



# **RICHLAND COUNTY COUNCIL**

## **ADMINISTRATION AND FINANCE COMMITTEE**

Kit Smith	Greg Pearce	Joyce Dickerson, Chair	Kelvin Washington	Valerie Hutchinson
District 5	District 6	District 2	District 10	District 9

**SEPTEMBER 28, 2010  
6:00 PM**

**2020 Hampton Street, Columbia, South Carolina**

### **CALL TO ORDER**

### **APPROVAL OF MINUTES**

1. Regular Session: July 27, 2010 [pages 4-5]

### **ADOPTION OF AGENDA**

### **ITEMS FOR ACTION**

2. AT&T Leased Line Connections-Countywide [ pages 7-8]
3. Benedict College SC HBCU Classic [ pages 10-12]

4. Coroner Budget Amendment for 2010-2011 [ pages 14-16]
5. Franchise Fees for Utilities [ pages 18-20]
6. Hospitality Tax Budget Amendment [pages 22-25]
7. Hospitality Tax-Special Round for SERCO organizations [pages 27-36]
8. Microsoft Licensing-Countywide [pages 38-39]
9. Palmetto Capital City Classic Funding [ pages 41-44]
10. Sheriff's Department Grant Position Pick Up Request [ pages 46-50]
11. Voter Registration Budget Amendment [ pages 52-53]

#### **ITEMS FOR DISCUSSION / INFORMATION**

12. Capital Funding for Hampton Preston and Woodrow Wilson Historic Homes [ pages 55-59]
13. Caughman Creek Property Appraisal [Recommend Executive Session] [ page 61]
14. Review all Departments and determine possible consolidation and/or outsourcing and prioritize them [ page 63]

#### **ADJOURNMENT**



# Richland County Council Request of Action

## **Subject**

Regular Session: July 27, 2010 [pages 4-5]

## **Reviews**

# MINUTES OF



**RICHLAND COUNTY COUNCIL  
ADMINISTRATION AND FINANCE COMMITTEE  
TUESDAY, JULY 27, 2010  
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: Joyce Dickerson  
Member: Valerie Hutchinson  
Member: L. Gregory Pearce, Jr.  
Member: Kit Smith  
Member: Kelvin E. Washington, Sr.

**ALSO PRESENT:** Paul Livingston, Bill Malinowski, Norman Jackson, Gwendolyn Davis Kennedy, Michielle Cannon-Finch, Milton Pope, Tony McDonald, Sparty Hammett, Roxanne Ancheta, Randy Cherry, Larry Smith, Stephany Snowden, Jennifer Dowden, Sara Salley, Anna Almeida, Rodolfo Callwood, m David Hoops, Amelia Linder, Dale Welch, David Chambers, Monique Walters, Michelle Onley

## **CALL TO ORDER**

The meeting started at approximately 6:03 p.m.

## **APPROVAL OF MINUTES**

**June 22, 2010 (Regular Session)** – Mr. Pearce moved, seconded by Mr. Washington, to approve the minutes as distributed. The vote in favor was unanimous.

## **ADOPTION OF AGENDA**

Ms. Hutchinson moved, seconded by Ms. Smith, to adopt the agenda as amended. The vote in favor was unanimous.

## ITEMS FOR ACTION

**Property Insurance and Fire Operations Liability and Property Insurance-Risk Management** – Ms. Smith moved, seconded by Ms. Hutchinson, to forward this item to Council with a recommendation for approval. The vote in favor was unanimous.

**Improve Accountability for Richland County Grantees** – Mr. Pearce moved, seconded by Mr. Washington, to forward this item to Council without a recommendation. The vote in favor was unanimous.

**Hospitality Tax Ordinance Amendments: Oversight and Accountability** – Ms. Smith moved, seconded by Mr. Washington, to forward this item to Council a recommendation to circulate to effected agencies for comment. The vote in favor was unanimous.

**Coroner: Request for approval to renew contract with Professional Pathology Services** – Mr. Washington moved, seconded by Ms. Hutchinson, to forward this item to Council without a recommendation. The vote was in favor.

**Establish an Ad-Hoc Committee to work with the City of Columbia to make a recommendation on an ordinance to restrict operating hours of establishment that serve alcohol** – Mr. Washington moved, seconded by Mr. Pearce, to forward this item to Council without a recommendation. The vote in favor was unanimous.

**Women and Minority Owned Disadvantaged Business Program** – Mr. Washington moved, seconded by Ms. Hutchinson, to forward this item to Council with a recommendation to forward it to the Economic Development Committee. The vote in favor was unanimous.

## ITEMS FOR DISCUSSION/INFORMATION

**Caughman Creek Property Appraisal [Recommend Executive Session]** – This item was received as information.

## ADJOURNMENT

The meeting adjourned at approximately 6:37 p.m.

Submitted by,

Joyce Dickerson, Chair

The minutes were transcribed by Michelle M. Onley

# Richland County Council Request of Action

**Subject**

AT&T Leased Line Connections-Countywide [ pages 7-8]

**Reviews**

## Richland County Council Request of Action

Subject: AT&T Leased Line Connections - Countywide

### A. Purpose

County Council is requested to approve a purchase order to AT&T for the County's leased line connections.

### A. Background / Discussion

The Richland County Wide Area Network and Local Area Networks (WAN/LAN) currently consist of 40 servers and approximately 1100 PCs. These are dispersed across all county locations. These locations are connected primarily via leased lines. This purchase order covers those lines that are leased from AT&T that connect our remote sites to our main locations in addition to the trunk lines that provide phone service to County locations including the Sheriff's Office. These lines are the heart and lungs of County provided services. Without them, there would be no phone service to most County locations, nor data connections that provide all county computer services.

These are services that Richland County has been receiving from AT&T for over 13 years. The amount has changed from year to year as the network has expanded as additional County services are offered in new locations.

These services were directly paid in previous years, but due to a change in our financial system, a purchase order is required to be able to pay for the services.

### B. Financial Impact

There are sufficient funds in the account 1100187000.542100 designated for this request.

### C. Alternatives

1. Approve the request to continue leasing the lines from AT&T for an amount not to exceed \$243,000. This will allow the county to maintain phone and data services to all sites.
2. Do not approve the request. This would mean that connectivity to County offices would cease and prevent all County computer services and telephones from working.

### D. Recommendation

Recommended by: Janet Claggett      Department: Information Technology  
Date: 9/13/10

Approve the request to continue leasing the lines from AT&T for an amount not to exceed \$243,000. This will allow the county to maintain phones and connectivity to remote sites.

**F. Reviews**

(Please ***SIGN*** your name, ✓ the appropriate box, and support your recommendation before routing. Thank you!)

**Finance**

Reviewed by: Daniel Driggers

Date: 9/13/10

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

**Procurement**

Reviewed by: Rodolfo Callwood

Date: 9/13/10

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

**Legal**

Reviewed by: Larry Smith

Date:

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

**Administration**

Reviewed by: J. Milton Pope

Date: 9-13-10

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:



# Richland County Council Request of Action

## **Subject**

Benedict College SC HBCU Classic [ pages 10-12]

## **Reviews**

# Richland County Council Request of Action

Subject: Benedict College SC HBCU Classic

## A. Purpose

To fund the HBCU Classic at \$50,000 for September 18, 2010

## B. Background / Discussion

During the September 7, 2010 Council meeting Mr. Jackson made the following motion:

To fund the HBCU Classic at \$10,000 for Sept. 18 2010 (Norman Jackson)

Also, the County Administrator received a letter from the Benedict College Athletic Director requesting \$50,000 to offset costs associated with the SC HBCU Classic and three other major events set to come to the Charlie W. Johnson Stadium at Benedict College (see attached letter).

## C. Financial Impact

\$50,000.

## D. Alternatives

1. Approve the request.
2. Do not approve the request.

## E. Recommendation

Recommended by: Department: Date:

## F. Reviews

(Please ***SIGN*** your name, ✓ the appropriate box, and support your recommendation before routing. Thank you!)

### Finance

Reviewed by: Daniel Driggers

Date: 9/17/10

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: The ROA does not contain enough information in order to make a sound recommendation. Approval would require the identification of a funding source and possibly a budget amendment.

### Legal

Reviewed by: Larry Smith

Date:

Recommend Council approval No recommendation:  Recommend Council denial

Comments regarding recommendation: Assuming that the request for funding is from Hospitality Tax, and or Accommodations Tax, and the event otherwise qualifies; this would be within Council's discretion.

