

**RICHLAND COUNTY**

**ADMINISTRATION & FINANCE**

**COMMITTEE AGENDA**



**Tuesday, OCTOBER 23, 2018**

**6:00 PM**

**The Honorable Paul Livingston, Chair**

**County Council District 4**

**The Honorable Bill Malinowski**

**County Council District 1**

**The Honorable Yvonne McBride**

**County Council District 3**

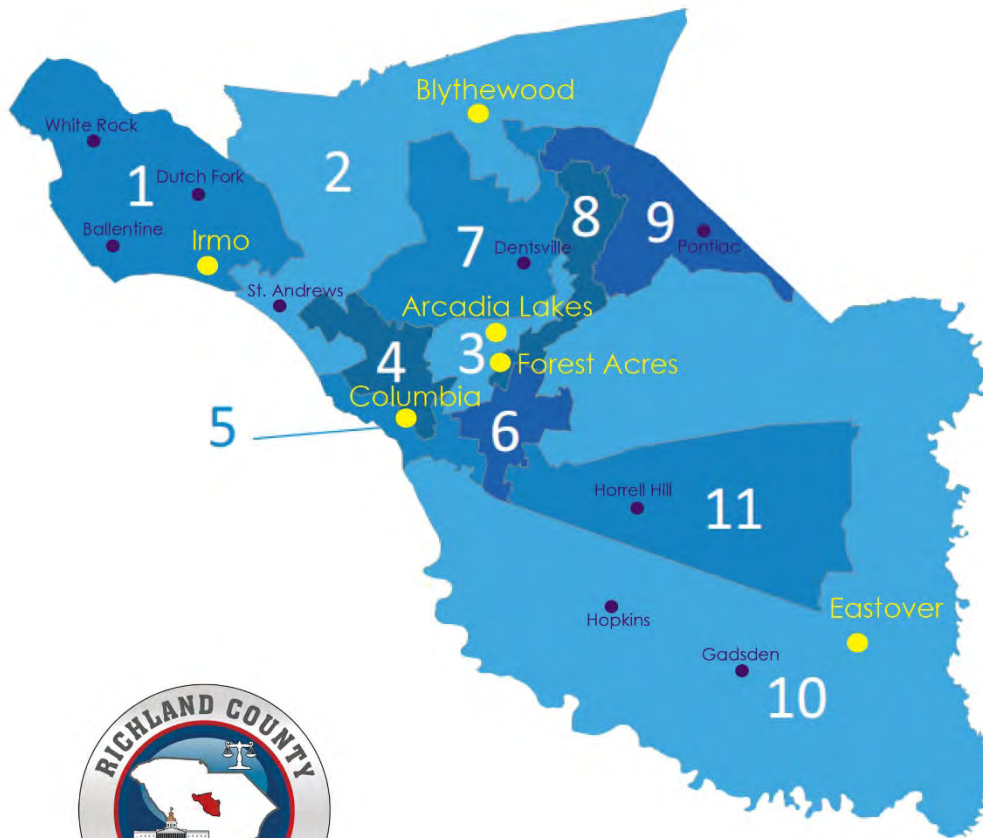
**The Honorable Dalhi Myers**

**County Council District 10**

**The Honorable Norman Jackson**

**County Council District 11**

# RICHLAND COUNTY COUNCIL 2017-2018



**VICE CHAIR**  
Bill Malinowski  
District 1



**CHAIR**  
Joyce Dickerson  
District 2



Yvonne McBride  
District 3



Paul Livingston  
District 4



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District 5



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District 6



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District 7



Jim Manning  
District 8



Calvin "Chip" Jackson  
District 9



Dalhi Myers  
District 10



Norman Jackson  
District 11



Richland County Administration & Finance Committee

October 23, 2018 - 6:00 PM

2020 Hampton Street, Columbia, SC 29201

**1. CALL TO ORDER**

The Honorable Paul Livingston

**2. APPROVAL OF MINUTES**

The Honorable Paul Livingston

- a. Regular Session: September 25, 2018 [PAGES 7-16]

**3. APPROVAL OF AGENDA**

The Honorable Paul Livingston

**4. ITEMS FOR ACTION**

- a. The Richland Program Development Team (PDT) requests a wage rate increase for Calendar Year (CY) 2018 and retroactive payment for wage rate increases for CYs 2016 and 2017 [PAGES 17-21]
- b. Freedom of Information Act Policy Revision [PAGES 22-40]
- c. Council Motion: Requesting Palmetto Health and Providence to proceed with their proposals to build a free standing emergency room facility to include an ER and outpatient care, pharmacy, clinic, and other preventative healthcare services [PAGE 41]
- d. Council Motion: Completion of an ISO study to give the County guidance on the need for and potential recommended locations of new fire stations and the proper use of/mix of volunteer and paid fire department employees in all areas of Richland County [PAGES 42-44]
- e. Council Motion: Use of HA5 asphalt sealant to increase the life of all roads new and existing [PAGE 45]

- f. Council Motion: Funding the Senior programs should be distributed equally and fairly. It is not right for one organization to be receiving hundreds of thousands of dollars annually while other areas receive none. All areas pay taxes and all seniors should get the same and equal opportunity in receiving funding. I move that funding for seniors (Senior Activities) be distributed equally in all eleven districts. [PAGES 46-56]
- g. County Council is requested to provide guidance to the staff on the paving / construction of Willow Wind Road [PAGES 57-66]
- h. Richland County Coroner's Request for Generator [PAGES 67-68]
- i. Approval to award Emergency Services Department purchase orders for Self Contained Breathing Apparatus (SCBA's or air packs) purchase to Newton's Fire & Safety Equipment, Inc. [PAGES 69-74]
- j. Approval to award Emergency Services Department open purchase orders for supplies and services needed for the operations of the Emergency Services Department. Funds are available in the FY 2018-2019 budget. No additional funds are needed. [PAGES 75-84]
- k. Use of existing capital bond proceeds for fund architectural, engineering and design studies and to purchase equipment for the County's GIS (geographic information systems) program [PAGES 85-92]
- l. Sheriff's Purchase of Mobile Data Terminals (MDTs) and In-Car Cameras [PAGES 93-100]
- m. Program Development Team Contract [Executive Session]

**5. ITEMS PENDING ANALYSIS: NO ACTION REQUIRED**

- a. Council Motion: The Lourie Center recently lost funding from United Way necessary to continue operating a program that transports seniors to medical appointments and essential shopping. They are requesting Council provide \$12K in additional funding so that this program can continue [PEARCE]

**6. ADJOURN**



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## Richland County Council

### ADMINISTRATION AND FINANCE COMMITTEE

September 25, 2018 – 6:00 PM

Council Chambers

2020 Hampton Street, Columbia, SC 29204

COMMITTEE MEMBERS PRESENT: Paul Livingston, Chair; Bill Malinowski, Dalhi Myers, Yvonne McBride, and Norman Jackson

OTHERS PRESENT: Brandon Madden, Michelle Onley, Jennifer Wladischkin, Trenia Bowers, Sandra Yudice, Kimberly Williams-Roberts, Larry Smith, Art Braswell, Melissa Watts, Stacey Hamm, John Thompson, Synithia Williams, Shahid Khan, Ismail Ozbek, Quinton Epps, James Hayes, Chris Eversmann, and Stephen Staley

1. **CALL TO ORDER** – Mr. Livingston called the meeting to order at approximately 6:00 PM.
2. **APPROVAL OF MINUTES**
  - a. July 24, 2018 – Ms. McBride moved, seconded by Mr. N. Jackson, to approve the minutes as submitted.

In Favor: Malinowski, N. Jackson, Livingston and McBride

The vote in favor was unanimous.

3. **ADOPTION OF AGENDA** – Mr. N. Jackson moved, seconded by Ms. McBride, to adopt the agenda as published.

In Favor: Malinowski, N. Jackson, Livingston and McBride

The vote in favor was unanimous.

4. **ITEMS FOR ACTION**

- a. Assignment of Funds [EXECUTIVE SESSION] – Mr. Livingston inquired about the rationale for going into Executive Session and there was outside counsel involved.

Mr. Madden stated there was not outside legal counsel. He stated there are 2 items associated with this request. One deals with a potential contractual matter; the other deals with an existing litigation matter.

Mr. Livingston stated, if there are no objections, we will move that to the end of the meeting.

Mr. Malinowski inquired if these were time sensitive matters.

Mr. Madden responded the matters are time sensitive.

Ms. Myers moved, seconded by Mr. Malinowski, to go into Executive Session.

In Favor: Malinowski, Myers, N. Jackson, Livingston and McBride

***The Committee went into Executive Session at approximately 6:03 PM  
and came out at approximately 6:22 PM.***

Ms. McBride moved, seconded by Ms. Myers, to move forward with fund balance issues as discussed in Executive Session.

In Favor: Malinowski, Myers, N. Jackson, Livingston and McBride

- b. The Richland Program Development Team (PDT) requests a wage rate increase for Calendar Year (CY) 2018 and retroactive payment for wage rate increases for CYs 2016 and 2017 – Ms. McBride moved, seconded by Ms. Myers, to defer this item until the October 23<sup>rd</sup> Committee meeting.

In Favor: Malinowski, Myers, N. Jackson, Livingston and McBride

The vote in favor was unanimous.

- c. Upgrading the Murray Point Lane Water System (aka White Rock Water System) – Mr. Khan stated, in June 2018, you were advised there were some problems with the water system that we have. It is known as Murray Point Water System in District 1. It is a small, isolated water system that essentially serves a subdivision. The way we had been supplying water for that subdivision was a well system, a pneumatic tank, and the lines. The system was deeded to us in the mid to late '80s. We have been operating it ever since. Essentially what happened is, due to aquifer changes, the water table dropped down, and the existing well cannot keep up with the needs and we cannot go any deeper, at the same location. The options are how to resolve and continue providing service to the customers that we had been committed to. As an immediate solution to that, we took it up with the City of Columbia, which is the nearest water service provider. With their help, we ended up laying a temporary waterline. With the temporary waterline, we have interconnected Richland County's small system with the City of Columbia system, and have been supplying water ever since to them. However, when we were looking at permanent options, we reviewed 3 potential options.

Option 1: Installing a new well system, and continue to supply the water the same way;

Option 2: Bulk water buy arrangement with the City of Columbia; and

Option 3: Deed/Give away the water system to the City of Columbia.

Mr. Khan stated all 3 options have their pros and cons. He has listed some of those in the briefing document, but based on the available, best option, he recommended working with the City of Columbia and come up with a bulk buy arrangement to continue to supply the water to the subdivision for the foreseeable future.

Ms. Myers moved, seconded by Mr. N. Jackson, to forward to Council with a recommendation to approve the alternative to connect and purchase bulk water from the City of Columbia.

Mr. Malinowski stated Mr. Khan indicated one option was to construct a new well, at the cost of \$60,000, in addition to O&M, which he believes is operation & maintenance. There were some other things added, as well. He inquired about the annual cost of all of the other things.

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Mr. Khan stated it has varied from year to year, but the system, the way it is, we budget approximately \$20,000 - \$25,000 a year.

Mr. Malinowski stated, in the agreement with the City of Columbia, should it be selected, it was indicated it would be \$70,000. He inquired if the \$70,000 was going to be a long-term agreement, or are we going to get involved with them and next year it goes to \$170,000.

Mr. Khan stated the \$70,000 is the capital costs. Essentially, we would have to construct a line from our existing well to the nearest point where the City can bring the water to us, and set a bulk meter there. On top of that, there would be reduced operation and maintenance costs because we have given away the well. We have given away the pneumatic tank, so the costs should go down.

Ms. Dickerson inquired if Murray Point was completely built out.

Mr. Khan stated it is a small subdivision that is completely built out, with the exception of 1 – 2 lots. There is a total of about 20 homes.

Mr. N. Jackson stated his concern is as long as there is not a significant increase in the fee for the consumers of the water system. He knows sometimes the water rate is like 3 – 4 times more when dealing with the City.

Mr. Khan stated, so basically, we are recommending a nominal increase because we are buying water from somebody else, so there is a cost for water added on top of what we are spending already. In the briefing document, there is a recommended/requested rate schedule.

Mr. N. Jackson stated the City would have to agree to it, based on what they want to charge for their bulk rate.

Mr. Khan stated the City has a published bulk rate that they sell it, and that rate is higher than our rate, as of right now.

Mr. N. Jackson inquired if it is significantly higher.

Mr. Khan stated, for sake of record, he compared a few years of bills. There is not a huge difference, but there is a difference.

In Favor: Malinowski, Myers, N. Jackson, Livingston and McBride

The vote in favor was unanimous.

- d. Requesting approval from County Council for the purchase of Aluminum Chlorohydrate (ACH) from Gulbrandsen Technologies Inc. for ongoing delivery to the Broad River Wastewater Treatment Facility – Ms. Myers moved, seconded by Mr. Malinowski, to forward to Council with a recommendation to approve the purchase of ACH from Gulbrandsen Technologies throughout the year.

Mr. Malinowski inquired if this particular purchase, if approved, is for one-year worth of chemicals.

Mr. Khan responded in the affirmative.

Mr. Malinowski inquired if there any reason we could not get more than one-year, so we can guarantee the price, if we are going to be using it.

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Mr. Khan stated we can, and he will go back and review that. He stated the rate has been constant. We have been buying this for the last 5 years.

Mr. Malinowski stated he wanted to make sure that all of a sudden there is not a big jump in price.

Mr. Khan stated they will send them a request.

Mr. Malinowski stated we can get a contract with an option for 5 years, with 1 year renewals.

Ms. McBride inquired if Mr. Khan has seen the rates going up over a period of years.

Mr. Khan stated the rates have not gone up since 2011.

In Favor: Malinowski, Myers, N. Jackson, Livingston and McBride

The vote in favor was unanimous.

- e. Devil's Ditch Project Funding Increase – Ms. Myers moved, seconded by Mr. N. Jackson, to forward to Council with a recommendation to approve the additional funding for the County's share for the Devil's Ditch Maintenance Project at a cost of \$108,416.75.

Ms. Myers requested someone from staff to come explain when we got notice of the increase and how much the increase is.

Ms. Williams stated the project went out for bid through the City of Columbia in August 2018. She had originally come to Council in February for the total estimated project cost of \$406,073.80. That was the original, overall project cost, based off of the engineer's estimate. When the City put the project out for bid, the lowest bid that came in was \$516,263.00. The City of Columbia automatically puts in a 10% contingency when they get their bids, which increases our 67% of the overall costs.

Mr. Malinowski stated the overall costs increase on p. 28 shows an approximately \$162,000 increase. He stated he is wondering if there is any reason we cannot request this be rebid.

Ms. Williams stated, at the time when we brought it back in February, it was put out through the City of Columbia's Procurement Department, and that would be a request back to the City of Columbia. She stated she could make that request.

Mr. Malinowski stated we have kind of already shown our whole card here by saying we got the money, so he doubts somebody is going to want to negotiate. He would ask the City to either rebid or try to negotiate with these people to try to get it down closer to the original estimated costs.

Mr. Livingston stated this is the one on p. 28, with the bidders' amounts. Is that the one we are talking about now?

Ms. Williams stated that is correct.

Mr. Livingston stated the bid is significantly lower than the highest bid. He does not want to go rebid it and spend all the bid time and get a higher bid because the price is still out there. He stated Mr. Malinowski's concerns are not going to be resolved because you still have a price out there.

Mr. Malinowski stated that is true. We tipped our hand on this.

Mr. Livingston stated we might lose out by rebidding it, plus the cost of rebidding it.

Mr. Malinowski stated we are looking at a 40% increase from the original price.

Ms. Williams stated the original estimate.

Mr. Livingston stated looking at the other bids, and the highest one, is what scares him about rebidding it.

Ms. Williams noted the original amount was the engineer's estimate. One thing they have seen recently when putting projects out for bid is that contractors are coming back with a range of numbers slightly over the bid to some that are over a \$1 million, so there is a broad range we are seeing in bids. They are rarely coming in right at what the engineer's estimate has been recently.

Mr. Pearce stated they do not call this Devil's Ditch for nothing. This has been a massive problem. It used to be in his district. When it was redistricted out of his district it was one of the happiest days of his life. It is now in Mr. Rose's district. We have spent quite a bit of money over the years in the ditch trying to get it under control. With every delay on work, the ditch gets worse. The longer you prolong this, the more it is going to cost because with every rainstorm that ditch erodes, deteriorates. If we have a chance to resolve this it would be a wonderful thing for the neighbors over there, and whatever Council member is representing that area. He would encourage you, if we can get this done, to get it done.

