempt from federal income tax under Section 501(C)(3) of the Internal Revenue Code and whose primary goal is to attract additional visitors through tourism promotion. The letter of exemption from the Internal Revenue Service must accompany your proposal.
 - Destination Marketing Organizations, which are recognized non-profit organizations charged with the responsibility of marketing tourism for their specific municipalities, counties or regions, such as Chambers of Commerce, Convention and Visitors Bureaus and Regional Tourism Commissions.
- Richland County will not award Hospitality Tax funds to individuals, fraternity organizations, religious organizations, or organizations that support and/or endorse political campaigns.

CRITERIA FOR PROJECT ELIGIBILITY

As required by the Hospitality Tax Ordinance, projects to be funded by Hospitality Tax funds must result in the attraction of tourists to Richland County. Projects must benefit Richland County. Priority will be given to projects that demonstrate a benefit to unincorporated Richland County. Each application/proposed project will be reviewed individually to determine the potential impact it will have for tourism in unincorporated Richland County. Hospitality Tax Advisory Committee will not recommend funding of more than 50% of the total amount of a project budget.

FUNDING PRIORITIES

Priority will be given to projects that:

- promote dining at restaurants, cafeterias, and other eating and drinking establishments in unincorporated Richland County;
- generate overnight stay in unincorporated Richland County’s lodging facilities;
- promote and highlight unincorporated Richland County’s historic and cultural venues, recreational facilities and events, and the uniqueness and flavor of the local community.

PROJECT EVALUATION

Once all applications for Hospitality Tax Grant funds are received by Richland County, they will be individually inspected by staff to ensure that they are eligible for review by the Hospitality Tax Advisory Committee. To be eligible for review, the application must:

- be received before the published deadline;
- include proof that the applying organization has 501(c)(3) status as a non-profit organization;
- include all other required appendices.

Staff will indicate the eligibility of the individual application for review and include comments on any deemed ineligible. All applications will then be forwarded to the Hospitality Tax Advisory Committee for review.

The Hospitality Tax Advisory Committee will use the following type of evaluation instrument to evaluate applications and proposed projects. The individual factors are important in project evaluation, as they are an indication of the degree to which the proposed project will contribute to the tourism in Richland County. These factors, with their corresponding point values, are:

- Thoroughness of Proposal 5 points maximum
- Project Design 65 points maximum
- Economic Impact & Accountability 30 points maximum

FY 2009 HOSPITALITY TAX GRANT PROPOSAL – EVALUATION MATRIX

Round One Round Two

PROJECT:

ORGANIZATION:

CONTACT:

TYPE OF PROJECT/EVENT:

REQUEST FY08

:

AWARD FY08:

REQUEST FY09:

<p>Is application eligible for review?</p> <ul style="list-style-type: none"> ▪ Was it received before the deadline? ▪ Is proof of organization’s non-profit status included? ▪ Are Appendices complete? 	<p><input type="checkbox"/> Yes Proceed to Committee for Review</p>	<p><input type="checkbox"/> No Provide Comments and Inform Committee</p>	<p>Comment on ineligibility for review (if applicable):</p>
EVALUATION FACTORS	MAXIMUM POINTS PER ITEM	TOTAL POINTS AWARDED	COMMENTS
<p>Thoroughness of Proposal</p> <ul style="list-style-type: none"> ▪ Proposal Specifications Followed ▪ Responses clear & complete ▪ Support documents provided 	5		
Category Subtotal	5		
Project Design			
<ul style="list-style-type: none"> ▪ Benefit to Tourism 	15		
<ul style="list-style-type: none"> ▪ Benefit to the Community 	10		
<ul style="list-style-type: none"> ▪ Innovation 	10		
<ul style="list-style-type: none"> ▪ Community Support 	10		
<ul style="list-style-type: none"> ▪ Evidence of Partnerships 	10		
<ul style="list-style-type: none"> ▪ Management Capability 	10		
Category Subtotal	65		
Economic Impact & Accountability			
<ul style="list-style-type: none"> ▪ Reliable Tracking Mechanism 	10		
<ul style="list-style-type: none"> ▪ Expected Revenue Generated 	10		
<ul style="list-style-type: none"> ▪ Reasonable Cost/Benefit Ratio 	10		
Category Subtotal	30		
POINTS GRAND TOTAL	100		

Last FY Evaluation comments:

