

RICHLAND COUNTY

ADMINISTRATION & FINANCE COMMITTEE AGENDA



TUESDAY, MARCH 28, 2017

6 P.M.

COUNCIL CHAMBERS

The Honorable Greg Pearce, Chair

County Council District 6

The Honorable Bill Malinowski

County Council District 1

The Honorable Paul Livingston

County Council District 4

The Honorable Jim Manning

County Council District 8

The Honorable Norman Jackson

County Council District 11

RICHLAND COUNTY COUNCIL 2017-2018



VICE CHAIR
Bill Malinowski
District 1



CHAIR
Joyce Dickerson
District 2



Yvonne McBride
District 3



Paul Livingston
District 4



Seth Rose
District 5



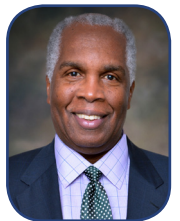
Greg Pearce
District 6



Gwendolyn Kennedy
District 7



Jim Manning
District 8



Calvin "Chip" Jackson
District 9



Dalhi Myers
District 10



Norman Jackson
District 11



Richland County Administration & Finance Committee

March 28, 2017 – 6:00 PM

Council Chambers

2020 Hampton Street, Columbia, SC 29201

1. **CALL TO ORDER** The Honorable Greg Pearce, Chair,
Administration & Finance Committee

2. **APPROVAL OF MINUTES** The Honorable Greg Pearce
 - a. Administration & Finance Committee Meeting: February 28, 2017 [PAGES 4 - 7]

3. **ADOPTION OF AGENDA** The Honorable Greg Pearce

4. **ITEMS FOR ACTION** The Honorable Greg Pearce
 - a. Solid Waste Department: Authorization to Increase Purchase Order Over \$100,000 [PAGES 8 - 11]

 - b. Solid Waste Department: Award of the Class 2 Solid Waste Disposal Contract [PAGES 12 - 15]

 - c. Solid Waste Department: Award of the contract for a Solid Waste Collection Route Management System [PAGES 16 - 22]

 - d. Solicitor's Office: Approval of Victim of Crime Act (VOCA) Special Solicitation Grant [PAGES 23 - 25]

 - e. Board of Voter Registration & Elections: Budget Amendment to conduct the State House of Representatives District 70 Special Election [PAGES 26 - 34]

 - f. Human Resources: Increase Annual Leave for Employees [PAGES 35 - 60]

5. **ADJOURN**



Special Accommodations and Interpreter Services Citizens may be present during any of the County's meetings. If requested, the agenda and backup materials will be made available in alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), as amended and the federal rules and regulations adopted in implementation thereof. Any person who requires a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may request such modification, accommodation, aid or service by contacting the Clerk of Council's office either in person at 2020 Hampton Street, Columbia, SC, by telephone at (803) 576-2061, or TDD at 803-576-2045 no later than 24 hours prior to the scheduled meeting.

RICHLAND COUNTY COUNCIL

SOUTH CAROLINA

ADMINISTRATION & FINANCE COMMITTEE

February 28, 2017
6:00 PM
County Council Chambers

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

CALL TO ORDER

Mr. Pearce called the meeting to order at approximately 6:00 PM

ELECTION OF CHAIR

Mr. Malinowski moved, seconded by Mr. Manning, to nominate Mr. Pearce. The vote in favor was unanimous.

Mr. Pearce was elected Chair by acclamation.

APPROVAL OF MINUTES

Regular Session: December 20, 2016 – Mr. Malinowski requested the Clerk's Office to correct p. 2 of the minutes to reflect Ms. Hegler instead of Mr. Hegler.

Mr. Manning, moved, seconded by Mr. Livingston, to approve the minutes as corrected. The vote in favor was unanimous.

ADOPTION OF AGENDA

Mr. Malinowski moved, seconded by Mr. Livingston, to adopt the agenda as published. The vote in favor was unanimous.

ITEMS FOR ACTION

Adoption of Amended FY18-19 – Budget Calendar – Mr. Manning requested clarification on staff's recommendations on this item.

Mr. Seals stated this item should have been forwarded to the Budget Committee.

Mr. Manning moved, seconded by Mr. Malinowski, to refer this item to the Budget Committee.

Mr. N. Jackson inquired why this item is being referred to committee.



Council Members Present

Greg Pearce, Chair
District Six

Bill Malinowski
District One

Paul Livingston
District Four

Jim Manning
District Eight

Norman Jackson
District Eleven

Others Present:

Joyce Dickerson

Michelle Onley
Gerald Seals
Kimberly Williams-Roberts
Janelle Ellis
Brandon Madden
Geo Price
Kevin Bronson
Larry Smith
Tracy Hegler
Daniel Driggers
Beverly Harris
Sandra Yudice
Ismail Ozbek
Dwight Hanna
Janelle Ellis
Art Braswell

Administration & Finance Committee
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Mr. Manning withdrew his motion.

Mr. Seals stated staff inadvertently placed this item on the A&F Agenda. The Council Chair requested the budget be placed before the Budget Committee.

Mr. N. Jackson moved, seconded by Mr. Malinowski, to forward this item to Council without a recommendation. The vote was in favor.

Increase Annual Leave for Employees – Mr. Pearce stated that included in the agenda packet is a comprehensive analysis of other entities' leave time.

Mr. Hanna stated the County is attempting to make leave accrual competitive with other local governments and the State by increasing accrual. The maximum amount of leave an employee can carryover will not be increased. The maximum amount of leave an employee can be paid out also is not being increased.

Mr. Malinowski inquired about the costs to the County for each day of annual leave taken by an employee.

Mr. Hanna stated he does not have the amount, but could provide it to Council.

Mr. Malinowski also inquired about how many days of holiday time the County is given compared to other agencies.

Mr. Livingston inquired if the leave time is based on time in the retirement system or time with Richland County.

Mr. Hanna indicated it would be based on the time the employee has been employed with Richland County.

Mr. N. Jackson stated he made a motion similar to this in the past to encourage economic development and to make the County more competitive.

Mr. Manning stated the advantage of long term employees' experience would offset the additional days they are off. Also, job satisfaction and how that affects their job performance on the days they are working is important.

Additionally, Mr. Manning inquired if exit interviews were given to employees when they leave.

Mr. Hanna stated exit interviews are offered to employees.

Mr. Manning inquired if there is data available indicating employees are leaving due to leave accrual or that potential employees are not considering Richland County compared to the City or State because of the current leave structure.

Mr. Hanna stated he does not recall leave accrual being a major reason for departure on the exit interview, but current employees have expressed a desire to have additional leave.

Mr. Manning also inquired how the new leave accrual would be implemented (i.e. phased in, for new hires, etc.)

Mr. Hanna stated if Council approves the plan, employees would begin to accrue leave at the new rate, but it would not be retroactive.

Administration & Finance Committee
Tuesday, February 28, 2017
Page Three

Mr. Livingston inquired about how employees are compensated for their unused days upon retirement or separation from the County.

Mr. Hanna stated the maximum number of carryover leave days is 45 days and carryover sick leave is 90 days.

Mr. N. Jackson stated he had two (2) former County Administrators to request he assist with recruiting engineers from SCDOT. One of the main factors for the engineers not coming to the County was the matter of leave.

Mr. Manning asked for clarification on if the time would be based on years with the County or time in the retirement system.

Mr. Hanna reiterated leave accrual would be based on years with the County. The County neither transfers leave time from the State nor add years of service from the State.

Ms. McBride inquired if there was research that supports increasing leave time for retention of employees.

Mr. Hanna stated there is research that supports increased leave time.

Mr. Manning inquired if the new leave accrual would be implemented at the time of Council's approval.

Mr. Hanna responded in the affirmative.

Mr. Manning moved, seconded by Mr. Malinowski, to defer this item to the March 28th committee meeting to address the questions raised by Council members.

Mr. N. Jackson inquired if this item was a part of his previous motion regarding employee leave time.

Mr. Hanna stated he does not recall the exact wording of Mr. N. Jackson's motion.

Mr. Jackson stated his motion was to transfer an employee's leave time from other State or local agencies.

Mr. Manning inquired if the State accepts County employee time.

Mr. Hanna stated he is not certain. He is aware the State accepts time between the different State agencies, but he can inquire about the possibility of transferring leave among local agencies as well.

The vote in favor was unanimous.

Potential Sale of Property – Contractual Matter [EXECUTIVE SESSION]

*The Committee went into Executive Session at approximately 6:31 p.m.
and came out at approximately 6:38 p.m.*

Mr. Manning moved, seconded by Mr. Livingston, to forward to Council without a recommendation. The vote in favor was unanimous.

Council Motion: Conservation Commission Manage Agencies Receiving Hospitality Tax Funds – Mr. Livingston moved, seconded by Mr. Malinowski, to table this item. The vote was in favor.

ADJOURNMENT

The meeting adjourned at approximately 6:40 PM.

The Minutes were transcribed by Michelle M. Onley, Deputy Clerk of Council

REQUEST OF ACTION SUMMARY SHEET

Agenda Item No.: 4a Meeting Date: March 28, 2017

To: The Honorable Greg Pearce, Chair, Administration and Finance Committee

From: Ismail Ozbek, Director of Public Works
Art Braswell, Manager of Solid Waste & Recycling Division

Department: Public Works Department

Item Subject Title: Authorization to Increase Purchase Order Over \$100,000

Action Taken by Committee previously: None.

Options:

1. Approve the request to increase the purchase order for electronic waste management from \$99,000 to \$199,000.
2. Do not approve the request to increase the purchase order.

