

RICHLAND COUNTY

ADMINISTRATION & FINANCE COMMITTEE AGENDA



TUESDAY, JULY 25, 2017

6 P.M.

COUNCIL CHAMBERS

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



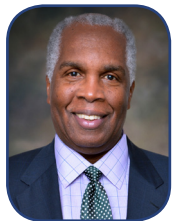
Greg Pearce
District 6



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

July 25, 2017 – 6:00 PM

Council Chambers

2020 Hampton Street, Columbia, SC 29201

Bill Malinowski District 1	Paul Livingston District 4	Greg Pearce (Chair) District 6	Jim Manning District 8	Norman Jackson District 11
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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: June 27, 2017
[PAGE 5 - 8]

3. **ADOPTION OF AGENDA**

The Honorable Greg Pearce

4. **ITEMS FOR ACTION**

The Honorable Greg Pearce

- a. Council Motion: In order not to discriminate, or have the appearance to discriminate, I move that all outside agencies receiving funding through Richland County are subject to the same, or similar, MOU to that of the Richland County Recreation Commission. [Jackson] [PAGES 9 - 15]
- b. Richland County will look into the use of various bond attorneys doing business within Richland County in an effort to spend taxpayer dollars in a more equitable way with the legal profession [Malinowski] [PAGES 16 - 17]
- c. While Richland County is moving in this direction, for the record I move that Richland County staff review budgets for entities receiving tax dollars to confirm all spending is done to only promote the mission of that entity. Any dollars not spent toward the mission will not be awarded at budget time [Malinowski] [PAGES 18 - 19]
- d. Sprinkler Head Replacements Phase 1-3 at Alvin S. Glenn Detention Center [PAGES 20 - 34]
- e. Approval of the 5 Year Consolidated Plan (FY 17-21) and the FY 17-18 Annual Action Plan for Community Development Federal Funds [PAGES 35 - 39]
- f. Potential Property Purchase [Executive Session]

Note: Pursuant to Council Rules, Council will record non-electronic roll call voting for all votes that are not unanimous for second and third reading or one time votes; and which are not merely procedural in nature.

5. **ITEMS PENDING ANALYSIS**

- a. Council Motion: The City of Columbia announced that they will be targeting Hospitality Tax businesses in the unincorporated area for annexation to take HTax funds. The City receives more than \$10 million annually while the unincorporated area receives over \$5 million annually. The County spends more than half its funds in the City while the City spends its funds in the City only. I move unless the City develops an IGA or MOU with the County not to take target and take the County HTax funds that Richland County then there should some discussion to reevaluate collection of the HTax funds [Jackson & Malinowski]
- b. Explore funding Eco Tourism with funds from Mitigation Bank Credits and Economic Development [Jackson]
- c. Request that administrative staff and Emergency Services Director evaluate the current contract for ambulance service fee collection to determine whether a rebid of this contract might improve the revenue from ambulance operations. A recommendation regarding this contract would then be reported to the A&F Committee for any necessary action [Pearce]
- d. Explore additional options on supplemental insurance for employees. Note: There are new products available. Staff should talk to existing and additional agencies to provide better or additional options for employees [Pearce]

6. **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

ADMINISTRATION AND FINANCE COMMITTEE

June 27, 2017 – 5:00 PM

Council Chambers

2020 Hampton Street, Columbia, SC 29201

COMMITTEE MEMBERS PRESENT: Greg Pearce, Chair; Bill Malinowski, Paul Livingston, Jim Manning, and Norman Jackson

OTHERS PRESENT: Kim Roberts, Tracy Hegler, Kevin Bronson, Brandon Madden, Gerald Seals, Ismail Ozbek, Michelle Onley, Brad Farrar, Quinton Epps, Sandra Yudice, Janelle Ellis, and Michael Byrd

CALL TO ORDER – Mr. Pearce called the meeting to order at approximately 6:03 PM.

APPROVAL MINUTES

- a. May 23, 2017 – Mr. Manning moved, seconded by Mr. Livingston, to approve the minutes as corrected. The vote in favor was unanimous.

ADOPTION OF AGENDA – Mr. Manning moved, seconded by Mr. Malinowski, to adopt the agenda as published. The vote in favor was unanimous.

ITEMS FOR ACTION

- a. Council Motion: Based on the mission of the Conservation Commission, I move that the Rowing Club and Historic Columbia be placed under the management of the Conservation Commission [N. JACKSON]
– Mr. Pearce moved to divide the question.

Mr. N. Jackson stated based on the motion he does not believe you can split the question. A motion can be made at the end of discussion on how to move forward with it.

Mr. Pearce stated they are entirely different. The Rowing Club is actually the Rowing Club property that is addressed. Whereas Historic Columbia is a 501(c)(3) organization funded entirely separately.

Mr. N. Jackson inquired if the Rowing Club owned the property.

Mr. Pearce responded the Rowing Club does not own the property, but operate the property under an agreement with the County.

Mr. Pearce's motion to divide the question died for lack of a second.

Mr. N. Jackson stated the intent of the motion is to have each organization report to the Conservation Commission instead of Administration, but not to change the structure or current contract(s). The Conservation Commission recently received approval to hire a Coordinator to manage or oversee all properties the County owns. At the end of the fiscal year, a report should be given to the Conservation Commission because their mission is in line with what these organizations are doing. The Conservation Commission's mission is to promote tourism and protect conservation and historic properties. Historic

Columbia manages the Woodrow Wilson House and some other properties. The Rowing Club operates County-owned property.

Mr. Pearce requested Mr. N. Jackson to clarify the intent of the motion.

Mr. N. Jackson stated his motion was to move Historic Columbia and the Rowing Club to report to the Conservation Commission, which will have a Coordinator that will address any problems that arise. He further stated, the County is not interested in hiring people or going into park management.

Mr. Malinowski seconded Mr. N. Jackson's motion for discussion.

Mr. Livingston stated he did not have the mission of the Conservation Commission before him, but he cautioned the committee on moving forward with this item if the reason for the motion is because it's County-owned property. He stated he can name other County-owned properties. He inquired if the Conservation Commission would be managing those properties as well.

Mr. Livingston further stated the Rowing Club is very different from Pinewood Lake in the sense that the County does not fund them. The organization actually benefits the County by generating opportunities for Hospitality and Accommodations Taxes. Therefore, his recommendation would be to not move forward with the motion and develop a process.

Mr. Manning inquired if the Rowing Club reports to Mr. Seals.

Mr. Livingston stated the Rowing Club reports to their non-profit board.

Mr. Manning further inquired if Historic Club reports to Mr. Seals.

Mr. Seals responded in the negative.

Mr. Manning stated he cannot support the motion to move the organizations when they organizations are not currently reporting to the County.

Mr. Pearce stated the Rowing Club is at the end of a very large tract of property. He would like to see someone managing that property for the benefit of the citizens. Presently Public Works maintains the property, but no one is assigned to manage the property. Therefore, he sees no problem with the Conservation Commission having a more active role and making recommendation on needed improvements. The Historic Columbia Foundation, on the other hand, follows all the guidelines of Hospitality Tax and reports through the Hospitality Tax accountability system.

Mr. Malinowski inquired what other entities, other than Historic Columbia, the County owns the property that is under their jurisdiction.

Mr. Seals stated the Township Auditorium and a couple more, but he cannot name them off the top of his head at present.

Mr. Malinowski inquired if the other entities are required to report back to Administration (i.e. spending, activities, etc.).

Mr. Seals stated that do not report back to Administration, although they are subject to reporting to the County.

