

RICHLAND COUNTY
COUNTY COUNCIL AGENDA



Tuesday, JUNE 02, 2020

6:00 PM

ZOOM MEETING

RICHLAND COUNTY COUNCIL 2020



Bill Malinowski
District 1
2018-2022



Joyce Dickerson
District 2
2016-2020



Yvonne McBride
District 3
2016-2020



Paul Livingston
District 4
2018-2022



Allison Terracio
District 5
2018-2022



Joe Walker, III
District 6
2018-2022



Gwendolyn Kennedy
District 7
2016-2020



Jim Manning
District 8
2016-2020



Calvin "Chip" Jackson
District 9
2016-2020



Dalhi Myers
District 10
2016-2020



Chakisse Newton
District 11
2018-2022





Richland County Council

Regular Session
June 02, 2020 - 6:00 PM
Zoom Meeting
2020 Hampton Street, Columbia, SC 29201

1. **CALL TO ORDER** The Honorable Paul Livingston,
Chair Richland County Council
 - a. ROLL CALL
2. **INVOCATION** The Honorable Chakisse Newton
3. **PLEDGE OF ALLEGIANCE** The Honorable Chakisse Newton
4. **PRESENTATION**
 - a. The COMET Proposed Operating and Capital Budget for FY 2020-2021 [PAGES 7-72] John Andoh, Executive Director
COMET
5. **APPROVAL OF MINUTES** The Honorable Paul Livingston
 - a. Regular Session: May 19, 2020 [PAGES 73-82]
6. **ADOPTION OF AGENDA** The Honorable Paul Livingston
7. **REPORT OF THE ATTORNEY FOR EXECUTIVE SESSION ITEMS** Larry Smith,
County Attorney
8. **CITIZEN'S INPUT** The Honorable Paul Livingston
 - a. For Items on the Agenda Not Requiring a Public Hearing
9. **CITIZEN'S INPUT** The Honorable Paul Livingston
 - a. Must Pertain to Richland County Matters Not on the Agenda

(Items for which a public hearing is required or a public hearing has been scheduled cannot be addressed at time.)

10. REPORT OF THE COUNTY ADMINISTRATOR

Leonardo Brown,
County Administrator

- a. Coronavirus Update [PAGES 83-89]
- b. Personnel Matter

11. REPORT OF THE CLERK OF COUNCIL

Kimberly Williams-Roberts,
Clerk to Council

12. REPORT OF THE CHAIR

The Honorable Paul Livingston

13. OPEN / CLOSE PUBLIC HEARINGS

The Honorable Paul Livingston

- a. An Ordinance Amending the Fiscal Year 2020 General Fund Annual Budget by \$455,259.00 to pay for in car camera system for the Richland County Sheriff's Department
- b. An Ordinance Amending the Fiscal Year 2020 General Fund Annual Budget by \$670,600.00 to pay for repairs and improvements at the Central Garage Facility

14. APPROVAL OF CONSENT ITEMS

The Honorable Paul Livingston

- a. An Ordinance Amending the Fiscal Year 2020 General Fund Annual Budget by \$455,259.00 to pay for in car camera system for the Richland County Sheriff's Department [THIRD READING] [PAGES 90-94]
- b. An Ordinance Amending the Fiscal Year 2020 General Fund Annual Budget by \$670,600.00 to pay for repairs and improvements at the Central Garage Facility [THIRD READING] [PAGES 95-100]
- c. Harris Govern Master License and Services Agreement (MLSA) for New CAMA System [PAGES 101-130]
- d. Federal Aviation Administration (FAA) CARES Grant Acceptance [PAGES 131-133]

15. SECOND READING ITEMS

The Honorable Paul Livingston

- a. Approving the transfer of certain property located in the Blythwood Business Park to Fairfield Electric Cooperative; and other related matters [PAGES 134-143]

- b. An Ordinance Authorizing the temporary waiver of late fees or penalties on the payment of Hospitality Tax, Tourism Development fees, and Business License fees [PAGES 144-146]

16. REPORT OF ADMINISTRATION & FINANCE COMMITTEE

The Honorable Joyce Dickerson

- a. Clarification – Sewer/Water Connection [PAGES 147-151]
- b. Replacement Office Building - Stormwater Management Division [PAGES 152-170]

17. REPORT OF RULES & APPOINTMENTS COMMITTEE

The Honorable Bill Malinowski

a. NOTIFICATION OF APPOINTMENTS

1. Historic Columbia - 1

a. C. Carroll Heyward, Jr. [PAGES 171-172]

2. Central Midlands Regional Transit Authority (CMRTA) - 1

a. Roger Leaks, Jr. [PAGES 173-174]

b. ITEMS FOR ACTION/DISCUSSION

- 1. In my continued decade long battle for accountability, transparency, efficiency and effectiveness., I move that all County Council standing committees, ad hoc committees and one time/short term committee meetings be held in Council Chambers, as is the Transportation Ad Hoc Committee, with votes recorded in like fashion [MANNING]

18. OTHER ITEMS

The Honorable Paul Livingston

- a. COVID-19 Pandemic Relief Grant Update – Award Recommendations [ACTION] [PAGES 175-220]

19. EXECUTIVE SESSION

Larry Smith,
County Attorney

20. MOTION PERIOD

21. ADJOURNMENT



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.



Central Midlands Regional Transit Authority



Fiscal Year 2020-2021 Operations & Capital Budget



May 27, 2020

Dear Honorable Members of the Board of Directors,

South Carolina Code of Law Chapter 25, Section 58-25-70 requires The COMET, as a regional transportation authority, to submit to the member municipalities and counties the annual operating and capital budget proposed for each fiscal year, at least sixty days (60) prior to the beginning of the fiscal year. This proposed operating and capital budget document is to achieve the intent of this section. It is my pleasure to present the Fiscal Year 2020-2021 budget for Central Midlands Regional Transit Authority.

This budget document is my second since becoming Executive Director/CEO of the Central Midlands Regional Transit Authority (The COMET). The previous fiscal year had its successes and challenges as The COMET continues to manage its public transit system throughout Richland and Lexington Counties. From the past year, there was continued increase ridership growth, continued community partnerships and increased marketing efforts to encourage people to use The COMET. Some of our new initiatives that we did last year are:

- Added more passenger amenities, including shelters, benches and bus stop seating.
- Added libraries on buses, as well as a “Free Little Library” and Short Story Reader to promote literacy in partnership with Richland Library.
- We sell fresh produce at COMET Central every Tuesday in partnership with FoodShare.
- Soda Cap Connector has been redesigned to better serve entertainment facilities, as well Cayce and West Columbia for purposes of employment access and for visitors.
- Expanded the network of schedules to be available at more public locations including West Columbia, Cayce, Amazon, Nephron and Northeast Richland.
- Formed partnerships to allow all students, employees and facility to ride The COMET services from Richland One and Richland Two, Lexington Richland Five, Columbia College, Allen University and Nephron Pharmaceuticals.
- Helped connect low income residents in food-desert areas through partnerships with Lyft and Uber.
- Expanded nighttime transit from 9 p.m. to 3 a.m. in partnership with Lyft and Uber to help get people to and from nighttime jobs.
- Worked with Lyft and Uber to help people without smartphones or in a wheelchair access to using Lyft and Uber.
- Added Columbia and Cayce Police and Richland County Sheriff protection on all of The COMET buses, bus stops and transit centers through random rides.
- Created door to door services in Denny Terrace and Hopkins.
- Built more bikeshare stations and allowing The COMET users free access to bicycles through Blue Bike

- Continued The COMET Academy to teach people on how to understand The COMET better and created The COMET Community Leaders Program to show community leaders the value of The COMET.
- Started a vanpool program to connect people to jobs and combat congestion with ECM Support Services as the first vanpool.
- Designed a new website in conjunction with South Carolina Interactive for roll out in FY 2020.
- Implemented a new customer call center to centralize all telephone calls at one location.
- Improved the level of oversight of Transdev in the operations and maintenance of The COMET's transit services.
- Restructured the organization with new positions to provide additional management of marketing, customer service, mobility management and transit operations.

This budget continues the endeavor to maintain our current operations, however there is will be a significant change in operations and costs. With a new contractor to operate and maintain the transit system, the costs are increasing approximately 15% over previous years. The COMET may need to evaluate some service reductions due to increased costs, low performing routes and weathering impacts related to COVID-19 that occurred in the latter quarter of FY 2019-2020.

With new discretionary grant funding, The COMET will be able to try out pilot services related to subsidized taxi, volunteer transportation, microtransit, health care access, low income pass program in Lexington County and address ways to stop human trafficking.

The budget assumes that approximately 175,000 vehicle hours for fixed route, 15,000 revenue hours for flex routes and 35,000 revenue hours for DART paratransit services will be provided in fiscal year 2020-2021. There will need to be a 17,000 reduction in vehicle hours to prepare for FY 2021-2022. The Federal Transit Administration (FTA) will provide a one-time Coronavirus Aid, Relief, and Economic Security (CARES) Act funding to support The COMET's operations due to an expected decline in Richland County Transportation Sales Tax revenue. Should sales tax revenue level off by FY 2021-2022 and the expected service reduction, The COMET should be able to not face a potential deficit in the future years.

The new operations and maintenance contract shift several costs of services such as building maintenance, customer service, pest control, landscaping, security, non-revenue vehicles and fuel and paratransit scheduling to The COMET which will directly increase The COMET's overall cost. There will be a one-time transition cost, as well as some capital expenses related to the providing the necessary capital for the new contractor to be able to provide for services.

There still a continues use of FTA funding in the amount of \$1,500,000 to cover operational costs. No new routes are planned for this fiscal year; however, staff is recommending the extension of pilot routes 1, 2, 3, 44X, 92X, 93X and 97 for another year to see how services perform post COVID-19. In addition, FTA funding will cover 10% of the DART ADA paratransit expenses. This offset allows for transportation services in Richland and Lexington Counties to be funded appropriately, and the building of a reserve of the Richland County Transportation Penny. Beyond the service levels of fiscal year 2019-2020, there are no additional funds to expand service unless another source of operational funds are provided to The COMET or lower productive routes are discontinued.

The budget is based on known revenue amounts that have been committed. Revenue amounts are always subject to change and staff will keep the Board of Directors apprised on any changes based on decisions made by local, state and Federal agencies. Known revenue amounts include FTA, member agency contributions from the municipalities, miscellaneous revenues, based on memorandum of understandings exercised with various businesses, social service agencies and educational institutions. This budget assumes a one-year fare free pilot to rebuild ridership lost from COVID-19.

There will be a 5% increase in local match revenues from Lexington County and its jurisdictions, as well as a \$2,500 contribution from Newberry County to support transit operations due to an increase in the new transit operations and maintenance contractor. Staffing would grow to 13 full time employees from 11 full time employees, plus one employee contracted to a social service agency and will be funded through FTA Section 5310 funding. This is from a reorganization last fiscal year to ensure all areas of the administering agency, such as The COMET is covered. Many duplicative functions provided by The COMET and its contractors or consultants have been eliminated. Professional services will slightly decline due to many contracts being re-procured in the prior fiscal year with defined pricing.

All these efforts are contained within a budget that maintains a stable financial footing for this fiscal year. Given our heavy reliance upon member agency contributions, this budget assumes limited growth in member agency contributions by CPI and continues to seek additional funding from external partners, other educational institutions and employers.

The COMET staffing is proposed to increase by 6 to add the following new positions:

- Lead Customer Experience Representative (full time)
- Customer Experience Representative (4 full time and 1 part time)
- Procurement and Contracts Specialist or Manager (full time; to be filled later in FY2021)
- Reclassification of Transit Operations Specialist to Customer Experience & Contract Compliance Manager

The additional positions are needed due to assuming the customer service role from the contractor and to have a better handle on customer service. Two contracted positions include the Mobility Management Specialist to Able-SC funded by FTA Section 5310 grants and the IT Manager contracted to iT1 Solutions that will support The COMET's team.

All of these efforts are contained within a budget that maintains a stable financial footing for this fiscal year. Given our heavy reliance upon member agency contributions, this budget assumes limited growth in member agency contributions by CPI and continues to seek additional funding from external partners, other educational institutions and employers. With COVID-19, some of the proposed partnerships that The COMET was seeking to coordinate may be on an indefinite deferral and as a result those revenues are not reflective in the budget.

As The COMET moves into the future, this budget will take into consideration the overall review of how The COMET does business. While there is ample funding for today's operations, the largest funding source, the Richland County Transportation Penny is capped at \$300,991,000 or 22 years (2035). The COMET projects that the funding cap will be reached in the start of fiscal year 2028-2029 with reserves to last through the end of that fiscal year.

The COMET will continue to spend the next upcoming fiscal year to engage the community and build support for the transit system. This will involve increased marketing and community awareness, study of The COMET's business practices and routes through a comprehensive operational analysis, development of mobility management strategies, adding passenger amenities and discussions on addressing future funding and governance of the regional transportation authority. There will be a renewed effort to make the transit system fast, fun, friendly and frequent by redirecting existing resources.

While there are unmet transit needs in Richland and Lexington Counties, The COMET does not have the resources to implement these needs at this time and it is very prudent that the resources available are utilized in the appropriate manner consistent with the Vision 2020 and Compass Strategic Plan to ensure that the promise has been delivered to Richland County taxpayers. This will ensure creditability should The COMET be successful in requesting Richland County to consider a seven-year extension of the Penny Program. These documents will require updates as they are at the end of their life span.

For a third year in a row, The COMET's financial successes and complex grant management successes goes to Rosalyn Andrews, The COMET's Director of Finance/CFO and Michelle Ransom, the Grants & Regional Coordination Manager in being able to manage The COMET's finances in a manner to allow for our continued fiscal sustainability and to The COMET's Finance Committee, including its current Chair, Dr. Robert Morris and its members, Joyce Dickerson, Leon Howard and Andy Smith. in ensuring the limited funds needed to operate The COMET is managed in the most prudent possible way.

Being 19 years old as a government agency and The COMET transit system being around for 129 years through its predecessors together, we will continue to experience a much smoother road and clearer skies in fiscal year 2020-2021 as we continue to encourage Central Midlands residents and visitors to Catch The COMET!

Should you have any questions regarding this budget report, please contact me at (803) 255-7087 or email me at jandoh@TheCometSC.gov or Rosalyn Andrews, Director of Finance/CFO at (803) 255-7135 or email randrews@TheCometSC.gov.

Sincerely,



John C. Andoh, CCTM
Executive Director/CEO/CEO

Introduction

Per the South Carolina Code of Laws – Chapter 25 – Regional Transportation Authority Law, Central Midlands Regional Transit Authority (The COMET) is required to present and seek concurrence of annual budget by the member governments, at least 60 days prior to the beginning of the fiscal year.

SECTION 58-25-70. Recordkeeping and reporting; proposal and approval of budgets.

The authority must keep books of account, which must be independently audited at least once in each calendar year. A copy of the audit report must be provided to the member municipalities and counties. The authority must make an annual report of its activities to the member municipalities and counties. The authority must submit to the member municipalities and counties the annual operating and capital budget proposed for each fiscal year, at least sixty days prior to the beginning of the fiscal year. In the event a member municipality or county disagrees with the proposed budget, it may set forth points of disagreement and transmit its statement to the authority and other governing bodies of the member municipalities and counties within thirty days of the receipt of the proposed budget. Budgets must be adopted by a majority of the member governments. In the event a majority of the governing bodies of the member municipalities and counties do not agree with the proposed budget, the authority must convene a meeting of chief elected and administrative officials of member governments to develop a budget which may be acceptable to a majority of the member governments; a majority, for the purposes of this section, includes the governing bodies of the member municipalities and counties representing more than one-half of the service area population. In the event a budget acceptable to a majority of the member governments is not developed prior to the beginning of its fiscal year, the authority shall continue to operate at the budget levels of the previously approved budget. Any budget changes requiring an increase in local funds in excess of ten percent during the budget year must be approved as provided above for annual budgets.

HISTORY: 1962 Code Section 59-127; 1973 (58) 726; 1985 Act No. 169, Section 2, eff July 1, 1985; 1997 Act No. 43, Section 6, eff May 21, 1997.

About The COMET

The Central Midlands Regional Transit Authority, operating under the brand name “The COMET” is a regional transportation Authority established pursuant to S.C. Code Ann. § 58-25-10, et seq. The governmental members of The COMET are Richland County, the City of Columbia, the City of Forest Acres, and Lexington County. It is governed by a 16-member Board of Directors, directly appointed by its member governments and the South Carolina Legislative Delegation of Richland County. Advisory members represent the City of Cayce, City of West Columbia, Town of Springdale, Town of Eastover, Town of Chapin, Town of Irmo and Lexington County Legislative Delegation.

The COMET is subject to an intergovernmental Contract amongst the members that outlines procedural aspects of terms, membership, responsibility and interaction. The Board directly hires an Executive Director/CEO, responsible for the all aspects of the organization with the exceptions of those duties held by the members of the Board (motions, votes, etc.). The Executive Director/CEO directly hires and supervises all The COMET employees and the transit operator contractor activities.

The COMET plans routes and services, establishes span of service and frequency and directs fleet types use, where necessary. The COMET holds and staff public hearings, reports on findings, and makes technical adjustments to routes based on feedback from passengers, the community, its stakeholders and its Contractors. The COMET performs all public outreach, marketing, promotion and information campaigns for passengers. Timely and effective feedback and suggestions from stakeholders is always valued. The COMET also performs all procurements for contracts and services. It performs its own grant applications, management and documentation. It performs all short- term and long-range capital planning, selects all vehicles, technology and capital items and has final approval of all items directly related to fleet, facilities and amenities. The COMET operates its own financial department including accounts payable and financial reporting. The COMET staff all committee and Board meetings.

Transdev Services, Inc presently operates The COMET fixed route, flex route and ADA paratransit services. The COMET operates approximately 175,000 vehicle hours on the fixed route system, 15,000 revenue hours on the flex route system and 35,000 revenue hours on the flex route and paratransit system. Transit services is provided throughout Richland and Lexington Counties on 35 fixed routes, five (5) rural flex routes, and an ADA complementary paratransit services. Transit services are provided throughout 1,225 square miles within Richland and Lexington Counties currently. They operate a “turn-key” operations and maintenance contract with the contractor having the responsibility to provide for all transit operations and maintenance personnel, maintenance parts and insurance. The COMET provides all assets, equipment, fuel, facility and facility utilities.

The COMET is planning to reimaging its transit system, including a new brand, newly designed routes and creation of new services which may include flexible fixed routes, general public flex route and paratransit services, microtransit and additional mobility management strategies to reduce the cost of providing flex route and paratransit services, which may include the use of taxis, vouchers and partnerships with Transportation Network Companies.

The Organization

The COMET is a regional transportation authority formed by Richland County, City of Columbia and Lexington County on April 24, 2000 by the Central Midlands Council of Governments. In May 2001, The COMET Board of Directors held its first meeting. On October 16, 2002, The COMET assumed operations of the bus services provided by South Carolina Electric and Gas Company whom was utilizing a private contractor.

The COMET consists of an intergovernmental agreement signed by Richland County, City of Columbia, City of Forest Acres and Lexington County to fund, operate and maintain public transit services in the Central Midlands area. The intergovernmental agreement took effect in July of 2013 based on receipt of new funding from Richland County for 22 years or \$300,991,000, whichever comes first.

The COMET Board of Directors sets overall policy and direction for the transit system. 11 voting Board Members representing the City of Columbia (3), Richland County (3), City of Forest Acres (1), Lexington County (1) and Richland County Delegation (3). Non-voting members include one (1) representative each from the City of Cayce, City of West Columbia, Town of Springdale, Town of Irmo, Town of Chapin, Town of Eastover, Lexington County Legislative Delegation and Lexington County. Board meetings are held the 4th Wednesday of each month. Committee meetings are held on the 2nd Wednesday of each month.

The COMET has 12 employees overseen by an Executive Director/CEO with support from staff in the Finance, Regulatory Compliance & Civil Rights, Operations & Administration and Planning and Development departments.

Board Members

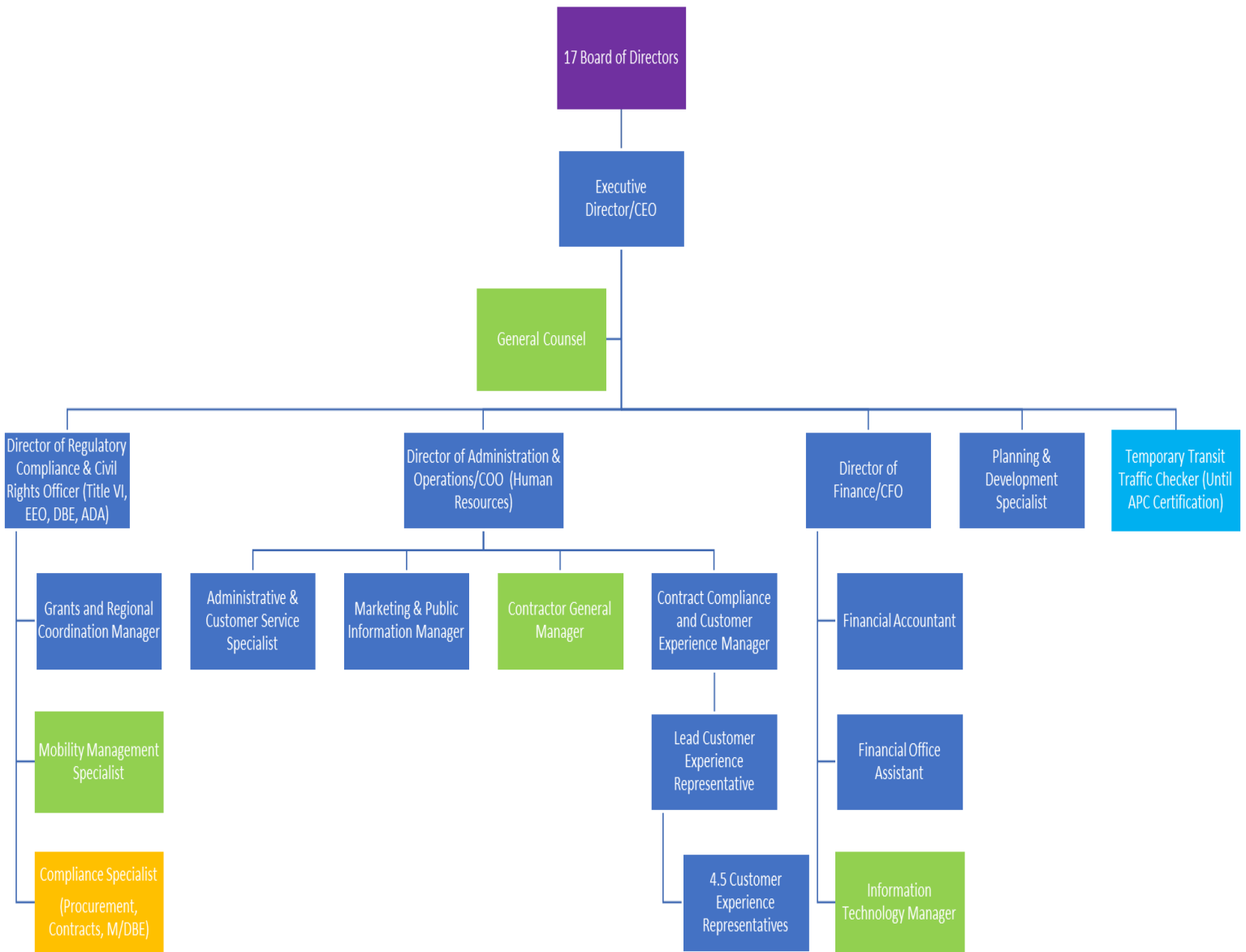
Ron Anderson - Chair	John V. Furgess, Sr. – Vice Chair
Robert Morris -Treasurer	Andy Smith - Secretary
Joyce Dickerson	Leon Howard
Carolyn Gleaton	Derrick Huggins
Col (R) Roger Leaks Jr.	Lill Mood
Skip Jenkins*	Mike Green*
Debbie Summers*	Al Koon*
Barry Walker*	Geraldine Robinson*
William (B.J.) Unthank*	

(*Advisory members)

Executive Staff

John C. Andoh III - Executive Director/CEO
Roselyn Andrews - Director of Finance/CFO
LeRoy DesChamps - Director of Administration & Operations/COO
Dr. Arlene Prince – Director of Regulatory Compliance & Civil Rights Officer
Michelle Ransom – Grants & Regional Coordination Manager
Pamela Bynoe-Reed – Marketing & Public Information Manager

The COMET Organizational Chart



- Blue are The COMET employees.
- Green are Contracted employees.
- Yellow is proposed to be filled later in the fiscal year.
- Light Blue is temporary for 2 years (second year of authorization).
- The organizational chart does not reflect any interns that may be hired from time to time.

The COMET Departments

Board of Directors

The Board of Directors has the authority to execute any policies it deems to be in the best interest of CMRTA within the parameters of the Regional Transportation Authority Law, the Plan of Service, the articles creating CMRTA, bylaws, or Federal, state, and local laws. Within the Board of Directors there is a Chair, Vice Chair, Secretary and Treasurer. The Board also has three standing committees, which includes the Executive Committee, Service Committee and Finance Committee. The Chair has also established three ad-hoc committees which includes the Executive Director Review Ad-Hoc Committee. The Chair previously had a COVID-19 and Transit Operations RFP Ad-Hoc Committees.

Executive Director/CEO

The Executive Director/CEO has whatever authority as may be designated by the Board of Directors – which includes being responsible for the administration of CMRTA under an approved annual budget by the Board of Directors. Any obligations outside the budget shall be made only upon Board of Directors approval and shall; employ and terminate employees; determine salary levels; create and amend operating procedures and controls; make decisions regarding the duties and accountabilities of employees and the delegation of decision-making authority and enter into contractual agreements within Board of Directors designated parameters. Within the Executive Director/CEO's Office includes General Counsel and oversight to the four departments.

Position	FY 2019	FY 2020	FY 2021	Change from FY 2020
Executive Director/CEO	1	1	1	0
Executive Assistant	1	0	0	0
Totals	2	1	1	0

Finance Department

The Director of Finance/CFO has whatever authority as may be designated by the Executive Director/CEO in regard to financial management, usually has CMRTA to design the accounting system; make spending decisions within the parameters of the approved budget; make decisions regarding the disposition of investments within the parameters of the investment policy; make fixed asset purchase decisions within a specified cost range; make decisions regarding the allocation of expenses. The Finance Department is responsible for accounts receivable, accounts payable, asset management, insurance processing,

procurement processing, budget preparation and monitoring, information technology and act as staff to the Finance Committee as well as performs functions on behalf of the Treasurer of the Board.

Position	FY 2019	FY 2020	FY 2021	Change from FY 2020
Director of Finance/CFO	1	1	1	0
Procurement & Contract Specialist	1	0	0	0
Financial Accountant	1	1	1	0
Financial Office Assistant	0	1	1	0
Totals	3	3	3	0

Administration & Operations Department

The Director of Administration & Operations/COO has whatever authority as may be designated by the Executive Director/CEO in regard to the oversight administrative activities and customer facing activities such as oversight of all customer facing activities such as transit operations, security, landscaping and facility maintenance contracts. Additionally, this department handles customer service, administrative tasks, human resources, office management, acts as the Board Secretary and provides support to the Board of Directors, manage records, handles marketing and public information, including community outreach and public relations and performs the duties required by the Secretary of the Board.

Position	FY 2019	FY 2020	FY 2021	Change from FY 2020
Director of Administration & Operations/COO	1	1	1	0
Transit Operations Specialist	1	0	0	0
Administrative & Customer Service Specialist	1	1	1	0
Marketing & Public Information Specialist	0	1	1	0
Community & Public Relations Specialist	1	0	0	0
Administrative Coordinator	1	0	0	0
Contract Compliance & Customer Experience Manager	0	0	1	1
Lead Customer Experience Representative	0	0	1	1
Customer Experience Representative	0	0	5.5	5.5
Totals	5	3	10.5	7.5

Planning and Development Department

The Executive Director/CEO is presently the lead person that oversees the Planning and Development Department. This department is responsible for managing all planning, implementation and analysis of transit service delivery for The COMET, which may include, but not limited to, fixed route, demand response, and innovative mobility services, develop operational service planning studies, analyze

performance data and key performance indicators and coordinate programs related to bus stops and transit center shelters. This position will also ensure compliance with applicable Federal and State rules and regulations regarding public transportation and the Americans with Disabilities Act (ADA) Standards for Transportation Facilities. The department oversees the Service Planning Committee in partnership with the transit operations contractor, as well as manages the civil engineer which manages The COMET's larger scale capital projects.

Position	FY 2019	FY 2020	FY 2021	Change from FY 2020
Director of Planning & Development	1	0	0	0
Planner II	1	0	0	0
Planning & Development Specialist	0	1	1	0
Temporary Transit Traffic Checker	0	1	1	0
Totals	2	2	2	0

Regulatory Compliance Department

The Director of Regulatory Compliance and Civil Rights Officer is to plan, organize, manage, coordinate and direct compliance activities involved with contractual oversight, contract disputes and deficiencies. The department also ensures adherence of The COMET policies and procedures, as well as the required local, state and federal guidelines and regulations. In addition, this department oversees grants, procurement, regional coordination and mobility management activities and acts as the Civil Rights Officer of The COMET regarding Title VI, Americans With Disabilities Act, Equal Employment Opportunity, Environmental Justice and Disadvantaged Business Enterprise. The department also ensures The COMET's compliance other FTA programs related to the National Transit Database, drug and alcohol testing, safety, fixed assets and security. This position is responsible to prevent unethical, illegal or improper conduct within The COMET, and among its contractual entities.

*This position was contracted out to Able-SC and is now known as the Mobility Management Specialist.

Position	FY 2019	FY 2020	FY 2021	Change from FY 2020
Director of Regulatory Compliance & Civil Rights Officer	1	1	1	0
Grants & Regional Coordination Manager	1	1	1	0
Travel Trainer*	1	0	0	0
Procurement & Contracts Manager	0	0	1	1
Totals	3	2	3	1

Accomplishments

THE COMET IS CATCHING ON!

CENTRAL MIDLANDS TRANSIT

In November 2012, with new funds, Richland County and The City of Columbia are continuing to provide to their citizens modern and cost-efficient transportation needs. In 2018, we added updated fuel-efficient buses to our fleet, increased service and expanded route areas, among other things.



The COMET has been in existence in one way or another since the first streetcars rolled in 1892 — approximately 127 years ago — through various elements of South Carolina Electric & Gas and The Authority.

WWW.CATCHTHECOMETSC.GOV

BLUE BIKE PROGRAM

The COMET and Blue Bike SC partnered to open 8 fully functional, docking stations this year as a pilot to provide a “first mile, last mile” connection specifically for The COMET riders. A \$250,000 Federal Transit Administration grant funded the expansion and \$70,000 is allocated to provide free access to riders.

TRANSIT FLEET

Improved air quality in the Midlands by using a B5 biodiesel blend in 39 buses and a hydrogen fueled bus and two trolleys for use on Soda Cap Connector.

TRANSIT LEADERSHIP ACADEMY

Community leaders, elected officials and riders have graduated from The COMET Transit Academy where they were trained on how to ride the bus, how The COMET funding works, how to plan their trip and how to be informative ambassadors to the community for transit.

ROUTE SERVICE ENHANCEMENTS

- Added frequency on popular routes
- Reduced service on non-popular routes
- Added more ReFlex services
- Created a pulse system in Downtown Columbia to reduce waiting times
- Restructured Express Routes to better connect people to employment sites in the area

\$24,748,810

FUNDS ADDED THROUGH FEDERAL MATCHING SINCE 2012

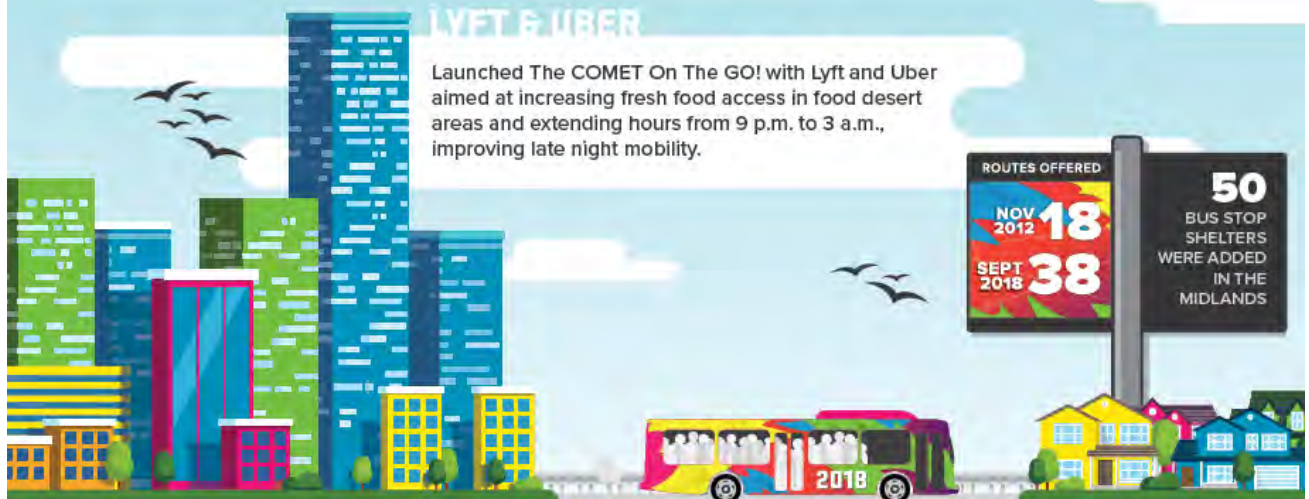
LYFT & UBER

Launched The COMET On The GO! with Lyft and Uber aimed at increasing fresh food access in food desert areas and extending hours from 9 p.m. to 3 a.m., improving late night mobility.

ROUTES OFFERED

NOV 2012	18
SEPT 2018	38

50 BUS STOP SHELTERS WERE ADDED IN THE MIDLANDS



MAJOR INITIATIVES



NEW SERVICES

- Began selling fresh produce at COMET Central every Tuesday in partnership with Foodshare
- Created door to door services in Denny Terrace, Hopkins, Lower Richland and Eastover/Gadsden called ReFlex
- Started a vanpool program to connect people to jobs and combat congestion
- Added libraries on buses to promote literacy in partnership with Richland Library
- Added Columbia Police Department, Cayce Police Department and Richland County Sheriff protection on all of The COMET buses, bus stops and transit centers



CUSTOMER CARE

- Implemented a new customer call center
- Held Community Listening Sessions at 26 locations throughout the service area
- Restructured fares for the first time since June 2014
- Formed partnerships to allow all students, employees and faculty rider services from Richland One and Richland Two, Lexington Richland Five, Columbia College, Allen University and Nephron Pharmaceuticals



IMPROVEMENTS

- Expanded the network of schedules to be available at more public locations including West Columbia, Cayce, Amazon, Nephron and Northeast Richland
- Restructured policies and procedures for effective governance of The Authority
- Added shelters, benches and bus stop seating
- Redesigned Soda Cap Connector to better serve entertainment facilities, as well connect Cayce and West Columbia with a trolley service
- Renovated COMET Central and collaborated with City Center Partnership for additional yellow shirt ambassador service



THE COMET FIXED ROUTE FARES

DESCRIPTION	BASIC	DISCOUNT	COMMUTER EXPRESS
	• Any passenger not eligible for discount fare with qualifying ID	• Seniors age 65 & older • Persons with Disabilities • Veterans • Medicare Card Holders • Youth 16-18 y.o. with The COMET Half Fare ID Card	• (44X, 52X, 92X, 93X) • All customers riding peak-period express routes only
ONE WAY	\$2.00	\$1.00	\$4.00
ALL ACCESS DAYPASS	\$4.00	\$2.00	\$6.00
7-DAY ALL ACCESS DAYPASS	\$14.00	\$7.00	\$28.00
31-DAY ALL ACCESS DAYPASS	\$40.00	\$20.00	\$80.00
ROUTE DEVIATION FARE ON FLEX ROUTES	+\$2.00	+\$1.00	N/A
TRANSFER (60 minutes only) Requires COMETCard	FREE	FREE	FREE

- The COMET employees, Board Members & Transit Operations Contractor employees ride free.
- Children through 15 years old ride free. Children taller than 39 inches through 15 years old must have a The COMET Half Fare ID Card to ride free

*Qualifying identification for Discount Fare includes: The COMET Half Fare ID Card, Medicare Card, Senior Driver's License/State ID Card, Military ID Card or VA Veterans ID Card.

DART FARES

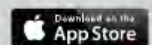
Description	Within the ADA fixed route zone of 3/4 mile on either side of the COMET route
One Way	\$4.00
10-Ride Pass	\$40.00
Buddy Fare (5 or more fare paying eligible passengers traveling from/to same location)	\$2.00 per person

ID's are issued by appointment at the Lowell C. Spires, Jr. Regional Transit Facility (3613 Lucius Road, Route 6), or at the Transit Center, 1745 Sumter Street, Columbia, SC 29201.



CATCH THE COMET WITH YOUR SMARTPHONE

It's easier than ever to Catch The COMET. Choose a route, track your bus in real time and pay your fare - all on your smartphone.



WWW.CATCHTHECOMETSC.GOV

Motto, Mission, Vision Statement

Motto

Catch The COMET.....We Will Get You There!

Mission Statement

The COMET provides safe, reliable, efficient, and customer-friendly mobility services throughout the Midlands region and stimulates economic development and enhances quality of life.

Vision Statement

A high-quality public transit service that contributes to economic development, environmental sustainability and mobility solutions throughout the Midlands.

Strategic Objectives

The COMET adopted its Vision 2020 in the Summer of 2012 and its COMPASS Strategic Plan in Summer of 2015. The Core Values which translated to Strategic Objectives are listed below and guide the budgeting process. The COMPASS - A Five Year Guide To Transit In the Midlands can be viewed in its entire here at www.CatchTheCOMET.org.

The responsibility for these core values is demonstrated through:

- respect for each other, the environment, and ourselves;
- accountability for what we do and the results we achieve;
- continuous dedication to growth of our knowledge and skills;
- dedication to diversity and inclusivity in our work team;
- ethical decisions as individuals and as a business.

We demonstrate our respect for each other in how we talk and listen, striving to understand and be understood. We demonstrate our respect for the environment by maintaining our buses and equipment, by repairing existing damage to our environment, and avoiding future environmental contamination. We respect ourselves when we work in a way of which we can be proud.

By holding high ethical standards, we demonstrate honesty and integrity in all aspects of our work. A transparent environment enables us to recognize our successes, as well as our shortcomings, and create a better personal and business environment.

We hold ourselves accountable by planning effectively, managing productively, measuring and reporting accurately and by internal and external audits, reviews, and evaluation. By correcting errors and adopting appropriate innovations, we identify and implement the best route to our success.

To fulfill our mission, we must grow personally and professionally. We seek new ways to do our work, we learn new skills, and we take pride in what we know.

SAFETY

Safety truly comes first, as you cannot be reliable, friendly, etc. if you are unsafe. The COMET's most important obligation is a safe experience from the moment a passenger arrives at The COMET's transit stop until reaching the final transit destination. This includes safe driving from our employees, safe behavior for and from our many passengers, and safe infrastructure at our stops. Our community partners should know we are invested in their safety and security.

RELIABILITY

A community that moves on transit must have confidence in the service. Once a potential passenger decides to ride The COMET must fulfill its obligation to provide the right vehicle, at the right time and the right place. Technology helps to provide accurate and reliable information to support and evaluate service. Customers must be able to depend on The COMET.

FRIENDLINESS

Once a system is safe and reliable, a friendly experience is essential. Easy-to-understand information and a great personal experience becomes increasingly important. Friendly and informed bus drivers, with expert support from mechanics and supervisors, will retain customers and create loyalty to transit services.

CLEANLINESS & COMFORT

A complete experience is achieved for the rider when the vehicle, the amenities, and the transit-oriented components are clean and comfortable. Convenient bus stops with benches and shelters are essential along with trash cans to mitigate waste and keep a neat and clean appearance on the street. Vehicles should be kept clean, smelling fresh, free of debris with working HVAC and an interior that is calm and restful allowing a relaxed passenger trip.

COST EFFECTIVENESS

When the first four values are achieved, true cost-effectiveness for the system can occur. Passengers are able to make an ongoing commitment to use the system as a supplement to or instead of personal vehicles. Passengers who cannot drive a car for economic, medical, or personal choice reasons can rely on services to meet their travel needs. Transit stops are accessible by walking, wheelchairs, or biking and racks are provided to allow bike use from transit stops to other destinations. The system begins to replace automobile trips and citizens become riders. Rider fares may increase but are reasonable and sustainable. Deeper investment from business, governments and taxpayers occur because the benefits and results for the community can be seen.

Highlights of the Operational & Capital Budget

The COMET's expected capital projects for FY 2020-2021 are:

- New Intelligent Transportation System (ITS) with automatic passenger counters.
- Final payment of 8 bikeshare stations in Downtown Columbia.
- Passenger amenities, including bus shelters, benches and bike racks.
- Website redesign.
- Mobility management.
- Training and development of staff.
- Computer hardware and software.
- Planning Department staff and software.
- Trapeze paratransit software servers, passenger portal, passenger notification and upgrade to PASS v.20.
- Replacement of Lucius Road HVAC system and repaving of the parking lot due to cracking.
- Engineering and design support.

The COMET's expected operations projects for FY 2020-2021 are:

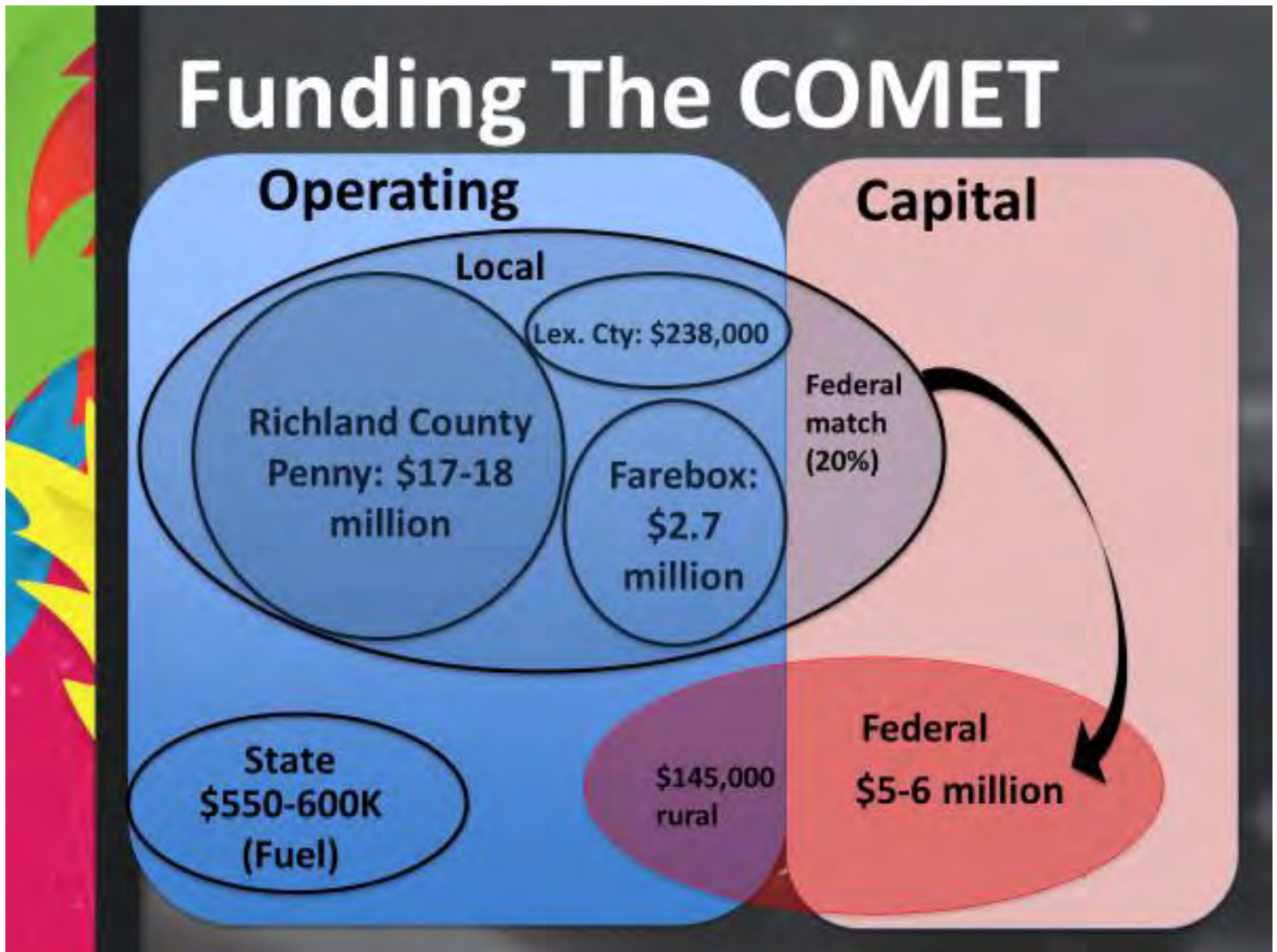
- Transit operations, marketing and administration in Richland and Lexington Counties.
- Security on buses, transit center and bus stops.
- Vanpool program.
- Preventative maintenance of transit buses and facilities.
- Lyft/Uber subsidy, Blue Bike, volunteer transportation, microtransit, carshare pilot, health care access shuttle and subsidized taxi scrip program.
- Free rides for all passengers.
- Free rides for seniors ages 60 years old and older.

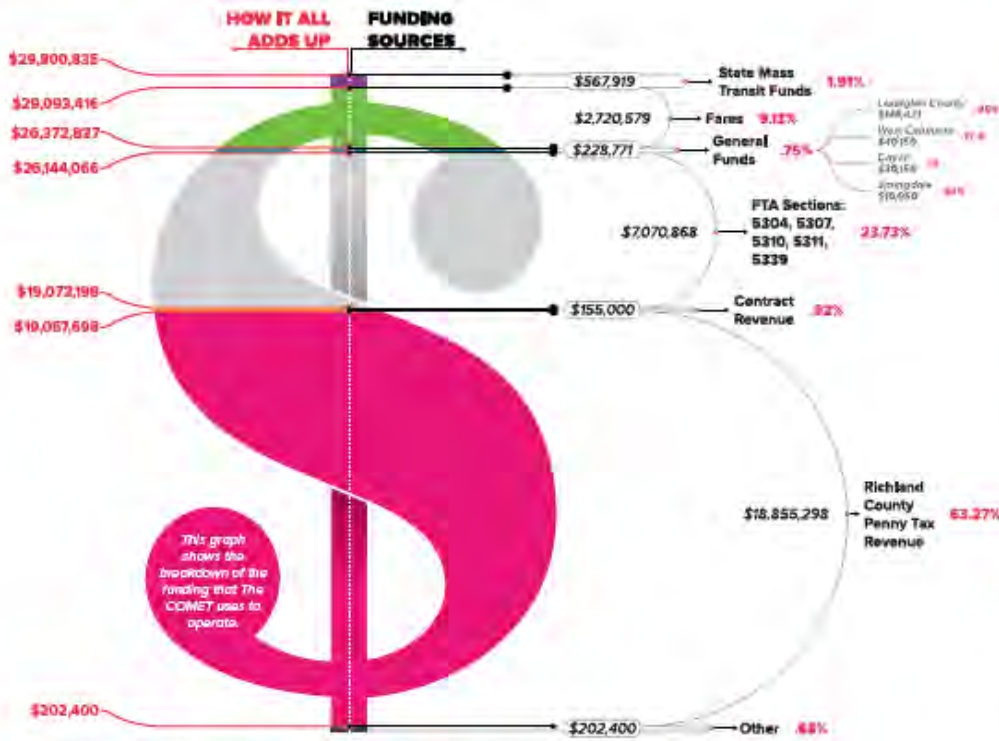
Key budget highlights in FY 2020-2021 are defined below:

- Richland County Sales Tax revenue is intended to decline due to slower sales countywide.
- FTA CARES Act funding added as a onetime stop gap measure from FTA Sections 5307 and 5311 programs.
- Lexington County's revenue is anticipated to increase 5% due to increase costs in the Operations and Maintenance Contractor.
- Newberry County revenue may be realized for Route 93X in the amount of \$2,500.
- Nephron has agreed to fund another year of Route 92X in the amount of \$22,000.
- Advertising revenue for vehicles, bus benches and shelters are intended to increase due to new contractor in place whom will install 100 new benches and seven shelters.
- University of South Carolina (UofSC) revenue is unknown for funding 5 trips on Route 91 and that agreement expired in September 2019.

- Some contractual revenues may change due to repercussions of COVID-19.
- The COMET staffing will experience a full year of 20 full time employees and 5 part time staff which will result in increased salaries, benefits and cost of living/pay for performance increases.
- The Transit Operations and Maintenance Contractor costs are anticipated to overall increase 15% over Transdev's costs, not counting customer service, facility maintenance, pest control, security, landscaping and paratransit software costs.
- Marketing costs would be 1% of the operating budget to increase ridership.
- There may be a need to fine tune and reduce service on non-productive trips and/or eliminate routes that do not meet productivity measures. Routes struggling include Routes 22, 46, 53X, 57L and 76.
- Security costs to be re-analyzed to ensure the right mix of security and law enforcement is available for maximum safety of The COMET passengers and assets.
- Review of professional services, including termination of some services.
- Additional information technology costs.
- Addition of costs associated with the use of two (2) hydrogen buses.

The Funding Picture





HOW MUCH DOES IT COST TO OPERATE THE COMET ANNUALLY?

The operation budget for FY 2019-2020 is \$29,800,835. That amount includes the operating budget of \$23,270,916 and the capital budget of \$6,529,919.