### Administration

Reviewed by: J. Milton Pope

Date: 9-22-10

Recommend Council approval

✓ Recommend Council denial

Item# 3

Attachment number 1  
Page 1 of 3

Comments regarding recommendation: I concur with the comments of the Finance Director however the two combined request are “out of cycle” request and historically the Council has discouraged special request outside of the regular budget process unless the request was determined to be an “emergency” issue.

If the Council makes the determination that this request meets the “special/emergency” standard appropriated funds in the Hospitality Fund should be used to address the request.



## BENEDICT COLLEGE

1600 Harden Street  
COLUMBIA, SOUTH CAROLINA 29204

September 3, 2010

Mr. Milton Polk  
Richland County Administrator  
2020 Hampton Street  
Columbia, SC 29204

Dear Mr. Polk:

I am requesting assistance from Richland County in an effort to help offset cost associated with four major events set to come to Charlie W. Johnson Stadium at Benedict College. These events include the South Carolina HBCU Classic, the South Carolina High School League 1A Football State Championship, South Carolina Independent League State Championship and the Pop Warner League Championship.

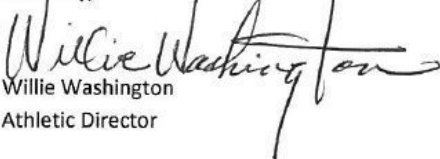
There will be several other events in the stadium for the course of this year but listed above indicates the major events which will have a dramatic impact upon Richland County's Hospitality and Accommodation efforts. The two major expenses in providing these events are security and community clean up. It is estimated that security and community cleanup for these events alone will fall in the range of \$50,000 dollars or more.

As you can very well understand, it will be impossible for Benedict to absorb the total cost for such outstanding events to be sponsored here in Richland County. I point to the fact that in order to get these events, there are no rental fees, no light fees, and no clean-up fees charged to those organizations. Therefore, we must request assistance from Richland County Council to help offset some of these expenses. At this time, please accept this letter as an official request for funds in the amount of \$50,000 towards the aforementioned events.

Richland County has always been a strong supporter of bringing outstanding events to the Charlie W. Johnson Stadium. We request your assistance once again for the remaining events for the 2010-2011 fiscal year.

We thank you for your continued support and we look forward to your positive response.

Sincerely,

  
Willie Washington  
Athletic Director

Equal Opportunity in Education and Employment  
Without Regards to Race, Sex, Color, National Origin, Religion or Disability

# Richland County Council Request of Action

## **Subject**

Coroner Budget Amendment for 2010-2011 [ pages 14-16]

## **Reviews**

## Richland County Council Request of Action

Subject: Coroner Budget Amendment for 2010/2011

### **A. Purpose**

County Council is requested to approve a budget amendment to increase the Coroner's budget by \$140,000. The funds will be used to pay South Carolina State Archives to convert paper records dating back to the 1920s into digital images in order to comply with SC state law for records retention and to purchase a filing system to protect current files.

### **B. Background / Discussion**

The Coroner's Office is required by SC state law [Section 30-1-90(B) of the *Code of Laws of South Carolina, 1976*] to retain case records permanently. It has been determined by State Archives that the Coroner's Office is not in compliance with state regulations as issued by the State Archives Division. Currently the retention method is to retain the paper records in storage cabinets located onsite in the Coroner's building. There is no backup record for any case file currently housed in the Coroner's Office. One fire, flood, act of vandalism, or major accident could destroy the only copy of every case record dating back from 2010 to the 1920s. If such a catastrophe were to happen, cold case files relating to unsolved murders might become impossible to solve.

Per the request of the Coroner's office, the SC State Archives examined our paper files and submitted an estimate for the conversion of our paper records into digital format. The examination revealed that some of our oldest records are tissue-paper thin and very fragile. Some files are even 35mm slides. Because of these extremely poor conditions, the scanning and indexing of these older records would be very labor intensive. The number of documents to be converted is estimated to be approximately 1.3 million.

The Richland County IT Department worked collaboratively with State Archives to identify various options and costs to best secure the case records on a permanent basis. The consensus was to recommend that State Archives convert all the paper records into digital format by scanning and indexing each file.

After the digital image is delivered by State Archives to the Coroner, the recommendation is for the IT Department to use the county's existing equipment to create rolls of microfilm that would comply with state law to have a "human-eye-readable" format for permanent storage. By having this microfilm work done by the IT Department instead of by State Archives, this would save the county \$45,000.

One advantage of first creating digital images from the paper files instead of first creating microfilm is that the digital images would be backed up via the IT Department's network backup system. The digital images would be safe and retrievable in the case of fire or other destructive event. The images would also be available to all authorized personnel simultaneously instead of only being accessible to one person at a time. Simultaneous access would be a major timesaver. On an ongoing basis the Coroner's office would use the same process to protect their documents and ensure ongoing compliance with State regulations for records retention.

After SC State Archives begins the work effort, it may become evident that even more records are in a fragile condition than what had been previously identified. If that happens, the cost of the project would increase and the Coroner's Office would submit a budget request for the residual amount for the 2011/2012 budget year.

### C. Financial Impact

This project would require a budget amendment of \$140,000 with the funds designated per the formula below.

- \$137,500 being paid to SC State Archives for converting paper records into digital images
- \$2,500 being paid for necessary equipment for ongoing scanning of current and future records

### D. Alternatives

1. Approve the request to amend the Coroner's budget by an additional \$140,000. Approval would bring the Coroner's Office into compliance with State law regarding the regulations for retention of records and would provide for a secure backup system to preserve case records if the paper files were destroyed.
2. Do not approve the request. The result would be that all of the case files containing historical and current information regarding every Coroner's case dating back into the 1920s stands at risk of being destroyed, damaged, and/or lost in the wake of a hazardous event. If approval for funds is not received, the Coroner's Office would not be in compliance with State law regarding the regulations for retention of records.

### E. Recommendation

Recommended by: Gary Watts                      Department: Coroner  
Date: 07/20/2010

It is recommended that Council approve the request to amend the Coroner's budget by \$140,000 so that State Archives can be paid to convert the Coroner's case records from paper into digital format from the 1920s to the present and so that a secure filing system for current records can be purchased.

### F. Reviews

#### Finance

Reviewed by: Daniel Driggers

Date: 8/19/10

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Recommendation is not based on the merits of the program but due to the fact that no funding source is identified. The project was requested during the FY11 budget process but was not funded. Given current economy

and fiscal stress due to State funding reductions, we would not recommend using fund balance. If project is approved we would recommend that the General Fund budget not be increased and that funding be addressed through reconsidering (delay or deferral) existing projects and redirecting associated funds.

## **IT**

Reviewed by: Janet Claggett

Date: 9/8/2010

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Recommendation is based on the merits of the program concerning vital county records.

## **Procurement**

Reviewed by: Rodolfo Callwood

Date: 9/20/2010

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

## **Legal**

Reviewed by: Larry Smith

Date:

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: No recommendation: Council discretion

## **Administration**

Reviewed by: J. Milton Pope

Date: 9-24-10

Recommend Council approval

x Recommend Council denial

Comments regarding recommendation:

Recommend denial of the \$140,000 request at this time with further comprehensive study (other areas of the County with similar needs) however approve the expenditure of \$2,500 to get the project started. Administrative/IT staff will work with the Coroner to begin that process within existing County funds.



# Richland County Council Request of Action

## **Subject**

Franchise Fees for Utilities [ pages 18-20]

## **Reviews**

## Richland County Council Request for Action

Subject: Franchise fees for utilities

### A. Purpose

This request is, per Mr. Malinowski's motion, for information relating to establishing a franchise fee for the extension or new installation of all utilities within the county by an outside agency.

### B. Background / Discussion

The South Carolina Supreme Court, in SCE&G v. Town of Awendaw (2004), defines franchise as "*a special privilege granted by the government to particular individuals or companies to be exploited for private profits. Such franchises seek permission to use public streets or rights of way in order to do business with a municipality's residents, and are willing to pay for this privilege.*"

The right of counties to grant a franchise is set out in §4-9-30 (11) of the South Carolina Code, which states that counties shall have the power:

*to grant franchises and make charges in areas outside the corporate limits of municipalities within the county in the manner provided by law for municipalities and subject to the same limitations, to provide for the orderly control of services and utilities affected with the public interest; **provided, however, that the provisions of this subsection shall not apply to persons or businesses acting in the capacity of telephone, telegraph, gas and electric utilities, or suppliers, nor shall it apply to utilities owned and operated by a municipality;** provided, further, that the provisions of this subsection shall apply to the authority to grant franchises and contracts for the use of public beaches. (Emphasis added)*

Thus, the General Assembly granted the right to franchise to counties and then promptly limited it by exempting from the list of allowed franchises telephone, telegraph, gas and electric, and any utility owned by a municipality. This generally leaves cable television, water, and sewer, as long as the entities are not municipally owned.