Mr. Malinowski inquired if Historic Columbia has the same requirement.

Mr. Seals stated it is different in that the reporting is through the Hospitality Tax process.

Mr. Malinowski inquired if the only funding Historic Columbia receives from the County is Hospitality Tax unless they make a special request.

Mr. Seals responded in the affirmative.

Mr. Malinowski made a substitute motion, seconded by Mr. Manning, to forward this item to Council with a recommendation to approve the movement of the Columbia Rowing Center property management under the Richland County Conservation Commission.

Mr. N. Jackson stated Pinewood Lake Park Foundation reports Hospitality Tax to the grants committee. Council approved placing them under the Conservation Commission because it meets the mission. Historic Columbia meets that mission also. Each entity has a 4-year renewal contract, which is renewed annually. Historic Columbia could lose their contract next week if the County gave them a 30-day notice that they no longer wanted to use them and use another organization. They do not have a permanent contract to say they will do it in perpetuity. Mr. N. Jackson further stated the Conservation Commission could not hire people to run Pinewood Lake Park. The Coordinator will help develop eco-tourism and assist with troubleshooting at the park.

Mr. N. Jackson is concerned the Rowing Club does not report to anyone even though the property is owned by the County.

Mr. Livingston moved, seconded by Mr. Malinowski, to call for the question. The vote in favor was unanimous.

The vote in favor of the substitute motion was unanimous.

- b. Council Motion: The City of Columbia announced that they will be targeting Hospitality Tax businesses in the unincorporated area for annexation to take HTax funds. The City receives more than \$10 million annually while the unincorporated area receives over \$5 million annually. The County spends more than half its funds in the City while the City spends its funds in the City only. I move unless the City develops an IGA or MOU with the County not to take target and take the County HTax funds that Richland County then there should some discussion to reevaluate collection of the HTax funds [N. JACKSON] – Mr. N. Jackson stated there was an article that stated the City of Columbia is trying to expand. The City is targeting areas in the unincorporated area to annex that generates Hospitality Tax. The City receives \$10 million and the County receives \$5 million annually in Hospitality Tax, yet the County spends the majority of the funds in the City.

Mr. N. Jackson's recommendation was to draft a MOU or IGA with the City regarding this matter.

Mr. Manning moved, seconded by Mr. Livingston, to add this item to the D&S work session scheduled for July 18th.

Ms. Kennedy stated the City is currently trying to annex four areas in her district.

Mr. Malinowski made a substitute motion, seconded by Mr. N. Jackson, to direct staff to move forward with discussions with the City of Columbia regarding an IGA or MOU, which would state the City would not take the Hospitality Tax from the entities they annex. This item should be placed on the July 11th Council meeting agenda.

Ms. Kennedy requested that everything be in writing as she has been lied to about annexation in her district.

Ms. Myers stated the issue annexation and Hospitality Tax revenue matters are coming from the policy makers and not staff. Therefore, this may need to be addressed at that level instead of with meetings amongst City and County staff.

FOR
Malinowski
Livingston
Manning

AGAINST
Pearce

The vote was in favor.

Mr. C. Jackson stated there seems to be a growing list of things that are contentious between City staff, County staff, the two administrations and the two policy bodies. He stated, he believes it is appropriate for Council to consider a formalized conversation and discussion with the appropriate City personnel (policy level and administrative level) to talk about the issues.

Ms. Dickerson stated there are plans to hold an informal discussion with the City and County to address these type of issues, so agreement can be reached on where we are and how to move forward.

Mr. Seals stated there was a recent meeting at which there was an agreement to work with County Council to hold a meeting in September for the purpose of socializing, as well as, addressing issues that are of mutual concern to the two policy bodies.

Mr. Livingston requested a copy of all the City ordinances that relate to annexation. County Council should then start looking at what they think about the different policies the City has regarding annexation and how we could make them work better for everyone.

Mr. C. Jackson stated he believes the discussion needs to be bigger than annexation. The other issues that have come up (i.e. Fire Service) won't get addressed if the discussions are limited to annexation. This needs to be a formal discussion with an agenda and all of the issues identified by Council and staff need to be placed on this agenda.

- c. Intergovernmental Agreement to Appoint Judge Caroline Streater to the position of City of Forest Acres Judge – Mr. Livingston moved, seconded by Mr. Malinowski, to forward to Council with a recommendation to approve the agreement.

Mr. Malinowski inquired why the City does not pay Judge Streater directly and not involve the County.

Judge Simons responded to Mr. Malinowski's inquiry.

Mr. Malinowski inquired if Judge Streater had an accident while travel to and from her employment is there a possibility she can enter into a legal suit against her employer, which would be the City of County depending on where she is traveling.

Mr. Farrar stated it would get fact specific; therefore, it would be handled on a case by case basis.

The vote in favor was unanimous.

ADJOURNMENT – The meeting adjourned at approximately 6:35 PM.



**RICHLAND COUNTY
GOVERNMENT**
Office of the County Administrator

REQUEST OF ACTION SUMMARY SHEET

Agenda Item No.: 4a Meeting Date: July 25, 2017

To: Greg Pearce, Chair, Administration and Finance Committee
From: Councilman N. Jackson, District 11
Department: County Council

Item Subject Title: In order not to discriminate, or have the appearance to discriminate, I move that all outside agencies receiving funding through Richland County are subject to the same, or similar, MOU to that of the Richland County Recreation Commission

Action Taken by Committee previously: None.

- Options:**
1. Consider the motion and approve accordingly.
 2. Consider the motion and do not approve.

Motion Requested Today: Council discretion.

Staff Recommendation: None as this item is presented via a Council motion. Staff will proceed as directed.

Impact of Action: Operating Budget: Not applicable.

Capital Budget: Not applicable.

Funding Amount/Source: Not applicable.

Requested by: Councilman N. Jackson, District 11

Staff Representative: County Administrator Gerald Seals

Outside Representative: None.

List of Attachments:

1. Detailed Request of Action

7/17/17
Date Submitted

Brandon Madden
Approved by the County Administrator's Office

All
Council District



RICHLAND COUNTY GOVERNMENT

Office of the County Administrator

REQUEST OF ACTION

Subject: Council Motion: In order not to discriminate, or have the appearance to discriminate, I move that all outside agencies receiving funding through Richland County are subject to the same, or similar, MOU to that of the Richland County Recreation Commission [N. Jackson]

A. Purpose

Council is request to consider the Council motion brought forth by Councilman N. Jackson at the April 4, 2017 Council meeting.

B. Background / Discussion

At the April 4, 2017 Council meeting, Councilman N. Jackson brought forth the following motion:

“In order not to discriminate, or have the appearance to discriminate, I move that all outside agencies receiving funding through Richland County are subject to the same, or similar, MOU to that of the Richland County Recreation Commission”

Generally, outside agencies receiving funding through the County’s grant programs (e.g., hospitality tax, accommodations tax and discretionary grants), are subject to an agreement outlining the related guidelines and reporting requirements.

An example of the grant agreement for the accommodations tax program is listed in Appendix A.

C. Legislative / Chronological History

Council motion brought forth by Councilman N. Jackson at the April 4, 2017 Council meeting.

D. Alternatives

1. Consider the motion and proceed accordingly.
2. Consider the motion and do not proceed accordingly.

E. Final Recommendation

Staff will proceed as directed by County Council.