Motion Requested Today: Recommend that Council approve the request to increase Blanket Purchase Order to \$199,000.

Staff Recommendation: Approve motion request.

Impact of Action: Operating Budget: The operational cost to manage e-waste is approximately \$25,000 per month. The vendor began charging transportation costs during 2016.
Capital Budget: None.

Funding Amount/Source: Funding for the recycling of electronics waste will come from the County's Solid Waste Enterprise Fund.

Requested by: Solid Waste & Recycling Division

Staff Representative: Art Braswell, Solid Waste & Recycling Division Manager

Outside Representative: None.

List of Attachments:

1. Detailed Request of Action
2. eCycle Secure Price Sheet
3. 2015-2016 Electronic Waste Collection Data

3/7/17
Date Submitted

Brandon Madden
Approved by the County Administrator's Office

All
Council District

Richland County Council Request of Action

Subject: Electronics Recycling – Authorization to Increase Purchase Order Over \$100,000

A. Purpose

County Council is requested to approve an increase in the blanket purchase order for eCycle Secure to continue to manage our electronics recyclables.

B. Background / Discussion

The South Carolina Manufacturer Responsibility and Consumer Convenience Information Technology Equipment Collection and Recovery Act, Section 48-60-05 et seq., of the South Carolina Code of Laws, prohibits the disposal of certain electronic wastes in landfills. Solid Waste & Recycling has an agreement with eCycle Secure to take all of our residential electronics which for the most part are banned from landfills. The costs of managing electronics have increased this year and our residents have been recycling more electronic waste. The attached price sheets show the increase in prices this year, primarily the fact that eCycle Secure has started charging for transportation. The attached electronics recycling data sheet shows the increase in the amount of electronic waste collected from residents this past year. The service provided by eCycle Secure must be continued to avoid an emergency situation due to the increased volume of electronic waste being collected and until such time that a formal solicitation for these services can be completed by Procurement. Solid Waste & Recycling will immediately initiate the procurement process to contract with a vendor to recycle the County's electronic waste. This is a request to increase eCycle Secure's purchase order from \$99,000 to \$199,000 with the intent of handling the waste stream until the end of FY17 or a vendor is under contract.

Solid Waste has sufficient funds in the FY17 budget to handle the increase.

Council approval of this request will authorize an increase in the purchase order totaling \$100,000. No new funds are being requested.

C. Legislative / Chronological History-

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

D. Alternatives

1. Approve the request to increase the purchase order from \$99,000 to \$199,000. This increase will allow the County to manage this state mandated program.
2. Do not approve the request to increase the purchase order from \$99,000 to \$199,000. If this alternative is chosen the county will have no means to recycle electronics until a new contract can be approved. State law prohibits the landfilling of certain electronic devices, including computers and televisions.

E. Final Recommendation

It is recommended that Council approve the request to increase Blanket Purchase Order B1700273 to \$199,000.

**Electronics Recycling Services
South Carolina
Effective March 8, 2016**

Recycling Credits for Separated & Packaged Material	Credits/lb.
PC, Servers and Laptops (complete)	\$0.15
Cable & Wire Recycling	\$0.15
Network Equipment, DVR & Cable Boxes	\$0.05
Cell Phones	\$0.75
Responsible Electronic Recycling Fees	Charges/lb.
CRT Monitor Recycling (palletized Whole units)	(\$0.25)
TV Recycling (Palletized Whole Units)	(\$0.25)
Wooden TV Recycling (Palletized Whole Units)	(\$0.42)
TV & CRT Recycling (Scavenged units missing value, packaged)	(\$0.35)
TV & CRT Recycling (Broken units) (Tubes)	(\$0.55)
LCD Recycling	(\$0.10)
Batteries	TBD, based on chemistry
Printers and Peripherals	(\$0.15)
Consumer Electronics	(\$0.15)
Additional Services	Rate
Freight Fee (full 17,000 tractor trailer)	\$1.75/mile
Freight Fee (Box Truck Loads)	\$2.25/mile
Gaylords & Pallets (replacing properly used, undamaged gaylords/pallets)	No Charge
Labor (Loading/Packaging and clean-up of poorly loaded shipments)	\$40/manhour

All rates are based on full 17,000 pound loads of separated, properly packaged material in whole and complete condition. Best pricing may not be applied to light loads and mixed, loose, incomplete, stripped or gutted equipment.

ELECTRONICS RECYCLING DATA 2015 (TONS)

<u>MONTH</u>	<u>L/RICHLAND</u>	<u>C&D LANDFILL</u>	<u>EVENT</u>	<u>TOTAL</u>
Jan	9.12	11.49	8.7	29.31
Feb	10.42	10.85	0	21.27
Mar	9.56	23.70	3.31	36.57
Apr	17.01	9.57	0	26.58
May	11.12	11.60	23.66	46.38
Jun	9.55	18.82	0	28.37
Jul	11.87	23.19	0	35.06
Aug	10.01	10.15	0	20.16
Sep	9.23	24.96	3.71	37.90
Oct	13.75	9.46	0	23.21
Nov	11.63	10.73	7.57	29.93
Dec	17.80	19.37	0	37.17
TOTAL:	141.07	183.89	46.95	371.91

ELECTRONICS RECYCLING DATA 2016 (TONS)

<u>MONTH</u>	<u>L/RICHLAND</u>	<u>C&D LANDFILL</u>	<u>EVENT</u>	<u>TOTAL</u>
Jan	15.80	19.22	0	35.02
Feb	13.66	-	3.50	17.16
Mar	18.65	18.97	0	37.62
Apr	15.05	10.73	0	25.78
May	18.83	23.53	22.49	64.85
Jun	24.78	17.00	0	41.78
Jul	15.18	11.13	0	26.31
Aug	19.56	8.94	0	28.50
Sep	14.02	21.30	0	35.32
Oct	14.60	21.31	26.64	62.55
Nov	11.55	19.85	0	31.40
Dec	14.53	23.09	0	37.62
TOTAL:	196.21	195.07	52.63	443.91

REQUEST OF ACTION SUMMARY SHEET

Agenda Item No.: 4b Meeting Date: March 28, 2017

To: The Honorable Greg Pearce, Chair, Administration & Finance Committee

From: Ismail Ozbek, Director of Public Works
Art Braswell, Manager of Solid Waste & Recycling Division

Department: Public Works Department

Item Subject Title: Award of the Class 2 Solid Waste Disposal Contract

Action Taken by Committee previously: None.

Options:

1. Award the contract for disposal of Class 2 waste to Waste Management. Waste Management's low bid meets the requirements outlined in the scope of work.
2. Do not award the contract.

Motion Requested Today: Recommend Council award the contract for Class 2 Disposal to Waste Management.

Staff Recommendation: Approve motion request.

Impact of Action: Operating Budget: The operational cost is approximately \$216,000 per year. The lower disposal fee should save the County from \$7500 to \$9000 per year.
Capital Budget: None.

Funding Amount/Source: Funding for the disposal of Class 2 waste will come from the County's Solid Waste Enterprise Fund.

Requested by: Solid Waste & Recycling Division

Staff Representative: Art Braswell, Solid Waste & Recycling Division Manager

Outside Representative: None.

List of Attachments:

1. Detailed Request of Action
2. Bid Tabulation Sheet

3/7/17
Date Submitted

Brandon Madden
Approved by the County Administrator's Office

All
Council District

Richland County Council Request of Action

Subject: Solid Waste & Recycling Department: Class 2 Solid Waste Disposal

A. Purpose

The South Carolina Department of Health and Environmental Control Regulation 61-107.19 provides for the disposal of construction and demolition debris and yard waste in a Class 2 landfill. Richland County Council is requested to approve a contract for disposal of Class 2 solid waste (construction and demolition debris and yard waste) generated in the eastern part of the County in a landfill permitted by the South Carolina Department of Health and Environmental Control.

B. Background / Discussion

Richland County annually delivers between 25,000 and 30,000 tons of waste (construction and demolition debris and yard trash) to the Waste Industries' Loveless and Loveless Landfill located at 1703 Screaming Eagle Road in Lugoff, South Carolina. The County uses the landfill to handle waste generated in the southeastern part of the county. The existing contract expired October 20, 2016. The Solid Waste fund is able to fully cover the cost of the contract.

The County published a Request for Bids (RC-005-B-2017) on September 22, 2016. Two companies responded to the solicitation; Waste Management and Waste Industries' Loveless and Loveless Landfill. Staff reviewed the two submittals that were received by Procurement. After reviewing the documentation received from the offerors, including the permit, compliance history, and disposal costs, it has been determined that Waste Management's low bid meet the requirements outlined in the scope of work.

Attached is the bid tabulation for the solicitation.

At this time, staff is requesting that County Council award the contract to Waste Management.

C. Legislative / Chronological History

- The existing contract with Loveless and Loveless was awarded on October 20, 2011. The contract included a disposal rate of \$8.25/ton. The contract expired on October 20, 2016.
- The County published a Request for Bids (RC-005-B-2017) on September 22, 2016. The length of the contract is one year with four optional one year renewals. Bids were required to be submitted by October 20, 2016.
- An addendum to the Request for Bids was published on October 10, 2016, extending the submittal date to October 27, 2016.

D. Alternatives

1. Award the contract for disposal of Class 2 waste to Waste Management. This action is consistent with the Procurement selection criteria. Waste Management's low bid meets the

requirements outlined in the scope of work. Waste Management's bid included a \$7.95/ton disposal rate during the contract period.

2. Do not award the contract. Waste would be hauled to the County's landfill on Caughman Road North. The County's landfill has approximately 17 years of remaining capacity based on current disposal rates. The additional waste would use almost half of the capacity of the landfill and reduce the life of the landfill to approximately 9 years.