WHERE DOES FUNDING COME FROM TO OPERATE THE COMET?

Using the FY 2019/2020 budget numbers, The COMET receives about 63.27% from Richland County Penny Tax, 23.73% from Federal Transit Administration Sections 5304, 5307, 5310, 5311, and 5339, 9.13% from fare revenue, 5.2% from contract revenues, .49% from the Lexington County General Fund, .13% from the West Columbia General Fund, .1% from the Cayce General Fund, .03% from the Springdale General Fund, 1.91% from State Mass Transit Funds allocated to Richland and Lexington County, and the remaining .68% comes from rental income, advertising, miscellaneous, CDBG, Older American Act, and Hospitality Tax funds.

HOW MUCH DOES IT COST TO RUN ONE ROUTE PER MONTH/PER YEAR?

Approximately \$350,000 per year based on 363 day operation at a rate of \$75.00 per hour.

HOW MUCH DOES IT COST TO PURCHASE A BUS?

It costs approximately \$450,000 for a diesel bus and \$100,000 for a propane bus.

HOW MUCH DOES IT COST TO BUILD A SHELTER?

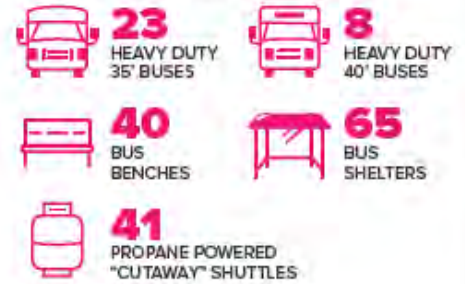
It costs approximately \$14,460 - \$25,785.

HOW MUCH DOES IT COST TO INSTALL A BENCH?

It costs approximately \$1,505 - \$1,615.

PENNY TAX EXPENDITURES SINCE JULY 1, 2013

NEW BUSES AND MORE



NEW TECHNOLOGIES



SERVICES



- The 2013 Richland County Penny Tax allocates 29% of the revenue to fund transit over the next 25 years.
- The COMET's operating budget has grown by 190% since 2002; however, state funding has remained flat.
- Federal Funds make up approximately 24% of The COMET's operating budget; yet, like state funding, federal funds available for operations have remained flat despite rising costs.
- The COMET will receive Richland County penny tax funding until 2035 or \$300,991,000, whichever comes first.

Summary of Service Supplied*

The NTD report for 2018-2019 indicate the following parameters of service:

NTD DATA FOR FY 2018-2019	THE COMET Fixed & Flex Routes	The COMET Vanpool	The COMET On The Go!	DART Paratransit
Number of Routes	39	2	2	1
Maximum Peak Vehicles	46 Fixed Route 4 Flex Routes	2 Vans	32	19
Annual Vehicle Miles	2,648,355	2,388	24,794	746,412
Total Unlinked Passenger Trips	2,654,874	1,121	6,211	71,283
Total Vehicle Hours	199,031	241	980	37,943

*Provided by National Transit Database (NTD)

The NTD Report for FY 2013 through FY 2018 are available on The COMET's website at www.CatchTheCOMET.org.

Operating and Capital Revenues & Expenditures Summary

The following is an overview of the revenues and expenses for The COMET for its 2020-2021 fiscal year. The fiscal year encompasses the period from July 01, 2020 through June 30, 2021. Total budgeted operating & capital revenues (including CARES Act funding) decreased by 8% and expenditures increased by 11% from the FY 2018-2019 adopted budget. Specific details regarding the increase in the operating budget are outlined later in this publication.

The Authority's fiscal year is July 1 – June 30. Current fiscal year operating budget is approximately (~) \$30.33 million. The total proposed budget for Fiscal Year (FY) 2020-2021 is ~\$34.02 million, increasing \$3.69 million or 12% from \$30.33 million in FY 2019-2020. The table below provides the budgets major categories from FY 2019-2020 to FY 2020-2021 and percent of revenue.

Contributions from the CARES Act added an additional funding of ~\$13.76 million. The COMET allocated ~\$6.60 million for use in the FY2019-2020 budget year changing the approved budget from ~\$30.33 million to ~\$37.14 million and ~\$7.17 million in FY 2020-2021. The funding sources are FTA and SC Department of Transportation.

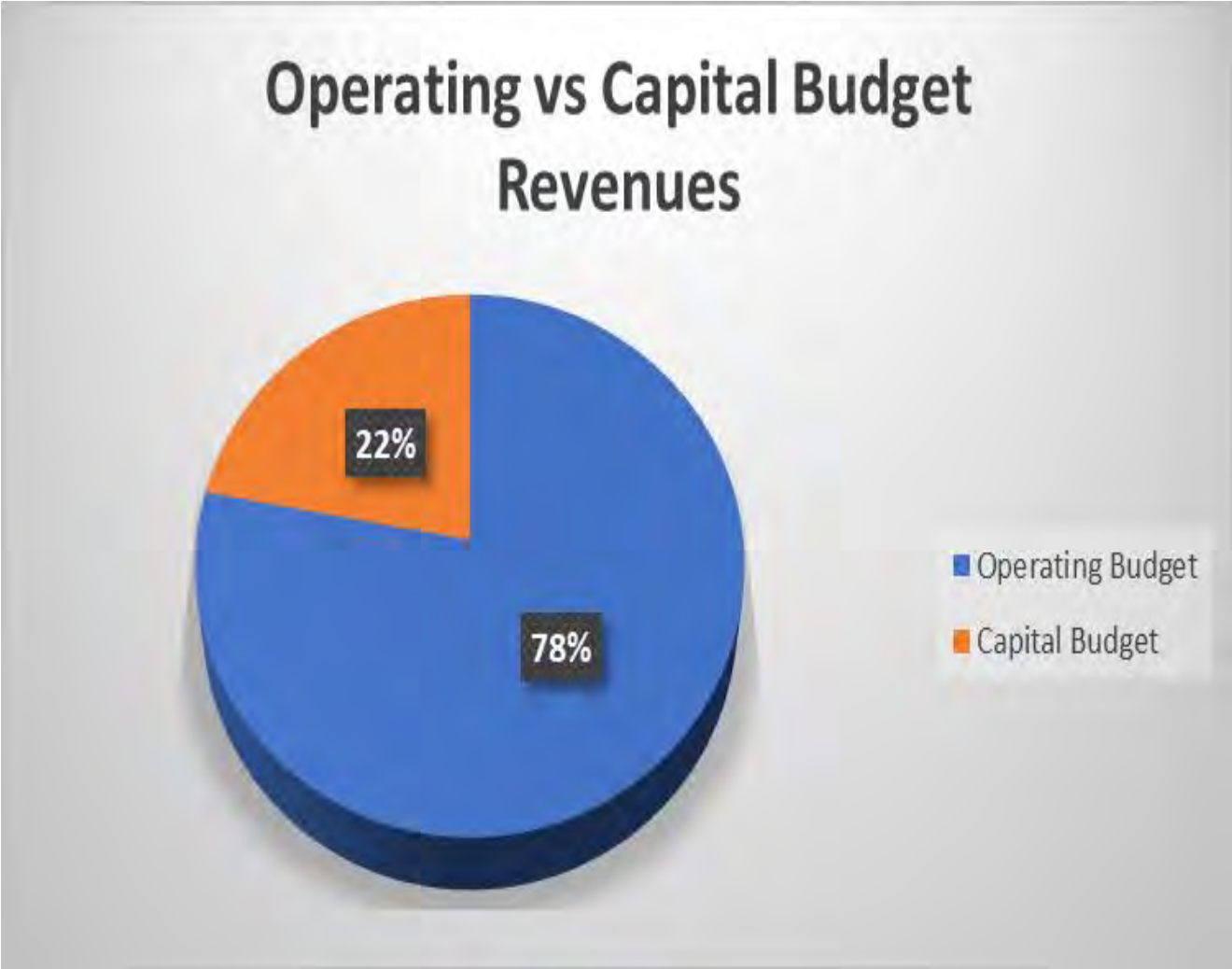
Account Description	Approved Budget FY2020	Proposed Budget FY 2021	Variance "% "	% of Revenue
Passenger Fares Revenue	2,496,522	-	-100%	0.00%
CDBG Grants	100,000	-	-100%	0.00%
SCDOT: OPT Rural 5339	180,000	-	-100%	0.00%
Insurance Claim	10,000	-	-100%	0.00%
Management Fee Revenue	10,400	-	-100%	0.00%
Gain (Loss) Sale/ Disposal of Asset	500	600	20%	0.00%
RTAP Revenue	3,700	3,000	-19%	0.01%
Rental Income	9,620	9,720	1%	0.03%
Miscellaneous Income	30,000	30,000	0%	0.09%
Hospitality Tax	21,000	44,167	110%	0.13%
Fuel Tax Refunds	50,000	55,000	10%	0.16%
SCDOT-OPT Planning	-	54,519	0%	0.16%
Advertising Revenue	15,000	111,850	646%	0.33%
Interest Income	180,000	189,000	5%	0.56%
Contractual Service Revenue	275,000	297,622	8%	0.87%
Local Revenue: County of Lexington	351,391	267,520	-24%	0.79%
OPT Rural Program 5311 Revenue / CARES	146,536	359,716	145%	1.06%
Urban and Rural State Mass Transit Funds	567,919	565,917	0%	1.66%
Federal Revenue	7,026,466	16,031,003	128%	47.12%
1% Sales Taxes Revenue Earned	18,855,298	16,000,000	-15%	47.03%
TOTAL REVENUES	30,329,352	34,019,634	12%	100%

Funding for The COMET's operation and capital cost are generated from several funding sources. The COMET's main sources are: Federal Transit Administration (FTA) grants at a cumulative total of

\$16,031,003 (47.12%), Richland County Penny tax revenue at an estimated \$16,000,000 (47.03%) and miscellaneous revenues (Lexington County, State, advertising, CDBG, rental, etc.) are combined total \$1,988,631 (5.85%) of the total proposed budgeted revenue anticipated to be received in FY 2020-2021. Due to CARES Act funding, The COMET will institute a fare free pilot in FY 2020-2021. As a result of this change, no monies were budgeted for passenger fares revenue line item or related expenses.

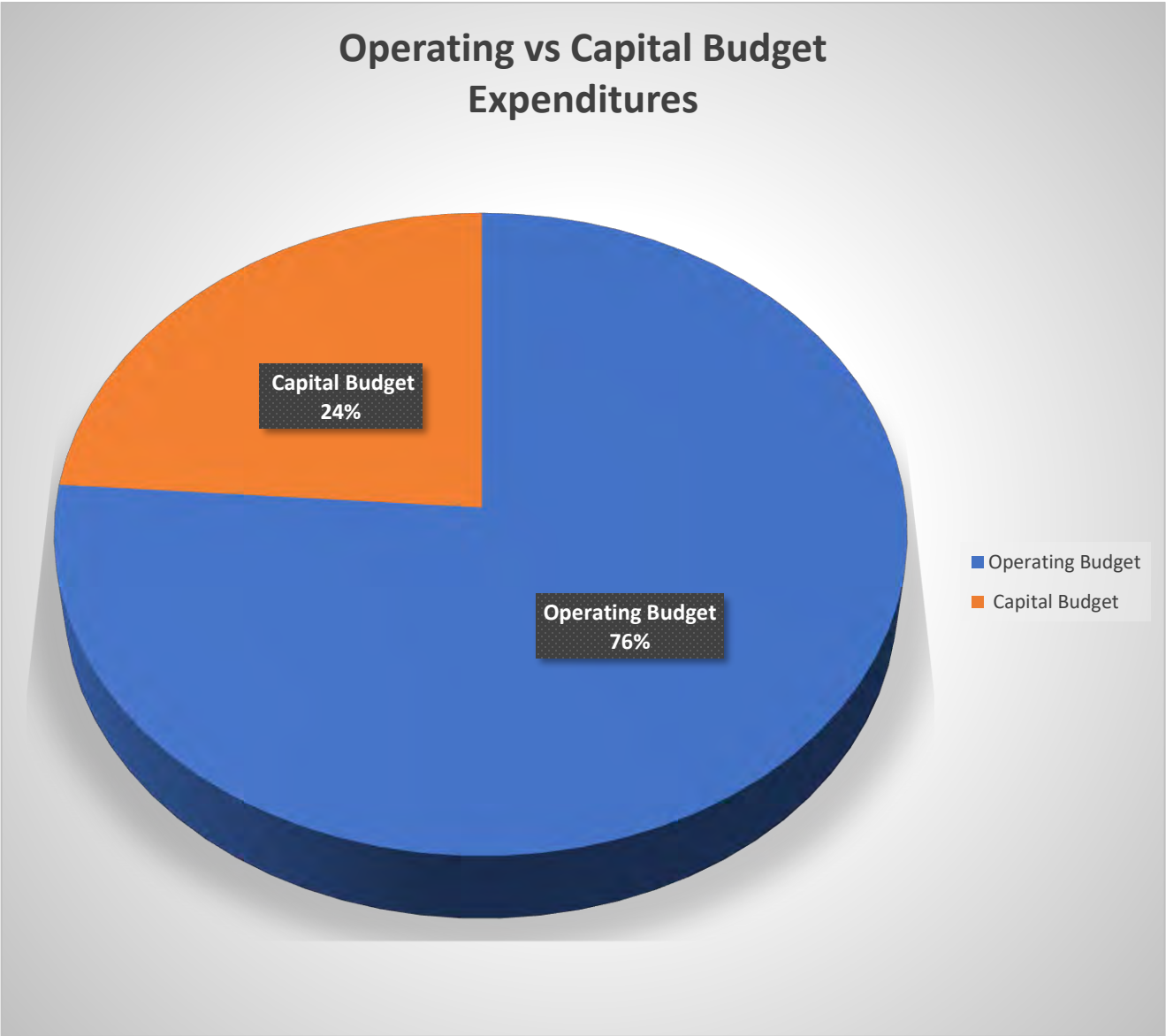
FY 2021 Projected Operating & Capital Revenues: ~\$34.02M

The COMET’s total revenues operating budget represents 78% of total budget for fiscal year 2021 and the capital budget represents 22%.



FY 2021 Projected Operating & Capital Expenditures: ~\$33.13M

The COMET's total expenditures operating budget represents 78% of total budget for fiscal year 2021 and the capital budget represents 22%.



Account Description	Approved Budget FY2020	Proposed Budget FY 2021	Variance "\$"	Variance "%"	Operating Budget	Capital Budget
Revenue						
Passenger Fares Revenue	2,496,522	-	(2,496,522)	-100%	-	-
Advertising Revenue	15,000	111,850	96,850	646%	111,850	-
Contractual Service Revenue	275,000	297,622	66,622	8%	297,622	-
Local Revenue: County of Lexington	351,391	267,520	(83,871)	-24%	267,520	-
Interest Income	180,000	189,000	9,000	5%	189,000	-
1% Sales Taxes Revenue Earned	18,855,298	16,000,000	(2,855,298)	-15%	14,000,000	2,000,000
RTAP Revenue	3,700	3,000	(700)	-19%	3,000	-
Fuel Tax Refunds	50,000	55,000	5,000	10%	55,000	-
Urban and Rural State Mass Transit Funds	567,919	565,917	(2,002)	0%	565,917	-
OPT Rural Program 5311 Revenue / CARES Funding	359,716	359,716	-	0%	359,716	-
Hospitality Tax	21,000	44,167	23,167	110%	44,167	-
CDBG Grants	100,000	-	(100,000)	-100%	-	-
Rental Income	9,620	9,720	100	1%	9,720	-
Federal Revenue: Planning	144,000	144,000	-	0%	144,000	-
Federal Revenue: SCDOT-OPT Planning	5,000	54,519	49,519	990%	54,519	-
Federal Revenue: Human Trafficking Awareness & Public Safety Initiative Grant	-	151,776	151,776	#DIV/0!	151,776	-
Federal Revenue: Health Care Access	-	249,912	249,912	#DIV/0!	249,912	-
Federal Revenue: Non-Preventative Maintenance	891,191	732,912	(158,279)	-18%	-	732,912
Federal Revenue: Preventative Maintenance	800,000	324,220	(475,780)	-59%	324,220	-
Federal Revenue: Capital Expense	274,016	-	(274,016)	-100%	-	-
Federal Revenue: Salaried Positions	57,200	-	(57,200)	-100%	-	-
Federal Revenue: ADP Software	80,000	250,000	170,000	213%	-	250,000
Federal Revenue: ADP Hardware	80,000	880,000	800,000	1000%	-	880,000

Account Description	Approved Budget FY2020	Proposed Budget FY 2021	Variance "\$"	Variance "%"	Operating Budget	Capital Budget
Revenue cont'd						
Federal Revenue: Operations Assistance	1,500,000	1,500,000	-	0%	1,500,000	-
Federal Revenue: ADA Paratransit	455,572	550,000	94,428	21%	550,000	-
Federal Revenue: CARES Act - FTA 5307 Operations	6,597,251	7,168,923	571,672	9%	7,168,923	-
Federal Revenue: Older American Act	-	50,000	50,000	#DIV/0!	50,000	-
Federal Revenue: Training	27,265	25,000	(2,265)	-8%	25,000	-
Federal Revenue: Mobility 5310	8,854	79,600	70,746	799%	79,600	-
Federal Revenue: 3rd Party Contractual	16,000	15,000	(1,000)	-6%	15,000	-
Federal Revenue: APC	319,230	399,037	79,807	25%	-	399,037
Federal Revenue: Safety & Security	130,557	130,557	(5,000)	-4%	130,557	-
Federal Revenue: Vanpool	120,000	120,000	-	0%	120,000	-
Federal Revenue: Bike Program	256,000	202,500	(76,000)	-30%	-	202,500
Federal Revenue: Shelter E&D, ACQ & Install	1,866,581	3,057,566	1,190,985	64%	-	3,057,566
SCDOT: OPT Rural 5339	180,000	-	(180,000)	-100%	-	-
Gain (Loss) Sale/Disposal of Asset	500	600	100	20%	600	-
Insurance Claim	10,000	-	(10,000)	-100%	-	-
Management Fee Revenue	10,400	-	(10,400)	-100%	-	-
Miscellaneous Income	30,000	30,000	-	0%	30,000	-
TOTAL REVENUES	37,144,783	34,019,634	(3,125,149)	-8%	26,497,619	7,522,015

Account Description	Approved Budget FY2020	Proposed Budget FY 2021	Variance "\$"	Variance "%"	Operating Budget	Capital Budget
Expenses						
Salaries	807,954	1,188,412	380,458	47%	1,188,412	-
SC Retirement: Employer Portion	125,095	185,772	60,677	49%	185,772	-
FICA & Medicare	61,502	90,914	29,412	48%	90,914	-
Health Insurance Employer Portion	47,000	106,061	59,061	126%	106,061	-
SC Unemployment Insurance	24,119	65,363	41,244	171%	65,363	-
Workers Compensation	16,459	19,067	2,608	16%	19,067	-
Membership Fees, Dues & Subscriptions	20,000	20,270	270	1%	20,270	-
Tuition Reimbursement	12,000	10,500	(1,500)	-13%	10,500	-
Marketing/Advertising/Promotion	300,000	331,521	31,521	11%	331,521	-
Facility Repairs & Maintenance Expense (PM)	1,000,000	445,000	(555,000)	-56%	445,000	-
Office Expense	15,000	18,000	3,000	20%	18,000	-
Charitable Donations (passes)	30,400	-	(30,400)	-100%	-	-
Postage & Shipping	8,725	10,000	1,275	15%	10,000	-
Printing	140,000	150,000	10,000	7%	150,000	-
Board/Committee Expense	10,000	10,000	-	0%	10,000	-
Transit Academy	3,000	3,000	-	0%	3,000	-
Contractor: Fixed Route	10,473,375	10,790,969	317,594	3%	10,790,969	-
Contractor: DART	2,816,697	2,578,852	(237,845)	-8%	2,578,852	-
Contractor: Special Enhancements	270,000	454,912	184,912	68%	454,912	-
Contractor: Preventative Maintenance	-	405,275	405,275	0%	405,275	-
5311: Rural Expenses	-	506,252	213,180	73%	506,252	-

Account Description	Approved Budget FY2020	Proposed Budget FY 2021	Variance "\$"	Variance "%"	Operating Budget	Capital Budget
Expenses cont'd						
Vehicle Fuel: Propane	900,000	900,000	-	0%	900,000	-
Vehicle Fuel: Diesel/Unleaded	1,015,000	449,083	(565,917)	-56%	449,083	-
Vehicle Fuel: Hydrogen	-	202,500	202,500	0%	202,500	-
RTAP Expense	3,700	3,000	(700)	-19%	3,000	-
OPT: SMTF (Urban+Rural) Expenses	519,078	565,917	46,839	9%	565,917	-
SCDOT: OPT Rural 5339 Exp	290,595	-	(290,595)	-100%	-	-
Insurance - Vehicle	95,000	626	(94,374)	-99%	626	-
Insurance - Facility	25,000	29,500	4,500	18%	29,500	-
Insurance - Tort	25,000	35,000	10,000	40%	35,000	-
Insurance - Officers & Directors	6,500	15,000	8,500	131%	15,000	-
Professional Services	963,260	1,250,787	287,527	30%	1,250,787	-
Fare Collection Related Costs	25,000	-	(25,000)	-100%	-	-
Tickets	30,000	-	(30,000)	-100%	-	-
Natural Gas	9,600	16,800	7,200	75%	16,800	-
Electricity	122,228	132,000	9,772	8%	132,000	-
Water & Sewer	40,000	30,000	(10,000)	-25%	30,000	-
Telecommunications	90,000	107,500	17,500	19%	107,500	-
Misc. Administrative Expenses	34,000	35,000	1,000	3%	35,000	-
Bank Services Fees	31,000	34,100	3,100	10%	34,100	-
Payroll Processing Fees	3,500	5,000	1,500	43%	5,000	-
Leases/Rentals	33,000	35,000	2,000	6%	35,000	-

Fixed Furniture & Equipment <\$5000	7,100	10,000	2,900	41%	10,000	-
	Approved Budget FY2020	Proposed Budget FY 2021	Variance "\$"	Variance "%"	Operating Budget	Capital Budget
Expenses cont'd						
Federal Expense: Shelter E&D, ACQ & Install	1,801,160	3,821,958	2,020,798	112%	-	3,821,958
Federal Expense: Capital Expense	328,801	-	(328,801)	-100%	-	-
Federal Expense: Capital Non- Preventative Maintenance	1,573,377	916,140	(657,237)	-42%	-	916,140
Federal Expense: 3rd party Contractual (Website)	25,000	18,750	(6,250)	-25%	18,750	-
Federal Expense: APC	500,000	498,796	(1,204)	0%	-	498,796
Federal Expense: Safety/Security	609,695	980,830	371,135	61%	-	980,830
Federal Expense: ADP Software ACQ/Maintenance	200,000	312,500	112,500	56%	-	312,500
Federal Expense: ADP H/W ACQ/Maintenance	180,000	1,174,000	994,000	552%	-	1,174,000
Federal Expense: Vanpool Operations	120,000	120,000	-	0%	120,000	-
Federal Expense: Bike Program	250,000	200,000	(50,000)	-20%	-	200,000
Federal Expense: ADA Paratransit	569,465	687,500	118,035	21%	687,500	-
Federal Expense: Training & Development (Staff)	70,000	31,250	(38,750)	-55%	31,250	-
Federal Expense: Transit Operations	3,000,000	3,000,000	-	0%	3,000,000	-
Federal Expense: 5310 Mobility Management	86,762	122,000	35,238	41%	122,000	-
TOTAL EXPENSES	29,764,147	33,130,677	3,073,458	11%	25,226,453	7,904,224
Net Income (Loss) Before Reserve Requirements	7,380,636	888,957	(6,198,607)		1,271,166	(382,209)
Less Deposits to Reserve Fund Accounts:						
Operating Reserve – OPTUS	-	444,478	*	*Per policy, when budget results in a surplus, balance will be deposited into reserve accounts.		
Capital Reserve – OPTUS	-	-				
Emergency Reserve 1 – LGIP	1,500,000	444,478	*			
Emergency Reserve 2 – LGIP	1,500,000	-				
TOTAL RESERVE	3,000,000	888,957				
Net Income	\$4,380,636	\$ -				

Budget Line Items Description

Account Description	Description
Passenger Fares Revenue	Use CARES Act funding to cover fares for a one-year pilot.
Advertising Revenue	Minimum guarantee advertising Revenue from contractor for bus shelters, bus benches, and on buses with contracts with Gateway Advertising (\$110,000) and Creative Outdoor Advertising (\$1,850) January 2, 2021.
Contractual Service Revenue	UofSC (Route 28 & Gamecock Express), Newberry County, Nephron (1/2 year), Richland School Districts 1, 2, MTC, Lexington-Richland 5, McEntire, Prisma Health, Snack Time, Allen University, Columbia College & future programs.
Local Revenue: County of Lexington	Revenue for transit services in Lexington County (West Columbia, Cayce, Springdale, Lexington Medical Center, Lexington County) + additional \$11,000 from West Columbia Soda Cap Connector and Route 92X from Lexington County.
Interest Income	Income derived from deposits in Local Government Investment Pool & OPTUS Bank.
1% Sales Taxes Revenue Earned	Estimated revenues from Richland County per Transportation Ordinance of 2013. Due to COVID-19 and declining sales, staff is projecting a lesser amount (Richland County projects 1% increase in Transportation Tax)
RTAP Revenue	Reimbursement from SCDOT Office of Public Transit for trainings.
Fuel Tax Refunds	Refunds on excise taxes paid on fuel purchases, as well as alternative fuel tax credit from use of Propane and Bio Diesel from IRS. (Credit For Federal Tax Paid On Fuels)
Urban and Rural State Mass Transit Funds (SMTF)	SCDOT Estimates for Urban and Rural SMTF.
OPT Rural Program 5311 Revenue / CARES	SCDOT Estimates for FTA 5311 funding. SCDOT Phase II Estimates (assumes Phase 1 is used in FY 19-20 @ \$213,180) No match required.
Hospitality Tax	Richland County (\$4,167), Cayce (\$40,000). Applied for Forest Acres and Columbia.
CDBG Grants	Applied for Lexington County (for free bus passes only).
Rental Income	Megabus @ \$750/month; Richland County Library @ \$60/month. Megabus may increase with hiring of ambassador (\$20,800 @ \$400 per week reimbursed by Megabus)
Federal Revenue: Planning	FY2018 FTA 5307 - Planning Department activities (\$16,421), salaries (\$112,579), Remix (\$15,000).
Federal Revenue: SCDOT-OPT Planning	FTA 5304 for Safety Plan Development (no match). <i>PT-20M404-46</i>
Federal Revenue: Human Trafficking Awareness & Public Safety Initiative Grant	Funding to develop pamphlets, posters and other materials about rider safety and human trafficking awareness to be displayed in the transit system and to conduct public safety awareness events to educate the community about human trafficking and crime on buses. Funds are available for the year of allocation plus 2 years. Funds allocated must be obligated in a grant by September 30, 2022. (No match).

Account Description	Description
Federal Revenue: Health Care Access	FTA 5310 - Increase access to coordinated healthcare services in Columbia, helping clients schedule and book trips, plan ahead for picking-up prescriptions, follow-up appointments, and other vital appointments via computer, phone call or app (80/20 as ICAM). Funds allocated must be obligated in a grant by September 30, 2021.
Federal Revenue: Non-Preventative Maintenance	FTA 5307 funds allocated to the Columbia Urbanized Area for capital needs, such as capital purchases and associated transit enhancements etc. FY2017 FTA 5307 - \$466,140 Parking Lot @ Bus Yard; FY2018 5307 - \$450,000 HVAC Replacement.
Federal Revenue: Preventative Maintenance	FY2018 FTA 5307 funds to Include reimbursement for expenses such as incidental repairs and maintenance of assets that do not add to the value or appreciably prolong its life; waste collection; maintenance on office equip, monthly fees for software/hardware cost, bus stop maintenance, vehicle maintenance with contractor, pass-through facility and vehicle maintenance costs.
Federal Revenue: Capital Expense	No vehicle purchases anticipated in FY2021.
Federal Revenue: ADP Software	SC-2019-008 - FTA 5307 grant revenue for purchase of computer software (80/20). Trapeze (\$210,071)
Federal Revenue: ADP Hardware	SC-2019-008 - FTA 5307 grant revenue for purchase of computer hardware, Servers and tablets (80/20). Strategic Mapping (\$60,465). ITS is \$1,068,175.
Federal Revenue: Operations Assistance	FY2018 - FTA 5307 grant revenue for transit operations in Richland and Lexington Counties (50/50).
Federal Revenue: ADA Paratransit	FY2019 - FTA 5307 grant revenue for DART ADA paratransit (80/20).
Federal Revenue: CARES Act - FTA 5307 Operations	FY2020 - FTA CARES Act funding. Assumes \$2,294,362 will go to Kershaw County and CMCOG or 2.7% of the UZA. \$15,295,748 allocated to Columbia UZA. \$13,766,173.20 would come to The COMET.
Federal Revenue: Older American Act	Funds allocated from CMCOG for free fares for seniors age 60 years old or older on The COMET. Requires a change in fare policy.
Federal Revenue: Training	SC-2019-008 - FTA 5307 grant Revenue for staff training/conferences attendance (80/20).
Federal Revenue: Mobility 5310	FTA 5310 - Includes Mobility Management Specialist (\$28,000 @ 80/20), Taxi/Volunteer Program (\$30,000 @ 50/50), Marketing Materials (\$21,600 @ 80/20).
Federal Revenue: 3rd Party Contractual	SC-2019-008; Website design/maintenance with NIC South Carolina - FTA 5307 grant Revenue website redesign/updates (80/20).
Federal Revenue: APC	FTA 5307 grant Revenue for APC counters (80/20). APC is \$381,263.
Federal Revenue: Safety & Security	FY2017 5307 - \$45,557 in operating funds for officers (50/50); SC-2018-008 - \$30,000 capital funds (80/20). FTA 5307 grant Revenue for funding of security (private and police) at transit center, cameras & surveillance equipment & installation, etc. (80/20 or 50/50) based on 1% required security. FY 2019 - \$55,000 in operating funds for officers (50/50).
Account Description	Description

Federal Revenue: Vanpool	FY2017 5307 FTA 5307 JARC grant Revenue reimbursement (use vehicles as match).
Federal Revenue: Bike Program	FY2017 5307 - FTA 5307 grant Revenue for construction of 8 BlueBike stations in Columbia and operational service to Blue Bike Contractor, Bewegen. (90/10) - no bicycles.
Federal Revenue: Shelter Engineer & Design, ACQ & Install	SC 2019-027 (\$175,000) + FY 2018 FTA 5339 - Engineering & Design only (\$790,720); CMCOG X257 & X274 - shelters (\$1,500,000). Add FY 2019 (\$731,237) & FY 2020 (\$625,000) 5339 Apportionments
Gain (Loss) Sale/Disposal of Asset	Sale of assets not needed by The COMET.
Insurance Claim	No insurance claims anticipated.
Miscellaneous Income	Sale of assets, generation of additional income to support The COMET operations.
Expenses	
Salaries	Salaries and benefits for FTE; see attached listing for breakdown.
SC Retirement: Employer Portion	
FICA & Medicare	
Health Insurance Employer Portion	
SC Unemployment Insurance	
Workers Compensation	
Membership Fees, Dues & Subscriptions	Subscriptions and membership dues for civic, service, professional, trade organizations - See attachment "A" for details.
Tuition Reimbursement	Expense to reimburse employee for expenses up \$3,500 per year per employee (3).
Marketing/Advertising/Promotion	This account covers all advertising, marketing and promotion fees paid in the course of marketing, advertising and promotion of events and services, etc. It includes all printing relating to promotional material and website maintenance, design, content (not capitalized) It includes merchandising and uniforms provided by the organization for any specific event/promotion/campaign etc. (includes Flock & Rally consulting). Community Leaders Program included (\$3,500). 1% of overall operating budget plus targeted marketing in West Columbia, Cayce (\$40,000), Forest Acres, Richland County due to use of H-Tax and Human Trafficking Grant (\$75,888). 1% of the operating budget is charged to marketing consistent with industry standards.
Facility Repairs & Maintenance Expense (PM)	Pest control (Palmetto Exterminators), janitorial, landscape at OM Facility & COMET Central and other facility related repairs/maintenance. Also includes expenses such as incidental repairs and maintenance of assets that do not add to the value or appreciably prolong its life; waste collection; maintenance on office equip, monthly fees for software/hardware cost, bus stop maintenance, vehicle maintenance with Transdev, pass-through facility and vehicle maintenance costs.

Account Description	Description
Office Expense	Paper, ink and other office materials.
Charitable Donations (passes)	No fares for one year.
Postage & Shipping	Freight, postage, stamps and courier costs incurred.
Printing	Route maps, schedules, rack cards, DART manuals and other printed related materials.
Board/Committee Expense	Workshop, board members expenses - see attachment "A" for details.
Transit Academy	Expenses related to The COMET Transit Academy (meals, supplies), once a year.
Contractor: Fixed Route	The COMET Fixed Route and Soda Cap Connector operations based on 175,000 annual service hours @ \$54.12 per vehicle hour and \$365,515.45 per month fixed cost.
Contractor: DART	DART and ReFlex operations based on 50,000 annual service hours @ \$44.63 per Revenue hour and \$128,415.14 per month fixed cost; 35,000 for regular DART paratransit hours and 15,000 hours for Routes 31, 46, 47, 62, & 97.
Contractor: Special Enhancements	Uber (\$75,000), Lyft (\$75,000), Microtransit (\$50,000), BikeShare (\$5,000), Health Care Shuttle (\$249,912).
5311: Rural Expenses	Combined with DART operations for Routes 46, 47, 62 and 97, as well The COMET Route 44X and 92X. CARES Act funding requires no match, 5311 requires 50% match.
Vehicle Fuel: Propane	Fuel used in 40 propane fixed route and paratransit vehicles based on average \$2.17/gallon; Total gallons consumed thru 03 2020 ~296,000.
Vehicle Fuel: Diesel/Unleaded	Includes diesel and regular unleaded fuel: 40 diesel buses, 2 trolleys; 3 unleaded gas for The COMET staff cars, 7 unleaded gas for The COMET relief vehicles, 2 DART minivans, 3 shop vehicles used by Contractor and 2 DART cutaways based on average of \$2.42 per gallon. Total gallons consumed thru 03 2020 ~ 330,000.
Vehicle Fuel: Hydrogen	Fuel for 2 hydrogen buses @ \$15 per kg, assumes 30 kg per day times 250 days times 2 buses.
RTAP Expense	Rural training expense reimbursed by SCDOT.
OPT: SMTF (Urban+Rural) Expenses	Fuel expenses for The COMET and ReFlex vehicles.
SCDOT: OPT Rural 5339 Exp	No expense.
Insurance – Vehicle	Current fleet comprehensive & collision coverage for 3 administrative vehicles with 18% increase.
Insurance – Facility	Property Insurance (Lucius Rd, Transit Center, Bus Wash, Fuel Island, Boom Lift).
Insurance – Tort	Insurance coverage for injury or related.
Insurance - Officers & Directors	Professional indemnity insurance for Directors and Officers.
Professional Services	See Attachment "A" for breakdown
Fare Collection Related Costs	Implementing fare free. No fare collections.
Tickets	Implementing fare free. No fare collections.

Account Description	Description
Natural Gas	Utility for Admin Bldg. and COMET Central.
Electricity	Utility for Admin Bldg. and COMET Central.
Water & Sewer	Utility for Admin Bldg. and COMET Central.
Telecommunications	Wi-fi on buses, Administration & Transit Center, The COMET issued cellphones & iPads - See attachment "A" for details.
Misc. Administrative Expenses	Expenses related to storm water fees, employee morale events (food, gifts, incentives), community projects (supplies & food) and vehicle registration fees.
Bank Services Fees	Fees associated with Wells Fargo and OPTUS Bank.
Payroll Processing Fees	Payroll fees expense with payroll services (currently Palmetto Payroll).
Leases/Rentals	Acquisitions of capital assets through lease/rental purchase agreements: postage machine, copier, exercise equipment and bus leases.
Fixed Furniture & Equipment <\$5000	The amount of \$5,000 is arbitrary and reliant on The COMET's asset policy This account shows all assets purchased by The COMET that have an individual value of less than \$5,000.
Federal Expense: Shelter E&D, ACQ & Install	FTA grant eligible expenses related to purchase and install of new shelters and amenities.
Federal Expense: Capital Expense	No vehicles to replace.
Federal Expense: Capital Non-Preventative Maintenance	FTA 5307 funds allocated to the Columbia Urbanized Area for capital needs, such as capital purchases and associated transit enhancements etc. FY2017 FTA 5307 - \$466,140 Parking Lot @ Bus Yard; FY2018 5307 - \$450,000 HVAC Replacement.
Federal Expense: 3rd party Contractual (Website)	FTA grant SC-2019-008 - eligible expenses related to redesign/update of website.
Federal Expense: APC	FTA grant eligible expenses related to purchase of automatic passenger counter for buses. APC is \$381,263.
Federal Expense: Safety/Security	See attachment "A" for details.
Federal Expense: ADP Software ACQ/Maintenance	FTA grant eligible expenses for purchase of computer software & maintenance. Trapeze ((\$210,071), Remix Planning (\$15,000)
Federal Expense: ADP Hardware ACQ/Maintenance	FTA grant eligible expenses for purchase of computer hardware. Strategic Mapping (\$60,465) and ITS is \$1,068,175.
Federal Expense: Vanpool Operations	FTA grant eligible expenses related to Vanpool: 20 vans @ \$500.00 per month for 12 months.
Federal Expense: Bike Program	FTA grant eligible expenses for purchase of 8 bike stations.
Federal Expense: ADA Paratransit	FTA grant expense for DART ADA paratransit.
Federal Expense: Travel, Training & Development (Staff)	FTA grant eligible expenses related to employee training not reimbursed under tuition reimbursement.
Federal Expense: Transit Operations	FTA grant eligible expense for transit operations in Richland and Lexington Counties.
Federal Expense: 5310 Mobility Management	FTA grant eligible expense for Mobility Manager, voucher program, mobility guides & brochures.

Select Expense Breakdown

Attachment "A"

General Ledger Line Item	Expected Amounts
Membership, Dues, Subscriptions - 4201	
APTA	1,084
GFOA	570
CTAA (Community Transportation Association of America)	300
CTE (Center for Transportation & the Environment)	3,000
ACT, SHRM, Sam's Club, Costco, Chamber, COMTO, Procurement, Vista, Five Points, North Columbia, River District, Earlewood Neighborhood, Youth in Transportation, other organizations that benefit The COMET	15,316
Total	\$ 20,270
Board Member Expenses - 4210	
Board Member training & monthly luncheon for board meetings	
Total	\$ 10,000
Professional Contract Services - 4361	
Legal (Currently Burr Forman McNair) \$4,000 per month, plus special projects	63,000
Extra Attorneys (Currently Robinson Gray, Riley-Pope-Laney Attorneys)	75,000
AC Transit Hydrogen Training	10,000
Engineering and Design	350,000
Central Midlands Council of Governments Planning Projects	100,000
Public Relations (Chernoff) \$225.00 per hour	85,000
CTE Hydrogen Project Management	25,000
Financial Audit	21,250
EPC Hydrogen Station Development	25,000
IT Manager (Currently iT1 Solutions)	66,000
Lobbyist for State	60,000
ADA Eligibility	48,660
Mobility Management Program (Able-SC) includes Mobility Management Specialist	73,358
Community Outreach Consultant	60,000
Safety Plan Consultant - RLS & Associates	54,519
Triennial Review Consultant Support	50,000
TransLoc Microtransit App Support	25,000
Other contractors for special projects	50,000
Total	\$ 1,238,649

Telecommunications - 4383	
VZW: 1 Cellphone & 10 iPads w/ data plan	8,000
AT&T: cell phones (7 employees); wi-fi (Administration, Transit Center, Buses)	84,000
Direct TV	600
Spirit Communications: Admin Internet Provider	14,400
Miscellaneous	500
Total	\$ 107,500
Security - 4509	
Columbia Police Department – 6 a.m. to 10 p.m., 363 days times \$35.00 per hour (16 hours a day + 12 hours a day)	355,740
City Center Partnership- Yellow Shirt Ambassador	25,000
Contracted Security for Facility - 9 p.m. to 5 a.m. times \$30.00 per hour (8 hours a day) 365 days a year and COMET Central - 4:30 a.m. to 11:30 p.m. times \$30.00 per hour (19 hours a day) 363 days a year.	294,510
Homeless Outreach	30,000
Richland County Sheriff – 6 a.m. to 6 p.m., 363 days times \$45.00 per hour (12 hours a day)	196,020
Cayce Police Department – 9 a.m. to 6 p.m., 104 days \$42.50 per hours (3 hours a day, four days a week)	79,560
Total	\$ 980,830
Transit Operations Contractor (combined)	
Fixed Route Fixed - Monthly	4,279,449
Fixed Route Variable (175,000)	9,471,075
DART Fixed - Monthly	1,523,065
DART Variable (35,000 ADA & 15,000 Flex Route)	2,231,623
Contingency for incentives, etc.	463,636
Total	\$17,968,848

Notes to Budget Line Items

These notes represent variances of +/- \$5,000 (10%) or more (less) on budget line items on preceding pages.

Operating & Capital Revenue: Capital revenue sources continue to be quite diverse and reflect The COMET's ability to be successful in seeking grant funding as well as entering into partnerships with numerous local partners. Sections 5337 and 5339 were created when MAP-21, the previous transit funding legislation, was passed and signed by President Obama, and both programs are expected to be available until 2021 under the FAST Act. Section 5337 formula funds are budgeted to receive an increase of 1.7 percent annually. The FAST Act provides for a 2 percent increase in Section 5339 formula funds. The funding formula 5339 funds are based off of National Transit Database (NTD) metrics, including bus revenue vehicle miles, bus passenger miles, service area population and service area population density, among other metrics. Overall budgeted operating revenues decreased by (-8%). This is inclusive of the CARES Act funding spread between current fiscal year and upcoming fiscal year. Other factors include:

- *Decreased Budgeted items:*
 - Passenger revenue: decreased 100%. The COMET will remain fare free to help stimulate the economy and make use of CARES Act funds.
 - Local Revenue: County of Lexington: 24% decrease; due to service reduction to the area and removal of contribution from Amazon (a major employer in Lexington County)
 - 1% Sales Taxes Revenue Earned: 15% decrease; to do COVID19 pandemic, sales are projected to decrease in much of calendar year 2020, therefor influencing the amount receive from sales tax revenue received from Richland County Penny Program.
 - CDBG Grants (free bus passes): 100% decrease; The COMET will be fare free in FY2021 therefor eliminating the need for this grant.
 - Federal Revenue - Non-Preventative Maintenance: 18% decrease; the amount represents the finds to be allocated by FTA for reimbursement on capital expenditures.
 - Federal Revenue: Preventative Maintenance: 59% decrease; The COMET shifted some responsibility for this line resulting under expenses to create a better management of budget.
 - Federal Revenue - Capital Expense: 100% decrease; this line items was to recognize FTA reimbursed funds for purchase of any capital expenditures related to buses. No eligible vehicle replacement or purchases anticipated for FY2021.
 - Federal Revenue - Salaried Positions: 100% decrease; this position has been transitioned to ABLE SC.
 - Federal Revenue - Bike Program: 21% decrease; number of stations to be constructed in FY 2021 down from FY2020.
 - SCDOT - OPT Rural 5339: 100% decrease; this funding in not applicable in FY2021.
 - Insurance Claim: 100% decrease. No anticipated revenue. Majority of insurance responsibility has been shifted to contract operator.
 - Management Fee Revenue: 100% decrease. This was a reimbursed revenue. Not applicable in FY2021.



- *Anticipated Increase Budgeted Items*
 - Advertising revenue: increase 646%; new advertising contractor to aggressively seek external advertising on COMET vehicles, shelters and benches.
 - Fuel Tax Refunds revenue: increase 10%. Regional Transportation Authorities can apply for refund tax on motor fuel user fees. Refund is based on diesel/biodiesel gallons purchased.
 - Hospitality Tax revenue: increased by 110%. The hospitality tax is a uniform tax of 2% on the gross proceeds derived from the sales of prepared meals, food, and beverages sold in or by establishments, or those licensed for on-premises consumption of alcoholic beverages, beer, or wine. The COMET seeks funding from Richland County, Cayce, West Columbia, and are applying to Forest Acres and City of Columbia.
 - SCDOT OPT Planning revenue: increased by 990%. Funding is given to agencies to develop transportation plans and programs, plan, design and evaluate a public transportation project, and conduct technical studies related to public transportation.
 - Federal Revenue: ADP Software: increased by 213%; Under new contract operator The COMET will assume all cost to upgrade current software. Trapeze being one of the larger contributors to cost.
 - Federal Revenue: ADP Hardware: increased by 1000%; Under new contract operator The COMET will assume all cost to upgrade current electronic and computer hardware. Paratransit revenue vehicles will be upfitted with new tablets, a new ITS system to be integrated and Strategic Mapping.
 - Federal Revenue: ADA Paratransit: increased by 21%; FY2019 - FTA 5307 grant revenue for DART ADA paratransit (80/20).
 - Federal Revenue: Mobility 5310: increased by 799%; The COMET sets to improve mobility for seniors and individuals with disabilities and expand transportation mobility options. <https://www.transit.dot.gov/funding/grants/enhanced-mobility-seniors-people-disabilities-fact-sheet-section-5310>
 - Federal Revenue: Automatic Passenger Counter: increased by 25%; The COMET will purchase a new Automated Passenger Counter with an anticipated 80/20 reimbursement match from FTA.
 - Federal Revenue: Shelter Engineer & Design, Acquisition & Install: increased by 64%; The COMET expects to build more shelters in the upcoming fiscal year.

Operating and Capital Expenses: some major capital projects include an upgrade to the phone system, HVAC/Plumbing renovations, an upgrade to the existing intelligent transportation system, and a flooring and parts room renovation that will modernize the maintenance parts room. The COMET also assumes associated capital expenditures will increase over the next few years due to the expected rise in the cost of associated capital parts (engines, transmissions, alternators, etc.) Another significant budget assumption is that The COMET will spend more funds on passenger shelters and amenities. Going forward, The COMET budgeted increases for associated capital expenditures each year in line with CPI index.

- *Anticipated Increase Budgeted Items*
 - Salaries & Benefits: an overall average increase of 88%. The increase is due to an anticipated growth in staff to add up to 7 full time positions; one part time position.

- Contractor - Special Enhancements: increased by 68%; increase attributed to rate change cost per contract with Uber, Lyft, Microtransit, Bikeshare, and Health Care Shuttle.
 - 5311 - Rural Expenses: increased by 73%; this is a new line item from FY2021.
 - Insurance (property): overall average increased by 22%; State Fiscal Accountability Authority rates increased by 18%, also include more coverage for new shelters.
 - Professional Services: increased by 30%; see breakdown under attachment "A".
 - Utilities: increased by 75%; to reflect rate increase with Dominion Energy
 - Telecommunications: increased by 19%; new tablets for DART paratransit vehicles and data plans.
 - Federal Expense - Shelter Engineer & Design, Acquisition & Install: increased by 112%
 - Federal Expense - Safety/Security: increased by 61%
 - Federal Expense - ADP Software Acquisition & Maintenance: increased by 56%. Software and hardware costs are traditionally drivers of budget increases. Computer software costs will continue to increase each year. Many software licenses make up this line item, including annual license fees. In FY2021, The COMET will purchase a needed software from Trapeze and Remix. Both will incur annual maintenance cost. We intend to continue to monitor new software purchases and look for ways to minimize cost by relying on internal IT support as much as possible.
 - Federal Expense: ADP Hardware Acquisition & Maintenance: increased by 552%. Software and hardware costs are traditionally drivers of budget increases. In FY2021, The COMET will purchase new hardware from Strategic Mapping, ITS and update our server backup through new contract with IT1 Solutions. We intend to continue to consolidate and monitor new hardware purchases and look for ways to minimize cost.
 - Federal Expense - ADA Paratransit: increased by 21%; DART ADA paratransit expenses and routes being serviced by paratransit vehicles to save on cost to fixed route services.
 - Federal Expense - 5310 Mobility Management: increased by 41%; FTA grant eligible expense for Mobility Management Specialist, voucher program, mobility guides & brochures (Able-SC).
 - Professional Services: Services primarily consist of contracted support services used by The COMET. For FY2021, contracted services were increase by \$278,527 (29%). For more details please refer to Attachment "A".
- Anticipated Decrease Budgeted Items
 - Facility Repairs & Maintenance: Expected decrease by 56%. This is due to change in contractor obligations. The COMET will now directly pay for services related to pest control, janitorial, landscape at OM Facility & COMET Central and other facility related repairs/maintenance. Also includes expenses such as incidental repairs and maintenance of assets that do not add to the value or appreciably prolong its life; waste collection; maintenance on office equip, and bus stop maintenance.
 - Charitable Donations (passes): decrease by 100%; this line represented a non cash donation to approved nonprofit agencies. The COMET will implement fare free in FY 2021, no agency applications will be accepted.
 - Vehicle Fuel: Diesel/Unleaded: decrease by 56%; expenses for this line item were split to cover under OPT: SMTF (Urban+Rural) Expenses.

- SCDOT: OPT Rural 5339 Expense: decrease by 100%; there is no expected expense in FY 2021.
- Fare Collection Related Costs : decrease by 100%; The COMET will implement fare free in FY 2021; no expenses to be recognized.
- Tickets : decrease by 100%; The COMET will implement fare free in FY 2021; no expenses to be recognized.
- Federal Expense: Capital Expense: decrease by 100%; this expense to recognize any purchases of eligible rolling stock. Under current replacement plan there are no vehicles to replace in FY2021.
- Federal Expense: Capital Non-Preventive Maintenance: decrease by 42%
- Federal Expense: 3rd party Contractual (Website): decrease by 25%; cost associated with design of new website. Expense is amount remaining to be paid from FY2020.
- Federal Expense: Bike Program: decrease by 20%; cost associated with sponsorship of eight (8) bike stations.
- Federal Expense: Training & Development (Staff): decrease by 55%; COVID19 expected to have an impact on in person employee training and development to a more virtual makeup.