In Favor: Malinowski, Myers, N. Jackson, Livingston and McBride

The vote in favor was unanimous.

- f. Renewal of the contracts for solid waste curbside collection service in areas 5A, 5B and 7 – Mr. Malinowski moved, seconded by Ms. Myers, to forward to Council with a recommendation to direct staff to negotiate amendments to extend the contracts for Area 5A with CWS and Areas 5B and 7 with Johnson Garbage Service and to include adjustments to the contract based on the actual CPI and fuel surcharges and hauler performance. Further, if the renegotiations are consistent with the recently awarded contract for Area 2, that award of the renegotiated contracts are also authorized.

Ms. Myers stated she is consistently being told by constituents that solid waste is not being picked up routinely. She keeps being told the contract requires solid waste have a routine pick up day, and that you have call if there is something special outside of the normal times, but that is not happening. She wants to understand what the exact instructions are under this because that pickup should be uniform across the county. There ought not be areas where it is picked up, as of right, and other areas where it is not. She stated she wants to understand if all the contracts are uniform, or if they are not.

Mr. Braswell stated all of the contracts are uniform. If people have items to put out by the curb, that are not household garbage in your roll cart, they can call the Ombudsman's Office or the Solid Waste Office and schedule a collection with the hauler. They are limited on what they can take, but they have the same list of what they can take across the county.

Ms. Myers stated it is just not smooth in many parts of the county. This is a service that every taxpayer is paying for, through millage. It should be uniform everywhere, and if it cannot be uniform everywhere we need to hire people who can make sure it is uniform because it is not happening properly. When she goes to areas Wildwood she hears different things from them than she hears from areas Hopkins

Mr. Braswell stated if the residents will call in if the haulers are not following their contracts then we will take an action against them. They can be fined for not following the contract.

Ms. Myers stated can we remind them when we sign these contracts, and we renew them, that we fully expect that across the county the contracts are being followed in the same fashion. This is pretty important, in so far as people's livability.

Mr. Braswell stated they need to follow the contract and they will make sure they do.

In Favor: Malinowski, Myers, N. Jackson, Livingston and McBride

The vote in favor was unanimous.

- g. County Council is requested to approve the award of the contract for the Fountain Lake Rd. Paving Project to Armstrong Contractors, LLC – Mr. N. Jackson moved, seconded by Mr. Livingston, to forward to Council with a recommendation to approve the award of the contract for the Fountain Lake Rd. Paving Project to Armstrong Contractors, LLC in the amount of \$227,605.70.

In Favor: Myers, N. Jackson, Livingston and McBride

Opposed: Malinowski

The vote was in favor.

- h. County Council is requested to approve a Work Authorization (WA) for professional services with WK Dickson & Company, Inc. of Columbia, SC for design services for various airport site-civil project improvements at the Jim Hamilton-LB Owens Airport (CUB) – Mr. Malinowski moved, seconded by Ms. Myers, to forward to Council with a recommendation to approve the request to authorize executing Work Authorization 1 for the professional services.

Mr. Malinowski inquired by us paying this money upfront will that reduce our chances of getting the reimbursement for it in the future.

Mr. Eversmann responded it will not. It has been that way for the past 2 years, and we have gotten the full 5% back from the State Aeronautics Commission, and have every reason to believe that will be the case again this year.

In Favor: Malinowski, Myers, N. Jackson, Livingston and McBride

The vote in favor was unanimous.

- i. County Council is requested to approve a standing agreement between the Civil Air Patrol (CAP) Cadet Composite Squadron and Richland County/the Jim Hamilton-LB Owens Airport (CUB) – Ms. Myers moved, seconded by Mr. Malinowski, to forward to Council with a recommendation to approve the agreement.

Mr. Malinowski inquired as to what a FOD Walk is.

Mr. Eversmann stated it is Foreign Object Debris. It is junk on the pavement that should not be there and could be ingested into an aircraft engine.

Mr. Malinowski requested that it be written out in the future.

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Ms. Myers stated for everyone that does not know what a wonderful gift we have in our area with the Civil Air Patrol. It is an amazing thing you can do for your kids. This is probably one of the best kept secrets in Richland County. She has a cousin who left high school with 48,000 flying hours and got all kinds of scholarships through this. For parents who have never heard of it, investigate it. It is run well. It's just amazing.

Ms. McBride requested Mr. Eversmann to come back and tell the Council more about the program.

Mr. Eversmann stated there has been some changeover in the leadership of the squadron, but it is a long established squadron. It is an award winning squadron and he knows they would love for an opportunity to tell you a little bit about what they do.

In Favor: Malinowski, Myers, N. Jackson, Livingston and McBride

The vote in favor was unanimous.

- j. Hospitality Tax Funding for EdVenture – Ms. Myers moved, seconded by Ms. McBride, to forward to Council with a recommendation to approve the amendment to the FY19 hospitality tax allocation to EdVenture in the amount of \$58,000 using the funding available in the current budget.

Ms. McBride inquired if this is existing money that they had last year, but did not expend.

Mr. Hayes stated, as you know, Council approved Hospitality Tax funding for approximately 80 groups, and EdVenture was one of them. He stated we often have to do amended grant agreements. When we were doing a grant agreement amendment for EdVenture, one of his staff members used an incorrect base amount, so it resulted in their budget being increased by \$58,000. EdVenture incurred those expenditures, so what we are asking is to amend their budget using some contingency funds, as a part of the rollover.

Ms. McBride stated, in other words, they are getting an additional \$58,000.

Mr. Hayes responded if Council opted to do so. He stated it was a mistake on the grant agreement. They got the grant agreement and spent the funds.

Ms. McBride stated it's not like the bank. If you spend their money they do not give it back to you.

Mr. N. Jackson stated we are just 3 months into the fiscal year and they have already spent the additional money.

Mr. Hayes stated this is FY18 funds. This was a grant agreement that was done in the Spring. It was sent to them, and per the rules of the grant agreement they incurred some expenditures, so they spent the money and they would like to be reimbursed for it.

Mr. N. Jackson stated they did not know there was a limit.

Mr. Hayes stated when we sent out an amended grant agreement, one of his staff members used the incorrect base amount, which resulted in their final amount being \$58,000 more than it should have been.

Mr. Malinowski inquired if EdVenture was given a dollar amount to begin with, prior to this recalculation.

Mr. Hayes stated they got their initial amount. Council often does ROAs. Every time there is a ROA is done, we have to amend the budget and send them out a new grant agreement. Some groups may get 4 or 5 grant agreements in a year.

Mr. Malinowski stated so if they have someone properly looking at their economic/financial statements they would have realized this was not really their money to have.

Mr. Hayes stated they received a new final grant agreement. When we calculated that final grant agreement, instead of using the prior amount from say their 4<sup>th</sup> agreement, we used an amount that incorrect.

Mr. Malinowski stated he is trying to find out if they would have known this. Because if all along his bank statement says \$100, and all of a sudden it says \$150 and I did not put anything else in there.

Mr. Hayes stated they simply went off the grant agreement like all grantees do. It was no fault of their own.

Mr. Malinowski inquired if anything has happened to this particular employee, in the way of disciplinary action.

Mr. Hayes stated we did a restructuring, so this particular person has no more day to day contact with granting.

Ms. Myers inquired if this money is coming from the Hospitality Tax contingency fund.

Mr. Hayes responded in the affirmative.

Ms. Myers inquired if it is causing any other Hospitality Tax allocations to be impacted.

Mr. Hayes responded it is not.

Ms. Myers inquired if we did not give EdVenture the money, that we wrongly told them they were entitled to, that they spent because of a letter we sent them, what else would we be spending this Hospitality Tax money on.

Mr. Hayes stated it would roll to fund balance.

Mr. Livingston inquired if we can make sure that when this comes up next year it is not included in the base, so we will know.

Mr. Hayes responded in the affirmative.

In Favor: Myers, Livingston and McBride

Opposed: Malinowski and N. Jackson

The vote was in favor.

- k. Request from the University of South Carolina's Center for Applied Innovation and Advanced Analytics to partner and implement (including funding) a project that would provide rural internet to those areas of unincorporated Richland County that do not have access to broadband – Mr. Madden stated this is an item that staff reviewed with some representatives with the University of South

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Carolina. The request is to allow staff to develop a partnership agreement, not actually entering into one, and bring it back to Council with the proper funding source for Council to review and provide direction on whether to proceed.

Ms. Myers moved, seconded by Ms. McBride, to forward to Council with a recommendation for staff to develop a partnership agreement and bring it back to Council, with a proper funding source.

Mr. Malinowski stated the briefing document says that USC received a grant to do their initial study. He inquired if they are putting any funding into the building and implementation of this.

Mr. Madden stated that is some of the details that we would through with the actual agreement.

Mr. Malinowski stated there is a diagram on p. 57 of the agenda. It shows the transmitter, the receiving antenna on the home, and then a route. He inquired if these are items that the individuals will have to purchase themselves, or is this part of the package.

Mr. Madden stated in staff's initial discussions with USC nothing was necessarily being provided to homeowners. It was actually trying to provide the access.

Mr. Malinowski stated so out of the 75,000 that do not have it, we may only get 5,000 that want to spend the money and take advantage of it. He stated staff is going to put all of that in, and bring it back. For example, it says, "The next steps is to partner with the County team, if approved and a service provider, in addition to SCETV to: field verify each of the 11 areas; identify existing transmitter sources, such as water towers; ..."

Mr. Madden stated they wanted to obtain authorization to have those types of discussions, prior to moving forward.

In Favor: Malinowski, Myers, N. Jackson, Livingston and McBride

The vote in favor was unanimous.

- I. Council Motion: Move forward with review of the SE & NE Sport Complex plans to promote tourism and support AAU and other sports in the county [N. JACKSON] – Mr. N. Jackson stated over the years we have discussed having a sports complexes in Northeast and Southeast Columbia. We have the land in Northeast Columbia, and we have identified some land in Southeast Columbia to do something with Hospitality Tax. We have done events or projects in the City of Columbia. The only project we have done in unincorporated area is Pinewood Lake Park. We did have plans for Northeast, which was cancelled. He thinks it is time for us to revisit having something in both areas that will bring tourists to the area. What was recommended in the past was baseball in one area, and a basketball for AAU and other programs. So many people visit the area each year. They have to go all over the County, and we do not have a central location. He is trying to get the discussion started again to get something going.

Mr. Malinowski stated the fact that all the information we have is at least 4 ½ years old on the feasibility studies, look what happened to the Penny Tax funds and how the costs escalated in just a few years. Prior to moving forward with anything, if we consider the project, that we obtain new specifics.

Mr. N. Jackson moved, seconded by Ms. McBride, to forward to Council with a recommendation to move forward with a study to do a sports complex in Northeast and Southeast Richland County.

In Favor: Malinowski, N. Jackson and McBride

Opposed: Livingston

The vote was in favor.

- m. Freedom of Information Act Policy Revision – Ms. Myers moved, seconded by Ms. McBride, to defer this item until the October 23<sup>rd</sup> committee meeting.

In Favor: Malinowski, Myers, N. Jackson, Livingston and McBride

The vote in favor was unanimous.

5. **ITEMS PENDING ANALYSIS: NO ACTION REQUIRED**

- a. Council Motion: Funding the Senior programs should be distributed equally and fairly. It is not right for one organization to be receiving hundreds of thousands of dollars annually while other areas receive none. All areas pay taxes and all seniors should get the same and equal opportunity in receiving funding. I move that funding for seniors (Senior Activities) be distributed equally in all eleven districts [N. JACKSON] – No action was taken.
- b. Council Motion: The Lourie Center recently lost funding from United Way necessary to continue operating a program that transports seniors to medical appointments and essential shopping. They are requesting Council provide \$12K in additional funding so that this program can continue [PEARCE] – No action was taken.

5. **ADJOURNMENT** – The meeting adjourned at approximately 7:00 p.m.



**RICHLAND COUNTY GOVERNMENT  
ADMINISTRATION**

2020 Hampton Street, Suite 4069, Columbia, SC 29204  
P 803-576-2050 | F 803-576-2137 | TDD 803-576-2045  
richlandcountysc.gov



**Administration & Finance Committee Meeting  
Companion Document**

During its July 24, 2018 meeting, the D&S Committee considered the Richland Program Development Team (PDT) request for a wage rate increase for Calendar Year (CY) 2018 and retroactive payment for wage rate increases for CYs 2016 and 2017.

Pursuant to its deliberations on this request, the Committee deferred this item. Also, the Committee requested verification that staff did not get an increase during any of the years PDT is requesting an increase.

Staff's review revealed that a countywide cost of living adjustment was provided in FY17 (4%) and FY18 (3%).



**Administration and Finance Committee Meeting  
Briefing Document**

**Agenda Item**

The Richland Program Development Team (PDT) requests a wage rate increase for Calendar Year (CY) 2018 and retroactive payment for wage rate increases for CYs 2016 and 2017.

**Background**

Section VIII.A.4 (Compensation) of the Program Management Agreement (“Agreement”) between Richland County and the Program Development Team dated November 3, 2014, states:

Compensation for Task I was based on 2014 wage rates. The Contractor shall be eligible on the following dates for cost of wage increases to be added to the compensation from the base rate established at the date of this Agreement. (The base rate is the salary of the respective position as of the date of this Agreement.) The dates on which the Contractor shall be eligible for the increase are January 1, 2016 and January 1 of each subsequent year of this Agreement. Wage rate increases shall be calculated for each position based on the US Bureau of Labor Statistics, NAICS as most applicable to each position, plus two (2%) of the base salary for each such position. Wage rate increases shall be limited to those PDT positions assigned full-time to the Program (as mutually agreed to between the County and the Contractor) and physically located in the PDT office.

On December 29, 2016, the PDT requested a wage rate increase as stated in the Agreement for 2016 and 2017. The total increase for the two years was \$128,423.32. On January 31, 2017, former County Administrator Gerald Seals advised the PDT that he could not recommend wage rate increases for either year because the County did not grant cost of living increases to County personnel for 2016 and had not considered pay increases for County personnel for 2017.

On May 4, 2018, the PDT requested a wage rate increase for 2018, which totals \$100,716.22 in addition to requesting retroactive wage rate increases for the previous two years. The total for the increases for all three years is \$229,139.53.<sup>1</sup>

**Issues**

The issue is whether County Council will grant the PDT’s request for retroactive wage rate increases for 2016-2018.

**Fiscal Impact**

The fiscal impact can range from none (if Council decides to not grant the wage rate increases) to spending the 3% administrative budget for the Penny Program at a faster rate. For example, should the County Council decide to grant the wage rate increases retroactive for all three years, then, the County would immediately pay the PDT an additional \$229,139.53 in administrative costs plus an additional \$100,716.22 per year for subsequent years. Please note that there is a maximum amount of \$32,100,000 to cover both administrative costs (i.e., for the PDT and the County’s Transportation

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<sup>1</sup> A review of PDT’s request for wage rate increase calculations revealed that the formula used in PDT’s calculations is inaccurate. Richland County’s figures (see Attachment A) reflect the proper methodology as stated in the Agreement.

Department) and debt service on bonds issued to pay for Penny projects during the lifetime of the program. Should Council wish to consider granting a wage rate increase just for 2017, the fiscal impact would be an additional \$96,863.52 (see Attachment B).

Note that in the nearly five years of the program, Richland County has expended \$15,639,776.75 (\$13,611,856.28 in administrative costs and \$2,027,920.47 in debt service on bonds) or 48.7% of the total budget of \$32,100,000 with \$16,460,223.25 remaining for the life of the program. Moreover, it is anticipated that the County will spend approximately \$3,000,000 in administrative costs and \$3,571,667 in debt service in FY 2019, for an estimated total of \$6,571,667.

#### **Alternatives**

1. Provide no salary increase.
2. Provide salary increase request by PDT with correct calculations. Fiscal impact: \$229,139.53.
3. Provide salary increase just for 2017 using the 3.0% change for 2017 per the NAICS plus 2.0% of the base salary of the date of the Program Management Agreement, which is November 3, 2014. Fiscal impact: \$96,863.52.

#### **Staff Recommendation**

The intent of staff is to institute County Council's directive. Staff does not have a recommendation regarding this matter.