E. Final Recommendation

Approve Alternative 1. Award the Class 2 Disposal contract to Waste Management in the amount of \$7.95/ton beginning on May 1, 2017.



RICHLAND COUNTY GOVERNMENT CERTIFIED BID TABULATION

SOLICITATION NUMBER : RC-005-B-2017		PROJECT NAME: Class 2 Waste Disposal Services		DATE ISSUED: 9/22/16	RECEIPT DATE: 10/27/16	TIME OPEN: 2:00PM
DEPARTMENT: Solid Waste		REQUISITION #:		PURCHASE ORDER #:		
POINT OF CONTACT:		T:	F:	APPARENT LOW BIDDER		
		EMAIL:		<i>Waste Mgt.</i>		
ITEM	MINIMUM DESCRIPTION	UNIT	QTY	COMPANY:	COMPANY:	COMPANY:
1	Class 2 Waste Disposal Services	Ton	1	L+L Disposal	Waste Management	
2				8.00	7.95	
3				(\$)		
4				(\$)		
5				(\$)		
6				(\$)		
7				(\$)		
8				(\$)		
SHIPPING						
TAX						
GRAND TOTAL						
DELIVERY CALENDAR DAYS						
WARRANTY						
GUARANTEE						
NAME AND TITLE OF CERTIFYING OFFICIAL Jennifer Wladischkin, Contract Specialist				NAME AND TITLE OF ASSISTANT Sierra Flynn, Buyer		
SIGNATURE <i>Jennifer Wladischkin</i>				SIGNATURE <i>Sierra Flynn</i>		
DATE: 10/27/16				DATE: 10/27/16		

RICHLAND COUNTY
PROCUREMENT DEPT
2016 OCT 27 PM 2:00

RCPD TABULATION FORM-2011_(RAC)

REQUEST OF ACTION SUMMARY SHEET

Agenda Item No.: 4c Meeting Date: March 28, 2017

To: The Honorable Greg Pearce, Chair, Administration and Finance Committee

From: Ismail Ozbek, Director of Public Works; Art Braswell, Manager of Solid Waste & Recycling Division
Department: Public Works Department

Item Subject Title: Award of the contract for a Solid Waste Collection Route Management System.

Action Taken by Committee previously: None.

Options:

1. Proceed with recommending to Council to award the contract for the Route Management System to Fleetmind.
2. Make a recommendation not to award the contract.

Motion Requested Today: Recommend that Council award the contract for the Route Management System to Fleetmind.

Staff Recommendation: Approve motion request.

Impact of Action: Operating Budget: The operational cost is estimated to be \$9,800 per month.
Capital Budget: \$1,016,503 for the initial startup cost of installing equipment on all collection trucks along with GPS tracking for staff vehicles. The County will own the equipment the haulers required to maintain and repair the equipment.

Funding Amount/Source: Funding for the initial startup will come from the County's Solid Waste Enterprise Fund. Initial cost for installing the Route Management System on all collection trucks along with GPS tracking for several staff vehicles is estimated to be \$1,016,500. Funding of operational cost of approximately \$9800 per month will be divided evenly between the Solid Waste Enterprise Fund and the Solid Waste Contracted Haulers.

Requested by: Solid Waste & Recycling Division

Staff Representative: Art Braswell, Solid Waste & Recycling Division Manager

Outside Representative: None.

List of Attachments:

1. Detailed Request of Action
2. Vendor Evaluation Memo

3/7/17
Date Submitted

Brandon Madden
Approved by the County Administrator's Office

All
Council District

Richland County Council Request of Action

Subject: Solid Waste & Recycling Division: Solid Waste Countywide Curbside Collections Route Management System

A. Purpose

Chapter 12 of the Richland County Code states that garbage and refuse shall be collected only by collectors who are franchised by the county. The Ordinance also states that all contractual obligations shall be adhered to by all contractors. The new collection contracts contain language stating that when the County incorporates the radio frequency identification (RFID) technology into the County's roll carts, the County will equip each collection vehicle with the necessary hardware to administer the program. The collector will be required to maintain the technology through the term of the contract. County Council is requested to authorize the award of a countywide curbside collection route management system (RMS) software and hardware purchase and ongoing annual service contract. This RMS will provide the tools to run the Solid Waste & Recycling Division in a more efficient and timely fashion. By using this system the Division will be able to collect data that will lead to better forecasts for budgets, assist in identifying service concerns, provide for better asset management (roll carts), allow us to provide more immediate and accurate responses to the residents, allow us to monitor our curbside collection contractor performance, allow us to have more accurate counts for determining hauler payments and simplify the production of monthly, quarterly, and annual reports. We can calculate recycling participation rates and use the data to assist with targeted recycling programs.

B. Background / Discussion

Richland County started providing county wide curbside collection and transportation in January of 1984. County currently provides curbside collection and transportation service for Richland County residents through four (4) contracted haulers in eight (8) service areas. The services provided include household trash, yard waste, bulk item collection and recycling to approximately 85,000 homes and small businesses.

Measuring hauler performance has been problematic since the inception of the curbside collection program. The only mechanisms the Department has used since the curbside program's beginning has been 1) daily monitoring by staff inspectors and 2) reports from residents. Three inspectors watching up to 6600 service miles per week provide minimal capability to provide eyewitness of actual hauler performance. Additionally, staff typically has found that reports from residents are reliable only about half the time. The RMS provides scientific means to monitor hauler performance as well as the reliability of reported problems.

Hauler payments have been and continue to be based on the number of garbage roll carts deemed eligible for service. From the beginning of the curbside program the only means staff could reasonably rely on for tracking the number of roll carts was/is a manual data entry system whereby the list of roll carts eligible for service was only revised based on new homes (certificate of occupancy - CO) and occasional discovery of homes no longer in existence or no longer habitable. The RMS will track all collections using the roll cart's radio frequency identification technology. Staff will be aware of carts that are no longer being serviced providing opportunity to determine why. The RMS will hold the master file for all carts in

service and the built in monitoring system will ensure that our hauler payments are reasonably up to date and accurate.

The RMS provides staff the tools/information to respond to citizen complaints immediately due to the system's ability to capture electronic data and transmit to office and field staff in near real time. The RMS shows where the collection vehicles are at all times, shows where they have been and lets the viewer know if the service vehicle is on schedule or not. It tells staff what carts have been serviced and when. When roll carts are not at curbside the RMS documents that fact. All the information is available to staff on demand. This gives staff the ability to provide feedback to residents and haulers quickly and accurately.

Procurement published a solicitation to qualified RMS vendors on August 11, 2015. An evaluation team established by Procurement evaluated the four vendors who responded. The vendors/RMS were rated and the one determined to be best, Fleetmind, was presented to Administration for approval of the pilot program (cost was under \$100,000). See Exhibit A – Justification of vendor selection and Administration Approval.

The solicitation required the selected vendor (Fleetmind) to perform a 60-day pilot program. The pilot program was initiated July 5, 2016. Five collections trucks in Service Areas 5B and 7 were selected for the program. It was scheduled to end September 5, 2016 but was extended until September 30, 2016 to capture a better understanding of hardware and software that make up the RMS. Staff evaluated functionality of the hardware on the collection trucks as it related to their fleet manager; the capability of the software was compared to the proposed capability; the user friendliness of the software; the reliability of the data collected and the reporting capability.

Overall, the RMS met staff expectations.

The startup cost for the RMS to be installed on all collection trucks along with GPS tracking for several staff vehicles is estimated to be \$1,016,500. Implementation would begin upon approval of the county. The installations and training could take several months and would include the collection trucks for all eight service areas. The funds have been budgeted and are available to manage the costs of implementation.

The RMS software and data is housed and managed by the vendor. As such there are monthly costs estimated to be about \$9,800 which are the responsibility of the county. It is expected that each hauler will use the RMS for their own benefit in managing their fleets. If so, they will be expected to fund one half the monthly costs or about \$4,900. These monthly costs include a service/management fee, a cloud storage fee and a mobile data transfer fee for each truck. Solid Waste & Recycling has budgeted for the monthly costs.

Repair and replacement of the RMS hardware shall become the responsibility of the hauler as soon as it is installed. A provision is in the existing hauler contracts that require the hauler to assume the duty of maintaining the equipment upon installation. Any new contractors in the future will be expected to assume full financial responsibility for purchasing all needed RMS equipment. However, the RMS hardware remains the property of Richland County. Richland County will be the licensed user of the RMS software with the haulers working under that license as an approved user.

C. Legislative / Chronological History

None

D. Alternatives

1. Approve the recommended award of the RMS to Fleetmind. This RMS was evaluated and determined to be the most rugged hardware and most functional software combination for our work environment. The RMS would bring staff into the 21st century curbside collection management world. Preliminary data suggests that the system could pay for itself in the first couple of years from more accurate hauler payments alone.
2. Make no award. This would keep an antiquated system that lacks substantial management controls (for hauler payment and asset management), provides little fact based hauler performance measurement and fails to provide staff with tools they desperately need to provide a prompt and accurate customer service response.

E. Final Recommendation

It is recommended that Council choose Alternative 1 and authorize the award of the RMS contract to Fleetmind consistent with the Procurement solicitation and evaluation procedures.