DESCRIPTION OF EVALUATION FACTORS

- Thoroughness of proposal: All required forms and application are complete and submitted on time. Responses are clear and complete. Budget is complete and requested grant amount is within limit (i.e. equal or less than 50% of total budget.) Support Documents are provided.
- Benefit to Tourism: Does the project promote tourism? Will it promote a positive image for the County? Will it attract visitors, build new audiences and encourage tourism expansion? Will it increase awareness of the County's amenities, history, facilities, and natural environment?
- Benefit to the Community: How will this project benefit the people of Richland County? Will the project benefit unincorporated Richland County? Who will attend the event? How many visitors will the event serve?
- Innovation: Is this project unusual or unique? Does it move an existing program in a new direction?
- Community Support: Does the project have broad-based community appeal or support? What is the evidence of need for this project in the County?
- Evidence of Partnerships: What kind and degree of partnership does the project exhibit? Does it exhibit volunteer involvement or inter-jurisdictional, corporate, business, and/or civic support?
- Management Capability: Does the applicant organization demonstrate an ability to successfully complete the project through effective business practices in the areas of finance, administration, marketing, and production? If this organization has received Hospitality Tax funding previously, was the project successful?
- Reliable Tracking Mechanism: Surveys, License Plates, etc.
- Expected Revenue Generated: What are the projected direct and indirect dollar expenditures by visitors/tourists? What is the estimated number of meals consumed? Are any overnight stays anticipated? Please include a basis for your estimations.
- Reasonable Cost / Benefit Ratio: Does the benefit of the project (i.e. number of tourists estimated; expected revenue generated) exceed the cost of the project? Is this project "worth" its cost?

PROCESS FOR FUNDING APPROVAL

To be considered for funding, an application must be received by the published funding round deadline. Once all applications for Hospitality Tax Grant funds are received by Richland County and eligibility is verified, they will be forwarded to the Hospitality Tax Advisory Committee for review. The Committee will review and score each application based on the instrument included above. The Committee will then rank the proposals based on the scores and determine funding recommendations. The Committee will submit its funding recommendations to the county for review by County Council. County Council makes all funding decisions; however, the Council relies heavily on the recommendations of the Advisory Committee.

FUNDING AVAILABILITY

Funding of all projects is entirely dependent upon Hospitality Tax funds being received by Richland County.

Freedom of Information Act NOTICE

Please be advised that all materials submitted for Hospitality Tax Grant funding are subject to disclosure based on the Freedom of Information Act (FOIA).



HOSPITALITY TAX GRANT FUNDING REQUEST

Round 1 – Funding for FY2008-2009 (July 1, 2008 – June 30, 2009)

Due no later than 5:00pm EST Wednesday, February 27, 2008

Submit **6 copies** of application to: Richland County Finance Department, Attn: Audrey Shifflett
P.O. Box 192
Columbia, SC 29202

Required Attachments:

- proof of non-profit status
- Organization's Mission Statement
- Organization's Board of Directors with contact information
- Organization's latest financial statement

Your application will not be reviewed without these attachments.

DATE:

TOTAL PROJECT COST:

FEDERAL I.D. NO.:

TOTAL AMOUNT REQUESTED:

PROJECT NAME:

ORGANIZATION:

CONTACT NAME:

TITLE:

ADDRESS:

CONTACT PHONE:

E-MAIL:

GENERAL DESCRIPTION OF PROJECT:

BENEFIT TO TOURISM IN UNINCORPORATED RICHLAND COUNTY:

BENEFIT TO COMMUNITY IN WHICH PROJECT WILL BE HELD:

INNOVATIVE ASPECTS OF PROJECT:

COMMUNITY SUPPORT FOR PROJECT / PROGRAM:

PARTNERSHIPS INVOLVED IN PROJECT:

MANAGEMENT CAPABILITY TO MAKE THIS PROJECT SUCCESSFUL:

TRACKING MECHANISM USED TO DETERMINE SUCCESS OF PROJECT:

HOW MANY MEALS CONSUMED AT ESTABLISHMENTS IN **UNINCORPORATED RICHLAND COUNTY** ARE PROJECTED TO BE ADDED AS A DIRECT RESULT OF THIS PROJECT? (Please attach a brief work paper indicating your analysis.) : _____

COST / BENEFIT RATIO:

DURATION OF PROJECT: START DATE: _____ END DATE: _____

OTHER FUNDING SOURCES:

Requested

Received

ADDITIONAL COMMENTS: (Attach additional sheets, if needed)

PLEASE ATTACH **ITEMIZED PROJECT BUDGET** (NOT Organization Budget).
Please see following page for outline and more information

REQUEST PERCENTAGE OF TOTAL PROJECT BUDGET:

Complete the following:

The requested amount of \$ _____ is _____ % of the total project expenses.

NOTE: Requested amount cannot be greater than 50% of the total project expenses.