Accommodations Tax Grant Agreement FY2018

Date of Agreement:

Grantee:

Project Name:

Total Amount of Grant:

Grant Period:

This grant award is subject to the following terms and conditions:

1. Richland County Code of Ordinances

Any organization receiving ATax Grant funding must comply with all requirements of Title 6, Chapter 4 of SC State Law, Richland County, as well as the Accommodations Tax (ATax) Guidelines and annual reporting requirements established by Council, to include a detailed reporting of all grant expenditures.

2. Grant Acceptance

Upon grant application acceptance and funding award, the applicant agrees that all financial records, support documents, statistical records and all other records pertinent to ATax funding shall be retained for a period of three years. All expenditures must have adequate documentation. All accounting records and supporting documentation shall be available for inspection by Richland County upon request.

3. Accommodations Tax Fund Guidelines

Per the Accommodations Tax (ATax) Guidelines, grant funds must be used on the following items per Title Six (6-4-5) of SC State Law:

- Advertising and promotion of tourism so as to develop and increase tourist attendance through the generation of publicity;
- Promotion of the arts and cultural events;
- Construction, maintenance, and operation of facilities for civic and cultural activities including construction and maintenance of access and other nearby roads and utilities for the facilities;
- The criminal justice system, law enforcement, fire protection, solid waste collection, and health facilities when required to serve tourists and tourist facilities. This is based on the estimated percentage of costs directly attributed to tourists;
- Public facilities such as restrooms, dressing rooms, parks, and parking lots;
- Tourist shuttle transportation;
- Control and repair of waterfront erosion;
- Operating visitor information centers.

4. Project Revisions

If your project changes in any way from what was proposed in the grant application, please contact the Grants Office as soon as possible by email: doziern@rcgov.us.

Changes to your project as proposed may require additional review and/or Richland County Council approval.

5. Grant Expenditures

All grant funds must be expended within the grant period by June 30, 2018.

Re-granting and/or sub-granting of A-Tax Grant funds are not allowed.

a. Eligible Expenditures

Expenditures must be consistent with the application budget.

Only goods and services that comply with the A-Tax Guidelines and State Law are permitted.

Project or event vendors will not be paid directly by Richland County.

b. Expenditures that are not Eligible

Items given to tourists once they are at the event (tee shirts, cups, trophies, prizes, awards...etc.)

Signage and banners used at your event

Directional signage

Programs

Invoices outside the funding year

Gift Cards

Cash payments

Note: This list is not all-inclusive. Grantees are encouraged to contact the Grants Manager regarding any questions related to the eligibility of expenditures prior to the expenditure of funds.

6. Payments

Grant Payments may be requested by submitting a completed A-Tax Grant Payment Request Form to the following mailing address:

Grants Manager, Richland County Administration
P.O. Box 192
Columbia, SC 29202

Per Richland County Policy, up to 75% of the allocated funding will be provided upfront.

The remaining 25% or the balance of the allocation will be provided once a Mid-Year report is submitted, reviewed and approved by the Grants Manager.

Organizations that are requesting the allocated funding upfront must include price quotes for the planned expenditures. All invoices, quotes and proofs of payment must equate to the amount being requested and approved upon review of the Grants Manager.

Payments will **not** be processed until all required information is submitted to the Grants Office. Required information includes the completed payment request form, a W-9 form, a detailed list of expenditures and a current balance sheet for the organization.

The processing of payments may take up to two (2) weeks or more.

7. Mid-Year Financial Report

The Mid-Year Financial Report will be due January 31, 2018 or the organization can submit the report when you request the remaining 25% or the balance of the allocation.

Grantees must submit an itemized list of all expenses and copies of invoices/proof of payment with this report for all grant activity between July 1 and December 31, 2017.

To be exempt from this report, organizations will need to submit a completed final report for their project prior to January 31, 2018.

If no activity has taken place prior to December 31, 2017, please note this on the report.

8. Final Report

The Final Report will be due no later than July 31, 2018. Grantees must submit copies of all invoices and proof of payment for all funds expended through this grant from January 1 – June 30, 2018.

With this report, attach all relative marketing samples that include acknowledgement of Richland County support.

9. Grant Payments to Vendors

All payments using A-Tax Grant funds must be paid to vendors that are appropriately licensed to do business in Richland County.

Cash payments to vendors are not permitted using grant funds. The use of cash payments to vendors is viewed as being noncompliant with the terms and conditions of this agreement.

Richland County Grant Noncompliance Procedures are attached.

10. Expenditure Documentation

All grant related expenditures must have adequate documentation (e.g., copies of cancelled checks from the bank, detailed invoices, itemized receipts, copies of cashier checks).

All receipts and invoices submitted must originate from the vendor and shall include the vendor's contact information and an itemized list of services rendered.

The acceptance of documentation of expenditures is at the discretion of the Grants Manager.

11. Required Grant Forms

All required grant forms can be downloaded from the County's website at www.rcgov.us/Government/Departments/Grants.

12. Procurement Transactions

All procurement transactions, regardless of whether negotiated or advertised and without regard to dollar value, shall be conducted in a matter so as to provide maximum open free competition.

13. Accountability

The funding recipient shall establish safeguards to prohibit employees from using their positions for a purpose that has the appearance of being motivated by a desire for private gain for themselves and others.

14. Discrimination

No person, on the basis of handicap, age, race, color, religion, sex, or national origin, should be excluded from participation in, be denied the benefit of or be otherwise subjected to discrimination under the program or activity funding in whole or in part by A-Tax funds.

Employment made by or resulting from A-Tax funding shall not discriminate against any employee or applicant on the basis of handicap, age, race, color, religion, sex, or national origin.

15. Political Activity

None of the funds, materials, property, or services provided directly or indirectly under A-Tax funding shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office.

16. Fiscal Agents

Agencies using a fiscal agent when receiving Accommodations Tax Grant funds can only do so for one fiscal year. In future years, the agency must obtain a 501c3 nonprofit status in order to receive grant funds.

Agencies serving as fiscal agents are not permitted to use Accommodations Tax Grant funds to pay an Administrative Fee.

The agency awarded the grant funds, not the fiscal agent, is responsible for submitting the required programmatic reports.

17. Liability Insurance and Workers Compensation

Organizations must provide a copy of liability insurance and Workers Compensation insurance if the funded festival(s) or event(s) are taking place on property owned by Richland County.

18. Business Licenses, Permitting, Hospitality Taxes

Festivals and other special events taking place in unincorporated Richland County may require permitting and payment of Hospitality Taxes.

Please see the enclosed flyer from the County’s Business Service Center. For more information, call 803.576.2287.

19. Event Submission to Columbia Visitors’ Bureau

To increase visibility of your event, please submit your event to the CVB’s online Calendar of Events. <http://www.columbiacvb.com/visitors/calendar-of-events/submit-event/>

20. Use of Richland County Logo

Grantees must acknowledge the receipt of ATax County Promotions funding by including the Richland County Government logo, or by listing “Richland County Government” on program/project advertising, marketing and promotional materials. Examples must be included in your Final Report.

You may request a logo by emailing our Grants Manager (Natashia Dozier) at doziern@rcgov.us. Richland County may be able to provide assistance in marketing your event. Please email the Public Information Office (PIO@rcgov.us) for more information.

21. Non-Compliance Policy

Failure to comply with grant required tasks/activities as outlined in this grant agreement, the Richland County Promotions Accommodations Tax Fund Guidelines or as outlined in Accommodations FY18 grant application will result in the grantee becoming noncompliant. Richland County Grant Noncompliance Procedures are attached.

On behalf of Grantee, I understand and agree to the foregoing terms and conditions of Richland County's grant, and hereby certify my authority to execute this agreement on Grantee's behalf.