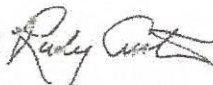


RICHLAND COUNTY
Solid Waste & Recycling Department
1070 Caughman Road North
Columbia, South Carolina 29203
Voice: (803) 576-2440 Facsimile (803) 576-2495



DATE: February 25, 2016

To: Kevin Bronson, Assistant County Administrator
Christy Swofford, Assistant Director of Procurement

From: Rudy Curtis, Interim Director Solid Waste & Recycling 

Subject: Award of RFID System Contract - RFP RC-640-P-2016

Solid Waste & Recycling has reviewed the proposals of the vendors; we participated in the on-site demonstration and we evaluated all aspects of the products presented. Since our curbside haulers are integral to the use of the system and will likely underwrite some of our ongoing costs we feel it important to give some weight to overall capability of the software as it would impact the haulers. With that in mind here are the conclusions staff has drawn regarding each of the RFID vendors selected for interviews.

FleetMind (FM):

The product offering is more feature rich than the competitors. It has the potential to incorporate snap-shot video. Video is important to the county as a tool to potentially mitigate liability in the event of an incident. FM has the ability to include many other data collecting elements in and around the truck such as: tire pressure; weight load, fuel usage, hydraulics, etc which is important to the hauler making their support for this system to be more likely. There is not added cost to the county for such features. FM has an older looking user interface but the features and functionality are vast and can be useful for both the county and the haulers. FM appears to have more standard reports than the closest rated competitor, Routeware, which is helpful for the degree of monitoring SW&R plans to use. There would few if any customized reports needed thus saving money for such customization. Another positive is that FM has a very large roster of clients. Based on what we heard in the panel evaluations FM also seems have a larger R&D budget and service delivery team than the other 2 vendors. The R&D aspect is important long term in that the latest features and advances in new technologies are included in the monthly fees. The delivery team is important for a successful pilot program, the eventual rollout to the remainder of our haulers and the future service needs of the hauler. The computer hardware delivered by FM comes from a military manufacturer which is critical to durability in the harsh environment of a trash truck. Neither of the other vendors offered this level of ruggedness and performance. There are no apparent serious weaknesses with the FM system

McNeilus:

We would essentially be buying FleetMind with a DVR. Their presentation was unimpressive totally lacking in content. . They alluded to the fact that they had only been in the market for about a year. They seemed unprepared to get into this project. Their upfront costs were the lowest, but ongoing (monthly) fees were substantially greater and would offset the startup difference of the other two in 2.5 – 5.3 years. Long term McNeilus was the most expensive option. They had no track record and they managed the FM software themselves. They clearly were not fluent with the FM software actually deferring to the FM representative to explain the software. I do not recommend McNeilus.

RouteWare (RW):

Routeware offered a solid presentation. Their system had less features than FM. They offered no video on the trucks which is a major consideration for the county and the haulers for liability reasons. They offered no camera on the hand held RFID reader. This is an essential documentation component for our maintenance team. Their software appeared to be short on reporting relative to what the county needs and what FM offered. They could develop reports for us if asked but may have costs associated with it. However they leaned toward exporting the data into Excel for the user to craft reports. There was no vehicular performance monitoring software component mentioned which is potentially an important feature to our haulers

RW appears to be a smaller company than FM as they don't have nearly the number of customers. RW does not seem to have the resources on a daily basis that FM does. Their hardware did not meet the level of ruggedness compared to FM. Ruggedness relates to the level of replacement and maintenance which is extremely important to the hauler in that the hauler has designated responsibility for repairing and replacement once installed on their trucks.

In summary, we propose to purchase a system for the benefit of our solid waste program and at the same time provide our haulers with a product they want to use to improve their service to our residents and improve efficiencies. FM was developed from a hauler monitoring perspective whereas Routeware was developed more from a billing/accounting perspective. Our needs are unrelated to billing.

After evaluating the three vendors discussed above, staff is of the opinion that FleetMind is the best investment for the county as we embark on a new technological path to deliver the best curbside service to our residents, to manage the almost \$10 million investment in roll carts, to provide excellent data to assist with negotiating better curbside hauler contracts, provide more

tools for improving our curbside recycling efforts and to keep far better control of our payments to hauler. We believe that from overall performance, software capability, equipment durability and ease of use, FleetMind offers the preferred product including the \$192,000 difference in initial investment. We also feel that FM has the stronger capability due to its hauler features to allow the hauler to run a much more efficient operation. A more efficient operation is greatly desired. We also expect to have immediate return on our investment solely from having verifiable cart collection counts on which we base our hauler payments. One additional matter to consider is that we expect the haulers to contribute to our monthly costs since they will be using the system to run their operations.

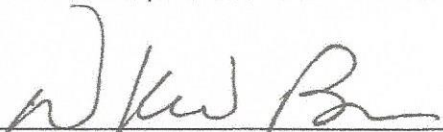
As may be noted in the RFP and the proposals, there is an initial capital investment and there are monthly service fees afterward. We evaluated the difference in cumulative costs over a 6 year period. The least expensive initial investment, McNeilus, was overcome by the higher monthly fees after 5.3 years for FM and after 2.5 years with RW. See table below. Regarding monthly fees FM is estimated to be about \$1,500 per month more than RW but added features of FM warrant the difference in our opinion.

	Initial Inv	Cum totals					
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
FM	\$1,016,503	\$1,130,443.00	\$1,244,383.00	\$1,358,323.00	\$1,472,263.00	\$1,586,203.00	\$1,700,143.00
RW	\$824,173	\$919,515.40	\$1,014,857.80	\$1,110,200.20	\$1,205,542.60	\$1,300,885.00	\$1,396,227.40
McN	\$562,897	\$762,697.00	\$962,497.00	\$1,162,297.00	\$1,362,097.00	\$1,561,897.00	\$1,761,697.00

We checked three local government references for FM and heard good reports from all.

In conclusion, based on the totality of information and conclusions discussed above, staff recommends that the award be made to FleetMind. This solicitation was based on running a 60-day pilot program with the selected vendor. The estimated cost of the pilot program with FleetMind is \$78,270 with \$58,380 refunded should we not select FleetMind following the pilot program.

We hereby request that Administration authorize the award for the pilot program to FleetMind with the understanding that should FleetMind meet expectations during the pilot program the final award would be presented to Council for final approval.

Approved: 

Date: 3/22/16

REQUEST OF ACTION SUMMARY SHEET

Agenda Item No.: 4d Meeting Date: March 28, 2017

To: The Honorable Greg Pearce, Chair, Administration and Finance Committee

From: John Stuart, Grants / Project Manager, Solicitor's Office

Department: Solicitor's Office

Item Subject Title: Solicitor's Office: Approval of Victim of Crime Act (VOCA) Special Solicitation Grant

Action Taken by Committee previously: None.

Options:

1. Approve the request to ensure that crime victims of Domestic Violence and sex related offenses are provided with proper advocacy before, during and after the court process.
2. Do not approve would result in forfeiting the grant funds that would have provided victim advocates in Magistrate and Municipal court to crime victims of Domestic Violence and sex related crimes.

Motion Requested Today: Approve the "in-kind match" grant in the amount of \$161,147 from the Office of Highway Safety and Justice Programs of the South Carolina Department of Public Safety.

Staff Recommendation: Approve motion request.

Impact of Action: Operating Budget: This grant is being match with "in-kind" match and requires no county cash match. In regards to "in-kind match", the application defines it as "Value of Non-Cash Contributions or Services that the applicant has specifically received from a third party (Richland County) and committed to the project." For the purpose of this application, we used County funded Solicitor's Office Victim Advocates as our match contribution.

Capital Budget: None.

Funding Amount/Source: This grant is being match with "in-kind" match and requires no county cash match. In regards to "in-kind match", the application defines it as "Value of Non-Cash Contributions or Services that the applicant has specifically received from a third party (Richland County) and committed to the project." For the purpose of this application, we used County funded Solicitor's Office Victim Advocates as our match contribution. .

Requested by: Solicitor's Office

Staff Representative: John Stuart, Grants / Project Manager, Solicitor's Office

Outside Representative: None.

List of Attachments:

1. Detailed Request of Action

3/7/17
Date Submitted

Brandon Madden
Approved by the County Administrator's Office

All
Council District

Richland County Council Request of Action

Subject: Solicitor's Office: Approval of Victim of Crime Act (VOCA) Special Solicitation Grant

A. Purpose

County Council is requested to approve an “in-kind match” grant in the amount of \$161,147 from the Office of Highway Safety and Justice Programs of the South Carolina Department of Public Safety. This grant project is 100% federal funds and requires in-kind matching funds.

B. Background / Discussion

Act # 284 (R275, H5001) of 2016, the FY 2016-17 General Appropriations Act, included two provisos in Part 1B Section 60, (Provisos 60.7 and 60.12) that provided dedicated funding for Domestic Violence Prosecution and Summary Court Domestic Violence Prosecution. These funds are used to hire Assistant Solicitors to prosecute Magistrate and Municipal Court level Domestic Violence cases so the arresting officer(s) will be relieved of prosecuting his/her own cases in court. The problem is that these funds are only for prosecutors and did not provide funds for victim advocates. While the Law Enforcement Victim Advocates (LEVAs) respond to domestic violence scenes and provide follow-up services for victims of domestic violence, they sporadically attend court hearings where victim assistance is imperative. In many cases, victims are not adequately notified of court hearings, have no transportation to court and are not familiar with court protocols and procedures. Adding magistrate and municipal level victim advocates will bridge the gap in services on the all-important court phase of their cases. This office is in need of 3 full-time victim advocates in the Fifth Judicial Circuit to cover both the Central Domestic Violence Court and all Municipal Courts, and an Administrative Assistant to input data for all victim advocates with the Solicitor's Office. Additionally, the application requested a victim advocate who would be dedicated to our Criminal Sexual Conduct Prosecutor in assisting the victims of the 320 General Sessions sex related crimes warrants currently pending with this office. A key element of prosecuting cases involving domestic violence and sexual victimization is the ongoing assurance of victim-centeredness throughout the process. A full range of resources must be readily available in the court process in order to offer crisis intervention, support, education, referrals, and advocacy to victims. Advocacy and support, without compromising the truth-seeking process, is critical at this juncture, as victims and their families may experience a variety of concerns and fears that may impact their willingness or desire to participate in the court process.