PRIOR RECIPIENTS ONLY:

For organizations that have received Richland County H-Tax funding in the past, please complete the following form for the latest completed project and indicate the date received.

BUDGET:

Attach a budget for project listed in this application (not organization budget). The budget should reflect in financial terms the actual costs of achieving the objectives of the project you propose in your application narrative.

Please follow the outline below for your budget. The project expenses section may or may not contain all of the listed "Budget Categories," depending on the size and type of project you propose. However, please include all categories that are applicable. Please include a one-line description for each category included as a budget narrative. Under project revenues, list known and anticipated funding sources, including any that are pending. Be sure to include Richland County request in this list.

Project Expenses

Budget Categories	Total	Amount Requested
A. Personnel/Salaries and Wages	\$ _____	\$ _____
B. Fringe Benefits		
C. Travel		
D. Equipment		
E. Supplies		
F. Contractual		
G. Construction		
H. Other		
Total Expenses	\$ _____	\$ _____ Amount requested

Project Revenues

Source of Funds	Amount (indicate requested/pending/received)
1. _____	\$ _____
2. _____	
3. _____	
4. Richland County Hospitality Tax	
Total Revenues	\$ _____

REQUIRED ATTACHMENTS:

- A. Letter from IRS confirming 501(C)(3) status (current letter from SC Secretary of State confirming non-profit status is also acceptable)
- B. Organization's Mission Statement
- C. Organization's Current Board Members/Directors
- D. Organization's latest financial statement

Signature of Chairman of Board of Directors:

Signature of Executive Director:

ADDITIONAL COMMENTS: If awarded funding, you will be required to request quarterly payments in writing. An Affirmative Action Plan for your organization/agency must be on file with the Richland County Human Resources Department prior to disbursement of any funds. When requesting funds, you **must submit a balance sheet and expenditure summary** at the end of the preceding quarter/year, whichever is applicable.

**Richland County Hospitality Tax Grant Funding
Previous Project Report – Year funds received:**

Please provide the following information directly on this form.

I. PROJECT INFO:

Organization Name: _____

Project Name: _____

II. PROJECT COMPLETION:

Were you able to complete the project as stated in your original application? _____

If no, state any problems you encountered. _____

III. PROJECT SUCCESS:

Please share any additional comments regarding the project. (e.g., lessons learned, successes, problems encountered, etc.)

IV. PROJECT SUMMARY DATA:

Record numbers in table below to reflect funds received and attendance for up to two years.

		FY _____		FY _____
Total budget of event/project				
Amount funded by Richland Co. H-tax				
Amount funded by H-tax from all sources				
Total attendance				
Total tourists*				

* Tourists are generally defined as those who travel at least 50 miles to attend; however, the Committee considers every project/event on a case by cases basis.

V. METHODS:

Please describe the methods used to capture the attendance data listed above (license plates, surveys, etc.) _____

VI. PROJECT EXPENSES: Please attach a report with final project expenses paid for by Richland County H-Tax funding.

VII. ORGANIZATION SIGNATURE:

Provide signature of official within organization, verifying accuracy of above statements.

Name Title

Signature Date

Richland County Council Request of Action

Subject: Sheriff's Department Region 7 Headquarters

A. Purpose

County Council is requested to approve and fund personnel necessary to staff the new Region 7 Headquarters to be located on Screaming Eagle Rd. in Eastern Richland County. The funds for construction of Region 7 have been appropriated through the budget process in the Capital Improvement Program and a State grant sponsored by Senator Lourie's office. That project is currently in the planning stages with construction to begin 2008.

B. Background / Discussion

The Northeastern portion of Richland County is growing at a rapid rate and along with new residential and commercial development; there has been a corresponding increase in calls for service. Region 2 and Region 6 are currently providing law enforcement coverage in the Northeast. The two regions have written 10,822 incident reports since January 2007 which represents @ 20% of all calls for service. The proposed Region 7 has attributed 919 of those reports. The impact of growth in this area has resulted in higher response times because of the call volume and placed a strain on the manpower allocated to Northeastern Richland County. The Sheriff has determined that minimum of 20 new deputies will be necessary to adequately manage a law enforcement requirement for this region.