Position	Base Rate	Current Salary	2% of the Base Rate as of 11/3/2014 (a)	2015			2016			2017			New Annual Salary with Retroactive Increase	Increase from Current Salary
				NAICS Percent Change (b)	Increase: NAICS Percent Change + 2% of Base Rate	New Salary	NAICS Percent Change (c)	Increase: NAICS Percent Change + 2% of Base Rate	New Salary	NAICS Percent Change (d)	Increase: NAICS Percent Change + 2% of Base Rate	New Salary		
Program Manager	\$ 81.18	\$ 168,854.40	\$ 1.62	\$ 1.95	\$ 3.57	\$ 84.75	\$ 1.70	\$ 3.32	\$ 88.07	\$ 2.64	\$ 4.27	\$ 92.34	\$ 192,059.45	\$ 23,205.05
Deputy Program Manager	\$ 76.31	\$ 158,724.80	\$ 1.53	\$ 1.83	\$ 3.36	\$ 79.67	\$ 1.59	\$ 3.12	\$ 81.26	\$ 2.44	\$ 3.96	\$ 85.23	\$ 177,268.05	\$ 18,543.25
Program Administrator	\$ 60.28	\$ 125,382.40	\$ 1.21	\$ 1.45	\$ 2.65	\$ 61.73	\$ 1.23	\$ 2.44	\$ 64.17	\$ 1.93	\$ 3.13	\$ 67.30	\$ 139,978.72	\$ 14,596.32
Assistant Program Director	\$ 62.72	\$ 130,457.60	\$ 1.25	\$ 1.51	\$ 2.76	\$ 64.23	\$ 1.28	\$ 2.54	\$ 66.76	\$ 2.00	\$ 3.26	\$ 70.02	\$ 145,644.74	\$ 15,187.14
Assistant Program Director	\$ 62.72	\$ 130,457.60	\$ 1.25	\$ 1.51	\$ 2.76	\$ 64.23	\$ 1.28	\$ 2.54	\$ 66.76	\$ 2.00	\$ 3.26	\$ 70.02	\$ 145,644.74	\$ 15,187.14
Assistant Program Director	\$ 31.36	\$ 65,228.80	\$ 0.63	\$ 0.75	\$ 1.38	\$ 32.11	\$ 0.64	\$ 1.27	\$ 33.38	\$ 1.00	\$ 1.63	\$ 35.01	\$ 72,822.37	\$ 7,593.57
Assistant Program Director	\$ 31.36	\$ 65,228.80	\$ 0.63	\$ 0.75	\$ 1.38	\$ 32.11	\$ 0.64	\$ 1.27	\$ 33.38	\$ 1.00	\$ 1.63	\$ 35.01	\$ 72,822.37	\$ 7,593.57
Assistant Program Director	\$ 31.36	\$ 65,228.80	\$ 0.63	\$ 0.75	\$ 1.38	\$ 32.11	\$ 0.64	\$ 1.27	\$ 33.38	\$ 1.00	\$ 1.63	\$ 35.01	\$ 72,822.37	\$ 7,593.57
Assistant Program Director	\$ 31.36	\$ 65,228.80	\$ 0.63	\$ 0.75	\$ 1.38	\$ 32.11	\$ 0.64	\$ 1.27	\$ 33.38	\$ 1.00	\$ 1.63	\$ 35.01	\$ 72,822.37	\$ 7,593.57
Ass. Public Information Director	\$ 42.16	\$ 87,692.80	\$ 0.84	\$ 1.01	\$ 1.86	\$ 43.17	\$ 0.86	\$ 1.71	\$ 44.88	\$ 1.35	\$ 2.19	\$ 47.07	\$ 97,901.50	\$ 10,208.70
Construction Manager	\$ 63.07	\$ 131,185.60	\$ 1.26	\$ 1.51	\$ 2.78	\$ 64.58	\$ 1.29	\$ 2.55	\$ 67.14	\$ 2.01	\$ 3.28	\$ 70.41	\$ 146,457.49	\$ 15,271.89
Program Controls	\$ 62.02	\$ 129,001.60	\$ 1.24	\$ 1.49	\$ 2.73	\$ 63.51	\$ 1.27	\$ 2.51	\$ 66.02	\$ 1.98	\$ 3.22	\$ 69.24	\$ 144,019.24	\$ 15,017.64
Scheduler	\$ 35.19	\$ 73,195.20	\$ 0.70	\$ 0.84	\$ 1.55	\$ 36.03	\$ 0.72	\$ 1.42	\$ 37.46	\$ 1.12	\$ 1.83	\$ 39.29	\$ 81,716.18	\$ 8,520.98
Estimator	\$ 46.34	\$ 96,387.20	\$ 0.93	\$ 1.11	\$ 2.04	\$ 47.45	\$ 0.95	\$ 1.88	\$ 49.33	\$ 1.48	\$ 2.41	\$ 51.73	\$ 107,608.06	\$ 11,220.86
Accountant	\$ 32.75	\$ 68,120.00	\$ 0.66	\$ 0.79	\$ 1.44	\$ 33.54	\$ 0.67	\$ 1.33	\$ 34.86	\$ 1.05	\$ 1.70	\$ 36.56	\$ 76,050.15	\$ 7,930.15
Ass. Procurement Manager	\$ 23.35	\$ 48,568.00	\$ 0.47	\$ 0.56	\$ 1.03	\$ 23.91	\$ 0.48	\$ 0.95	\$ 24.86	\$ 0.75	\$ 1.21	\$ 26.07	\$ 54,222.01	\$ 5,654.01
Office Manager	\$ 31.36	\$ 65,228.80	\$ 0.63	\$ 0.75	\$ 1.38	\$ 32.11	\$ 0.64	\$ 1.27	\$ 33.38	\$ 1.00	\$ 1.63	\$ 35.01	\$ 72,822.37	\$ 7,593.57
Secretary	\$ 25.09	\$ 52,187.20	\$ 0.50	\$ 0.60	\$ 1.10	\$ 25.69	\$ 0.51	\$ 1.02	\$ 26.71	\$ 0.80	\$ 1.30	\$ 28.01	\$ 58,262.54	\$ 6,075.34
Project Utility Manager	\$ 45.65	\$ 94,952.00	\$ 0.91	\$ 1.10	\$ 2.01	\$ 46.75	\$ 0.93	\$ 1.85	\$ 48.59	\$ 1.46	\$ 2.37	\$ 50.96	\$ 106,005.78	\$ 11,053.78
ROW Manager	\$ 55.75	\$ 115,960.00	\$ 1.12	\$ 1.34	\$ 2.45	\$ 57.09	\$ 1.14	\$ 2.26	\$ 59.34	\$ 1.78	\$ 2.90	\$ 62.24	\$ 129,459.41	\$ 13,499.41
<b>Totals</b>		<b>\$ 1,937,270.40</b>											<b>\$ 2,166,409.93</b>	<b>\$ 229,139.53</b>
Total Hours/Year	2080												PDT's Total:	\$ 266,550.18
													RC's Correct Figures	\$ 229,139.53
													Difference between PDT's Total and RC's correct figures:	\$ 37,410.65

(a) Wage rate increases shall be calculated for each position based on the US Bureau of Labor Statistics, NAICS as most applicable to each position, plus two (2%) of the base salary for each such position.

The base rate is the salary of the respective position as of the date of the Agreement (November 3, 2014).

(b) NAICS Percent Change for 2015: 2.4%

(c) NAICS Percent Change for 2016: 2.0%

(d) NAICS Percent Change for 2017: 3.0%

	Position	Base Rate	Current Salary	2% of the Base Rate as of 11/3/2014 (a)	2017			New Annual Salary with 2017 Increase Only	Increase from Current Salary
					NAICS Percent Change (b)	Increase: NAICS Percent Change + 2% of Base Rate	New Salary		
	Program Manager	\$81.18	\$168,854.40	\$1.62	\$2.44	\$4.06	\$85.24	\$177,297.12	\$8,442.72
	Deputy Program Manager	\$76.31	\$158,724.80	\$1.53	\$2.29	\$3.82	\$80.13	\$166,661.04	\$7,936.24
	Program Administrator	\$60.28	\$125,382.40	\$1.21	\$1.81	\$3.01	\$63.29	\$131,651.52	\$6,269.12
	Assistant Program Director	\$62.72	\$130,457.60	\$1.25	\$1.88	\$3.14	\$65.86	\$136,980.48	\$6,522.88
		\$62.72	\$130,457.60	\$1.25	\$1.88	\$3.14	\$65.86	\$136,980.48	\$6,522.88
	Assistant Program Director	\$31.36	\$65,228.80	\$0.63	\$0.94	\$1.57	\$32.93	\$68,490.24	\$3,261.44
	Assistant Program Director	\$31.36	\$65,228.80	\$0.63	\$0.94	\$1.57	\$32.93	\$68,490.24	\$3,261.44
	Assistant Program Director	\$31.36	\$65,228.80	\$0.63	\$0.94	\$1.57	\$32.93	\$68,490.24	\$3,261.44
	Assistant Program Director	\$31.36	\$65,228.80	\$0.63	\$0.94	\$1.57	\$32.93	\$68,490.24	\$3,261.44
	Ass. Public Information Director	\$42.16	\$87,692.80	\$0.84	\$1.26	\$2.11	\$44.27	\$92,077.44	\$4,384.64
	Construction Manager	\$63.07	\$131,185.60	\$1.26	\$1.89	\$3.15	\$66.22	\$137,744.88	\$6,559.28
	Program Controls	\$62.02	\$129,001.60	\$1.24	\$1.86	\$3.10	\$65.12	\$135,451.68	\$6,450.08
	Scheduler	\$35.19	\$73,195.20	\$0.70	\$1.06	\$1.76	\$36.95	\$76,854.96	\$3,659.76
	Estimator	\$46.34	\$96,387.20	\$0.93	\$1.39	\$2.32	\$48.66	\$101,206.56	\$4,819.36
	Accountant	\$32.75	\$68,120.00	\$0.66	\$0.98	\$1.64	\$34.39	\$71,526.00	\$3,406.00
	Ass. Procurement Manager	\$23.35	\$48,568.00	\$0.47	\$0.70	\$1.17	\$24.52	\$50,996.40	\$2,428.40
	Office Manager	\$31.36	\$65,228.80	\$0.63	\$0.94	\$1.57	\$32.93	\$68,490.24	\$3,261.44
	Secretary	\$25.09	\$52,187.20	\$0.50	\$0.75	\$1.25	\$26.34	\$54,796.56	\$2,609.36
	Project Utility Manager	\$45.65	\$94,952.00	\$0.91	\$1.37	\$2.28	\$47.93	\$99,699.60	\$4,747.60
	ROW Manager	\$55.75	\$115,960.00	\$1.12	\$1.67	\$2.79	\$58.54	\$121,758.00	\$5,798.00
<b>Totals</b>			<b>\$1,937,270.40</b>					<b>\$2,034,133.92</b>	<b>\$96,863.52</b>
Total Hours/Year	2080							PDT's Total with Retroactive Increases:	\$ 266,550.18
								2017 Wage Rate Increase Only:	\$ 96,863.52
								Difference between PDT's Total and 2017 Wage Rate Increase Only:	\$ 169,686.66
Notes:									
(a)	Wage rate increases shall be calculated for each position based on the US Bureau of Labor Statistics, NAICS as most applicable to each position, plus two (2%) of the base salary for each such position. The base rate is the salary of the respective position as of the date of the Agreement (November 3, 2014).								
(b)	NAICS Percent Change for 2017: 3.0%								



## **Administration & Finance Committee Meeting Briefing Document**

### **Agenda Item**

Freedom of Information Act Policy Revision

### **Background**

The County FOIA (South Carolina Freedom of Information Act) policy is being revised as an attempt to ensure compliance and minimize potential litigation/liability when responding to requests for public records made in accordance with the SC Freedom of Information Act. See S.C. Code of Laws §§30-4-10 et seq.

The revisions to the policy are pursuant to the 2017 amendments to the FOIA. In accordance with the S.C. Code of Laws, all Richland County departments shall adhere to the fee schedule as set forth in the revised policy. All fees collected will be applied to the General Fund Balance.

The revised FOIA policy is attached with the recommended changes redlined.

### **Issues**

**Several changes have been made to the** Freedom of Information Act, key of among which are:

- A 25% deposit may be required before searching for or copying records
- Fees must be posted online
- Convicted prisoners do not have the right to request records under FOIA
- The County has 10 business days (previously 15) from date request received to notify requestor of the determination and reasons for denial/exemption (20 days if records are more than 2 years old)
- Must provide records within 30 calendar days (35 if more than 2 years old) of the initial determination/fee notification
- All documents distributed to or reviewed by council members during a meeting in the past 6 months must be available for walk-in inspection (just like meeting minutes)
- Public body may request circuit court hearing to seek relief from burdensome, overly broad, vague, or improper FOIA requests, or to determine whether records are subject to FOIA
- New criminal offense of obtaining or using personal information from county and municipal FOIA requests for commercial solicitation (previously only applied to state records)
- County must take "reasonable measures" to prevent FOIA records from being used for commercial solicitation

### **Fiscal Impact**

None.

### **Past Legislative Actions**

- This is a staff-initiated request.
- The existing policy became effective July 27, 2010
- The revised policy was approved December 6, 2016

### **Alternatives**

1. Approve the revised FOIA policy and procedures as presented.
2. Do not approve the revised FOIA policy and procedures as presented.

### **Staff Recommendation**

It is recommended that the County approve the revised FOIA policy and procedures as presented.

# Richland County Government

## Policies and Procedures Manual

Title: Freedom of Information Act Requests

Department: Administrative Policy Number: 2018 - 1

Effective Date: \_\_\_\_\_

### I. Purpose

To establish a procedure to respond to requests for public records in accordance with the South Carolina Freedom of Information Act ("FOIA"). *See S.C. Code of Laws §§30-4-10 et seq.*

### II. Definitions

Public record – includes all books, papers, maps, photographs, cards, tapes, recordings, or other documentary materials regardless of physical form or characteristics prepared, owned, used, in the possession of, or retained by a public body. It is hereby the policy of Richland County to decline any request to create a record, which does not already exist at the time of the request, in response to any FOIA request. ~~Note, a public body is not required to create an electronic version of a public record when one does not exist to fulfill a records request.~~

Exemptions – A public body may but is not required to exempt from disclosure certain records. The list of allowed exemptions may be found in S.C. Code of Laws §30-4-40.

FOIA Request- A request, in writing, for public records made in accordance with the South Carolina Freedom of Information Act ("FOIA"). Any person has a right to inspect or copy any public record of a public body, except as otherwise provided by Section 30-4-40, in accordance with reasonable rules concerning time and place of access, as determined by Richland County.

- ~~This right does not extend to individuals serving a sentence of imprisonment in a state or county correctional facility. Pre-trial detainees not yet sentenced or other persons not yet sentenced detained in a state or county correctional facility have the right to inspect or copy any public record of a public body.~~
- ~~A person or private entity shall not knowingly obtain or use personal information obtained from a state agency, a local government, or other political subdivision of the State for commercial solicitation directed to any person in this State.~~
- Each state agency, local government, and political subdivision of the State shall provide a notice to all requestors of records pursuant to this chapter and to all persons who obtain records pursuant to this chapter that obtaining or using public records for commercial solicitation directed to any person in this State is prohibited.