About the Transit System

The COMET began on October 16, 2002 after the City of Columbia entered into a conveyance Contract to transfer the transit system assets from South Carolina Electric and Gas Company to them and then worked with the Central Midlands Council of Governments to create The COMET. The COMET is the only public transportation operator in Richland and Lexington Counties. The COMET operates Monday-Wednesday from 4:36 a.m. to approximately 11:25 p.m. with headways every 30-180 minutes, Thursday & Friday from 4:36 a.m. to approximately 12:00 a.m. with headways every 30-180 minutes, Saturday service is available from 5:45 a.m. to 11:25 p.m. with headways every 30-180 minutes. Sunday service is available from 5:45 a.m. to 11:25 p.m. with headways every 30-180 minutes.

No service is provided on Thanksgiving Day or Christmas Day. A Saturday level of service is provided on Day after Thanksgiving, Christmas Eve and New Year's Eve. A Sunday level of service is provided on New Year's Day, Dr. Martin Luther King Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day and Veterans Day.

Seasonally, a service for the Columbia Fireflies baseball team and South Carolina Gamecocks college football team operates. The COMET has provided specialized shuttles to address transportation needs in the community throughout the year as well.

The COMET operates 87 buses. 62 buses are assigned to the fixed route system ranging in size from 25 feet to 40 feet. 25 buses are assigned to the flex route and paratransit system which are 20 feet to 25 feet long. In addition, The COMET has three service vehicles and seven support vehicles and were purchased with Federal Transit Administration (FTA) funding. In addition, The COMET provides a bus maintenance facility fully furnished, limited parts inventory with diesel, propane and hydrogen fuel located at 3613 Lucius Road, Columbia, SC 29201. In addition, The COMET operates a customer service office at COMET Central, 1745 Sumter Street, Columbia, SC 29201 where there is a furnished customer service office for pass sales and transit information.

The Transit Operations Contractor through the use of its own personnel and the support of a number of subcontractors, provides the personnel of bus operators, maintenance and administrative personnel to assure a safe and reliable transit operations for Richland and Lexington Counties.

About The Counties and the Largest City That The COMET Serves

Richland County: Richland County is part of the Columbia, South Carolina Metropolitan Statistical Area and is the second most populous County in South Carolina. With 390,000 residents and 772 square miles, it is generally a mid-to-low density area. Mainly a suburban county there are several pockets of density, in particular four areas—a downtown followed by three suburban enclaves, each about 7-10 miles from the city center of Columbia. The distance from other areas creates these somewhat isolated residential, employment and retail districts. As such, a large county footprint with mid-level density and four distinct economic and residential centers creates a very diffused and resource-intensive operational service area. The COMET serves the Richland County communities has the Cities of Columbia, Forest Acres and the Town of Eastover. A portion of the City of Cayce and the Town of Irmo is in Richland County. The COMET does not presently serve the Towns of Arcadia Lakes and Blythewood presently.

Lexington County: Lexington County is the neighbor to the west of Richland County with 290,000 residents and 758 square miles. Mainly rural and suburban with no urban core, it has a growing retail corridor along the confluence of two main highways that provides the majority of economic investment, mainly in the way of retail stores and service economy jobs. New industrial parks have opened and attracted major employers such as Amazon.com and Nephron Pharmaceuticals. As Lexington County grows, new opportunities for transportation, especially mass transit may become more critical. Lexington County is the greatest growth opportunity for The COMET, as it may have ample demand for park-and-ride into the metro core of the City of Columbia and has tremendous opportunity to grow rural transportation services. It is expected both will develop as Lexington County continues to grow. The COMET serves the Cities of West Columbia and Cayce, as well as the Towns of Batesburg-Leesville, Chapin, Lexington and Springdale. A portion of the City of Columbia and the Town of Irmo is in Lexington County. The COMET does not presently serve the Towns of Gaston, Gilbert, Pelion, Pine Ridge, South Congaree, Summit and Swansea.

Both counties have extensive rural areas; The COMET's ability to deliver low-cost and highly flexible transportation services in these areas will be of critical importance over the next five years. The COMET has already deployed flex zones in rural areas and established distinct service models that can be used across the Central Midlands region.

City of Columbia: The City of Columbia straddles the two counties, with only a very small portion of the city in Lexington County. As the capital city of South Carolina with approximately 134,000 residents and home to the University of South Carolina ("UofSC"), Allen University, Benedict College, Columbia College, Midlands Technical College and Columbia International University. Columbia's primary employers are: health care providers, financial and legal services, economic development, government, and education and research facilities. Columbia has re-positioned as a cultural community, revitalized its downtown and attract new development. A substantial number of residential developments opened in the downtown core, which is supported by UofSC housing complexes. The new influx of residents will increase downtown employment and retail and spur increased density for the downtown area. Millennial-age residents are gravitating to downtown due the low cost of living, proximity to campus and growing availability of downtown activities. The COMET has most of its services and ridership within the City of Columbia.

A copy of the current system map and route schedules is available at The COMET website at www.CatchTheCOMET.org.

The COMET's system is primarily a radial network, with nearly all of its routes starting/ending at COMET Central. COMET Central is located at the north end of downtown Columbia, with most major trip generators 8-15 Columbia city blocks away. As such, The COMET has struggled to generate ridership from commuters because all routes access COMET Central but: a) only a few routes transport passengers southbound toward the major employment destinations; and b) they are infrequent. The limited facilities and long waits for transfers reduce the "benefits" of transit travel. Coupled with available, close-by and inexpensive parking, transit is not often seen as a friendly option for non-transit dependent citizens. As a result, The COMET is conducting a study to "Reimagine The COMET" may result in cost neutral, service hour, service mile neutral changes to the transit system operated by The COMET in 2021.

The transit system fixed routes as of February 3, 2020 are described below:

- Soda Cap Connector Route 1 – West Columbia/Cayce to Main Street via Vista
- Soda Cap Connector Route 2 – Main Street to Five Points & UofSC
- Soda Cap Connector Route 3 – Fireflies to Main Street (Seasonal)
- Soda Cap Connector Route 4 – The Orbit
- The 101 – North Main
- The 301 – Farrow
- The 401 – Devine
- The 501 – Two Notch
- The 701 – Forest
- The 801 – Broad River
- Route 6 – Eau Claire
- Route 7 – IWC Shuttle (Seasonal)
- Route 11 – Fairfield
- Route 12 – Edgewood
- Route 21 – Rosewood
- Route 22 – Harden
- Route 32 – North Main/Hardscrabble
- Route 42 – Millwood
- Route 45 – Leesburg / Hazelwood
- Route 53X – Killian Express
- Route 55 – Sandhills
- Route 57L – Killian / Clemson Local
- Route 61 – Shop
- Route 74 – Harrison / Trenholm
- Route 75 – Decker/Parklane
- Route 76 – Fort Jackson
- Route 77 – Polo
- Route 83L – St. Andrews Local
- Route 84 – Dutch Square
- Route 88 – Beltline Crosstown
- Route 91 – Springdale/Cayce

- Route 92X – 12th Street Extension Express
- Route 93X – I-26 Express
- Route 96L – West Columbia/Cayce Local
- Route 2001: Gamecock Express (Seasonal)

Most routes originate at COMET Central in downtown Columbia. Please see bus schedules for details at www.CatchTheCOMET.org.

The transit system flex route and paratransit services are described below:

- DART ADA Complementary Paratransit - ADA complementary paratransit service for persons with disabilities unable to ride The COMET buses or access to bus stops due to a disability. This is an origin to destination service.
- ReFlex deviated flexible fixed route services for the general public.
 - Route 31 – Denny Terrace ReFlex
 - Route 46 – Lower Richland ReFlex
 - Route 47 – Eastover/Gadsden Flex
 - Route 62 – Hopkins ReFlex
 - Route 97 – Batesburg-Leesville ReFlex

Member Contributions

Match Contributions - FY 2020-2021									
Agency	Membership	Votes	Population	%	Routes as of 2/3/20	%	Funding	%	Cumulative %
Richland County (Less Forest Acres, Eastover, Irmo & Columbia)	Public	3	232,961	34.04%	12.15	29.64%	\$ 16,000,000	95.23%	52.97%
Forest Acres	Public	1	10,361	1.51%	0.48	1.16%	-	0.00%	0.89%
Columbia	Public	3	129,272	18.89%	22.76	55.51%	-	0.00%	24.80%
Eastover	Advisory	0	813	0.12%	0.10	0.24%	-	0.00%	0.12%
Lexington County (Less Cayce, West Columbia, Batesburg/ Leesville, Chapin, Cayce)	Public	1	207,562	30.33%	147	3.59%	\$ 163,078	0.97%	11.63%
Cayce	Advisory	0	12,528	1.83%	127	3.10%	\$ 33,165	0.20%	1.71%
West Columbia	Advisory	0	14,988	2.19%	106	2.58%	\$ 44,220	0.26%	1.68%
Springdale	Advisory	0	2,636	0.39%	0.55	1.33%	\$ 11,055	0.07%	0.59%
Batesburg/ Leesville	None	0	5,362	0.78%	0.35	0.85%	-	0.00%	0.55%
Chapin	Advisory	0	1,445	0.21%	0.02	0.05%	-	0.00%	0.09%
Irmo	Advisory	0	11,097	1.62%	0.18	0.44%	-	0.00%	0.69%
Lexington	None	0	17,870	2.61%	0.25	0.61%	-	0.00%	1.07%
Little Mountain	None	0	291	0.04%	0.01	0.02%	-	0.00%	0.02%
Newberry	None	0	10,277	1.50%	0.10	0.24%	-	0.00%	0.58%
Newberry County (Less Newberry and Little Mountain)	None	0	26,940	3.94%	0.26	0.63%	-	0.00%	1.52%
Lexington County Delegation	Public	0	-	0.00%	-	0.00%	\$ 220,166	1.31%	0.44%
Richland County Delegation	Public	3	-	0.00%	-	0.00%	\$ 330,239	1.97%	0.66%
TOTAL		11	684,403	100.00%	41.00	100.00%	\$ 16,801,923	100.00%	100.00%

Service Area As Compared to Contributions	
Jurisdiction	Service Miles
Richland County	29.64%
Lexington County	3.59%
Forest Acres	1.16%
Columbia	55.51%
Eastover	0.24%
Batesburg/ Leesville	0.85%
Chapin	0.05%
Little Mountain	0.02%
Lexington	0.61%
Irmo	0.44%
Newberry	0.24%
Newberry County	0.63%
Cayce	3.10%
West Columbia	2.58%
Springdale	1.33%
Lexington County Delegation	0.00%
Richland County Delegation	0.00%
TOTAL	100%

Local Contributions		
Agency	Annual Funding	%
Richland County	\$ 16,000,000	98.39%
Columbia	\$ -	0.00%
Eastover	\$ -	0.00%
Batesburg/ Leesville	\$ 4,548	0.03%
Chapin	\$ 454	0.00%
Lexington	\$ 2,128	0.01%
Irmo	\$ -	0.00%
Little Mountain	\$ -	0.00%
Newberry	\$ -	0.00%
Newberry County	\$ 2,500	0.02%
West Columbia	\$ 44,220	0.27%
Cayce	\$ 33,165	0.20%
Springdale	\$ 11,055	0.07%
Lexington County	\$ 163,078	1.00%
TOTAL	\$ 16,261,148	100.00%



Lexington County Split of Funding		
Lexington Medical Center (in West Columbia)	11,055	5%
Cayce	33,165	14%
West Columbia	33,165	14%
Springdale	11,055	5%
Lexington County	140,250	59%
Lexington	2,128	1%
Batesburg-Leesville	4,548	2%
Chapin	454	0%
Lexington County	22,828	
TOTAL	235,820	100.00%
TOTAL with 92X	258,648	100.00%

FTA Unallocated Funding Split Based off Population				
Description	Allocation	Richland County Split	Lexington County Split	Other Urban Split
FTA 5307 FFY 17	\$ 4,555,743.00	\$ 2,708,269.67	\$ 1,710,803.61	\$ 136,672.29
FTA 5307 FFY 18	\$ 5,043,759.00	\$ 2,998,382.37	\$ 1,894,066.70	\$ 151,312.77
FTA 5307 FFY 19	\$ 5,154,206.00	\$ 3,064,040.22	\$ 1,935,542.51	\$ 154,626.18
FTA 5339 FFY 17	\$ 425,653.00	\$ 253,039.54	\$ 159,844.11	\$ 12,769.59
FTA 5339 FFY 18	\$ 632,576.00	\$ 376,049.83	\$ 237,549.24	\$ 18,977.28
FTA 5339 FFY 19	\$ 584,990.00	\$ 347,761.20	\$ 219,679.43	\$ 17,549.70
FTA 5307 FFY 20	\$ 5,399,496.00	\$ 3,209,858.69	\$ 2,027,655.48	\$ 161,984.88
FTA 5339 FFY 20	\$ 626,271.00	\$ 372,301.68	\$ 235,181.55	\$ 18,788.13
FTA 5307 FFY 20 CARES	\$ 15,295,748.00	\$ 9,092,920.82	\$ 5,743,963.37	\$ 458,872.44
Total	\$ 37,718,442.00	\$ 22,422,624.01	\$ 14,164,286.00	\$ 1,131,553.26

* Other Urban includes Kershaw County and Calhoun County.

Urban/Rural Split							
County	Population	Percent	Urban	Percent	Rural	Percent	Urban for STMF Purposes
Richland County	384,504	59.44%	326,828	59.45%	57,676	46.79%	61.29%
Lexington County	262,391	40.56%	206,456	37.55%	65,935	53.21%	38.71%
Total	646,895	100.00%	533,284	97.00%	123,274	100.00%	100.00%
Balance of Urban Area			16,493	3.00%			
Total Urbanized Area			549,777	100.00%			



Regional Allocations					
County	Population (2010 Census)	Percent of Population	Federal Funds	State Mass Transit Funds	Service Hours Projected based off Transdev's Rate
Richland County Urban	326,828	85.00%	\$ 9,175,889	\$ 307,388	
Richland	57,676	15.00%	\$ 168,300	\$ 22,851	1,362.24
Total Richland	384,504	100.00%	\$ 9,344,189	\$ 330,239	
Lexington County Urban	196,793	75.00%	\$ 5,796,374	\$ 194,176	
Lexington County Rural	65,598	25.00%	\$ 191,416	\$ 25,990	1,549.36
Total Lexington	262,391	100.00%	\$ 5,987,790	\$ 220,166	
Service Area	646,895				

DART Breakdown by Square Miles	Actual Square Miles	DART Service Area Square Miles	Percentage of DART Service Area
Richland County	624.65	477.29	71.01%
Lexington County	721.10	21.00	3.12%
Columbia	134.90	134.90	20.07%
Eastover	1.20	-	0.00%
Forest Acres	5.00	5.00	0.74%
Batesburg/ Leesville	7.40	-	0.00%
Chapin	1.80	-	0.00%
Little Mountain	1.10	-	0.00%
Imo	6.26	6.26	0.93%
Lexington	8.80	-	0.00%
Newberry	6.60	-	0.00%
Newberry County	639.30	-	0.00%
West Columbia	6.30	6.30	0.94%
Cayce	17.40	17.40	2.59%
Springdale	4.00	4.00	0.60%
Total	2,185.80	672.15	100.00%

Contractor Fixed Route Cost per Hour	\$ 54.12
DART Cost Per Hour	\$ 44.63
Fully Allocated Cost Per Hour Fixed Route*	\$ 78.57
Fully Allocated Cost Per Hour DART*	\$ 75.09
Fully Allocated Cost Per Hour without depreciation & capital*	\$ 112.12

Fixed Route Service Hours	175,000
DART Service Hours	50,000
Total Service Hours	225,000



Route Allocation FY 20-21

Route or Service	Richland County	Columbia	Eastover	Forest Acres	West Columbia	Cayce	Springdale	Batesburg/Leesville	Lexington County	Chapin	Irmo	Lexington	Little Mountain	Newberry	Newberry County	Total
6		100														100
7 - Contracted		100														100
11		100														100
12		100														100
21	0.01	0.99														100
31	0.95	0.05														100
32	0.35	0.65														100
42	0.05	0.95														100
44X - Pilot	0.75	0.20	0.05													100
45	0.10	0.90														100
46	0.98	0.02														100
47	0.93	0.02	0.05													100
53X	0.70	0.30														100
55	100	-														100
57L	100	-														100
61	0.55	0.45														100
62	0.98	0.02														100
74		0.95		0.05												100
75	0.94	0.05		0.01												100
76		100														100
77	0.98	0.02														100
83L	0.05	0.10							0.70		0.15					100
84	0.05	0.95														100
88	0.05	0.85		0.10												100
91		0.05			0.25	0.15	0.54		0.01							100
92X - Pilot		0.15			0.10	0.50			0.25							100
93X - Pilot	0.16	0.15							0.29	0.02	0.01		0.01	0.10	0.26	100
96L		0.09			0.45	0.45			0.01							100
97 - Pilot					0.15	0.05		0.35	0.20			0.25				100
101	0.01	0.99														100
301		100														100
401		100														100
501	0.25	0.74		0.01												100
701		0.70		0.30												100
801	0.50	0.50														100
Gamecock Express		0.05	0.95													100
Soda Cap Connector		0.80			0.10	0.10										100
Soda Cap Connector		100														100
Soda Cap Connector		100														100
Soda Cap Connector		100														100
DART	0.76	0.17	-	0.01	0.01	0.02	0.01	-	0.01		0.02					100
Total By Jurisdiction	12.15	22.76	0.10	0.48	106	127	0.55	0.35	147	0.02	0.18	0.25	0.01	0.10	0.26	4100
Percentage of Service Allocation	29.64%	55.51%	0.24%	1.16%	2.58%	3.10%	133%	0.85%	3.59%	0.05%	0.44%	0.61%	0.02%	0.24%	0.63%	100.00%

Summary of Significant Accounting Policies

Reporting Entity: The Central Midlands Regional Transit Authority (the “Authority”), is a public entity created in May 2000 under Section 58-25 of the South Carolina Code of Laws, Regional Transit Authority Enabling Act. The Authority officially took over transit operations October 16, 2002. The primary purpose of the Authority is to administer, manage, and operate fixed route bus service and demand-response paratransit service, in and around the Columbia, South Carolina urbanized area. The Authority is governed by an 11-member Board of Directors and consists of representatives of the following jurisdictions: City of Columbia, Forest Acres, Lexington County, and Richland County. In addition, there are advisory board members from the Cities of West Columbia and Cayce, the Towns of Eastover, Chapin, Springdale and Irmo as well as the Lexington County Legislative Delegation. With receipt of mass transit funds, the Richland County Delegation makes appointments to the Board of Directors. The Authority has separate legal standing from all other units of government and is fiscally independent of all other units of local government. The Authority’s Board of Directors has the sole authority to determine financial programs, establish fare, and issue bonded debt.

In evaluating how to define the government, for financial reporting purposes, management has considered all potential component units. Potential component units are legally separate organizations for which the elected officials of the Authority might be considered to be financially accountable. The decision to include a potential component unit in the reporting entity was made by applying the criteria set forth in GAAP, based on Statement No. 39 of the Governmental Accounting Standards Board. The concept underlying the definition of the financial reporting entity is that elected officials are accountable to their constituents; it follows that an accountability perspective should provide the basis for defining the financial reporting entity. In accordance with that concept, the Central Midlands Regional Transit Authority financial reporting entity consists only of the funds of the Authority, the primary government; no other separate entities have been included in the reporting entity (and these financial statements) because the Authority is not financially accountable for any other separate organizations, and there are no other organizations for which the nature and significance of their relationship with the Authority is such that exclusion would cause the financial statements to be misleading or incomplete.

Financial Statements: The financial statement presentation for the Authority meets the requirements of Governmental Accounting Standards Board (“GASB”) Statement No. 34, *Basic Financial Statements and Management’s Discussion and Analysis for State and Local Governments*. The financial statement presentation provides a comprehensive, entity-wide perspective of the Authority’s net position, revenues, expenses and changes in net position and cash flows that replaces the fund-group perspective previously required.

During the current year, the Authority implemented the provisions of GASB Statement No. 88, *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*. This statement improves financial reporting by providing users of financial statements with essential information that was not previously consistently provided. In addition, information about resources to liquidate debt and risk associated with changes in terms associated with debt will be disclosed.

Basis of Accounting: The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Proprietary funds are accounted for on the flow of economic resources measurement focus and use the accrual basis of accounting. With this measurement focus, all assets and liabilities associated with the operation of these funds are included in the Statement of Net Position. Net position is segregated into net investment in capital assets and restricted and unrestricted net position components. Proprietary fund operating statements present increases (revenues) and decreases (expenses) in total net position. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

Fund Accounting: The Authority uses one fund to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions and activities.

A fund is a separate accounting entity with a self-balancing set of accounts. The fund presented in this report is a Proprietary Fund Type – Enterprise Fund. Enterprise Funds are used to account for those operations that are financed and operated in a manner similar to private business or where the Board has decided that the determination of revenues earned, costs incurred and/or net income is necessary of management accountability.

Cash and Cash Equivalents: For purposes of the statement of cash flows, the Authority considers all highly liquid investments with an original maturity of three months or less to be cash equivalents.

Accounts Receivable: Accounts receivable consist mainly of the 1% transportation sales tax and grants receivable from other governments and are reported net of any allowance for bad debts. Such allowances are estimated based upon such factors as length of delinquency, historical analysis, and available means for collection enforcement.

Estimates: The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets, liabilities and deferred outflows and inflows of resources at the date of the financial statements and revenues, expenditures/expenses, and other sources and uses recognized during the reporting period. Actual results could differ from those amounts.

Investments: Deposits and investments for the Authority are governed by the South Carolina Code of Laws, Title 6, Chapter 5, “Investments of Funds by Political Subdivisions”. The Authority has implemented GASB Statement No. 40, *Deposits and Investment Risk Disclosures - an amendment to GASB Statement No. 3*. This statement requires disclosures related to deposit risks, such as custodial credit risk, and investment risks, such as credit risk (including custodial credit risk and concentrations of credit risks) and interest rate risk. The Authority accounts for its investments at fair value in accordance with GASB Statement No. 72, *Fair Value Measurement and Application*.

Changes in unrealized gain (loss) on the carrying value of investments are reported as a component of investment income in the statement of revenues, expenses and changes in net position. State statutes authorize the Authority to invest in obligations of the United States and its agencies, general obligations (not revenue obligations) of the State of South Carolina and its subdivisions, savings and loan associations

to the extent of federal insurance, certificates of deposit collaterally secured, and repurchase agreements secured by the foregoing obligations.

The Authority has certain funds invested with the South Carolina State Treasurer's Office, which established the South Carolina Local Government Investment Pool Fund (the "Pool") pursuant to Section 6-610 of the South Carolina Code. The Pool is an investment trust fund, in which public monies in excess of current needs, which are under the custody of any city treasurer or any governing body of a political subdivision of the State, may be deposited. The Pool is a 2a7-like pool which is not registered with the Securities and Exchange Commission ("SEC") as an investment company but has a policy that it will operate in a manner consistent with the SEC's Rule 2a7 of the Investment Company Act of 1940. The total fair value of the Pool is apportioned to the entities with funds invested on an equal basis for each share owned, which are acquired at a cost of \$1.00.

Fair Value: The fair value measurement and disclosure framework provides for a three-tier fair value hierarchy that gives highest priority to quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). The three levels of fair value hierarchy are described below:

Level 1 – Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Authority can access at the measurement date.

Level 2 – Inputs to the valuation methodology, other than quoted prices included in Level 1, that are observable for an asset or liability either directly or indirectly and include:

- Quoted prices for similar assets and liabilities in active markets.
- Quoted prices for identical or similar assets or liabilities in inactive markets.
- Inputs other than quoted market prices that are observable for the asset or liability.
- Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

Level 3 – Inputs to the valuation methodology that are unobservable for an asset or liability and include:

- Fair value is often based on developed models in which there are few, if any, observable inputs. The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used should maximize the use of observable inputs and minimize the use of unobservable inputs.

The valuation methodologies described above may produce a fair value calculation that may not be indicative of future net realizable values or reflective of future fair values. The Authority believes that the valuation methods used are appropriate and consistent with GAAP. The use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date. There have been no significant changes from the prior year in the methodologies used to measure fair value.

Prepaid Expenses: Payments made to vendors for services that will benefit periods beyond June 30, 2021, are recorded as prepaid expenses.



Inventory: Inventory, which is comprised of all-day passes, 10 ride passes, 5 day passes, 7 day passes, 31 day passes, all-day half fare passes, 5 day half fare passes, 7 day half fare passes, 31 day half fare passes, agency passes, DART single ride, DART 10-ride, reloaded SMART Cards and “U” passes are valued at cost, using an average cost method. The Authority utilizes the consumption method to recognize inventory usage. Under the consumption method, inventories are recorded as expenses when used rather than when purchased.

Restricted Assets: The Authority’s policy is to first apply restricted resources when an expense is incurred for which both restricted and unrestricted net position are available.

Capital Assets: Capital assets are carried at cost. Donated capital assets are recorded at acquisition value at the date of donation. Capital assets are capitalized if their cost exceeds \$5,000 and useful lives are expected to exceed one year. These assets are depreciated over the estimated useful lives using the straight-line method as follows:

Assets	Years
Furniture and Fixtures	3-15
Machinery and Equipment	3-15
Trolleys	12-14
Cutaway Buses	8-10
Buildings	7-40
Fixed Route Buses	12-14
Non-Revenue Vehicles	5-7
Minivans	8-10

Maintenance and repairs of capital assets are charged to operations and major improvements are capitalized. Upon retirement, sale or other disposition of capital assets, the cost and accumulated depreciation are eliminated from the accounts, and a gain or loss is recognized. The Authority follows the guidelines of the Federal Transit Administration.

Compensated Absences: It is the Authority’s policy to permit employees to accumulate earned but unused vacation and sick pay benefits. Employees of the Authority may carry over a maximum of 240 hours of vacation to the next year, which may be taken either as time off or as pay upon termination. There is no liability for non-vesting accumulated rights to receive sick pay benefits. All vacation pay is accrued when incurred in the financial statements.

Deferred Outflows/Inflows of Resources: In addition to assets, the statement of net position and/or balance sheet will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until that time. In addition to liabilities, the statement of net position and/or balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

Pensions: For purpose of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the pension plan's fiduciary net position and additions to/deductions from the plan's fiduciary net position have been determined on the same basis as they are reported by the plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Postemployment Benefits Other Than Pensions (OPEB): For purposes of measuring the Authority's OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the South Carolina Long-Term Disability Insurance Trust Fund (SCLTDITF) and additions to/deductions from the SCLTDITF net position have been determined on the same basis as they are reported by the SCLTDITF Plan. For this purpose, the SCLTDITF recognize benefit payments when due and payable in accordance with the benefit terms. Investments are reported at fair value, except for money market investments and participating interest earning investment contracts that have a maturity at the time of purchase of one year or less, which are reported at cost.

Net Position: Net position is classified and displayed in three components within the Statement of Net Position. These three classifications are as follows:

Net investment in capital assets: This consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvements of those assets.

Restricted net position: Restricted net position consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws and regulations of other governments; or (2) law through constitutional provisions or enabling legislation.

Unrestricted net position: It consists of all other net position that does not meet the definition of "restricted" or "investment in capital assets."

Capital Contributions: Capital contributions consist of capital grants or contributions typically from other governments.

Operating and Non-operating Revenues and Expenses: Operating revenues and expenses in the financial statements are those that result from providing services and producing and delivering goods and/or services. Also included are all revenues and expenses not related to capital and related financing, non-capital financing, or investing activities. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

The Budget Process

What Is a Budget? A budget is an estimation of revenue and expenses over a specified future period of time and is usually compiled and re-evaluated on a periodic basis. Budgets can be made for a person, a group of people, a business, a government, or just about anything else that makes and spends money. Budgets are an integral part of running any business efficiently and effectively.

An operating budget is a formal, written plan that aligns the operating requirements with the funding sources of an organization. An operating budget reflects the missions and specific command objectives of the organization, as well as any limitations and controls (e.g., constraining targets, available funds) imposed upon it. An operating budget provides the means to control obligations and expenditures against approved funding levels.

The objective of the operating budget is to provide managers with the ability to plan, organize, staff, and control the operations to accomplish the mission for the fiscal year.

Capital budgeting is the process that a business uses to determine which proposed fixed asset purchases it should accept, and which should be declined. This process is used to create a quantitative view of each proposed fixed asset investment, thereby giving a rational basis for making a judgment.

The COMET adopts a flexible annual operating and capital budget. The operating budget is adopted on a basis, which approximates Generally Accepted Accounting Principles (GAAP).

This administrative procedure identifies the steps for creation, submission, approval and review of an annual budget. The fiscal year for The COMET shall be July 1st through June 30th in accordance with the by-laws.

In mid-March of each year, the Executive Director/CEO shall develop and submit a draft budget request to the Finance Committee for the next fiscal year based on the needs of The COMET. Such request shall include an itemized estimate of the anticipated revenues and expenditures for the next fiscal year. Methodologies and notes related to each line item accompany the budget request where appropriate and necessary. The proposed annual budget is structured based on historic and projected levels of available funding (revenues) and expenditures, with consideration given to the requirements of any of the organization's funding partners.

At the regularly scheduled April meeting of the Board of Directors, the COMET's Executive Director/CEO will submit a draft budget request to the Board of Directors to support the annual operations, administration and capital needs of The COMET for the ensuing fiscal year. Presentation of the proposed budget at the annual April meeting provides up to 60 days for Board review, revision, and approval, prior to the beginning of the new fiscal year and prior to submission to funding sources. All Board of Directors members will be given the opportunity to review the draft budget and present any questions or concerns for discussion.

No later than May 30th of each year The COMET's Executive Director/CEO shall prepare a proposed final and complete budget including all approved Board of Directors requested revisions. The methodologies and notes related to each line item accompany the budget request where appropriate and necessary. The budget plan shall include a narrative explaining any major changes from the current fiscal year revenue and expenditures.

The budget plan shall be adopted annually by the Finance Committee and Board of Directors no later than June 30th of each year. Should the Board of Directors not adopt a new budget prior to the start of a fiscal year, The COMET will operate under the funding levels and constraints of the previous fiscal year, until a new budget is adopted by the Board of Directors. This process would be like the "continuing resolution" process used at the Federal level.

Amendments: The Finance team will conduct reviews monthly to identify any variances and notify the Executive Director/CEO. The COMET adopts a flexible (within bottom line figure) annual operating, administrative and capital

budget, which provides the Executive Director/CEO with the flexibility to make transfers between approved line items at his/her discretion if the bottom line total expenditure amount remains the same as was originally approved by the Board of Directors. In the event of a significant adjustment being required within the approved budget, the Executive Director/CEO will revise the budget as appropriate and provide copies of the revised budget to the Finance Committee and Board of Directors.

The operating and capital budget process consists of the following six phases:

Phase 1. Formulation

This is the draft and proposed phase of the operating budget process by the Executive Director/CEO.

Phase 2. Review and Analysis

The Executive Director/CEO prepares a proposed budget, identifies the impact of alternatives to the proposed budget, makes recommendations, and presents the proposed budget to the Executive Committee and Board of Directors.

Phase 3. The COMET Review and Consensus

The Finance Committee and full Board of Directors will review the proposed budget and alternatives and will determine a recommended budget for submission to the Board of Directors for final approval.

Phase 4. Approval

The Executive Director/CEO submits the recommended budget and alternatives for final board approval. Approval includes any capital improvement plan, cost recovery fee schedule, class and compensation schedule, service improvement plan, and disadvantaged business enterprise (DBE) goal. Budget approval requires 1/2 plus 1 majority which represents a quorum of the Board of Directors.

Phase 5. Monitoring

Quarterly Budget Analysis and monthly Financial Statements reports are available to Board of Directors for monitoring actual performance compared to budgeted amounts.

Phase 6. Adjustments

Significant operating budget changes identified during the fiscal year will be summarized by Director of Finance/CFO and presented to the Executive Director/CEO and Board of Directors for approval.

Fare Policy

Effective September 1, 2019

The COMET Fixed Route Fares

Description	Basic	Discount*	Commuter Express (44X, 92X, 93X)
	<ul style="list-style-type: none"> Any passenger not eligible for discount fare with qualifying ID 	<ul style="list-style-type: none"> Seniors age 65 & older Persons with Disabilities Veterans Medicare Card Holders Youth 16 to 18 years old with The COMET Half Fare ID Card 	<ul style="list-style-type: none"> All customers riding peak- period Express routes only
One Way	\$2.00	\$1.00	\$4.00
All Access Day Pass	\$4.00	\$2.00	\$6.00
7-All Access Day Pass	\$14.00 (\$2.00 per day)	\$7.00 (\$1.00 per day)	\$28.00 (\$4.00 per day)
31-Day All Access Day Pass	\$40.00 (\$2.00 per day)	\$20.00 (\$1.00 per day)	\$80.00 (\$4.00 per day)
10-Ride Pass	N/A	N/A	\$40.00 (\$4.00 per ride)
Express Upcharge	N/A	N/A	\$40.00 (\$4.00 per ride)
Route Deviation Fare on Flex Routes	+\$2.00	+\$1.00	N/A
Transfer (60 minutes only) With The COMET Card	FREE	FREE	FREE

- DART eligible customers ride free with DART ADA ID Card.
- Interlined routes do not require an additional fare.
- The COMET employees, Board Members and Transit Operations CONTRACTOR employees ride free.
- Children through 15 years old ride free. Children taller than 39 inches through 15 years old must have a The COMET Half Fare ID Card to ride free.
- SWRTA and Fairfield County Transit System customers with a transfer receive one free transfer on The COMET. The COMET customers with a Day Pass or Transfer receive on free transfer on SWRTA and Fairfield County Transit System at joint stops only.
- Children age 10 years old or older can ride unattended. Children under 10 years old must have a fare paying passenger age 16 years old or older.
- Class Pass - \$45.00 (Up to 5 adults and 40 students @ \$1.00 per ride). Purchase in advance.
- The COMET Half Fare ID Card and The COMET Card – first card is free, lost card fee is \$5.00.
- Those riding Routes 1, 2, 3, 4, 7 and 2001 can ride free.

**Qualifying identification for Discount fare includes: The COMET Half Fare ID Card, Medicare Card, Senior Driver's License/State ID Card, Military ID Card or VA Veterans ID Card.*

Authorized organizations whom their employees, students and/or faculty that can ride free on The COMET only:

- Richland School District 1
- Richland School District 2
- Lexington Richland School District 5
- Columbia College

- Allen University
- Prisma Health
- Lexington Medical Center
- McEntire Produce
- Nephron Pharmaceuticals
- Midlands Technical College
- Riverbanks Zoo and Garden Members to and from the zoo and garden only

U-Pass Pricing

U-Passes are available:

- Spring (January 1 to May 31)
- Summer (May 1 to August 31)
- Fall (August 1 to December 31)

Spring and Fall U-Passes are \$80.00 and decrease \$20.00 each month.

Summer U-Passes are \$60.00 and decrease \$20.00 each month.

DART Fares

Description	Within the ADA fixed route zone of 3/4 mile on either side of The COMET route
One Way	\$4.00
10-RidePass	\$40.00 (\$4.00 per ride)
Buddy Fare (5 or more fare paying passengers traveling from/to same location)	\$2.00 per person

- Passengers must be ADA certified or a companion to ride DART.
- DART ADA ID Card - First card free, lost card fee - \$5.00.
- One Personal Care Attendant (PCA) rides free. All other companions pay same fare as eligible passenger.

Relevant Terms and Glossary

Accounting System – The COMET uses the accrual method of accounting. Under this method of accounting, revenues are recorded when earned and expenses are recorded as soon as they result in liabilities for benefits received.

Accrual Accounting - A basis of accounting in which revenues and expenditures are allocated to the year in which they are incurred, as opposed to when cash is actually received or spent.

Actual-to Budget Variance - A budgetary tool used to evaluate the performance between budgeted amounts and actual amounts. Generally, the CFO must explain any variance greater than 10 percent to the Board of Directors.

ADA - The Americans with Disabilities Act (ADA) became law in 1990. The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public. The purpose of the law is to make sure that people with disabilities have the same rights and opportunities as everyone else.

Alternative Fuels – Fuels other than traditional gasoline/diesel such as compressed natural gas (CNG), liquefied natural gas (LNG), hybrid electric, propane, biodiesel, electric, bio or soy fuel, and hydrogen.

Asset Maintenance: Refers to the departments and activities focused on maintaining assets currently owned by The COMET.

Automatic Passenger Counters (APC)- Allows The COMET to gather critical information that shows where and when people are riding the bus system.

Automatic Vehicle Location (AVL) – Is a means for automatically determining and transmitting geographic location of a vehicle using Global Positioning System (GPS) technology, cellular communications, street-level mapping, and an intuitive user interface, with the goal of improving fleet management and customer service.

Bond - Long- or short-term debt issued by an Authority to help finance new acquisitions of property, facilities, and equipment.

Balanced Budget - A financial plan that matches all planned revenues and expenditures with proposed service levels.

Budget Message - The opening section of the budget document, which provides The COMET Board members and the public with a general summary of the most important aspects of the budget and changes from current and previous fiscal years.

Budget Document – A formal plan of action for a specified time period that is expressed in monetary terms.

Capital Assets - Land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.

Capital Budget - A portion of the annual operating budget that appropriates funds for the purchase of capital equipment items. These expenditures are separated from regular operating items such as salaries, supplies, services, and utilities.

The capital budget includes funds for capital equipment purchases such as vehicles, construction of new facilities, office equipment, maintenance machinery, microcomputers, and off-site improvements. They

are distinguished from operating items by their value (greater than \$5,000) and projected useful life (greater than one year).

Capital Costs – Costs of long-term assets of a public transit system such as property, buildings, and vehicles.

DBE - Disadvantaged Business Enterprises are for-profit small business concerns where socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations.

Debt - The amount of money required to pay interest and principal on the Authority's borrowed funds.

Depreciation - In accountancy, depreciation refers to two aspects of the same concept: (1) The decrease in value of assets and (2) the allocation of the cost of assets to periods in which the assets are used. Depreciation is a method of reallocating the cost of a tangible asset over its useful life span of it being in motion.

Demand Response - A service where passengers, or their agents, contact The COMET to schedule door to door transportation services. A demand response (DR) operation is characterized by the following: the vehicles do not operate over a fixed route or on a fixed schedule except, on a temporary basis to satisfy a special need, and the vehicle may be dispatched to pick-up several passengers at different pick-up points before taking them to their respective destinations and may even be interrupted in route to these destinations to pick up other passengers. The COMET's paratransit program is demand response.

Department - An organizational unit responsible for carrying out major Authority functions, such as operations, finance, administration, and community relations.

Discretionary Funding – One time funding or annual funding allocations, which distributed on a competitive basis, must be specifically applied for and not guaranteed like a Formula Funds.

Enterprise Fund – A fund that gives the flexibility to account separately for all financial activities associated with a broad range of municipal services. It establishes a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. Revenues and expenses of the service are segregated into a fund with financial statements separate from all other governmental activities.

Expenditures - Decrease in net financial resources other than through inter fund transfers.

Expenses - Outflows of assets or occurrences of liabilities from delivering or producing goods or rendering services.

Farebox (Passenger) Revenues – All revenues gained from the sale of bulk agency passes, passenger tickets, passes, tokens, or other instruments of fare payment.

Fiscal Year - Annual schedule for keeping financial records and for budgeting transportation funds The COMET's fiscal year runs from Jul. 1 through Jun. 30, while the federal fiscal year runs from Oct. 1 through Sept. 30.

Formula Funds – Funds specifically allocated to different agencies by the federal government to pay for transportation, transit, and other programs. Funds are allocated annually based on population and other demographic information.

Fringe Benefits - Benefits provided to the employee such as FICA, Pension, Medical & Dental insurance, Life, Short- and Long-Term Disability insurance, Unemployment insurance, Tool and Uniform allowance and Educational reimbursement.

FTA - Federal Transit Administration - Formerly the Urban Mass Transportation Administration (UMTA), the FTA is an agency within the U.S. Department of Transportation that provides financial and technical assistance to local public transit systems.

FTE – Full Time Equivalent Positions – A part-time position converted to a decimal equivalent of a full-time position based on 1,950 hours per year. For example, a part-time position working 20 hours per week would be the equivalent of .5 of a full-time position.

Fund Balance – Generally defined as the difference between a fund’s assets and liabilities. An adequate fund balance is necessary for numerous reasons, such as to have funds available in case of an emergency or unexpected event, to maintain or enhance the Authority’s position and related bond ratings, to provide cash for operations prior to receipt of revenues, and to maximize investment earnings.

GAAP - Generally Accepted Accounting Principles - The common set of accounting principles, standards, and procedures that companies use to compile their financial statements.

GASB - General Accounting Standards Board – An independent, professional body to establish standards of accounting and financial reporting applicable to state and local governmental entities.

Goal – A statement of broad direction, purpose or intent.

Grants - A contribution by a government or other organization to support a particular function. Grants may be classified as either operational or capital.

Internal Controls – Methods and measures implemented to safeguard assets, provide for accuracy of accounting data, and encourage compliance with policies.

Investments – Securities purchased for the generation of income in the form of interest.

ITS – Intelligent Transportation System. Advanced applications that aim to provide innovative services to different modes of transport and enable users to be better informed.

Local Match - The portion of funding provided by The COME or other contributors (as opposed to funding provided at the federal level) towards purchase of capital items.

MPO – Metropolitan Planning Organization - Local group that selects highway and transit projects to which funds will be granted. The governor designates an MPO in every urbanized area with a population of over 50,000. The primary MPOs in The COMET’s transit district Central Midlands Council of Governments (CMCOG).

Net Assets - The difference between assets and liabilities accounts.

Operating Budget - A plan outlining expenditures and proposed sources of financing current service. The operating budget does not include capital or reserve monies. The principle sources of revenue are operating income, sales tax, investment income, and federal grants. All departments are financed through this budget.

Operating Revenue - Funds the Authority receives as income to pay for ongoing operations. It includes such items as sales taxes, fares, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services.

Operation Expenses - This term refers to expenditures paid to obtain goods or services including items such as payroll, services, supplies, fuel, utilities, insurance, etc. Capital expenditures are not included.

Paratransit - Transportation service, comparable to fixed-route service, required by the Americans with Disabilities Act (ADA) of 1990 for individuals with disabilities who are unable to use fixed-route transportation systems.

Passengers – The number of transit vehicle boarding's, including special trips. Each passenger is counted each time that person boards a vehicle.

Passenger Miles – Total number of miles traveled by passengers on a vehicle. (One bus with 10 passengers traveling 10 miles equals 100 passenger miles.)

Peak Hours - Refers to weekday a.m. and p.m. service during commute hours to carry a maximum number of passengers.

An example of commute or peak hours could be defined as time between 6 and 9 a.m. in the morning, and between 3 and 5 p.m. at night.

Performance Measures – Data collected to determine how effective or efficient a program is in achieving its objectives.

Personnel – This item includes the cost of all salaries, wages, overtime, and benefits associated with the Authority staff.

PM – Preventative Maintenance Funds – Funding provided by the Federal Transit Administration for preventative maintenance of The COMET's fleet and facility.

Policy Document – A statement of organization-wide financial and programmatic policies and goals that address long-term concerns and issues.

Reserve – An account used to indicate the purpose (insurance or capital) for which the Agency's year-end balances may be used.

Revenue – Receipts from the sale of a product or provision of service.

Revenue Hours – Hours a transit vehicle travels while in revenue service. A transit vehicle is in revenue service only when the vehicle is available to the public.

Revenue Miles – Miles a transit vehicle travels while in revenue service. A transit vehicle is in revenue service only when the vehicle is available to the public.

RFP – Request for proposal.

Ridership - The number of passengers using a particular mode of transit.

Rideshare- Transportation, other than public transit, in which more than one person shares in the use of the vehicle, such as a van or car, to make a trip. Rideshare assistance is offered by The COMET to promote carpooling and company-sponsored van sharing.

Sales Tax – This tax is levied by the State within the service district for the Authority.

SCDOT – South Carolina Department of Transportation

Scheduled Miles – Total service scheduled. It is computed from internal planning documents and includes the whole trip (e.g., deadhead, layover/recovery, and actual picking up and discharging of passengers).

Section 5307 - The annual apportionment makes federal resources available to urbanized areas for transit capital and operating assistance.

Section 5337 - State of Good Repair Grants Program providing capital assistance for maintenance, replacement, and rehabilitation of high-intensity fixed guideway (streetcar, in METRO's case) systems maintain assets in a state of good repair.

Section 5339 - Bus and Bus Facilities. Makes federal resources available to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities.

STIP – State Transportation Improvement Program - Federally mandated state program covering a four-year span and updated every year. The STIP determines when and if transportation projects will be funded by the state. Projects included in the STIP must be consistent with the long-range transportation plan.

Strategic Plan: The COMET's long-term plan for providing transit services to the communities served by the agency. Identifies key elements and strategies to be used in providing such services.

Vanpool – A service provided by The COMET where Enterprise Vanpool provides the van and a group of 7-15 people with a similar commuting route provide the driver, bookkeeper, and passengers.



Contact Information

Questions, concerns or for additional information about this publication or any of the services provided by The COMET, please contact:

John Andoh
Executive Director/CEO
O: 803.255.7087 | C: 803.629.1631 | F: 803.255.7113
JAndoh@TheCOMETSC.gov

Rosalyn Andrews
Director of Finance/CFO
O: 803.255.7135 | C: 803.834.2517 | F: 803.255.7113
RAndrews@TheCOMETSC.gov

Mailing Address:
The COMET
3613 Lucius Rd | Columbia SC 29201
O: 803.255.7133 | F: 803.255.7113
info@TheCOMETSC.gov

www.TheCOMETSC.gov



Richland County Council

REGULAR SESSION
May 19, 2020 – 6:00 PM
Via Zoom Meeting

COUNCIL MEMBERS PRESENT: Paul Livingston, Chair; Dalhi Myers, Joyce Dickerson, Calvin “Chip” Jackson, Gwen Kennedy, Bill Malinowski, Jim Manning, Yvonne McBride, Chakisse Newton, Allison Terracio and Joe Walker

OTHERS PRESENT: Michelle Onley, Kimberly Williams-Roberts, Ashiya Myers, Ashley Powell, Angela Weathersby, Leonardo Brown, Larry Smith, John Thompson, James Hayes, Michael Niermeier, Dale Welch, Kyle Holsclaw, Brittney Hoyle-Terry, Tiffany Harrison, Jennifer Wladischkin, and Stacey Hamm

1. **CALL TO ORDER** – Mr. Livingston called the meeting to order at approximately 6:02 PM.
2. **INVOCATION** – The Invocation was led by the Honorable Bill Malinowski
3. **PLEDGE OF ALLEGIANCE** – The Pledge of Allegiance was led by the Honorable Bill Malinowski
4. **PRESENTATION OF PROCLAMATION**
 - a. A Proclamation Honoring “National Public Works Week” May 17-23, 2020 – Ms. Roberts read the proclamation into the record.
5. **APPROVAL OF THE MINUTES**
 - a. Special Called Meeting: May 5, 2020 – Ms. McBride moved, seconded Ms. Dickerson, to approve the minutes as submitted.

In Favor: Malinowski, Dickerson, McBride, Livingston, Terracio, Walker, Manning, Jackson, Myers and Newton

The vote in favor was unanimous.
6. **ADOPTION OF THE AGENDA** – Mr. Brown requested to add a “Sewer Update” and “Audit Engagement Update” under the Report of the County Administrator. He also requested to add “Amended Budget Calendar” under Other Items.

Mr. Livingston requested to add the “Land Development Code Rewrite” under the Report of the Chair.

Mr. Jackson requested to remove Items 13(a) and 15(b): “Approving the sale of certain property located on Farrow Road; and other matters related thereto” from the agenda.

Ms. Dickerson moved, seconded by Ms. D. Myers, to adopt the agenda as amended.

Ms. Newton inquired if Mr. Livingston was going to speak to the PRISMA Healthcare collaboration discussed at the Coronavirus Ad Hoc Committee meeting.

Mr. Brown responded that will be covered under the Report of the County Administrator.

In Favor: Dickerson, McBride, Livingston, Terracio, Walker, Jackson, Myers and Newton

Opposed: Malinowski

The vote was in favor.

7. **REPORT OF THE ATTORNEY FOR EXECUTIVE SESSION ITEMS**

a. Richland County vs. SC Dept. of Revenue Update

b. Coggins vs. Richland County

Ms. Newton moved, seconded by Ms. McBride, to go into Executive Session.

In Favor: Malinowski, Dickerson, McBride, Livingston, Terracio, Jackson, Myers and Newton

Opposed: Walker and Manning

The vote was in favor.

Council went into Executive Session at approximately 6:13 PM and came out at approximately 6:38 PM

Mr. Manning moved, seconded by Mr. Walker, to come out of Executive Session.

In Favor: Malinowski, Dickerson, McBride, Livingston, Terracio, Walker, Jackson, Myers and Newton

The vote in favor was unanimous.

Ms. Dickerson moved, seconded by Ms. Terracio, to accept the Executive Session items as information.

In Favor: Malinowski, Dickerson, McBride, Livingston, Terracio, Jackson, Myers and Newton

Opposed: Walker

The vote was in favor.

8. **CITIZENS' INPUT**

a. For Items on the Agenda Not Requiring a Public Hearing – No comments were received for this item.