Richland County has had numerous franchise agreements with cable television companies over the years and has an ordinance devoted to cable television franchising, §11-11, et seq. Although cable television franchises have been popular with counties for some time, the Legislature, by the passage of the Competitive Cable Services Act in 2006, preempted the field of cable television franchising, and in fact placed the sole franchising power for cable television with the State. §58-12-5 (B) states:

*After the effective date of this act, no municipality or county may issue a cable franchise pursuant to Section 58-12-30. A municipality or county may continue to enforce existing cable franchises until they expire or are terminated pursuant to Section 58-12-325.*

Thus the County's cable television franchise ordinance is no longer valid, and the County may not enter into any new cable television franchises. The statute does however provide for payment to the County of franchise fees by cable television companies doing business in the unincorporated areas.

The remaining areas for potential franchises are water and sewer. Although I can find no statute or relevant case law that specifically deals with the county's ability to require water and sewer franchises. Thus, it would appear that they would be an option for the county. However, I would caution that several statutes and general principles may come into play when considering a water or sewer franchise ordinance, including but not limited to, a municipality's right to provide service in the unincorporated areas (§5-7-60), a non-profit's right to provide service where the county has no plans to do such (§33-36-270), any special purpose districts already serving a specific area, and the state's regulation, through the Public Service Commission, of public utilities. If Council is interested in pursuing this option, a more extensive legal opinion would need to be performed, as well as a comprehensive report from the Utilities Division as to what areas are or are not being served and by whom.

Relationship between the Richland County's Comprehensive Land Use Plan and the franchise fee for the extension or new installation of all utilities within the county by an outside agency.

Establishing a franchise fee would not infringe upon the Future Land Use Map or the Comprehensive Plan goals. The location and capacity of new lines could affect the Future Land Use Map and Comprehensive Plan goals depending on the location of the service areas. If there is excess capacity and the County is willing to permit new commercial and residential development in the areas identified as Rural on the Future Land Use Map, not only will it conflict with the plan but it will intensify sprawl and contribute to increased governmental services (police, fire, school). This number has been reduced slightly since 2009 but it should be noted that based on our GIS data there is 170,000 acres (264 square miles) of buildable land in the County. Approximately 26% of the developable parcels are located in the Suburban and Urban areas of the County as identified on the Future Land Use Map. Those figures do not include all the redevelopment opportunities with existing infrastructure.

### **C. Financial Impact**

None known.

### **D. Alternatives**

1. Pursue the water and sewer franchise option.
2. Do not pursue the water and sewer franchise option.

### **E. Recommendation**

Council discretion, keeping in mind, however, the legal consideration briefly outlined above.

Recommended by: Elizabeth A. McLean

Department: Legal

Date: 9/16/10

**F. Reviews**

(Please ***SIGN*** your name, ✓ the appropriate box, and support your recommendation before routing. Thank you!)

**Finance**

Reviewed by: Daniel Driggers

Date:

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: No recommendation since the ROA decision is at Council discretion and there is not enough information provided on options to make a sound financial decision. The Utility fund is a single unified enterprise fund and by policy is expected to be self-supported. Therefore we would recommend that prior to a final decision that Council obtain a financial impact analysis of the effect the decision will have on user rates and the long-term sustainability of the system.

**Legal**

Reviewed by: Larry Smith

Date:

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: No recommendation. Council will need to exercise its discretion regarding pursuing franchises on a case by case basis.

**Administration**

Reviewed by: Sparty Hammett

Date: 9/21/10

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: No recommendation – Council discretion.

# Richland County Council Request of Action

**Subject**

Hospitality Tax Budget Amendment [pages 22-25]

**Reviews**

# Richland County Council Request of Action

**Subject:** Hospitality Tax Budget Amendment

## **A. Purpose**

County Council is requested to approve a budget amendment for the Renaissance Foundation from Hospitality Tax fund balance in the amount of \$100,000.

## **B. Background / Discussion**

During the FY11 budget process, the Renaissance Foundation was approved to receive \$100,000 from Hospitality Tax funds. This budget amendment appropriates an additional \$100,000 to the Renaissance Foundation per the motion made at the June 16, 2009 Council meeting.

## **C. Financial Impact**

This budget amendment would reduce Hospitality Tax fund balance by \$100,000 unless another funding source is identified.

## **D. Alternatives**

1. Approve the budget amendment appropriating an additional \$100,000 of Hospitality Tax funds to the Renaissance Foundation.
2. Do not approve the budget amendment appropriating an additional \$100,000 of Hospitality Tax funds to the Renaissance Foundation.

## **E. Recommendation**

It is recommended that Council approve \$100,000 for the Renaissance Foundation with the funding source being Hospitality Tax fund balance.

Recommended by: \_\_\_\_\_ Department: Administration Date: 08/01/2010

## **F. Reviews**

(Please **SIGN** your name, ✓ the appropriate box, and support your recommendation before routing. Thank you!)

### **Finance**

Reviewed by: Daniel Driggers

Date: 8/17/10

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

### **Grants**

Reviewed by: Sara Salley

Date: 8/17/2010

✓ Recommend Council approval

Recommend Council denial

Item# 6

Comments regarding recommendation:

**Legal**

Reviewed by: Larry Smith

Date:

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

**Administration**

Reviewed by: Tony McDonald

Date: 9/8/10

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation: This request is consistent with the action taken by the Council during the adoption of the FY 11 budget.

STATE OF SOUTH CAROLINA  
COUNTY COUNCIL FOR RICHLAND COUNTY  
ORDINANCE NO. \_\_-11HR

AN ORDINANCE AMENDING THE FISCAL YEAR 2010-2011 HOSPITALITY  
TAX ANNUAL BUDGET TO APPROPRIATE \$100,000 OF HOSPITALITY TAX  
UNDESIGNATED FUND BALANCE TO THE RENAISSANCE FOUNDATION.

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

SECTION I. That the amount of one hundred thousand (\$100,000) be appropriated to the Renaissance Foundation. Therefore, the Fiscal Year 2010-2011 Hospitality Tax Annual Budget is hereby amended as follows:

REVENUE

Revenue appropriated July 1, 2010 as amended:	\$ 4,071,612
Appropriation of Hospitality Tax undesignated fund balance	<u>100,000</u>
Total General Fund Revenue as Amended:	\$ 4,171,612

**EXPENDITURES**

Expenditures appropriated July 1, 2010 as amended:	\$ 4,071,612
Increase to Lump Sum Appropriation:	<u>100,000</u>
Total General Fund Expenditures as Amended:	\$ 4,171,612

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

SECTION III. Conflicting Ordinances Repealed. 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 \_\_\_\_\_, 2008.

RICHLAND COUNTY COUNCIL

BY: \_\_\_\_\_  
Paul Livingston, Chair

Item# 6

Attachment number 1  
Page 3 of 4



ATTEST THIS THE \_\_\_\_ DAY

OF \_\_\_\_\_, 2010

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Michielle R. Cannon-Finch  
Clerk of Council

RICHLAND COUNTY ATTORNEY'S OFFICE

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

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

# Richland County Council Request of Action

**Subject**

Hospitality Tax-Special Round for SERCO organizations [pages 27-36]

**Reviews**

# Richland County Council Request of Action

**Subject:** Hospitality Tax – Special Round for SERCO Organizations

## **A. Purpose**

County Council is requested to review the attached funding recommendations by the Hospitality Tax Advisory Committee for organizations eligible to receive funding through the special grant round for SERCO and organizations named in their FY2010 MOU. Funds allocated to these organizations will be used for tourism related programs in FY11.

These recommendations were sent directly to County Council for the September 7, 2010 meeting. After extensive discussion during this meeting, Council voted to send the recommendations to the September 28, 2010 A&F Committee for further discussion. Council also requested a copy of each organization's grant budget. This information is attached.

## **B. Background / Discussion**

During the FY11 Budget second reading on June 3, 2010, County Council voted to allocate \$237,500 to a special grant round for SERCO and organizations listed in their FY10 MOU agreement with the County. This special round of funding was open to SERCO, the Lower Richland Sweet Potato Festival, Odyssey Golf Foundation and the SC Gospel Quartet.