C. Legislative / Chronological History

The Solicitor's Office applied for this grant application titled “Victim of Crime Act (VOCA) Special Solicitation” which is to be awarded on April 1, 2017. This grant opportunity was not available when the original grant budget request was prepared and was announced outside normal grant cycles. The Victim of Crime grant allocation to the State of South Carolina has historically been \$5-\$6 million dollars per year, but has been increased to \$29 million and \$30 million over the last two years, respectively. This has prompted this Special Solicitation to disperse these funds in a more expeditious manner. This grant is being match with “in-kind” match and requires **no county cash match**. In regards to “in-kind match”, the application defines it as “Value of Non-Cash Contributions or Services that the applicant has specifically received from a third party (Richland County) and committed to the project.” For the purpose of this application, we used County funded

Solicitor's Office Victim Advocates as our match contribution. This, therefore, enabled us to ask for 100% federal funding. The Office of Highway Safety and Justice Programs stated that this grant will continue, if awarded, in the normal grant cycle next year and for subsequent years of eligibility. There is no requirement to pick-up the grant positions once the grant has expired.

D. Alternatives

1. Approve the request to ensure that crime victims of Domestic Violence and sex related offenses are provided with proper advocacy before, during and after the court process.
2. Do not approve would result in forfeiting the grant funds that would have provided victim advocates in Magistrate and Municipal court to crime victims of Domestic Violence and sex related crimes.

E. Final Recommendation

It is recommended that Council approve the request to accept the Victim of Crime (VOCA) Special Solicitation Grant Award to the Solicitor's Office in the amount of \$161, 147.

REQUEST OF ACTION SUMMARY SHEET

Agenda Item No.: 4e Meeting Date: March 28, 2017

To: The Honorable Greg Pearce, Chair, Administration and Finance Committee

From: Samuel Selph, Director of Elections

Department: Elections

Item Subject Title: Board of Voter Registration & Elections: Budget Amendment to conduct the State House of Representatives District 70 Special Election

Action Taken by Committee previously: None.

- Options:**
1. Approve the request to amend the budget in the amount of \$105,864.59 for the Board of Voter Registration & Elections Department for the purpose of being in compliance with State Law to carry out all elections held in Richland County.
 2. Do not approve the request to amend the budget in the amount of \$105,864.59 for the Board of Voter Registration & Elections Department for the purpose of carrying out all elections held in Richland County.
 3. Approve a budget amendment in an amount that differs from the requested amount for one or more of the purposes identified in this Request of Action for the Board of Voter Registration & Elections.

Motion Requested Today: Recommend that Council approve the budget amendment in the amount of \$105,864.59 for the purposes outlined above.

Staff Recommendation: Approve motion request.

Impact of Action: Operating Budget: Approval of the budget amendment would drawdown \$105,864.59 from the County's General Fund balance. The reimbursement funding received by the County from the State will be credited back to the County's General Fund.

Capital Budget: None.

Funding Amount/Source: \$105,864.59 from the County's General Fund balance.

Requested by: Elections

Staff Representative: Samuel Selph, Director of Elections

Outside Representative: None.

List of Attachments:

1. Detailed Request of Action

3/7/17
Date Submitted

At the Request of Elections
Approved by the County Administrator's Office

N/A
Council District

Richland County Council Request of Action

Subject: Board of Voter Registration & Elections: Budget Amendment to conduct the State House of Representatives District 70 Special Election

A. Purpose

County Council is requested to approve a budget amendment in the amount of \$105,864.59 for the Board of Voter Registration & Elections Department for the purpose of funding the upcoming State House of Representatives District 70 Special Election for Richland and Sumter Counties. Election dates include: May 2, 2017 (Primary), May 16, 2017 (Runoff) and June 20, 2017 (General). This seat was left vacant, due to the sudden passing of Representative Joseph Neal.

B. Background / Discussion

By law, the Board of Voter Registration & Elections Department is mandated to conduct all elections for Richland County.

Upon the conclusion of the election, The Board of Voter Registration & Elections Department will invoice the South Carolina Election Commission, for the cost incurred. Within 30 days, the South Carolina Election Commission will issue payment as per the invoice issued.

Based on the above listed information, The Board of Voter Registration & Elections Department has developed and would like approval of the following action plan:

Provide funding for the State House of Representatives District 70 Special Election for Richland and Sumter Counties. Election dates include: May 2, 2017 (Primary), May 16, 2017 (Runoff) and June 20, 2017 (General).

The Board of Voter Registration & Elections will need a total of \$105,864.59, to cover all expenses related to the State House of Representatives District 70 Special Election for Richland and Sumter Counties. Election dates include: May 2, 2017 (Primary), May 16, 2017 (Runoff) and June 20, 2017 (General).

Itemization of Cumulative Costs Associated with Requests

Item No.	Item Description	Cost
1	Estimate of Cost For May 2, 2017, <i>Primary</i> for the State House of Representatives District 70 Special Election for Richland and Sumter Counties.	\$30,129.79
2	Estimate of Cost For May 16, 2017, <i>Runoff</i> for the State House of Representatives District 70 Special Election for Richland and Sumter Counties.	\$27,604.79
3	Estimate of Cost For June 20, 2017 <i>General</i> , State House of Representatives District 70 Special Election for Richland and Sumter Counties.	\$48,130.01

Total		\$105,864.59

C. Legislative / Chronological History

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

D. Alternatives

1. Approve the request to amend the budget in the amount of \$105,864.59 for the Board of Voter Registration & Elections Department for the purpose of being in compliance with State Law to carry out all elections held in Richland County; which includes the upcoming State House of Representatives District 70 Special Election for Richland and Sumter Counties. Election dates include: May 2, 2017 (Primary), May 16, 2017 (Runoff) and June 20, 2017 (General).

2. Do not approve the request to amend the budget in the amount of \$105,864.59 for the Board of Voter Registration & Elections Department for the purpose of carrying out all elections held in Richland County; which includes the upcoming State House of Representatives District 70 Special Election for Richland and Sumter Counties. Election dates include: May 2, 2017 (Primary), May 16, 2017 (Runoff) and June 20, 2017 (General). Richland County Board of Voter Registration & Elections offices would not efficiently serve the citizens and keep the interest and integrity in the voting process if funds are not provided and the department will not be in compliance with State Law.

3. Approve a budget amendment in an amount that differs from the requested amount for one or more of the purposes identified in this Request of Action for the Board of Voter Registration & Elections.

E. Final Recommendation

It is recommended that County Council approve the budget amendment in the amount of \$105,864.59 for the purposes outlined above.

Cost Estimate for House District 70 Special Election

Primary May 2, 2017

Runoff May 16, 2017

General June 20, 2017

Number of Precincts: 10

Absentee: 1

Total: 11

Cost Components	Account Number	Account Name	Primary	Runoff	General
Administrative:					
Copies for Poll Managers	521300	Copy Machine	\$25.00	\$0.00	\$25.00
Office Supplies	521000	Ballots, Ballot Stock, Office Supplies	\$2,000.00		\$2,000.00
Postage (PW letters 60 @ .49)(Reply Cards 60 @.27)			\$50.00	\$0.00	\$50.00
Ballots:					
Absentee Application Postage (1,398 .47 @)			\$657.06	\$657.06	\$657.06
Absentee Ballot Postage (\$1.30 @ 1,398)			\$1,817.40	\$1,817.40	\$1,817.40
Absentee Ballots (includes 8% tax) .66 @)	521000	Ballots, Ballot Stock, Office Supplies	\$0.00	\$0.00	\$0.00
Ballot on Demand and Test (includes 8% tax x .35 x 1,403)	521000	Ballots, Ballot Stock, Office Supplies	\$530.33	\$530.33	\$530.55
Ballot Stock paper (includes 8% tax)	521000	Ballots, Ballot Stock, Office Supplies			
Emergency/ FailSafe ballots 1035 @ .38 (includes 8% tax)	521000	Ballots, Ballot Stock, Office Supplies	\$450.00	\$0.00	\$450.00
Personnel Costs:					
Overtime for County Staff	511200	Overtime	\$2,000.00	\$2,000.00	\$20,000.00
Overtime for Payroll Staff					
Part-time Staff	511300	RC Part Time Wages	\$8,500.00	\$8,500.00	\$8,500.00
FICA @ 7.65%	512200	FICA Employer's Share	\$1,000.00	\$1,000.00	\$1,000.00
Retirement @11.56%	513100	SC Regular Retirement	\$1,200.00	\$1,200.00	\$1,200.00
** Absentee/Failsafe 15 days @ \$60 per day	511800	Temp Employment Agency			
** Office Staff (Pre Election) for Absentee/VR/Elections	511800	Temp Employment Agency			
**Office Staff (Election Day/Night) Equipment loaders/ Unloaders,Call Center, Absentee Counters	511800	Temp Employment Agency	\$2,700.00	\$2,700.00	\$2,700.00
** Poll Clerks 10 @ \$180 per election	511800	Temp Employment Agency	\$1,800.00	\$1,800.00	\$1,800.00
** Poll Managers 50 @ \$120 per election	511800	Temp Employment Agency	\$6,000.00	\$6,000.00	\$6,000.00
** Polling Location Technicians @ \$350 at polling locations	511800	Temp Employment Agency	\$1,400.00	\$1,400.00	\$1,400.00
**Poll Worker Retirement 11.56%	513100	SC Regular Retirement			
Precincts:					
Rent 0 facilities @	526300	Rent	\$0.00	\$0.00	\$0.00

Cost Estimate for House District 70 Special Election

Primary May 2, 2017

Runoff May 16, 2017

General June 20, 2017

Total:

\$30,129.79 \$27,604.79 \$48,130.01

****Election Day Workers (DATE)**

Poll Clerks	10
Poll Managers	48
Office Staff (Equipment loaders, unloaders, phone, ABS Counter)	15
Polling Location Technicians at polling locations	4
Election Day Total Workers:	

Cost Estimate for House District 70 Special Election
Primary May 2, 2017
Runoff May 16, 2017
General June 20, 2017

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Relevant SC State Code of Laws

SECTION 7-13-340. Printing and distribution of ballots.