9. **CITIZENS' INPUT**

a. Must Pertain to Richland County Matters Not on the Agenda (Items for which a public hearing is required or a public hearing has been scheduled cannot be addressed at this time.) – Reverend Deacon Dianna Deaderick and Carl Cox spoke regarding the request for an Affordable Housing Trust Fund.

Regular Session

May 19, 2020

2

10. **REPORT OF THE COUNTY ADMINISTRATOR**

- a. Coronavirus Update – Mr. Brown stated included in the agenda packet is the recently published CDC guidance that several Council members requested. Additionally, there are decision trees, which were a part of the guidance. The Coronavirus Ad Hoc Committee met and discussed the possibility of collaborating with PRISMA. As a part of that collaboration, PRISMA could serve as a subject matter expert, assistance with the County’s plan as we prepare to re-open, review the County’s protocols, potentially providing PPE assistance, and to assist the County with looking at the data from the County’s perspective to determine what the Council and County should consider as it continues to try to protect its citizens, and employees. Additionally, related to our COVID-19 response, the County has two (2) ongoing projects with small business grants, as well as, with non-profit grants. We also discussed some internal projects the County needs to consider from a financial standpoint, but those will be addressed during the budget process.
- b. Sewer Project Update – Mr. Brown reminded Council that we have an approved change to our sewer billing scheduled for July 1st. There were some Sewer Ad Hoc Committee requests that came down to Administration staff. Staff has reviewed the request, and from a time-sensitive standpoint, Council in its regular process, have to give a 30-day advance notice when there is going to be change. Any changes to these approved rates, we need to discuss this month.
- c. Audit Engagement – Mr. Brown stated it is time for us to begin our annual audit procedures. He knows that we have a past provider that the County has used, but has questions about. This is also a time-sensitive matter that needs to be addressed before the end of the month.

11. **REPORT OF THE CLERK OF COUNCIL** – No report was given.

12. **REPORT OF THE CHAIR**

- a. Land Development Code Rewrite – Mr. Livingston stated we had a meeting schedule with the consultants, and we were not able to hold that meeting. He has received a request to reschedule the meeting for May 28th at 3:00 PM.

13. **OPEN/CLOSE PUBLIC HEARING**

- a. Authorizing the expansion of the boundaries of the I-77 Corridor Regional Industrial Park jointly developed with Fairfield County to include certain property located in Richland County; the execution and delivery of a Public Infrastructure Credit Agreement to provide for public infrastructure credits to 604 Huger LLC; and other related matters – Mr. Dan Rothschild, Josh Harding, Hal Stevenson and W. Lawton Lord, III.
- b. Approving the sale of certain property located on Farrow Road; and other matters related thereto – This item was removed from the agenda under the Adoption of the Agenda.

14. **APPROVAL OF CONSENT ITEMS**

- a. An Ordinance Amending the Fiscal Year 2020 General Fund Annual Budget by \$455,259.00 to pay for in car camera system for the Richland County Sheriff’s Department [SECOND READING]
- b. An Ordinance Amending the Fiscal Year 2020 General Fund Annual Budget by \$670,600.00 to pay for repairs and improvements at the Central Garage Facility [SECOND READING]

Mr. Walker moved, seconded by Mr. Jackson, to approve the consent items.

Ms. Newton inquired if we have made arrangements, so the invoice for the Sheriff's Department in car camera system can be timely paid in the future.

Mr. Brown responded this was included in the current budget process to ensure that is not an issue going forward.

In Favor: Malinowski, Dickerson, McBride, Livingston, Terracio, Walker, Kennedy, Jackson, Myers and Newton

The vote in favor was unanimous.

15. **THIRD READING ITEMS**

- a. Authorizing the expansion of the boundaries of the I-77 Corridor Regional Industrial Park jointly developed with Fairfield County to include certain property located in Richland County; the execution and delivery of a Public Infrastructure Credit Agreement to provide for Public Infrastructure Credits to 604 Huger, LLC; and other related matters – Mr. Jackson moved, seconded by Ms. Dickerson, to approve this item.

In Favor: Dickerson, McBride, Livingston, Terracio, Kennedy, Jackson

Opposed: Malinowski, Myers and Newton

The vote was in favor.

- b. Approving the sale of certain property located on Farrow Road; and other related matters – This item was removed from the agenda under the Adoption of the Agenda.

16. **REPORT OF THE ECONOMIC DEVELOPMENT COMMITTEE**

- a. Approving the transfer of certain property located in the Blythewood Business Park to Fairfield Electric Cooperative; and other related matters [FIRST READING] – Mr. Jackson stated the committee recommended approval of this item.

Mr. Malinowski stated, on p. 156 of the agenda packet, in Section 2, it says, "Any actions taken in the name of the County prior to the effective date of this Ordinance with respect to the transfer of the Proposed Site are expressly ratified and confirmed." He inquired if any previous actions been taken.

Ms. Harrison responded that no actions have been taken.

Mr. Malinowski inquired if we should have a statement included that if, at any time in the future, the property is no longer used for the intended purpose it would be transferred back to Richland County.

Ms. Dickerson stated she will follow-up with Mr. Jackson and Mr. Ruble on this matters because she has additional questions.

Ms. D. Myers inquired if Mr. Malinowski's comment was intended as a motion.

Mr. Malinowski responded he would like to add it as a friendly amendment. Ms. D. Myers seconded the friendly amendment.

Mr. Jackson stated he accepted the friendly amendment.

In Favor: Malinowski, Dickerson, McBride, Livingston, Terracio, Kennedy, Jackson, Myers and Newton

The vote in favor was unanimous.

17. **REPORT OF RULES & APPOINTMENTS COMMITTEE**

a. ITEMS FOR DISCUSSION/ACTION

1. I move that Council work with staff to conduct a comprehensive review of Council rules and recommend changes to streamline the rules to improve the functioning of Council business [NEWTON] – Mr. Malinowski stated this item was held in committee due to the fact that several of the other items being taken up by the Rules and Appointments Committee may affect the changes to the rules, depending on what Council decides to do with the other items.

2. Unless there are truly extenuating circumstances agenda items should not be listed as “Title Only”. (Somebody was late getting it to us” is not extenuating.) This only gives the public two opportunities to see an item prior to final approval by Council when in fact there should be three [MALINOWSKI] – Mr. Malinowski stated the committee recommended approval of this item. The reasoning being that the agenda item needs to be there for the public three (3) times and some type of information should be present on an item so the public can see what we are doing at three (3) readings, and not two (2).

Ms. Dickerson stated she is concerned about removing the “Title Only” because we sometimes have time-sensitive items that may require us to refer to them as “Title Only” for First Reading.

Mr. Malinowski stated it was felt by the committee that regardless of the time sensitivity an item can still be placed on an agenda. Staff knows what it is that we are trying to do, so there is no reason not to provide some information to the public. Something could be provided to the public to give them a general idea of what the Council is trying to do.

Mr. Jackson stated he does not disagree that in general. He would say, as Chair of the Economic Development Committee, understanding the competitive nature, and the opportunities we have lost out on because too much information got out, in advance. Because information leaked out it hurt the County’s chances of being successful, he would request a compromise. He suggested keeping the information as generic as possible, so that people understand what area it is in (i.e. manufacturing) and that it is highly competitive would a reasonable compromise to “Title Only”. He would certainly hope that we would not divulge the particulars of an industry’s search for a location, when we are in the final running between 2 or 3 cities, and lose out because we reveal too much.

Mr. Malinowski suggested sending it back to committee and request Legal provide alternative language, to incorporate Mr. Jackson’s concerns.

Mr. Manning stated the language of the motion says, “Unless there are truly extenuating circumstances...”, and while he is curious about who makes that determination, there is some

clarification saying, "...Somebody was late getting it to us is not extenuating." He does not know if our category is extenuating or truly extenuating. He would like to know who will be empowered to make the determination of truly extenuating circumstances.

Ms. Kennedy stated she is in agreement with Mr. Jackson's comments.

Mr. Livingston stated his concern was to determine what was truly extenuating circumstances, and he is also concerned because most of the "Title Only" items are from Economic Development projects. He is concerned about what that would do in terms of those Economic Development projects. Also, when we take up the budget, we do a "Title Only" for First Reading.

Ms. Terracio stated she would like to use this opportunity to advocate for as much transparency as we can get. She understands the need to be nimble and responsive when we have opportunities. She also understands we need to be able to be strategic in the way that we present information, especially when it is First Reading, but she would like to advocate for as much as information as we can possibly offer the public, as soon as possible.

Mr. Jackson state, with these items being three (3) reading items, and a public hearing, he thinks that the opportunity to get further along than the surface level, in order to get into the game, is critically important. He would hope that the public would recognize, after the initial entry into the process, there are two (2) more readings for public information to be revealed, and a public hearing, before it become final. If this were an one reading item process, then he would totally support it, but with it being three (3) readings and a public hearing, he thinks there is ample opportunity to provide as much information as possible, as we move along the process.

Ms. Dickerson stated there are ample possibilities to defer things so Council can receive additional information, and also provide it to the public. She does not want to remove "Title Only" because she believes it gives us leverage, and she supports not having that in a document.

Ms. D. Myers stated perhaps there is a compromise, and that we approve specific language that that an item is for First Reading by Title Only for the purpose of Economic Development, which would give the public some information, and does not disadvantage the public. The public is disadvantaged if we lose Economic Development projects that could assist in a providing jobs and opportunities, so there is a public interest on both sides. She suggested identifying a set of categories, which these items can be placed under, and staff is aware that it has to be one of these enumerated things with as much information as possible being provided.

Ms. Newton moved, seconded by Mr. Malinowski, to recommit this item to committee to develop the compromised language, as discussed.

Mr. Jackson stated he hopes the committee invites members that have the majority of the issues that these categories would affect and impact (i.e. EDC).

In Favor: Malinowski, Dickerson, McBride, Livingston, Terracio, Kennedy, Jackson, Myers and Newton

The vote in favor was unanimous.

3. In my continued decade long battle for accountability, transparency, efficiency and effectiveness. I move that all County Council standing committees, ad hoc committees and one time/short term committee meetings be held in Council Chambers, as is the Transportation Ad

Hoc Committee with votes recorded in like fashion [MANNING] – Mr. Malinowski stated the committee requested the Clerk’s Office to review the minutes to determine if this item was previously taken up by the committee, and what the committee’s recommendation was.

4. Consider moving the Horizon meeting to Tuesday and have delivery of finished agendas to Council members by Thursday close of business [MALINOWSKI, McBRIDE, MYERS, NEWTON and TERRACIO] – Mr. Malinowski stated the committee held this item in committee to have the Administrator and Clerk’s Office to bring back a recommendation on how this could be implemented.
5. I move that Richland County disqualify any vendor in its procurement process as a “qualified bidder” if Richland County is currently in any legal dispute, lawsuit or settlement negotiation either individually or jointly named [WALKER] – Mr. Malinowski stated the committee held this item in committee to receive legal input on the item.

18. **REPORT OF THE EMPLOYEE EVALUATION AD HOC COMMITTEE**

a. Evaluation of Council Employees:

1. Evaluation Process
2. Updated Job Descriptions
3. Contractual Matter: Procurement of Evaluation and Oversight Support

Ms. Newton stated the committee met to discuss the evaluation process for the three (3) current direct reports to Council. The committee recommended that we use a third-party firm to assist Council with the evaluation process, and update the job descriptions, where needed. Procurement has advised us that we can extend the contract we have with the vendor we used in the Administrator’s search. A sample scope of work was emailed out to Council by Ms. Onley. Of course, we have the option to modify the scope, as we see fit, but we are nearing the time when we are supposed to complete the evaluation process for our Administrator. The committee felt that extending the contract with Find Great People would give us continuity, and an efficient way to move forward. Again, the committee’s recommendation is to expand the contract we currently have with Find Great People to assist us with the evaluation process and job descriptions for the Council’s direct reports.

Mr. Jackson stated he would assume, in order to do an evaluation, there was a planning part of the process, not just a job description update, but goals and objectives were set, for which an evaluation would be done to determine whether they were met. He was curious, in terms of where that fits, since evaluation was specifically mentioned, and planning was not.

Ms. Newton responded one of the items in the scope of work was there would be a feedback process with Council members, and also looking at previous information from our Retreats and discussions regarding the creation of criteria. To her knowledge, Council never developed a formal document, in advance, about the exact criteria for evaluation, which is why creating that will be a part of this process.

Mr. Jackson stated he is trying to focus on the more broadly, mutually agreed upon objectives, as opposed to the scope of work, which is probably much more defined, based upon what we hope to see out of the job. Typically, an evaluation will also include those goals and objectives that both the supervisor and supervisee agree upon as things they would like to accomplish, and then go back and measure, as opposed to the scope of work, which is developed before a person is hired. The part he

is referring to is specific to the mutually agreed upon objectives that each party wants to see accomplished. Additionally, since we have an Administrator who is ready to have an evaluation, and we will not have time to develop a scope work, what will be the plan for trying to do an evaluation for which there is currently no scope of work in place?

Ms. Newton stated she wants to make sure she and Mr. Jackson are talking about the same thing while they are using the term "scope of work". She acknowledged that Mr. Jackson was talking about a best practice for evaluation, and if we had done this process differently, she thinks we would have incorporated what some of those things were beforehand. Part of the process we are looking at, with the vendor, is not just saying help us with this specific evaluation now, but help us as a Council develop what our evaluation process, but for all of the direct reports. For this particular process, had we started months ago, we would have done it differently, but we are here now, which is why the process calls for input from all of the Council members. It also calls for a process with our direct reports, and in this case, our Administrator, in terms of developing it. Mr. Jackson is correct, in this case, we are in arrears, but what we are doing is developing a process that is going to help us move forward because there are also other employees who have never received evaluations from Council. The plan is to address those concerns, moving forward.

Mr. Jackson inquired, as a follow-up, if the committee would consider extending the period of time for the Administrator, so we can put in place what we would like to evaluate, roll it forward, and have a fresh start, now that everyone is on the same page. His theory is we may come up with some things that we think are appropriate, measureable and necessary in the position that we never agreed upon in advance, and put that person at a disadvantage now because we are trying to build the airplane as we fly it. He would rather roll it forward, build in some time, then come back in 8 months, a year, and evaluate that rather than doing an evaluation in a vacuum.

Ms. McBride stated, with the Administrator, we did a pretty well thought out job description. From the job description, you develop your tasks and objectives. She does not think it is going to be as complicated with the Administrator because we started a process when we developed the search for the Administrator. In fact, we had an evaluation component with Find Great People, but Council did not follow through. She would not be opposed to waiting until later, but she does not think it is going to take as long because we did a long process, in terms of getting comments from Council members and external stakeholders regarding the job description.

Ms. Newton restated what came out of committee was a recommendation to expand the existing agreement with Find Great People to help us with this process, so there is still time for us, both as a committee, and as full Council, to talk about what the specifics are, in terms of timeframe.

In Favor: Malinowski, McBride, Livingston, Terracio, Myers and Newton

Abstain: Dickerson and Jackson

The vote in favor was unanimous with Ms. Dickerson and Mr. Jackson abstaining from the vote.

For the record, Ms. Dickerson abstained because she needs more information about the process. Mr. Jackson abstained because he is not clear about the process, in real time, as it relates to the current Administrator.

19. **OTHER ITEMS**

- a. An Ordinance Authorizing the temporary waiver of late fees or penalties on the payment of Hospitality Tax, Tourism Development fees, and Business License fees – Ms. D. Myers moved, seconded by Ms. Newton, to approve this item.

In Favor: Malinowski, Dickerson, McBride, Livingston, Terracio, Kennedy, Jackson, Myers and Newton

The vote in favor was unanimous.

- b. Amended Budget Calendar – Mr. Brown stated, as a result of the work session, he plans to send out correspondence to the millage agencies, as well as the County’s other partners and staff, which will highlight the need to prepare for potential changes to the budget. In initial reviews with the Budget Director, we looked at a couple possibilities. We are going to be asking that everybody consider what their budget would look like if there was a 10% reduction. The amended budget calendar is a reflection of what was discussed at the budget work session, which will allow time for Council to receive an amended plan, with two different options.

Mr. Hayes stated millage agencies and grants were scheduled to have 2nd Reading on May 21st, but based on Council’s direction to have the millage agencies to resubmit “true” budget requests, we are requesting that 2nd Reading be pushed back to June 4th, and 3rd Reading would be June 11th. We are looking at two (2) different tracks to the budget process this year. Non-General Fund items will be on Track 1. Track 2 will be a budget amendment to the General Fund in September, which will allow them to get more definitive revenue numbers. This will allow us to stay on track, so the Auditor can get the tax bills out, and to report the millage to Council at the first Council meeting in October.

Ms. D. Myers inquired if the Administrator thinks starting out with a 10% cut is sufficient given that we are probably going to end up in a budget deficit larger than that.

Mr. Brown responded sitting down with the Budget Director, and looking at our internal numbers, we initially looked at what it looks like across the board. We thought it would be a good baseline to share with those additional agencies. We also looked at a process that is not across the board, but is more targeted in areas that may be able to sustain a greater reduction. For the external partners that we do not know that information from, we believe that was a good baseline to consider in their recommendation to Council.

Ms. D. Myers stated that exactly her point. We do not know their internal constraints, but if we ask them to give us their best guess of a 15 – 20 % cut. We may be able to give more back, in the future. She stated it would always be better to be able say, “Okay, the cut does not have to be as dramatic as that, than to say you have to go back and trim even more.

Mr. Livingston stated he is comfortable with the 10% cut. Part of the reason is, in his conversation with the Treasurer, a lot of the property tax revenue has already been generated, so it may not be as bad overall. The big loss is going to be in sales tax revenue.

Mr. Jackson stated the issue for him is, if we are willing to consider changing from a biennial budget to an annual budget, the impact of whatever the numbers are, once the dust settles and all of the revenue has come in, and once we recognize the amount of revenue we are not going to collect, we are not locked in for two (2) years. Though he would like to see a higher number, he is willing to do 10%, but he feels strongly we need to consider going from a two (2) year approval process to an

annual process until we get beyond the current health/economic crisis we are in to determine whether or not we can sustain these numbers for two (2) years. We could probably sustain anything for one year, and this year is probably not a good barometer because the numbers the Treasurer is getting came prior to COVID-19. What happens next year, when it is after COVID-19 and the numbers are much worse? If he needs to make that in the form of a motion, at the next meeting, so it gets sent to Mr. Malinowski's committee, he would like to consider that. He is concerned that a 2-year biennial budget, based upon a subjective, unrealistic forecast is going to put us in a horrible situation for a longer period time than we can sustain.

Mr. Malinowski moved, seconded by Ms. Terracio, to approve this item.

In Favor: Malinowski, Dickerson, McBride, Livingston, Terracio, Kennedy, Jackson, Myers and Newton

The vote in favor was unanimous.

20. **EXECUTIVE SESSION** – There were no Executive Session items.

21. **MOTION PERIOD**

- a. Change Procurement Rules that allow awarding a contract from a point's only basis after a review to one based on a two-fold method: 1. Points derived from the Request for Proposal review and, 2. Bid amount for the project. REASON: Many companies are qualified and following review aren't recommended for the contract because they have scored one or a few points lower than another competitor. Then, when the bid comes in the high point scorer may be several hundred thousand dollars higher than the next offeror who is also qualified. In a recent Council meeting the difference between the two companies awarded a contract and lowest competitive price was nearly \$1 million. [MALINOWSKI] – This item was referred to the A&F Committee.

20. **ADJOURNMENT** – The meeting adjourned at approximately 7:45 PM.



Memorandum

To: Leonardo Brown, County Administrator
From: Ashley M. Powell, Assistant County Administration
Pat Beekman, Tetra Tech
CC: Richland County Council
Date: May 27, 2020
Subject: Tetra Tech – Task Order 26 Status Update

At its April 21, 2020 Regular Session Meeting, Richland County Council approved a continued partnership with the County's Disaster Recovery consultant, Tetra Tech, to aid in its COVID-19 response and recovery efforts.

On Monday, April 27, 2020, Tetra Tech began work in the capacity of Assistant Local Disaster Recovery Manager (LDRM). In approximately five (5) weeks, the County's Assistant LDRM executed and/or continues to oversee the following tasks:

COVID-19 PUBLIC ASSISTANCE

- Ongoing advising of County Departments on COVID-19 Public Assistance (PA) Eligibility Requirements
 - Tetra Tech created a group of advisors to assist all with COVID-19 FEMA PA eligibility requirements. As this is the first novel virus National Disaster FEMA has ever experienced, there are no precedents and/or existing policies for FEMA, the State or local jurisdictions to reference.
 - Tetra Tech hired former deputy director of HUD, Neal Rackleff, to lead this advisory group. Mr. Rackleff was selected for his expertise and direct contacts at the level of Federal Government.
 - Tetra Tech routinely tracks and submits all inquiries from County staff to this advisory committee for review and expert guidance.
 - Our Assistant LDRM, Pat Beekman, researched and is familiar with the new FEMA PA model and grants portal being utilized for COVID-19. Mr. Beekman, and key County staff, attended two FEMA webinars on the grant portal and the FEMA PA process.
 - Mr. Beekman also attended a State of South Carolina and a Tetra Tech webinar on the COVID-19 PA process and Q&A session.
 - Finally, Mr. Beekman participates in a daily COVID-19 PA call.
 - This is an internal call, implemented by Tetra Tech, where Mr. Beekman interfaces with his counterparts across the Country to find out what other jurisdictions are going through, the answers other FEMA regions are issuing relative to questions posed by other jurisdictions and what FEMA determined eligible or ineligible.

- Eligibility is a moving target with FEMA, e.g., initially, Plexiglas shielding for customer facing positions (unless the customer facing position was directly involved with health care) was thought to be an ineligible PA request by FEMA. However, recently, FEMA changed its stance around this to say that instillation of this protective measure for any customer-facing, government position is an eligible expense.
 - These calls are invaluable in allowing Tetra Tech to advise the County on what costs need to be tracked for PA submission.
- Collecting COVID-19 PA data
 - Tetra Tech contacted County Departments with potential COVID-19 FEMA PA eligible reimbursable expenses and advised each on what to track. Departments were provided tracking tools as well.
 - Mike King, Richland County's LDRM, and Mr. Beekman agreed that we should submit project worksheets (PWs) by department instead of one large PW for the County.
 - Upon receipt of relevant data from departments, Mr. Beekman formats said data and performs the necessary input where the FEMA grant portal is concerned.
 - This takes a significant administrative burden off County staff, eliminates the need for extensive training around the FEMA grant portal and, finally, ensures the accuracy of submittals on behalf of the County via review by a subject matter expert.
 - County LRDM, Mike King, established June 5, 2020 as the due date for the first round of PW submissions to FEMA on the grant portal.
 - Post June 5, Mr. Beekman will begin collecting that relative data from County departments for submission to FEMA.
 - The County has 60 days to make its initial submission and, once the disaster declaration is ended (no one knows when that will occur), another 60 days for to make its final submission of PWs.
- Tetra Tech also established an internal PA SharePoint site to store all PA information for developing PWs and to ensure the County is well positioned for eventual audits.

NON-CONGREGATE SHELTERING

- Researched the State of South Carolina Non-Congregate Shelter Plan
 - Mr. Beekman had two, initial fact-finding calls with County staff to discuss the current state of the non-congregate shelter operations in Richland County.
 - The State of South Carolina has a unique non-congregate care shelter program. First, DHEC traditionally oversees non-congregate care sheltering in the state. However, many of the requirements that traditionally fall to DHEC, DHEC has attempted to pass to the counties in the state without strong assurances of funding to support them (for our purposes, this is referred to as an underfunded mandate). More importantly, DHEC appears to have attempted to pass the liability of running a non-congregate shelter operation involving COVID-19 to counties as well.



- Mr. Beekman had a call with the consultant who supports Brittany Kelley, the Public Assistance Director for South Carolina Emergency Management Division, regarding the unique South Carolina non-congregate shelter model and options on the state fully funding shelter operations.
- Tetra Tech also took the South Carolina non-congregate shelter program to our COVID-19 advisory committee, which concurred with the recommendation that the County not sign the agreement from DHEC and agreed with the options paper, as prepared by Mr. Beekman, on behalf of the County.
- Advised the County on Non-Congregate Shelter Options
 - Mr. Beekman prepared a hierarchy of shelter options (hotel/motel; apartments; local colleges and universities; local K-12 schools; trailers/RVs; vacant buildings with climate control and shower facilities; and leasing options), positives and negatives for each option and an initial plan to work the list of options.
 - County staff had already investigated some of these options, but not all. Staff immediately began working on the list of the options that had not yet been considered.
 - Tetra Tech continues to provide expertise in advising key County staff, to include Emergency Services, around how best to proceed where non-congregate sheltering is concerned.
 - Mr. Beekman advised County staff on the potential of leasing trailers and/or RVs from FEMA, if they are even available. Mr. Beekman advised ESMD Director Byrd that this should only be considered as a last resort option and the reasons why.
 - Mr. Beekman also advised the County to consider MREs as a feeding option due to the self-contained nature of the meals and reduced chance of passing a virus by using this method of feeding within shelters.

RICHLAND COUNTY SMALL BUSINESS + NON-PROFIT GRANT PROGRAMS

- Researched the two grant programs
 - Per the direction of Administration, Tetra Tech is chairing the COVID-19 small business grant program.
 - Mr. Beekman held two initial calls with the Office of Budget and Grants Management to discuss the program.
 - Mr. Beekman offered invaluable insight around proposed updates on the grants processes.
- Developed a checklist
 - Mr. Beekman developed a checklist to assist County staff in performing an efficient scrubbing of each application for program eligibility.
 - As a result of Tetra Tech's input, the County established a pre-screening committee to aid both staff and County residents in navigating the grants process.
- Reviewed small business applications
 - Tetra Tech reviewed and scored 93 applications in the first round of reviews.
 - These reviews, as they should, given the importance of this program, dominated a significant portion of the Assistant LDRM's time.
 - Tetra Tech reviewed and scored 63 applications in the second round of reviews.



- These reviews, as they should, given the importance of this program, dominated a significant portion of the Assistant LDRM's time.
- The Assistant LDRM attended and voted at several small business grant program committee meetings
 - Mr. Beekman attended the first round of committee meetings and provided the following notes:
 - *During the first meeting, the committee had no idea how it wanted to proceed. Initially, there was a free flow of information. I took note of the procedural ideas mentioned in the mix of the free flow of ideas. When the time was ripe, I focused the group on certain procedural ideas that had been discussed, made procedural motions, led the discussion on these motions and in the end, the committee agreed on procedurally, how we would accomplish our task. In fairness, this is really a good group. It was not a hard push at all.*
 - *I attended the second round of committee meetings. Due to less applications being reviewed than in the first round, there were fewer approved for funding (which would result in higher award amounts since we agreed to fund each round with \$100,000 of the grant money). The committee decided unanimously that we should not punish the first round simply because the applicants submitted their applications earlier. I made a motion to modify our procedures to each round by pooling the award amounts amongst the rounds to date (in this case, \$200,000 for the two rounds) to be awarded to the approved for funding applications of both rounds. This resulted in a more balanced playing field for each round. The motion passed unanimously. Then, we went about our business and selected seven (7) applications for initial approval and decided upon the amounts for all 23 approvals between the two rounds.*

COVID-19 RECOVERY PLAN

- Review the States Recovery Plan
 - The State does not have a COVID-19 specific recovery plan in place. Therefore, Mr. Beekman re-reviewed the existing annex to the State's Emergency Operations Plan.
 - Tetra Tech has spoken with various members of County staff regarding their thoughts on a COVID-19 specific recovery plan.
- Research and Draft
 - Tetra Tech, by way of Mr. Beekman, is following the same process as was followed in writing the two previous Disaster Recovery plans drafted for Richland County (Flood Intermediate Recovery Plan and the Disaster Debris Management Plan).
 - Mr. Beekman is patterning this plan to follow the same format as the Richland County Flood Intermediate Recovery Plan.
 - Drafting has begun; however, the document is still in its initial stage of development given how much time the other tasks have required. Like the Flood Intermediate Recovery Plan, we have to execute as we develop the plan. Execution takes precedence at this point.



RESOURCE IDENTIFICATION + RESEARCH

- Resource identification
 - The CARES Act was passed and begun implementation before Task Order 26 (which established Tetra Tech as the County's Disaster Recovery consultant for COVID-19 response) was executed, however, there has been very little implementing guidance from the Department of the Treasury or HUD and FEMA, who are heavily involved with implementing the CARES Act and CDBG – CV.
 - This is the primary reason Tetra Tech established the COVID-19 Advisory group and placed Neal Rackleff, among other Federal and State experts to review questions and provide sound advice.
 - These experts have inside knowledge and contacts in the Federal and Regional levels of HUD and FEMA that can provide us answers to a program in which the money was allocated before the implementing instructions have been developed. Almost always, it is the other way around (implementing instructions developed before the money is released).
 - Also, because the state has received a direct allocation of money from the CARES Act, it is developing its own programs and methodology to distribute its portion of the CARES Act funding.
 - The survey the state requested all jurisdictions submit, on an extremely compressed timeline, is part of the state's effort to determine, proportionately, where the money is needed.
 - See attached list of current COVID-19 identified resources.
 - This list will undoubtedly change as the Federal government considers a fourth round of relief, the state decides where and how to allocate its portion of the CARES Act and private business ramps back up and is in position to assist.
 - One of the sources of funding Tetra Tech is directly assisting a department with is the Coronavirus Emergency Supplemental Funding Program. Mr. Beekman is working closely with George Rice to collect and prepare this grant proposal within the submission period.
 - Currently this is a top priority given the short amount of time remaining.
- Research
 - A key question that the County requested an answer to has just come in effective May 28, 2020.
 - This is an example of Tetra Tech's research capability because on the surface, one might have thought this to be an easy yes or no question. It turns out that it is a much more complicated answer requiring a discussion between Neal Rackleff and the County.
 - The question posed is can the County use incoming CDBG-CV money to reimburse or augment County COVID-19 related programs that were begun before the other monies were available, specifically, the two Richland County grant programs currently underway.

Note from Mr. Beekman on the above:



After discussion with the COVID-19 Advisory group, and approval by Tetra Tech, this morning, the best path forward on this item is for me to coordinate a call with the County and Neal Rackleff (I will be doing so shortly). While there are some preliminary recommendations that we can provide (detailed below) –the specific guidance that the County will need is going to require Neal’s counsel, as well as more specific details from the County on their proposed activities.

In general, proposed CDBG-CV activities may be eligible under the CDBG-CV program if:

- 1) Is the proposed activity an eligible activity under the Regular CDBG Program and Guidelines?
 - a. If YES, proceed to 2) below.
 - b. If NO, stop here, the activity is ineligible for CDBG-CV funding.
- 2) Does the proposed activity Prevent, Prepare for, and Respond to COVID-19? See Public Law 116-136, March 27, 2020.
 - a. If YES, proceed to 3) below.
 - b. If NO, stop here, the activity is ineligible for CDBG-CV funding.
- 3) Does the proposed activity fall under the eligible activities listed in the HUD Quick Guide for CDBG-CV? See HUD Quick Guide to CDBG Eligible Activities, April 6, 2020.
 - a. If YES, proceed to 4) below.
 - b. If NO, stop here and seek further guidance from HUD on eligibility
 - i. If HUD approves activity eligibility, proceed to 4) below.
 - ii. If HUD does not approve activity eligibility, stop here.
- 4) Are HUD CARES Act Flexibilities triggered by the proposed activity? See HUD Cares Act Flexibilities Memo, April 9, 2020.
 - a. If YES, implement HUD CARES Act Flexibilities, and then move forward with eligible activity.
 - b. If NO, do not implement HUD CARES Act Flexibilities, and move forward with eligible activity.

Finally, HUD has indicated that **CDBG-DR** funds cannot be used to fund CDBG-CV eligible activities. The exception here is that program income earned from CDBG-DR funded programs can be used to fund CDBG-CV eligible activities. At this time, HUD has not authorized the use of **CDBG-MIT** funds to fund CDBG-CV eligible activities.

See CDBG-DR FAQ, May 4, 2020.



OTHER

In addition to the above, detailed areas of action, Tetra Tech is providing ongoing assistance to the County in other ways as noted below.

- State of South Carolina Survey
 - Reach out and advise Department representatives on what data they need to provide and how to and how not to submit the data.
 - Answer questions on the survey from calls from Department representative.
 - Assist the County with compiling and recommending approval of the data.
- Assist with the BRC
 - Mr. Beekman assisted with review and preparation of the upcoming BRC meeting.
- Answering constituent calls
 - As is often the case in disaster situations, County residents, partners and even employees have questions.
 - One thing Mr. Beekman considers a key part of his job is to understand and respond to any inquiries pertaining to the current disaster and/or to connect those in need of assistance with the appropriate subject matter expert(s).
 - Mr. Beekman is currently providing the above service on an ongoing basis and fields several calls a week, which spur additional research and action.
- General duties of an Assistant LDRM are those described below. This list is not all-inclusive.
 - Tetra Tech has provided Richland County with technical assistance including:
 - Training & Mentoring;
 - Project management, expertise, and guidance for all facets of the recovery process;
 - Development and implementation of goals and strategies;
 - Preparation and submission of all requisite materials;
 - Coordinating with other recovery stakeholders;
 - Outreach and liaison efforts;
 - Providing timely reports and program performance evaluations; and
 - Oversight and guidance on grant opportunities and programs

Tetra Tech will continue to work alongside the County as we chart the path forward in mitigating the effects of COVID-19. Project specifics will shift in alignment with County priorities as dictated by Council action and/or requests from Administration.

In addition to overarching analysis and plan development, the County's Assistant Local Disaster Recovery Manager provides ongoing, specialized support to various departments to ensure adequate tracking and compliance to best position the County for any applicable Federal reimbursements as funds become available to local governments through various programs.



Richland County Council Request for Action

Subject:

An Ordinance Amending the Fiscal Year 2020 General Fund Annual Budget by \$455,259.00 to pay for in car camera system for the Richland County Sheriff's Department

Notes:

April 28, 2020 – The committee recommended Council approve the past due payment of the Sheriff's Department camera and digital evidence program to Axon Enterprise, Inc.

First Reading: May 5, 2020

Second Reading: May 19, 2020

Third Reading: June 2, 2020 {Tentative}

Public Hearing: June 2, 2020

STATE OF SOUTH CAROLINA
COUNTY COUNCIL FOR RICHLAND COUNTY
ORDINANCE NO. ____-20HR

AN ORDINANCE AMENDING THE FISCAL YEAR 2020 GENERAL FUND ANNUAL BUDGET BY \$455,259.00 TO PAY FOR IN CAR CAMERA SYSTEM FOR THE RICHLAND COUNTY SHERIFFS DEPARTMENT

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

SECTION I. That the amount of Four Hundred Fifty Five Thousand Two Hundred Fifty Nine Dollars (\$455,259) be appropriated to cover cost of the In Car Cameras from the General Fund Fund Balance. Therefore, the Fiscal Year 2020 General Fund budget is hereby amended as follows:

REVENUE

Revenue and Sources appropriated as of July 1, 2019 as approved:	\$183,268,354
Increase appropriation:	\$455,259
Total Amended Revenue Budget	\$183,723,613

EXPENDITURES

Expenditures and Uses appropriated as of July 1, 2019 as approved:	\$183,268,354
Increased Expenditures:	\$455,259
Total Amended Expenditures Budget	\$183,723,613

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

SECTION III. Conflicting Ordinances Repealed. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION IV. Effective Date. This ordinance shall be enforced upon the approval of Richland County Council.

RICHLAND COUNTY COUNCIL

BY: _____
Paul Livingston, Council Chair

ATTEST THE _____ DAY OF _____, 2020

Clerk of Council

RICHLAND COUNTY ATTORNEY'S OFFICE

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

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

**RICHLAND COUNTY
ADMINISTRATION**

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



Agenda Briefing

Prepared by: Deputy Chief Chris Cowan

Department: Sheriff's Department

Date Prepared: March 09, 2020

Meeting Date: March 24, 2020

Legal Review	Elizabeth McLean via email	Date:	March 12, 2020
Budget Review	James Hayes via email	Date:	March 12, 2020
Finance Review	Stacey Hamm via email	Date:	March 12, 2020
Approved for Consideration:	County Administrator	Leonardo Brown, MBA, CPM	
Committee	Administration & Finance		
Subject:	Past Due Payment In Car/Body Worn Cameras and digital evidence program		

Recommended Action:

The Sheriff's Department recommends Council approve the past due payment of the Sheriff's Department camera and digital evidence program to Axon Enterprise, Inc.

Motion Requested:

1. Move to accept the Sheriff Department's recommendation; or,
2. Move to deny.

Request for Council Reconsideration: Yes

Fiscal Impact:

Below is the amount remaining:

Total due:	\$938,999
Payment 1:	\$483,741.44
Amount remaining:	\$455,258.55

Motion of Origin:

There is no associated Council motion of origin.

Council Member	
Meeting	
Date	

Discussion:

In 2017, County Council approved the implementation of State mandated body worn cameras and in 2012 County Council approved the implementation of State mandated in car cameras for the Sheriff's Department. For three (3) years and eight (8) years respectively, the County has funded both programs. The Sheriff's Department has applied for and received State grant funds to assist with the costs associated with these invaluable systems that are vital to community transparency and are critical training tools.

As part of the County budget process, along with meetings and correspondences, between January 2018 and November 2019 the Sheriff's Department submitted, met with and communicated these specific needs to the Budget Office. RCSD conveyed that these expenses would come due, as normal, November 30, 2019. RCSD was advised that since the funding sources (bonds) were no longer available, these requests would be included in Capital Improvement for the biennium. To date, Capital Improvements have not been funded.

With no funding being allocated, RCSD worked with County Administration and subsequently Axon to identify a solution; so that there would be no late fees, reduction in services or refusal to provide technology upgrades that were due us as part of the ongoing agreements. Axon graciously re-issued the invoice with a new due date of January 30, 2020; with the agreement that we would consolidate all Axon invoices.

Although Axon has issued two late notices (from the re-issued invoice) to RCSD, they have agreed to no late fees, no disruption of service, and no punitive action related to the Contracts. They are not willing to break out new invoices but offered to accept two payments, equaling the total amount.

RCSD is asking Council to provide the funding and direct the Finance Office to make the past due payment of the Sheriff's Department camera and digital evidence program to Axon Enterprise, Inc. in the amount of \$455, 258.55 for FY20.

Per the County's Office of Budget and Grants Management Director, Mr. James Hayes:

The Office of Budget and Grants Management had planned on the items being a part of the CIP for FY20. In the past, the in-car cameras were a part of the Sheriff vehicle package which was previously a part of the CIP and funded through debt. At the time, Administration decided to pursue all Sheriff Capital needs via the CIP process. Those items were presented to Council during the budget process as a recommendation to fund for the Biennium; however, Council decided to bring back to capital needs through a more cross-sectional CIP. The Office of Budget and Grants Management worked closely with departments to produce the CIP which is set to re-appear before Council once the new Administrator has his recommendation(s).

This information has been conveyed to the RCSD; however, due to the time-sensitive nature of the matter, during in the month of December 2019, the Office of Budget and Grants Management worked with Administration to identify a funding source utilizing Capital funds the RCSD currently has on hand with the thought that those funds could be reimbursed once new debt financing was available. Finance Director Hamm was concerned those funds could not be re-allocated a second time as they were previously allocated in September of 2017.

Administration advised the Office of Budget and Grants Management to contact County bond

counsel to obtain guidance as to if those funds could be re-allocated. Staff then learned that the body-worn cameras and in-car cameras could not be paid for with bond proceeds because they were leased. Prior thereto, the Office of Budget and Grants Management was unaware these items were being leased by the RCSD and was under the impression they were purchased and therefore were considered capital assets eligible for the CIP routing process.

Although Council voted to approve implementation in 2017, none of these items were budgeted in Biennium Budget I by its builders. The Office of Budget and Grants management has worked continuously worked with Administration to find funding in FY18 and FY19. Due to the budget deficit resulting in Biennium Budget I, there was no “cushion” to include these funds in the General Fund operating budget for Biennium Budget II. This information was provided to the RCSD during its budget meeting in the spring of 2019. Once all avenues were exhausted for FY20, staff worked with Administration to identify some funds within the contingency fund to cover the body-worn cameras; however, funds were not available cover the in car cameras as well. Again, this information was provided to the RCSD as well as an alternative solution that staff was confident could possibly lead to the resources at the end of the fiscal year. This option was ultimately rejected by the RCSD.

Attachments:

Richland County Council Request for Action

Subject:

An Ordinance Amending the Fiscal Year 2020 General Fund Annual Budget by \$670,600.00 to pay for repairs and improvements at the Central Garage Facility

Notes:

April 28, 2020 – The committee recommended Council approve an amendment to the Risk Management budget in the amount of \$670,599.68 for expenditures directly related to Fleet operations only, primarily consisting of repairs and improvements to our Central Garage facility.

First Reading: May 5, 2020

Second Reading: May 19, 2020

Third Reading: June 2, 2020 {Tentative}

Public Hearing: June 2, 2020

STATE OF SOUTH CAROLINA
COUNTY COUNCIL FOR RICHLAND COUNTY
ORDINANCE NO. ____-20HR

AN ORDINANCE AMENDING THE FISCAL YEAR 2020 GENERAL FUND ANNUAL BUDGET BY \$670,600.00 TO PAY FOR REPAIRS AND IMPROVEMENTS AT THE CENTRAL GARAGE FACILITY

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

SECTION I. That the amount of Six Hundred Seventy Thousand Six Hundred Dollars (\$670,600) be appropriated to cover cost of the Repairs and Improvements at the Central Garage using Refund Checks from the Fleet Operations. Therefore, the Fiscal Year 2020 General Fund budget is hereby amended as follows:

REVENUE

Revenue and Sources appropriated as of July 1, 2019 as approved and Amended:	\$183,723,613
Increase appropriation:	\$670,600
Total Amended Revenue Budget	\$184,394,213

EXPENDITURES

Expenditures and Uses appropriated as of July 1, 2019 as approved and Amended:	\$183,723,613
Increased Expenditures:	\$670,600
Total Amended Expenditures Budget	\$184,394,213

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

SECTION III. Conflicting Ordinances Repealed. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION IV. Effective Date. This ordinance shall be enforced upon the approval of Richland County Council.

RICHLAND COUNTY COUNCIL

BY: _____
Paul Livingston, Council Chair

ATTEST THE _____ DAY OF _____, 2020

Clerk of Council

RICHLAND COUNTY ATTORNEY'S OFFICE

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

First Reading:
Second Reading:
Public Hearing:

Third Reading:

**RICHLAND COUNTY
ADMINISTRATION**

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



Agenda Briefing

Prepared by: Brittney Hoyle Terry, Esq., Risk Management
Department: Risk Management
Date Prepared: March 10, 2020 **Meeting Date:** March 24, 2020

Legal Review	Elizabeth McLean via email	Date:	March 18, 2020
Budget Review	James Hayes via email	Date:	March 18, 2020
Finance Review	Stacey Hamm via email	Date:	March 18, 2020
Approved for Consideration:	County Administrator	Leonardo Brown, MBA, CPM	

Committee: Administration & Finance Committee
Subject: Budget Amendment – First Vehicle Services Refunds

Recommended Action:

Staff recommends the Richland County Council approve an amendment to the Risk Management budget in the amount of \$670,599.68 for expenditures directly related to Fleet operations only, primarily consisting of repairs and improvements to our Central Garage facility.

Motion Requested:

“I move that Richland County Council approve the requested amendment to the Risk Management budget in the amount of \$670,599.68 for expenditures directly related to Fleet operations only, primarily consisting of repairs and improvements to our Central Garage facility.”

Request for Council Reconsideration: Yes

Fiscal Impact:

The request pertains to funds that were originally budgeted for Fleet operations but were refunded by the vendor. A budget amendment is now needed to expend the funds.

Motion of Origin:

There is no associated Council motion of origin.

Council Member	
Meeting	
Date	

Discussion:

Richland County contracts with First Vehicle Services (FVS) for the maintenance and repair of County vehicles. The majority of labor, overhead expenses, administrative costs, parts, supplies, and outside services are covered by the fixed annual contract amount. Each year, per our “shared savings incentive” agreement, we receive a refund of 90% of the difference in our annual fixed contract amount and actual billed costs. As an incentive to improve overall efficiency, FVS retains 10% of that difference.

We recently received the refund checks for 2017, 2018, and 2019. We received the 2017 and 2018 refunds later than usual due to delays that have since been corrected. The 2017 refund check of \$228,961.68 and the 2018/2019 check of \$441,638 total the requested budget amendment amount of \$670,599.68. We are requesting approval to use the refund checks for repairs and improvements to Central Garage. Prior year refunds have been used for this purpose, so there is some precedent for the present request.

Moving forward, budget amendments of this type should not be necessary. We will obtain refund information in advance, and the funds will be considered as part of the normal budget process. Additionally, the annual fixed contract amount was reduced for the 2019 renewal. We expect smaller refund checks moving forward, but we will pay less up front.

Attachments:

1. List of needed repairs and improvements



Repairs and Improvements – Central Garage

1. Add canopy over Heavy Side Shop
 - a. Will double work area of shop with suitable space for fire trucks
 - b. Includes adding to side of building – one or two extra bays
 - c. Canopy to have lights, electrical, air, heaters, fans
 - d. Replace cement in front with reinforced
2. Replace unsafe, out-of-service lifts
 - a. Light side – two lifts (20% capacity)
 - b. Heavy side – replacement for in-ground lift
 - i. 50,000 lb. capacity will include all fire equipment
3. Purchase GM and Chrysler diagnostic equipment and programs
 - a. Will allow us to perform complete diagnostics as we do with Ford
4. Improvement internal garage facility
 - a. Upgrade Dispatch (Customer) and Parts areas
 - b. Upgrade locker rooms
5. Conduct Engineer/Architect study
 - a. Evaluate upper level for stability and safety
 - b. Offer solutions for office expansion
6. Repair shop drain system
 - a. Drains appear to be collapsing, backing up water in shop
7. Add Wi-Fi
 - a. Switch FMIS system to web based FVS system
8. Transition old RCSD impound lot to secure Emergency Vehicle lot
 - a. Move fences, add security gate
9. Replace pumps at County fuel sites
10. Upgrade Software



Richland County Council Request for Action

Subject:

Harris Govern Master License and Services Agreement (MLSA) for New CAMA System

Notes:

May 21, 2020 – The A&F Committee recommended Council approve a Master License and Services Agreement (MLSA) and associated Work Orders for Licensed Software, Implementation, and Training and Maintenance with Harris Govern to develop a new Computer Aided Mass Appraisal (CAMA) System for an amount not to exceed \$1,480,250.



Agenda Briefing

Prepared by: Clayton Voignier, Director
Department: Community Planning and Development
Date Prepared: March 11, 2020 **Meeting Date:** March 24, 2020

Legal Review	Brad Farrar	Date:	March 11, 2020
Budget Review	James Hayes via email	Date:	April 13, 2020
Finance Review	Stacey Hamm via email	Date:	March 20, 2020
Approved for Consideration:	Assistant County Administrator	Ashley M. Powell, Assoc. AIA, AICP	
Committee	Administration and Finance		
Subject:	Harris Govern Master License and Services Agreement (MLSA) for New CAMA System		

Recommended Action:

Staff recommends approval of a Master License and Services Agreement (MLSA) and associated Work Orders for Licensed Software, Implementation, and Training and Maintenance with Harris Govern to develop a new Computer Aided Mass Appraisal (CAMA) System for an amount not to exceed \$1,480,250.

Motion Requested:

I move to approve a Master License and Services Agreement (MLSA) and associated Work Orders for Licensed Software, Implementation, and Training and Maintenance with Harris Govern to develop a new Computer Aided Mass Appraisal (CAMA) System for an amount not to exceed \$1,480,250.

Request for Council Reconsideration: Yes

Fiscal Impact:

The Office of Budget and Grants Management will use cost-savings at the end of the year in the General Fund to fund Payment 1. Additionally, staff has included funding the remainder of the project in the CIP recommendations forwarded to the County Council.

Motion of Origin:

There is no associated Council motion of origin.

Council Member	
Meeting	
Date	

Discussion:

On September 17, 2019, at a Special Called Meeting, Council approved the request from staff to proceed, as requested in Executive Session, with regard to upgrading to a new CAMA system, using a consultant to procure the new CAMA system, and identifying the proper funding source to pay for a new CAMA system.

Due to a piggybacking provision in Horry County's Request for Proposals (RFP) for a new CAMA system and subsequent agreement with the selected vendor, staff was able to avoid costs associated with procuring a new CAMA system using a consultant and enter into direct contract negotiations with the selected vendor, Harris Govern.

In November 2019, staff met with representatives from Harris Govern to conduct a mini-gap analysis of the limitations and deficiencies of the current CAMA system and identify features and functionality of the new CAMA system that would address those limitations and deficiencies. Results from the mini-gap analysis identified 1) the desired technological advancements through a new CAMA system that will increase productivity and reduce duplicated efforts among staff in the Assessor's Office and 2) the required hardware, software, training, and maintenance specifications for the new CAMA system that facilitated a firm quote from Harris Govern reflected in the not-to-exceed contract amount of \$1,480,250 and eliminated the possibility of future change orders.

After the mini-gap analysis, an internal project team inclusive of a Project Manager and key staff from the Assessor's Office and IT was established to guide the implementation of the new CAMA system.

During the timeframe of December 2019 to February 2020, staff from IT, Procurement, and Legal were engaged to review and provide input on the development of the MLSA and associated Work Orders. Pursuant to that review and further negotiations with Harris Govern, the resulting MLSA and associated Work Orders are attached and now presented to Council for consideration and approval.

Once the MLSA and associated Work Orders are approved and executed, staff anticipates a project kick-off with the internal project team and representatives from Harris Govern in May 2020. Based on this timeframe, staff anticipates go-live with the new CAMA system in October 2021.