Organizations applied directly to the County for funds instead of re-granting the funds through SERCO. Each applicant, if awarded, will spend grant funds on tourism related expenses. Re-grant or sub-grants are not allowed. Funds will be monitored by County staff through payment requests and reporting just as all County grantees are required.

On August 17, three of the five Hospitality Tax Advisory Committee members met to finalize recommendations for these four organizations. As a result of this meeting, the Hospitality Tax Advisory Committee has submitted the following funding recommendations to county council. (See attachment for a breakdown of projects, scoring, and funding recommendations.)

Lower Richland Sweet Potato Festival	\$55,500
Odyssey Golf Foundation	\$10,000
SC Gospel Quartet	\$7,000
SERCO	\$165,000
<b>Total</b>	<b>\$237,500</b>

## **C. Financial Impact**

No financial impact. The funding for this round of funding was appropriated during the FY11 budget process.

**D. Alternatives**

- 1. Approve the funding recommendations as submitted by the Hospitality Tax Advisory Committee, leaving \$0 unallocated.
- 2. Do not approve the Committee recommendations and recommend an alternative funding plan.

**E. Recommendation**

It is recommended that County Council approve alternative (1). Approve the funding recommendations as submitted by the Hospitality Tax Advisory Committee, leaving \$0 unallocated.

**Recommended by:** Hospitality Tax Advisory Committee      **Date:** September 9, 2010

**F. Reviews**

(Please ***SIGN*** your name, ✓ the appropriate box, and support your recommendation before routing. Thank you!)

**Finance**

Reviewed by: Daniel Driggers      Date: 9/12/10  
 ✓ Recommend Council approval       Recommend Council denial  
 Comments regarding recommendation: Recommendation is based on committee recommendation for agency funding and that the total funding is consistent with the appropriated budget.

**Grants Manager**

Reviewed by: Sara Salley      Date: 9/13/2010  
 ✓ Recommend Council approval       Recommend Council denial  
 Comments regarding recommendation:

**Legal**

Reviewed by: Larry Smith      Date:  
 ✓ Recommend Council approval       Recommend Council denial  
 Comments regarding recommendation:

**Administration**

Reviewed by: Roxanne Ancheta      Date:  
 ✓ Recommend Council approval       Recommend Council denial  
 Comments regarding recommendation: Recommendation for approval is based on the Hospitality Tax Advisory Committee’s recommendations to Council. \$237,500 is available for disbursement to these organizations per Council’s motion during the FY 11 budget process.

Projected Budget for 2011  
Lower Richland Sweet Potato Festival

The focus of the funding request to Richland County is for marketing and publicity of the festival, as well as venue equipment. The following outlines needs

5 Billboards and lighted signs to be placed in key \$10,500 locations advertising the festival, placards, t-shirts, bumper stickers, buttons, lapel stickers.

Design and printing of fliers/signs for advertising festival \$25,000 to be distributed at public libraries, school, businesses churches, residents, other midland locations, upgrade and maintain web site.

Advertising in the State Newspaper and other Newspapers Outlet, Radio/TV in the Midland Area. \$20,000.

Rental large event tents for use of the concert, \$15,000 Pie contest, art/craft exhibits, health fair and venues.

Prizes for Sweet Potato and Beauty Contest \$1,500.

Purchase of Sweet Potato and Vegetables for sale and Gifts \$5,000.

Rental of Portable Toilets \$1,500.

Entertainment Ride And performance \$11,930  
Festival sale items {i.e., Sweet Potato Ice Cream Pies} \$5,000

Travel, Lodging, meals for International performers,  
Airfare:  
African-\$2,300 each x 5= \$11,500.  
South American-\$1,600 each x5=\$8,000.

Lodging-\$89.00 per day x10 \$90 per day x 3 days =\$ 2,670.  
Honorariums- \$5,000x2=\$10,000.  
Meals =\$30.00 per day per person x 10 people= \$300.00 x 3 day=\$900.00.

Parking Attendants-\$1,500  
Security-\$5,000  
Office Equipment, Sound System Rental and Supplies \$ 15,000  
Travel

Total-----\$150,000

Income Sources	Amount	Pending	Receive
Schneider Electric	\$5,000	Pending	
Tri-County Electric	\$5,000	Pending	
International Paper	\$5,000	Pending	
Westinghouse NFD	\$5,000	Pending	

Projected Expense Category	Grant Funs	Other Source----	Total
Travel/ Lodging	\$10,000	0	\$10,000
Equipment	\$15,000	0	\$15,000

**LOWER RICHLAND HERITAGE CORRIDOR BUDGET: 2010-2011**

**(Revised June 5, 2010)**

<b>Project Expense Category</b>	<b>Grant Funds</b>	<b>Other Sources</b>	<b>Total</b>
Salary	N/A	\$ 60,000	\$ 60,000 IN KIND
Fringe Benefits	N/A	\$ 0	\$ 0
Travel/Lodging	N/A	\$ 0	\$ 0
Equipment	N/A	\$ 5,000	\$ 5,000
Event Expense (rentals, AV, venue)	\$50,000	\$ 10,000	\$60,000
Postage/Supplies	\$10,000	\$ 2,000	\$ 12,000
Contractual	\$ 50,500	\$ 5,000	\$ 55,500
Construction	N/A	\$ 0	\$ 0
Marketing/Advertising	\$ 40,000	\$ 15,000	\$ 55,000
Printing	\$ 30,000	\$ 3,000	\$ 33,000
<b>Total</b>	<b>\$ 180,500</b>	<b>\$ 100,000</b>	<b>\$ 280,500</b>

<b>Income Source(s)</b>	<b>Amount</b>	<b>Pending/Received</b>
Richland County H-Tax Grant	\$ 180,500	Pending
Corporate Sponsorship	\$ 40,000	Pending
City of Columbia H-Tax Grant	\$ 0	
Ticket Sales	\$ 18,000	Pending
NextGen CDC Grants	\$ 25,000	Pending
Organization Operating Income	\$ 17,000	Pending
<b>Total</b>	<b>\$ 280,500</b>	

**BUDGET JUSTIFICATION**

**Event Expenses:** Tent rentals for 7 events @ \$1550 each; building rentals for 4 events @ approximately \$2,000 each; stage and sound equipment for 7 events @ \$3,000 each  
**Postage and supplies** for 8 events: \$10,000 for mailing postcards to Midlands counties for all 8 events and mailing flyers to all Midlands schools for all events: Ex. Richland, Lexington, Fairfield, Sumter, Orangeburg, Newberry, Calhoun, etc.

**Contractual:** Hire bands for 8 events @ approximately \$1500 each; hire singers for 8 events for approximately \$2,000 each; hire lecturers for 2 events @ \$500 each; hire a variety of entertainers for 8 events for a total of \$13,000; hire service providers for hayrides, carnival rides for children and shuttles for transportation to event sites for a total of \$6,000; hire contractors for site preparation and clean up for 8 events @ \$1,000 each; booth rental for Back to School Bash @ \$750

**Marketing and Advertising:** 3 billboards for \$850 each for 2 events for a total of \$1700; 9 ads in the Columbia Star @ \$1300 for each event; radio advertisements for 8 events @ \$500 each; website updates (4) for SERCO and Harriet Barber House @ \$500 each; TV ads for 2 events @ \$1,000 each; 4 newsletters (color and black & white) @ \$1500 each; 5 historical markers from Sewah Studios @ \$1830 each. NOTE: Media ads covering the entire state; websites covering all states and foreign countries; mailing lists covering all counties in SC

**Printing:** Color posters, road signs and handbills for all 8 events at approximately \$10,000 total; \$2,000 each for postcards to be mailed to Midlands residents for 8 events; 4 issues of SERCO newsletters for distribution @ \$800 each issue; 5,000 flyers for Back to School Bash to promote the SwampFest @ \$500;

LOWER RICHLAND HERITAGE CORRIDOR PROJECT DESCRIPTIONS:  
(Revised July 15, 2010)