Authorized Grantee Signature: _____

Printed Name: _____

Title: _____

Date: _____

Natashia Dozier, Grants Manager

Date



**RICHLAND COUNTY
GOVERNMENT**
Office of the County Administrator

REQUEST OF ACTION SUMMARY SHEET

Agenda Item No.: 4b Meeting Date: July 25, 2017

To: Greg Pearce, Chair, Administration and Finance Committee
From: Councilman Malinowski, District 1
Department: County Council

Item Subject Title: Richland County will look into the use of various bond attorneys doing business within Richland County in an effort to spend taxpayer dollars in a more equitable way with the legal profession.

Action Taken by Committee previously: None.
Options:
1. Consider the request and approve accordingly.
2. Consider the request and do not approve.

Motion Requested Today: None as this item is pursuant to a Council motion brought forth by Councilman Malinowski.

Staff Recommendation: Council’s discretion. Staff will proceed as directed by County Council.
Impact of Action: Operating Budget: Not applicable.
Capital Budget: Not applicable.

Funding Amount/Source:

Requested by: Councilman Malinowski, District 1

Staff Representative: Gerald Seals, County Administrator

Outside Representative: None.

List of Attachments:

1. Detailed Request of Action
7/17/17 Brandon Madden All
Date Submitted Approved by the County Administrator’s Office Council District



RICHLAND COUNTY GOVERNMENT

Office of the County Administrator

REQUEST OF ACTION

Subject: Richland County will look into the use of various bond attorneys doing business within Richland County in an effort to spend taxpayer dollars in a more equitable way with the legal profession. [Malinowski]

A. Purpose

Council is request to consider the Council motion brought forth by Vice-Chairman Malinowski at the April 4, 2017 Council meeting.

B. Background / Discussion

At the April 4, 2017 Council meeting, Vice-Chairman Malinowski brought forth the following motion:

“Richland County will look into the use of various bond attorneys doing business within Richland County in an effort to spend taxpayer dollars in a more equitable way with the legal profession. [MALINOWSKI]”

Generally speaking, the hiring of outside counsel goes through the County Attorney as he / she is best able to decide which outside attorneys are suitable for certain work; however, the Council may always make bond council decisions as it sees fit. The County Attorney will work with the Council to assist in implementing any process it desires.

C. Legislative / Chronological History

Council motion brought forth by Vice-Chairman Malinowski at the April 4, 2017 Council meeting.

D. Alternatives

1. Consider the motion and proceed accordingly.
2. Consider the motion and do not proceed accordingly.

E. Final Recommendation

Staff will proceed as directed by County Council.



**RICHLAND COUNTY
GOVERNMENT**
Office of the County Administrator

REQUEST OF ACTION SUMMARY SHEET

Agenda Item No.: 4c Meeting Date: July 25, 2017

To: Greg Pearce, Chair, Administration and Finance Committee
From: Councilman Malinowski, District 1
Department: County Council

Item Subject Title: While Richland County is moving in this direction, for the record I move that Richland County staff review budgets for entities receiving tax dollars to confirm all spending is done to only promote the mission of that entity. Any dollars not spent toward the mission will not be awarded at budget time

Action Taken by Committee previously: None.

- Options:**
1. Consider the request and approve accordingly.
 2. Consider the request and do not approve.

Motion Requested Today: None as this item is pursuant to a Council motion brought forth by Councilman Malinowski.

Staff Recommendation: Council’s discretion. Staff will proceed as directed by County Council.
Impact of Action: Operating Budget: Not applicable.

Capital Budget: Not applicable.

Funding Amount/Source:

Requested by: Councilman Malinowski, District 1

Staff Representative: Gerald Seals, County Administrator

Outside Representative: None.

List of Attachments:

1. Detailed Request of Action

<u>7/17/17</u>	<u>Brandon Madden</u>	<u>All</u>
Date Submitted	Approved by the County Administrator’s Office	Council District



RICHLAND COUNTY GOVERNMENT

Office of the County Administrator

REQUEST OF ACTION

Subject: Council Motion: While Richland County is moving in this direction, for the record I move that Richland County staff review budgets for entities receiving tax dollars to confirm all spending is done to only promote the mission of that entity. Any dollars not spent toward the mission will not be awarded at budget time.
[Malinowski]

A. Purpose

Council is request to consider the Council motion brought forth by Vice-Chairman Malinowski at the April 4, 2017 Council meeting.

B. Background / Discussion

At the April 4, 2017 Council meeting, Vice-Chairman Malinowski brought forth the following motion:

“While Richland County is moving in this direction, for the record I move that Richland County staff review budgets for entities receiving tax dollars to confirm all spending is done to only promote the mission of that entity. Any dollars not spent toward the mission will not be awarded at budget time”

Staff reviews the budgets for outside agencies receiving funding from the County to ensure that the funding is expended in a manner that is consistent with SC law, County ordinances and County policies vis a vis the funding source (e.g., hospitality tax, accommodations tax).

Staff can adjust as needed per Council direction on this matter.

C. Legislative / Chronological History

Council motion brought forth by Vice-Chairman Malinowski at the April 4, 2017 Council meeting.

D. Alternatives

1. Consider the motion and proceed accordingly.
2. Consider the motion and do not proceed accordingly.

E. Final Recommendation

Staff will proceed as directed by County Council.



**RICHLAND COUNTY
GOVERNMENT**
Office of the County Administrator

REQUEST OF ACTION SUMMARY SHEET

Agenda Item No.: 4d Meeting Date: July 25, 2017

To: Greg Pearce, Chair, Administration and Finance Committee
From: Finance Department c/o Office of Procurement
Department: County Council

Item Subject Title: Sprinkler Head Replacements Phase 1-3 at Alvin S. Glenn Detention Center

**Action Taken by
Committee previously:** None.

- Options:**
1. Approve the request and the Detention Center can work with the contractor to begin the project and comply with the Fire Marshal's order.
 2. Do not approve the request and the Detention Center will continue to have the code deficiencies until the project can be re-solicited and brought before Council again.

**Motion Requested
Today:** Approve the request to award the contract with Crawford Sprinkler Co. to begin work and get in compliance with fire codes.

Staff Recommendation: Approval.

Impact of Action: Operating Budget: The total cost for the contract is \$218,793, which is inclusive of a 10% contingency.

Capital Budget: Not applicable.

Funding

Amount/Source: \$218,793 / Detention Center budget

Requested by: Finance Department c/o Office of Procurement

Staff Representative: Acting Procurement Manager Jennifer Wladisckin

Outside Representative: None.

List of Attachments:

1. Detailed Request of Action

7/17/17
Date Submitted

Brandon Madden
Approved by the County Administrator's Office

All
Council District



REQUEST OF ACTION

Subject: Sprinkler Head Replacements Phase 1-3 at _____ . e e e e

A. Purpose

County Council is requested to approve the award of a contract for Sprinkler Head Replacements Phase 1-3 at the Alvin S. Glenn Detention Center e a f 218 793 c c de a 10 c e c .

B. Background / Discussion

The County has been issued an order by the South Carolina State Fire Marshal citing defects in the fire sprinkler system at ASGDC. Due to the age of the sprinklers, it is difficult to maintain the proper “spare parts” inventory required by the code. Some sprinkler heads are obsolete and can no longer be purchased. In addition, code requires that when one sprinkler head is replaced in an area, all sprinklers in that compartmentalized space shall be replaced. Limited funding has caused this project to be delayed until FY17.