The following records of a public body must be made available for public inspection and copying during hours of operations of the public body without the requestor being required to make a written request to inspect or copy the records when the requestor appears in person:

- (1) Minutes of the meetings of the public body for the preceding six months;
- (2) All reports identified in section 30-4-50(A)(8) (*crime reports*) for at least the fourteen day period before the current day; ~~and~~
- (3) Documents identifying persons confined in jail, detention center, or prison for the preceding three months; ~~;~~ ~~and~~
- (4) ~~All documents produced by the public body or its agent that were distributed to reviewed by a member of the public body during a public meeting for the preceding six-month period.~~

Fees – The public body may establish and collect fees not to exceed the actual cost of ~~the search, retrieval, and redaction of records~~. Fees charged by a public body must be uniform for copies of the same record or document



and may not exceed the prevailing commercial rate for the producing of copies. The records must be furnished at the lowest possible cost to the person requesting the records. When the County Administrator determines that providing the information requested is considered as primarily benefiting the general public, a waiver or the reduction of the fee may be granted. The County may charge a reasonable hourly rate for making records available to the public and may require a deposit not to exceed twenty-five percent (25%) of the total anticipated cost for reproduction of the records prior to searching for or making copies of the records. A copy of the fee schedule shall be posted online. ~~See below Fee Schedule Policy. Documents may be furnished when appropriate without charge or at a reduced charge where the County Administrator determines that waiver or reduction of the fee is in the public interest because furnishing the information can be considered as primarily benefiting the general public. Fees may not be charged for examination and review to determine if documents are subject to disclosure. The County may charge a reasonable hourly rate for making records available to the public and require a deposit not to exceed twenty-five percent of the total anticipated cost for reproduction of the records prior to searching for or making copies of the records. A copy of the fee schedule shall be posted online. See below Fee Schedule Policy.~~

Request for Responses:

III. Procedure

A. Intake and Assessment:

- I. Department Directors should designate, at a minimum, one person or as many employees as the Director deem necessary within each department responsible for handling FOIA requests. This responsibility should include receiving, logging, processing, and/or coordination of response.
- II. All FOIA requests received (in hand delivery, email, or facsimile) by any County Department (with the exception of those identified in the above definitions) shall be immediately date and time stamped and delivered to the Richland County Ombudsman's Office for processing. A copy of the request (hard or electronic) shall be retained by the department.
- III. Any citizen requesting information on where to send a FOIA request, shall be informed to hand deliver, mail, email, use the online FOIA form or fax the request to:  
Ombudsman's Office  
2020 Hampton Street, Suite 3061  
Columbia, SC 29204  
[ombudsman@rcgov.us](mailto:ombudsman@rcgov.us)  
Fax: 803-929-6009
- IV. The Ombudsman's Office shall assess the request to determine if it is a FOIA request (i.e., a request for records) or merely questions (i.e., request for responses) posed to Richland County. ~~FOIA requests shall be immediately processed per the below procedures.~~ It is hereby the policy of Richland County to deny requests for responses to questions from citizens. The Ombudsman's Office shall reply, in writing, ~~to all requests for response~~ to questions informing the requestor of the County's policy. Questions from the media shall be forwarded to the PIO for response. ~~FOIA requests shall be immediately processed per the below procedures.~~
  - i. The Ombudsman's Office will forward the FOIA request to all departments, via the departmental FOIA designee. All departments must respond to the Ombudsman's Office within 48 hours indicating if they have information which is responsive to the FOIA request and/or request a clarification about the request. If a department indicates it has responsive documents/information, the department must ~~immediately~~ two (2) days provide a cost estimate (and an estimated time for the provision of records) based on the Fee Scheduled Policy herein provided. Departments with questions regarding compliance with the FOIA and whether certain County records are public records should contact the Legal Department.

ii. The County has **ten (10)** working days (excluding weekends and ~~County holidays~~ **legal public holidays**) from the date of receipt to reply to the requestor in writing informing the requestor of the County's determination of availability of the requested records; **however, if the record is more than twenty-four (24) months old at the date the request is made, the County has twenty (20) days (excluding weekends and legal public holidays) of the receipt to make this notification.** Such correspondence shall also include the request for **deposit of twenty-five percent (25%) of the total cost**, based on the departmental estimate. The records will not be retrieved by the department(s) until the **deposit** has been received by the County and the check or transaction has cleared with the financial institution. When the **deposit** is cleared with the financial institution, the Ombudsman's Office will notify the requestor of the estimated time of response, unless such time is less than **seven-five (57)** days, in which case, no follow-up letter is necessary.

~~ii.iii.~~ The record must be furnished or made available no later than 30 calendar days from the date on which the deposit cleared the financial institution or the date the final determination was provided. If the records are more than 24 months old, the record must be furnished or made available no later than 35 calendar days from the date on which the deposit was made or the date the final determination was provided.

~~if the documents requested are two years old or less, and the documents have to be produced no later than 30 calendar days after the response date. If the documents requested are more than two years old, the response time is 20 days, and the documents must be produced no later than 35 calendar days from the response date.~~

iii.iv. Requests for clarification or requests to narrow an overly broad request that the County cannot reasonably respond to shall be communicated to the requestor in writing within seven (7) days of the County's receipt of the request. **This request does not extend deadlines. The deadline to respond and all other applicable deadlines will remain active and the County must adhere to these deadlines regardless of whether the request is narrowed or whether clarification is given.**

iv.v. **The various response, determination, and production deadlines are subject to extension by written mutual agreement of the County and the requesting party at issue, and this agreement shall not be unreasonably withheld.**

~~v.vi.~~ Each department with responsive records will provide the records to the Ombudsman's Office ~~in~~ **a timely manner within two (2) days.** The Ombudsman's Office will compile the information, draft a cover letter listing the information provided, and provide a completed packet to the Legal Department for review. The Legal Department will review the records for any exemptions, make any redactions necessary to the records (or request the department make the redactions), and provide the specific section of the FOIA statute to the Ombudsman's Office for inclusion in the response cover letter.

B. Fee Schedule Policy- In accordance with the S.C. Code of Laws, all Richland County departments shall adhere to the following fee schedule:

A fee shall not be charged if the total cost to produce the record(s) is \$20.00 or less.

Service		Fee
<b>a.</b>	<b>Copying Fee</b>	<b>\$0.25 per page</b>
A charge shall be levied for each hard copy made by copier or computer printer. If information is emailed, the copying fee does not apply.		
<b>b.</b>	<b>Records Research</b>	<b>Gross Hourly Rate</b>

Hourly fee, pro-rated, shall be based on the gross hourly rate of the <del>person(s)</del> <b>lowest paid employee</b> researching the records requested, who <b>has the necessary skill and training to perform the request</b> . This time shall include any time for making hard copies of records for the requestor. <del>The department shall not use a department head or supervisor for records research unless such is reasonable due to the nature of the request.</del>		
<b>c.</b>	<b>Information Provided by Fax</b>	<b>Gross Hourly Rate</b>
Hourly fee, pro-rated, shall be based on gross hourly rate of the <b>lowest paid</b> Ombudsman’s Office employee faxing the requested records.		
<b>d.</b>	<b>E-mail Search Programming Fees</b>	<b>Gross Hourly Rate</b>
Hourly fee, pro-rated, shall be based on gross hourly rate of the <b>lowest paid</b> IT employee <b>who has the necessary skill and training to design</b> ing and enter <b>ing</b> the search criteria for the requested records and retrieving the data.		
<b>e.</b>	<b>Computer Media (CD)</b>	<b>\$5.00 per CD required</b>
<b>f.</b>	<b>USB Drives</b>	<b>Cost (including sales tax) of the USB Drive</b>
<b>f.</b>	<b>Public Inspection</b>	<b>Gross Hourly Rate</b>
The County shall charge an hourly fee, pro-rated, based on the gross hourly rate of the <b>lowest paid</b> employee <b>who has the necessary skill and training to</b> <del>tasked with making</del> <b>make</b> records available to the public for inspection. The rate shall be charged for the entire time the records are open for inspection and the employee has control of the records for inspection.		
<b>g.</b>	<b>Redactions</b>	<b>Gross Hourly Rate</b>
<del>The County shall charge an hourly fee, pro-rated, based on the gross hourly rate of the lowest paid employee who has the necessary skill and training to perform the redactions pursuant to policy.</del>		

C. Related FOIA issues

- I. The Richland County Ombudsman’s Office will compile and maintain a computerized log of all FOIA requests.
- II. FOIA requests and/or responses may contain sensitive or confidential information. Employees involved in the FOIA process must maintain confidentiality as it relates to FOIA’s.
- III. Certain information received from the IT department or GIS is copyrighted material. Richland County restricts further commercial distribution of public documents pursuant to a copyright by requiring anyone requesting the copyrighted documents to sign a licensing agreement acknowledging the copyright on the information and restricting any further commercial use without prior written consent from the County. The Ombudsman’s Office shall include the above copyright statement on all such information provided and work with the County IT/GIS to have the appropriate documentation signed by the requestor.
- IV. The above fee schedule shall not be subject to yearly CPI increase, but shall be subject to change at any time by the Richland County Council.

\_\_\_\_\_  
County Administrator

\_\_\_\_\_  
Date

Date adopted by Richland County Council: \_\_\_\_\_

CHAPTER 4  
Freedom of Information Act

**SECTION 30-4-10.** Short title.

This chapter shall be known and cited as the “Freedom of Information Act”.

HISTORY: 1978 Act No. 593, Section 1.

**SECTION 30-4-15.** Findings and purpose.

The General Assembly finds that it is vital in a democratic society that public business be performed in an open and public manner so that citizens shall be advised of the performance of public officials and of the decisions that are reached in public activity and in the formulation of public policy. Toward this end, provisions of this chapter must be construed so as to make it possible for citizens, or their representatives, to learn and report fully the activities of their public officials at a minimum cost or delay to the persons seeking access to public documents or meetings.

HISTORY: 1987 Act No. 118, Section 1.

**SECTION 30-4-20.** Definitions.

(a) “Public body” means any department of the State, a majority of directors or their representatives of departments within the executive branch of state government as outlined in Section 1-30-10, any state board, commission, agency, and authority, any public or governmental body or political subdivision of the State, including counties, municipalities, townships, school districts, and special purpose districts, or any organization, corporation, or agency supported in whole or in part by public funds or expending public funds, including committees, subcommittees, advisory committees, and the like of any such body by whatever name known, and includes any quasi-governmental body of the State and its political subdivisions, including, without limitation, bodies such as the South Carolina Public Service Authority and the South Carolina State Ports Authority. Committees of health care facilities, which are subject to this chapter, for medical staff disciplinary proceedings, quality assurance, peer review, including the medical staff credentialing process, specific medical case review, and self-evaluation, are not public bodies for the purpose of this chapter.

(b) “Person” includes any individual, corporation, partnership, firm, organization or association.

(c) “Public record” includes all books, papers, maps, photographs, cards, tapes, recordings, or other documentary materials regardless of physical form or characteristics prepared, owned, used, in the possession of, or retained by a public body. Records such as income tax returns, medical records, hospital medical staff reports, scholastic records, adoption records, records related to registration, and circulation of library materials which contain names or other personally identifying details regarding the users of public, private, school, college, technical college, university, and state institutional libraries and library systems, supported in whole or in part by public funds or expending public funds, or records which reveal the identity of the library patron checking out or requesting an item from the library or using other library services, except nonidentifying administrative and statistical reports of registration and circulation, and other records which by law are required to be closed to the public are not considered to be made open to the public under the provisions of this act; nothing herein authorizes or requires the disclosure of those records where the public body, prior to January 20, 1987, by a favorable vote of three-fourths of the membership, taken after receipt of a written request, concluded that the public interest was best served by not disclosing them. Nothing herein authorizes or requires the disclosure of records of the Board of Financial Institutions pertaining to applications and surveys for charters and branches of banks and savings and loan associations or surveys and examinations of the institutions required to be made by law. Information relating to security plans and devices proposed, adopted, installed, or utilized by a public body, other than amounts expended for adoption, implementation, or installation of these plans and devices, is required to be closed to the public and is not considered to be made open to the public under the provisions of this act.

(d) "Meeting" means the convening of a quorum of the constituent membership of a public body, whether corporal or by means of electronic equipment, to discuss or act upon a matter over which the public body has supervision, control, jurisdiction or advisory power.

(e) "Quorum" unless otherwise defined by applicable law means a simple majority of the constituent membership of a public body.

HISTORY: 1978 Act No. 593, Section 3; 1985 Act No. 108, Section 3; 1987 Act No. 118, Section 2; 2002 Act No. 339, Section 17; 2003 Act No. 86, Section 7.

**SECTION 30-4-30.** Right to inspect or copy public records; fees; notification as to public availability of records; presumption upon failure to give notice; records to be available when requestor appears in person.

(A)(1) A person has a right to inspect, copy, or receive an electronic transmission of any public record of a public body, except as otherwise provided by Section 30-4-40, or other state and federal laws, in accordance with reasonable rules concerning time and place of access. This right does not extend to individuals serving a sentence of imprisonment in a state or county correctional facility in this State, in another state, or in a federal correctional facility; however, this may not be construed to prevent those individuals from exercising their constitutionally protected rights, including, but not limited to, their right to call for evidence in their favor in a criminal prosecution under the South Carolina Rules of Criminal Procedure.

(2) A public body is not required to create an electronic version of a public record when one does not exist to fulfill a records request.

(B) The public body may establish and collect fees as provided for in this section. The public body may establish and collect reasonable fees not to exceed the actual cost of the search, retrieval, and redaction of records. The public body shall develop a fee schedule to be posted online. The fee for the search, retrieval, or redaction of records shall not exceed the prorated hourly salary of the lowest paid employee who, in the reasonable discretion of the custodian of the records, has the necessary skill and training to perform the request. Fees charged by a public body must be uniform for copies of the same record or document and may not exceed the prevailing commercial rate for the producing of copies. Copy charges may not apply to records that are transmitted in an electronic format. If records are not in electronic format and the public body agrees to produce them in electronic format, the public body may charge for the staff time required to transfer the documents to electronic format. However, members of the General Assembly may receive copies of records or documents at no charge from public bodies when their request relates to their legislative duties. The records must be furnished at the lowest possible cost to the person requesting the records. Records must be provided in a form that is both convenient and practical for use by the person requesting copies of the records concerned, if it is equally convenient for the public body to provide the records in this form. Documents may be furnished when appropriate without charge or at a reduced charge where the agency determines that waiver or reduction of the fee is in the public interest because furnishing the information can be considered as primarily benefiting the general public. Fees may not be charged for examination and review to determine if the documents are subject to disclosure. A deposit not to exceed twenty-five percent of the total reasonably anticipated cost for reproduction of the records may be required prior to the public body searching for or making copies of records.

(C) Each public body, upon written request for records made under this chapter, shall within ten days (excepting Saturdays, Sundays, and legal public holidays) of the receipt of the request, notify the person making the request of its determination and the reasons for it; provided, however, that if the record is more than twenty-four months old at the date the request is made, the public body has twenty days (excepting Saturdays, Sundays, and legal public holidays) of the receipt to make this notification. This determination must constitute the final opinion of the public body as to the public availability of the requested public record, however, the determination is not required to include a final decision or express an opinion as to whether specific portions of the documents or information may be subject to redaction according to exemptions provided for by Section 30-4-40 or other state or federal laws. If the request is granted, the record must be furnished or made available for inspection or copying no later than thirty calendar days from

the date on which the final determination was provided, unless the records are more than twenty-four months old, in which case the public body has no later than thirty-five calendar days from the date on which the final determination was provided. If a deposit as provided in subsection (B) is required by the public body, the record must be furnished or made available for inspection or copying no later than thirty calendar days from the date on which the deposit is received, unless the records are more than twenty-four months old, in which case the public body has no later than thirty-five calendar days from the date on which the deposit was received to fulfill the request. The full amount of the total cost must be paid at the time of the production of the request. If written notification of the determination of the public body as to the availability of the requested public record is neither mailed, electronically transmitted, nor personally delivered to the person requesting the document within the time set forth by this section, the request must be considered approved as to nonexempt records or information. Exemptions from disclosure as set forth in Section 30-4-40 or by other state or federal laws are not waived by the public body's failure to respond as set forth in this subsection. The various response, determination, and production deadlines provided by this subsection are subject to extension by written mutual agreement of the public body and the requesting party at issue, and this agreement shall not be unreasonably withheld.

(D) The following records of a public body must be made available for public inspection and copying during the hours of operations of the public body, unless the record is exempt pursuant to Section 30-4-40 or other state or federal laws, without the requestor being required to make a written request to inspect or copy the records when the requestor appears in person:

- (1) minutes of the meetings of the public body for the preceding six months;
- (2) all reports identified in Section 30-4-50(A)(8) for at least the fourteen-day period before the current day;
- (3) documents identifying persons confined in a jail, detention center, or prison for the preceding three months; and
- (4) all documents produced by the public body or its agent that were distributed to or reviewed by a member of the public body during a public meeting for the preceding six-month period.

(E) A public body that places the records in a form that is both convenient and practical for use on a publicly available Internet website is deemed to be in compliance with the provisions of subsection (D), provided that the public body also shall produce documents pursuant to this section upon request.

HISTORY: 1978 Act No. 593, Section 4; 1987 Act No. 118, Section 4; 1990 Act No. 555, Section 1; 1998 Act No. 423, Section 1; 2017 Act No. 67 (H.3352), Section 1, eff May 19, 2017.