Attachments:

1. Minutes from Special Called Meeting on September 17, 2019
2. Harris Govern MLSA with associated Work Orders for Licensed Software, Implementation, and Training and Maintenance



Richland County Council

SPECIAL CALLED MEETING
September 17, 2019 – 6:00 PM
Council Chambers
2020 Hampton Street, Columbia, SC 29204

COUNCIL MEMBERS PRESENT: Paul Livingston, Chair; Dalhi Myers, Vice-Chair; Joyce Dickerson, Calvin “Chip” Jackson, Gwen Kennedy, Bill Malinowski, Jim Manning , Yvonne McBride, Chakisse Newton, Allison Terracio and Joe Walker

OTHERS PRESENT: Michelle Onley, Ashiya Myers, Beverly Harris, Angela Weathersby, Stacey Hamm, Leonardo Brown, Jennifer Wladischkin, Dale Welch, Clayton Voignier, Kim Williams-Roberts, James Hayes, Ashley Powell, Liz McDonald, John Thompson , Quinton Epps, Christine Keefer, Randy Pruitt, Nancy Stone-Collum, Michael Niermeier, Janet Claggett, Brad Farrar, Dwight Hanna, Geo Price, Stephen Staley, Michael Byrd, Robin Carter, Judy Carter, Sandra Haynes, Ronaldo Myers and Chris Eversmann

1. **CALL TO ORDER** – Mr. Livingston called the meeting to order at approximately 6:00 PM.
2. **INVOCATION** – The invocation was led by the Honorable Dalhi Myers
3. **PLEDGE OF ALLEGIANCE** – The Pledge of Allegiance was led by the Honorable Dalhi Myers
4. **PRESENTATION: Boys & Girls Club** – Mr. Troy Thames gave a brief overview of the organization. He stated on October 26, at the Richland One Memorial Stadium, they will be hosting a flag football tournament with the Carolina Panthers.
5. **APPROVAL OF MINUTES**
 - a. **Special Called Meeting: September 17, 2019** – Mr. Livingston noted that Items 13(a) – (d), on p. 14 of the agenda packet, are listed as Second Reading items, but were actually Third Reading items.

Mr. Manning moved, seconded by Ms. Dickerson, to approve the minutes as corrected.

In Favor: Terracio, Malinowski, Jackson, Newton, Myers, Kennedy, Dickerson, Livingston and McBride

Present but Not Voting: Manning and Walker

The vote in favor was unanimous.

6. **ADOPTION OF THE AGENDA** – Mr. Farrar requested that a contractual matter related to the PDT be added under the Report of the Attorney for Executive Session.

Mr. Manning inquired if the item was on the agenda or if they were adding the item.

Ms. Myers moved, seconded by Ms. McBride, to adopt the agenda as amended.

In Favor: Terracio, Malinowski, Jackson, Newton, Myers, Kennedy, Walker, Dickerson, Livingston and McBride

Abstain: Manning

The vote in favor was unanimous.

7. **REPORT OF ATTORNEY FOR EXECUTIVE SESSION ITEMS**

- a. Brown vs. Richland County Election Commission, et. al.
- b. PDT Document Production
- c. CAMA System Update

8. **CITIZENS' INPUT**

- a. For Items on the Agenda Not Requiring a Public Hearing – Mr. Robert Dubnicka, Mr. Ed Lauer and Mr. Larry Echerer spoke regarding “abandoned” roads in subdivisions.

9. **CITIZENS' INPUT**

- b. Must Pertain to Richland County Matters Not on the Agenda (Items for which a public hearing is required or a public hearing has been scheduled cannot be addressed at this time) –
 - 1. Mr. Aubrey Jenkins spoke regarding the Fire Service.
 - 2. Mr. Matthew Graves spoke regarding the oversight of the Transportation Penny Projects..

10. **REPORT OF THE COUNTY ADMINISTRATOR**

- a. **CAMA System Update** – This item was taken up in Executive Session.
- b. **Staff Recognition** – Mr. Brown recognized Ms. Ashley Powell on being named one of Columbia Business Monthly’s “2019 Best and Brightest 35 and Under”.

POINT OF PERSONAL PRIVILEGE – Mr. Jackson recognized that Ms. Powell was a Clemson graduate.

POINT OF PERSONAL PRIVILEGE – Ms. Newton recognized Ms. Powell for becoming a Certified Planner.

POINT OF PERSONAL PRIVILEGE – Ms. Myers stated it is a joy to work with Ms. Powell and the honor is well deserved.

POINT OF PERSONAL PRIVILEGE – Ms. McBride recognized that Ms. Powell is her Alpha Kappa Alpha Soror.

11. **REPORT OF THE CLERK OF COUNCIL**

- a. Richland County Airport Commission & Experimental Aircraft Association Low Country Boil, September 21, 11:00 AM – 3:00 PM, Hamilton-Owens Airport, 1400 Jim Hamilton Blvd. – Ms. Roberts reminded Council of the upcoming Airport Commission & Experimental Aircraft Association’s Low Country Boil.

Special Called Meeting
September 17, 2019

b. REMINDER: Engage Richland: From Child Safety to Criminal Investigations – The Many Roles of Your Coroner’s Office, September 19, 6:00 PM, Coroner’s Office, 6300 Shakespeare Road – Ms. Roberts reminded Council of the upcoming Engage Richland event at the Coroner’s Office.

c. Pontiac Neighborhood Master Plan Charrette, September 25 and 26, 6:00 – 7:30 PM, Richland Library – Sandhills Branch, 763 Fashion Drive – Ms. Roberts reminded Council of the upcoming Pontiac Neighborhood Master Plan charrette.

POINT OF PERSONAL PRIVILEGE – Mr. Jackson invited all of his neighbors in Richland Northeast to attend the Pontiac Neighborhood Master Plan Charette. We will be talking about developing a master plan for the only district that currently does not have one.

d. Columbia Chamber of Commerce Annual Gala, October 3, 5:00 PM, Columbia Metropolitan Convention Center, 1101 Lincoln Street – Ms. Roberts reminded Council of the upcoming Columbia Chamber of Commerce’s Annual Gala.

12. **REPORT OF THE CHAIR** – No report was given.

13. **OPEN/CLOSE PUBLIC HEARINGS**

a. An Ordinance Amending the Richland County Code of Ordinances, Chapter 24, Utilities; Article III, Procedures for Construction of Water and Sewer Lines; Division 2, Sewer Construction; Section 24-28, Construction of Facilities within feasible reach of a planned portion of a public sewer interceptor; so to add language regarding the Broad River Basin – No one signed up to speak.

b. An Ordinance Authorizing Quit Claim Deeds to Paul D. Riley and South Carolina Real Estate Management and Development Corporation for parcels of land located in Richland County, known as the Olympia Alleyways; specifically the land abutting and between TMS # 08816-05-10 (406 Florida Street) and TMS # 08816-05-11 (402 Florida Street) – No one signed up to speak.

c. An Ordinance Amending the Fiscal Year 2020 Road Maintenance Special Revenue Fund Annual Budget by \$500,000.00 to cover expenses from the Department of Public Works’ Pavement Preservation Program with funds from the Road Maintenance Special Revenue Fund Balance – No one signed up to speak.

14. **APPROVAL OF CONSENT ITEMS**

a. An Ordinance Amending the Richland County Code of Ordinances, Chapter 24, Utilities; Article III, Procedures for Construction of Water and Sewer Lines; Division 2, Sewer Construction; Section 24-28, Construction of Facilities within feasible reach of a planned portion of a public sewer interceptor; so to add language regarding the Broad River Basin [THIRD READING]

b. An Ordinance Authorizing Quit Claim Deeds to Paul D. Riley and South Carolina Real Estate Management and Development Corporation for parcels of land located in Richland County, known as the Olympia Alleyways; specifically the land abutting and between TMS # 08816-05-10 (406 Florida Street) and TMS # 08816-05-11 (402 Florida Street) [THIRD READING]

Ms. Dickerson moved, seconded by Ms. Kennedy, to approve the consent items.

In Favor: Terracio, Malinowski, Jackson, Newton, Myers, Kennedy, Walker, Dickerson, Livingston and McBride

Special Called Meeting
September 17, 2019

Present but Not Voting: Manning

The vote in favor was unanimous.

15. **THIRD READING ITEMS**

- a. An Ordinance Amending the Fiscal Year 2020 Road Maintenance Special Revenue Fund Annual Budget by \$500,000.00 to cover expenses from the Department of Public Works' Pavement Preservation Program with funds from the Road Maintenance Special Revenue Fund Balance – Ms. Myers requested documentation that shows the roads that are included in the proposal and what the rotation will be.

Ms. Myers moved, seconded by Ms. Dickerson, to approve the item with the caveat that the requested information be provided.

In Favor: Terracio, Malinowski, Jackson, Newton, Myers, Kennedy, Walker, Dickerson and Livingston

Present but Not Voting: McBride

The vote in favor was unanimous.

- b. 19-022MA, Robert F. Fuller, TROS/RU to RS-LD (185.29 Acres), Langford Road, TMS # R23400-05-05 & 06 – Ms. Dickerson stated she has meet with the community and the developers to try to come to a resolution of this item. She has never taken a stand, or promised anyone a yes or no vote. She simply listed to the both sides. She forwarded the documentation that she was provided to her colleagues and requested them to review the documentation, prior to voting.

Ms. Dickerson moved, seconded by Mr. Malinowski, to approve this item.

Ms. Terracio inquired if we have an enforceable agreement. She knows we have someone's word on the line. We have an agreement with the community. After tonight's vote, what assurances do we have that people that say they are going to do things will actually do those things? She heard many people come to the podium tonight, during public hearing, and talk about things that were not done by developers. She inquired if there is anything in writing, or could there be anything in writing that could give us assurance that what has been agreed upon will actually be what happens.

Ms. Myers stated she does not disagree with Ms. Terracio that whatever agreement people made need to be enforced. Her hesitation is that this is not the body that handles that. To the extent that our job is to analyze the rezoning, the enforcement of a contract that was made between the parties goes beyond what we can do. She stated we cannot expend tax dollars in enforcing private contracts. She thinks it is necessary, but she does not know how we guarantee a private contract.

Ms. Terracio stated she was not suggesting we become a party to such a contract, but rather if there is one in place between the parties.

Mr. Manning stated he read about a buffer property being put under a conservation easement. He is assuming that has been done.

Ms. Dickerson stated the 250 ft. buffer is definitely not to be developed. The offer has been made to the Conservation Commission to take the 250 ft. buffer to make sure that no homes are developed in the buffer. There was a document that was to be forwarded that showed the offer

was still out there. There is still some work to be done because there is a process for the easement to be accepted by the Conservation Commission, but she is convinced that the 250 ft. buffer will be in place and there will be no problem.

Mr. Manning stated, for clarification, the Conservation Commission is processing the easement.

Mr. Malinowski stated the people that spoke tonight were alluding to the fact that Richland County had failed to conduct their due diligence in handling of development bonds. They have a complaint against Richland County, not this matter, which is a private development matter with the citizens.

Mr. Jackson stated the challenge for him has been, because this is not in my specific district, to be careful not to encroach upon the responsibility of Ms. Dickerson. Whether I agree, or disagree, I respect her. However, he also lives in the Northeast community. He and his family have spent many hours on the roads, and the length of time on the roads has increased because of the overdevelopment. He is very concerned about the appropriate use of land space. He thinks the way you prevent this type of thing from happening, in the future, is you put it in a master plan. You create the type of plan that will not allow for this type of development to occur. Although he understands Ms. Dickerson's point about it having been going on for a while, he does not see the rush in accelerating it now because it is such a critical issue. If you were to count the number of developments that have sprung up since we began this conversation, it is out of control. When do we say enough is enough? We complain about the roads and the infrastructure. The reason we are having struggles with the roads and infrastructure is because we are overdeveloping. We are not landlocked yet, but we are mighty close. He requested E-Capital not to hang their hat on what the vote is tonight, but to look at the moral and ethical responsibility they have to the community.

Ms. Terracio requested to hear from the Conservation Commission to see if there is a status update.

Mr. Brown stated he is not aware that there is currently anything in process. As it relates to some of these private conversations, he is not sure if we are involved in that as a governmental entity. He stated it sounds like we are talking about some citizens, outside of the governmental structure, and he is unable to speak on their behalf, as to how they have engaged Richland County, at this point.

Mr. Manning stated he was still unclear. It sounded like the offer had been made to the Conservation Commission, and they were looking at processes. He inquired if anybody can say whether or not the Conservation Commission is processing it.

Mr. Brown stated he is unable to answer the question, affirmatively, at this time.

Ms. Dickerson stated the meeting she had on September 11th she left the meeting with the understanding that Conservation Commission would be processing the easement.

Mr. Manning stated he has great respect for Ms. Dickerson, but he is totally concerned there is nobody in Richland County Government that is present, tonight, that can tell us where, and if, there is any movement, with regard to the Conservation Commission, about this property being put in a conservation easement. This is not a private matter because the Conservation Commission is not a private business.

Mr. Brown stated no application has been submitted, so as a result of that, there is no process that has been started. He is not aware of another entity submitting something to the Conservation Commission, at this point.

Ms. Dickerson stated the offer has been made. It is her understanding, that once the applicant receives Third Reading of the re-zoning request they can begin the process with the Conservation Commission, but they cannot do anything unless we approve the re-zoning.

Ms. Myers inquired, if there is anything in our Conservation Commission's regulations, or Zoning regulations, that precludes an owner of property from applying for a conservation easement without a re-zoning.

Mr. Voignier stated he is not aware of anything that would preclude a property owner from submitting an application for an easement regardless of the re-zoning.

Ms. Myers stated, for clarification, we do not have, at the County, a regulation that bars any owner of property from requesting, of the Conservation Commission, an easement over a certain portion of their property, at their discretion.

Mr. Voignier responded in the affirmative.

Mr. Manning stated he wanted to be sure that there was nobody from Richland County Government and/or Conservation Commission that has any official documentation, with a request, for an easement that anyone could apply for.

Mr. Brown stated, based on the conversation that he just had, that would be correct.

Mr. Jackson stated, since there seems to be some reservation between what we are hearing and the hesitancy of the members of the Conservation Commission to come forward and state anything factually, he concurs with Mr. Manning. As he said previously, this is too critical of a matter to rush a decision with ambiguous information. Once the vote occurs, tonight, he does not want to hear next week, or tomorrow, that the application is now in process, which would affect how he and several of his colleagues will vote.

Ms. Newton stated it sounds like there is an agreement that has been made. There have been questions asked about whether or not the steps, that can be made, have been made. To Ms. Dickerson's point, this is Third Reading, we have discussed this zoning matter, so from a procedural perspective, she is curious if there is a way to vote for this motion, with the contingency that they apply. What are the options for moving forward, based on where we are right now.

Ms. Powell stated, at the September 11th meeting, there were conversations with the Conservation staff about the potential of an easement, but the process has not begun.

Ms. Myers inquired, once such an application is submitted, could it be cancelled. She believes one side is saying they did not submit it because they did not get the zoning change. The other side is saying they do not want the zoning change because it has not been submitted. If they submitted it, and we denied the zoning change, are they not free to come back and say to the Commission that they did not get what they needed on their side, so they do not want to give this.

Ms. Powell responded in the affirmative.

Mr. Manning stated, at this point, because Ms. Dickerson has worked so long and hard on this, he read what he was sent regarding the meeting last week, and we are talking about good faith, he is prepared to vote "no" tonight. He feels like, if he was in good faith and serious, he would have gotten down to the government, and fill out the application and get in, so that the "t" was cross or

the “i” was dotted. He thinks they had an opportunity to get down here and do what they needed to do, for him to feel comfortable to vote in favor of the change. If it turns out there was an application submitted today, or yesterday, and somebody here tonight does not know there was an application submitted, then he would be pleased to do a reconsideration at the time of the minutes being approved. If one comes in after tonight, we can have reconsideration, but he will still vote against it. As Ms. Dickerson said, we should be ready to vote tonight. If he heard there was an application in for the conservation easement, then he was ready to vote yes. If he is hearing there is not an application, then he is ready to vote no.

Ms. Dickerson stated this discussion about this easement did not just come up last week. We were talking about this easement for the longest. She stated she has been on Council for 15 years, and she understands development. She understands that we are not going to be able to stop development, no matter what we say or do, because we do not own the property. People have the right to come before this Council and apply. We have the right, as a Council, to either vote it up or down. She is disappointed because when she left the meeting, last week, there was one further question, that one person expressed. They had a conservation attorney come out and review the property, and the attorney presented his documentation. She stated it was reflected in the recording of the September 11th meeting that the documentation for the 250 feet buffer would be done by Friday.

In Favor: Malinowski, Newton, Kennedy, Walker, Dickerson and Livingston

Opposed: Terracio, Jackson and Manning

Abstain: McBride

Present but Not Voting: Myers

Present but Not Voting:

The vote was in favor.

16. **REPORT OF THE RULES AND APPOINTMENTS COMMITTEE**

- a. Planning Commission – Four (4) Vacancies – Ms. Newton stated the committee recommended appointing Mr. Christopher L. Yonke and Mr. Gary Dean Dennis, Jr. and re-advertising the remaining vacancies.

Mr. Jackson inquired if the candidates that applied before, and were not selected, automatically reconsidered. He does not see their names on the agenda, so does that mean they were reconsidered, but not added to the list. There was a specific applicant that contacted him, and he recommended last time. The applicant was not selected. He followed up and was told the applicant’s name would be automatically included this time around.

Ms. Roberts stated that might be an oversight on her part. She does not recollect the last persons that applied for the Planning Commission. She will go back and check, and with the re-advertisement we can include those.

Mr. Livingston stated, for clarification, that person’s name is automatically put forth, if they do not request it.

Ms. Roberts stated a part of the application process says that if you desire to be reconsidered to let the Clerk to Council's Office know. She did not hear from the applicant, but she will be happy to follow-up with Mr. Jackson.

In Favor: Terracio, Malinowski, Newton, Myers, Kennedy, Walker, Dickerson, Livingston and McBride

Abstain: Jackson and Manning

The vote in favor was unanimous.

17. **OTHER ITEMS**

- a. A Resolution to appoint and commission Beverly Kay Whitmire Robinette as a Code Enforcement Officer for the proper security, general welfare, and convenience of Richland County – Ms. Dickerson moved, seconded by Mr. Malinowski, to approve this item.

In Favor: Terracio, Malinowski, Jackson, Newton, Myers, Kennedy, Walker, Dickerson, Livingston and McBride

Present but Not Voting: Manning

The vote in favor was unanimous.

- b. Preliminary Recommendations for Prioritizing Private Roads – Mr. Malinowski moved, seconded by Ms. Terracio, to approve this item.

Mr. Malinowski stated, prior to Ms. Hegler leaving, she had what she referred to as the three (3) bucket approach for these roads that had been abandoned by developers. The approach was a Good, Better and Best. There were some roads that had been abandoned longer than others, and obviously were in greater need of repair. He is in favor of beginning the process to accept all these roads; however, the recommendation that came to us says that with an asterisk will be taken first. Those with a #1, the right-of-way has been given to the County. Those with #2, they were on the medium-level as to whether or not we get right-of-ways. Those with #3, it would be difficult to obtain the right-of-way. How do we know? Has anyone gone out and asked? This is not clarified in the information in front of us. Matter fact, the information is quite scant. He would like to begin to take these roads into the County, so that we can begin to do repairs. He would like to follow the three (3) bucket approach. If you have roads that were abandoned 2 years ago, they may be in perfect order. We may have the right-of-ways, but do we need to address any problems there? If we do not, they should not be accepted to the exclusion of the others. He would like staff to come back with additional information on this, so we can begin the process to accept these roads. He would like to see more supporting documentation regarding which roads are in need of immediate repair versus those that need to be taken in and repaired later.

Mr. Malinowski moved, seconded by Ms. Dickerson, to begin the process to accept these roads into the County and, in taking the roads in, that they are put into a prioritization ranking based on which roads have the greatest need to be repaired.

Ms. Newton stated she would like to give additional direction to staff to come back with more information, so we can move forward, at that time. To Mr. Malinowski's point, she believes this list needs to be prioritized. As Mr. Malinowski stated, the priorities are based on right-of-way, but they

are not based on the conditions of the road. We do not know if there are conditions of safety. For her, priorities based purely on the guess about whether or not we can obtain right-of-way, does not particularly seem fair. She would like to understand the process is that we are using to ensure that this problem does not continue. Additionally, she inquired if this is the complete list. If we are going to do this from a comprehensive perspective, she would like to know that the list that we are looking at is complete. She would like guidance from Legal on the process to accept these roads. It is her understanding, that we are not allowed to accept roads and fix roads that are not County roads. She stated some of the developers, in these cases, have gone out of business. In her opinion, if there is a developer that is doing business, that has not fulfilled their obligations; we need to ask them to pay for the repairs. She would like a Legal recommendation on what our legal remedies are, so that we can pursue the parties that were supposed to develop these roads to County standards. This does not negate the fact that these roads are important, and we need to have a plan to address it. From a financial perspective, she wants to make sure we have pursued all of the avenues that are appropriate to make the developers pay. She would like to see the information come back in a more comprehensive way. She is particularly interested in seeing who the developers are who have not fulfilled these requirements, noting the defunct ones and the ones that are still in business. It troubles her to think that we are in a situation where we, potentially, might be awarding work to people who have not fulfilled their requirements to the citizens.

Ms. Myers inquired if all the roads are paved that are on the charts.

Mr. Brown thanked Council for the conversation. If you noticed, this was listed as “preliminary” because we wanted to hear your thoughts, and provide you with some ideas of the different ways we would have to take forth the task.

Mr. Eversmann stated all of the roads are paved, in theory. There is a wide variance to their condition.

Ms. Myers stated, for clarification, the price per foot for repairs should be standard.

Mr. Eversmann stated that was an estimate prepared through field inspection, based on the condition of the roads. In their prioritizing scheme, which the County Engineer, Stephen Staley, worked on, we looked at that as an indicator to the condition. In other words, if it had a high repair cost, that was an indication of poor condition. We tried to balance that with the length of the road, as a means of trying to get a cost per foot.

Ms. Myers stated, it seems to her, the price per foot ought to have some standardization. We have prices per foot as high as \$500 and as low as \$6, which leads her to believe we are not doing an apples to apples comparison. It makes it hard for her to understand what we are suggesting needs to be done to the roads, and what we are paying for. For example, one of the roads is \$302,000 for 1,130 feet. It seems to her that is a repaving, but even assuming that, the price per foot ought to be a standard number rather than this variance. That suggests to her, there is little we can rely on in the total construction cost number. She inquired how we came up with the price per foot that we are looking at. Is there not a standard price per foot?

Mr. Eversmann stated what they were trying to do, in this approach, was to take the raw information, provided by Ms. Hegler, and the “buckets” of roads in varying conditions. The price per foot normalizes and makes it uniform. When you say there ought to be a uniform price per foot, there is a uniform price that was applied for filling of a pothole. There was a uniform price applied for performing a full-depth patch. There was a uniform price applied for mill and overlay. Depending on the condition of the road, will drive what maintenance and repair action needs to be performed.

Ms. Myers stated the numbers look like we looked at the total construction cost and divided that by the total length, which suggests we do not have a standard.

Mr. Eversmann responded in the affirmative.

Ms. Myers stated this is straight division. If that is the case, she would like to know if that has been informed by the Transportation Department's cost per foot/mile they are paying. There ought not to be a wide disparity between what Public Works is paying and what Transportation is paying. Most of the roads that we are paving are coming in at approximately \$300,000, but we are paving a certain number of feet at that same cost. She is concerned there is no reliability in the numbers we have. She would not like to approve using these numbers because they seem to be off. She would like to see some real numbers because this is a total of \$8M, which is almost the Public Works' entire budget. She would like to see what it is that we are actually spending that on. She goes back to when she asked specifically how we are putting these roads in priority with the all the roads we already own, and have to maintain. If we spend \$8M on these roads, we have no money for anything else.

Mr. Brown stated, it is his understanding, that looking at these private roads, and bringing them in, was a reflection of a request that was made by Council. It is not something where we are looking to prioritize County-owned roads over non-County-owned roads, but as a function of a request that we are trying to address. He wants to make sure that, as we go through this process, we are in taking information. We are trying to create a product, so that if you decide, at some point, to bring in these private roads, that you have the legal purview and some level of measurement. Hearing you, talk about how you might want to prioritize these is helpful to staff because right now staff is just utilizes something to begin the process.

Ms. Myers stated she heard the gentlemen that spoke earlier, and she is concerned. She wants it to be clear that she is deeply concerned that these roads are orphaned because somewhere along the line we dropped the ball. She wants them in the system, but they have to be in the system along with the other 400 miles of road that we own and maintain, so we need a prioritization process.

Ms. McBride stated one of her concerns is the subdivision assessment for private roadway takeover. She inquired when the assessment was done and how the subdivisions were selected. She stated she has concerns about the fairness, and making sure that it is an equitable selection of subdivisions.

Mr. Staley stated Ms. Hegler started the process around 2013, prior to him coming to the County in late 2015. He stated they looked at all the subdivisions that were not taken over. Some were in the process of being constructed and have likely been taken into the County. These are the ones that were left behind somehow. Either the developer passed away, the bond expired, etc.

Ms. McBride stated the most important thing is to find a means to prioritize the roads, and it is inclusive.

Mr. Eversmann stated the prioritization deals with the roads that are limbo. In that, they have not been accepted into the County Road Maintenance System. Thereby, if anyone is doing any maintenance activity on them, it is the residents or HOAs. As far as roads that are accepted, and in the County Road Maintenance System, we maintain them on a daily basis. They fix potholes, and do full depth patches. In the future, they will do pavement preservation. It is not a question of short-term competition for resources, although, as the County Road Maintenance System grows, we need to address those issues.

Mr. Malinowski stated, when Ms. Hegler started this process, it was being determined all the way back to Anna Almeida, that there were roads that had been “abandoned” because developers moved on, and the roads did not get completed. The roads that came up on this list, that we have in front of us, came about because they fit that particular category of being an “abandoned” road, not based on subdivisions.

Mr. Jackson stated he remembers this conversation coming because of concerns raised by Council about an inequitable process of doing roads. During his tenure, there was an in depth conversation saying we need to get some structural fairness in place. The inequity of the past allowed for certain roads, and certain communities/subdivisions, to get priority over other areas. Because it did not seem to be fair and equitable, we wanted there to be a fair way of making this happen. Since the budget is limited, we did not want those dollars to be expended on those who made the most noise, instead of those that had the greatest need. We need to research this more. One of his colleagues raised an issue about developers who came in and did shoddy work, dropped the ball, and what we should do about them. We had a debate, and potentially a vote, on whether we should ban them for life, or ban them for some period of time.

Mr. Malinowski stated he inquired, in the past, whether we could create a list of developers that failed to complete the work in these subdivisions. He was told we could not do that because some developers may walk out, and the next week they start another company. It seems to him, if the developer’s name is associated with any company, we should be able to hold them responsible for the roads they abandoned. He would like Legal to research that. He stated we should not be giving contracts to companies that have failed to do the work.

Ms. Newton stated, for clarification, her directive to Legal is to understand any, and all, remedies that we can take to hold the developers accountable.

Mr. Malinowski withdrew his motion.

Mr. Malinowski moved, seconded by Ms. Dickerson, to bring this item back to Council, with definitive information, at the 1st Council meeting in December.

In Favor: Terracio, Malinowski, Jackson, Newton, Myers, Kennedy, Walker, Dickerson, Livingston and McBride

Present but Not Voting: Manning

18. **EXECUTIVE SESSION** – Ms. Kennedy moved, seconded by Ms. Terracio, to go into Executive Session.

In Favor: Terracio, Newton, Kennedy, Dickerson, and Livingston

Opposed: Walker

Present but Not Voting: Malinowski, Jackson, Myers and McBride

The vote was in favor.

Council went into Executive Session at approximately 7:33 PM and came out at approximately 8:34 PM

Ms. Dickerson moved, seconded by Ms. Kennedy, to come out of Executive Session.

In Favor: Terracio, Malinowski, Jackson, Newton, Myers, Kennedy, Walker, Dickerson and Livingston

Present but Not Voting: Manning and McBride

The vote in favor was unanimous.

- a. Brown vs. Richland County Election Commission, et. al. – No action was taken.
- b. CAMA System Update – Ms. Myers moved, seconded by Ms. Terracio, to proceed, as requested in Executive Session, with regard to the system upgrades, the consultant and the search for the proper funding source.

In Favor: Terracio, Malinowski, Jackson, Newton, Myers, Kennedy, Dickerson and Walker

Present but Not Voting: Manning, Livingston and McBride

The vote in favor was unanimous.

- c. PDT Document Production – Ms. Myers moved, seconded by Ms. Terracio, to go back to the PDT with a request that the documents be categorized in a fashion that staff would have the ability to review them.

Mr. Malinowski requested a friendly amendment to have the PIO Office issue a press release.

Ms. Myers accepted the friendly amendment.

Mr. Jackson stated, in the event the PDT is unable to do what we are requesting, there are firms that do this for a living.

In Favor: Terracio, Malinowski, Newton, Myers, Kennedy, Walker, Dickerson and McBride

Abstain: Jackson, Manning and Livingston

The vote in favor was unanimous.

20. **MOTION PERIOD**

- a. I move that the Council Rules be modified to reflect that Council Meetings scheduled as a part of the Annual Meeting Calendar approved by Full Council prior to the beginning of the Calendar year in which they will be held are considered to be Regular Meetings and not considered Special Called Meetings just because they are not held on the 1st or 3rd Tuesdays of the month [MANNING] – This item was referred to the Rules & Appointments Committee.
- b. I move that all first time grantees who are wanting funding from Council H-Tax Allocations must first apply through Zoom Grants with the Office of Budget and Grants Management to ensure their projects is H-Tax Compliant before Staff completes a Request for Action and it gets on the Council Agenda for Council approval [LIVINGSTON] – This item was referred to the A&F Committee.

21. **ADJOURNMENT** – The meeting adjourned at approximately 8:40 PM.

Special Called Meeting
September 17, 2019

12

HARRIS GOVERN

MASTER LICENSE AND SERVICES AGREEMENT

This Master License and Services Agreement (this "Agreement") is made and entered into on _____ ("Effective Date") by and between HARRIS GOVERN, an unincorporated business unit of Harris Systems USA Inc. ("HARRIS GOVERN") and **Richland County** ("Licensee").

1. DEFINITIONS.

"Work Order" has the meaning set forth in Section 2.

1.1 "Floating User" means the number of undesignated concurrent users specified in any Work Order who may simultaneously access and use the Licensed Software, subject to the license granted herein.

1.2 "Named User" means the number of users specified in any Work Order who are employees or authorized contractors of Licensee and specifically designated to use the Licensed Software, subject to the license granted herein.

1.3 "Licensed Software" means the proprietary HARRIS GOVERN software (in object code format only) and related documentation that is identified in any mutually agreed upon Work Order.

1.4 "Business Unit" means the specific county division or operations unit identified in a Work Order for which Licensee is authorized to use the Licensed Software.

1.5 "Intellectual Property Rights" means any and all rights, whether or not registered, that may exist from time to time in this or any other jurisdiction under patent law, copyright law, moral rights law, publicity rights law, trade secret law, trademark law, unfair competition law or other similar protections.

1.6 "Production" means the utilization of the Licensed Software to input information into the system, in a non-testing environment, that will be used to perform any of the following functions- create ownership information, create property valuations, collect and receipt tax monies, and to publish property assessment information to the public.

2. WORK ORDERS.

2.1. Licensee may issue to HARRIS GOVERN written Work Orders identifying the Licensed Software (as defined below) and services Licensee desires to obtain from HARRIS GOVERN (the "Work Order(s)"). Such Work Orders shall be consistent with the terms and conditions of this Agreement. It is the parties' intent that the initial

version of each Work Order shall be generated by HARRIS GOVERN. HARRIS GOVERN shall accept any mutually agreeable Work Orders or alterations thereto. HARRIS GOVERN may reject a Work Order that does not meet the conditions described above by promptly providing to Licensee a written explanation of the reasons for such rejection. In order to be valid, all Work Orders submitted by Licensee must be substantially in the form of Work Order attached hereto and shall be executed by authorized representatives of each party prior to taking effect. Each executed Work Order shall be attached hereto and incorporated herein as Work Order 1, 2, et seq.

3. LICENSE.

3.1. Grant of License. Subject to the terms of this Agreement and any applicable Work Order, HARRIS GOVERN hereby grants to Licensee a non-exclusive, non-transferable, non-sublicenseable, restricted license and/or sublicense, as applicable, to use the Licensed Software for internal purposes only, for the specific business purposes and Business Unit (if applicable), and during the license term specified in a Work Order (the "License"). The License permits employees and authorized users of Licensee to use the Licensed Software, subject to the number of Floating Users and/or Named Users specified in the Work Order.

3.2. Prohibited Uses. Licensee may not (i) transfer all or any portion of the Licensed Software to a different computer configuration or permit use by third parties or other functionally independent business units affiliated with Licensee or affiliates of Licensee, (ii) reinstall or use the Licensed Software or documentation following the expiration or termination of this Agreement unless it enters into an additional license agreement with HARRIS GOVERN, (iii) attempt to circumvent any technical devices of the Licensed Software that are directed at, or have the effect of, enforcing the terms of this Agreement, (iv) make copies of the Licensed Software other than for backup, training, testing or other internal support reasons, or (v) modify, create derivative works, translate, decompile or create or attempt to create, by reverse engineering or otherwise, the source code from the object code supplied to Licensee. Licensee may not remove, modify or obscure any copyright, trade secret, confidentiality, trademark, service mark

or other proprietary rights, notice or legend on any copy of the Licensed Software, the media on which it is contained, or related data, documentation or other materials. Licensee may not market, sell, lend, rent, lease, or otherwise distribute the Licensed Software. Except as otherwise expressly provided herein, Licensee may not assign, sublicense or otherwise transfer any rights in or to the Licensed Software. The Licensed Software shall not be used under any circumstance whatsoever directly or indirectly in a computer service business or service bureau or in a rental or commercial timesharing arrangement.

3.3 Designated Hardware. Licensee agrees to operate the Licensed Software on hardware meeting or exceeding the requirements as specified in a Work Order or recommended by HARRIS GOVERN. Licensee acknowledges and agrees that the License is restricted to county operations only, and that the Licensed Software may not be installed on hardware not owned and operated by Licensee.

4. SERVICES.

4.1. Professional Services. HARRIS GOVERN shall provide professional services ("Services") as described in Work Orders to assist with data conversion, system implementation and configuration, customization, and installation, or in connection with other activities as may be described in Work Orders. Subject to the mutual agreement of the parties in a Work Order, HARRIS GOVERN personnel will perform these Services at the rate and charges set forth in such Work Order, plus applicable travel, meal and lodging expenses.

4.2 Maintenance and Support Services. HARRIS GOVERN shall provide maintenance and support services ("Maintenance") as described in Work Orders to maintain the Licensed Software in compliance with the State Property Tax Code, and to provide technical support, Licensed Software updates, and other services as described in Work Orders. Unless otherwise set forth in an applicable Work Order, support calls for service will be provided during normal business hours and will be responded to in a maximum of 2 hours from the time the call was placed. Licensee understands and agrees that if Licensee discontinues and then resumes the use of Maintenance, licensee will be required to pay HARRIS GOVERN the entire Maintenance Services Fees for the period of discontinuance, plus the Maintenance Services then commencing.

5. FEES AND EXPENSES.

5.1. In consideration for the License and the Services and Maintenance to be provided by HARRIS GOVERN, Licensee shall pay the fees as

indicated in the applicable Work Order. Licensee will pay these fees within sixty (60) days of the date of the invoice, unless otherwise provided in the Work Order. Thereafter, all past due balances shall accrue interest at the rate of 1% per month unless subject to a good faith dispute.

6. PROPRIETARY RIGHTS AND CONFIDENTIALITY.

6.1. Licensee understands and agrees that the Licensed Software, related data, documentation, and all other information and materials provided by HARRIS GOVERN to Licensee (the "Proprietary Information") are confidential and that HARRIS GOVERN has and will have exclusive Intellectual Property Rights in such Proprietary Information. For purposes of this Agreement, "Proprietary Information" shall include all third-party information provided by HARRIS GOVERN to Licensee.

Licensee acknowledges and agrees that no title or ownership of the Licensed Software or any of HARRIS GOVERN'S Intellectual Property Rights is transferred to Licensee by this Agreement and that the Licensed Software and all Intellectual Property Rights are and will remain the exclusive property of HARRIS GOVERN. Except as otherwise expressly set forth in any Work Order, HARRIS GOVERN shall own all right, title, and interest in and to all Deliverables that are written or created by HARRIS GOVERN personnel alone or jointly with Licensee or third parties in connection with this Agreement. "Deliverable" shall mean any work product, software, co-development, analysis, or other deliverable(s) produced for or delivered to Licensee under this Agreement in connection with a Work Order.

6.2. Licensee agrees not to make any claim or representation of ownership of any of the Licensed Software and all related data, documentation and other materials, including any Deliverables. Subject only to the rights expressly granted to Licensee under this Agreement according to the non-exclusive License herein, all rights, title and interest in and to the Licensed Software including without limitation the Proprietary Rights will remain with and belong exclusively to HARRIS GOVERN and/or the applicable licensor. This is a software license agreement and not an agreement for the sale of the Licensed Software.

6.3. Licensee agrees to keep all Licensed Software (including all related data, documentation and other materials) and other confidential information of HARRIS GOVERN confidential and agrees not to sell, assign, distribute or disclose any Licensed Software or any portion of the Licensed Software to any other person or entity. Licensee agrees to advise its employees, agents and

consultants of the confidential and proprietary nature of the Licensed Software (including all related data, documentation and other materials) and of the restrictions imposed by this Agreement, and agrees to confine access to Licensee's employees, agents and consultants solely on a need-to-know basis, subject to all restrictions imposed by this Agreement. Demonstrating the capability of the system to competing appraisal districts, competing vendors, and/or competing agents shall be a disclosure of the Licensed Software that constitutes a material breach of this Agreement.

6.4. HARRIS GOVERN agrees to keep confidential all of Licensee's confidential information, and agrees not to sell, assign, distribute or disclose any such confidential information to any other person or entity. HARRIS GOVERN agrees to advise its employees, agents, and consultants of the confidential and proprietary nature of such confidential information and of the restrictions imposed by this Agreement, and agrees to confine access to HARRIS GOVERN's employees, agents and consultants solely on a need-to-know basis, subject to all restrictions imposed by this Agreement.

6.5. The provisions of this Section 6 apply to the Licensed Software as originally delivered by HARRIS GOVERN and as modified or otherwise enhanced and to any data, documentation, other materials and information regarding the Licensed Software that has been given to Licensee prior to the Effective Date, and apply to Licensee and to all employees, agents, consultants and affiliates of Licensee.

6.6. Licensee agrees to assist HARRIS GOVERN in stopping and preventing any possession or use of the Licensed Software (including all related data, documentation and other materials) by any person or entity not authorized by this Agreement to have such possession or use, and will cooperate with HARRIS GOVERN in any litigation that HARRIS GOVERN determines, in its sole opinion, is reasonably necessary to protect the Proprietary Rights.

6.7. The parties agree that any breach of the provisions of this Section 6 will cause substantial damages, that the amount of such damages is difficult to determine with precision, and that any remedies at law for such a breach will entitle the owner of the confidential information or Proprietary Information as the case may be, in addition to any other remedies it may have, to temporary and permanent injunctive and other relief, without the

necessity of posting bond or proving actual damages.

7. INDEMNITY.

7.1. Notwithstanding any other limitation herein, HARRIS GOVERN will indemnify and defend Licensee, at HARRIS GOVERN'S expense, against any claim or any action brought, and will pay any and all costs, liabilities, expenses, settlements, or judgments finally awarded in favor of a third party against Licensee, based upon any claim that the Licensed Software infringes any valid U.S. patent, copyright or trade secret, provided that Licensee: (i) promptly notifies HARRIS GOVERN in writing of any such claim; (ii) gives HARRIS GOVERN full authority and control of the settlement and defense of the claim; Richland County also reserves the right to participate and (iii) fully cooperates with HARRIS GOVERN in the defense of such claims, including providing adequate assistance and information. The indemnity provided hereunder shall not apply to amounts paid in settlement of any claim if such settlement is made without HARRIS GOVERN'S prior written consent.

7.2. This indemnity does not apply to, and HARRIS GOVERN will have no obligation to Licensee for, any infringement claim to the extent it arises from: (i) any modification to the Licensed Software by anyone other than HARRIS GOVERN unless approved in writing by HARRIS GOVERN; (ii) modifications made by HARRIS GOVERN at Licensee's request in compliance with Licensee's design, specifications or instructions; (iii) use of the Licensed Software other than as specified in this Agreement or in the applicable documentation; (iv) use of the Licensed Software in conjunction with third-party software, hardware or data other than that with which the Licensed Software is specifically designed to be used, solely as expressly specified in the documentation or this Agreement, or (v) use of a prior version of the Licensed Software, if the infringement claim could have been avoided by the use of the current version of the Licensed Software.

7.3. If an infringement claim arises, or in HARRIS GOVERN'S reasonable opinion is likely to arise, HARRIS GOVERN may promptly at its own expense obtain for Licensee the right to continue using the Licensed Software, modify the Licensed Software to make it non-infringing, or substitute other Licensed Software of substantially similar capability and functionality. THIS SECTION 7 STATES THE ENTIRE OBLIGATION OF HARRIS GOVERN AND THE EXCLUSIVE REMEDIES OF LICENSEE WITH RESPECT TO ANY CLAIMS OF INFRINGEMENT OR INTELLECTUAL PROPERTY RIGHTS VIOLATIONS.

8. WARRANTY AND LIMITATION OF LIABILITY. HARRIS GOVERN warrants that as of the Effective Date of this Agreement, (i) it has the authority to grant the License extended under this Agreement to Licensee; (ii) any Services provided under this Agreement and any Work Orders will be performed in a professional and workmanlike manner; and (iii) the Licensed Software will conform substantially to its documentation for ninety (90) days from Go-Live. Licensee's sole remedy for a breach of the express warranties in this section shall be repair or replacement of the Licensed Software or reperformance of any applicable Services within a reasonable time. **HARRIS GOVERN FURTHER GUARANTEES AND WARRANTS THAT THE WORK SHALL BE PERFORMED AND COMPLETED IN ACCORDANCE WITH THE GENERALLY ACCEPTED INDUSTRY STANDARDS, PRACTICES AND PRINCIPLES APPLICABLE TO SYSTEM IMPLEMENTATION. WITHOUT WAIVER OF THE CLIENT'S OTHER RIGHTS OR REMEDIES. SERVICE PROVIDER MAY BE REQUIRED TO REDEVELOP ANY OF THE REQUIRED SERVICES WHICH WERE NOT PERFORMED IN ACCORDANCE TO THOSE STANDARDS AND HAVE NOT OTHERWISE BEEN ACCEPTED AND AUTHORIZED BY LICENSEE IN WRITING. ALL SUCH REDEVELOPMENT WORK WILL BE PERFORMED AT THE SERVICE PROVIDER'S EXPENSE. EXCEPT AS EXPRESSLY PROVIDED IN THIS AGREEMENT OR ANY APPLICABLE WORK ORDER, HARRIS GOVERN HAS NO DUTY TO UPDATE, MAINTAIN OR PROVIDE ANY ENHANCEMENTS FOR THE LICENSED SOFTWARE.**

TO THE GREATEST EXTENT PERMITTED BY APPLICABLE LAW, HARRIS GOVERN, ITS AFFILIATES, DIRECTORS, OFFICERS, EMPLOYEES AND SHAREHOLDERS' AND EXCEPT FOR DAMAGES ARISING OUT OF (A) HARRIS GOVERN'S INTELLECTUAL PROPERTY INDEMNIFICATION OBLIGATIONS UNDER SECTION 7 HEREIN, (B) INJURY OR DEATH TO PERSONS, OR (C) DAMAGE TO TANGIBLE OR REAL PROPERTY, HARRIS GOVERN'S ENTIRE LIABILITY AND OBLIGATION TO PAY THE LICENSEE AND LICENSEE'S EXCLUSIVE REMEDY WITH RESPECT TO THE SERVICES AND ANY OTHER PRODUCTS, MATERIALS OR SERVICES SUPPLIED BY HARRIS GOVERN IN CONNECTION WITH THIS AGREEMENT FOR DAMAGES FOR ANY CAUSE AND REGARDLESS OF THE CAUSE OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING FUNDAMENTAL BREACH, NEGLIGENCE, STRICT LIABILITY OR

OTHERWISE, (i) FOR TIME PERIOD PRIOR TO ONE (1) YEAR AFTER GO-LIVE, SHALL NOT EXCEED THE FEES PAID TO HARRIS GOVERN BY LICENSEE IN ACCORDANCE WITH THIS AGREEMENT, AND (ii) THEREAFTER, SHALL NOT EXCEED ONE (1) TIMES THE AMOUNT PAID UNDER THIS AGREEMENT IN THE TWELVE MONTH PERIOD PRECEDING THE CLAIM.

IN ADDITION TO THE FOREGOING, TO THE GREATEST EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL HARRIS GOVERN, ITS AFFILIATES, DIRECTORS, OFFICERS, EMPLOYEES AND SHAREHOLDERS, BE LIABLE FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, PUNITIVE, OR SPECIAL DAMAGES WHATSOEVER, INCLUDING BUT NOT LIMITED TO FOR LOST REVENUE OR LOSS OF PROFITS, LOSS OF BUSINESS, LOSS OF DATA, FAILURE TO REALIZE EXPECTED SAVINGS, OR COST OF SUBSTITUTE GOODS OR SERVICES ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, EVEN IF IT HAS BEEN ADVISED OF THE LIKELIHOOD OF THE OCCURRENCE OF SUCH LOSS OR DAMAGE OR SUCH LOSS OR DAMAGE IS FORSEEABLE AND NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY.

9. TERM AND TERMINATION.

9.1. The term of this Agreement shall begin on the Effective Date and continue in effect until terminated as provided herein. In the event that either party fails at any time to comply with any of its obligations under this Agreement and fails to cure such breach within thirty (30) calendar days after the giving of a written notice of breach that describes in reasonable detail the alleged breach, the other party may terminate this Agreement effective on the 31st day after the original written notice of breach unless some interim arrangement has been reached between the parties during the 30-day cure period. If Licensee breaches any provision of Section 3 or Section 6, HARRIS GOVERN may terminate this Agreement immediately upon written notice to Licensee. Upon termination, Licensee shall immediately destroy all copies of the Licensed Software and certify to HARRIS GOVERN that it has retained no copies of the Licensed Software. Upon termination, regardless of the reason for termination, Licensee shall pay HARRIS GOVERN all undisputed Fees or expenses then due or incurred up to the time of termination. The rights and responsibilities of the parties pursuant to paragraphs 3.2, 5, 6, the limitation of liability provisions of paragraph 8, and paragraph

10 shall survive the expiration or termination of this Agreement.

9.2 NON-APPROPRIATION. HARRIS GOVERN acknowledges that Licensee is a governmental entity and the contract validity is based upon the availability of public funding under the authority of its statutory mandate. In the event that public funds are not appropriated for the performance of Licensee's obligations under this Agreement, then this Agreement shall automatically expire without penalty to Licensee ninety (90) days after written notice to HARRIS GOVERN of the non-appropriation of public funds. It is expressly agreed that licensee shall not activate this non-appropriation provision for its convenience or to circumvent the requirements of this Agreement, but only as an emergency fiscal measure during a substantial fiscal crisis, which affects generally its governmental operations.

10. MISCELLANEOUS.

10.1. Neither party will be liable for any failure to comply with or delay in performance of this Agreement where failure or delay is caused by or results from any events beyond its control, including but not limited to, fire, flood, earthquake civil disturbances, acts of any governmental entity, war, shortages, embargoes, strikes (other than those occurring in the workforce of the party claiming relief, or the workforces of its subcontractors), transportation delays, or acts of God.

10.2. This Agreement will inure to the benefit of and be binding upon the parties and their respective successors and permitted assigns; provided however, that (i) Licensee may not assign or otherwise transfer this Agreement or any of its rights and/or obligations hereunder without the prior written consent of HARRIS GOVERN, and (ii) HARRIS GOVERN may only transfer or assign its rights and obligations under this Agreement to an affiliate, in connection with a merger or acquisition or in connection with a corporate reorganization.

10.3. This Agreement constitutes the full and complete understanding and agreement of HARRIS GOVERN and Licensee and supersedes all prior negotiations, understandings and agreements pertaining to the subject matter of this Agreement. This Agreement will be supplemented by one or more Work Orders, which will be deemed to be part of this Agreement when signed by each party.

10.4. No delay, omission or failure to exercise any right or remedy under this Agreement will be deemed to be a waiver of such right or remedy or acquiescence to the event giving rise to such right or remedy, but every such right and remedy may be

exercised from time to time and so often as may be deemed expedient by the party exercising such right or remedy.

10.5. HARRIS GOVERN and Licensee are independent contractors with respect to one another under this Agreement, and neither one is a partner, joint venture, employee, agent or legal representative of the other for any purpose.

10.6. This Agreement will be governed by and construed in accordance with the laws of the United States and the State of South Carolina, without respect to conflict of laws principles. The parties hereby irrevocably consent to the exclusive jurisdiction of the State and Federal District Courts for Richland County in South Carolina for the commencement or maintenance of any action between the parties arising hereunder. The parties agree that the United Nations Convention on Contracts for the International Sale of Goods (1980) is specifically excluded from application to this Agreement.