C. Financial Impact

PERSONNEL COSTS

Position	# Pos.	Sal and Benefits	Total Per Position
Region Manager (Captain)	1	\$60,476.00	\$60,476.00
Unit Supervisor (Lieutenant)	1	\$45,973.00	\$45,973.00
Shift Supervisor (Sergeant)	2	\$43,800.00	\$87,600.00
Asst. Shift Supervisor (Corporal)	4	\$40,905.00	\$163,621.00
Master Deputy	4	\$36,600.00	\$146,399.00
Deputy	8	\$33,621.00	\$268,967.00
Total Personnel Costs	20		\$773,036.00

EQUIPMENT COSTS

	Number	Cost per Deputy	Total
Patrol Vehicles/ Camera system/ MDT			
Cage/ Radio/ Lights and Siren	20	\$39,496.00	\$789,920.00
Uniforms and Equipment	20	\$ 5,200	\$104,000.00
Total Equipment Costs			\$893,920.00
TOTAL IMPACT		\$1,666,956	

D. Alternatives

1. Approve the request as submitted.
2. The Sheriff recommends, as a cost savings measure, that Council consider the following alternative; The Sheriff will provide the eight Deputies and four Master Deputies from existing manpower, for the region, reducing the impact costs for necessary personnel by \$ 415,366.00. County Council would be asked to authorize positions for a Region Manager (Captain), a Unit Supervisor (Lieutenant), two Shift Supervisors (Sergeant) and two Assistant Shift Supervisors (Corporals), at a cost of \$357,770.00. It is further suggested that Council allow the purchase of 12 new vehicles through the Vehicle bond vise 20 with the other eight vehicles being retained from the Fleet. The plan would include the purchase of six additional vehicles from the bond this fiscal year and six additional vehicles next fiscal year to equip the new positions. Total Equipment Cost would be \$515,552 over 2008-2009. It is estimated that the new Region Substation will be completed in FY 2008/2009.
3. **Approve 8 new FTE’s in the FY 08/09 budget with 6 months funding (this option was discussed after the initial drafting of the request).**
4. Do not approve the request, which will inhibit the Departments ability to provide timely service to this area of the county.

E. Recommendation

It is recommended that Council approve Alternative 2 and authorize the hiring of four new deputy positions and two Master Deputy positions in FY 2007/2008 and four Deputy position and two Master Deputy Positions in FY 2008/2009.

Recommended by:
Hubert F. Harrell, Chief Dep.

Department:
Sheriff

Date:
11/20/07

F. Reviews

Finance

Reviewed by: Daniel Driggers

Date: 11/26/07

Recommend Council approval

Recommend Council denial (#1&2)

Comments regarding recommendation: Recommend approval of option #3...based on meeting with County Administrator and Sheriff which provided a subsequent recommendation to be discussed by the Administrator.

Legal

Reviewed by: Amelia Linder

Date: 11/26/07

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: All of the alternatives appear to be legally sufficient; however, a budget amendment may be needed depending on what course of action Council decides to pursue.

Administration

Reviewed by: J. Milton Pope

Date: 11-26-07

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Recommend approval of alternative #3 if the Committee desires to move forward with the construction of the Screaming Eagle Road Sheriff's substation.

The aforementioned ROA was drafted prior to a meeting held with Richland County Sheriff Leon Lott (in attendance... Administration, Council Member Hutchinson and the Finance Director). The purpose of the meeting was to gain a better understanding of a letter to County Council requesting 20 new Deputies for the Screaming Eagle Road Substation. At the meeting Administration and Council Member Hutchinson expressed concern in regards to the cost of personnel and equipment.

After significant discussion and clarity of the request Sheriff Lott agreed to amend his request to 8 FTE's (see **attachments**) and zero equipment cost (he will absorb equipment cost in existing budgeted dollars). The fiscal cost if approved would be **\$178,835 for the FY 08/09 budget year** (\$357,670 annualized for FY 09/10).

This request is very unique in that Administration does not want to commit to beginning construction (dollars are budgeted...\$450,000) until the issue of personnel has been reviewed and resolved by Council. The 8 FTE's if committed to would be added in the FY 08/09 budget to be funded for six months (FTE's would not begin work until January of 2009 after completion of the substation).

MEMORANDUM

DATE: 10/29/2007
TO: SHERIFF LOIT
FROM: CHIEF HUBERT HARRELL *HH*
RE: NEW POSITION REQUEST

Position	Beginning Salary and Benefits	Total Per Position	Total Cost
Captain (1)	\$ 60,476	\$ 60,476	
Lieutenant (1)	\$ 45,973	\$ 45,973	
Sergeant (2)	\$ 43,800	\$ 87,600	
Corporal (4)	\$ 40,905	\$ 163,621	\$ 357,670

HHH

*Received
J. [Signature]
11-26-07*

10/29/2007

1

Richland County Council Request of Action

Subject: 911 System Upgrades

A. Purpose

The purpose of this report is to obtain Council approval to establish funding for two major upgrades to the 911 system and approve the purchase of the CAD system from TriTech. Because of the mission-critical nature of the equipment, the total anticipated cost and the two-part purchase process, Council is requested to establish the funding strategy now.