Effect of Amendment

2017 Act No. 67, Section 1, rewrote the section, providing that electronic transmissions are included among the record formats available for inspection, providing certain limitations applicable to prisoners, providing that public bodies are not required to create electronic versions of public records to fulfill records requests, revising requirements concerning records request fulfillment fees, permitting public bodies to charge certain deposits before searching and copying public records in response to records requests, and revising the time limits and manner for responding to records requests.

#### **SECTION 30-4-40. Matters exempt from disclosure.**

(a) A public body may but is not required to exempt from disclosure the following information:

(1) Trade secrets, which are defined as unpatented, secret, commercially valuable plans, appliances, formulas, or processes, which are used for the making, preparing, compounding, treating, or processing of articles or materials which are trade commodities obtained from a person and which are generally recognized as confidential and work products, in whole or in part collected or produced for sale or resale, and paid subscriber information. Trade secrets also include, for those public bodies who market services or products in competition with others, feasibility, planning, and marketing studies, marine terminal service and nontariff agreements, and evaluations and other materials which contain references to potential customers, competitive information, or evaluation.

(2) Information of a personal nature where the public disclosure thereof would constitute unreasonable invasion of personal privacy. Information of a personal nature shall include, but not be limited to, information as to gross receipts contained in applications for business licenses, information relating to public records which include the name, address, and telephone number or other such information of an individual or individuals who are handicapped or disabled when the information is requested for person-to-person commercial solicitation of handicapped persons solely by virtue of their handicap, and any audio recording of the final statements of a dying victim in a call to 911 emergency services. Any audio of the victim's statements must be redacted prior to the release of the recording unless the privacy interest is waived by the victim's next of kin. This provision must not be interpreted to restrict access by the public and press to information contained in public records.

(3) Records, video or audio recordings, or other information compiled for law enforcement purposes, but only to the extent that the production of such law enforcement records or information:

(A) would interfere with a prospective law enforcement proceeding;

(B) would deprive a person of a right to a fair trial or an impartial adjudication;

(C) would constitute an unreasonable invasion of personal privacy;

(D) would disclose the identity of a confidential source, including a state, local, or foreign agency or authority or any private institution which furnished information on a confidential basis, and, in the case of a record or information compiled by criminal law enforcement authority in the course of a criminal investigation, by an agency conducting a lawful security intelligence investigation, or information furnished by a confidential source;

(E) would disclose current techniques and procedures for law enforcement investigations or prosecutions, or would disclose current guidelines for law enforcement investigations or prosecutions if such disclosure would risk circumvention of the law;

(F) would endanger the life or physical safety of any individual;

(G) would disclose any contents of intercepted wire, oral, or electronic communications not otherwise disclosed during a trial.

(4) Matters specifically exempted from disclosure by statute or law.

(5) Documents of and documents incidental to proposed contractual arrangements and documents of and documents incidental to proposed sales or purchases of property; however:

(a) these documents are not exempt from disclosure once a contract is entered into or the property is sold or purchased except as otherwise provided in this section;

(b) a contract for the sale or purchase of real estate shall remain exempt from disclosure until the deed is executed, but this exemption applies only to those contracts of sale or purchase where the execution of the deed occurs within twelve months from the date of sale or purchase;

(c) confidential proprietary information provided to a public body for economic development or contract negotiations purposes is not required to be disclosed.

(6) All compensation paid by public bodies except as follows:

(A) For those persons receiving compensation of fifty thousand dollars or more annually, for all part-time employees, for any other persons who are paid honoraria or other compensation for special appearances, performances, or the like, and for employees at the level of agency or department head, the exact compensation of each person or employee;

(B) For classified and unclassified employees, including contract instructional employees, not subject to item (A) above who receive compensation between, but not including, thirty thousand dollars and fifty thousand dollars annually, the compensation level within a range of four thousand dollars, such ranges to commence at thirty thousand dollars and increase in increments of four thousand dollars;

(C) For classified employees not subject to item (A) above who receive compensation of thirty thousand dollars or less annually, the salary schedule showing the compensation range for that classification including longevity steps, where applicable;

(D) For unclassified employees, including contract instructional employees, not subject to item (A) above who receive compensation of thirty thousand dollars or less annually, the compensation level within



a range of four thousand dollars, such ranges to commence at two thousand dollars and increase in increments of four thousand dollars.

(E) For purposes of this subsection (6), “agency head” or “department head” means any person who has authority and responsibility for any department of any institution, board, commission, council, division, bureau, center, school, hospital, or other facility that is a unit of a public body.

(7) Correspondence or work products of legal counsel for a public body and any other material that would violate attorney-client relationships.

(8) Memoranda, correspondence, and working papers in the possession of individual members of the General Assembly or their immediate staffs; however, nothing herein may be construed as limiting or restricting public access to source documents or records, factual data or summaries of factual data, papers, minutes, or reports otherwise considered to be public information under the provisions of this chapter and not specifically exempted by any other provisions of this chapter.

(9) Memoranda, correspondence, documents, and working papers relative to efforts or activities of a public body and of a person or entity employed by or authorized to act for or on behalf of a public body to attract business or industry to invest within South Carolina; however, an incentive agreement made with an industry or business: (1) requiring the expenditure of public funds or the transfer of anything of value, (2) reducing the rate or altering the method of taxation of the business or industry, or (3) otherwise impacting the offeror fiscally, is not exempt from disclosure after:

(a) the offer to attract an industry or business to invest or locate in the offeror’s jurisdiction is accepted by the industry or business to whom the offer was made; and

(b) the public announcement of the project or finalization of any incentive agreement, whichever occurs later.

(10) Any standards used or to be used by the South Carolina Department of Revenue for the selection of returns for examination, or data used or to be used for determining such standards, if the commission determines that such disclosure would seriously impair assessment, collection, or enforcement under the tax laws of this State.

(11) Information relative to the identity of the maker of a gift to a public body if the maker specifies that his making of the gift must be anonymous and that his identity must not be revealed as a condition of making the gift. For the purposes of this item, “gift to a public body” includes, but is not limited to, gifts to any of the state-supported colleges or universities and museums. With respect to the gifts, only information which identifies the maker may be exempt from disclosure. If the maker of any gift or any member of his immediate family has any business transaction with the recipient of the gift within three years before or after the gift is made, the identity of the maker is not exempt from disclosure.

(12) Records exempt pursuant to Section 9-16-80(B) and 9-16-320(D).

(13) All materials, regardless of form, gathered by a public body during a search to fill an employment position, except that materials relating to not fewer than the final three applicants under consideration for a position must be made available for public inspection and copying. In addition to making available for public inspection and copying the materials described in this item, the public body must disclose, upon request, the number of applicants considered for a position. For the purpose of this item “materials relating to not fewer than the final three applicants” do not include an applicant’s income tax returns, medical records, social security number, or information otherwise exempt from disclosure by this section.

(14)(A) Data, records, or information of a proprietary nature, produced or collected by or for faculty or staff of state institutions of higher education in the conduct of or as a result of study or research on commercial, scientific, technical, or scholarly issues, whether sponsored by the institution alone or in conjunction with a governmental body or private concern, where the data, records, or information has not been publicly released, published, copyrighted, or patented.

(B) Any data, records, or information developed, collected, or received by or on behalf of faculty, staff, employees, or students of a state institution of higher education or any public or private entity supporting or participating in the activities of a state institution of higher education in the conduct of or as a result of study or research on medical, scientific, technical, scholarly, or artistic issues, whether sponsored by the institution alone or in conjunction with a governmental body or private entity until the information

is published, patented, otherwise publicly disseminated, or released to an agency whereupon the request must be made to the agency. This item applies to, but is not limited to, information provided by participants in research, research notes and data, discoveries, research projects, proposals, methodologies, protocols, and creative works.

(C) The exemptions in this item do not extend to the institution's financial or administrative records.

(15) The identity, or information tending to reveal the identity, of any individual who in good faith makes a complaint or otherwise discloses information, which alleges a violation or potential violation of law or regulation, to a state regulatory agency.

(16) Records exempt pursuant to Sections 59-153-80(B) and 59-153-320(D).

(17) Structural bridge plans or designs unless: (a) the release is necessary for procurement purposes; or (b) the plans or designs are the subject of a negligence action, an action set forth in Section 15-3-530, or an action brought pursuant to Chapter 78 of Title 15, and the request is made pursuant to a judicial order.

(18) Photographs, videos, and other visual images, and audio recordings of and related to the performance of an autopsy, except that the photographs, videos, images, or recordings may be viewed and used by the persons identified in Section 17-5-535 for the purposes contemplated or provided for in that section.

(19) Private investment and other proprietary financial data provided to the Venture Capital Authority by a designated investor group or an investor as those terms are defined by Section 11-45-30.

(b) If any public record contains material which is not exempt under subsection (a) of this section, the public body shall separate the exempt and nonexempt material and make the nonexempt material available in accordance with the requirements of this chapter.

(c) Information identified in accordance with the provisions of Section 30-4-45 is exempt from disclosure except as provided therein and pursuant to regulations promulgated in accordance with this chapter. Sections 30-4-30, 30-4-50, and 30-4-100 notwithstanding, no custodian of information subject to the provisions of Section 30-4-45 shall release the information except as provided therein and pursuant to regulations promulgated in accordance with this chapter.

(d) A public body may not disclose a "privileged communication", "protected information", or a "protected identity", as defined in Section 23-50-15 pursuant to a request under the South Carolina Freedom of Information Act. These matters may only be disclosed pursuant to the procedures set forth in Section 23-50-45.

HISTORY: 1978 Act No. 593, Section 5; 1980 Act No. 495, Section 1; 1987 Act No. 118, Section 5; 1993 Act No. 181, Section 489; 1994 Act No. 404, Section 1; 1995 Act No. 1, Section 11; 1996 Act No. 458, Part II, Section 31D; 1998 Act No. 371, Section 7A; 1998 Act No. 423, Sections 2, 3, 4, 5, 6; 1999 Act No. 122, Section 4; 2002 Act No. 339, Sections 18, 19, 29; 2002 Act No. 350, Section 1; 2003 Act No. 34, Section 2; 2003 Act No. 86, Sections 4, 5; 2005 Act No. 125, Section 2; 2006 Act No. 380, Section 2, eff upon approval (became law without the Governor's signature on June 14, 2006); 2017 Act No. 67 (H.3352), Section 2, eff May 19, 2017.

Effect of Amendment

The 2006 amendment added subsection (d) relating to certain disclosures by a public body.

2017 Act No. 67, Section 2, amended (a)(2) and (a)(3), revising provisions concerning law enforcement records.

**SECTION 30-4-45.** Information concerning safeguards and off-site consequence analyses; regulation of access; vulnerable zone defined.

(A) The director of each agency that is the custodian of information subject to the provisions of 42 U.S.C. 7412(r)(7)(H), 40 CFR 1400 "Distribution of Off-site Consequence Analysis Information", or 10 CFR 73.21 "Requirements for the protection of safeguards information", must establish procedures to ensure that the information is released only in accordance with the applicable federal provisions.

(B) The director of each agency that is the custodian of information, the unrestricted release of which could increase the risk of acts of terrorism, may identify the information or compilations of information by

notifying the Attorney General in writing, and shall promulgate regulations in accordance with the Administrative Procedures Act, Sections 1-23-110 through 1-23-120(a) and Section 1-23-130, to regulate access to the information in accordance with the provisions of this section.

(C) Regulations to govern access to information subject to subsections (A) and (B) must at a minimum provide for:

(1) disclosure of information to state, federal, and local authorities as required to carry out governmental functions; and

(2) disclosure of information to persons who live or work within a vulnerable zone.

For purposes of this section, “vulnerable zone” is defined as a circle, the center of which is within the boundaries of a facility possessing hazardous, toxic, flammable, radioactive, or infectious materials subject to this section, and the radius of which is that distance a hazardous, toxic, flammable, radioactive, or infectious cloud, overpressure, radiation, or radiant heat would travel before dissipating to the point it no longer threatens serious short-term harm to people or the environment.

Disclosure of information pursuant to this subsection must be by means that will prevent its removal or mechanical reproduction. Disclosure of information pursuant to this subsection must be made only after the custodian has ascertained the person’s identity by viewing photo identification issued by a federal, state, or local government agency to the person and after the person has signed a register kept for the purpose.

HISTORY: 2002 Act No. 339, Section 30.

**SECTION 30-4-50.** Certain matters declared public information; use of information for commercial solicitation prohibited.

(A) Without limiting the meaning of other sections of this chapter, the following categories of information are specifically made public information subject to the restrictions and limitations of Sections 30-4-20, 30-4-40, and 30-4-70 of this chapter:

(1) the names, sex, race, title, and dates of employment of all employees and officers of public bodies;

(2) administrative staff manuals and instructions to staff that affect a member of the public;

(3) final opinions, including concurring and dissenting opinions, as well as orders, made in the adjudication of cases;

(4) those statements of policy and interpretations of policy, statute, and the Constitution which have been adopted by the public body;

(5) written planning policies and goals and final planning decisions;

(6) information in or taken from any account, voucher, or contract dealing with the receipt or expenditure of public or other funds by public bodies;

(7) the minutes of all proceedings of all public bodies and all votes at such proceedings, with the exception of all such minutes and votes taken at meetings closed to the public pursuant to Section 30-4-70;

(8) reports which disclose the nature, substance, and location of any crime or alleged crime reported as having been committed. Where a report contains information exempt as otherwise provided by law, the law enforcement agency may delete that information from the report;

(9) notwithstanding any other provision of the law, data from a video or audio recording made by a law enforcement vehicle-mounted recording device or dashboard camera that involves an officer involved incident resulting in death, injury, property damage, or the use of deadly force.

(a) A law enforcement or public safety agency may apply to the circuit court for an order to prevent the disclosure of the video or audio recording data. Notice of the request and of the hearing must be provided to the person seeking the record. A hearing must be requested within fifteen days (excepting Saturdays, Sundays, and legal public holidays) of the receipt of the request for disclosure and the hearing shall be held in-camera.

(b) The court may order the recording data not be disclosed upon a showing by clear and convincing evidence that the recording is exempt from disclosure as specified in Section 30-4-40(a)(3) and that the reason for the exemption outweighs the public interest in disclosure. A court may order the recording data

be edited to redact specific portions of the data and then released, upon a showing by clear and convincing evidence that portions of the recording are not exempt from disclosure as specified in Section 30-4-40(a)(3).

(c) A court order to withhold the release of recording data under this section must specify a definite time period for the withholding of the release of the recording data and must include the court's findings.

(d) A copy of the order shall be made available to the person requesting the release of the recording data.

(10) statistical and other empirical findings considered by the Legislative Audit Council in the development of an audit report.

(B) No information contained in a police incident report or in an employee salary schedule revealed in response to a request pursuant to this chapter may be utilized for commercial solicitation. Also, the home addresses and home telephone numbers of employees and officers of public bodies revealed in response to a request pursuant to this chapter may not be utilized for commercial solicitation. However, this provision must not be interpreted to restrict access by the public and press to information contained in public records.

HISTORY: 1978 Act No. 593, Section 6; 1982 Act No. 370, Section 1; 1992 Act No. 269, Section 1; 1993 Act No. 44, Section 1; 1998 Act No. 423, Section 7; 2017 Act No. 67 (H.3352), Section 3, eff May 19, 2017.

Effect of Amendment

2017 Act No. 67, Section 3, inserted (A)(9), providing for the inclusion of law enforcement vehicle-mounted videos and audio recordings of certain incidents involving law enforcement officers as a category of information made public, providing procedures through which enforcement may seek exemption of disclosure of the recordings, and providing requirements for related court orders, and redesignated (A)(9) as (A)(10).

**SECTION 30-4-55.** Disclosure of fiscal impact on public bodies offering economic incentives to business; cost-benefit analysis required.

A public body as defined by Section 30-4-20(a), or a person or entity employed by or authorized to act for or on behalf of a public body, that undertakes to attract business or industry to invest or locate in South Carolina by offering incentives that require the expenditure of public funds or the transfer of anything of value or that reduce the rate or alter the method of taxation of the business or industry or that otherwise impact the offeror fiscally, must disclose, upon request, the fiscal impact of the offer on the public body and a governmental entity affected by the offer after:

(a) the offered incentive or expenditure is accepted, and

(b) the project has been publicly announced or any incentive agreement has been finalized, whichever occurs later.

