



Richland County Council
Strategic Planning Ad Hoc Committee Meeting
MINUTES
July 16, 2024 – 5:00 PM
Council Chambers
2020 Hampton Street, Columbia, SC 29204

COUNCIL MEMBERS PRESENT: Jessica Mackey, Chair, Paul Livingston, and Chakisse Newton (via Zoom)

OTHERS PRESENT: Cheryl English, Anette Kirylo, Patrick Wright, Ashiya Myers, Angela Weathersby, Lori Thomas, Dale Welch, Jackie Hancock, Jennifer Wladischkin, and Tamar Black

1. **CALL TO ORDER** – Chairwoman Jessica Mackey called the meeting to order at approximately 5:00 PM.
2. **APPROVAL OF MINUTES**
 - a. June 18, 2024 – Ms. Newton moved to approve the minutes as distributed, seconded by Mr. Livingston.

In Favor: Livingston, Mackey, and Newton

The vote in favor was unanimous.
3. **ADOPTION OF AGENDA** – Mr. Livingston moved to adopt the agenda as published, seconded by Ms. Newton.

In Favor: Livingston, Mackey, and Newton

The vote in favor was unanimous.
4. **ITEMS FOR DISCUSSION/ACTION**
 - a. Website Contract Award Recommendation – Mr. Dale Welch, Information Technology Director, stated the committee recommended to proceed with negotiations. Upon successful negotiations, the contract will be awarded to the top-rated vendor. He noted the website redesign has to be completed by August 1, 2025, to prevent incurring significant costs with the current vendor.

Mr. Livingston moved to forward staff’s recommendation to proceed with negotiations with the top-ranked vendor and, upon completion of successful negotiations, to award the contract, second by Ms. Newton.

In Favor: Livingston, Mackey, and Newton

The vote in favor was unanimous.
5. **ADJOURNMENT** – Mr. Livingston moved to adjourn the meeting, seconded by Ms. Newton.

In Favor: Livingston, Mackey, and Newton

The vote in favor was unanimous.

The meeting adjourned at approximately 5:10 PM.

**RICHLAND COUNTY
ADMINISTRATION**

2020 Hampton Street, Suite 4069
Columbia, SC 29204
803-576-2050



Agenda Briefing

Prepared by:	Aubrey K. Jenkins	Title:	Analyst
Department:	Information Technology	Division:	Business Systems
Date Prepared:	July 9, 2024	Meeting Date:	July 16, 2024
Legal Review	Patrick Wright via email	Date:	July 10, 2024
Budget Review	Maddison Wilkerson via email	Date:	July 10, 2024
Finance Review	Stacey Hamm via email	Date:	July 10, 2024
Approved for consideration:	County Administrator	Leonardo Brown, MBA, CPM	
Meeting/Committee	Strategic Planning Ad Hoc		
Subject	Website Redesign Project – (ARPA) Enterprise Software Expenditure		

RECOMMENDED/REQUESTED ACTION:

The Website Redesign Project Evaluation Committee recommends approval, upon successful negotiations, to proceed with a contract with the top ranked vendor.

Request for Council Reconsideration: Yes

FIDUCIARY:

Are funds allocated in the department’s current fiscal year budget?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If not, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:

At its 07 June 2022 meeting, County Council approved the allocation of \$350,000 in American Rescue Plan Act (ARPA) funding for “County Website Redesign and Enhancement.”

Applicable fund, cost center, and spend category: Fund: 1200
Cost Center: Public Safety Grant
Spend Category: Other Capital

OFFICE OF PROCUREMENT & CONTRACTING FEEDBACK:

Request for Proposals RC-655-P-24 was issued for the Website Redesign Project on March 6, 2024. Responses were due April 11, 2024, and there were 36 submissions. Due to the number of submissions, the evaluation team was given six weeks to conduct their reviews. Once reviews were complete, a ranking was established, and the top six firms were invited to present. The team was given the opportunity to adjust scoring if they felt it necessary based on the interviews. At the conclusion of the interview round, Granicus, LLC was the highest ranked offeror.

COUNTY ATTORNEY’S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:

There are no legal concerns regarding this matter.

REGULATORY COMPLIANCE:

The proposed response should be Section 508 compliant to comply with the Americans with Disability Act guidelines.

MOTION OF ORIGIN:

Ms. Barron noted the committee recommended allocating the American Rescue Plan funding as follows:

- Public Health -- \$15,000,000 (27.21%)
- Public Safety -- \$10,448,013 (18.95%)
- Community Investment -- \$19,000,000 (34.46%)
- Cybersecurity/Technology -- \$10,686,000 (19.38%)

Council Member	Report of the Coronavirus Ad Hoc Committee
Meeting	Regular Session
Date	June 7, 2022

STRATEGIC & GENERATIVE DISCUSSION:

The County seeks to revitalize the design and user experience of www.richlandcountysc.gov for the residents of Richland County by selecting a website vendor with a strong history of successful municipal implementations. The vendor must also possess capabilities of analyzing and updating content from the current site to ensure full ADA compliance. A modern, intuitive website for residents will expand reach, achieve legislation compliance, and increase self-service, engagement and trust.

Based on the detailed review and scoring of 36 proposals followed by six one-hour offeror demonstrations and presentations to the evaluation committee, the recommendation to negotiate and secure a contract with Granicus is unanimous among the group which includes members from Information Technology, Public Information, Administration and other key departments.

ASSOCIATED STRATEGIC GOAL, OBJECTIVE, AND INTIATIVE:

Goal: Achieve Positive Public Engagement

Initiative: Development and implementation of new County website to include additional customer self-service functions and clear, consistent messaging.

ADDITIONAL COMMENTS FOR CONSIDERATION:

This is a time-sensitive request as the current website contract expires August 1, 2025.