10.7. If any provision of this Agreement or compliance by any of the parties with any provision of this Agreement constitutes a violation of any law, or is or becomes unenforceable or void, then such provision, to the extent only that it is in violation of law, unenforceable or void, shall be deemed modified as necessary so that it is no longer in violation of law, unenforceable or void, and such provision will be enforced to the fullest extent permitted by law. If such modification is not possible, such provision, to the extent that it is in violation of law, unenforceable or void, shall be deemed severed from the remaining provisions of this Agreement, which provisions will remain in full force and effect.

10.8. In the event that any provision of this Agreement is held to be illegal, invalid or unenforceable, under present or future laws, then (i) such provision will be fully severable and this Agreement will be construed and enforced as if such illegal, invalid or unenforceable provision were not a part hereof, (ii) the remaining provisions of this Agreement will remain in full force and effect and will not be affected by such illegal, invalid or unenforceable provision or by its severance from this Agreement, and (iii) there will be added automatically as a part of this Agreement a provision similar in terms to such illegal, invalid or unenforceable provision as may be possible and still be legal, valid and enforceable.

10.9. The parties may make disclosures regarding this Agreement required by legal, accounting, or regulatory agencies. Subject to the confidentiality restrictions set forth in Section 6 above and

applicable law, the parties may create and distribute media releases, public announcements, or make public disclosures regarding the existence of the Agreement and such releases, announcements and disclosures may include the name trademark or logo of either of the parties, and be posted on the parties respective web sites. Any media release or public announcement by Licensee regarding this Agreement shall be subject to prior approval by HARRIS GOVERN. HARRIS GOVERN may disclose Licensee's name on a list of customers.

10.10. This Agreement will become effective only upon execution of this Agreement by an authorized officer of HARRIS GOVERN and Licensee.

10.11. Any notice or communication required or permitted to be given hereunder may be delivered by hand, deposited with an overnight courier, sent by confirmed facsimile, or mailed by registered or certified mail, return receipt requested, postage

prepaid, in each case to the address of the receiving party indicated below, or at such other address as may hereafter be furnished in writing by either party hereto to the other. Such notice will be deemed to have been given as of (i) the date it is delivered in the case of delivery by hand or overnight delivery, (ii) on the date of facsimile if sent by confirmed facsimile, and (iii) three (3) days after deposit in the mail in the case of certified mail delivery. Copies of all notices to HARRIS GOVERN shall be sent to: HARRIS GOVERN, 760 N Watters Road, Suite 100, Allen, TX 75013.

10.12. The Uniform Computer Information Transactions Act does not apply to this Agreement.

10.13. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

HARRIS GOVERN

Address: 760 N Watters Road
Suite 100
Allen, TX 75013

By: _____
Name: Robert Wood
Title: Vice President, Sales

RICHLAND COUNTY

Address: **2020 Hampton St.**
Columbia, SC 29204

By: _____
Name: _____
Title: _____

Work Order 1
Licensed Software, Implementation and Training

This Work Order 1 ("Work Order") to the HARRIS GOVERN Master License and Services Agreement ("Agreement") is unit of Harris Local Government Solutions Inc. ("HARRIS GOVERN") and **Richland County** ("Licensee") pursuant to the terms of the Agreement. Capitalized terms used but undefined in this Work Order shall have the meanings assigned to them in the Agreement.

1. Licensed Software. HARRIS GOVERN shall deliver the following Licensed Software to Licensee. Licensee shall pay License fees in accordance with the payment schedule set forth in Section 7 of this Work Order.

Software Licenses		Appraisal
Number of Parcels	175,000	
Number of Appraisal Users	37	
RealWare Appraisal Application and (37) User Lic Matix		\$ 800,000
RealWare Mobile Device License (13 users and 1 Server) - OPTIONAL		\$ 79,975
RealWare Software Total		\$ 879,975

Required Third-Party Software		
APEX	13 \$	545 \$ 7,085
Third-Party Software Total		\$ 7,085

2. License Period. The term of this Work Order shall begin on the Effective Date and continue in effect for a period of two (2) years from the beginning of the maintenance term unless terminated as provided in the Agreement. Thereafter, this Work Order shall run concurrently with the Maintenance Agreement.
3. Business Unit (if applicable): Not Applicable

Work Order 1
Licensed Software, Implementation and Training

4. Professional Services.

A. Professional Services Fees:

HARRIS GOVERN will provide the following professional services for data conversion, implementation, and training. Harris Govern has agreed to Project as not to exceed \$1,480,250.00. Licensee will pay the professional services fees as specified in the payment schedule in Section 7 of this Work Order. Additional hours may be purchased at the then current rate of per hour plus expenses.

Professional Services	Appraisal
Conversion	
Standard Conversion for Appraisal	\$ 573,000
Roll History Conversion for 10 years	
Document Imaging Conversion/Linking	
Pre-Install Visits / Project Management	
Interface for Tax Billing & Collections System	
Software Installation	
RealWare Appraisal Product Installation (Includes conversion cleanup, pricing and depreciation table installation for Real and TPP)	
Training	
RealWare Appraisal Training - 2 Weeks onsite training	
Hardware Installation	
Server Installation and Configuration, Includes following Network Setup and Configuration PC Installation and Configuration	
RealWare Mobile - Optional	\$ 20,190
Training - 1 week onsite Server, Field device, & Cloud Setup	
Professional Services Total	\$ 593,190

B. Professional Services Activities:

- i. Project Scoping: This consists of performing the following services: (a) develop a project scope document (b) develop a project implementation document that details the configuration of the Licensed Software.
- ii. Data Conversion: This consists of performing the following services: (a) pre-conversion meeting between HARRIS GOVERN analyst performing the conversion and Licensee's technical staff to discuss file layouts and other data related issues that may be of importance. (b) Data conversion will be performed prior to the scheduled installation date. Data entry on previous vendor's system must stop during the final data conversion phase. (c) Data validation by Licensee staff to allow Licensee personnel to evaluate the converted data. Data placed in incorrect locations will be adjusted and re-converted. (d) If necessary, a final conversion will be performed a few days prior to installation date and data will be re-validated. County is responsible for generating reports to specified format from the legacy system of record to

include market and taxable value for all properties/accounts with detailed breakdown of value segments to facilitate the conversion validation process.

Work Order 1
Licensed Software, Implementation and Training

- a. Appraisal Data Conversion Dependencies: The appraisal conversion will include the current year's appraisal data and up to ___ years of historical data. The historical data conversion is only possible if prior year's record layouts or table schemas are sufficiently the same format as the current year and follows the same business rules. If the historical data format is not sufficiently similar to the current year's format, HARRIS GOVERN may propose a separate Work Order for this historical data conversion.
 - iii. Project Management: This consists of HARRIS GOVERN's management staff coordinating and organizing the implementation and conversion efforts to ensure transition is a success.
 - iv. Product Configuration & Data Validation: This consists of product configuration management, appraisal data validation, RealWare product configuration.
 - a. RealWare Client Configuration: This consists of HARRIS GOVERN's technical personnel visiting Licensee's offices and configuring and testing the appraisal and tax collection software application on Licensee machines. Technical staff will at this time also install the RealWare database, RealWare services-tier and Licensee's data on the server including PC configuration as necessary.
 - b. PC Software Dependencies: The initial installation of RealWare software on Licensee's PCs will require the use of IT personnel. The client or desktop and server hardware must meet minimum specifications as outlined in the "*Hardware and LAN Requirements*" attached hereto.
 - v. Server Configuration: This consists of HARRIS GOVERN's technical personnel configuring the server and all other required computer hardware, including, but not limited to the following (a) configuring Windows Server, (b) configuring backup software, (c) configuring Dynamic Host Configuration Protocol (DHCP) services, (d) configuring Remote Access Services (RAS), (e) configuring Internet Information Server (IIS) services, (f) configuring MS SQL Server, (g) configuring internet connectivity and related fire-wall software, (h) configuring print services, printer drivers, network printers and monitoring software (i) adding all users.
 - vi. Product Training: This consists of HARRIS GOVERN's product specialists to conduct onsite training in several areas including: (a) appraisal product training, if applicable, (b) collections product training, if applicable, and (c) System Administration training.
 - C. Acceptance of Conversion: The conversion shall be deemed accepted after HARRIS GOVERN presents Licensee with summary totals and reports that validate County data has been substantially converted to allow Licensee to conduct business with the software as the system of record; Licensee shall accept the same in writing within five (5) business days of receiving such summaries and reports.
- 5. Hardware and LAN Requirements – The RealWare product is a 32-bit N-Tier application and as such has some minimal hardware requirements. These requirements will be reviewed ninety (90) days prior to implementation to ensure they reflect the most current hardware and LAN requirements.

LAN Requirements - The RealWare product also requires a Local Area Network (LAN) infrastructure to be in place for proper operation. All cable-drops must be Category 5 or better certified throughout the building.

Work Order 1
Licensed Software, Implementation and Training

Hardware Recommendations

RealWare Server Specifications

	<p>Minimum Specs:</p> <ul style="list-style-type: none">· Windows Server 2016· SQL Server 2016· 4 vCPUo +2 vCPU with CollectWare· 8 GB memoryo +8 GB memory with CollectWare· *Storage IOPS 10K
Database Server	<p>Recommended Specs:</p> <ul style="list-style-type: none">· Windows Server 2016· SQL Server 2016 SP2· 8 vCPUo +4 vCPU with CollectWare· 16 GB memoryo +16 GB memory with CollectWare· *Storage IOPS 30K
	<p>*Storage throughput tends to be the limiting factor in performance. The jurisdiction's size and the amount of historical data retained may require higher IOPS. IOPS are affected by a combination of storage technology and setup as well as CPUs and memory.</p> <p>Storage capacity depends on County size and the amount of historical data retained.</p>
Application Server	<p>Minimum Specs:</p> <ul style="list-style-type: none">· Windows Server 2016· 4 vCPU· 8 GB memory <p>Recommended Specs:</p> <ul style="list-style-type: none">· Windows Server 2016

Client PC

- 8 vCPU
- o +8 vCPU with CollectWare
- 8 GB memory
- o +4 GB memory with CollectWare

Minimum Specs:

- Windows 7
- 2 cores
- 8 GB memory

Recommended Specs:

- Windows 10
- 4 cores
- 8 GB memory

6. Payment Schedule – HARRIS GOVERN will invoice Licensee in accordance with the following schedule based upon the occurrence of the events as specified below.

Milestone ID	Milestone Title	When [month #]	Amount	Estimated Date
L1	Execution of contract	0	\$207,012.75	May 2020
DC1	Data Conversion 1	4	\$34,502.13	July 2020
DS1	Discovery and Solution Design 1	6	\$34,502.13	Aug 2020
AD1	Application Development 1	6	\$138,008.50	Oct 2020
AD2	Data Conversion 2	8	\$138,008.50	Jun 2021
DC2	Application Development 2	10	\$207,012.75	
SC1	System Configuration 1	12	\$69,004.25	
FT1	Functional Testing 1	14	\$138,008.50	
AT1	Acceptance Testing 1	16	\$138,008.50	Aug 2021
T1	Training 1	16	\$34,502.13	Oct 2021
AT2	Acceptance Testing 2	17	\$34,502.13	
G1	Go-Live	18	\$138,008.50	Oct 2021
CS1	Completion of Post Go-Live Services	20	\$69,004.25	
MO1	Mobile Training Confirmation		\$100,165.00	TBD
			\$1,480,250.00	

Work Order 1
Licensed Software, Implementation and Training

7. Other Requirements.

- A. In order that Licensee is assured proper access to the Licensed Software, HARRIS GOVERN requires that Licensee maintain a certain computing and networking environment as set forth in Section 6 (*Hardware and LAN Requirements*). HARRIS GOVERN will determine and ensure proper configuration of all hardware and related equipment and devices and verify such hardware (whether currently owned or later purchased) is compatible with the Licensed Software.
- B. Licensee will implement procedures sufficient to satisfy its obligations for security under the Agreement, including appropriate control of its employees to prevent misuse, unauthorized copying, modification, or disclosure of the Licensed Software.
- C. Acquisition of Data for Conversion: At the initiation of the conversion process and installation of the Licensed Software, it may be necessary for HARRIS GOVERN to review, inspect or request data in a software system managed or owned by a third-party vendor. Licensee agrees to provide HARRIS GOVERN access and if necessary, obtain all necessary third-party rights and permissions to access such systems or obtain such data as requested by HARRIS GOVERN. Licensee agrees to indemnify HARRIS GOVERN for any liability for damages to a third-party vendor involving claims of use or misuse or access to confidential and/or privileged information by HARRIS GOVERN but only to the extent that such damages resulted from the actions of Licensee. HARRIS GOVERN will not be held responsible for any delays in Licensee's failure to procure the requested data or receive third party vendor authority for access by HARRIS GOVERN.
- D. Budgeted Implementation Days: HARRIS GOVERN will conduct implementation services as indicated above up to the total number of professional service days outlined above. Implementation services may include conversion, software and hardware configuration, and training. If for any reason one service takes less time than anticipated, the unused hours will not roll over to the next service. If it is anticipated that implementation or conversion will take longer than expected, then HARRIS GOVERN will notify Licensee and the parties agree to work cooperatively with each to adjust the project scope in order to bring the project within budget, or, seek approval of an at cost change order that would cover additional professional services cost. Change orders with cost would be subject to County approval.

IN WITNESS WHEREOF, the parties have executed this Work Order as of the Effective Date.

HARRIS GOVERN

Address: 760 N Watters Road
Suite 100
Allen, TX 75013

By: _____
Name: Robert Wood
Title: Vice President, Sales

RICHLAND COUNTY

Address: **2020 Hampton St.**
Columbia, SC 29204

By: _____
Name: _____
Title: _____

Work Order 2 Maintenance

This Work Order 2 ("Work Order") to the HARRIS GOVERN Master License and Services Agreement ("Agreement") is made and entered into on _____ ("Effective Date") by HARRIS GOVERN, an unincorporated business unit of Harris Systems USA Inc. ("HARRIS GOVERN") and **Richland County** ("Licensee") pursuant to the terms of the Agreement. Capitalized terms used but undefined in this Work Order shall have the meanings assigned to them in the Agreement.

1. HARRIS GOVERN will provide the following Maintenance services:
 - A. Unlimited phone, internet, and email support during normal business hours for two (2) contacts.
 - B. Licensed Software updates as needed to stay in compliance with relevant legislation.
 - C. General product enhancements provided to all Maintenance customers.
 - D. The Harris Govern maintenance support policy DOES NOT include:
 - On-site support
 - Troubleshooting third party applications or other software applications not developed or integrated with RealWare
 - Assistance with personal computer problems.
 - Legal Advice
 - Any services beyond standard troubleshooting. Support requests that expand over 2 hours (i.e. custom queries, etc.) may be converted to professional services with additional costs involved
2. Licensee shall be invoiced in four (4) equal installments at the beginning of each quarter as follows: January 1, April 1, July 1, and October 1.
3. Payment for Maintenance and Support-Annual Maintenance and Support Services fees are required to be paid by Licensee as specified in the Agreement. Payments for Maintenance and Support Services shall be due within sixty (60) days after the receipt of HARRIS GOVERN's invoice. Thereafter, all past due balances shall accrue interest at the rate of 1% per month.

4. Annual Maintenance fees are set forth below:

Support and Maintenance	Units	Total
<u>RealWare Software Support & Maintenance</u>		
RealWare Appraisal	1	\$ 175,285
Matix	1	
APEX	13	
	Sub Total	\$ 175,285
<u>RealWare Mobile Support & Maintenance - OPTIONAL</u>		
RealWare Mobile - Sync Service	1	\$ 33,993
RealWare Mobile - Field Device(s)	13	
Amazon Cloud Data Fees (175000 Parcels) (.08 cents per parcel)	0.08	
Total Annual Maintenance Cost - Software & Mobile		\$ 209,278

Support and Maintenance includes:

Unlimited Phone, Email, and Internet Support
 Hotfixes, Patches, and Upgrades
 Product Upgrade Services

Note: Maintenance is billed on a quarterly basis

5. Standard Maintenance fees may be adjusted by HARRIS GOVERN based on calendar year.
6. The Maintenance term shall begin when end user training starts for the Licensed Software and continue for a period of one (1) year ("Initial Term"). Upon expiration of the Initial Term, this Work Order shall automatically renew annually following the "Initial Term".
7. After the Initial Term, either party may terminate Maintenance for any reason upon one hundred and eighty (180) days prior written notice to the other party.

IN WITNESS WHEREOF, the parties have executed this Work Order as of the Effective Date.

HARRIS GOVERN

Address: 760 N Watters Road
 Suite 100
 Allen, TX 75013

By: _____
 Name: Robert Wood
 Title: Vice President, Sales

RICHLAND COUNTY

Address: 2020 Hampton St.
 Columbia, SC 29204

By: _____
 Name: _____
 Title: _____

Richland County Council Request for Action

Subject:

Federal Aviation Administration (FAA) CARES Grant Acceptance

Notes:

May 21, 2020 – The A&F Committee recommended Council to approve the acceptance of a grant from the FAA as part of the CARES Act in the amount of \$69,000, when offered, to be used for the purpose of augmenting potential revenue loss due to the impact of the COVID-19 Public Health Emergency at the Jim Hamilton – LB Owens Airport (CUB).

**RICHLAND COUNTY
ADMINISTRATION**

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



Agenda Briefing

Prepared by: Christopher S. Eversmann, AAE, Airport General Manager

Department: Public Works - Airport

Date Prepared: April 23, 2020

Meeting Date: May 21, 2020

Legal Review	Elizabeth McLean via email	Date:	May 13, 2020
Budget Review	James Hayes via email	Date:	May 11, 2020
Finance Review	Stacey Hamm via email	Date:	My 06, 2020
Approved for Consideration:	Assistant County Administrator	John M. Thompson, Ph.D., MBA, CPM	
Committee:	Administration and Finance		
Subject:	Federal Aviation Administration (FAA) CARES Grant Acceptance		

Recommended Action:

That County Council approve the acceptance of a grant from the Federal Aviation Administration (FAA) as part of the CARES Act (Coronavirus Aid, Relief, and Economic Security Act – HR 748, Public Law 116-136) in the amount of \$69,000 to be used for the purpose of augmenting potential revenue loss due to the impact of the COVID-19 Public Health Emergency at the Jim Hamilton – LB Owens Airport (CUB).

Motion Requested:

“I move that County Council approve the acceptance of a grant from the FAA as part of the CARES Act in the amount of \$69,000, when offered, to be used for the purpose of augmenting potential revenue loss due to the impact of the COVID-19 Public Health Emergency at the Jim Hamilton – LB Owens Airport (CUB).”

Request for Council Reconsideration: Yes

Fiscal Impact:

There is no County match required for the expenditure of these funds. No budget transfer or budget amendment will be required.

Motion of Origin:

There is no associated Council motion of origin.

Council Member	
Meeting	
Date	

Discussion:

A provision of the CARES Act provides funding for public use airports of all sizes and classifications. Based on the Jim Hamilton – LB Owens Airport’s (CUB) classification as a General Aviation Reliever Airport, we are eligible for a grant of \$69,000. We have wide latitude regarding the use of these funds to include personnel, operations, maintenance, and utilities. The funds will need to be spent within four years of receipt of the grant. The FAA is awarding funds on an expedited basis and encourages Airport Sponsors to spend funds expeditiously as well. The grant has been applied for in accordance with the FAA requested deadline of April 27, 2020, but not yet offered.

Attachments:

Richland County Council Request for Action

Subject:

Approving the transfer of certain property located in the Blythewood Business Park to Fairfield Electric Cooperative; and other related matters

Notes:

First Reading: May 19, 2020

Second Reading:

Third Reading:

Public Hearing:

STATE OF SOUTH CAROLINA
COUNTY COUNCIL FOR RICHLAND COUNTY
ORDINANCE NO. _____

**APPROVING THE TRANSFER OF CERTAIN PROPERTY LOCATED IN THE
BLYTHEWOOD BUSINESS PARK TO FAIRFIELD ELECTRIC COOPERATIVE;
AND OTHER RELATED MATTERS.**

WHEREAS, Richland County, South Carolina (“County”) owns certain real property in the County known as the Blythewood Business Park (“Park”);

WHEREAS, the County acquired the Park for the purpose of developing a Class A Business and Industrial Park in the County in order to attract businesses to the County thereby expanding the County’s tax base and creating and expanding the job opportunities within the County;

WHEREAS, Fairfield Electric Cooperative (“FEC”) is planning the installation of a substation in the Park to serve certain utility needs of the businesses locating or expected to locate in the Park;

WHEREAS, the County and FEC have negotiated the location of the substation in accordance with the County’s master plan for the development of the Park and desire for the substation to be located on the site as shown on the attached site plans (“Proposed Site”);

WHEREAS, due to the location and composition of the Proposed Site, including the location of certain streams and overhead transmission lines, the Proposed Site is otherwise unusable for any development and was identified as green space on the County’s master plan for the Park;

WHEREAS, the County desires to transfer the property to FEC for purposes of installing and constructing a substation to serve the Park; and

WHEREAS, pursuant to Title 4, Chapter 9 of the Code of Laws of South Carolina, 1976, as amended, the County, acting by and through its County Council (“County Council”), is authorized to transfer its interests in real property.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNTY COUNCIL:

Section 1. Findings. County Council determines that the transfer of the Proposed Site is a proper governmental and public purpose, is anticipated to benefit the general public welfare of the County, and furthers the economic development of the County by providing a location for the installation of infrastructure that can serve business locating or expecting to locate in the County.

Section 2. Approval of Transfer of Property. County Council approves the transfer of the Proposed Site by the County to FEC subject to the condition that FEC construct and install the substation on the Proposed Site within 12 months. County Council authorizes the County Council Chair, the County Administrator, and the Director of Economic Development, as appropriate, to execute and deliver those documents that may be reasonably necessary to accomplish the transfer of the Proposed Site to FEC and evidence the conditions described in the foregoing sentence. Any actions taken in the name of the County prior to the effective date of this Ordinance with respect to the transfer of the Proposed Site are expressly ratified and confirmed.

Section 3. Further Acts. County Council authorizes the County Council Chair, the County Administrator, or the Director of Economic Development, as appropriate, following receipt of advice from counsel to the County, to take such further acts and negotiate, approve and execute whatever further

instruments on behalf of the County as deemed necessary, desirable or appropriate to effect the transactions described in this Ordinance.

Section 4. General Repealer. Any ordinance, resolution, or other order of County Council, the terms of which are in conflict with this Ordinance, is, only to the extent of that conflict, repealed.

Section 5. Effectiveness. This Ordinance is effective after third reading and a public hearing.

RICHLAND COUNTY, SOUTH CAROLINA

Chairman of County Council

(SEAL)
ATTEST:

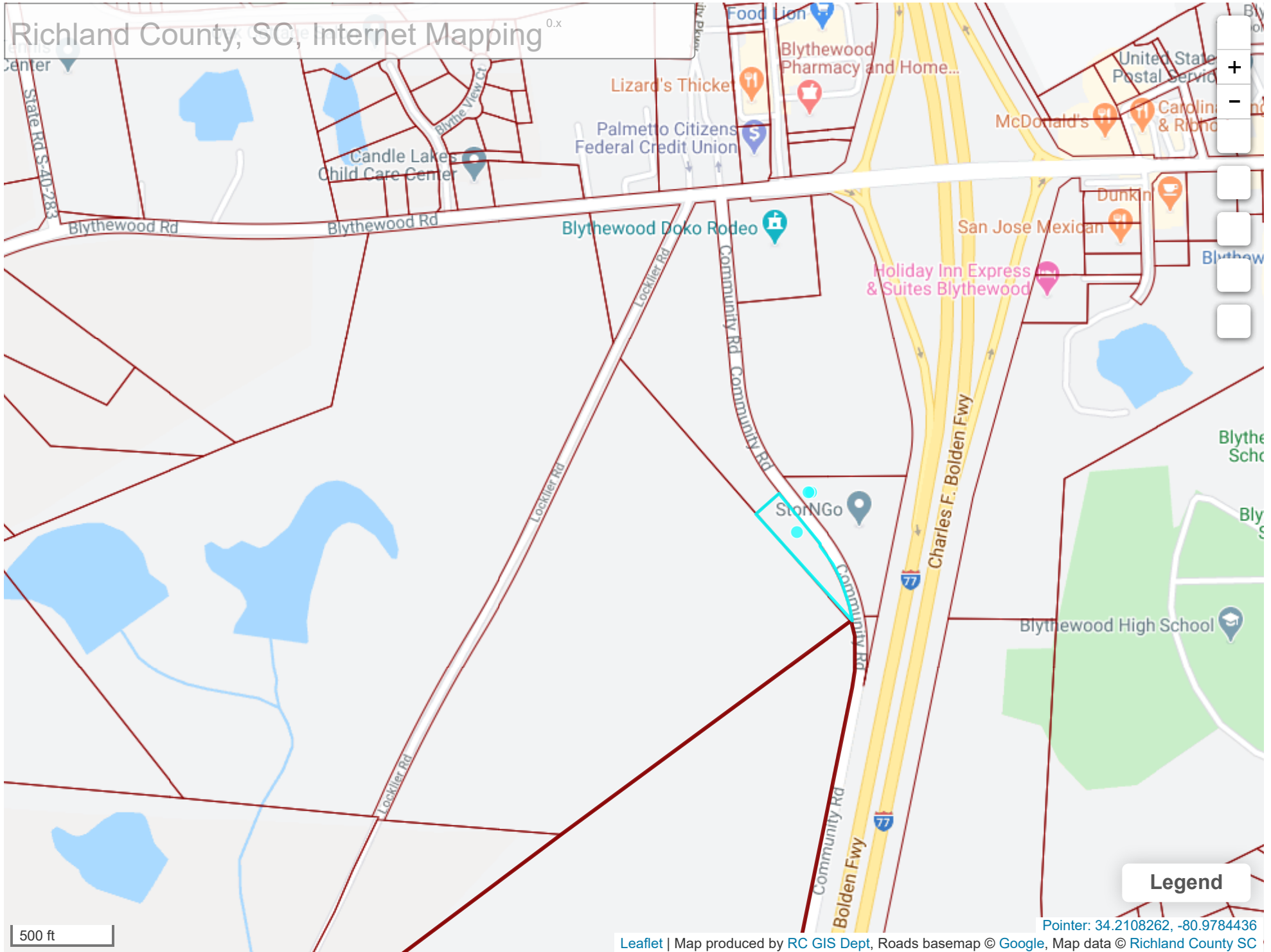
Clerk to County Council

READINGS:

First Reading: May 19, 2020
Second Reading: June 2, 2020
Public Hearing:
Third Reading:

PROPOSED SITE

Richland County, SC, Internet Mapping



Pointer: 34.2108262, -80.9784436

Leaflet | Map produced by RC GIS Dept, Roads basemap © Google, Map data © Richland County SC

Richland County, SC, Internet Mapping

- User Options:**
- Hide Info on Hover
 - Hide Legend
- Base Map Type:**
- Roadmap
 - Google
 - Imagery
 - Google Satellite
 - Hybrid (Combine Above)

Richland County Layers:

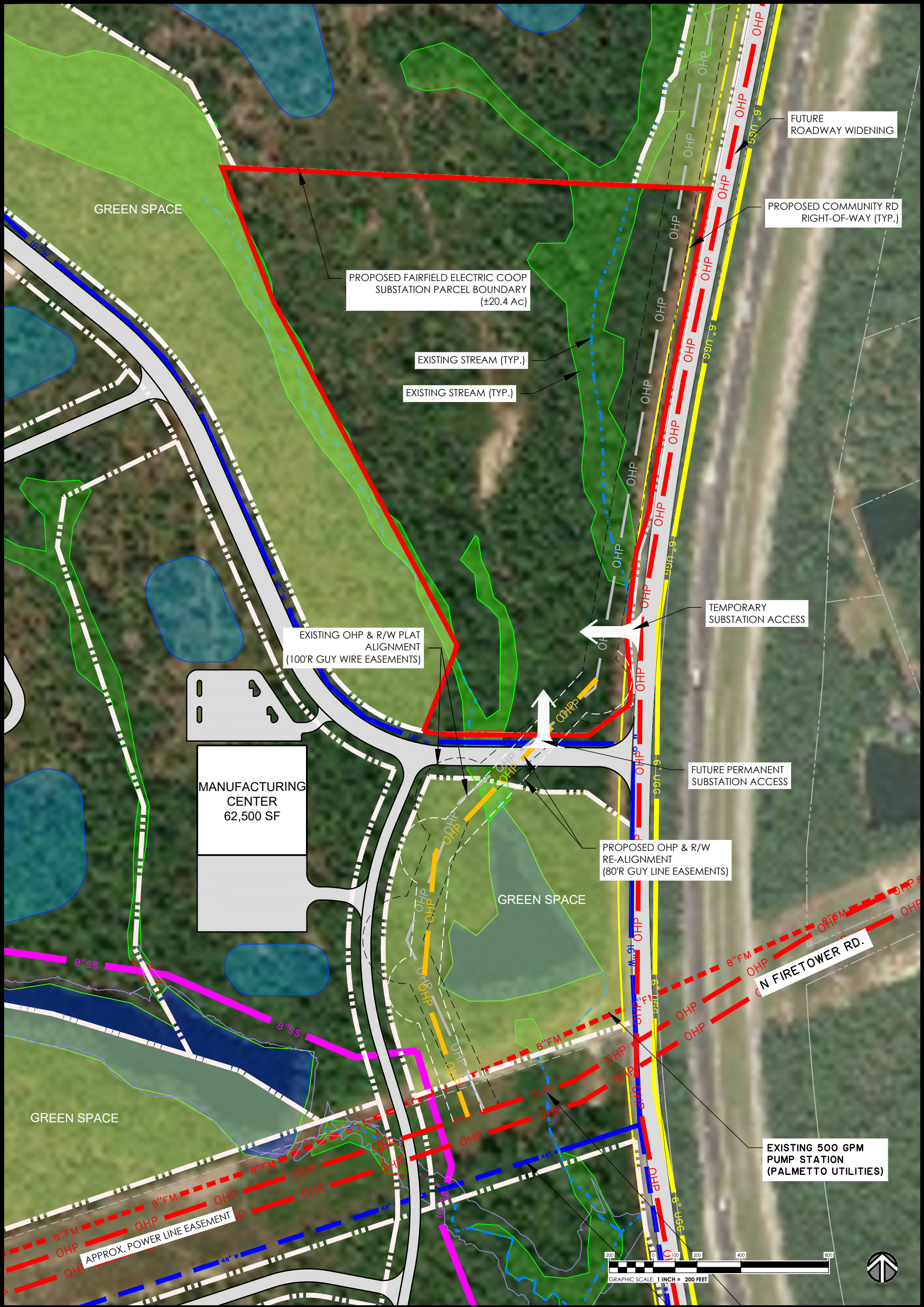
- Property:
- Address Labels
- Parcel Number Labels
- Road Maintenance Authority
- Parcels
- Zoning
- Subdivisions
- Tax Districts
- Garbage/Waste Collection
- Boundaries:
- County Boundary
- Neighborhood Improvement Areas
- Municipalities
- Zip Codes
- Public Safety:
- Police Stations
- Sheriff Regions
- Civic:
- Voting Locations
- Voting Precincts
- Council Districts
- Magistrate Districts
- SC Senate Districts
- SC House Districts
- US Congressional Districts
- Education:
- Library Locations
- Public Schools
- School Districts
- Environmental:
- Elevation:
- Contours 10ft
- Contours 2ft

500 ft



Leaflet | Map produced by RC GIS Dept, Map data © Richland County SC, Satellite basemap © Google

Pointer: 34, 1365758, -80, 9875417



PREPARED FOR:
RICHLAND COUNTY

CONCEPTUAL UTILITY RE-ALIGNMENT FOR THE
PROPOSED FAIRFIELD ELECTRIC SUBSTATION SITE
FAIRFIELD COUNTY, SC

February 10, 2020

142 of 220

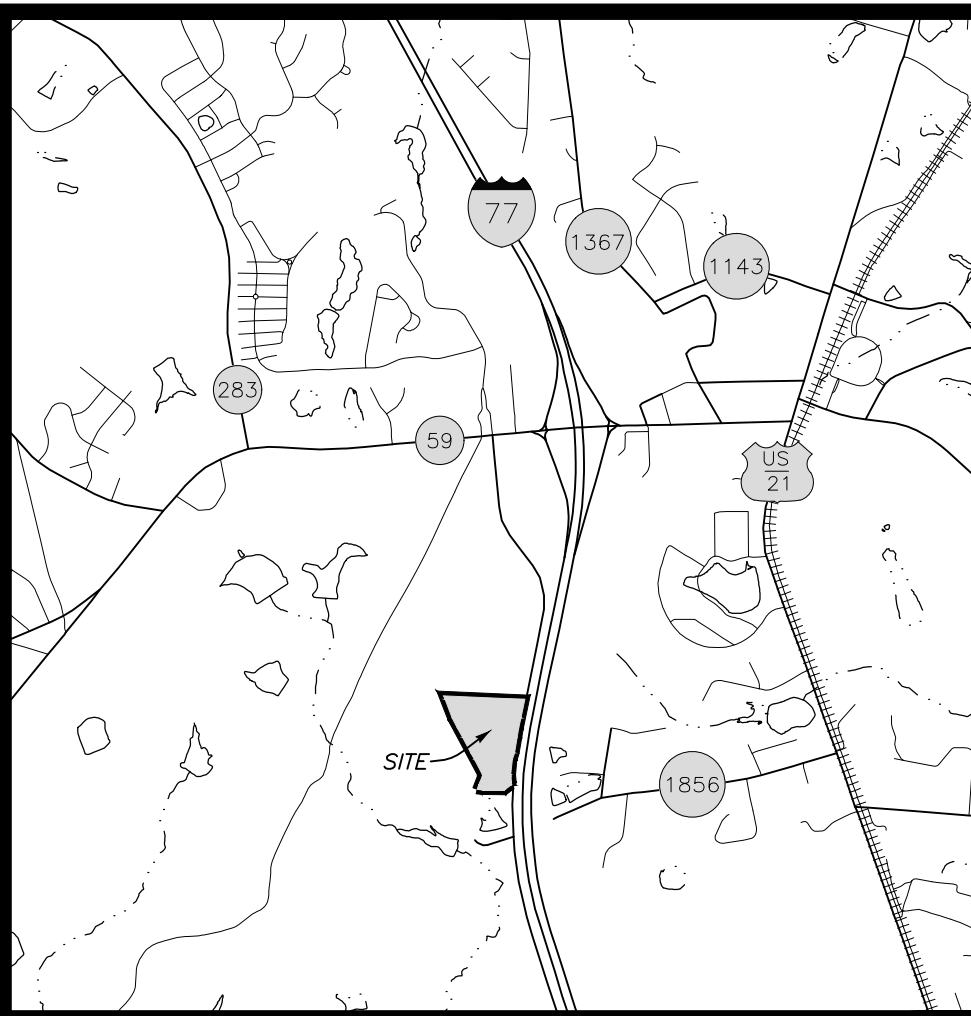


1501 Main Street • Suite 760
Columbia, SC 29201 • 803.451.6789

www.thomasandhutton.com

This map illustrates a general plan of the development which is for discussion purposes only, does not limit or bind the owner/developer, and is subject to change and revision without prior written notice to the holder. Dimensions, boundaries and position locations are for illustrative purposes only and are subject to an accurate survey and property description.

COPYRIGHT © 2019 THOMAS & HUTTON



LOCATION SKETCH
SCALE: 1 INCH = 0.5 MILE

GEODETIC AND SC STATE GRID POINT DATA

HORIZONTAL DATUM: NAD83 (2011)
VERTICAL DATUM: NAVD 88

POINT NUMBER: 1178
SC GRID COORDINATES
NORTH: 861,270.15'
EAST: 2,003,559.84'
GEODETIC COORDINATES:
LATITUDE: N 34°12'01.92046"
LONGITUDE: W 80°59'17.61198"

POINT NUMBER: 1201
SC GRID COORDINATES
NORTH: 862,506.12'
EAST: 2,004,213.72'
GEODETIC COORDINATES:
LATITUDE: N 34°12'14.14786"
LONGITUDE: W 80°59'09.82410"

COORDINATE DERIVATION: GNSS
COMBINED REDUCTION FACTOR: 0.99981864
MEASUREMENTS SHOWN ARE FIELD SURVEY DISTANCES.

BENCHMARK REFERENCE: BM SHARPE
PID: EC2934
GEODETIC COORDINATES:
LATITUDE: N 34°12'35.15483"
LONGITUDE: W 81°00'12.39569"
SC GRID COORDINATES
NORTH: 864,629.2870'
EAST: 1,998,958.1248'
ELEVATION: 546.10'

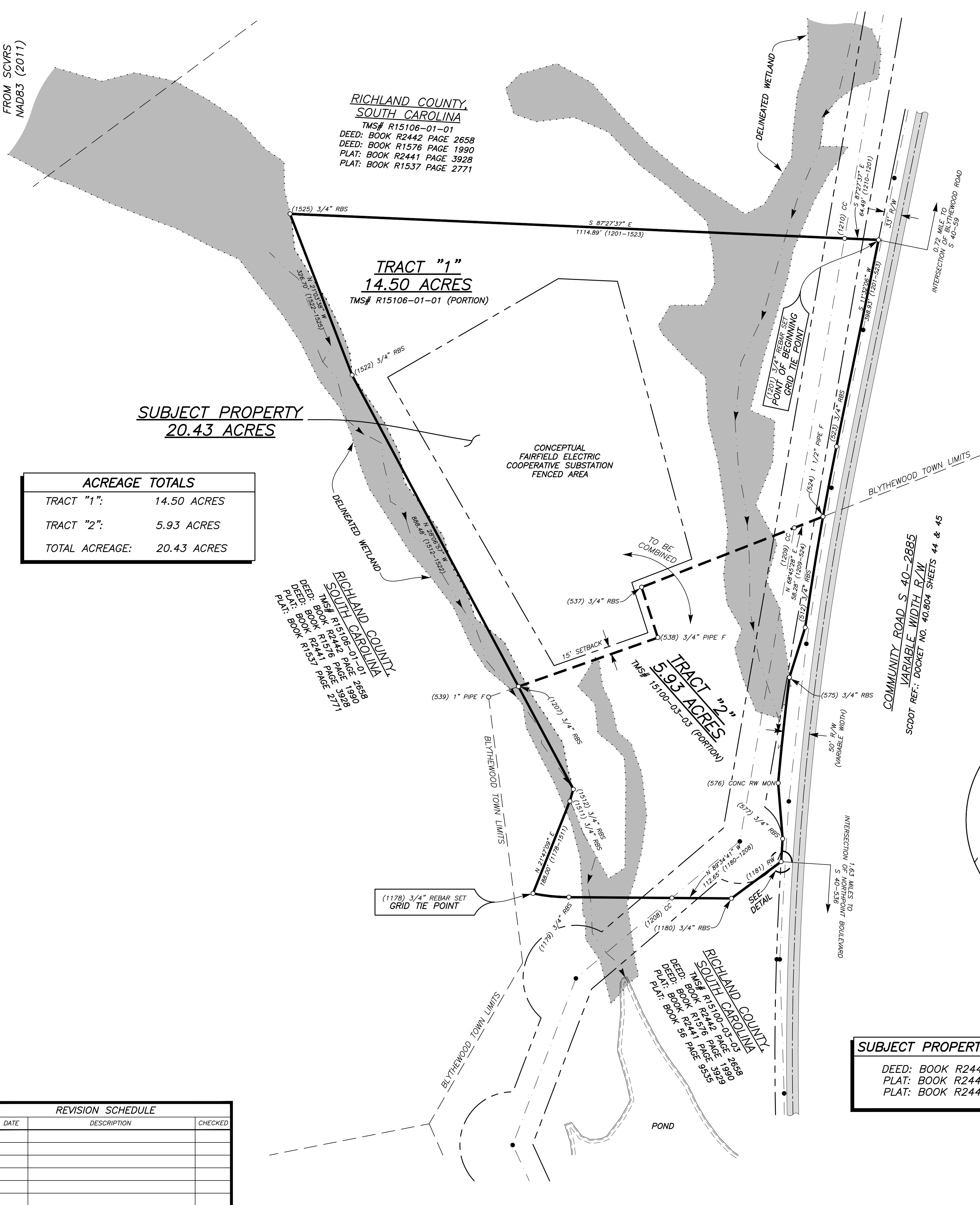
NOTE: THIS TIE DATA TO BE USED FOR LOCATION ONLY.

ACREAGE TOTALS	
TRACT "1":	14.50 ACRES
TRACT "2":	5.93 ACRES
TOTAL ACREAGE:	20.43 ACRES

- NOTES:
1. THE SUBJECT PROPERTY SHOWN HEREON IS INCORPORATED INTO AN OVERALL CONCEPTUAL PLAN UNDER CURRENT REVIEW.
 2. DELINEATED WETLANDS SHOWN HEREON INCLUDED IN DRAWING FILES PROVIDED BY THOMAS & HUTTON
 3. ACCORDING TO F.I.R.M. COMMUNITY PANEL # 450258 0128 L, AND PANEL # 450170 0128 L, BOTH DATED DECEMBER 21, 2017 THE PROPERTY SHOWN HEREON IS NOT IN A SPECIAL FLOOD HAZARD ZONE.
 4. PORTIONS OF THE PROPERTY, BEING SHOWN HEREON AS TRACT "1", ARE LOCATED IN THE TOWN OF BLYTHEWOOD.
 5. NO PRINT OR ELECTRONIC COPY OF THIS PLAT IS CERTIFIED BY GLENN ASSOCIATES SURVEYING, INC. UNLESS IT BEARS THE ORIGINAL SIGNATURE AND IMPRESSION SEAL OF THE RESPONSIBLE SURVEYOR SHOWN HEREON.

GLENN ASSOCIATES SURVEYING, INC.
SURVEYOR'S SEAL
MICHAEL R. MILLS
SOUTH CAROLINA LAND SURVEYOR
No. C02238

REVISION SCHEDULE			
NO.	DATE	DESCRIPTION	CHECKED

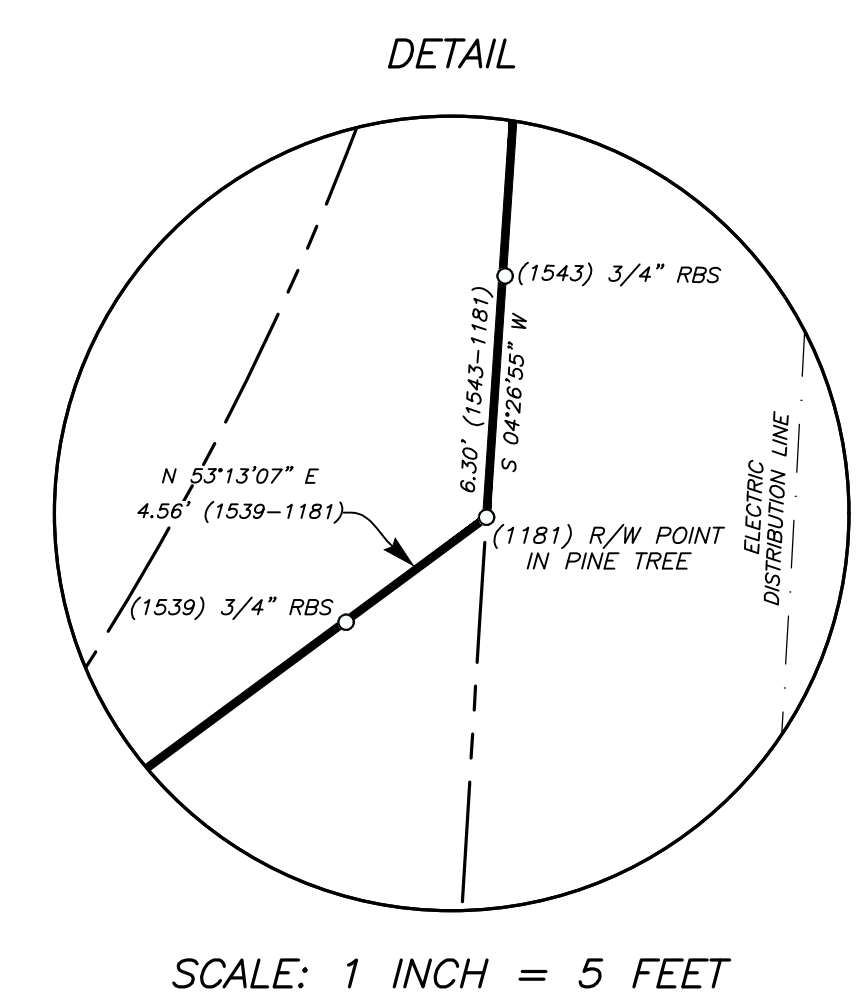


CURVE TABLE				
PT-PT	CHORD	DELTA	RADIUS	L-ARC
523-524	S 10°51'50" W 134.98'	00°58'47" LT.	7,893.78'	134.98'
524-512	S 09°08'13" W 212.43'	02°06'43" LT.	5,763.10'	212.44'
575-576	S 06°07'00" W 200.91'	01°59'30" LT.	5,780.10'	200.92'
577-1181	S 03°52'07" W 43.40'	00°25'53" LT.	5,762.98'	43.40'
1179-1178	N 84°00'02" W 68.17'	11°09'31" RT.	350.57'	68.28'

SUBJECT PROPERTY 20.43 ACRES		
PT-PT	BEARING	DISTANCE
1201-523	S 11°32'06" W	398.93'
523-524	SEE CURVE TABLE	
524-512	SEE CURVE TABLE	
512-575	S 17°28'59" W	99.01'
575-576	SEE CURVE TABLE	
576-577	S 04°38'54" E	105.74'
577-1181	SEE CURVE TABLE	
1181-1180	S 53°33'19" W	117.03'
1180-1179	N 89°34'41" W	307.61'
1179-1178	SEE CURVE TABLE	
1178-1511	N 21°47'09" E	188.00'
1511-1512	N 16°10'06" E	23.43'
1512-1207	N 28°06'57" W	220.33'
1207-1522	N 28°06'57" W	668.15'
1522-1525	N 21°03'38" W	326.70'
1525-1201	S 87°27'37" E	1,114.89'

TRACT "1" 14.50 ACRES		
PT-PT	BEARING	DISTANCE
1201-523	S 11°32'06" W	398.93'
523-524	SEE CURVE TABLE	
524-512	SEE CURVE TABLE	
512-575	S 17°28'59" W	99.01'
575-576	SEE CURVE TABLE	
576-577	S 04°38'54" E	105.74'
577-1181	SEE CURVE TABLE	
1181-1180	S 53°33'19" W	117.03'
1180-1179	N 89°34'41" W	307.61'
1179-1178	SEE CURVE TABLE	
1178-1511	N 21°47'09" E	188.00'
1511-1512	N 16°10'06" E	23.43'
1512-1207	N 28°06'57" W	220.33'
1207-1522	N 28°06'57" W	668.15'
1522-1525	N 21°03'38" W	326.70'
1525-1201	S 87°27'37" E	1,114.89'

TRACT "2" 5.93 ACRES		
PT-PT	BEARING	DISTANCE
512-575	S 17°28'59" W	99.01'
575-576	SEE CURVE TABLE	
576-577	S 04°38'54" E	105.74'
577-1181	SEE CURVE TABLE	
1181-1180	S 53°33'19" W	117.03'
1180-1179	N 89°34'41" W	307.61'
1179-1178	SEE CURVE TABLE	
1178-1511	N 21°47'09" E	188.00'
1511-1512	N 16°10'06" E	23.43'
1512-1207	N 28°06'57" W	220.33'
1207-538	N 70°38'45" E	279.45'
538-537	N 17°48'57" W	100.10'
537-524	N 68°45'31" E	368.30'



LEGEND	
—	PROPERTY LINE
- - -	ADJOINING PROPERTY LINE
—	OVERHEAD ELECTRIC LINE
- - -	CENTERLINE
- - -	RIGHT-OF-WAY
.....	DELINEATED WETLAND
○	PROPERTY CORNER
●	GUY ANCHOR
●	POWER POLE
○	R/S REBAR SET
○	R/W RIGHT-OF-WAY
○	CC COMPUTED CORNER

SUBJECT PROPERTY REFERENCES

DEED: BOOK R2442 PAGE 2658
PLAT: BOOK R2441 PAGE 3928
PLAT: BOOK R2441 PAGE 3929

ADMINISTRATIVE SUBDIVISION FOR
RICHLAND COUNTY, SOUTH CAROLINA
TO BE CONVEYED TO
FAIRFIELD ELECTRIC COOPERATIVE, INC.
LOCATED WITHIN THE TOWN OF BLYTHEWOOD
AND RICHLAND COUNTY
RICHLAND COUNTY, SOUTH CAROLINA
JANUARY 10, 2019
SCALE: 1 INCH = 100 FEET

0' 100' 200' 300' 400' 500' 600'

SURVEYED BY GLENN ASSOCIATES SURVEYING, INC.
P.O. BOX 12 JENKINSVILLE, S.C. 29065 telephone (803) 345-5297

MICHAEL R. MILLS; S.C.P.L.S. # 11606

I HEREBY STATE THAT TO THE BEST OF MY PROFESSIONAL KNOWLEDGE, INFORMATION, AND BELIEF, THE SURVEY SHOWN HEREON WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE STANDARDS OF PRACTICE MANUAL FOR SURVEYING IN SOUTH CAROLINA, AND MEETS OR EXCEEDS THE REQUIREMENTS FOR A CLASS "A" SURVEY AS SPECIFIED THEREIN.

Richland County Council Request for Action

Subject:

An Ordinance Authorizing the temporary waiver of late fees or penalties on the payment of Hospitality Tax, Tourism Development fees and Business Service fees

Notes:

First Reading: May 19, 2020

Second Reading:

Third Reading:

Public Hearing:

STATE OF SOUTH CAROLINA
COUNTY COUNCIL FOR RICHLAND COUNTY
ORDINANCE NO. ____-20HR

AN ORDINANCE AUTHORIZING THE TEMPORARY WAIVER OF LATE FEES OR PENALTIES ON THE PAYMENT OF HOSPITALITY TAX, TOURISM DEVELOPMENT FEES, AND BUSINESS LICENSE FEES.