8 <sup>th</sup> Annual SwampFest: October 2010 Stages, sound system, shuttles, tents, carnival rides, entertainment, all media promotions and advertisements for 2 days of events, supplies	\$75,000
Lower Richland Veterans Parade & Program November 2010 Entertainment and parade floats	\$5,000
Kingville Reunion November 2010 Stages, tents, carnival rides, all media promotions, bus tours, Entertainment and advertisements	\$15,000
Kensington Victorian Christmas: December 2010 Billboard advertisement, print advertisement; entertainment	\$10,000
Lower Richland Holiday Taste & Tour December 2010 Printed advertisement, radio and newspaper ads, bus for tour and tour guide	\$5,000
Strong Threads Arts & History Celebration: February 2011 Entertainment, museum displays, stages, sound equipment, all media promotions and advertisements	\$20,000
Memorial Day Heritage Celebration: May 2011 Entertainment, museum displays, carnival rides, all printed Advertisements, all media promotions, carnival rides	\$15,000
Gadsden Community Celebration June 2011 Printed advertisement, tent rentals, carnival rides and other Supplies	\$5,000
Heritage Corridor Promotions: Newsletters, calendars, websites, historical markers, Congaree Camp Stories, Campfire Chronicles, and other event promotions	\$30,500
<b>TOTAL</b>	<b>\$180,500</b>



**HOSPITALITY TAX GRANT BUDGET  
ODYSSEY GOLF FOUNDATION – O.G.F.  
2010-2011**

<b>PROJECT EXPENSE</b>	<b>GRANT FUNDS</b>	<b>OTHER SOURCES</b>
<b>Administrative Costs</b>	<b>\$ 500.00</b>	<b>\$250.00</b>
<b>#1 Nine Hole Youth/Mentor Tournament</b>	<b>\$3,000.00</b>	<b>\$500.00</b>
<b>Marketing &amp; advertising, (Radio announcements, newspaper ads posters/banners, flyers, postage, printing)</b>		
<b>Course fees</b>		
<b>Refreshments &amp; food</b>		
<b>Equipment/Supplies &amp; Rental Fees</b>		<b>\$250.00*</b>
<b>Awards &amp; Gifts Trophies &amp; packets</b>		
<b>#2 The Golf Skills Challenge Tournament for Beginners-chipping, putting, etc.</b>	<b>\$2,000.00</b>	
<b>Procedure is the same as above-targeted to beginners.</b>		
<b># 3 18 hole tournament- Adults &amp; Youth/ Mentor Teams</b>	<b>\$4,500.00</b>	
<b>Procedure is the same as in #1 targeted to intermediate and advanced players</b>		
<b>Total</b>	<b>\$10,000.00</b>	<b>\$1,000.00</b>

**INCOME SOURCES**

H-TAX GRANT-----10,000.00  
O.G.F. SPONSORSHIP----- 500.00 \* May be partially supported as in-kind ie. Equipment value, etc.  
NEXT GEN GRANT ----- 500.00

## BUDGET JUSTIFICATION

1. **Administrative Costs** – funds requested to cover bookkeeping and funds management in a bank account; costs of printing reports, invoices and making payments to vendors.
2. **Tournaments**
  - **Marketing and advertising** – paying for radio and newspaper announcements and flyers – costs range from \$800.00 to \$1,200.00 per event
  - **Course fees including golf cart** can range from \$35.00 to \$45.00 per person depending on the course. Courses with fees above this amount will not be selected. Grant funds will help defray costs for the youth and volunteers.
  - **Refreshments/Food** – will be provided pre and post tournament – costs usually range from \$5.00 to \$8.00 per person. Donations are also sought for breakfast and soft drinks.
  - **Equipment/Supplies & Rental Fees** – beginner golfers generally do not have their own equipment and accessories. They need clubs, bags, balls, gloves, tees, and sometimes the required clothing by golf course standards. The Foundation has equipment to loan, but would need to purchase the other items. Depending on the setting and weather, tent and golf cart rental are necessary.
  - **Awards/gifts and packets** – Players may earn trophies and gifts along with volunteers. Each player will receive a packet. The cost can range from \$500.00 to \$1,800.

SOUTH CAROLINA GOSPEL QUARTETS AWARDS CONCERT 2011

MARCH 26,2011

<u>Grant Funds</u>			
Expense Categories	Number Needed	Individual Cost	Total Cost
Accommodations of out of state artists	10	\$80.00	\$800.00
Nation Artist	6	\$3,000.00	\$18,000.00
Local Artist	4	\$600.00	\$2,400.00
Motivative Speaker	2	\$1,500.00	\$3,000.00
All day Facility rental	1	\$2,000.00	\$2,000.00
Marketing/Advertisement	Multiple	\$5,000.00	\$5,000.00
<b>Total Grant Funds</b>			<b>\$31,200.00</b>

<u>Non Grant Funds</u>	
Expense Categories	Total Cost
Other Salaries	\$15,000.00
Travel/Lodging	\$2,000.00
Equipment	\$4,000.00
Postal	\$4,000.00
Artist's Food	\$1,500.00
Printing	\$5,000.00
Construction	\$4,300.00
<b>Total Non Grant Funds</b>	<b>\$35,800.00</b>

<u>Income source(s)</u>		
Expense Categories	Cost	Pending/Received
Richland County H-Tax Grant	\$30,000.00	Pending
Corporate Sponsorship	\$10,000.00	Pending
South Carolina Arts Commission	\$15,000.00	Pending
Ticket Sales	\$3,000.00	Pending
Coalition Foundation Grant	\$5,000.00	Pending
Organization Operation Income	\$5,000.00	Received
<b>Total Income source(s)</b>	<b>\$68,000.00</b>	

SOUTH CAROLINA GOSPEL QUARTETS AWARDS  
FOR MARCH 26, 2011

BUDGET JUSTIFICATION SHEET

Accommodations for the out of state artist we need 10 Rooms @ \$80.00 which = \$800.00

National Artist 6 Groups @ \$3,000 per group which comes to 18,000, these are the Groups from out of State that will be performing for the Event on March 26, 2011

Local Artist 4x's 600.00= 2,400 these are the gospel groups from around South Carolina to draw our state Wide Guest.

Motivative Speakers 2@ 1500.00= 3000 these are the People who will host the Morning Workshop which includes (How to do recording when you are a new group just starting, how to attend a lot of workshops around the country as well as telling the groups how to receive National Contracts and how to present your self in front of our young Gifted and Talented Artist that's up and coming.

Facility, \$ 2000.00 The use of the Building all day.

Marketing/Advertisements \$5000.00 print ad in State News Paper, The Black News Paper, To use National News Paper as well which is explained on another sheet, Also the use of different Radio Stations around the State and National Radio stations, and The use of Internet Web-Site such as Glory Land Gospel which is one of the Biggest Internet Web-Site so forth and so on.

# Richland County Council Request of Action

## **Subject**

Microsoft Licensing-Countywide [pages 38-39]

## **Reviews**

## Richland County Council Request of Action

Subject: Microsoft Licensing - Countywide

### **A. Purpose**

County Council is requested to approve an extension to the “Software Assurance” purchase on the Microsoft Enterprise Agreement for licenses owned by the County.

### **A. Background / Discussion**

The Richland County Wide Area Network and Local Area Networks (WAN/LAN) currently consist of 40 servers and approximately 1100 PCs.

In order to comply with federal copyright law, Richland County must have Microsoft licenses for all County servers and all County PCs. Licensing is required for operating systems as well as software applications (such as MS Office).

In the last few years, Microsoft modified its licensing requirements, and it has been increasing its enforcement efforts. Richland County received the same “Microsoft letter” that our neighboring counties received, which outlines a mandatory copyright compliance program. If Richland County were to decide not to participate in the copyright compliance program, the County would put itself at risk for fines and penalties of up to \$150,000 per incident.

Nine years ago, the IT Department included a budget request to begin a three year Enterprise Agreement with Microsoft to bring the County into full copyright compliance. During the initial three year period, we were able to achieve compliance with Microsoft’s copyright policies. The County now owns the software license for Microsoft OS and Office products used by County employees. To ensure this software remains current, the County will need to approve another year of “Software Assurance”... This renewal will ensure our licensed products are current to 07/30/11.

However, in an effort to maintain Federal Copyright compliance on software versions used by the County that comes out after 06/30/10, we must continue our Microsoft Enterprise Agreement through the purchase of Software Assurance. Software Assurance is a maintenance agreement that allows the County to use the latest versions of Microsoft software products as they are made available. This will keep the software technology at Richland County current. Council is requested to approve the purchase of a Microsoft “Software Assurance” from the vendor DELL/ASAP SOFTWARE on South Carolina State Contract in an amount not to exceed \$120,811.

### **B. Financial Impact**

There are sufficient funds in the account 1100187000.547100 designated for this request.

### **C. Alternatives**

1. Approve the request to purchase Microsoft Software Assurance from vendor DELL/ASAP SOFTWARE on South Carolina State Contract in an amount not to exceed \$120,811. This will allow the county to maintain Microsoft Copyright compliance.
2. Do not approve the request. This would mean that the County chooses to stop participating in the copyright compliance program.