All ballots cast in general elections for national, State, county, municipal, district and circuit officers in the towns, counties, districts, circuits, cities and other political divisions shall be printed and distributed at public expense. The printing and distribution of all ballots, other than the county, State Senator, member of the House of Representatives, local or circuit ballots herein designated, the ballots for elections in cities and towns and the ballots for election on bonds or other local measures, shall be arranged and handled by the State Election Commission and shall be paid for by the State. The State Election Commission shall have all necessary ballots for elections for presidential electors, State officers, United States Senators and members of Congress printed, and shall deliver such ballots to the various county board of voter registration and elections at least ten days prior to the date of the election and the county board of voter registration and elections shall place such ballots in ballot boxes for distribution to the election managers of the various precincts.

The printing and distribution of ballots in all State Senate, member of the House of Representatives, county, local and circuit elections shall be arranged and handled by the board of voter registration and elections members of the several counties and shall be paid for by the respective counties, and the board members shall place such ballots in ballot boxes for distribution to the election managers of the various precincts. The printing and distribution of ballots in all municipal elections shall be arranged and handled by the municipal authorities conducting such elections and shall be paid for by the municipalities.

The terms "municipal" and "municipalities" as used in this section shall be construed to include school districts, public service districts and like political subdivisions.

HISTORY: 1962 Code Section 23-400.14; 1952 Code Section 23-311; 1950 (46) 2059; 1966 (54) 2340; 1968 (55) 2316; 1974 (58) 2124.

Code Commissioner's Note

Pursuant to the directive in 2014 Act No. 196, Section 8, at the direction of the Code Commissioner, references in this section to county election commissions or commissioners or county boards of voter registration were changed to the "Board of Voter Registration and Elections" and board members as appropriate.

SECTION 7-23-10. Expenses of general election officers.

Each commissioner or board member of state and county general elections shall receive as expenses an amount as appropriated in the annual state general appropriations act, payable quarterly, and is entitled to election-day mileage as provided by law for state employees. Managers and clerks of general elections shall receive a per diem as is provided in the annual state general appropriations act.

HISTORY: 1962 Code Section 23-601; 1952 Code Section 23-601; 1942 Code Section 2316; 1932 Code Section 2316; Civ. C. '22 Section 250; Civ. C. '12 Section 248; Civ. C. '02 Section 222; G. S. 126, 152; R. S. 180; 1882 (17) 1100; 1883 (18) 260; 1966 (54) 2243; 1984 Act No. 288, eff March 5, 1984; 1990 Act No. 352, Section 1, eff March 19, 1990.

Code Commissioner's Note

Pursuant to the directive in 2014 Act No. 196, Section 8, at the direction of the Code Commissioner, references in this section to county election commissions or commissioners or county boards of voter registration were changed to the "Board of Voter Registration and Elections" and board members as appropriate.

Effect of Amendment

The 1984 amendment changed the provisions so that managers and clerks of general elections are to receive per diem as provided in the annual state general appropriations act, rather than a specified rate of \$10.00.

The 1990 amendment provided that commissioners receive as expenses an amount as appropriated annually by the General Assembly instead of two hundred dollars a year, and clarified the entitlement to mileage for a manager and clerk, limiting it to election-day mileage.

SECTION 7-23-20. Payment for notices of election.

Notices of election published in any public gazette or county newspaper by authority of the proper board of voter registration and elections, as required by law, shall be paid for at the rates prescribed by law for legal notices.

HISTORY: 1962 Code Section 23-603; 1952 Code Section 23-603; 1942 Code Section 2316; 1932 Code Section 2316; Civ. C. '22 Section 250; Civ. C. '12 Section 248; Civ. C. '02 Section 222; G. S. 126, 152; R. S. 180; 1882 (17) 1100; 1883 (18) 260.

Code Commissioner's Note

Pursuant to the directive in 2014 Act No. 196, Section 8, at the direction of the Code Commissioner, references in this section to county election commissions or commissioners or county boards of voter registration were changed to the "Board of Voter Registration and Elections" and board members as appropriate.

SECTION 7-23-30. Repealed by 1982 Act No. 325 Section 2, eff April 9, 1982.

Editor's Note

Former Section 7-23-30 was entitled "Method of paying expenses" and was derived from 1962 Code Section 23-604; 1952 Code Section 23-604; 1942 Code Section 2316; 1932 Code Section 2316; Civ. C. '22 Section 250; Civ. C. '12 Section 248; Civ. C. '02 Section 222; G. S. 126, 152;

R. S. 180; 1882 (17) 1100; 1883 (18) 260.

SECTION 7-23-40. Expenses payable by counties.

The governing bodies of the several counties shall audit and pay all accounts for necessary expenses incurred by the members of the board of voter registration and elections and managers of election for stationery, the making of election boxes, rents and similar expenses in elections held in this State.

HISTORY: 1962 Code Section 23-605; 1952 Code Section 23-605; 1942 Code Section 2316; 1932 Code Section 2316; Civ. C. '22 Section 250; Civ. C. '12 Section 248; Civ. C. '02 Section 222; G. S. 126, 152; R. S. 180; 1882 (17) 1100; 1883 (18) 260.

Code Commissioner's Note

Pursuant to the directive in 2014 Act No. 196, Section 8, at the direction of the Code Commissioner, references in this section to county election commissions or commissioners or county boards of voter registration were changed to the "Board of Voter Registration and Elections" and board members as appropriate.

REQUEST OF ACTION SUMMARY SHEET

Agenda Item No.: 4f Meeting Date: 3/28/2017

To: The Honorable Greg Pearce, Chair , Administration & Finance Committee
From: Dwight Hanna, Director of Human Resources
Department: Human Resources

Item Subject Title: Increase Annual Leave for Employees

Action Taken by Committee previously: At its February 28, 2017 Committee meeting, the Committee deferred this item to the March 28th Committee. Council Members had several questions from the February 2017 Administrative and Finance Committee on the proposed changes to Annual Leave Accruals. In Addition, Council asked about research on this topic. Staff has separated the response into Council’s questions and specific answers, with a separate section of research related to this topic.

- Options:**
1. Proceed with recommending Council approve the request to increase annual leave for Richland County employees.
 2. Proceed with recommending Council approve a modified request to increase annual leave for Richland County employees.
 3. Do not proceed with recommending Council approve the request to increase annual leave for Richland County employees.

Motion Requested Today: Recommend that Council approve the request to increase annual leave for Richland County employees as follows: 0-5 years of employment: 10 days;
5-10 years of employment: 15 days; 10-15 years of employment: 20 days;
15+ years of employment: 25 days

Staff Recommendation: Approve motion request.

Impact of Action: Operating Budget: N/A

Capital Budget: N/A.

Funding Amount/Source: This is a policy decision for Council with no direct financial impact.

Requested by: Dwight Hanna, Director of Human Resources

Staff Representative: Dwight Hanna, Director of Human Resources

Outside Representative: None.

List of Attachments:

1. Request of Action
2. Q&A document to address the questions raised at the February 28, 2017 Council meeting.
3. Comparative holiday leave data for other governmental entities
4. PowerPoint presentation providing supportive data vis a vis this request of action

2/3/17
Date Submitted

Brandon Madden
Approved by the County Administrator’s Office

N/A
Council District

Richland County Council Request of Action

Subject: Increase Annual Leave for Employees

A. Purpose

To bring leave accrual rates for Richland County employees into closer alignment with the rates provided to employees of local and comparable government organizations.

B. Background / Discussion

Currently, leave accrual rates for Richland County employees are lower than rates provided to employee of the State of South Carolina, Lexington County, Greenville County, Charleston County, York County and City of Columbia.

Bringing Richland County’s annual leave into line with those of other local/regional government offices will enable the County to be more competitive in the job market. It will also boost the performance, morale, and retention rates for the County’s current employees; and it will do so without adding any cost to the County budget.

Studies have shown that overwork is tied to increased stress levels, tiredness, health issues, and – due to all of the above – job safety issues. However, employees who take occasional vacations and spend time with their loved ones tend to be happier, healthier, and more satisfied with their jobs. This, in turn, leads to higher job performance and retention rates.

C. Legislative / Chronological History

The chart below compares the current leave accrual rate for Richland County employees to the accrual rates for State of South Carolina, Lexington County, Greenville County, Charleston County, York County and City of Columbia:

	Vacation Accrual				
	0-5 years	5-10 years	10-15 years	15-20 years	20+ years
Richland County	10	10	15	15	20
State of SC	15	15	16.25 at 10 years, increases each year up to 30 days per year		
Lexington County	10	15	20	20	20
Greenville County	12	15	19	19	25
Charleston County	10	15	20	25	25
York County	12	12	15	15	18
City of Columbia	10	11 days at 5 years, increases by one day each year up to 25 days per year			

D. Alternatives

1. Approve the request to increase annual leave for Richland County employees as recommended below.
2. Modify the request to increase annual leave for Richland County employees.
3. Do not approve the request to increase annual leave for Richland County employees.