In May 2017, a Request for Bids RC-072-B-2017 was issued for the replacement of fire sprinkler heads at ASGDC. The project includes Phase 1-3 housing locations, cells, and all other direct and indirect inmate access areas that require quick response or standard institutional sprinkler heads. The phases associated with the request included:

- Phase 1- Alpha, Bravo, Charlie, Delta, Echo and Foxtrot dormitories
- Phase 2- Xray, Yankee and SHU (Special Handling Unit) with the exception of SHU cell sprinkler heads which were replaced in FY13.
- Phase 3- Golf, Hotel, India, and Juliet

One contractor submitted a bid, Crawford Sprinkler Co. of SC. The bid was evaluated and found to be responsive and responsible. Additional research was conducted to evaluate the bid amount and it was determined to be reasonable. The contractor has done previous sprinkler work at the Detention Center which has been found to be satisfactory, and of high quality of workmanship and materials. Due to the order by the Fire Marshal, it is the intent of the department to move forward with contract award to show progress in correcting the deficiencies reported.

C. Legislative / Chronological History

There is no legislative/chronological history.

D. Alternatives

1. Approve the request and the Detention Center can work with the contractor to begin the project and comply with the Fire Marshal’s order.
2. Don’t approve the request and the Detention Center will continue to have the code deficiencies until the project can be re-solicited and brought before council again.

E. Final Recommendation

It is recommended that County Council approve this request to award the contract with Crawford Sprinkler Co. to begin work and get in compliance with fire codes.



Inspection

Local Detention Center
South Carolina State Fire Marshal
141 Monticello Trail
Columbia, SC 29203
Phone: 803-896-9800
Fax: 803-896-9806

Activity Date: 09/11/12 12:53:16 PM
Activity Number: I-DM-2012-0327
Activity Cause: Requested
Inspector 1 Name: Danny McKinney
Inspector 1 Phone: 803-414-7021

Corrections:

Alvin S. Glenn Detention Center
46
201 John Mark Dial Dr. Detention Center
Columbia, SC 29209
Phone: 803-576-3253

Occupancy Type: Institutional Group I-3
Cond. 5
Property Use: Local Detention Facility
Total Violations: 5
Corrected Violations: 0
Hours: 2.3333

Requesting Agency:
Department of Corrections

YOU ARE HEREBY NOTIFIED that this is an official ORDER of the South Carolina State Fire Marshal stating the defects found to exist in the herein referenced structure or building, and further requiring that you as owner, agent, or person in control of said structure or building have 30 days to complete the specified repairs or improvements. You are further notified that the owner, agent, or party in control of said building or structure may APPEAL this ORDER within thirty (30) days by writing to the State Fire Marshal at the address above and stating the specified ground of appeal.

Inspection Detail Not Cited Above

Reference Number: NFPA 13 (2010 Edition) 21.4.2.2.2 Installation Requirements.

Sprinklers that have been painted or coated by overspray or residues shall be replaced with new sprinklers. [33:9.4.7.2]

Inspected On: 09/11/2012

Comment: Correct all heads that have over spray from paint throughout facility.

Reference Number: NFPA 13 (2010 Edition) 8.3.3.4 Thermal Sensitivity.

When existing light hazard systems are converted to use quick-response or residential sprinklers, all sprinklers in a compartmented space shall be changed.

Inspected On: 09/11/2012

Comment: When replacing with quick response heads all heads in that compartment shall be up-graded with quick response heads.

Reference Number: NFPA 13 (2010 Edition) 6.2.9.1* Stock of Spare Sprinklers.

A supply of at least six spare sprinklers (never fewer than six) shall be maintained on the premises so that any sprinklers that have operated or been damaged in any way can be promptly replaced.

Inspected On: 09/11/2012

Comment: Comply throughout facility.

Reference Number: NFPA 13 (2010 Edition) 6.2.9.5 Stock of Spare Sprinklers.

The stock of spare sprinklers shall include all types and ratings installed and shall be as follows: (1) For protected facilities

Corrections

Alvin S. Glenn Detention Center
40
201 John Mark Dial Dr. Detention Center
Columbia, SC 29209
Phone: 803-576-3236

Occupancy Type: Institutional Group I-3
Cond. 5
Property Use: Local Detention Facility
Total Violations: 5
Corrected Violations: 0
Hours: 2.3333

Requesting Agency:
Department of Corrections

having under 300 sprinklers—no fewer than six sprinklers (2) For protected facilities having 300 to 1000 sprinklers — no fewer than 12 sprinklers (3) For protected facilities having over 1000 sprinklers — no fewer than 24 sprinklers

Inspected On: 09/11/2012

Comment: Correct throughout facility.

Pre Existing Inspection Details

Reference Number: IFC (2003) 901.4 Installation.

Fire protection systems shall be maintained in accordance with the original installation standards for that system. Required systems shall be extended, altered, or augmented as necessary to maintain and continue protection whenever the building is altered, remodeled or added to. Alterations to fire protection systems shall be done in accordance with applicable standards.

Inspected On: 09/28/2011

Comment: Provide fire protection through alteration that will not allow tampering or activation of sprinkler head within individual cells.

Default Signature Type



Mike Smith

Danny McKinney
South Carolina State Fire Marshal
141 Monticello Trail
Columbia, South Carolina 29203
803-414-7021
daniel.mckinney@lr.sc.gov

Curtis Smith
South Carolina State Fire Marshal
141 Monticello Trail
Columbia, South Carolina 29209
803-543-0809
Curtis.Smith@lr.sc.gov



Inspection

Local Detention Center
South Carolina State Fire Marshal
141 Monticello Trail
Columbia, SC 29203
Phone: 803-898-9800
Fax: 803-898-9806

Activity Date: 09/16/13 11:00:00 AM
Activity Number: I-GJ-2013-0540
Activity Cause: Requested
Inspector 1 Name: Greg James
Inspector 1 Phone: 803-414-7139

Corrections

Alvin S. Glenn Detention Center
40
201 John Mark Dial Dr. Detention Center
Columbia, SC 29209
Phone: 803-576-3236

Occupancy Type: Institutional Group I-3
Cond. 5
Property Use: Local Detention Facility
Total Violations: 0
Corrected Violations: 5
Hours: 2.0000

Requesting Agency:
Department of Corrections

YOU ARE HEREBY NOTIFIED that this is an official ORDER of the South Carolina State Fire Marshal stating the defects found to exist in the herein referenced structure or building, and further requiring that you as owner, agent, or person in control of said structure or building have 30 days to complete the specified repairs or improvements. You are further notified that the owner, agent, or party in control of said building or structure may APPEAL this ORDER within thirty (30) days by writing to the State Fire Marshal at the address above and stating the specified ground of appeal.

Pre Existing Inspection Details

Reference Number: NFPA 13 (2010 Edition) 6.2.9.1* Stock of Spare Sprinklers.

A supply of at least six spare sprinklers (never fewer than six) shall be maintained on the premises so that any sprinklers that have operated or been damaged in any way can be promptly replaced.

Inspected On: 09/11/2012

Comment: Comply throughout facility.

Corrected On: 09/16/2013

Reference Number: NFPA 13 (2010 Edition) 6.2.9.5 Stock of Spare Sprinklers.

The stock of spare sprinklers shall include all types and ratings installed and shall be as follows: (1) For protected facilities having under 300 sprinklers—no fewer than six sprinklers (2) For protected facilities having 300 to 1000 sprinklers — no fewer than 12 sprinklers (3) For protected facilities having over 1000 sprinklers — no fewer than 24 sprinklers

Inspected On: 09/11/2012

Comment: Correct throughout facility.