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

SECTION I. Due to the extraordinary circumstances surrounding the Covid-19 virus, the Richland County Council hereby suspends the imposition, payment, and collection of late fees or penalties on payments due from the Hospitality Tax (Chapter 23, Article 6), the Tourism Development Fee (012-08HR) and the Business License Fee (Chapter 16, Article I). This temporary waiver shall automatically expire on the 61st day after the Effective Date.

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

SECTION III. Conflicting Ordinances Repealed. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION IV. Effective Date. This ordinance shall be effective retroactively from and after April 7, 2020. The ordinance shall only be effective for 60 days from the Effective Date and shall then immediately expire.

RICHLAND COUNTY, SOUTH CAROLINA

By: _____
Paul Livingston, Chair
Richland County Council

ATTEST THIS ____ DAY OF
_____, 2020

Michelle Onley
Deputy Clerk to Council

RICHLAND COUNTY ATTORNEY'S OFFICE

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

Date of First Reading:
Date of Second Reading:
Date of Public Hearing:
Date of Third Reading:

Richland County Council Request for Action

Subject:

Clarification – Sewer/Water Connection

Notes:

April 28, 2020 – The committee forwarded the item to Council without recommendation.

May 5, 2020 – This item was deferred.



Agenda Briefing

Prepared by: Jani Hussain, Deputy Director

Department: Utilities

Date Revised: May 27, 2020

Meeting Date: June 02, 2020

Legal Review		Date:	
Budget Review	James Hayes via email	Date:	May 27, 2020
Finance Review	Stacey Hamm via email	Date:	May 27, 2020
Approved for consideration:	Assistant County Administrator	John M. Thompson, Ph.D., MBA, CPM	
Subject:	Sewer and Water Connection for Residents Living Within the Southeast Sewer and Water Expansion Zone		

Recommended Action:

There are two recommended actions related to connecting homes in Phase 1 of the Southeast Sewer and Water Expansion Project.

1. Richland County installs the sewer system, which will be located on private property, consisting of the tank, grinder pump, line, and connection for the 70 selected homes and installs the water system, which will be located on private property, consisting of the meter, line, and valve for the 60 selected homes.
2. Richland County does not install the sewer system for the 70 selected homes and does not install the water system for the 60 selected homes.

Motion Requested:

Move to accept either Recommendation 1 or 2.

Request for Council Reconsideration: Yes

Fiscal Impact:

The fiscal impact is \$1,391,253.50 for Richland County to install the sewer and/or water system for the 130 homes. This proposed expense is already included in the total cost of the project, which is funded by the current Utilities bond.

Motion of Origin:

There is no associated Council motion of origin.

Council Member	
Meeting	
Date	

Discussion:

The Southeast Sewer and Water Expansion Project was recently approved to address multiple compliance issues with onsite wastewater facilities at three schools and meet the community’s needs. In the course of getting the project started, the County hosted numerous public meetings to educate the community on the project’s objectives and potential benefits. The project is designed to provide access to both public water and sewer for residents along the project lines. At the community meetings, residents were advised that they were not required to tap on to the system unless the resident wishes to opt in. Moreover, residents were advised that if they signed up for connection by December 16, 2019 that the project would include installing the sewer and water system on their property if their homes were located within 200 feet from the main service line.

Below is a table providing a breakdown of the 130 homes that would receive the sewer and/or water enhancement on private property.

Division	Number of Connections	Type	Amount per connection	Total
1	25	Water	\$3,571.21	\$89,280.25
1	25	Sewer	\$20,050.75	\$501,268.75
2	25	Water	\$2,947.88	\$73,697.00
2	25	Sewer	\$17,551.60	\$438,790.00
3	10	Water	\$2,190.21	\$21,902.10
3	10	Sewer	\$4,386.54	\$43,865.40
4	10	Sewer	\$22,245.00	\$222,450.00
			Total	\$1,391,253.50

It is important to note that the expenditure of public funds on private property is not prohibited if it has a public benefit. In the case of this project, the connection of these properties will assist Richland County in enhancing its infrastructure. In terms of the operation and maintenance of the water and sewer lines and systems within private property, homeowners will assume responsibility.

Attachments:

1. E-mail communication consisting of Legal’s opinion

From: [Larry Smith](#)
To: [JOHN THOMPSON](#)
Cc: [LEONARDO BROWN](#); [TARIQ HUSSAIN](#); [JOHN THOMPSON](#)
Subject: RE: Urgent Request - Sewer Ordinance
Date: Wednesday, May 27, 2020 3:27:06 PM

John,

Sorry that I misinterpreted your e-mail.

As I understand it, after our discussion, you're concerned about whether or not the expenditure of County dollars, on private property, to install this system, is prohibited?

Based on your e-mail and our discussion, the installation of the system on private property is to ultimately connect to a "public system".

As we have previously discussed, the expenditure of public funds on private property is not prohibited, if it has a "public benefit". In this instance, I would assume that the connection of these properties will assist the County in enhancing its current infrastructure. Therefore, in my opinion, this would meet the threshold of a public benefit.

Hope that this helps.

Sent from [Mail](#) for Windows 10

From: [Larry Smith](#)
Sent: Wednesday, May 27, 2020 2:50 PM
To: [JOHN THOMPSON](#)
Cc: [LEONARDO BROWN](#); [TARIQ HUSSAIN](#); [JOHN THOMPSON](#)
Subject: RE: Urgent Request - Sewer Ordinance

John,

I'm not familiar with this ordinance. However, just as a general proposition, I don't know why we would hold a homeowner, who would presumably have no knowledge of sewer systems, responsible for installing them.

In addition, I don't know why the County would want homeowners, that are not knowledgeable about these matters responsible for the installation, that if not done correctly, could negatively impact the County's system, once they're connected,

Sent from [Mail](#) for Windows 10

From: [JOHN THOMPSON](#)
Sent: Wednesday, May 27, 2020 2:32 PM
To: 'Larry Smith'
Cc: [LEONARDO BROWN](#); [TARIQ HUSSAIN](#); [JOHN THOMPSON](#)
Subject: Urgent Request - Sewer Ordinance
Importance: High

Larry: Please see Jani's e-mail below. This matter involves the installation of sewer and/or water systems on private property for 130 homes as part of the Southeast Sewer and Water Expansion Project. I understand that this cost is approximately \$1.3 million and has already been included in the total cost for the project. Jani asserts that based on the Ordinance that homeowners are responsible for installing the systems and connecting to the County's system.

Please provide your legal opinion.

Thank you,

John M. Thompson, Ph.D., MBA, CPM
Assistant County Administrator
Richland County Government
Office of the County Administrator
803-576-2054
Thompson.John@RichlandCountySC.gov

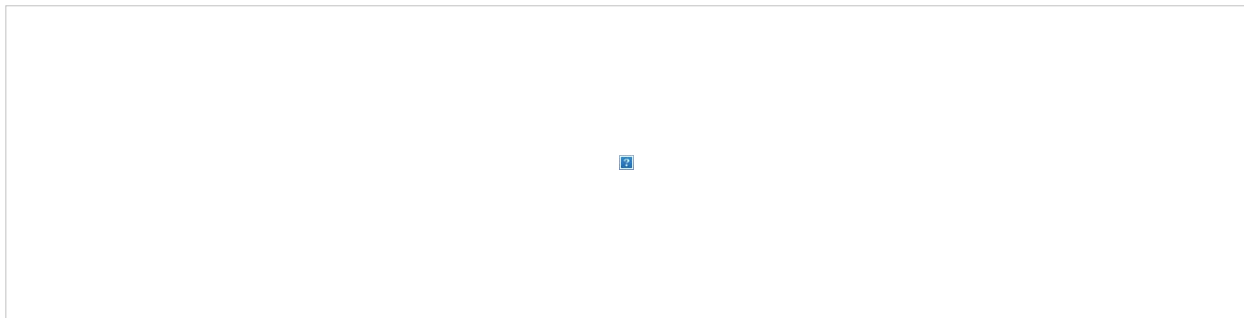
From: TARIQ HUSSAIN <HUSSAIN.TARIQ@richlandcountysc.gov>
Sent: Tuesday, May 26, 2020 2:51 PM
To: ELIZABETH MCLEAN <MCLEAN.ELIZABETH@richlandcountysc.gov>; BRAD FARRAR <FARRARB@rcgov.us>
Cc: JOHN THOMPSON <THOMPSON.JOHN@richlandcountysc.gov>; 'Larry Smith' <larry24nccu@gmail.com>; LARRY SMITH <SMITH.LARRY@richlandcountysc.gov>
Subject: Urgent Request - Sewer Ordinance

Brad/Elizabeth,

We are working on a BD document to present to the County Council.

Please let us know if the wording in below ordinance means that the owner is responsible for building and maintenance of sewer system (tank, grinder pump, lines) on the owner's private property to connect to the Richland County utilities system.

Does this apply to water also?



Thanks

Jani Tariq Hussain
Deputy Director
Richland County Government
Utilities Department
HUSSAIN.TARIQ@richlandcountysc.gov
P 803-401-0045



7525 Broad River Road
Irmo, SC 29063

[CORVUS](#)

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential, proprietary, and/or privileged information protected by law. If you are not the intended recipient, you may not read, use, copy, or distribute this e-mail message or its attachments. If you believe you have received this e-mail message in error, please contact the sender by reply e-mail or telephone immediately, and destroy all copies of the original message.

Richland County Council Request for Action

Subject:

Replacement Office Building – Stormwater Management Division

Notes:

May 21, 2020 – The A&F Committee forwarded this item to Council without a recommendation.

**RICHLAND COUNTY
ADMINISTRATION**

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



Agenda Briefing

Prepared by: Synithia Williams, Stormwater Manager
Department: Procurement / Public Works
Date Revised: May 27, 2020 **Meeting Date:** June 02, 2020

Legal Review		Date:	
Budget Review	James Hayes via email	Date:	May 27, 2020
Finance Review	Stacey Hamm via email	Date:	May 27, 2020
Approved for Consideration:	Assistant County Administrator	John M. Thompson, Ph.D., MBA, CPM	
Subject:	Replacement Office Building for the Department of Public Works, Stormwater Management Division		

Recommended Action:

Staff recommends awarding the contract, through the General Services Administration (GSA) procurement, with Willscot, Inc for a new modular office building for the Department of Public Works Stormwater Management Division.

Motion Requested:

“I move that County Council approve the award of a contract to purchase a new modular office building for the Department of Public Works, Stormwater Management Division.”

Request for Council Reconsideration: Yes

Fiscal Impact:

The Department of Public Works Stormwater Management Division budgeted \$180,000 for a replacement office trailer. The funds are allocated in account 1208302200-531000 (Other Capital).

Motion of Origin:

There is no associated Council motion of origin; however, funds were appropriated in the Capital portion of the FY20 Operating Budget.

Council Member	
Meeting	
Date	

Discussion:

The Department of Public Works, Stormwater Management Division currently operates in a commercial grade construction trailer, which was purchased in 2008. Since 2008, the Division has grown to ten employees. The number of staff and the equipment needed to meet the mission of the Division has outgrown the current space.

In addition to the need for additional space, the current office has frequent, severe maintenance needs including a badly leaking roof, leaking doors and windows, weakened floor near entrances, and a failing hot water heater.

Williams Scotsman, Inc (Willscot) provided a quote of \$167,676 to replace the current office with a new modular office space with updated features that is also ADA compliant. The replacement building can be purchased by means of a GSA Contract (GS-07F-0257M). GSA's acquisition solutions offer private sector professional services, equipment, supplies, and IT to government organizations and the military through negotiated Schedule contracts. Utilizing the Cooperative Purchasing and Disaster Relief programs, State and local governments can take advantage of this system to save time and reduce overall costs on the supplies and services they need.

Attachments:

1. Price quote and layout for replacement modular office building
2. Presentation of the current condition of the Stormwater Management Office



Williams Scotsman, Inc.
1320 S Danzler Rd
Duncan SC 29334

Your Williams Scotsman Representative
Chrystie Mack
Territory Sales Manager

Contract Number: 1163500
Revision: 1
Date: October 23, 2019

Phone: (864)486-1683
Fax: 864-486-1683
Email: cmack@willscot.com
Toll Free: 800-782-1500

Sale Quote Summary (New Equipment) - Q#1163500

Buyer:

Richland County Dept of Public Works
400 Powell Rd
Columbia, South Carolina, 292039668

Contact:

Bree Tribble
400 Powell Rd
Stormwater Division
Columbia, SC, 29203
Phone: 803-576-2468
Fax:
Email: tribbleb@rcgov.us

Ship To Address:

7201 Fairfield Rd
COLUMBIA , SC 29203 US

Product Descriptions

QTY	PRODUCT
1	SM8028

Pricing Summary - All Options (excluding taxes)

TOTAL CHARGES WITH ALL OPTIONS: \$167,676.00



Williams Scotsman, Inc.
 1320 S Danzler Rd
 Duncan SC 29334

Your Williams Scotsman Representative
 Chrystie Mack
 Territory Sales Manager

Contract Number: 1163500

Revision: 1

Date: October 23, 2019

Phone: (864)486-1683
Fax: 864-486-1683
Email: cmack@willscot.com
Toll Free: 800-782-1500

SALE AGREEMENT FOR NEW EQUIPMENT WITH LIMITED WARRANTY

Buyer: Richland County Dept of Public Works 400 Powell Rd Columbia, South Carolina, 292039668	Contact: Bree Tribble 400 Powell Rd Stormwater Division Columbia, SC, 29203 Phone: 803-576-2468 Fax: Email: tribbleb@rcgov.us	Ship To Address: 7201 Fairfield Rd COLUMBIA , SC 29203 US Delivery Date (on or about): 01/06/2020
---	---	--

Unit Description and Pricing		Quantity	Price	Extended
80x28 Section Mod. (76x28 Box)	Unit Number:	1	\$126,129.00	\$126,129.00
Ramp - Delivery & Installation		1	\$1,231.00	\$1,231.00
ADA/IBC Ramp - 36' w/ swbk&stp	Aluminum System	1	\$18,334.00	\$18,334.00
ADA/IBC Step - Sale		1	\$1,230.00	\$1,230.00
Delivery Freight		2	\$3,429.00	\$6,858.00
Block and Level		1	\$8,486.00	\$8,486.00
Skirting - hardipanel		208	\$26.00	\$5,408.00

Total Purchase Price Including Delivery & Installation (if applicable)* : \$167,676.00

*All prices exclude applicable taxes.

Summary of Charges

Model: SM8028	QUANTITY: 1	Total Charges for (1) Building(s): \$167,676.00
---------------	-------------	--



Williams Scotsman, Inc.
1320 S Danzler Rd
Duncan SC 29334

Your Williams Scotsman Representative
Christie Mack
Territory Sales Manager

Contract Number: 1163500

Revision: 1

Date: October 23, 2019

Phone: (864)486-1683
Fax: 864-486-1683
Email: cmack@willscot.com
Toll Free: 800-782-1500

Payment Terms

Sales Percent Down: 30%
Sales Percent Pre Delivery: 60%
Sales Percent Net: 10%

Sales Percent Net Days: 10 days
Credit Terms: 30% upon placement of order; 30% due upon approval of drawings; 30% due upon completion of modules at the factory; 10% due Net 10 days from substantial completion; subject to credit review.

Acknowledgement

This Sales Agreement (the "Agreement") is made on October 23, 2019, by and between **Williams Scotsman, Inc.**, a Maryland corporation, doing business at 901 S Bond Street Suite 600, Baltimore, Maryland 21231 ("Seller") and Richland County Dept of Public Works ("Buyer"), doing business at the address noted above.

Buyer agrees to purchase from Seller one or more trailer(s) and/or relocatable modular and/or pre-fabricated structures, including stairs, railings, furniture, and other items attached or appurtenant thereto, as noted above and detailed on any Addenda to this Agreement (hereinafter collectively referred to as the "Equipment"), for the purchase price and payment terms and subject to the terms and conditions set forth of this Agreement and as detailed on the Addenda to this Agreement. The Agreement and the Addenda together form the "Contract Documents". The Addenda are as follows and are an integral part of this Agreement.

Addenda:

Addenda: No addenda are included with this document

1. Floor Plan
2. Building Specifications

*All prices exclude applicable taxes.

By its signature below, Buyer hereby acknowledges that it has read and agrees to be bound by the Seller's Sales Agreement Additional Terms and Conditions (11-30-2011) located on Seller's internet site (<https://www.willscot.com/About/terms-conditions>) in their entirety, which are incorporated herein by reference and agrees to lease the Equipment from Seller subject to the terms therein.

LIMITED WARRANTY: Seller hereby warrants to Buyer that at the time of delivery Seller has good and marketable title to the Equipment, free and clear of all liens and encumbrances arising by or through the Seller. Seller warrants to Buyer that the materials and equipment (the "Equipment") furnished by Seller hereunder will be of good quality and new (factory built) and free from defects for a period of one (1) year from the date of delivery of the Equipment. Further, Seller hereby assigns to Buyer all assignable manufacturers' warranties, which shall be subject to the specific manufacturer's warranty provisions and time period. During the warranty period, Seller shall repair or replace all defective parts of the Equipment which are covered under Seller's warranty, (excluding maintenance items such as HVAC filters, fire extinguishers, fuses/breakers, and light bulbs). Seller's warranty excludes repairs for damage or defect caused by abuse, work or modifications not executed by Seller, Buyer's alteration of the Equipment, improper or insufficient maintenance, improper operation, unreasonable and/or excessive use, or use of the Equipment for a purpose for which it was not intended or other misuse. Seller shall have no liability whatsoever for any consequential or incidental damages, costs or expenses arising from the Equipment, the work or any other factor. **Except as expressly stated herein, Seller disclaims any and all other warranties, either expressed or implied, including without limitation all warranties of merchantability, fitness for a particular purpose or usage of trade.**

Signatures	
BUYER (Name): Richland County Dept of Public Works	SELLER: Williams Scotsman, Inc.
Signature:	
Print Name:	
Title:	
Date:	
PO#	

PLEASE RETURN SIGNED AGREEMENT TO: BALLleases@willscot.com

Williams Scotsman now issues paperless invoices via email, an efficient, convenient & environmentally friendly process. Go green and provide us with the proper email address for your invoices.

AP Email:



Williams Scotsman, Inc.
1320 S Danzler Rd
Duncan SC 29334

Your Williams Scotsman Representative
Chrystie Mack
Territory Sales Manager

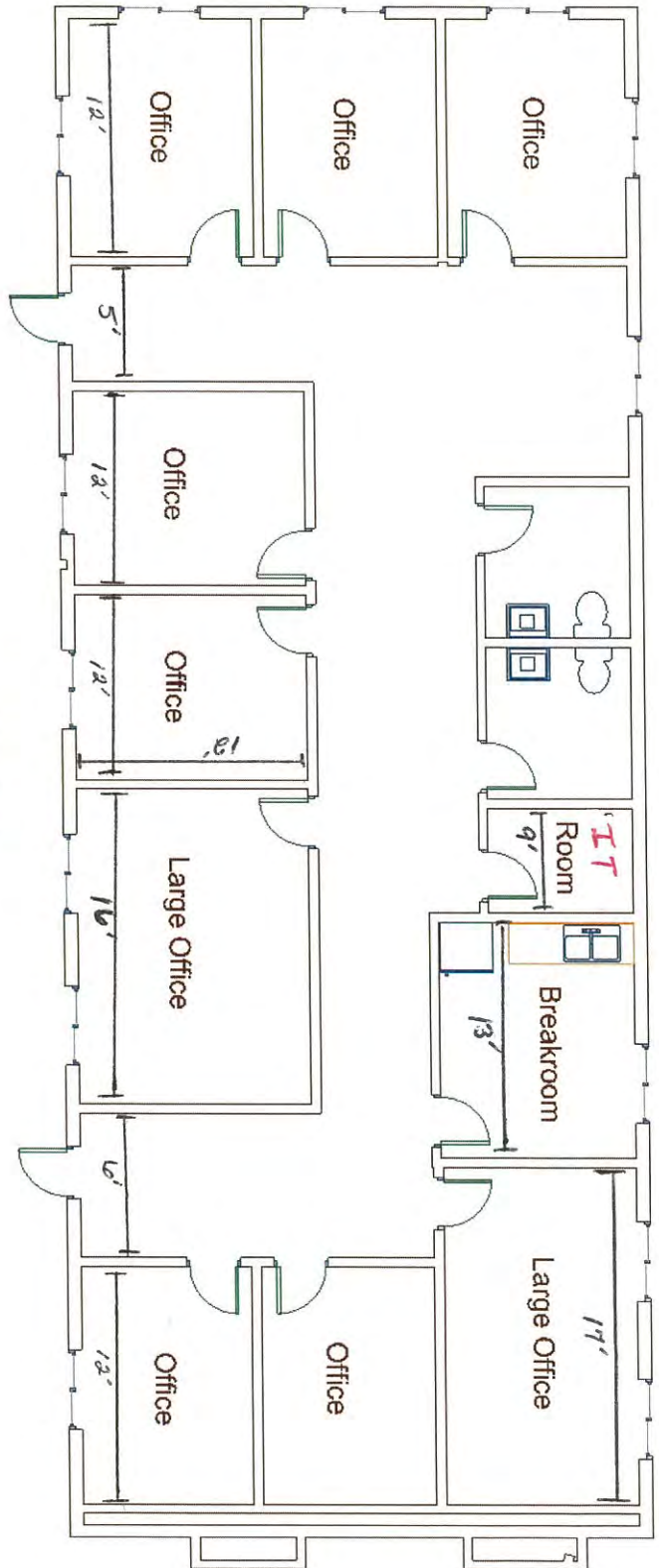
Contract Number: 1163500

Revision: 1

Date: October 23, 2019

Phone: (864)486-1683
Fax: 864-486-1683
Email: cmack@willscot.com
Toll Free: 800-782-1500

No thanks. Please mail my invoices to:
400 Powell Rd
Stormwater Division
Columbia, South Carolina, 292039668



Business Office
80'x28' (76' Box Size)

HVAC Unit

Building Specifications:

Model Year: 2019		Sq Feet: 2,128.00
Qty	Description	Color/Location

SPECIFICATIONS:

*****Please Note; Hi-Low Water Cooler & Mop Sink Required*****

*****Please Note; Appliances Are By Others and Not FSSI*****

Module Dimensions / Doublewide Base

(2) 13'8" x 76' Modules

Occupancy: Business

State/Code Requirements/Insignias

IBC/SC

130 MPH Wind Speed

Destination:

????????

1 South Carolina

CHASSIS:

152 96" On Center outriggers (UT14)

152 (UT14-7076) Outrigger with 95.5" I-Beam Spacing

"I"-Beam Will Be Sized As Required

Axle Quantity Will Be Calculated As Required

(Recycled axles, an option for new axles is available upon request)

New Tires

(An option for select tires is available upon request)

Hitches are Detachable

FLOOR

Bottom Board Material Has Nylon Impregnation

2" x 8" Floor Joist @ 16" O.C.

Standard Plywood Floor Sheath/Decking {5/8" T & G}

VCT {Vinyl Composite Tile} Installed Per The Print

*****Balance*****

Manufacturer's standard is "Armstrong" brand VCT. If an alternate brand or a color that differs from manufacturer's standard color selections is chosen, an additional cost will be assessed.

Qty	Description	Color/Location
-----	-------------	----------------

FLOOR

26 oz. Commercial Grade Carpet {13'8" or larger}
 **** @ Offices ****
 {Per The Print}

WALL SECTION:

265 Interior Wall Height: 8'0"

1 Double Top-Plate On Exterior Walls

208 2" x 6" Exterior Wall Height: 8'0"

5/8" VCG {Type "X" Gypsum}

Interior Trim Package: Standard Battens
 {UNLESS OTHERWISE NOTED}

738 4" VCB (Vinyl Cove Base)
 ****Thru-out****

ATTENTION: HURRICANE STRAPS NOT INSTALLED

Please note that no hurricane tie-down straps will be included installed from the FSSI factory. Please see options if this is needed.

INTERIOR DOORS SECTION:

13 36" x 80" Painted H.C. 6-Panel Door w/ Steel Jamb
 {Includes Timely or Redi-Frames, Lever; Unless Otherwise Noted,
 Door Frame Will Be Painted The Standard Finish Color (Bronze)}

11 Passage Locks

2 Privacy Locks for Restrooms

ROOF/CEILING SECTION:

1 Truss Spacing @ 24" O.C.

(UT14w) Transverse Truss (Engineered Truss)

Snow Load Only as Required

Roof Load Only as Required

7/16" x 4 x 8 EPDM underlayment

Roof Covering: 45 mil. Black EPDM (DOUBLE WIDE)

9"peel & stick Black mate-line tape

Qty	Description	Color/Location
-----	-------------	----------------

ROOF/CEILING SECTION:

1/2" Pre-Finished Sea-Spray Ceiling (Doublewide)

Ceiling Finish Is 8'0" Above Finished Floor

- 76 4-Layer 24" Ridge-Beam Construction:
{This Beam Will Be Constructed From 4-Layers Of 3/4" Structural
Grade Plywood Installed as Required And Fastened as Per Approved
Fastening Schedule}
- 1 No Overhang/Projection on the Roof
- 2 Power Gable Vent with Passive Gable Vent
****As required****
- ATTENTION: HURRICANE STRAPS NOT INSTALLED
Please note that no hurricane tie-down straps will be included installed
from the FSSI factory. Please see options if this is needed.

PLUMBING SECTION:

- 2 Restroom Description: Single-Station Handicap RR
- 2 Standard Lavatory (Wall Mount Type)
{Includes A Standard Faucet & Mirror}
- 2 Handicap Sink Protection - Sock for P-trap
- 2 Water Closet Type: HC Accessible W/ Std. Grab Bars
{Includes a Standard Toilet Paper Holder; Unless An Upgraded Toilet
Paper Holder Is Listed}
- 1 6 Gallon Water Heater
- 1 PVC Utility Sink With Legs & STD Faucet
- 1 Hi-Lo Water Cooler {Handicap accessible}
- Supply Lines Are CPVC
- Drain/Waste Lines Are PVC
{Please Note That All Manifolding Is Done On-Site By Others}
- 1 Rough-in Plumbing for a Refrigerator Icemaker
{Unless Otherwise Noted, All Appliances Are by Others}

ELECTRICAL SECTION:

- 2 Panel Type: Standard 125 AMP 240V

Qty	Description	Color/Location
-----	-------------	----------------

ELECTRICAL SECTION:

- | | | |
|----|--|--|
| 28 | Standard Surface Mounted 232 Fluorescent Lights
{This Is Standard Diffused Fluorescent Light Fixture With Wrap Around Prismatic Type Lens, Electronic Ballast & T-8 Bulbs} | |
| 2 | Standard 60 Watt Porch Light With Photo-Cell | |
| 15 | OCCUPANCY SENSOR | |
| 2 | Combo Dual Head Emergency Light / Exit Sign
{QUANTITY SHOWN IS BUDGETED, ACTUAL QUANTITY WILL BE AS REQUIRED AFTER REVIEW AND PER THE FINAL APPROVED CUSTOMER DRAWING} | |
| 2 | Double Exterior Emergency Light Remote Heads
{Exterior Type To Match Porch Lights} | |
| 20 | 2" x 4" Junction Box With 1/2" Conduit (Standard)
{These Junction Boxes Will Be Stubbed-up into The Attic Cavity for T-grid Unless Otherwise Instructed By The Customer On The Print & Stubbed Into The Crawl Space On All Other Ceiling Types Unless Otherwise Instructed; All Boxes & Conduit Are Empty, All Wiring & Devices For Monitoring, Alarms & Security Are Entirely By Others} | |
| 2 | Combination- 100CFM Exhaust Fan With 60 Watt Light | |
| | 110 Volt Receptacles @ Approximately 12' O.C.
{Standard} | |
| | Receptacles / Switches / Covers are White | |
| 3 | GFI Receptacles As Required (See Prnt)
{GFI= Ground Fault Interrupter} | |
| 2 | Exterior Use GFI With Weather-Proof Cover
{In Use Type} | |
| 1 | 110 Volt Dedicated Receptacle
****Fridge**** | |
| 1 | Heat Tape Receptacle | |
| | Standard Race-Way: 12-2 Romex Wiring | |

HVAC SECTION

- | | | |
|-----|---|--|
| 2 | 4 Ton Wall Mounted Unit With 10kw Heat Strip | |
| 144 | Linear Feet of Fiberglass Supply Duct with Grilles
{Oversized as Needed} | |
| 132 | Linear Feet of Fiberglass Return Duct with Grilles | |

Qty	Description	Color/Location
-----	-------------	----------------

HVAC SECTION

- 24 Plenum / Chase Wall Per The Print
- 2 Digital Thermostat

DEHUMIDIFICATION NOT INCLUDED:

Please note that First String Space is not quoting humidity control (dehumidification) as part of the mechanical system. See options for a price per HVAC unit for dehumidification to be included.

CABINETS & FURNISHINGS

- 6 Linear Foot Of Standard Base Cabinets (MDF)
- 6 Linear Foot Of Standard Overhead Cabinets (MDF)
{Includes Center Shelf}
- 1 Double Stainless Steel Sink With Faucet
**** DELTA ****

EXTERIOR SECTION:

- Sierra Style Hardi Panel Siding (Doublewide)
{Hardi Panel Trim}
- 208 Sierra Hardi Mansard
****False Mansard****
- Sheathing Installed As Per Applicable Requirements
- Standard House Wrap Installed 100%
{All wrap installed right side up & in a shingled fashion}

WINDOWS SECTION:

- 14 Vinyl Mini-Blinds
{Standard Colors Only}
- 14 36x60 VS Bronze Metal Frame & Low E Ins Glass
Vertical Sliding Tinted Insulated (Egress)

EXTERIOR DOORS:

- 1 36"x80" Steel/ Steel Exterior Door w/ 6"x30" VB
- 1 36"x80" ST Ext. Door w/ ST Jamb Full Glass Insert
- 2 Standard Lever
- 2 Standard Closure

INSULATION SECTION:

- 1664 Exterior Wall Includes R -19
(Requires 2" x 6" minimum exterior walls)

INSULATION SECTION:

- 2128 Floor Includes R-30
- 2128 Roof Includes R-49
- 2120 R-11 Sound Reduction Batts In All Interior Walls

Stormwater Management Office

The current building has multiple leaks around the edge of the building.



The walls are pulling away from the roof causing leaks at the windows, doors and down the walls.



Stormwater Management Office

The leaks are currently managed with blue tarp, duck tape, and bricks/stone to hold the tarp in place.



Additional view of tarp and stone on the roof.



Stormwater Management office

Interior view of the window leaks in one office.



Interior view of staining along the wall from the roof leaks.



Stormwater Management Office

Interior view of carpet discoloration from the leaking roof.



Interior view of absorbent pad next to leaking window.



Stormwater Management Office

Interior view of leaking window at the back of the building.



Interior view of the weakened floors due to the leaking roof and doors.



Items noted in 2019 Safety Audit

- Daisy chaining of power strips.
 - All power strips must be plugged into a wall outlet. There are no additional outlets in the building for the amount of equipment. There is no room to install an additional outlet.
- Roof leak along back wall. Water is running directly into a receptacle.
- Temporary wiring in the place of permanent wiring. Green drop cord powering lamp.
 - Same situation with the lack of outlets.
- Panel box blocked by boxes and other materials in the area.
 - Materials were moved, but storage remains an issue in the tight space.
- Path to egress in only 16" due to material being stored.



APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant MUST reside in Richland County.

Name: C. Carroll Heyward Jr.
Home Address: 415 Harden St. Coler, SC 29205
Telephone: (home) (803) 960-1409 (work) (803) 239-2327
Office Address: 1127 Bull Ind. Blvd. Coler, SC 29201
Email Address: cheyward@wbguimexia.com
Educational Background: BS - University of Florida Masters - Clemson Univ.
Professional Background: Contractor HVAC / Plmb
Male [checked] Female [] Age: 18-25 [] 26-50 [checked] Over 50 []
Name of Committee in which interested: Historic Columbia Board of Trustees
Reason for interest: To better serve my community.

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:

Served as Chair of Historic Columbia Palladium Society

Presently serve on any County Committee, Board or Commission? No

Any other information you wish to give?

Recommended by Council Member(s): Councilman Chip Jackson

Hours willing to commit each month: up to 10

CONFLICT OF INTEREST POLICY

It is the policy of Richland County to require disclosure of any personal or financial interest that may be influenced by decisions of the Committee, Board or Commission for which any citizen applies for membership.

Such conflict of interest does not preclude service but shall be disclosed before appointment. The Clerk of Council shall be notified of any change on an annual basis and members of all Committees, Boards or Commissions shall be required to abstain from voting or influencing through discussion or debate, or any other way, decisions of the Committee, Board or Commission affecting those personal and financial interests.

All statements so filed shall be signed and verified by the filer. The verification shall state that the filer has used all reasonable diligence in its preparation, and that to the best of his or her knowledge, it is true and complete.

Any person who willfully files a false or incomplete statement of disclosure or no change of condition, or who willfully fails to make any filing required by this article, shall be subject to such discipline, including censure and disqualification from the Committee, Board or Commission, by majority vote of the council.

Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.

Yes _____ No _____

STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?

Yes _____ No _____

If so, describe: I am part owner of a local HVAC + Plumbing Company.

[Signature]
Applicant's Signature

2/10/2020
Date

Return to:
Clerk of Council, Post Office Box 192, Columbia, SC 29202.
For information, call 576-2060.

One form must be submitted for each Committee, Board or Commission on which you wish to serve.

Applications are current for one year.

Staff Use Only	
Date Received: <u>2-21-2020</u>	Received by: <u>[Signature]</u>
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file	



APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant MUST reside in Richland County.

Name: Roger Leaks, Jr.
Home Address: 4519 Rob Ney Drive
Telephone: (home) (803) 776-6835 (work) (803) 414-4175
Office Address: N/A
Email Address: RogerLeaks@outlook.com
Educational Background: College Degree, plus
Professional Background: Business owner/Retired Army Colonel/
Male [] Female [] Age: 18-25 [] 26-50 [] Over 50 [x]
Name of Committee in which interested: Central Midlands Regional Transit
Reason for interest: Seeking 2nd 3yr Term, Enjoy working with Transit Board and making system better
Your characteristics/qualifications, which would be an asset to Committee, Board or Commission: Experienced in transit mgt, Dedicated, Loyal Professional and willing to serve the Comet & Richland City.
Presently serve on any County Committee, Board or Commission? Yes (Comet Bd)
Any other information you wish to give? Currently Chair Service Cmte
Recommended by Council Member(s): Council D. Myers; P. Livingston
Hours willing to commit each month: As Needed - Currently, about 40 hrs/mo

CONFLICT OF INTEREST POLICY

It is the policy of Richland County to require disclosure of any personal or financial interest that may be influenced by decisions of the Committee, Board or Commission for which any citizen applies for membership.

Such conflict of interest does not preclude service but shall be disclosed before appointment. The Clerk of Council shall be notified of any change on an annual basis and members of all Committees, Boards or Commissions shall be required to abstain from voting or influencing through discussion or debate, or any other way, decisions of the Committee, Board or Commission affecting those personal and financial interests.

All statements so filed shall be signed and verified by the filer. The verification shall state that the filer has used all reasonable diligence in its preparation, and that to the best of his or her knowledge, it is true and complete.

Any person who willfully files a false or incomplete statement of disclosure or no change of condition, or who willfully fails to make any filing required by this article, shall be subject to such discipline, including censure and disqualification from the Committee, Board or Commission, by majority vote of the council.

Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.

Yes _____

No _____

STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?

Yes _____

No _____

If so, describe: None

Roger Leake
Applicant's Signature

12 March 2020
Date

**Return to:
Clerk of Council, Post Office Box 192, Columbia, SC 29202.
For information, call 576-2060.**

One form must be submitted for each Committee, Board or Commission on which you wish to serve.

Applications are current for one year.

Staff Use Only	
Date Received: <u>3-12-2020</u>	Received by: <u>[Signature]</u>
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file	

COVID 19 PANDEMIC RELIEF GRANT

Status Update



NUMBER OF APPLICANTS

Category	Round 1	Round 2	New Applicants
Community organization/non-profit registered with the Secretary of State	58	69	11
For-profit entity with a current Richland County business license	317	336	19
Total Number of Applicants	374*	404*	30

These categories are self-reported; staff has had to correct improperly categorized applicants.

*Data available as of 5:00pm Tuesday, May 19, 2020



GRANT PROGRAM IN SUMMARY UPDATE

- **Review Committee Status**
 - Both the non-profit committee and small business committee have completed their second round of meetings.
- **Updated timeline of award disbursement**
 - For those approved by County Council, awards are anticipated to be disbursed by or on June 12, 2020.
 - The timeline provides adequate time for Accounts Payable to complete appropriate processes relative to payment disbursement.





NON PROFIT GRANTS

FUNDING REQUESTS

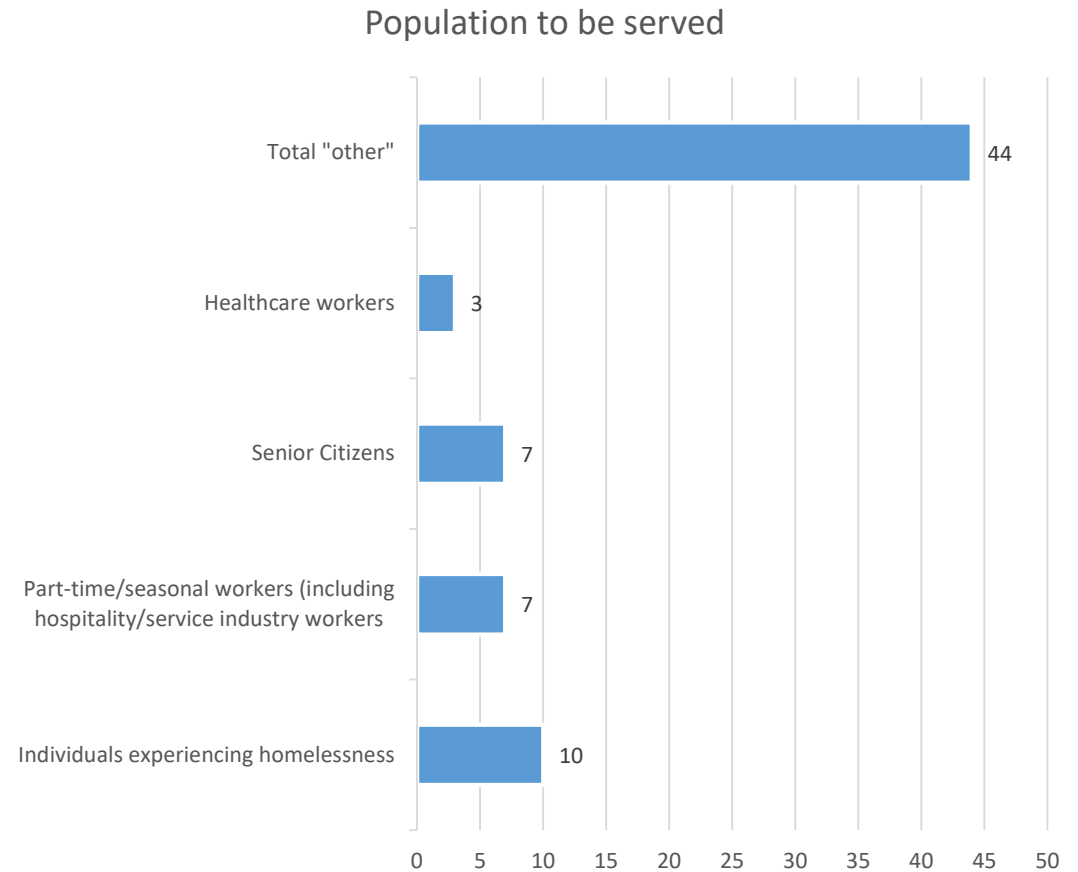
- Funding requests total:
 - \$1,270,431.98
- Median funding request:
 - \$36,824.12
- Funding request range:
 - \$3,000.00 - \$133,940.00
- Most frequently requested amount of funding:
 - \$10,000.0



POPULATIONS TO BE SERVED

Population	Applicants
Senior Citizens	7
Residents without health insurance/paid leave	0
Part-time/seasonal workers	7
Individuals experiencing homelessness	10
Healthcare workers	3
Other*	44

*Included combinations of the above categories as well as individuals with disabilities; children; low-income families, at-risk youth, etc.



POPULATIONS TO BE SERVED

	Round 1	Round 2	Total New
Senior Citizens	7	7	0
Residents without health insurance/paid leave	0	0	0
Part-time/seasonal workers	7	7	0
Individuals experiencing homelessness	8	10	2
Healthcare workers	3	3	0
Other*	33	44	11





SMALL BUSINESS GRANTS

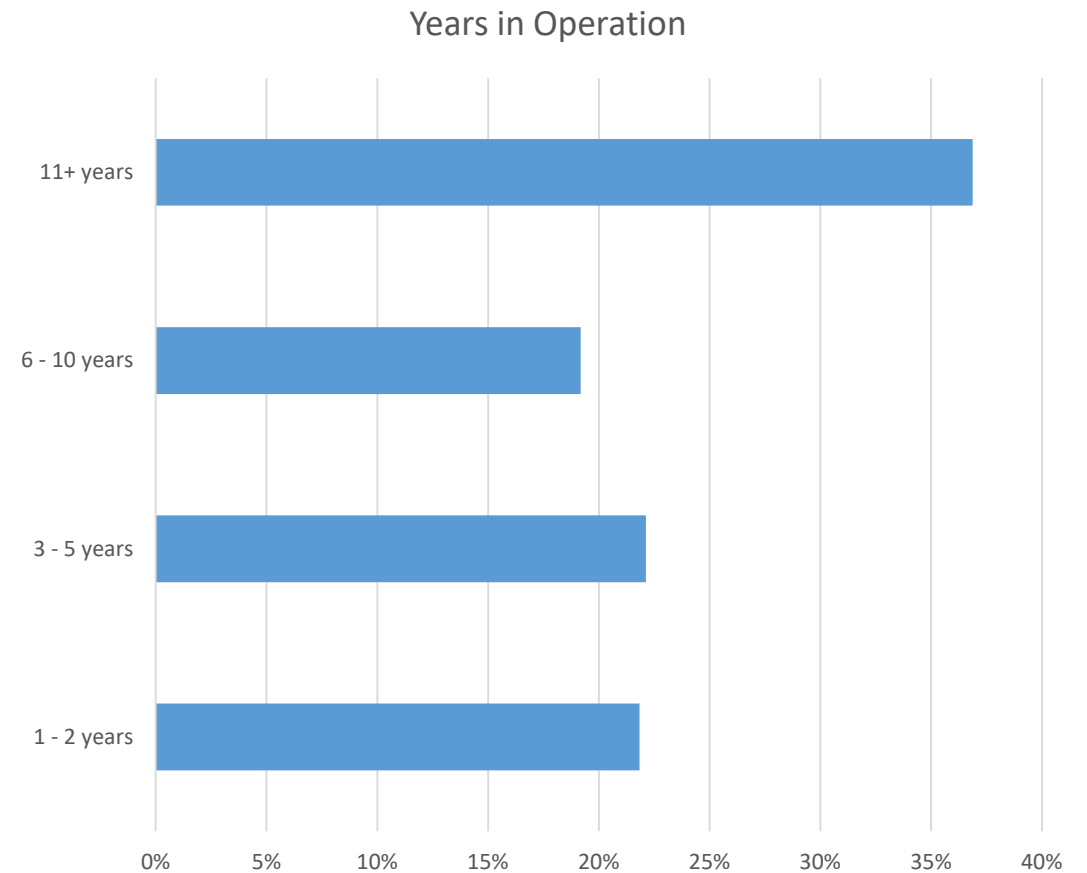
FUNDING REQUESTS

- Funding requests total:
 - \$4,233,320.04
- Median funding request:
 - \$25,123.56
- Funding request range:
 - \$1,000.00 - \$400,000.00
- Most frequently requested amount of funding:
 - \$10,000.0



LENGTH OF TIME APPLICANTS IN BUSINESS

Years in Operation	# of Applicants	Percentage
1 to 2 years	74	22%
3 to 5 years	75	22%
6 to 10 years	65	19%
11 + years	125	37%



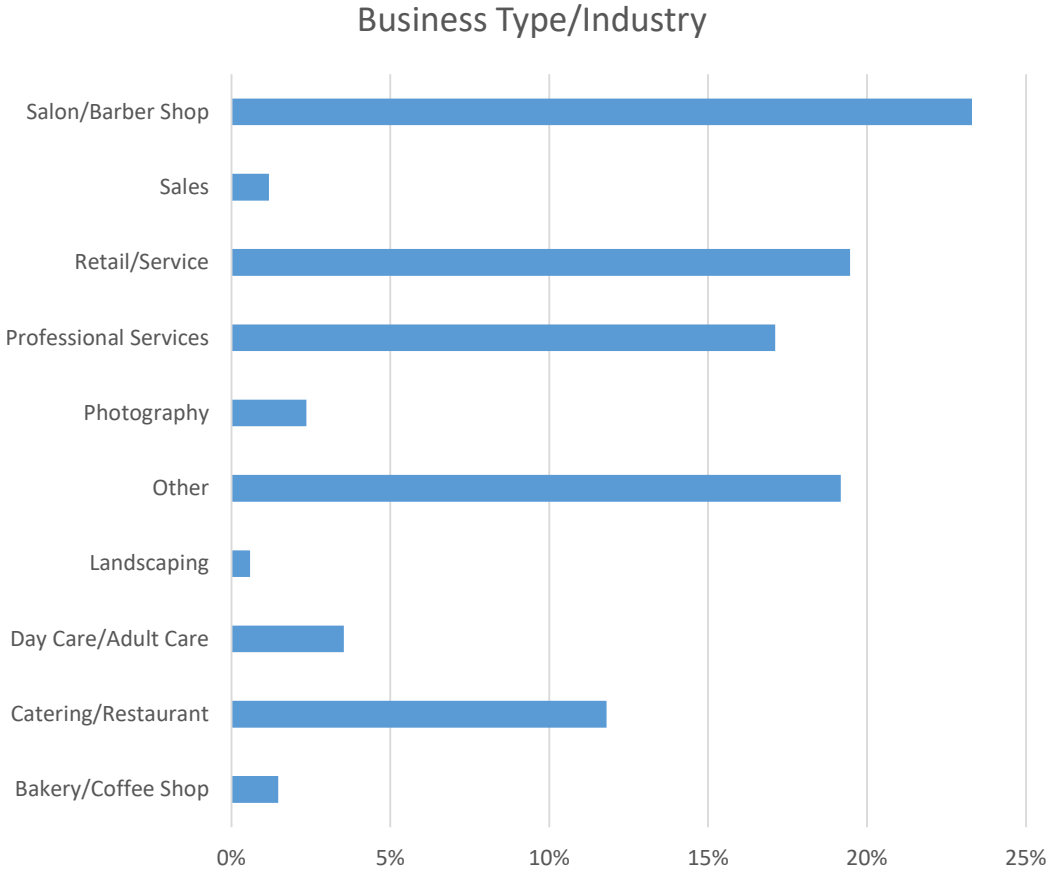
NEW APPLICANTS

Years in Operation	Round 1	Round 2	Total New
1 to 2 years	71	74	3
3 to 5 years	71	75	4
6 to 10 years	60	65	5
11 + years	117	125	8



TYPE OF BUSINESS

Business Type	# of Applicants	Percentage
Bakery/Coffee Shop	5	1%
Catering/Restaurant	40	12%
Day Care/Adult Care	12	4%
Landscaping	2	1%
Other	65	19%
Photography	8	2%
Professional Services	58	17%
Retail/Service	66	19%
Sales	4	1%
Salon/Barbershop	79	23%



TYPE OF BUSINESS

Business Type	Round 1	Round 2	Total New
Bakery/Coffee Shop	5	5	0
Catering/Restaurant	40	40	0
Day Care/Adult Care	11	12	1
Landscaping	2	2	0
Other	56	65	9
Photography	6	8	2
Professional Services	57	58	1
Retail/Service	63	66	3
Sales	3	4	1
Salon/Barbershop	75	79	4