B. Background / Discussion

The County's 911 system has two key components which must be replaced. The Computer Aided Dispatch System (CAD) and the 911 telephony system have both exceeded their life expectancies and are subject to system failures. Both are ten years old. The CAD provides a way to process incoming 911 data while merging it with real-time agency resources, dispatch information and other essential information to create an organized approach to dispatch emergency calls, provide for incident tracking and create a records management system. The 911 telephony system is the central computers and telephone data network that processes and routes 911 calls made from landlines, wireless and voice-over-internet protocol (VoIP) phones.

The process began over three years ago with a committee of county and city personnel drafting specifications for the CAD system. The CAD system impacts each public safety agency served by the 911 Center so it was necessary to have a large committee to draft and analyze all requirements. The committee included representatives from the County Administrator, City Manager, Sheriff, EMS, Emergency Management, 911 Center Administration, City Police, Fire, County IT, GIS, and City IT. A request for proposals was sent out and numerous vendors responded. The responses were evaluated by the committee and a vendor was selected. The process to select a 911 telephony system vendor is ongoing. The CAD system procurement was initiated first so a vendor could be established prior to procuring the 911 telephony system. This will insure that the 911 system specifications clearly identify the CAD vendor so potential 911 system vendors would know what CAD system was being used. This will insure that the new 911 telephony system will have a seamless integration with the new CAD system.

The vendor selected by the CAD committee is TriTech. The total cost to implement the CAD system is approximately \$2,400,000. The installation time will be approximately six months.

The exact cost of the 911 telephony system should be known by January 30, 2008. Once the contract is awarded, the installation time will be approximately five months.

There will be an additional cost of approximately \$1,100,000 for infrastructure improvements at the 911 center. This will include upgrades to include utilities such as

electrical power, cabling, Uninterrupted Power Supply (UPS) and cooling. This will also include computer equipment such as servers that are required. Richland County will purchase this equipment directly saving several hundred thousand dollars.

C. Financial Impact

Cost:

The total cost for the new CAD and 911 telephony system to become operational (including hardware and modifications) is estimated to be \$5,500,000.

Funding:

Funding of \$500,000 is included in the Emergency Telephone System Fund (ETS) budget. This is from quarterly wireless fund reimbursements.

We will need to establish funding for the remaining cost estimated at \$5,000,000.

Once the systems have been purchased, we will receive a reimbursement based on approximately 40% of selected components of the new systems from the state CMRS wireless fund.

Other Financial Impacts:

Our overall 911 Center maintenance and support costs will rise because of the new systems. A recommendation to increase the subscriber fee for wire line phones from 38 cents to 50 cents (the maximum allowed for our county size) will be included in the annual 911 Center operating budget. This will increase ETS revenue by approximately \$240,000 which is needed to cover maintenance costs. Also, two additional FTE's (employed by the City) will be needed to maintain the new CAD system. The County will fund one half of the cost of the new FTE's as part of our annual 911 Center operating budget.

D. Alternatives

1. Use the budgeted amount of \$500,000 in the ETS fund.
2. Use \$2,000,000 from the undesignated fund balance of fund 7500765 and \$3,000,000 from the undesignated fund balance of the general fund.
3. Issue a bond from the 7500765 Fund.
4. Issue a bond from the General Fund.
5. Lease-purchase the CAD and 911 System.

E. Recommendation

It is recommended that Council approve alternatives 1 and 2 above to establish funding for the CAD system and 911 system purchase, and approve the TriTech purchase contract for the CAD system which is being finalized by Procurement.

Recommended by: Michael A. Byrd, Director of Emergency Services **Date:** 11/12/07

F. Reviews

Finance

Reviewed by: Daniel Driggers

Date: 11/21/07

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Funding recommendation is consistent with annual budget allocation of operating capital for 911 center. Fund balance is available for use in Fire and General Fund as recommended. Use of fund balance from General Fund is recommended due to accumulated collections that have exceeded budgeted revenues for public safety charges for services from prior years related to 911 operations.

Legal

Reviewed by: Amelia Linder

Date: 11/21/07

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: All of the alternatives appear to be legally sufficient; however, if Council chooses to issue a bond, the Legal Department would need further information prior to making a recommendation.

Administration

Reviewed by: J. Milton Pope

Date: 11-21-07

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Recommend approval consistent with the EMS and Finance Director's comments furthermore the County will receive a reimbursement based on approximately 40% of selected components of the new systems from the state CMRS wireless fund after an application has been completed and submitted.