The fiscal impact disclosure must include a cost-benefit analysis that compares the anticipated public cost of the commitments with the anticipated public benefits. Notwithstanding the requirements of this section, information that is otherwise exempt from disclosure under Section 30-4-40(a)(1), (a)(5)(c), and (a)(9) remains exempt from disclosure.

HISTORY: 2003 Act No. 86, Section 3.

**SECTION 30-4-60.** Meetings of public bodies shall be open.

Every meeting of all public bodies shall be open to the public unless closed pursuant to Section 30-4-70 of this chapter.

HISTORY: 1978 Act No. 593, Section 7.

**SECTION 30-4-65.** Cabinet meetings subject to chapter provisions; cabinet defined.

(A) The Governor's cabinet meetings are subject to the provisions of this chapter only when the Governor's cabinet is convened to discuss or act upon a matter over which the Governor has granted to the cabinet, by executive order, supervision, control, jurisdiction, or advisory power.

(B) For purposes of this chapter, "cabinet" means the directors of the departments of the executive branch of state government appointed by the Governor pursuant to the provisions of Section 1-30-10(B)(1)(i) when they meet as a group and a quorum is present.

HISTORY: 2003 Act No. 86, Section 6.

**SECTION 30-4-70.** Meetings which may be closed; procedure; circumvention of chapter; disruption of meeting; executive sessions of General Assembly.

(a) A public body may hold a meeting closed to the public for one or more of the following reasons:

(1) Discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee, a student, or a person regulated by a public body or the appointment of a person to a public body; however, if an adversary hearing involving the employee or client is held, the employee or client has the right to demand that the hearing be conducted publicly. Nothing contained in this item shall prevent the public body, in its discretion, from deleting the names of the other employees or clients whose records are submitted for use at the hearing.

(2) Discussion of negotiations incident to proposed contractual arrangements and proposed sale or purchase of property, the receipt of legal advice where the legal advice relates to a pending, threatened, or potential claim or other matters covered by the attorney-client privilege, settlement of legal claims, or the position of the public agency in other adversary situations involving the assertion against the agency of a claim.

(3) Discussion regarding the development of security personnel or devices.

(4) Investigative proceedings regarding allegations of criminal misconduct.

(5) Discussion of matters relating to the proposed location, expansion, or the provision of services encouraging location or expansion of industries or other businesses in the area served by the public body.

(6) The Retirement System Investment Commission, if the meeting is in executive session specifically pursuant to Section 9-16-80(A) or 9-16-320(C).

(b) Before going into executive session the public agency shall vote in public on the question and when the vote is favorable, the presiding officer shall announce the specific purpose of the executive session. As used in this subsection, "specific purpose" means a description of the matter to be discussed as identified in items (1) through (5) of subsection (a) of this section. However, when the executive session is held pursuant to Sections 30-4-70(a)(1) or 30-4-70(a)(5), the identity of the individual or entity being discussed is not required to be disclosed to satisfy the requirement that the specific purpose of the executive session be stated. No action may be taken in executive session except to (a) adjourn or (b) return to public session. The members of a public body may not commit the public body to a course of action by a polling of members in executive session.

(c) No chance meeting, social meeting, or electronic communication may be used in circumvention of the spirit of requirements of this chapter to act upon a matter over which the public body has supervision, control, jurisdiction, or advisory power.

(d) This chapter does not prohibit the removal of any person who wilfully disrupts a meeting to the extent that orderly conduct of the meeting is seriously compromised.

(e) Sessions of the General Assembly may enter into executive sessions authorized by the Constitution of this State and rules adopted pursuant thereto.

(f) The Board of Trustees of the respective institution of higher learning, while meeting as the trustee of its endowment funds, if the meeting is in executive session specifically pursuant to Sections 59-153-80(A) or 59-153-320(C).

HISTORY: 1978 Act No. 593, Section 8; 1987 Act No. 118, Section 6; 1998 Act No. 371, Section 7B; 1998 Act No. 423, Section 8; 1999 Act No. 122, Section 4; 2005 Act No. 153, Pt IV, Section 5.

**SECTION 30-4-80.** Notice of meetings of public bodies.

(A) All public bodies, except as provided in subsections (B) and (C) of this section, must give written public notice of their regular meetings at the beginning of each calendar year. The notice must include the dates, times, and places of such meetings. An agenda for regularly scheduled or special meetings must be posted on a bulletin board in a publicly accessible place at the office or meeting place of the public body and on a public website maintained by the body, if any, at least twenty-four hours prior to such meetings. All public bodies must post on such bulletin board or website, if any, public notice for any called, special, or rescheduled meetings. Such notice must include the agenda, date, time, and place of the meeting, and must be posted as early as is practicable but not later than twenty-four hours before the meeting. This requirement does not apply to emergency meetings of public bodies. Once an agenda for a regular, called, special, or rescheduled meeting is posted pursuant to this subsection, no items may be added to the agenda without an additional twenty-four hours notice to the public, which must be made in the same manner as the original posting. After the meeting begins, an item upon which action can be taken only may be added to the agenda by a two-thirds vote of the members present and voting; however, if the item is one upon which final action can be taken at the meeting or if the item is one in which there has not been and will not be an opportunity for public comment with prior public notice given in accordance with this section, it only may be added to the agenda by a two-thirds vote of the members present and voting and upon a finding by the body that an emergency or an exigent circumstance exists if the item is not added to the agenda. Nothing herein relieves a public body of any notice requirement with regard to any statutorily required public hearing.

(B) Legislative committees must post their meeting times during weeks of the regular session of the General Assembly and must comply with the provisions for notice of special meetings during those weeks when the General Assembly is not in session. Subcommittees of standing legislative committees must give notice during weeks of the legislative session only if it is practicable to do so.

(C) Subcommittees, other than legislative subcommittees, of committees required to give notice under subsection (A), must make reasonable and timely efforts to give notice of their meetings.

(D) Written public notice must include but need not be limited to posting a copy of the notice at the principal office of the public body holding the meeting or, if no such office exists, at the building in which the meeting is to be held.

(E) All public bodies shall notify persons or organizations, local news media, or such other news media as may request notification of the times, dates, places, and agenda of all public meetings, whether scheduled, rescheduled, or called, and the efforts made to comply with this requirement must be noted in the minutes of the meetings.

HISTORY: 1978 Act No. 593, Section 9; 1987 Act No. 118, Section 7; 2015 Act No. 70 (S.11), Section 1, eff June 8, 2015.

Effect of Amendment

2015 Act No. 70, Section 1, changed the paragraph designators to upper case; in (A), substituted “An agenda for regularly scheduled or special meetings” for “Agenda, if any, for regularly scheduled meetings” in the third sentence, added references to websites, and added the text beginning with “Once an agenda for a regular ...”; and made other nonsubstantive changes.

**SECTION 30-4-90.** Minutes of meetings of public bodies.

(a) All public bodies shall keep written minutes of all of their public meetings. Such minutes shall include but need not be limited to:

- (1) The date, time and place of the meeting.
- (2) The members of the public body recorded as either present or absent.
- (3) The substance of all matters proposed, discussed or decided and, at the request of any member, a record, by an individual member, of any votes taken.

(4) Any other information that any member of the public body requests be included or reflected in the minutes.

(b) The minutes shall be public records and shall be available within a reasonable time after the meeting except where such disclosures would be inconsistent with Section 30-4-70 of this chapter.

(c) All or any part of a meeting of a public body may be recorded by any person in attendance by means of a tape recorder or any other means of sonic or video reproduction, except when a meeting is closed pursuant to Section 30-4-70 of this chapter, provided that in so recording there is no active interference with the conduct of the meeting. Provided, further, that the public body is not required to furnish recording facilities or equipment.

HISTORY: 1978 Act No. 593, Section 10; 2001 Act No. 13, Section 1.

**SECTION 30-4-100.** Injunctive relief; costs and attorney's fees.

(A) A citizen of the State may apply to the circuit court for a declaratory judgment, injunctive relief, or both, to enforce the provisions of this chapter in appropriate cases if the application is made no later than one year after the date of the alleged violation or one year after a public vote in public session, whichever comes later. Upon the filing of the request for declaratory judgment or injunctive relief related to provisions of this chapter, the chief administrative judge of the circuit court must schedule an initial hearing within ten days of the service on all parties. If the hearing court is unable to make a final ruling at the initial hearing, the court shall establish a scheduling order to conclude actions brought pursuant to this chapter within six months of initial filing. The court may extend this time period upon a showing of good cause. The court may order equitable relief as it considers appropriate, and a violation of this chapter must be considered to be an irreparable injury for which no adequate remedy at law exists.

(B) If a person or entity seeking relief under this section prevails, he may be awarded reasonable attorney's fees and other costs of litigation specific to the request. If the person or entity prevails in part, the court may in its discretion award him reasonable attorney's fees or an appropriate portion of those attorney's fees.

HISTORY: 1978 Act No. 593, Section 11; 1987 Act No. 118, Section 8; 2017 Act No. 67 (H.3352), Section 4, eff May 19, 2017.

Effect of Amendment

2017 Act No. 67, Section 4, amended the section, providing time constraints within which determinative hearings on the requests for relief must be made.

**SECTION 30-4-110.** Hearings regarding disclosure; appropriate relief; civil fine for violation.

(A) A public body may file a request for hearing with the circuit court to seek relief from unduly burdensome, overly broad, vague, repetitive, or otherwise improper requests, or where it has received a request but it is unable to make a good faith determination as to whether the information is exempt from disclosure.

(B) If a request for disclosure may result in the release of records or information exempt from disclosure under Section 30-4-40(a)(1), (2), (4), (5), (9), (14), (15), or (19), a person or entity with a specific interest in the underlying records or information shall have the right to request a hearing with the court or to intervene in an action previously filed.

(C) If a person or entity seeking relief under this section prevails, the court may order:

(1) equitable relief as he considers appropriate;

(2) actual or compensatory damages; or

(3) reasonable attorney's fees and other costs of litigation specific to the request, unless there is a finding of good faith. The finding of good faith is a bar to the award of attorney's fees and costs.

(D) If a court determines that records are not subject to disclosure, the determination constitutes a finding of good faith on the part of the public body or public official, and acts as a complete bar against the award

of attorney's fees or other costs to the prevailing party should the court's determination be reversed on appeal.

(E) If the person or entity prevails in part, he may be awarded reasonable attorney's fees or other costs of litigation specific to the request, or an appropriate portion thereof, unless otherwise barred.

(F) If the court finds that the public body has arbitrarily and capriciously violated the provisions of this chapter by refusal or delay in disclosing or providing copies of a public record, it may, in addition to actual or compensatory damages or equitable relief, impose a civil fine of five hundred dollars.

HISTORY: 1978 Act No. 593, Section 12; 2017 Act No. 67 (H.3352), Section 5, eff May 19, 2017.

Effect of Amendment

2017 Act No. 67, Section 5, rewrote the section, removing criminal penalties, and providing rights and remedies of public bodies from whom requests are made and persons with specific interests in exempt information for which disclosure is sought.

**SECTION 30-4-160.** Sale of Social Security number or driver's license photograph or signature.

(A) This chapter does not allow the Department of Motor Vehicles to sell, provide, or otherwise furnish to a private party Social Security numbers in its records, copies of photographs, or signatures, whether digitized or not, taken for the purpose of a driver's license or personal identification card.

(B) Photographs, signatures, and digitized images from a driver's license or personal identification card are not public records.

HISTORY: 1999 Act No. 100, Part II, Section 53.

**SECTION 30-4-165.** Privacy of driver's license information.

(A) The Department of Motor Vehicles may not sell, provide, or furnish to a private party a person's height, weight, race, social security number, photograph, or signature in any form that has been compiled for the purpose of issuing the person a driver's license or special identification card. The department shall not release to a private party any part of the record of a person under fifteen years of age who has applied for or has been issued a special identification card.

(B) A person's height, weight, race, photograph, signature, and digitized image contained in his driver's license or special identification card record are not public records.

(C) Notwithstanding another provision of law, a private person or private entity shall not use an electronically-stored version of a person's photograph, social security number, height, weight, race, or signature for any purpose, when the electronically-stored information was obtained from a driver's license record.

HISTORY: 1999 Act No. 33, Section 1.





**Administration & Finance Committee Meeting  
Briefing Document**

**Agenda Item**

Requesting Palmetto Health and Providence to proceed with their proposals to build a free standing emergency room facility to include an ER and outpatient care, pharmacy, clinic, and other preventative healthcare services

**Background**

During the July 24, 2018 Council meeting, Councilpersons Manning, N. Jackson and Myers brought forth the following motion which was referred to the A&F Committee for vetting:

“Based on the discussion at the July 9, 2018 Navigating to Move Forward Council Roundtable Workshop priority discussion of the life and death needs in Lower Richland for a critical health care clinic and in light of the July 10, 2018 establishment of the Property Transition Management Ad Hoc Committee and the fact that the identified property for the clinic was obtained over 10 years ago, I move that the properly authorized Richland County agent(s) request Palmetto Health and Providence to proceed with their proposals to build a free standing emergency room facility to include an ER and outpatient care, pharmacy, clinic, and other preventative healthcare services [MANNING, N. JACKSON and MYERS]”

**Issues**

Critical healthcare needs in the southeastern portion of the County.

**Fiscal Impact**

Unknown at this time.

**Past Legislative Actions**

None.

**Alternatives**

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

**Staff Recommendation**

Staff will proceed as directed by Council.



**Administration & Finance Committee Meeting  
Briefing Document**

**Agenda Item**

Completion of an ISO study to give the County guidance on the need for and potential recommended locations of new fire stations and the proper use of/mix of volunteer and paid fire department employees in all areas of Richland County

**Background**

During the July 24, 2018 Council meeting, Councilpersons Myers brought forth the following motion which was referred to the A&F Committee for vetting:

“Move to have an ISO study completed to give the County guidance on the need for and potential recommended locations of new fire stations and the proper use of/mix of volunteer and paid fire department employees in all areas of Richland County [MYERS]”

During its November 14, 2017 meeting, Council approved the fire contract with the City of Columbia for a period not to exceed 3 years with the County reserving the option during that time to explore alternatives for the provision of fire services in the unincorporated sections of County.

Commensurate with Council’s direction, staff solicited, procured and engaged a Fire Consultant, Fitch & Associates, via the County’s Procurement Office to prepare a “Standards of Response Coverage” to ensure a safe and effective response force for fire suppression, rescue, medical first responder program and specialty response by outlining the distribution of current mobile assets and the utilization of fixed assets, and those improvements necessary to provide services to meet the criteria. The Standard of Response Coverage will be compliant with (NFPA) National Fire Protection Association, (ISO) Insurance Service Office and industry best practices for a paid and volunteer fire service. The plan will address short term and long term goals:

Short Term Goals include:

1. Improve current ISO PPC from two (2) to a one (1) in all unincorporated areas and small municipalities within three (3) years.
2. Develop a comprehensive plan for the provision of fire services including personnel, and developing a capital improvement plan for the construction of stations and required equipment to attain and maintain the best ISO rating.

Long Term Goals include:

1. To have the best fire department in South Carolina.
2. To obtain and maintain accreditation from the Commission on Fire Accreditation International.

The final plan will include:

1. Organization overview and operations structure, standard operating guidelines
2. Review current ISO PPC and determine resources including station locations, staffing levels, required equipment and apparatus, etc. necessary to maintain the best ISO PPC and recommend methods for improvement.
3. Review current staffing and staffing patterns and analyze unincorporated areas for growth to develop a fire service system growth plan to include the number of stations, equipment, apparatus, and personnel (paid and volunteer).
4. Develop a plan to identify and establish Automatic Aid Agreements with other agencies to maximize response and effectiveness.
5. Prepare a command staff structure, the responsibilities and the qualifications for each position.
6. Develop a plan for establishing a Logistics program to meet the needs of fire services during normal operations and during natural and/or manmade disaster operations including recovery efforts.
7. Determine the appropriate level of support personnel needed, the responsibilities and qualifications of each position.
8. Develop a plan for the appropriate training structure, facility and the appropriate personnel required to properly implement the training program.
9. Review existing apparatus and make recommendations for improvements including stations, equipment, apparatus, training facility, water supply, etc.
10. Review existing facilities and make recommendations for replacement and/or additional response stations.
11. Review the adequacy of maintenance practices and records.
12. Review existing equipment and capital improvement plans and make recommendations for improvements.
13. Make recommendations for potential actions to be taken to reduce risk and the cost of providing risk management services.
14. Analyze and establish a governance framework and the frame work for a community advisory committee.
15. Analyze current financial structure (i.e., budget) and revenue sources for appropriateness and recommend additional sources of revenue such as grants from federal, state and private foundations to fund operations and capital expenses.
16. Establish a realistic time line to complete the recommendations and improvements

outlined in the final plan.