Corrected On: 09/16/2013

Reference Number: NFPA 13 (2010 Edition) 8.3.3.4 Thermal Sensitivity.

When existing light hazard systems are converted to use quick-response or residential sprinklers, all sprinklers in a compartmented space shall be changed.

Inspected On: 09/11/2012

Comment: When replacing with quick response heads all heads in that compartment shall be up-graded with quick response heads.

Corrected On: 09/16/2013

Corrections

Alvin S. Glenn Detention Center
40
201 John Mark Dial Dr. Detention Center
Columbia, SC 29209
Phone: 803-576-3236

Occupancy Type: Institutional Group I-3
Cond. 5
Property Use: Local Detention Facility
Total Violations: 0
Corrected Violations: 5
Hours: 2.0000

Requesting Agency:
Department of Corrections

Reference Number: NFPA 13 (2010 Edition) 21.4.2.2.2 Installation Requirements.

Sprinklers that have been painted or coated by overspray or residues shall be replaced with new sprinklers. [33:9.4.7.2]

Inspected On: 09/11/2012

Comment: Correct all heads that have over spray from paint throughout facility.

Corrected On: 09/16/2013

Corrected Comment: Heads are being replaced as part of upgrade.

Reference Number: IFC (2006) 901.4 Installation.

Fire protection systems shall be maintained in accordance with the original installation standards for that system. Required systems shall be extended, altered, or augmented as necessary to maintain and continue protection whenever the building is altered, remodeled or added to. Alterations to fire protection systems shall be done in accordance with applicable standards.

Inspected On: 09/28/2011

Comment: Provide fire protection through alteration that will not allow tampering or activation of sprinkler head within individual cells.

Corrected On: 09/16/2013

Comments:

Requested by Scott Morehead of SCDC. Contact person was Michael Smith. Alarm system serviced July 2013. Sprinkler system serviced March 2013. No violations at time of inspection.

Default Signature Type



Greg James
South Carolina State Fire Marshal
141 Monticello Trail
Columbia, South Carolina 29203
803-414-7139
gregory.james@lir.sc.gov



RICHLAND COUNTY GOVERNMENT CERTIFIED BID TABULATION

SOLICITATION NUMBER : KC 0723 2017 DEPARTMENT:		PROJECT NAME: Rep. Sprinkler Heads REQUISITION #:		DATE ISSUED: 6/19/17 CONTRACT #:	RECEIPT DATE: 6/19/17 PURCHASE ORDER #:	TIME OPEN: 2:00PM
POINT OF CONTACT: T: F: EMAIL:		NUMBER OF ADDENDUM ISSUED:		APPARENT LOW BIDDER		
MINIMUM DESCRIPTION ITEM	SI	QTY	COMPANY: Crauford 148,903.00	COMPANY:	COMPANY:	COMPANY:
1	Rep. Sprinkler Heads	1	(\$)			
2			(\$)			
3			(\$)			
4			(\$)			
5			(\$)			
6			(\$)			
7			(\$)			
8			(\$)			
SHIPPING						
TAX						
GRAND TOTAL						
DELIVERY CALENDAR DAYS						
WARRANTY						
GUARANTEE						
NAME AND TITLE OF CERTIFYING OFFICIAL Jennifer Wladischka				NAME AND TITLE OF ASSISTANT Sierra Flynn, Buyer		
SIGNATURE <i>Jennifer Wladischka</i>				SIGNATURE <i>Sierra Flynn</i>		
DATE: 6/19/17				DATE: 6/19/17		

RICHLAND COUNTY
PROCUREMENT DEPT
2017 JUN 19 PM 2:00

RCPD TABULATION FORM-2011_(RAC)

Richland County Department of Procurement & Contracting

Price Analysis Quick Guide and Worksheet

The following information is provided as a guide to assist in determining what appropriate documentation should be obtained to support procurement undertaken in accordance with Federal, State and County regulations. This checklist is a supplemental tool to provide additional assistance and does not take the place of the any procurement responsibilities provided in other manuals, policy letters, or guidance materials.

Price Analysis Methods:

A price analysis is essentially price comparison. It is the evaluation of a proposed price (i.e. lump sum) without analyzing any of the separate cost elements that it is composed of.

Verify the accuracy of the pricing information submitted, and evaluate the reasonableness of the proposed costs. To be considered reasonable, proposed pricing must be reasonable (generally defined as what a prudent business would pay in a competitive marketplace).

Compare price proposed by the offeror with actual pricing for the same or similar work, and/or independent estimates created by County staff or independent architect, engineer, appraiser, etc.

Cost and Price Analysis Worksheet

Contractor Information:

Name of Contractor: Crawford Sprinkler Co of SC
Solicitation number: RC-072-B-2017
Contract Type (professional service, material, construction, etc.): Construction

Price Analysis:

The price analysis was conducted based on one or more of the following (check those that apply).

- Sealed bid with 2 or more responsible bidders and the low bidder was selected
 Sealed bid with less than 2 responsible bidders
 Competitive proposals (RFPs) where price was part of the proposal and there were less than 2 offerors.

Price Reasonableness Documentation

Comparison to in-house estimate (for all procurements, attach estimate). A cost analysis is done before a solicitation is issued. The purpose is to establish reasonableness of cost for negotiation purposes.

Estimate was \$194,400. Bid came in at \$198,903, 2.2% higher than the estimate.

The cost is reasonable (what a prudent business would pay in a competitive marketplace). This portion of the analysis should compare prices for comparable projects or activities.

Sprinkler heads were replaced in the kitchen area of the detention center in 2013. This did not involve various locations, different types of sprinkler heads, and did not require the pipes in the walls to be modified to fit different fixtures. As an average, that quote was \$140.40 per sprinkler head. The current price, including the additional work required in this project, is \$169.40.

Price Reasonableness Certification:

I have reviewed and compared the price and cost data provided by the contractor and have determined that the costs proposed are necessary and reasonable for the work to be performed by the contractor.

Authorized Representative:



Signature

7/13/2017

Date

County of Richland-PROD
PURCHASE ORDER STATUS INQUIRY
As of 6/30/2017

PURCHASE ORDER INFORMATION

PO Number:		Vendor: TBD		TO BE DETERMINED		Requisition																	
PR Number: R1702759		Addr Cd: P1		Remaining Balance: 194,400.00																			
Confirm:	Requested by: Peters, Tim	Req. Dt: 05/01/2017	Blanket Number:																				
Account:	Approved by:	Apr Dt:	Blanket Amount: 194,400.00																				
Bid:	Printed by:	Print Dt:	Buyer: B07																				
Contract:	PO Type: B	Req. Codes:		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> </tr> <tr> <td>NW</td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td>DE</td> </tr> </table>												NW							DE
NW							DE																
Ship To: L2100	End Use:																						
Bill To: L1809																							

ITEMS

Item	Ordered	Qty	Qty	UN	Unit Price	Key	Object	Tax1	Discount	Extended	Catalog	F/A	Print							
			Received					Tax2	Charges		Ship To	Whse	Chg							
0001	1.00		0	LS	194,400.00	GL	1100210000 530300	0.00	0.00	194,400.00			Y							
								0.00	0.00				Y0							
							<i>Product ID :</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Replace certified fire sprinkler heads for</td></tr> <tr><td>the detention center, Phase 1-3 housing</td></tr> <tr><td>location, cells, and all direct and</td></tr> <tr><td>indirect inmate access areas, that require</td></tr> <tr><td>quick response or standard institutional</td></tr> <tr><td>sprinkler heads. See atch for additional</td></tr> <tr><td>info.</td></tr> </table>						Replace certified fire sprinkler heads for	the detention center, Phase 1-3 housing	location, cells, and all direct and	indirect inmate access areas, that require	quick response or standard institutional	sprinkler heads. See atch for additional	info.
Replace certified fire sprinkler heads for																				
the detention center, Phase 1-3 housing																				
location, cells, and all direct and																				
indirect inmate access areas, that require																				
quick response or standard institutional																				
sprinkler heads. See atch for additional																				
info.																				