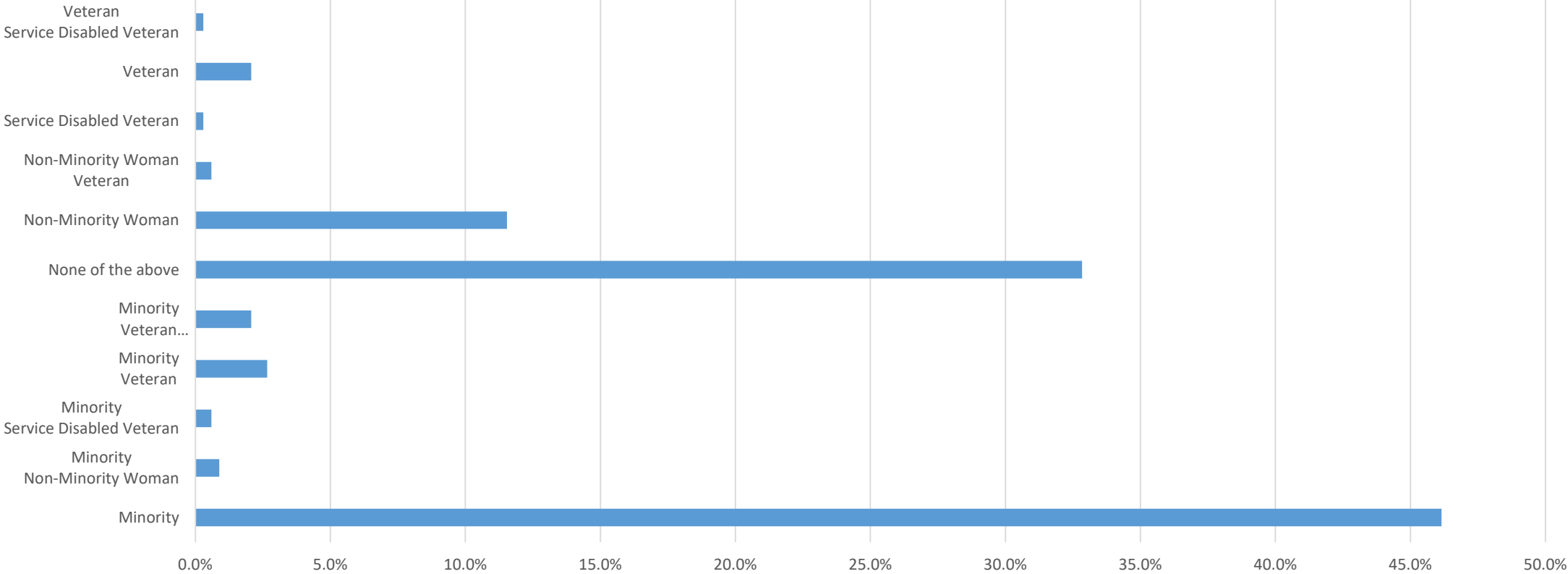
APPLICANTS BY ASSOCIATION

Association	# of Applicants	Percentage
Minority	156	46%
Minority/Non-Minority Woman	3	9%
Minority Service Disabled Veteran	2	.6%
Minority Veteran	9	3%
Minority Veteran Service Disabled Veteran	7	2%
None of the above	111	33%
Non-Minority Woman	39	12%
Non-Minority Woman/Veteran	2	.6%
Service Disabled Veteran	1	.3%
Veteran	7	2%
Veteran/Service Disabled Veteran	1	.3%



APPLICANTS BY ASSOCIATION

Applicants by Association



APPLICANTS BY ASSOCIATION

Association	Round 1	Round 2	Total New
Minority	147	156	9
Minority/Non-Minority Woman	2	3	1
Minority Service Disabled Veteran	2	2	0
Minority Veteran	9	9	0
Minority Veteran Service Disabled Veteran	7	7	0
None of the above	101	111	10
Non-Minority Woman	38	39	1
Non-Minority Woman/Veteran	2	2	0
Service Disabled Veteran	1	1	0
Veteran	7	7	0
Veteran/Service Disabled Veteran	1	1	0



NUMBER OF EMPLOYEES

Employees	Before COVID-19	Percentage	After COVID-19	Percentage	% Difference
Independent	91	27%	138	41%	↑ 14%
1-5	153	45%	157	46%	↑ 1%
6-15	76	22%	36	11%	↓ 11%
16-50	19	6%	8	2%	↓ 4%



NUMBER OF EMPLOYEES AFTER COVID 19

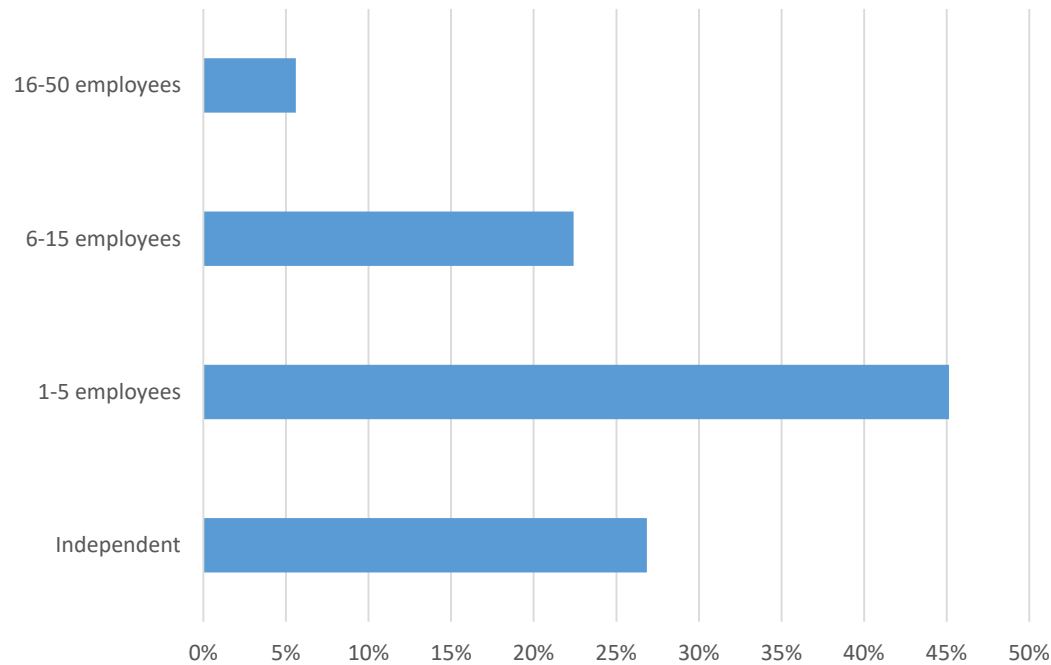
Employees	Round 1	Round 2
Independent	↑15%	↑14%
1-5	↑1%	↑1%
6-15	↓12%	↓11%
16-50	↓3%	↓4%



NUMBER OF EMPLOYEES

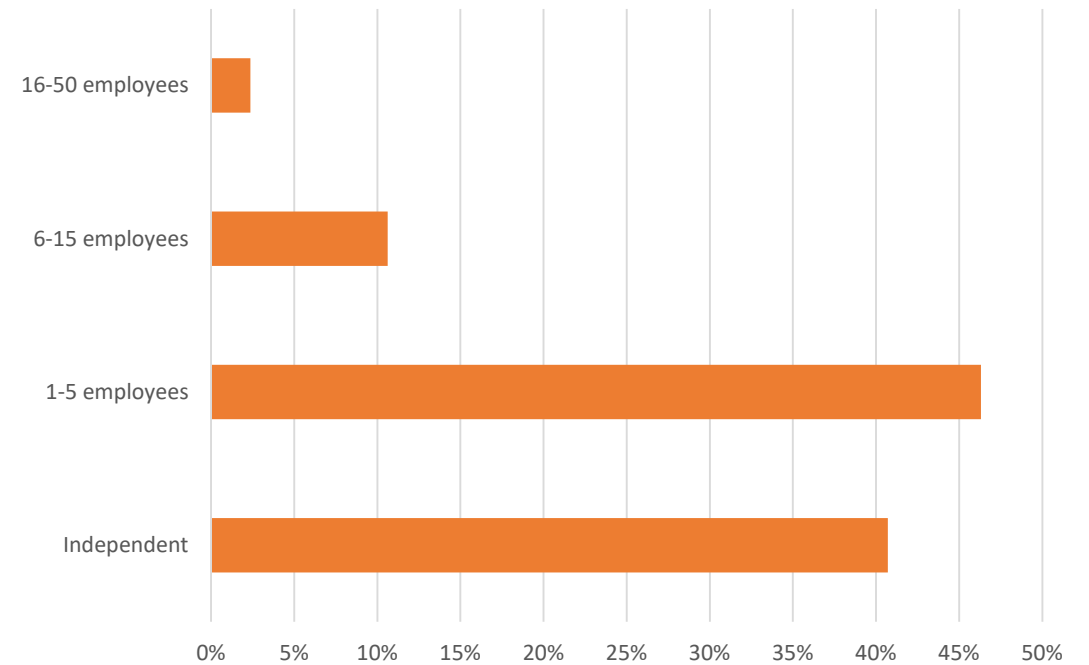
BEFORE COVID-19

Number of Employees Before COVID-1-19



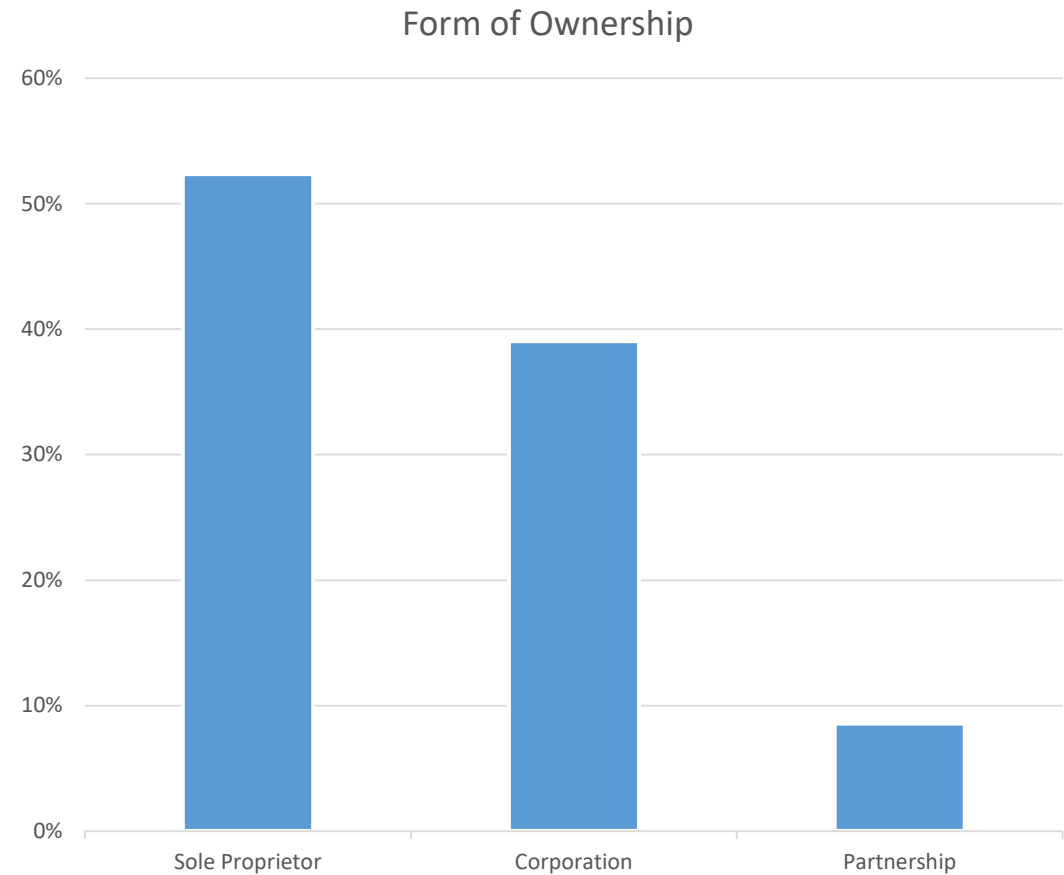
AFTER COVID-19

Number of Employees After COVID-19



FORM OF OWNERSHIP

Ownership	# of Applicants	Percentage
Sole Proprietor	177	52%
Corporation	132	39%
Partnership	29	9%



FORM OF OWNERSHIP

Ownership	Round 1	Round 2	Total New
Sole Proprietor	167	177	10
Corporation	122	132	10
Partnership	28	29	1





RECOMMENDATIONS

COMMITTEE RECOMMENDATIONS: NON PROFIT

- Populations to be served
 - Individuals experiencing homelessness
 - Families living at or below the poverty level
 - People living with HIV who are at risk of homelessness or experiencing food instability
 - Veterans, seniors, and others with food insecurities
 - Children and youth in foster care or unaccompanied children and youth
 - Low-to-Moderate Income Domestic Violence Survivors and their families
 - Healthcare workers, hospitality/service industry workers
 - Citizens with Underlying Health Conditions
- Total amount recommended for award
 - \$202,500.00



COMMITTEE RECOMMENDATIONS: SMALL BUSINESS

- Business types/industries recommended to be awarded
 - Salon/barbershop
 - Professional service
 - Other
 - Retail/service
 - Day care/adult care
 - Catering/restaurant
- Expenses to be paid
 - Utilities
 - Working capital
 - Payroll costs
 - Business rent/lease
 - Supplies
- Total amount recommended for award
 - \$200,000.00

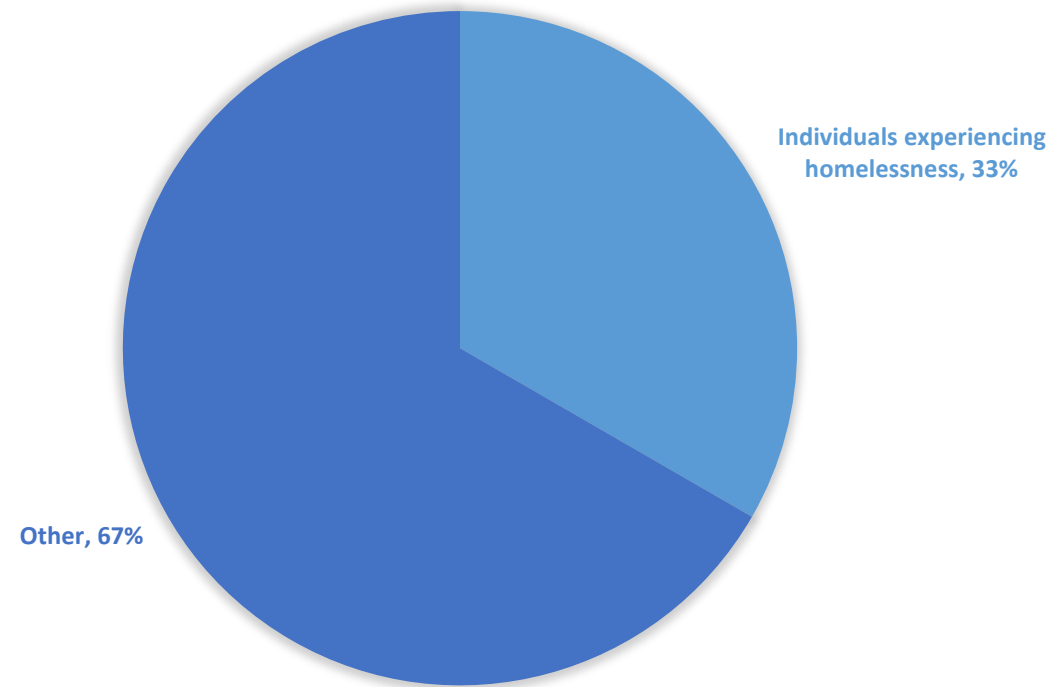


COUNTY FUND DISTRIBUTION

Potential Fund Distribution Based Upon Committee Recommendations

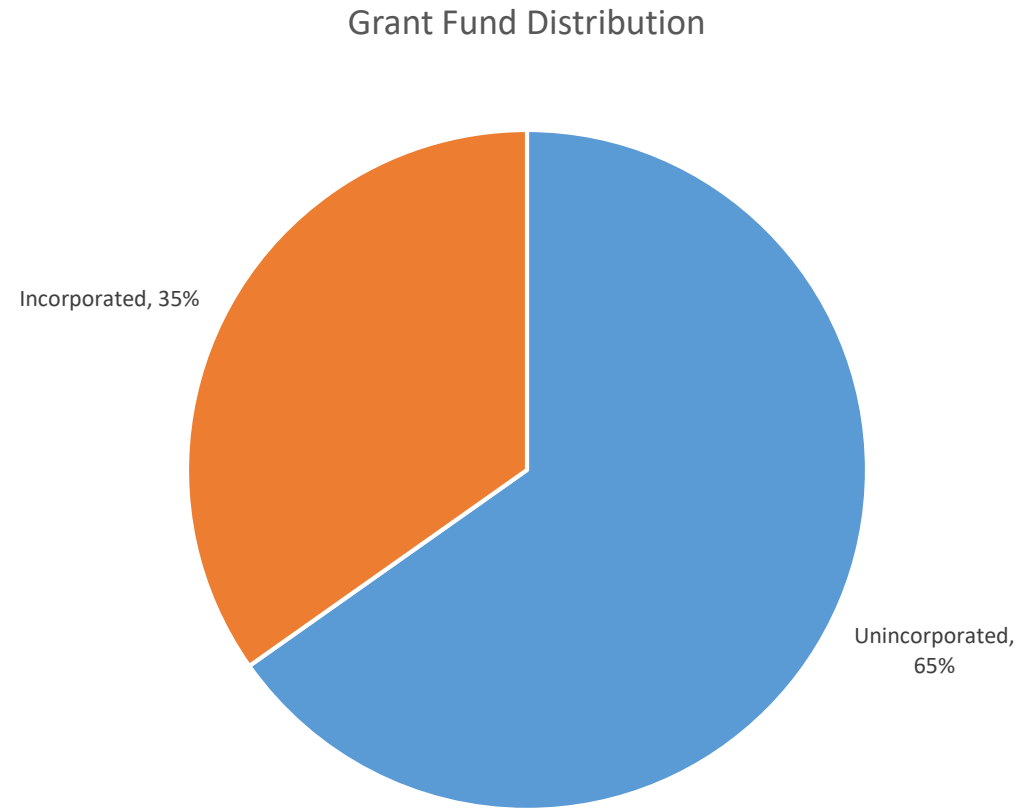
NON PROFIT FUND DISTRIBUTION

POPULATIONS SERVED



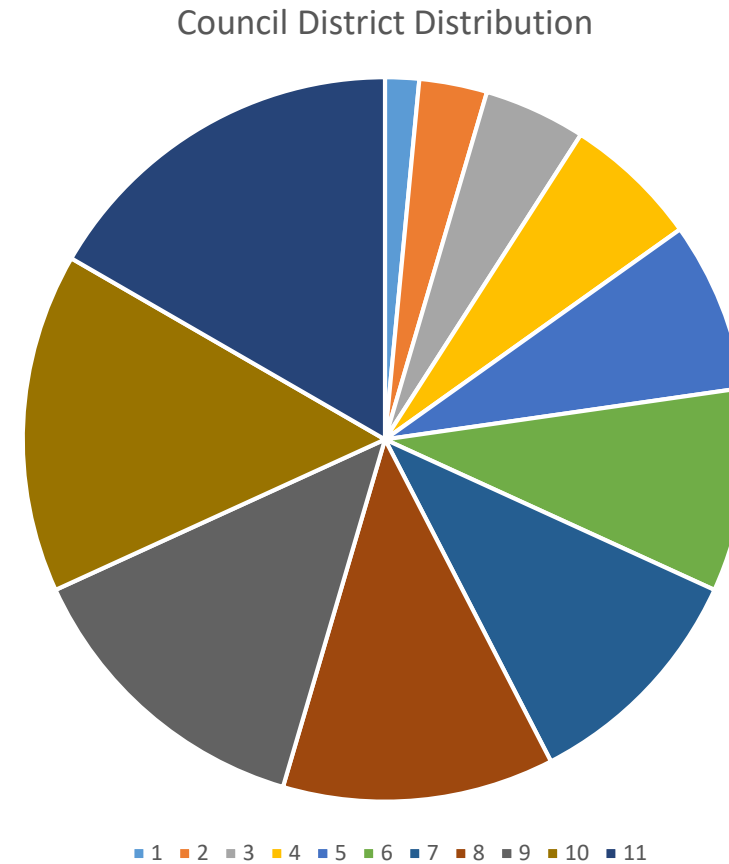
SMALL BUSINESS FUND DISTRIBUTION

Incorporation	Percentage
Unincorporated	65%
Incorporated	35%



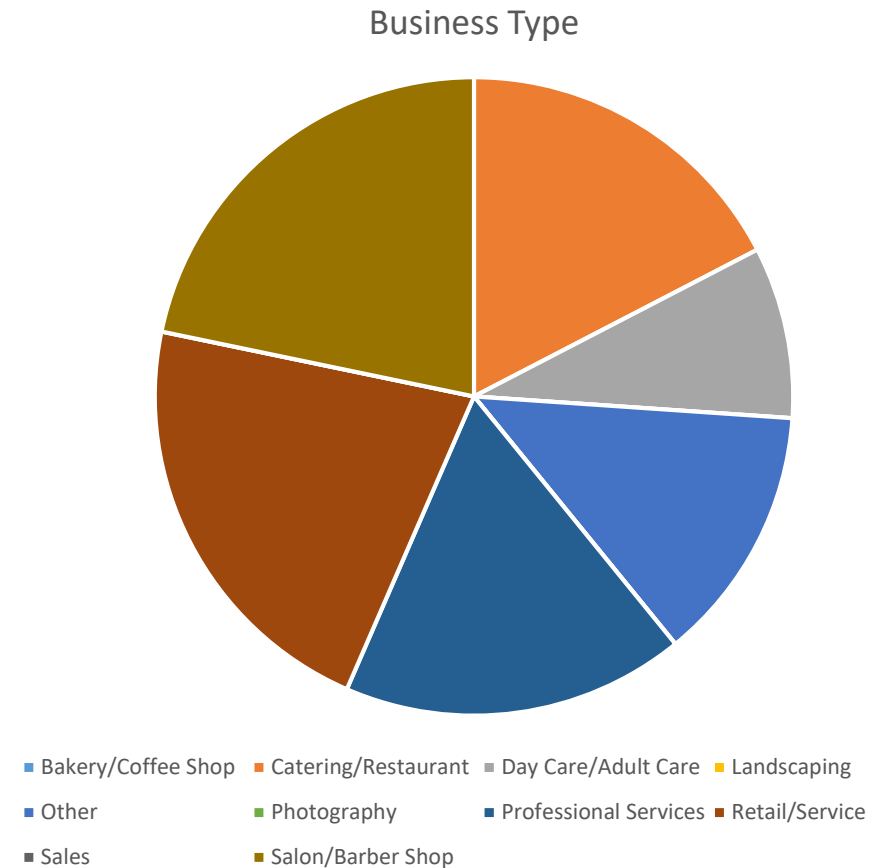
SMALL BUSINESS FUND DISTRIBUTION

Council District	Percentage
1	4%
2	0%
3	17%
4	13%
5	9%
6	0%
7	9%
8	9%
9	22%
10	17%
11	0%



SMALL BUSINESS FUND DISTRIBUTION

Business Type	Percentage
Bakery/Coffee Shop	0%
Catering/Restaurant	17%
Day Care/Adult Care	9%
Landscaping	0%
Other	13%
Photography	0%
Professional Services	17%
Retail/Service	22%
Sales	0%
Salon/Barber Shop	22%



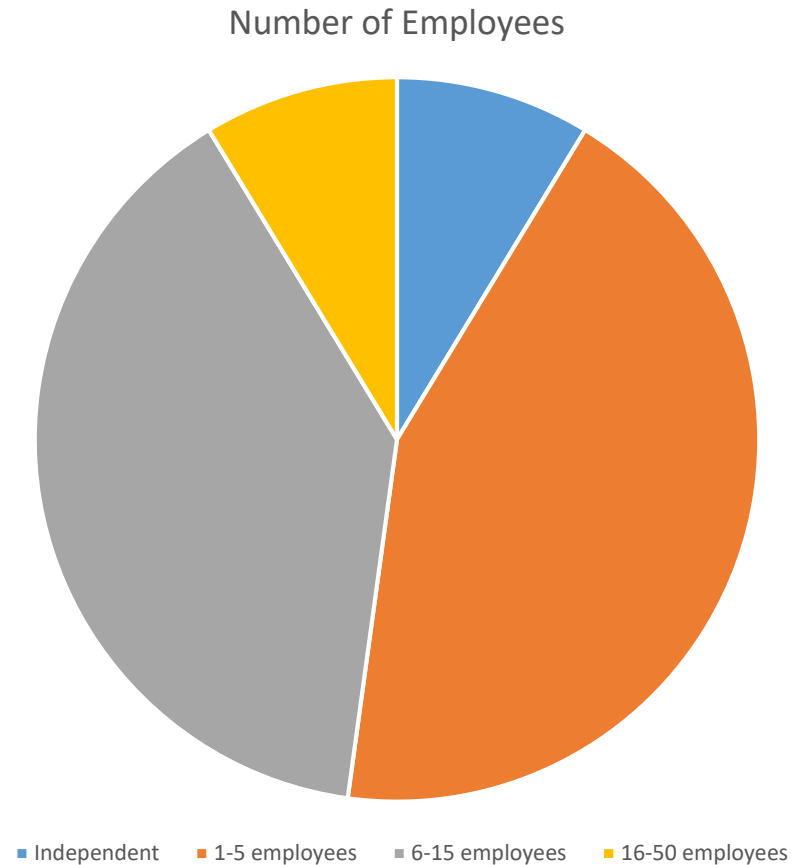
SMALL BUSINESS FUND DISTRIBUTION

Association	Percentage
Minority	48%
Minority / Non-Minority Woman	0%
Minority / Service Disabled Veteran	0%
Minority/ Veteran	0%
Minority/ Veteran/ Service Disabled Veteran	4%
None of the above	35%
Non-Minority Woman	9%
Non-Minority Woman / Veteran	4%
Service Disabled Veteran	0%
Veteran	0%
Veteran / Service Disabled Veteran	0%



SMALL BUSINESS FUND DISTRIBUTION

Employees	Percentage
Independent	9%
1-5 employees	43%
6-15 employees	39%
16-50 employees	9%



Funding Recommendations Grant Matrix

Organization/Project	Nonprofit	Small Business	Total
2HM ENTERPRISE LLC / SPARKLE NAIL SPA		8,463.63	8,463.63
32 Dental, LLC / COVID19 Relief		9,795.48	9,795.48
3rd Rock Ultrasound, LLC / 3rd Rock Ultrasound		9,756.69	9,756.69
AACC(SC), Inc. / AACC(SC), Inc DBA My Gym		7,400.00	7,400.00
Alis enterprises llc / Alis enterprises llc dba Area 57		8,194.44	8,194.44
All God's Children Dayacre Center / Covid-19 Aid		9,689.69	9,689.69
Alston Wilkes Society / Housing & Employment for Homeless Populations	10,000.00		10,000.00
Coral's Corporation / Coral's Corporation		9,823.69	9,823.69
Couture Salon LLC / Couture Salon LLC		7,500.00	7,500.00
Crossings Deli, LLC / Crossings Deli, LLC		9,706.14	9,706.14
Design Dentistry / Isaiah L Davis		9,740.23	9,740.23
DOC's Restaurant, LLC / Doc's Barbeque		10,000.00	10,000.00
EDRUSH Consulting and Development Group LLC / Covid 19 Pandemic Relief Grant payment		5,000.00	5,000.00
Galleon Enterprises LLC / Galleon Enterprises LLC		9,807.24	9,807.24
Katherine's Heavenly Cleaning Services / Katherine's Heavenly Cleaning Services LLC		5,020.00	5,020.00
kdnvollc / la dona nail bar		8,917.38	8,917.38
Midlands Fatherhood Coalition / COVID Emergency Funding for Basic Needs- A Bridge to Stronger Families	10,000.00		10,000.00
Midlands Housing Alliance, Inc. / Transitions COVID-19 Response	10,000.00		10,000.00
Midtown Fellowship / Coronavirus Benevolence Fund	10,000.00		10,000.00
Montessori Early Learning Center / Montessori Early Early Learning Center		9,000.00	9,000.00
Operation Veteran Support / Operation Veteran Support	10,000.00		10,000.00
Palmetto AIDS Life Support Services, Inc. / COVID-19 Response for People Living with HIV	10,000.00		10,000.00
Palmetto Place Children & Youth Services / Palmetto Place Children & Youth Services	10,000.00		10,000.00
R6 Enterprise LLC DBA Gold Den / R6 Enterprise LLC DBA Gold Den		9,924.79	9,924.79
Salon Noir / The Noir Salon		8,177.99	8,177.99
Sincerely Bagz / COVID-19 pandemic relief grant request		8,212.08	8,212.08
Sistercare, Inc. / COVID-19 Needs for Low-to-Moderate Income Domestic Violence Survivors and Their Children	10,000.00		10,000.00
St. Luke's Episcopal Church / Fresh Start Ministry	3,000.00		3,000.00
Studio Cellar / Studio Cellar		9,756.69	9,756.69
Sueling Enterprises, Inc DBA French Nails / COVID-19 Pandemic Relief Act		9,320.58	9,320.58
The Cooperative Ministry / COVID-19 Crisis Relief	99,500.00		99,500.00
The Grill @ 301 / The Grill @ 301		9,203.03	9,203.03
The Meeting Place / TMPC District 3 COVID-19 Relief Effort	10,000.00		10,000.00
The Salvation Army of the Midlands / Salvation Army Covid-19 Relief Programs	10,000.00		10,000.00
The Woods Canine Resort and Spa LLC. 3510 Kennerly Rd. Irmo, SC 29063 / Covid disaster relief for continuation of business		7,590.23	7,590.23
Total	202,500.00	200,000.00	402500

PARTNER FUNDING

United Way; Central Carolina Community Foundation; City of Columbia

UNITED WAY

- COVID-19 Response Fund
 - Funds distributed to Community Impact Partners
- Areas of Focus
 - Basic needs including food, shelter, rent/utility assistance, and hotel vouchers due to lost wages related to COVID-19



CENTRAL CAROLINA COMMUNITY FOUNDATION

- Midlands Community Response Fund established in March 2020
 - Support nonprofits in their 11-county region
 - Organizations may request up to \$10,000
- Areas of Focus
 - Senior citizens
 - Residents without health insurance and/or access to paid sick leave
 - Part-time and/or seasonal workers (including hospitality and service industry workers)
 - Individuals experiencing homelessness
 - Residents with limited English language proficiency
 - Healthcare workers



CITY OF COLUMBIA

- Resilient Columbia: Economic Sustainability Plan
 - Forgivable loans offering short-term financial relief to small businesses, located within the corporate limits of Columbia
- To-date
 - Issued 323 awards – totaling \$1.4 million
 - More than \$410,000 toward maintaining rent or lease payments, as well as meeting payroll



CITY OF COLUMBIA CONTINUED

- Funds Distributed by Business Type
 - 14.9% (48) restaurants
 - 17% (55) salons/barber shops
 - 12.1% (39) professional services
 - 13.3% (43) retail
 - 2.5% (8) construction companies
 - Other types of businesses awarded the sustainability loans are cleaning services, catering firms, daycares, event rentals, gyms, consulting agencies, photography studios & technology companies.
- Funds Distributed by Years in Operation
 - 1-2 years – 15.2% (49)
 - 3-5 years – 21.4% (69)
 - 6-10 years – 18.9% (61)
 - More than 10 years – 44.6% (144)
- Funds Distributed by Association:
 - N/A & N/A Veterans – 43.3% (140)
 - Minority & Minority Veterans – 37.5% (121)
 - Non-minority women – 19.2% (62)



OTHER AVAILABLE RESOURCES

Resources to meet needs beyond those available at the County Level

2020 Disaster Resources for SC Emergency Managers

5/20/2020

COVID-19

Federal Resources

U.S. Department of Justice (DOJ) Coronavirus Emergency Supplemental Funding Program

- Information:
 - Assists state, local, and tribal government agencies and non-profit organizations with criminal justice-related COVID-19 response expenses.
 - [SCDPS CESF Website](#)
 - [Eligible CESF Allocation by Jurisdiction](#)
- Contact: SCDPS Office of Highway Safety and Justice Programs, Amy Kingston (amykingston@scdps.gov, 803-896-4742)

U.S. Economic Development Administration (EDA) Economic Adjustment Assistance

- Information:
 - Provides a range of financial assistance to communities and regions as they respond to and recover from the impacts of COVID-19.
 - [EDA CARES Act Recovery Assistance](#)
 - [EDA CARES Act FAQ](#)
- Contact: EDA SC Representative Robin Cooley (rcooley@eda.gov, 404-987-7913)

Federal Reserve Municipal Bond Program

- Information:
 - Helps governments manage cash flow pressures by purchasing short-term notes directly from states, counties with a population of at least 500,000 residents, and cities with a population of at least 250,000.
 - [Federal Reserve Board Municipal Liquidity Facility](#)
- Contact: To be determined

Federal Emergency Management Agency (FEMA) Emergency Management Performance Grant Program

- Information:
 - Supports planning and operational readiness for COVID-19 among federal, state, local, tribal, and territorial partners.
 - [Fiscal Year 2020 Emergency Management Performance Grant Program – COVID-19 Supplemental](#)
- Contact: SCEMD, Steven Batson (sbatson@emd.sc.gov, 803-737-8595)

FEMA Public Assistance

- Disaster: COVID-19 (all counties declared)
- Information:
 - Reimburses disaster-related costs based on FEMA regulations for state and local governments, other political subdivisions, tribes, and certain private non-profits.
 - [SC Recovery Grants PA Overview](#)
 - [SC Recovery Grants COVID-19 Information](#)
- Contact: SCEMD, Brittany Kelly (bkelly@emd.sc.gov, 803-429-1027) or pa@emd.sc.gov

U.S. Department of Health and Human Services (HHS) Community Service Block Grants

- Information:
 - Provides funding to address the causes and conditions of poverty in communities.
 - [CSBG CARES Act Supplemental Administrative Guidance](#)
 - [OEO Community Services Block Grant](#)
- Contact: The [Community Action Agency serving your area](#) or SC Admin Office of Economic Opportunity, Kelly Buckson (Kelly.Sumpter@admin.sc.gov, 803-734-0579)

HHS Provider Relief Fund

- Information:
 - Provides relief funds to hospitals and other healthcare providers involved in COVID-19 response.
 - [CARES Act Provider Relief Fund](#)
 - [CARES Act Provider Relief Fund General Distribution FAQ](#)
- Contact: United Health Group's CARES Provider Relief line (866-569-3522)

U.S. Department of Housing and Urban Development (HUD) Mortgage Relief Assistance

- Information:
 - Permits Federal Housing Administration (FHA)-insured borrowers to temporarily pause or reduce monthly mortgage payments.
 - [HUD Resources for Homeowners and Renters](#)
 - [SC Housing COVID-19 Mortgage Relief Assistance](#)
- Contact: SC Housing at COVID19help@schousing.com

HUD Community Planning and Development

- Information:
 - Promotes integrated approaches to provide housing, suitable living environments, and expanded economic opportunities for low- and moderate income persons.
 - [HUD CPD Announces Initial CARES Act CDBG, ESG, and HOPWA Supplemental Formula Allocations](#)
 - [FY 2020 CPD Program Allocations and CARES Act Supplemental Funding](#)
- Contact:
 - Community Development Block Grant ([CDBG](#)) Contact: SC Commerce Division of Grants Administration Lisa Kalsbeck (lkalsbeck@sccommerce.com, 803-734-0429) or a [regional grant manager](#)
 - Emergency Solutions Grant ([ESG](#)) Contact: SC Admin Office of Economic Opportunity Gregg McConkey (gregg.mcconkey@admin.sc.gov, 803-734-2454)
 - Housing Opportunities for Persons with AIDS ([HOPWA](#)) Contact: DHEC Leigh Oden (odenl@dhec.sc.gov, 803-898-0650)
 - Home Investment Partnerships Program ([HOME](#)) Contact: SC Housing Jennifer Cogan (Jennifer.Cogan@schousing.com, 803-896-9824)

Institute of Museum and Library Services (IMLS) CARES Act Grants for Museums and Libraries

- Information:
 - Supports museums and libraries in responding to COVID-19.
 - [IMLS CARES Act Grants for Museums and Libraries](#)
- Contact: IMLS Office of Museum Services, Christopher Reich (creich@imls.gov, 202-653-4685)

Substance Abuse and Mental Health Administration (SAMHSA) Crisis Counseling

- Information:
 - Provides funding to develop crisis intervention services, mental and substance use disorder treatment, and related support for children and adults impacted by COVID-19.
 - [Emergency Grants to Address Mental and Substance Use Disorders During COVID-19](#)
- Contact: SCDMH, William Wells (william.wells@scdmh.org)

Small Business Administration (SBA) Economic Injury Disaster Loans

- Information:
 - Offers low-interest loans for working capital to small businesses suffering substantial economic injury as a result of COVID-19.
 - [SBA Economic Injury Disaster Loan Emergency Advance](#)
 - [SBA Offers Disaster Assistance to South Carolina Small Businesses Economically Impacted by the Coronavirus](#)
- Contact: ESF-24 (esf24@emd.sc.gov, 803-737-8524)

SBA Paycheck Protection Program

- Information:
 - Offers loans to help businesses keep their workforce employed during COVID-19.
 - [SBA Paycheck Protection Program](#)
 - [Paycheck Protection Program COVID-19 Resources](#)
- Contact: [Eligible PPP lenders in your area](#) or ESF-24 (esf24@emd.sc.gov, 803-737-8524)

U.S. Department of Education Higher Education Emergency Relief Fund

- Information:
 - Provides funding to institutions and students affected by COVID-19.
 - [CARES Act Higher Education Emergency Relief Fund](#)
- Contact: U.S. Department of Education (HEERF@ed.gov, 202-377-3711)

U.S. Treasury Department Coronavirus Relief Fund

- Information:
 - Provides funds to state, local, and tribal governments to assist with COVID-19 expenses and impacts.
 - [CARES Act Provides Assistance for State and Local Governments](#)
 - [Coronavirus Relief Fund FAQ](#)
- Contact: SC Admin Executive Budget Office, Brian Gaines (brian.gaines@admin.sc.gov, 803-734-2280)

Pending Federal Resources

Note: The programs below are not yet available. Counties will be notified of resources if/when they become available.

FEMA Community Disaster Loan Program

- Information:
 - Provides funding for local governments to continue to operate and provide services after a substantial revenue loss caused by a disaster.
 - [FEMA Community Disaster Loan Program](#)
 - *Request for Community Disaster Loan submitted 5/14/2020.*

- Contact: SCEMD, Emily Bentley (ebentley@emd.sc.gov, 803-737-8774)

FEMA Crisis Counseling Program

- Information:
 - Assists individuals and communities in recovering from the psychological effects of disasters through community-based outreach and educational services.
 - [FEMA Awards Federal Funding for Mental Health Services to South Carolina during Coronavirus Pandemic](#)
 - *Request for Crisis Counseling Program submitted 5/14/2020.*
- Contact: SCEMD, Sam Carr (scarr@emd.sc.gov, 803-260-8239) or SCDMH, William Wells (william.wells@scdmh.org)

Notable State Resources

Medical Supplies

- [SC COVID-19 Emergency Supply Collaborative](#) identifies and coordinates the capability to source and/or make medical supplies and other products to support the state's COVID-19 response.

Legal Assistance

- [SC Legal Services](#) provides free legal assistance in a wide variety of civil (non-criminal) legal matters to eligible low income residents. Contact 1-888-346-5592 or apply for services [online](#).
- Low-income individuals facing civil legal problems as a result of COVID-19 may call the [SC Bar Pro Bono Hotline](#) at 1-833-958-2266.
- [SC Bar's Free Legal Answers](#) enables low-income individuals to post online and get answers to civil legal questions from licensed pro bono volunteer lawyers.

Nonprofit Support

- The [One SC Fund](#) is activated to fund statewide COVID-19 response efforts. Funds will be used to respond to food, shelter, health, and nonprofit sustainability needs stemming from the COVID-19 pandemic.

Additional COVID-19 Information

AccelerateSC: [AccelerateSC Task Force](#)

Municipal Association of South Carolina: [Municipal Resources for COVID-19](#)

SC Association of Counties: [Coronavirus \(COVID-19\) Information](#)

SC Department of Health and Environmental Control: [County Officials \(COVID-19\)](#)

SC Department of Commerce: [COVID-19 Resources](#)

SC Housing: [COVID-19 Hub](#)

SC Emergency Management Division: [State Agency Resources for COVID-19](#)

SC Legal Services: [COVID-19 Legal Tutorial Videos](#)

SC Small Business Development Centers: [South Carolina SBDC](#)

American Institute of Architects: [Re-occupancy Assessment Tool](#)

TogetherSC: [Coronavirus Resources – Updated Daily](#)

National Association of Counties: [NACo Analysis of the Third COVID-19 Supplemental CARES Act](#)

Council of State Governments: [Federal Agency Resources](#)

American Planning Association: [How to Help Your Community Access CARES Act Aid](#)

Federal Emergency Management Agency: [COVID Supplemental Index Quick Reference](#)

U.S. Department of Agriculture: [Federal Rural Resource Guide](#)

April 13 Tornadoes

Federal Resources

FEMA Public Assistance

- Disaster: April 13 Tornadoes
- Declared counties: Barnwell, Colleton, Georgetown, Hampton, Oconee, Orangeburg, and Pickens
- Information: [SC Recovery Grants PA Overview](#)
- Contact: SCEMD, Brittany Kelly (bkelly@emd.sc.gov, 803-429-1027) or pa@emd.sc.gov

FEMA Individual Assistance (Housing Assistance and Other Needs Assistance)

- Disaster: April 13 Tornadoes
- Declared counties: Aiken, Barnwell, Berkeley, Colleton, Hampton, Marlboro, Oconee, Orangeburg, and Pickens
- Information:
 - [FEMA DR-4542](#)
 - [SCEMD Barnwell, Berkeley counties now eligible to apply for FEMA aid](#)
- Contact: SCEMD, Sam Carr (scarr@emd.sc.gov, 803-260-8239)

Farm Service Agency (FSA) Emergency Loan Program

- Disaster: April 13 Tornadoes
- Declared counties: Aiken, Allendale, Anderson, Bamberg, Barnwell, Beaufort, Berkeley, Calhoun, Charleston, Chesterfield, Clarendon, Colleton, Darlington, Dillon, Dorchester, Edgefield, Florence, Georgetown, Greenville, Hampton, Horry, Jasper, Kershaw, Lee, Lexington, Marion, Marlboro, Oconee, Orangeburg, Pickens, Richland, Saluda, Sumter, and Williamsburg
- Information:
 - [Emergency Farm Loans](#)
 - [Additional FSA Disaster Assistance Program](#)
- Contact: [USDA Service Centers in your area](#)

SBA Economic Injury Disaster Loans

- Disaster: April 13 Tornadoes
- Counties declared: Aiken, Allendale, Anderson, Bamberg, Barnwell, Beaufort, Berkeley, Calhoun, Charleston, Chesterfield, Clarendon, Colleton, Darlington, Dillon, Dorchester, Edgefield, Florence, Georgetown, Greenville, Hampton, Jasper, Lexington, Marlboro, Oconee, Orangeburg, Pickens, Saluda, and Williamsburg
- Information:
 - [SBA Economic Injury Disaster Loan Emergency Advance](#)
 - See SBA Physical Disaster Loan links
- Contact: SCEMD, Sam Carr (scarr@emd.sc.gov, 803-260-8239) or ESF-24 (esf24@emd.sc.gov, 803-737-8524)

SBA Physical Disaster Loans

- Disaster: April 13 Tornadoes
- Counties declared: Aiken, Barnwell, Berkeley, Colleton, Hampton, Marlboro, Oconee, Orangeburg, and Pickens
- Information:

- [SC 16410 - SBA Offers Disaster Assistance to Businesses and Residents of South Carolina Affected by Severe Storms and Tornadoes](#)
- [SC 16435 - SBA Offers Disaster Assistance to Residents of South Carolina Affected by Severe Storms, Tornadoes and Straight-line Winds](#)
- Contact: SCEMD, Sam Carr (scarr@emd.sc.gov, 803-260-8239) or ESF-24 (esf24@emd.sc.gov, 803-737-8524)

Notable State Resources

Legal Assistance

- [SC Legal Services](#) provides free legal assistance in a wide variety of civil (non-criminal) legal matters to eligible low income residents. Contact 1-888-346-5592 or apply for services [online](#).
- Survivors of April 13 tornadoes facing legal issues who are unable to afford a lawyer may call the [SC Bar hotline](#) at 1-877-797-2227 ext. 120 (toll-free) or 803-576-3815 to request assistance.
- [SC Bar's Free Legal Answers](#) enables low-income individuals to post online and get answers to civil legal questions from licensed pro bono volunteer lawyers.

Housing Resources

- [SC Housing Trust Fund](#) works through a network of sponsors to provide affordable housing to eligible citizens. Individuals in need of assistance can contact an [approved nonprofit](#). Nonprofit representatives interested in becoming an approved sponsor should contact Housing Trust Fund Manager Felicia Kilgore (Felicia.Kilgore@schousing.com, 803-896-9362).

Early February Severe Storms

Federal Resources

FEMA Public Assistance

- Disaster: February Storms
- Counties declared: Anderson, Bamberg, Barnwell, Chester, Greenville, Hampton, Newberry, Oconee, Pickens, and Spartanburg
- Information: [SC Recovery Grants PA Overview](#)
- Contact: SCEMD, Brittany Kelly (bkelly@emd.sc.gov, 803-429-1027) or pa@emd.sc.gov

SBA Economic Injury Disaster Loans

- Disaster: February Storms
- Counties declared: Cherokee, Greenville, Laurens, Spartanburg, and Union
- Information:
 - [SBA Economic Injury Disaster Loan Emergency Advance](#)
 - See SBA Physical Disaster Loan links
- Contact: SCEMD, Sam Carr (scarr@emd.sc.gov, 803-260-8239) or ESF-24 (esf24@emd.sc.gov, 803-737-8524)

SBA Physical Disaster Loans

- Disaster: February Storms
- Counties declared: Cherokee, Greenville, Laurens, Spartanburg, and Union
- Information:
 - [SC 16410 - SBA Offers Disaster Assistance to Businesses and Residents of South Carolina Affected by Severe Storms and Tornadoes](#)
 - [SC 16435 - SBA Offers Disaster Assistance to Residents of South Carolina Affected by Severe Storms, Tornadoes and Straight-line Winds](#)
- Contact: SCEMD, Sam Carr (scarr@emd.sc.gov, 803-260-8239) or ESF-24 (esf24@emd.sc.gov, 803-737-8524)

Notable State Resources

Legal Assistance

- [SC Legal Services](#) provides free legal assistance in a wide variety of civil (non-criminal) legal matters to eligible low income residents. Contact 1-888-346-5592 or apply for services [online](#).
- [SC Bar's Free Legal Answers](#) enables low-income individuals to post online and receive answers to civil legal questions from licensed pro bono volunteer lawyers.

Housing Resources

- [SC Housing Trust Fund](#) works through a network of sponsors to provide affordable housing to eligible citizens. Individuals in need of assistance can contact an [approved nonprofit](#). Nonprofit representatives interested in becoming an approved sponsor can contact Housing Trust Fund Manager Felicia Kilgore (Felicia.Kilgore@schousing.com, 803-896-9362).

Funding Recommendations Grant Matrix

Organization/Project	Nonprofit	Small Business	Total
2HM ENTERPRISE LLC / SPARKLE NAIL SPA		8,463.63	8,463.63
32 Dental, LLC / COVID19 Relief		9,795.48	9,795.48
3rd Rock Ultrasound, LLC / 3rd Rock Ultrasound		9,756.69	9,756.69
AACC(SC), Inc. / AACC(SC), Inc DBA My Gym		7,400.00	7,400.00
Alis enterprises llc / Alis enterprises llc dba Area 57		8,194.44	8,194.44
All God's Children Dayacre Center / Covid-19 Aid		9,689.69	9,689.69
Alston Wilkes Society / Housing & Employment for Homeless Populations	10,000.00		10,000.00
Coral's Corporation / Coral's Corporation		9,823.69	9,823.69
Couture Salon LLC / Couture Salon LLC		7,500.00	7,500.00
Crossings Deli, LLC / Crossings Deli, LLC		9,706.14	9,706.14
Design Dentistry / Isaiah L Davis		9,740.23	9,740.23
DOC's Restaurant, LLC / Doc's Barbeque		10,000.00	10,000.00
EDRUSH Consulting and Development Group LLC / Covid 19 Pandemic Relief Grant payment		5,000.00	5,000.00
Galleon Enterprises LLC / Galleon Enterprises LLC		9,807.24	9,807.24
Katherine's Heavenly Cleaning Services / Katherine's Heavenly Cleaning Services LLC		5,020.00	5,020.00
kdnvollc / la dona nail bar		8,917.38	8,917.38
Midlands Fatherhood Coalition / COVID Emergency Funding for Basic Needs- A Bridge to Stronger Families	10,000.00		10,000.00
Midlands Housing Alliance, Inc. / Transitions COVID-19 Response	10,000.00		10,000.00
Midtown Fellowship / Coronavirus Benevolence Fund	10,000.00		10,000.00
Montessori Early Learning Center / Montessori Early Early Learning Center		9,000.00	9,000.00
Operation Veteran Support / Operation Veteran Support	10,000.00		10,000.00
Palmetto AIDS Life Support Services, Inc. / COVID-19 Response for People Living with HIV	10,000.00		10,000.00
Palmetto Place Children & Youth Services / Palmetto Place Children & Youth Services	10,000.00		10,000.00
R6 Enterprise LLC DBA Gold Den / R6 Enterprise LLC DBA Gold Den		9,924.79	9,924.79
Salon Noir / The Noir Salon		8,177.99	8,177.99
Sincerely Bagz / COVID-19 pandemic relief grant request		8,212.08	8,212.08
Sistercare, Inc. / COVID-19 Needs for Low-to-Moderate Income Domestic Violence Survivors and Their Children	10,000.00		10,000.00
St. Luke's Episcopal Church / Fresh Start Ministry	3,000.00		3,000.00
Studio Cellar / Studio Cellar		9,756.69	9,756.69
Sueling Enterprises, Inc DBA French Nails / COVID-19 Pandemic Relief Act		9,320.58	9,320.58
The Cooperative Ministry / COVID-19 Crisis Relief	99,500.00		99,500.00
The Grill @ 301 / The Grill @ 301		9,203.03	9,203.03
The Meeting Place / TMPC District 3 COVID-19 Relief Effort	10,000.00		10,000.00
The Salvation Army of the Midlands / Salvation Army Covid-19 Relief Programs	10,000.00		10,000.00
The Woods Canine Resort and Spa LLC. 3510 Kennerly Rd. Irmo, SC 29063 / Covid disaster relief for continuation of business		7,590.23	7,590.23
Total	202,500.00	200,000.00	402500