It appears that the intent of the motion will be addressed by Fire Consultant. The final report is scheduled to be completed in Spring 2019.

**Issues**

County's provision of fire protection/suppression services in the County.

**Fiscal Impact**

Unknown at this time.

**Past Legislative Actions**

None.

**Alternatives**

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

**Staff Recommendation**

Review of the motion indicates that its intent will be addressed by Fire Consultant. Staff would suggest revisiting this item upon on the completion of the final report by the consultant.



**RICHLAND COUNTY GOVERNMENT  
ADMINISTRATION**

2020 Hampton Street, Suite 4069, Columbia, SC 29204  
P 803-576-2050 | F 803-576-2137 | TDD 803-576-2045  
richlandcountysc.gov



**Administration & Finance Committee Meeting  
Briefing Document**

**Agenda Item**

Use of HA5 asphalt sealant to increase the life of all roads new and existing

**Background**

During the September 18, 2018 Council meeting, Councilperson N. Jackson brought forth the following motion which was referred to the A&F Committee for vetting:

“To research the use of HA5 asphalt sealant to increase the life of all roads new and existing [JACKSON]”

**Issues**

Use of sealant to increase the life of all roads new and existing.

**Fiscal Impact**

Unknown at this time.

**Past Legislative Actions**

None.

**Alternatives**

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

**Staff Recommendation**

Staff will proceed as directed by Council.



**Administration & Finance Committee Meeting  
Companion Document**

**Agenda Item**

Council Motion: Funding the Senior programs should be distributed equally and fairly. It is not right for one organization to be receiving hundreds of thousands of dollars annually while other areas received none. All areas pay taxes and all seniors should get the same and equal opportunity in receiving funding. I move that funding for seniors (Seniors Activities) be distributed equally in all eleven districts. [N. JACKSON]

**Background**

During its June 26, 2018 meeting, Council vetted the above-mentioned motion and requested additional information from staff as outlined below.

The below organizations provided senior programming and services for seniors. The County provides funding to these organizations, but these organizations also provided senior-specific services.

Harvest Hope Food Bank – FY19 funding level of \$10,000

- Senior Feeding Programs
  - “Totes of Love” – provide monthly food assistance to help low-income senior citizens. Each box contains about a week’s worth of non-perishable food delivered along with milk and fresh produce
  - “Commodity Supplemental Food Program (CSFP)” – Free nutrition information and nutritious foods such as canned fruit, vegetables, meat, cereal, cheese, fruit juice, and pasta
  - “Senior Feeding Program Local Distributing Agency- Harvest Hope serves as a local distribution agency for senior feeding programs

Richland County Recreation Commission – FY19 funding level of \$14,601,333 but that is for the agency as a whole not just senior programs

- Recreation Opportunities include senior trips, arts and crafts, exercise, community collaborations with Columbia Classic Ballet, and Senior (Olympic-like) Games.
- For FY19, Council also approved a lump sum appropriation of \$50,000 to the Garners Ferry Adult Activity Center for senior through the Richland County Recreation Commission

Additional Organizations in Richland County that provide senior services that do not receive county funding:

Organization	Address	District	Services
Golden Years Adult Day Care	1711 Woodford Rd Columbia, SC 29209	District 11	N/A
Mountain Top Adult Day Care	1941 Decker Blvd Columbia, SC 29206	District 8	Lunch, Crafts, Transportation
Christian Assistance Bridge	126 Blythewood Rd Blythewood, SC 29016	District 2	Assistance with Food, Utilities, Rent, Transportation
Mt. Pilgrim Foundation Inc.	1341 MCCords Ferry Rd Lugoff, SC 29078	District 10	CSFP w/ HHFB, Field Trips, Lunch, Health & Wellness
Mother Deveaux Adult Day Care Center	528 Main Street Eastover, SC 29044	District 10	Meals, Snacks, Exercise, Games, Arts & crafts

The Central Midlands Council of Governments (COG) has a list of various agencies and organizations that provide services for seniors. Below are the organizations focuses on seniors at a more local level within Richland County:

Senior Centers, Nutritional Sites, Veterans Assistance				
Bishop Avenue Wellness Center	6429 Bishop Avenue Columbia, SC 29203	District 4	Classes, activities, noon meal, and transportation	Yes Senior Resources RC Rec Commission
Blythewood Wellness Center	1424 Marthan Road Blythewood, SC 29016	District 2	Classes, activities, noon meal, and transportation	Yes Senior Resources RC Rec Commission
Eastover/Mamie Hinton Wellness Center	117 Henry St Eastover, SC 29044	District 10	Classes, activities, noon meal, and transportation	Yes Senior Resources
Hopkins Wellness Center	150 Hopkins Park Rd Hopkins, SC 29061	District 10	Classes, activities, noon meal, and transportation	Yes Senior Resources RC Rec Commission
Alston Wilkes Veteran Home	3519 Medical Drive Columbia, SC 29203	District 4	Case Management, support services for veterans	Yes
Catholic Charities of the Midlands	1427 Pickens St Columbia, SC 29201	District 4	Commodity Supplemental Food Program	No





			(Low income elderly)	
Cooperative Ministries	3821 W. Beltline Blvd Columbia, SC 29204	District 3	Rent/Utility assistance, food pantry, clothing & furniture bank	No
Project Hope (RCSD)	5623 Two Notch Rd Columbia, SC 29223	District 3	Monthly safety checks and referral assistance	Yes

Attached is a report from Senior Resources, outlining the manner in which the funding they receive from the County is utilized. Also, attached is information pertaining to the manner in which the Lourie Center and the Antioch Senior Center utilizes the funding provided to them from the County.

**Staff Recommendation**

Given the amount of information associated with this item that must be vetted by Council, staff suggests slating this item for a Council work session or the upcoming Council Retreat to develop a path forward with regard to this motion.







## Utilization of Richland County Funding

**FY 2017-2018**

Senior Resources' services allow Richland County's frail and elderly citizens to remain independent in their own homes as long as possible, preventing or delaying institutionalization. Senior Resources uses funding provided by the County to leverage an additional \$2.4 million dollars for services in our community, with \$1.6 million of these funds provided through the State and Federal government. These funds are only available in our county if we are provided local matching funds. Senior Resources uses Richland County funds, along with funds from other funding partners, contributions, donations, and fundraising to meet both the yearly local match requirement and to provide additional services when Federal and State funds are not adequate to meet the demand. Failure to meet the match requirement would result in less Federal and State funds available for use in Richland County.

In FY 2017-2018, Senior Resources utilized funding from Richland County to provide the following services:

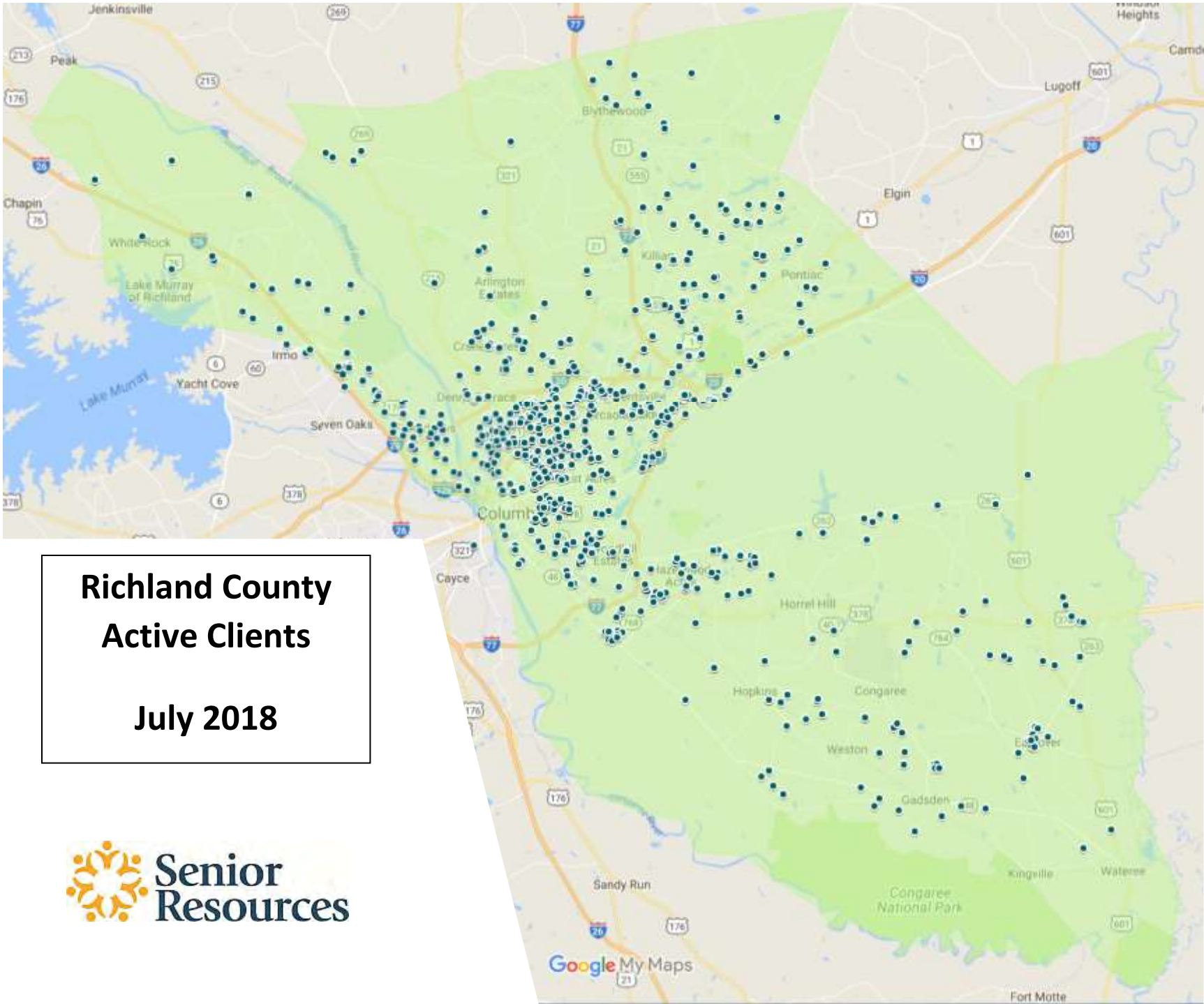
- **163,811 Meals on Wheels delivered to 1,015 senior's homes. This is a 30% increase over the meals served in FY 16-17, and a 23% increase in the number of seniors served.**
- **13,691 meals served at one of our four senior centers**
- **121,954 miles of transportation provided for seniors to receive meals and other services at senior centers**
- **10,851 hours of home care in senior's homes, providing assistance with housekeeping, laundry, dressing, bathing, and other activities of daily living**
- **382 trips provided to seniors to doctor's appointments and other related medical services**
- **7,844 hours of evidenced based physical fitness programming provided**
- **239 hours of nutrition education provided**
- **Senior volunteers, in the Foster Grandparent program, provided 66,137 hours of tutoring and mentoring to at-risk children in Richland County schools**
- **Senior volunteers, in the Senior Companion program, provided 38,861 hours of companionship, assistance, and respite care to homebound seniors.**

With a corps of more than 400 volunteers, the Meals on Wheels program delivers a hot, nutritious meal each day to clients' homes. The nutritionally balanced meals provide one-third of

the daily nutritional requirements for the homebound clients. Senior Resources is the only provider of Meals on Wheels in Richland County.

For many of our clients, Meals on Wheels is literally the difference between remaining in their own homes and needing to relocate to a nursing facility. In addition to meeting their nutritional needs, our Meals on Wheels service provides a vital human connection for these home-bound seniors and disabled adults. In many cases, the volunteer delivering the meal is the only person a client sees each day, and our meal is their only complete meal of the day. The daily visit from our volunteers provides peace of mind and a safety check. Our volunteers have been known to replace light bulbs, change smoke detector batteries, and even call 911 when they find a client in distress. Without this daily visit, many clients (and their relatives) would not feel safe and confident to remain in their homes.

Senior Resources provides services throughout Richland County. No one is turned away because of where they live, as long as they live in the county. The map on the following page shows where clients served in July 2018 live. Although services are concentrated in the Columbia area, that is because that is where the population is concentrated, and where poverty levels tend to be the highest.



**Richland County  
Active Clients  
July 2018**



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# ANTIOCH SENIOR CENTER

## **BOARD OF DIRECTORS**

**Odell R. Weston, Vice Chair**  
**Mildred Johnson, Secretary**  
**Robert E. Currie, Treasurer**  
**John Swindler**  
**Thomas Felder**  
**Gertrude Bryant**  
**Bruce Trezevant**

July 31, 2018

Steve Gaither, Grant Manager  
Richland County Administration  
P.O. Box 192  
Columbia, S. C. 29202

**Re: Discretionary Grant Final Report for Antioch Senior Center**

Dear Steve:

Enclosed is the above referenced report along with copies of invoices and checks for Discretionary Grant Report for ASC FY2017/2018.

If additional information is needed, please do not hesitate to contact us.

Sincerely,

  
Barbara R. Mickens

Executive Director Antioch Senior Center

BRM/s

5715 A KOON ROAD  
COLUMBIA, S.C. 29203

PHONE (803)754-0005  
FAX (803)754-0900  
EMAIL [antiochsc@att.net](mailto:antiochsc@att.net)



## Discretionary Grant Final Report

Funds Received July 1, 2017 – June 30, 2018

Organization: ANTIOCH SENIOR CENTER

Contact: BARBARA R. MICKENS

Phone: 803-754-0005 \_\_\_\_\_ Email: antiochsc@att.net

Project Name: ANTIOCH SENIOR CENTE

Grant Amount: \$25,000 \_\_\_\_\_ Total Cost of Project: \$25,000 \_\_\_\_\_

Project Dates: July 1, 2017 – June 30, 2018

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Please answer the questions below. You may add as many extra lines as needed in order to give a complete, yet concise answer. Reports should not be hand-written.

**1. Were you able to complete the project as stated in your original application?  Yes  No**  
**Please describe the effect of this program on the community. If you answered no, state any problems you encountered. (In this section, please also describe the population served by including the number of people participating and any demographics.)**

The overall benefit and effect on the community is, the seniors were able to have a place to go where they enjoyed other seniors in a safe and relaxing environment, where they received the attention they deserved and needed from Antioch Senior Center Staff.

**2. Describe the outcomes of the project. Describe the evaluation practices used in measuring the program.**  
The outcome of the project was very productive for the seniors. They became more physical fit each year they attended the center, because of the exercise programs they participated in. The seniors enhanced their knowledge pertaining to health matters and healthy eating, because of the different seminars they participated in, as well as the different programs we offered.

**3. Describe any collaborative partnerships associated with this program. Please state the partner and their role(s). Please include any partnerships with organizations located within Richland County that have similar missions as your organization.**

N/A

**REQUIRED ATTACHMENTS**

**Grant Expenses List** - Attach an **itemized list of expenditures** not included in the Mid-Year report that includes vendor name, amount, expense purpose, and date paid.

**Copies of valid invoices and proof of payment** for each grant expenditure. Proof of payment is a copy of a cancelled check, bank statement showing a cleared check or credit card receipt. All grant expenses must tie to expenses outlined in the application budget. **All expenditures should match up to payment requests and original grant budget.**

**Samples of acknowledgement of Richland County's support.**

**ORGANIZATION SIGNATURE:**

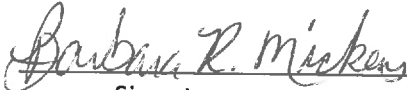
Provide signature of official within organization, verifying accuracy of above statements. Failure to produce completed, accurate reports may result in withholding of future grant allocations.