**D. Recommendation**

Recommended by: Janet Claggett      Department: Information Technology  
 Date: 09/13/10

It is recommended that Council approve the request to purchase Microsoft Software Assurance from vendor DELL/ASAP SOFTWARE on South Carolina State Contract in an amount not to exceed \$120,811.

**F. Reviews**

(Please **SIGN** your name, ✓ the appropriate box, and support your recommendation before routing. Thank you!)

**Finance**

Reviewed by: Daniel Driggers      Date: 9/13/10  
 ✓ Recommend Council approval       Recommend Council denial  
 Comments regarding recommendation:

**Procurement**

Reviewed by: Rodolfo Callwood      Date: 9/13/10  
 Recommend Council approval       Recommend Council denial  
 Comments regarding recommendation:

**Legal**

Reviewed by: Larry Smith      Date:  
 ✓ Recommend Council approval       Recommend Council denial  
 Comments regarding recommendation: Recommendation is contingent upon verification that the contract meets all of the counties procurement requirements and that Procurement has reviewed the agreement.

**Administration**

Reviewed by: J. Milton Pope      Date: 9-16-10  
 ✓ Recommend Council approval       Recommend Council denial  
 Comments regarding recommendation:

# Richland County Council Request of Action

## **Subject**

Palmetto Capital City Classic Funding [ pages 41-44]

## **Reviews**



# Richland County Council Request of Action

**Subject:** Palmetto Capital City Classic Funding

**A. Purpose**

To amend the dollar amount funded to the Palmetto Capital City Classic awarded through Accommodations Tax.

**B. Background / Discussion**

The request for the committee was a motion made by Councilmember Jackson at the September 7, 2010 Council meeting. The motion is as follows:

Motion to fully fund the Palmetto City Classic \$15,000 [JACKSON]

**C. Financial Impact**

No specific financial impact has been determined.

**D. Alternatives**

N/A

**E. Recommendation**

Recommended by: Norman Jackson      Department: County Council      Date: 09/07/10

**F. Reviews**

(Please ***SIGN*** your name, ✓ the appropriate box, and support your recommendation before routing. Thank you!)

**Finance**

Reviewed by: Daniel Driggers

Date: 9/13/10

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: There is not enough information provide provided for Finance to make a recommendation. The ROA does not include any alternatives, the financial impact of the request has not been determined and no recommendation for approval is provided. If an additional appropriation is approved a funding source will need to be identified. The Palmetto Capital City Classic requested \$50,000 of A-tax funding during the FY11 budget process and was approved for \$11,500. Below are the amounts approved and the source of funds for the last three years.

**Palmetto City Classic - Funded Amounts**

As of 9/10/10

	<b>Accommodations</b>	<b>Hospitality</b>	<b>Total</b>
<b>FY09</b>	\$10,000	\$15,000	\$25,000
<b>FY10</b>	\$8,462	\$18,206	\$26,668
<b>FY11</b>	\$11,500	\$0	\$11,500

**Legal**

Reviewed by: Larry Smith

Date:

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: No recommendation: Council discretion

**Administration**

Reviewed by: J. Milton Pope

Date: 9-23-10

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: This request is after the normal funding cycle and Council has historically discouraged request after the adopted budget unless the request is deemed to be an emergency.

Council will have to determine the merits of this request and if approved appropriated funds in the Hospitality Tax should be used.





# BENEDICT COLLEGE

1600 Harden Street  
COLUMBIA, SOUTH CAROLINA 29204

OFFICE OF THE  
INTERIM-ASSOCIATE VICE PRESIDENT  
FOR GOVERNMENTAL SPONSORED PROGRAMS  
AND COMMUNITY RELATIONS

August 30, 2010

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

Dear Council:

Benedict College will be hosting the South Carolina Historically Black Colleges and Universities Classic (SCHBCU Classic) on Saturday, September 18, 2010 at 2:00 p.m. at the Charlie W. Johnson Stadium. The Benedict College Tigers will take on the South Carolina State University Bulldogs. We are confident that the SCHBCU Classic will have a positive cultural and economic impact throughout Richland County. As such, Benedict College is pleased to invite you to attend ***"An Evening of Scholarship" presenting the Mighty O'JAYS at the Township Auditorium on September 18, 2010 at 8:00 p.m.***

Benedict College is humbly requesting a \$10,000 sponsorship for this event. (See enclosed brochure).

Thank you for all that you do to help support our cause, and thank you in advance for your consideration of this humble request. Please do not hesitate to contact me should you require additional information.

Sincerely,

Mrs. Vareva Evans-Harris  
Interim Associate Vice President  
Governmental Sponsored Programs, Community Relations and Scholarships

C: Dr. David H. Swinton, President & CEO  
Mr. Love Collins, Vice President, Institutional Advancement

Equal Opportunity in Education and Employment  
Without Regards to Race, Sex, Color, National Origin, Religion or Disability  
PHONE: 803.705.4651 FAX: 803.705.7150

Item# 9

Attachment number 1  
Page 4 of 4

# Richland County Council Request of Action

## **Subject**

Sheriff's Department Grant Position Pick Up Request [ pages 46-50]

## **Reviews**

## Richland County Council Request of Action

**Subject:** Approve for a Sheriff's Department Grant Position Pick-up Request

### A. Purpose

County Council is being requested to transfer one FTE position from grant funds to the Sheriff's Department budget:

- Investigator (Solving Cold Case DNA grant 8614)

### B. Background / Discussion

The Richland County Sheriff's Department received the Cold Case DNA grant from the National Institute of Justice in January 2009. This grant funded salary and benefits for one (1) Investigator and related items. This grant was approved by Council as part of the FY10 budget approval process. A copy of the original Grant Budget Request is attached for your information. The grant funds will expire on September 30, 2010 and the position transferred to the Sheriff's department budget. An application for continuation funding was submitted in Spring 2010, but this program was extremely competitive and continuation funding has not been received. It is not a requirement of the grant program to continue to fund personnel after grant funds are no longer available; however to discontinue funding of this position would be a serious detriment to the investigation of unsolved violent crime cases in Richland County. This program has been extremely successful and has led to the closing of six previously unsolved violent felony cases.

This position was on the pick-up list provided to Council as part of the regular budget process in January 2010. This list is included for review. Richland County Finance advised in August 2010 that an ROA be completed for this position since funds were not allocated during the regular FY11 budget process.

### C. Financial Impact

The County is requested to fund the \$40,000 needed for the Investigator position and \$40,000 needed for the Laboratory Technician position.

Grant Program	Grant Amount	Match
Investigator position (Salary & Fringe October 2010-June 2010)	\$40,000	\$0
<hr/> Total Grant Budget Request	<hr/> \$40,000	<hr/> \$0

### D. Alternatives

1. Approve the request to fund the position from the Solving Cold Cases with DNA grant (8614) to Sheriff's Department funds.
2. Do not approve and the Department may be forced to eliminate this mission-critical position.

**E. Recommendation**

It is recommended that Council approve the request to transfer the grant positions to the Sheriff’s Department Budget.

Recommended by: Deputy Chief Samuel Berkheimer Department

Dept: Sheriff’s Department

Date: 9/9/10

**F. Reviews**

(Please ***SIGN*** your name, ✓ the appropriate box, and support your recommendation before routing. Thank you!)

**Finance**

Reviewed by: Daniel Driggers

Date: 9/16/10

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: No recommendation since the funding decision is at Council discretion. Approval would require a budget amendment to add the full time position and budget dollars. A funding source would need to be identified prior to approval. The estimated fully loaded cost for 9-months of FY11 is \$45,300. If a one-time funding source is used there would be an additional need of approximately \$55k in FY12. We have attached a current copy of the County’s future personnel liability based on active grants.

**Grants**

Reviewed by: Sara Salley

Date: 9/16/10

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: No recommendation since the funding decision is at Council discretion.

**Legal**

Reviewed by: Larry Smith

Date:

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: No recommendation: Council discretion

**Administration**

Reviewed by: Sparty Hammett

Date: 9/20/10

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: No recommendation – funding decision is at Council discretion. As indicated by the Finance Director, Council approval would require a budget amendment to add the full-time position and associated funding.