ENCUMBRANCES

Item #	Key	Object	Reference #	Post Date	EN Amount	PD Amount	Balance	T	Pav
0001	1100210000	530300	R1702759	05/01/2017	194,400.00		194,400.00	EN	
0001	1100210000	530300	R1702759	05/01/2017	(14,400.00)		180,000.00	EN	
0001	1100210000	530300	R1702759	05/01/2017	14,400.00		194,400.00	EN	
0001	1100210000	530300	R1702759	05/01/2017	(14,400.00)		180,000.00	EN	
0001	1100210000	530300	R1702759	05/01/2017	28,800.00		208,800.00	EN	
0001	1100210000	530300	R1702759	05/01/2017	(14,400.00)		194,400.00	EN	
0001	1100210000	530300	R1702759	05/01/2017	14,400.00		208,800.00	EN	
0001	1100210000	530300	R1702759	05/01/2017	(14,400.00)		194,400.00	EN	
Balance:					194,400.00		194,400.00		



Richland County Government Office of Procurement & Contracting

REQUEST FOR QUOTE

(This is not an order)

PAGE OF

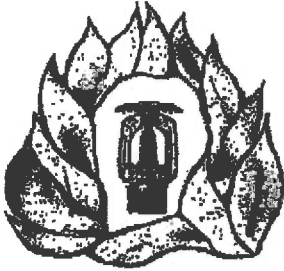
IMPORTANT: If unable to quote, please so indicate on this form and return. Richland County Government (County) is not responsible for any cost incurred in responding, preparing and submitting a quote or to award a contract. Any representations and/or certifications attached to the Quote must be completed and executed by an authorized Agent of the company.

TO BE COMPLETED BY PURCHASING AGENT

Form section for purchasing agent completion, including fields for FROM, TITLE, EMAIL, Telephone #, Fax #, PROJECT TITLE, QUOTE #, ISSUE DATE OF QUOTE, ADDENDUM #, Payment Terms, and DESTINATION.

MUST BE COMPLETED BY VENDOR OR CONTRACTOR

Form section for vendor or contractor completion, including BUSINESS CLASSIFICATION, Disadvantage Business Enterprise Classification, delivery date, and company information.



Crawford Sprinkler Company of South Carolina, Inc.

P.O. BOX 1267, LUGOFF, SC 29078
673 LACHICOTTE ROAD, LUGOFF, SC 29078
PHONE 803-438-2994 FAX 803-438-6065
S. C. License FSC # 1002
joe@crawfordsprinkler-sc.com

April 24, 2013

Company: Alvin S. Glenn Detention Center
Attn: Michael Smith
Fax / e-mail: 803-576-2135
From: Joe Phifer
Pages: 2

Reference: Replace kitchen sprinklers

We are pleased to quote to you the cost of **FOURTEEN THOUSAND SEVEN HUNDRED FIFTY DOLLARS (\$14,750.00)** to provide tools, labor and material to remove the existing sprinklers in the main kitchen and loading dock and replace with new semi-recessed standard response sprinklers.

Due to rising material and fuel costs, this amount is subject to increase if awarded after 30 days from this date.

Contract acceptance contingent upon this letter of quotation becoming a part of the contract as an Attachment.

Cost includes:

- (1) Materials and sales tax.
- (2) Permit.
- (3) Supervision and labor.
- (4) One year warranty on new materials and workmanship.
- (5) Insurance coverage per our attached certificate.

Work and equipment not included in the cost above:

- (1) Tamper proof institutional sprinklers. Cost for these will be extra if required.
- (2) Cutting, patching and painting of sheetrock ceilings that may be required to access sprinkler piping.
- (3) Providing fire watch personnel while system is out of service.
- (4) Flushing or testing of existing piping.

Crawford Sprinkler Co. cannot be held liable for water damage caused by leaks from existing installed system components. Cost for repairs to existing installed system components will be extra.

Change Order requests will not be performed without written authorization prior to doing work.

Owner and / or general contractor shall notify Crawford Sprinkler Co. of the presence of asbestos, hazardous materials and conditions, etc. in the work place prior to Crawford Sprinkler Co. starting work. Additional safety equipment and costs for working around asbestos and other hazardous materials, etc. as well as lost time from failure to disclose hazards will be extra to the amount quoted above.

Buyer to provide sufficient heat throughout all portions of the building equipped with a wet pipe system to prevent any freezing of water in the pipe.

Seller shall guarantee all workmanship and materials to be free from defects for a period of twelve (12) months following the date of the hydrostatic pressure test and the sprinkler system is placed in service. Seller cannot be responsible for any workmanship and materials left exposed to corrosive elements, atmosphere, and / or conditions.

Payment on materials and labor furnished under this proposal shall be made in monthly installments, each installment equaling 100% of the value of all work completed and materials stored on the job site, due and payable to seller by the 10th of the following month. Final payment shall become due and payable within thirty (30) days after completion of the work.

By accepting this proposal, the purchaser expressly acknowledges and stipulates that until CRAWFORD SPRINKLER COMPANY has completely installed the system and has conducted the hydrostatic test, performance by CRAWFORD SPRINKLER COMPANY has not been completed and only upon that being done by CRAWFORD SPRINKLER COMPANY does it assume any responsibility or obligation for the functioning of the system as installed by it. Under no circumstances is anyone else permitted or authorized to place the system in service or perform a test upon it, and CRAWFORD SPRINKLER COMPANY is not responsible for the consequences of any activities of others in that regard.

We appreciate the opportunity to quote a bid to you on this project. Please call if you have any questions.

Best regards,
CRAWFORD SPRINKLER CO.
OF SOUTH CAROLINA, INC.

Joe E. Phifer

Accepted by:

Title:

Date:



REQUEST OF ACTION SUMMARY SHEET

Agenda Item No.: 4e Meeting Date: July 25, 2017

To: Gregory Pearce, Chair, Administration and Finance Committee
From: Tracy Hegler
Department: Community Planning & Development

Item Subject Title: Approval of the 5 Year Consolidated Plan (FY 17-21) and the FY 17-18 Annual Action Plan for Community Development Federal Funds

Action Taken by Committee previously: None.

Options:

1. Consider the request and approve accordingly.
2. Consider a portion of the request and approve accordingly.
3. Consider the request and do not approve.

Motion Requested Today: Approval

Staff Recommendation: Staff recommends Council approve the Five Year Consolidated Plan (FY 17-21) and the FY 17-18 Action Plan estimated budgets for CDBG and HOME.

Impact of Action: Operating Budget: Approval of the request allows the County to continue its Community Development initiatives, which includes 6 FTE to Administer.
Capital Budget: Not applicable.

Funding Amount/Source: \$1,330,593.00/Federal CDBG Grant Award
\$656,242.00/Federal HOME Grant Award
HOME cash match of 10% (\$115,759)/Richland County General Fund

Requested by: Tracy Hegler, Director of Community Planning & Development

Staff Representative: County Administrator Gerald Seals

Outside Representative: None.