E. Final Recommendation

It is recommended that Council approve the request to increase annual leave for Richland County employees as follows:

- 0-5 years of employment: 10 days
- 5-10 years of employment: 15 days
- 10-15 years of employment: 20 days
- 15+ years of employment: 25 days

Richland County Government:

Annual Leave Accruals

Response to Administration & Finance Committee Member Questions or Requests

Council Members had several questions from the February 2017 Administrative and Finance Committee on the proposed changes to Annual Leave Accruals. In Addition, Council asked about research on this topic. Staff has separated the response into Council's questions and specific answers, with a separate section of research related to this topic.

More frequently applicants and employees are considering the "total deal" offered by an employer. Time off is a valuable and important benefit to many applicants and employees.

The County is attempting to make annual leave accrual appropriately competitive with some other local SC governments and the State by increasing some accruals. The maximum amount of leave an employee can carryover from one year to the next will not be increased. The maximum amount of leave an employee can be paid out when they separate from RCG also is not being increased.

In summary, the proposed annual leave accrual rates closely match the City of Columbia and Charleston County and it will not be necessary to increase the budget.

Q	Mr. Malinowski inquired about the costs to the County for each day of annual leave taken by an employee.
A	\$170.00 approximation per day per day.
Q	The individual employee cost will vary based on the actual pay of the individual employee and if they are regular full time or law enforcement.
Q	Mr. Malinowski inquired about how many days of holiday time the County is given compared to other agencies.
A	Attached ___ is data gathered by the South Carolina Association of Counties showing each county's number of holidays. The average number of holidays for 2016 was 12.3 per year, with the lowest county being at 10 holidays per year and the highest being 15 per year. Additionally the City of Columbia has 10 holidays per year, Lexington County Government has 13 per year, and the State of South Carolina has 13 per year. Richland County Government currently has 12 per year.
Q	Mr. Livingston inquired if the leave time is based on time in the retirement system or time with Richland County.
A	No. Accrual Leave time will be based solely on continuous years of service with Richland County Government, not the retirement system.

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Q	Mr. N. Jackson stated he made a motion similar to this in the past to encourage economic development and to make the County more competitive.
A	Per Committee Meeting Record: “Review and compare the County employees benefit package to the State’s to improve benefits, so as to attract and retain more quality employees (i.e. longevity rewards and appreciation)” [JACKSON]
Q	Mr. Manning stated the advantage of long term employees’ experience would offset the additional days they are off. Also, job satisfaction and how that affects their job performance on the days they are working is important. Additionally, Mr. Manning inquired if exit interviews were given to employees when they leave.
A	Exit Interviews are offered online or in paper form.
Q	Mr. Manning inquired if there is data available indicating employees are leaving due to leave accrual or that potential employees are not considering Richland County compared to the City or State because of the current leave structure.
A	A review of exit interviews did not show employees listed leave accruals as the reason they left the County. However some current employees have expressed the opinion, 10 years as being a long time to wait to accrue 3 weeks (15 days) per year annual leave.
Q	Mr. Manning also inquired how the new leave accrual would be implemented (i.e. phased in, for new hires, etc.)
A	Once approved by Council an effective date would be selected in the future to start using the new approval rate. No retroactive calculations will be done. The effective date will be designated after Council approval in order to allow staff to make changes. The changes will be communicated and rolled out to all employees at the same time.

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Member Questions or Requests

Q Mr. Livingston inquired about how employees are compensated for their unused days upon retirement or separation from the County.

A “The maximum number of annual leave days that can be accumulated and carried over from year to year is 45. An employee (who has completed his/her new hire probationary period) who is terminated shall be compensated in lump sum for the balance remaining of their accrued annual leave at the time their final check is cut, unless the reason for termination is gross misconduct or re-signing or retiring to avoid termination.”

“Only regular full-time employees accrue sick leave and carry over a maximum number of hours as follows:

WORK SCHEDULE	HOURS ACCRUED PER PAY PERIOD	HOURS ACCRUED PER YEAR	MAXIMUM ACCRUAL LIMITATION
75 hour work schedule	3.46	90	675
85 hour work schedule	3.93	102	765

An employee who has accrued at least 150 or more sick leave hours (170 for 85 hour -14 day work schedules) and who resigns or retires voluntary, will at the time of their separation (providing employee gives and works a two week notice and is terminated without cause), be paid for 1/4 of their accrued, but unused, sick leave hours (up to the maximum number of allowed hours).”

There would be no changes to the carry over amounts or separation amounts the policy would continue to be as the current policy states and in accordance with the RCG Employee Handbook.

Q Mr. Manning asked for clarification on if the time would be based on years with the County or time in the retirement system.

A Accrual Leave time will be based solely on continuous years of service with Richland County Government, not the retirement system.

Richland County Government:

Annual Leave Accruals

Response to Administration & Finance Committee
Member Questions or Requests

Q	Ms. McBride inquired if there was research that supports increasing leave time for retention of employees.
A	Yes. Please see supporting attachments related to various research on the value and benefits of employee leave.
Q	Mr. Manning inquired if the new leave accrual would be implemented at the time of Council's approval.
A	Once approved by Council an effective date would be selected in the future to start using the new approval rate. No retroactive calculations will be done. The effective date will be designated after Council approval in order to allow staff to make changes in the system. The changes will be communicated and rolled out to all employees at the same time.
Q	Mr. N. Jackson inquired if this item was a part of his previous motion regarding employee leave time.
A	Per Committee Meeting Record provided by the Clerk to Council's Office: <i>"Review and compare the County employees benefit package to the State's to improve benefits, so as to attract and retain more quality employees (i.e. longevity rewards and appreciation)" [JACKSON]</i>
Q	Mr. Jackson stated his motion was to transfer an employee's leave time from other State or local agencies.
A	See motion above provided by the Clerk to Council's Office
Q	Mr. Manning inquired if the State accepts County employee time.
A	According to the State of South Carolina's published policy, the state does not accept time from any County or Municipality. The State does however transfer annual and sick leave balances among state agencies and quasi-state agencies (Port Authority, State Lottery, etc.). SC will accept sick leave balances only from school districts but not annual leave.

Mr. Manning moved, seconded by Mr. Malinowski, to defer this item to the March 28th committee meeting to address the questions raised by Council members. The vote in favor was unanimous.

Table 7
Paid Holidays Observed by Counties in FY 2016

County	New Years	MLK	President's Day	Confederate Memorial	Memorial	4th July	Labor Day	Veteran's	Thanksgiving	Dec. 24	Christmas	Dec. 26	Good Friday	Easter Monday	Optional	Emp. B-day	Total
Abbeville	1	1		1	1	1	1	1	1	1	1	1	1				12
Aiken	1	1			1	1	1		1	1	1	1	1				11
Allendale	1	1	1	1	1	1	1	1	1	1	1	1	1				15
Anderson	1	1	1	1	1	1	1	1	1	1	1	1					13
Bamberg	1	1			1	1	1		1	1	1	1	1		2		13
Barnwell	1	1	1		1	1	1		1	1	1	1	1				12
Beaufort	1	1			1	1	1	1	1	1	1						10
Berkeley	1	1			1	1	1	1	1	1	1	1	1				11
Calhoun	1	1	1		1	1	1	1	1	1	1	1					12
Charleston	1	1	1		1	1	1	1	1	1	1	1			1		13
Cherokee	1	1	1	1	1	1	1	1	1	1	1						12
Chester	1	1			1	1	1	1	1	1	1	1		1	1		14
Chesterfield	1	1	1		1	1	1	1	1	1	1	1		1			12
Clarendon	1	1	1		1	1	1	1	1	1	1	1	1				13
Colleton	1	1	1	1	1	1	1	1	1	1	1	1					13
Darlington	1	1			1	1	1		1	1	1	1	1				11
Dillon	1	1	1	1	1	1	1	1	1	1	1	1	1				15
Dorchester	1	1	1	1	1	1	1	1	1	1	1	1	1				13
Edgefield	1	1			1	1	1	1	1	1	1	1	1		1		13
Fairfield	1	1			1	1	1		1	1	1	1	1				11
Florence	1	1			1	1	1		1	1	1	1	1				10
Georgetown	1	1	1		1	1	1	1	1	1	1	1	1				13
Greenville	1	1			1	1	1		1	1	1		1		1		11
Greenwood	1	1	1		1	1	1		1		1	1	1			1	12
Hampton	1	1	1		1	1	1	1	1	1	1	1	1				14
Horry	1	1			1	1	1	1	1	1	1	1	1				12
Jasper	1	1	1		1	1	1	1	1	1	1	1					12
Kershaw	1	1	1		1	1	1	1	1		1	1	1				12
Lancaster	1	1			1	1	1		1	1	1	1		1			11
Laurens	1	1			1	1	1		1	1	1	1	1				12
Lee	1	1	1		1	1	1	1	1		1	1	1				12
Lexington	1	1	1	1	1	1	1	1	1	1	1	1					13
Marion	1	1			1	1	1	1	1	1	1		1		1		12
Marlboro	1	1			1	1	1	1	1	1	1	1	1				13
McCormick	1	1	1		1	1	1	1	1	1	1	1	1				13
Newberry	1	1	1		1	1	1		1	1	1	1	1				12
Oconee	1	1	1	1	1	1	1	1	1	1	1	1					13
Orangeburg	1	1	1		1	1	1	1	1	1	1		1				12
Pickens	1	1	1		1	1	1		1	1	1		1				11
Richland	1	1	1		1	1	1	1	1	1	1	1					12
Saluda	1	1	1		1	1	1	1	1	1	1	1	1				13
Spartanburg	1	1			1	1	1	1	1	1	1	1			1		12
Sumter	1	1	1		1	1	1	1	1	1	1	1	1				13
Union	1	1	1		1	1	1	1	1	1	1	1	1				13
Williamsburg	1	1	1		1	1	1	1	1	1	1	1	1				13
York	1	1			1	1	1		1		1	1			2		11
Summary	46	46	28	8	46	46	46	33	46	42	46	40	30	3	8	1	Avg. 12.3
	100%	100%	61%	17%	100%	100%	100%	72%	100%	91%	100%	87%	65%	7%	17%	2%	