**RCSD 2011**

**Full Time FTE's Positions to be picked up FY 2011**

School Resource Officer- **July 1, 2010**- \$31,625

Investigator, **July 1, 2010** -Cold Case DNA grant-\$44,194 (Will apply for continuation funding, but this is not guaranteed)

Lab Compliance Technician- **February 1, 2011**- DNA Backlog Reduction-\$36,488



Richland County  
2011 Budget - Personnel Liability

PROJECT NAME	FTE	Grant End Date	FY10	FY11	FY12	FY13	FY14	Totals	Continuation Funding Applied for in FY11?
<b>CURRENT GRANTS</b>									
School Resource Officer	1	6/30/2010	-	31,625	-	-	-	31,625	no
<b>Required Grant Pick-Ups</b>	<b>1</b>			<b>31,625</b>				<b>31,625</b>	
Domestic Violence Improvement Program	1	10/31/2009	26,141	-	-	-	-	26,141	n/a
Catastrophic Planner	1	12/31/2009	22,244	-	-	-	-	22,244	n/a
Solving Cold Cases w/DNA	2	6/30/2010	-	51,250	-	51,250	-	102,500	yes
JJFG - Detention Alternatives	1	9/30/2010	-	38,000	-	-	-	38,000	yes
Criminal Domestic Violence Court Yr 8	1	9/30/2010	-	33,813	-	-	-	33,813	yes
Forensic DNA Backlog Reduction	1	9/30/2010	-	50,000	-	-	-	50,000	yes
Hispanic Outreach Advocacy	1	9/30/2010	-	32,000	-	-	-	32,000	yes
Marijuana Analysis Technician	1	9/30/2010	-	45,000	-	-	-	45,000	yes
Motorcycle Safety Enforcement	2	9/30/2010	-	78,000	-	-	-	78,000	yes
COPS Universal Hiring Program	10	8/31/2011	-	-	345,100	-	-	345,100	n/a
<b>Potential Grant Pick-Ups if Continuation Grant Not Approved</b>	<b>21</b>		<b>48,385</b>	<b>328,063</b>	<b>345,100</b>	<b>51,250</b>		<b>772,798</b>	
<b>Total Required &amp; Potential Liability for Current Grants</b>	<b>22</b>		<b>48,385</b>	<b>359,688</b>	<b>345,100</b>	<b>51,250</b>		<b>804,423</b>	
<b>NEW GRANT REQUESTS***</b>									
JAG: Crime Scene Unit Enhancement	2	6/30/2011	-	-	198,534	-	-	198,534	
JAG: Financial Crimes Investigations	2	6/30/2011	-	-	155,254	-	-	155,254	
JAG: Violent Fugitive Apprehension Team	2	6/30/2011	-	-	174,444	-	-	174,444	
JAG: Sexual Assault Investigators	2	6/30/2011	-	-	155,254	-	-	155,254	
Victims of Crimes Act - Victim Advocacy	1	6/30/2011	-	-	78,627	-	-	78,627	
JAG: Investigator/Prescription Drug Specialist	1	6/30/2011	-	-	94,932	-	-	94,932	
GREAT - Gang Resistance Education & Train	1	9/30/2011	-	-	73,856	-	-	73,856	
<b>New Grant Requests Totals</b>	<b>11</b>				<b>930,901</b>			<b>930,901</b>	
<b>GRAND TOTAL LIABILITY</b>	<b>33</b>		<b>48,385</b>	<b>359,688</b>	<b>1,276,001</b>	<b>51,250</b>		<b>1,735,324</b>	

**Richland County  
Grant Application Request  
Fiscal Year 2009 (July 2008 – June 2009)**

Complete a separate form for each grant application you intend to submit.

**Section A: Basic Information**

1.) Department: RCSD		2.) Dept. Contact: Traci Dove	
3.) Grant Title of Project: Solving Cold Cases with DNA			
4.) Grant Program: Solving Cold Cases with DNA			
5.) Grantor: National Institute of Justice		6.) Fund Source: <input checked="" type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Other (check one)	
7.) Grant Period: From 12/1/08 To 4/30/10		8.) Application Due Date: February 1, 2008	
9.) Status: <input type="checkbox"/> Application sent – date <input checked="" type="checkbox"/> To be submitted – date 2/1/08		10.) Anticipated Award Date: November 2008	
11.) <input checked="" type="checkbox"/> New Grant? or <input type="checkbox"/> Continuation Grant? (check one)		12.) If continuation grant, what is previous grant #?	
13. a.) Amount of grant funds requested: \$116,000	13. b.) Percentage of total request: 100%	14. a.) Amount of matching funds requested: \$0	14. b.) Percentage of total request: 0%
15.) Total Project Cost: (Grant funds requested + matching funds requested) \$116,000 + \$0 = 100%			

**Section B: Project Description**

16.) Provide a general statement of the purpose of the grant. To provide additional personnel, supplies and services to enhance Cold Case Investigations that can be solved through DNA analysis.

**Section C: Financial Impact**

17.) Does grant allow administrative (indirect) costs? No If yes, what percentage? \_\_\_\_\_  
When applying for the grant, be sure to include this amount in your budget to assist with the County's and your Department's indirect costs of managing the grant.

**Grant Personnel**

For new grants:

18. a.) How many new, full-time positions will be created by this grant? 1  
Please complete and attach a **Grant Funded New Position Funding Request** form for each new position type (mandatory)

For continuation grants:

18. b.) How many full-time positions will be continuing with this grant?

For all:

19.) Does the grant require positions to be maintained following conclusion of the grant? Yes

20.) If yes, for how long? (i.e., one local fiscal year, 12 months, etc.) 12 months

# Richland County Council Request of Action

## **Subject**

Voter Registration Budget Amendment [ pages 52-53]

## **Reviews**

# Richland County Council Request of Action

**Subject:** Budget Amendment to Voter Registration

**A. Purpose**

*County Council is requested to approve a budget amendment to the Board of Voter Registration Department budget for \$37,741 to cover part-time employment for the November 2, 2010 General Election.*

**B. Background / Discussion**

In regards to the Voter Registration FY 11 budget, our department is requesting additional funding of \$37,741 for part-time employment. This is to efficiently serve the citizens and keep the interest and integrity in the voting process.

**Financial Impact**

*\$ 37,741 with this request.*

**C. Alternatives**

To approve the request for a budget amendment to cover the election expense from the 2010 election will help our offices efficiently serve the citizens and keep the interest and integrity in the voting process.

To not approve the request for a budget amendment to cover election expense, our offices could not efficiently serve the citizens and keep the interest and integrity in the voting process if funds are not provided.

**D. Recommendation**

*It is recommended that Council approve the request for a budget amendment to cover part-time employee expenses for the November General election..*

Recommended by: Lillian McBride

Department: Board of Voter Registration

Date: sixteen day of August 2010.

**F. Reviews**

(Please **SIGN** your name, ✓ the appropriate box, and support your recommendation before routing. Thank you!)

**Finance**

Reviewed by: Daniel Driggers

Date: 8/17/10

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: This is left to Council discretion. Approval would require the identification of a funding source and a budget amendment or the redistribution of existing funding.

**Human Resources**

Reviewed by: Dwight Hanna

Date:

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Comments regarding recommendation: This is left to Council discretion. Approval would require the identification of a funding source and a budget amendment or the redistribution of existing funding.

**Legal**

Reviewed by: Larry Smith

Date:

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

**Administration**

Reviewed by: J. Milton Pope

Date: 9-22-10

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Recommend approval, the approval of this request will be a fund balance reduction.

# Richland County Council Request of Action

## **Subject**

Capital Funding for Hampton Preston and Woodrow Wilson Historic Homes [ pages 55-59]

## **Reviews**

Historic Columbia Foundation Request for Funding for Capital Repairs for FY 2011-12

Owned by Richland County, the Woodrow Wilson Family Home and the Hampton-Preston Mansion are managed by Historic Columbia Foundation (HCF). In 2005, HCF closed the Wilson Home to visitors due to extensive deterioration of the structure and in 2009 completed the first phase of rehabilitation of the building. Work has since ceased at the structure due to lack of funding. (Executive Summary for project attached)

In April 2009, HCF requested funds from the County to address roof deterioration at the Hampton-Preston Mansion. Following repairs to this issues, which was funded by the County, it was determined that additional problems at the site needed attention. At the direction of Richland County Council, HCF completed front porch repairs as well as a full assessment of the capital issues and cost estimates at the Hampton-Preston Mansion. Funds (\$300,000) were transferred from the Wilson project to address these issues. The executive summary is attached here.