List of Attachments:

1. Detailed Request of Action
2. Consolidated Plan Executive Summary
3. 5 year CDBG and HOME Expenditures Detail

07/17/17
Date Submitted

Brandon Madden
Approved by the County Administrator's Office

County-wide
Council District



RICHLAND COUNTY GOVERNMENT

Office of the County Administrator

REQUEST OF ACTION

Subject: Approval of the 5 Year Consolidated Plan (FY 17-21) and the FY 17-18 Annual Action Plan for Community Development Federal Funds

A. Purpose

County Council is requested to approve the 5 Year Consolidated Plan and its first year itemized budgets for the Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) federal funds for FY 17-18.

B. Background / Discussion

Richland County became a federal entitlement program grantee in 2002. As an entitlement grantee, Richland County receives an annual share of federal Community Development Block Grant (CDBG) and HOME Investment Partnership Programs (HOME) funds authorized under Title I of the Housing and Community Development Act of 1974, as amended. The Richland County Office of Community Development (RCCD) is responsible for administering CDBG and HOME grants for unincorporated areas of Richland County. RCCD seeks to “transform lives in partnership with the Richland County community through housing, education and revitalization to make a different one household at a time.”

The purpose of the Consolidated Plan is to identify housing and community development needs and to develop specific goals and objectives to address those needs over a five-year period. This Five-Year Consolidated plan for Richland County covers the period October 1, 2017 to September 30, 2021. The Consolidated Plan enables the county to continue to receive federal housing and community development funds and must be submitted to the US Department of HUD by August 16, 2017.

An Executive Summary of the Consolidate Plan and Budget Proposals for FY 17-18 CDBG and HOME funds are included here.

A public meeting has been advertised and will be held on July 31, 2017. Please note this public meeting is not required to be a part of a Council meeting, but is still open to Council and the public to attend.

Please see below FY 17-18 Proposed Budgets for CDBG and HOME:

CDBG	
Homeless No More (Transitional Housing)	\$ 100,000.00
Epworth Children's Home	\$ 99,588.00
Countywide-Demolition of Unsafe Housing	\$ 200,000.00
Broad River Heights (Master Plan Area) - Demolition of Unsafe Housing	\$ 79,887.00
Broad River Rd Corridor (Master Plan Area) - Business Façade Improvement Program	\$ 160,000.00
Countywide - Revivification Strategy Efforts	\$ 300,000.00
Home Project Delivery Costs	\$ 125,000.00
Administration Costs	\$ 266,118.00
Total CDBG Grant Funds	\$ 1,330,593.00

HOME	
Housing Rehabilitation Program	\$ 174,795.00
Richland County Homeownership Assistance (RCHAP)	\$ 250,000.00
Community Housing Development Organization (CHDO) - 15% Set Aside	\$ 180,000.00
Administration Costs	\$ 51,448.00
Total HOME Funds	\$ 656,243.00

HOME Grant funds require a local match. Total HOME funds are divided as follows:

HOME Grant Funds	\$ 514,484.00
HOME Program Income	\$ 26,000.00
HOME Local Match	\$ 115,758.00
	\$ 656,242.00

The HOME Local match has been approved by County Council in the FY17-18 year of Biennium Budget I.

The County's Budget and Grants Management Division has reviewed this ROA and its information for accuracy.

C. Legislative / Chronological History

This is a staff-initiated request.

HUD approved the County's FY17-18 allocation on June 15, 2017.

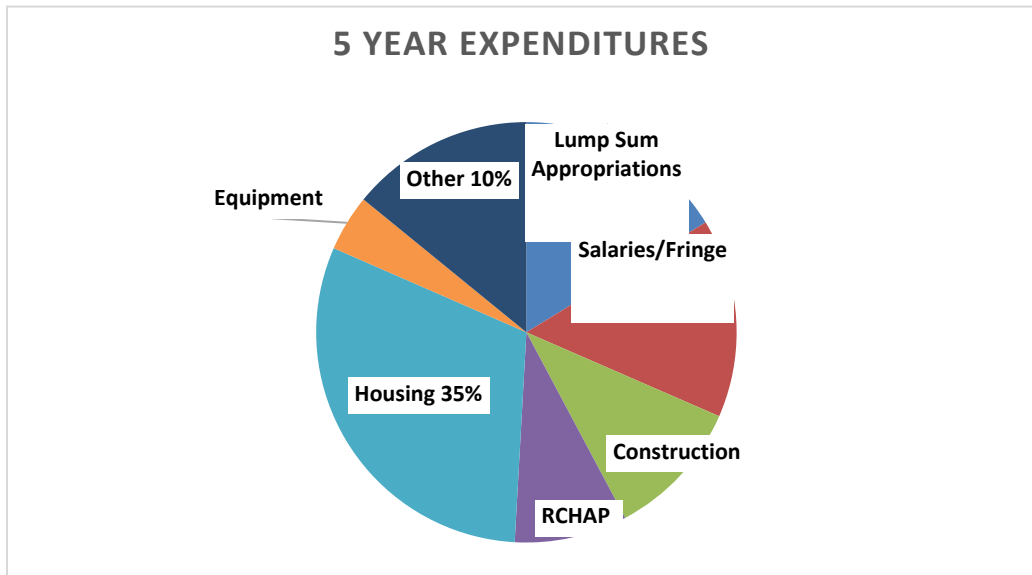
The past five (5) years CDBG and HOME budgets are listed below, as provided by the Finance Department:

- FY 2012 CDBG \$1,173,507 HOME \$453,466
- FY 2013 CDBG \$1,270,319 HOME \$451,016

- FY 2014 CDBG \$1,296,072 HOME \$492,507
- FY 2015 CDBG \$1,304,378 HOME \$469,432
- FY 2016 CDBG \$1,327,782 HOME \$508,261

In addition, please see the following accounting of 5 years' worth of line item expenditures from the County's HOME/CDBG Grants provided by the County's Budget Division. Below is a summary.

"By the Number – 5 Year Expenditures"		
Lump sum appropriations	1,588,039.44	16.24%
Salaries/fringe	1,494,898.19	15.29%
Construction	1,044,661.56	10.69%
RCHAP Funding (1 st time homebuyers)	847,552.98	8.67%
Housing Revitalization	3,397,196.01	34.75%
Equipment (Fire Truck)	423,866.00	4.3%
Other	980,385.51	10.06%
Total	9,776,599.28	100.00%



D. Financial Impact

The only financial impact to the County is the HOME match requirement.

For FY 17-18, the amount of HOME Match is \$115,759 and has been approved by County Council in Biennium Budget I in the General Fund. The County has provided the required match amount since the HOME program began in 2002.

E. Alternatives

1. Approve the Five Year Consolidated Plan (FY 17-21) and the FY 17-18 Action Plan estimated budgets for CDBG and HOME due to HUD by August 16, 2017.
2. Do not approve the Five Year Consolidated Plan (FY 17-21) and the FY 17-18 Action Plan estimated budgets for CDBG and HOME due to HUD by August 16, 2017. If not approved, the estimated FY 17-18 budgets for CDBG and HOME and the funds will not be set up. Subsequently, the funds could be rescinded or not spent in a timely manner, thereby creating additional areas of concern for the County and affecting future year awards from HUD.

F. Final Recommendation

Staff recommends Council approve the Five Year Consolidated Plan (FY 17-21) and the FY 17-18 Action Plan estimated budgets for CDBG and HOME.