FY 2016 Wage and Salary Report (Rep.). (2015, December). Retrieved March 15, 2017, from South Carolina Association of Counties website: <http://www.sccounties.org/Data/Sites/1/media/publications/wagesalaryreport2016.pdf>

Richland County Government: Annual Leave Accruals

Research, Supporting Documents
and Proposed Changes

Annual Leave Accrual

- Increasing employees and applicants are looking at the “Total Package” employers offer
- RCG approach annual leave accrual as part of the integrated benefits within the holistic framework of Total Compensation

Annual Leave Accrual

Goal of Benefit Programs to Support Richland County Government's operations by:

- Attracting Well Qualified Applicants
- Retaining a Knowledgeable and Skilled Workforce
- Improving Customer and Citizen Services
- Improving Health & Satisfaction of Workforce
- Reducing Cost of Turnover and Absenteeism

Why should Annual Leave Accrual be a priority now?

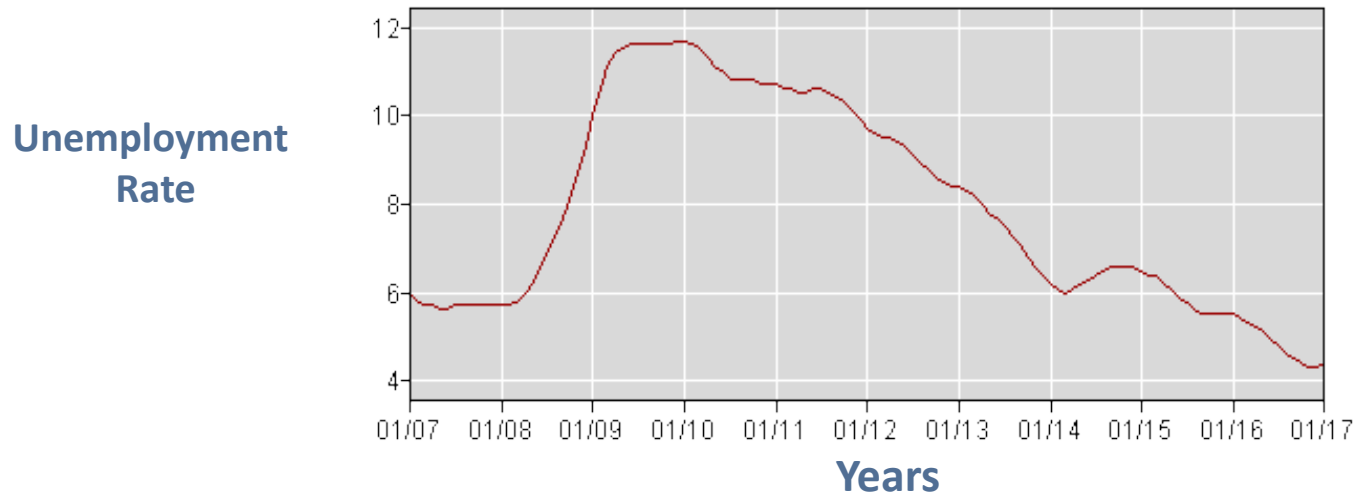
- Labor Market competing for the best employees
- Time Off is a valuable benefit to many applicants and employees

Workforce Factors

Lowest Unemployment Rate in Past 10 Years

4.4 for South Carolina as of January 2017

South Carolina Unemployment Rate
2007 -2017



Bureau of Labor Statistics Data. (n.d.). Retrieved March 16, 2017, from https://data.bls.gov/timeseries/LASST45000000000003?amp%253bdata_tool=XGtable&output_view=data&include_graphs=true

Workforce Factors

- Generational Shift Changes Priorities
- Millennial (ages 20-35) largest percentage of the workforce

“Millennial ... most likely in the survey to say that they would take a pay cut, forgo a promotion or be willing to move to manage work-life demands better.”

[CITATION HERE]

Work-Life Balance

“...work-life balance is the number one consideration in evaluating overall satisfaction with their current job...nearly two thirds of all employees (64%) agreed: work-life balance is the most important factor for defining overall professional satisfaction...work-life balance ranked ahead of both job security (59%) and compensation (54%).”

The Importance of Work Life Balance. (2014). Retrieved March 09, 2017, from http://eaglehillconsulting.com/wp-content/uploads/2014/09/Eagle-Hill-Consulting_Work-Life-Balance-White-Paper.pdf

Work-Life Balance

- Flexible Work Schedules
- Telework/Telecommute Options
- Paid Leave

Work-Life Balance

“The benefits of work life-balance to the employer include increased productivity; improved recruitment and retention; lower rate of absenteeism; reduced overhead; an improved customer experience; and a more motivated, satisfied workforce.”

Purchasing Power. (2014, June). The Power of Vacations. Retrieved March 07, 2017, from https://www.purchasingpower.com/sites/default/files/attachments/employer-resource/Power_of_Vacations_White_Paper_June2014.pdf

Health & Wellness

Studies show that “constantly working long hours and not taking respite away can have a damaging effect on health and can negatively affect family life.”

Purchasing Power. (2014, June). *The Power of Vacations*. Retrieved March 07, 2017, from https://www.purchasingpower.com/sites/default/files/attachments/employer-resource/Power_of_Vacations_White_Paper_June2014.pdf

Health & Wellness

Vacations & Heart Health

- “...men who take frequent annual vacations were **21 percent** less likely to die from any cause and were **32 percent** less likely to die from heart disease.”
- “...researchers found that women who took vacation once every six years or less were almost **eight times** more likely to develop coronary heart disease or have a heart attack than women who took at least two vacations per year.”

Health & Wellness

Vacations & Other Benefits

- Decrease Depression
- Decrease Anxiety
- Lower Blood Pressure
- Marital Satisfaction

Ferguson, J. L. (2016, March 04). Health Benefits of Taking a Vacation. Retrieved March 17, 2017, from http://www.huffingtonpost.com/jill-l-ferguson/health-benefits-of-taking-a-vacation_b_9384466.html

Annual Leave Accrual

Current

Vacation Accrual Days by Agency

	0-5 Years	5-10 Years	10-15 Years	15-20 Years	20 + Years
Richland County	10	10	15	15	20
State of SC	15	15	16.25 at 10 years, increases each year up to 30 days per year		
Lexington County	10	15	20	20	20
Greenville County	12	15	19	19	25
Charleston County	10	15	20	25	25
York County	12	12	15	15	18
City of Columbia	10	11 days at 5 years, increased by one day each year up to 25 days per year			

What is the Holiday Comparison?

- Average Number for SC Counties – 12.3 per year*
- State of South Carolina – 13 per year
- Highest County – 15 per year*
- Lowest County – 10 per year*
- Richland County Government – 12 per year
- City of Columbia – 10 per year
- Lexington County Government – 13 per year*

*FY 2016 Wage and Salary Report (Rep.). (2015, December). Retrieved March 15, 2017, from South Carolina Association of Counties website: <http://www.sccounties.org/Data/Sites/1/media/publications/wagesalaryreport2016.pdf>

Retention & Work-Life

*“Poor work-life balance (67.1%) as the **number one** element that would make them leave their current company—**above** compensation (66.8%) and job security (55.3%).”*

The Importance of Work Life Balance. (2014). Retrieved March 09, 2017, from http://eaglehillconsulting.com/wp-content/uploads/2014/09/Eagle-Hill-Consulting_Work-Life-Balance-White-Paper.pdf

Recruitment & Work-Life

“89% of all employees surveyed consider PTO important to overall job satisfaction and count PTO packages as an important component when evaluating a new position.”

The Importance of Work Life Balance. (2014). Retrieved March 09, 2017, from http://eaglehillconsulting.com/wp-content/uploads/2014/09/Eagle-Hill-Consulting_Work-Life-Balance-White-Paper.pdf

Annual Leave Accrual Recommendation

Vacation Accrual Days by Agency

	0-5 Years	5-10 Years	10-15 Years	15-20 Years	20 + Years
Richland County	10	15	20	25	25
State of SC	15	15	16.25 at 10 years, increases each year up to 30 days per year		
Lexington County	10	15	20	20	20
Greenville County	12	15	19	19	25
Charleston County	10	15	20	25	25
York County	12	12	15	15	18
City of Columbia	10	11 days at 5 years, increased by one day each year up to 25 days per year			

Recommendation

- No Change to Annual Leave Carry Over Days
 - 45 days maximum to be accumulated and carried over

- No Change to Separation Pay Out Days
 - 45 days maximum to be accumulated and carried over
 - Upon separation lump sum to be paid*

*Unless the reason for termination is gross misconduct or resigning or retiring to avoid termination.