According to the contractual agreement between Richland County and Historic Columbia Foundation, the county is responsible for all capital improvements to the properties, to “include any work necessary to maintain the historic house museum to the Department of Interior Standards for Historic Structures and may include but is not limited to physical improvements to existing structures and equipments such as HVAC and security necessary to properly maintain the Properties.” To complete necessary repairs to the building as grounds and be able to the Woodrow Wilson Family Home and the Hampton-Preston Mansion as historic house museums, HCF is requesting **\$3,688,045** from Richland County in FY 2011-12.

Hampton-Preston:	\$1,594,457
<u>Woodrow Wilson Family Home:</u>	<u>\$2,093,588*</u>
	\$3,688,045

\*includes the replacement of \$300,000 that was transferred to the Hampton-Preston Mansion rehabilitation

Phased and/or prioritized costs for each site:

**Woodrow Wilson Family Home:**  
Cost Estimates updated June 2009

Phase 2-A:	Main and Accessory Building:	\$ 473,125
Phase 2-B:	Utility and Accessory Building:	\$1,061,567

Phase 3:	Site Construction	\$ 288,934
	Exhibits, Interpretation	\$ 300,000
	Construction Administration	\$ 318,544

**Total Estimate Remaining Expense** \$2,442,170

**Less funding on hand** \$ 348,582

**Request from County for WWFH** **\$2,093,588**

**Hampton-Preston Mansion:**

Assessment complete June 2010

Executive Summary and Costs organized by priorities:

High Priority: \$ 324,300

Medium Priority: \$ 476,760

Low Priority: \$ 15,150

Interpretation Items: \$ 142,800

Site Construction/Repair \$ 402,000

Contract Administration \$ 233,447

**Total Estimate** **\$1,594,457**

**Total Request from County** **\$3,688,045**



## EXECUTIVE SUMMARY

The Woodrow Wilson Family Home, constructed in 1872 by the Reverend Dr. Joseph Ruggles Wilson and his wife Janet Woodrow Wilson, is the home where Woodrow Wilson spent formative years of his adolescence in the context of Reconstruction-era Columbia and has the distinction of being the only presidential site in South Carolina. The two-story, frame structure in the Italianate villa style, through its association with the 28th President of the United States, has also played a role in the start of grassroots preservation movements in the United States similar to successful efforts that saved Mount Vernon and Charleston.

After deterioration of the physical fabric forced the Historic Columbia Foundation, Inc (HCF) to temporarily close the home, located at 1504 Hampton Street in Columbia, John Milner Associates, Inc. (JMA) was engaged to prepare a Historic Property Plan for the site. Preparation of the plan has involved detailed investigations including preparation of measured floor plans and elevations; evaluation of the condition of the existing building and landscape, its structural integrity and mechanical/electrical/plumbing systems; and, investigation of clues to the construction chronology of the house. The search for clues led JMA to HCF files and local archival repositories to gather documentary evidence, the collection of paint samples for analysis, and completion of a limited archaeological survey to search for evidence of the location of former outbuildings.

Based upon these investigations and HCF's need to meet current and projected future interpretive, functional, and management goals, JMA has recommended rehabilitation as the appropriate treatment approach for the Woodrow Wilson Family Home property. Rehabilitation protects the property's historic character and resources, allows restoration of features for which there is documentary and physical evidence, and carefully addresses the needs for limited enhancement of interpretive opportunities and historic integrity.

The resulting conceptual or "schematic" plan for the property calls for the retention and repair of historic features and finishes. Spaces and spatial relationships are also retained and, in some cases, reinterpreted. Mechanical, electrical, and plumbing systems are designed to achieve the Foundation's environmental and curatorial goals. The investigation revealed little in the way of significant documentary evidence and, in some cases, physical alterations and site disturbing activities have resulted in the loss of physical evidence. New structures or systems will, therefore, be designed to support interpretation of the site and HCF's programmatic objectives while minimizing visual impacts and allowing reversal of the work without adversely affecting the historic fabric.

Key elements of the plan recommendations are as follows:

### EXTERIOR

- Install a new wood shingle roof, and replace flashings, gutter linings, and downspouts to direct water away from the structure.
- Restore the rear façade and porch, and construct a new wheelchair ramp at the rear of the house, configured to follow the perimeter of the kitchen dependency and aligned with the rear

porch to approximate the original breezeway connection the house and kitchen.

- Replace rotted sills and repair other structural elements as needed. Repair existing wood siding, windows, and trim, reconstruct the original wood shutters, and repaint the house in a period-appropriate palette based upon paint analysis.
- Reconstruct the wood steps at the front porch and interpret the exterior steps to Dr. Wilson's study with new construction.
- Remove the masonry infill between the masonry foundation piers and install lattice panels matching the front porch in the openings for ventilation; repair the scored stucco finish of the foundation.

## **SITE AND LANDSCAPE**

- Preserve and renew the present landscape. Clarify pedestrian access at the front corner of the site and fill the Houseal House site.
- Reduce and relocate surface parking to the vicinity of the new outbuilding.

## **OUTBUILDINGS**

- Construct a new accessory building at the rear of the site, inside the location of the stable shown on Sanborn maps, to accommodate restrooms, mechanical equipment, storage, and space for a small catering kitchen, and to further enhance interpretation of the domestic yard.

## **INTERIOR**

- Interpret the interior by furnishing selected rooms and provide concealed electrical outlets in the floors for variable displays and exhibits in each space.
- Repair interior plaster walls and ceilings, wood floors and trim, and wood doors including hardware. Remove existing carpet and wallpaper, and restore paint or stain finishes on the basis of paint seriation studies and test exposures.
- Reinforce the ceiling-floor structure above the Formal Parlor.
- Install new electrical service and period-appropriate lighting at mantels and in first floor rooms based on the evidence of gas piping. Elsewhere, use indirect lighting, incorporated within demountable display systems.
- Install a low flow, water mist fire suppression system which minimizes damage to collections caused by the heavier water flow of traditional systems.
- Install either an air-cooled dehumidification system with cooling capability or a geothermal heat pump system to serve the needs of the structure and collections. Deliver conditioned air in a ducted system with outlets at the existing floor and ceiling register locations, to minimize further disturbance to historic building fabric, and replace grilles with more visually appropriate selections.
- Install new vented interior wood storm windows throughout the house.
- Provide "virtual" access to the second floor for disabled visitors on the main floor of the house.

# EXECUTIVE SUMMARY

The Hampton-Preston Mansion, originally constructed in 1818 for Ainsley Hall, is significant as one Columbia, South Carolina's earliest town houses and for its association with the Hampton and Preston families. It was also used by the South Carolina Presbyterian Institute for Young Ladies, late Chicora College for Women, among other educational uses. Renovated in the late 1960s as the Midlands Tricentennial Exposition Center as part of the South Carolina Tricentennial, it is now owned by Richland County and managed by Historic Columbia Foundation.

Changing owners and uses through the years, the site and house have been subjected to many alterations. The most significant of these was the 1969 renovation project. The preservation philosophy and design decisions from that work have resulted in the current appearance of the house. While not accurately restored to any one period of significance, the impression of the house today is as the residence of a wealthy mid-19<sup>th</sup>-century Columbia family. Aggressive replacement and repair in the 1969 project removed much of the original historic fabric, but replacement materials generally represent the historic materials.

Overall, the Hampton-Preston Mansion is in fair condition, but some materials have deteriorated and condition problems are evident in the structure. Roofing repairs recently have been made or are underway. Beyond that, the most significant issues are related to the exterior stucco, basement moisture, and HVAC systems. Interior plaster has suffered from loading of collections on the upper floors. Exterior paint finishes have neared the end of their expected life and will need reapplied. Windows repairs have resulted in an appearance that is not historical, and the materials used are attractive to biological growth. At a lesser scale, masonry repairs, electrical upgrades to meet code, and general finish wear should be addressed.

Ongoing repair issues, many of them inherent to the materials selected for the 1969 renovation, have consumed much of the maintenance budget through the years. Larger repair projects have been postponed. Investment in repair or limited replacement of building materials and components now will help avoid more expensive repairs in the future.

A list of prioritized repairs follows. A more comprehensive snapshot of the scope of those repairs can be found in the Chapter Six – Treatment Recommendations.

# Richland County Council Request of Action

## **Subject**

Caughman Creek Property Appraisal [Recommend Executive Session] [ page 61]

## **Reviews**

# Caughman Creek Property Appraisal

# Richland County Council Request of Action

**Subject**

Review all Departments and determine possible consolidation and/or outsourcing and prioritize them [ page 63]

**Reviews**

Review all Departments and determine possible consolidation and/or outsourcing and prioritizing them (Councilmember Jackson).