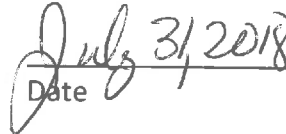
Barbara R. Mickens

Executive Director

Name

Title





Signature

Date

**For questions, please call Steven Gaither, Grants Manager at 803.576.1514.**

**Richland County Administration PO Box 192 Columbia, SC 29202 Fax 803.576.2137 Email grantsmgmt@rcgov.us**



## **Richland County Allocation Final Report Funds Received July 1, 2016 – June 30, 2017 Due: No Later than January 31, 2018**

**Organization:** Isadore E. Lourie Center

**Contact:** Sandra K. Owensby

**Phone:** 803-779-1971 **Email:** sandra@louriecentersc.com

### **Please describe the affect these funds had on the community:**

The funds allocated to the Lourie Center by Richland County enable the center to provide opportunities for older adults to be physically fit, socially engaged, intellectually stimulated and independent. Through quality, age appropriate programming, the seniors of Richland engaged lifestyle has been proven to be beneficial in maintaining one's independence and avoidance of or delay the need for assisted living or nursing care, saving society an average of \$6,500 per month per patient. Without the Richland County Grant we would not be able to keep our doors open. The membership fees cover only about 11% of our operating costs and our community partners help to make up the difference.

The Lourie Center provides over 78 hours programmed activities per week. Classes range from aerobics, Pilates, yoga, tai chi for balance, Qi Gong, dancing, Zumba, Spanish and art. We also offer computer tutors, card games, bingo, and other social engagement opportunities. Monthly lectures are open to the public and cover topics ranging from mind games to wine tasting. Our 5 points transportation system provided over 5,000 free rides to seniors for medical appointments as well as essential personal errands. All of these programs and events are offered to people over the age of 50 for a nominal membership fee.

Without the support of Richland County it would be impossible to continue these programs. We are the only center of its kind in the greater Columbia area offering this number of specialized programs to our senior community regardless of their economic status.

The Lourie Center is one of the two Senior Centers of Excellence accredited by the National Association of Senior Center Institutes.

### **Describe the population served, including the number of people who benefited:**

The typical member of the Lourie Center is 73.5 years old. Currently we have 452 members between the ages of 50 and 93. The senior population of Richland County is 37,541 and is expected to reach at least 42,405 by 2017 about a 7% increase. The Lourie Center is anticipating an increase in the demand for our services caused by the senior population increasing exponentially.

**REQUIRED ATTACHMENTS**

Allocation Expenses - Please attach an itemized list of expenditures paid for with County funds that includes vendor name, amount, expense purpose, and date paid. The total should equal the amount of your Richland County allocation in FY17.

Copies of valid invoices and proof of payment for each item in the itemized expenditure list. Proof of payment is a copy of a cancelled check, bank statement showing a cleared check or credit card receipt. All grant expenses must tie to expenses outlined in the application budget.

Failure to produce completed, accurate reports may result in withholding of future grant allocations.

**ORGANIZATION SIGNATURE:**

Provide signature of the Authorizing Official within organization, verifying accuracy of above statements and attachments.

_____	_____
Name	Title
_____	_____
Signature	Date

**For questions, please call James Hayes, Director of Budget and Grants Management at 803.576.2095.**  
Richland County Administration PO Box 192 Columbia, SC 29202 Fax: 803.576.2137 Email: Hayesj@rcgov.us





**Development & Services Committee Meeting  
Briefing Document**

**Agenda Item**

County Council is requested to provide guidance to the staff on the paving / construction of Willow Wind Road.

**Background**

Prior to the enactment of the Transportation – Penny Program, Richland County paved a small number of dirt roads using “C” Construction Funds from the South Carolina Department of Transportation (SCDOT) under the supervision of the County Engineer. Attached is a brief informational summary of C funds from the SCDOT.

A portion of Willow Wind Road was paved in 1996 by the SCDOT and became part of the State Road Maintenance system. Due to an inability to obtain all of the necessary right-of-way, the remaining approximately 3,000 linear feet was left in the unpaved condition and is maintained by the Richland County Department of Public Works. Please see the attached location map.

The remaining unpaved portion of Willow Wind Road was added to the then, pre-Penny paving list in 2004 using a new, approximately 3,300 linear foot alignment that:

- Avoided the need for a right-of-way donation from the disapproving property owners; and
- Improved the geometry and safety of the intersection with Old Hopkins Road.

In late 2006, the County was deeded the necessary right-of-way for this new alignment by Firststar Homes, Inc. in order to construct a new section of the existing dirt Willow Wild Road (please see the attached deed). The deed states that the Grantee (County) agrees to receive this right-of-way, “for the purpose of constructing, improving, and / or maintaining streets or roads thereon.” Later in the document in the Special Provisions Section, reference is made to the Grantee agreeing to, “streets or roads will be designed, constructed or improved, and maintained by the Grantee at no cost to the Grantor.”

It was then the intention of Richland County to pave the interrupted section of Willow Wind Road along the new 3,300 linear foot alignment as evidenced by their following actions:

- Obtaining the necessary right-of-way by donation; and
- Engaging an engineering consultant (Jordan, Jones, and Goulding) to conduct the survey and design of the road for construction.

Also, recently Richland County approved a subdivision for development that reflects the new alignment of Willow Wind Road.

Despite these actions, the dirt portion of Willow Wind Road was never paved due, in part, to the economic downturn in 2007.

Willow Wind Road was included on the master list of dirt roads to be paved by the Transportation –

Penny Program. However, it is the position of the Transportation – Penny Staff that they are constrained to work within the existing budget and that the additional clearing and grubbing necessary to construct the road in the new alignment / right-of-way exceeds their charge.

Great Southern Homes (formerly Firststar Homes, Inc) is developing Willow Wind Place which includes 89 parcels in two-phases. In order to provide access to this development, the developer is in the process of paving the first 925 linear feet of the new road alignment.

The attached Property Deed has been reviewed by the County Legal Staff and it is their opinion that the County is obligated to take some action (“constructing or improving”) this section of Willow Wind Road using the new, recommended alignment as shown on another attachment.

The attorney for Great Southern Homes sent a letter dated November 8, 2017 (also attached) requesting to know when the County is planning to meet this obligation and construct this road. It should be noted that the deed does not stipulate any fixed completion date for construction of the road.

It is the opinion of the engineers on the County Staff that the improvement of Willow Wind Road should be along the new, engineered alignment and not the existing prescriptive easement (primarily due to the significantly improved geometry of the intersection with Old Hopkins Road).

The existing budget for road improvements within the Transportation – Penny budget under the existing alignment is \$491,000. A recent preliminary construction cost for the 3,300 linear foot new alignment is approximately \$495,000. The section that the developer has already started to construct is approximately 925 linear feet within the new alignment with a cost of about \$140,000.

### **Issues**

The primary issue is whether or not the County remains committed to constructing this section of roadway using the new alignment. As noted above, it is the opinion of the engineers on the County Staff that the improvement of Willow Wind Road should be along the new, engineered alignment and not the existing prescriptive easement (primarily due to the significantly improved geometry of the intersection with Old Hopkins Road).

If the County is not committed to constructing this section of roadway using the new alignment, then Willow Wind Road will be paved via the Transportation Penny Program as it was included on the Program’s master list of dirt roads to be paved.

### **Fiscal Impact**

Unknown at this time. Direction is sought by which known and estimated costs associated with this project can be identified and assigned.

### **Past Legislative Actions**

Inclusion in the planned four-year County paving program in 2004.

### **Alternatives**



1. Move forward with the development and negotiation of a plan, possibly involving a public – private partnership with Great Southern Homes, for the construction of this approximately 3,300 linear feet of Willow Wind Road and identify a funding plan for same.

Or,

2. Discontinue any further staff action associated with the construction of this section of Willow Wind Road using the recommended alignment.

**Staff Recommendation**

As indicated in the aforementioned alternatives, County Council’s discretion is being sought as to the manner in which to proceed. Should Council direct staff to proceed with constructing the approximately 3,300 linear feet of Willow Wind Road via the recommended alignment, then staff would recommend Council authorizing staff to negotiate an agreement with the developer in which the County would provide the transportation penny funds budgeted for this road improvement to the developer who in-turn would be responsible for the construction of the 3,300 linear feet of Willow Wind Road up to the County’s road standards.

**Submitted by:** Department of Public Works - EGR

**Date:** October 8, 2018





Kenneth C. Hanson

Walter M. Riggs

John K. Chandler

6156 St. Andrews Road, Suite 101  
Columbia, South Carolina 29212  
[www.hansonlawfirm.net](http://www.hansonlawfirm.net)

Telephone  
(803) 798-9446

Facsimile  
(803) 750-0203

Stephen Staley, Richland County Engineer  
Richland County Department of Public Works  
400 Powell Road  
Columbia, SC 29203

November 8, 2017

Re: Willow Wind Road

Dear Mr. Staley:

Enclosed please find a copy of the "Title to Real Estate for Proposed Streets". The deed was prepared and executed by Richland County, South Carolina, "...for the purpose of constructing, improving and/or maintaining streets or roads thereon :..."

"This deed is further reflected on a set of plans prepared for Richland County entitled Willow Wind Road, by Jordan, Jones, and Goulding, and are on file in the Office of the County Engineer, 400 Powell Road, Columbia, SC 29203."

Further, "The parties hereto agree and acknowledge that said streets or roads will be designed, constructed or improved, and maintained by the Grantee *at no cost to the Grantor*; ..."

The County of Richland is, therefore, obligated and required "... to construct, maintain and repair said streets or roads in a reasonably good and workmanlike manner." The deed to Willow Wind Road is recorded in the Register of Deeds Office for Richland County in Deed Book 1219 at Page 1754, since August 18, 2006, making this obligation by the County a binding contract between the parties.

Therefore, my client would like to know when Richland County intends to meet its contractual obligation and begin construction of Willow Winds Road. Please advise me as to the County's plans for this road and when we may see some progress on this obligation. I appreciate your assistance.

Sincerely,

A handwritten signature in blue ink that reads 'Kenneth C. Hanson'.

Kenneth C. Hanson  
enclosures

# ORIGINAL PUBLIC WORKS

THE STATE OF SOUTH CAROLINA )  
 )  
COUNTY OF RICHLAND )

TITLE TO REAL ESTATE  
*For Proposed Streets*

KNOW ALL MEN BY THESE PRESENTS, That I (or we) **FIRSTAR HOMES, INC., 10511 TWO NOTCH ROAD, ELGIN, SC 29045** (the "Grantor") for and in consideration of the sum of One (\$1.00) Dollar to the Grantor paid by Richland County, South Carolina (the "Grantee"), the receipt whereof is hereby acknowledged, has granted, bargained, sold and released, and by these presents does grant, bargain, sell and release in fee simple absolute unto Richland County, South Carolina, its successors and assigns, all that certain real property comprising road rights-of-way, 66 feet in width, hereinafter described for the purpose of constructing, improving and/or maintaining streets or roads thereon:

**DESCRIPTION:** Herein conveyed is a portion of that tract identified on the Richland County Tax Map as **TMS 21700-04-11** (also known Old Hopkins Road) and lying within thirty three (33) feet of the centerline of a newly aligned Willow Wind Road which begins on the right at the existing right of way of Old Hopkins Road and going to approximate survey station 3+08, then again on the right beginning at approximate survey station 4+36 and going to approximate survey station 29+50, and on the left, beginning at the existing right of way of Old Hopkins Road and going to approximate survey station 27+94. Right of way to be obtained is 2.22 acres on the right, and 2.21 acres on the left. Total right of way to be obtained is 4.43 acres

This being a portion of that tract acquired by General Warranty Deed dated July 28, 2006 and recorded August 1, 2008 in the ROD of Richland County in Deed Book R1212 at Page 3147.

This deed is further reflected on a set of plans prepared for Richland County entitled Willow Wind Road, by Jordan, Jones & Goulding and are on file in the office of the County Engineer, 400 Powell Road, Columbia, SC 29203.

**SPECIAL PROVISIONS:** The parties hereto agree and acknowledge that said streets or roads will be designed, constructed or improved, and maintained by the Grantee at no cost to the Grantor; that said streets or roads will be used by the general public; and it is therefore agreed as one of the material considerations and inducements for granting this road right-of-way by the Grantor, that the Grantee does hereby assume all risks of loss, damage, destruction or claims of every kind, present or future, suffered by either party or any member of the general public resulting from the design, construction, improvement, maintenance, or public use of said streets or roads.

And the said Grantee for them and for their successors in office do hereby further agree to save and hold harmless and release the Grantor, heirs, assigns or successors to titled from all such losses, damages, destruction and claims hereinabove specified.

And the Grantee, their successors in office, agree to construct, maintain and repair said streets or roads in a reasonably good and workmanlike manner.



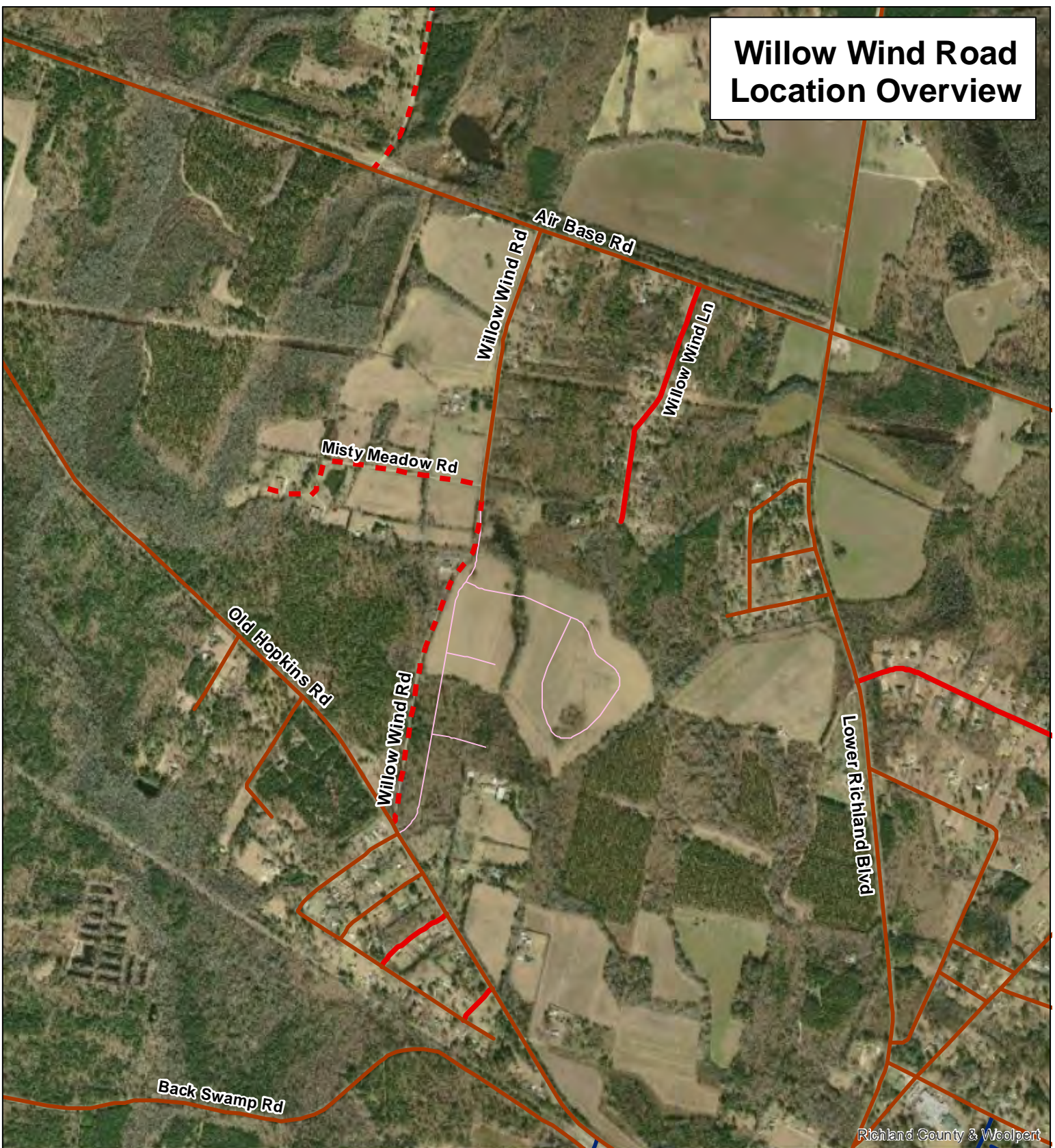








# Willow Wind Road Location Overview



## Legend

- Road Maintenance**
- SCDOT
  - County Paved
  - - - County Unpaved
  - Proposed

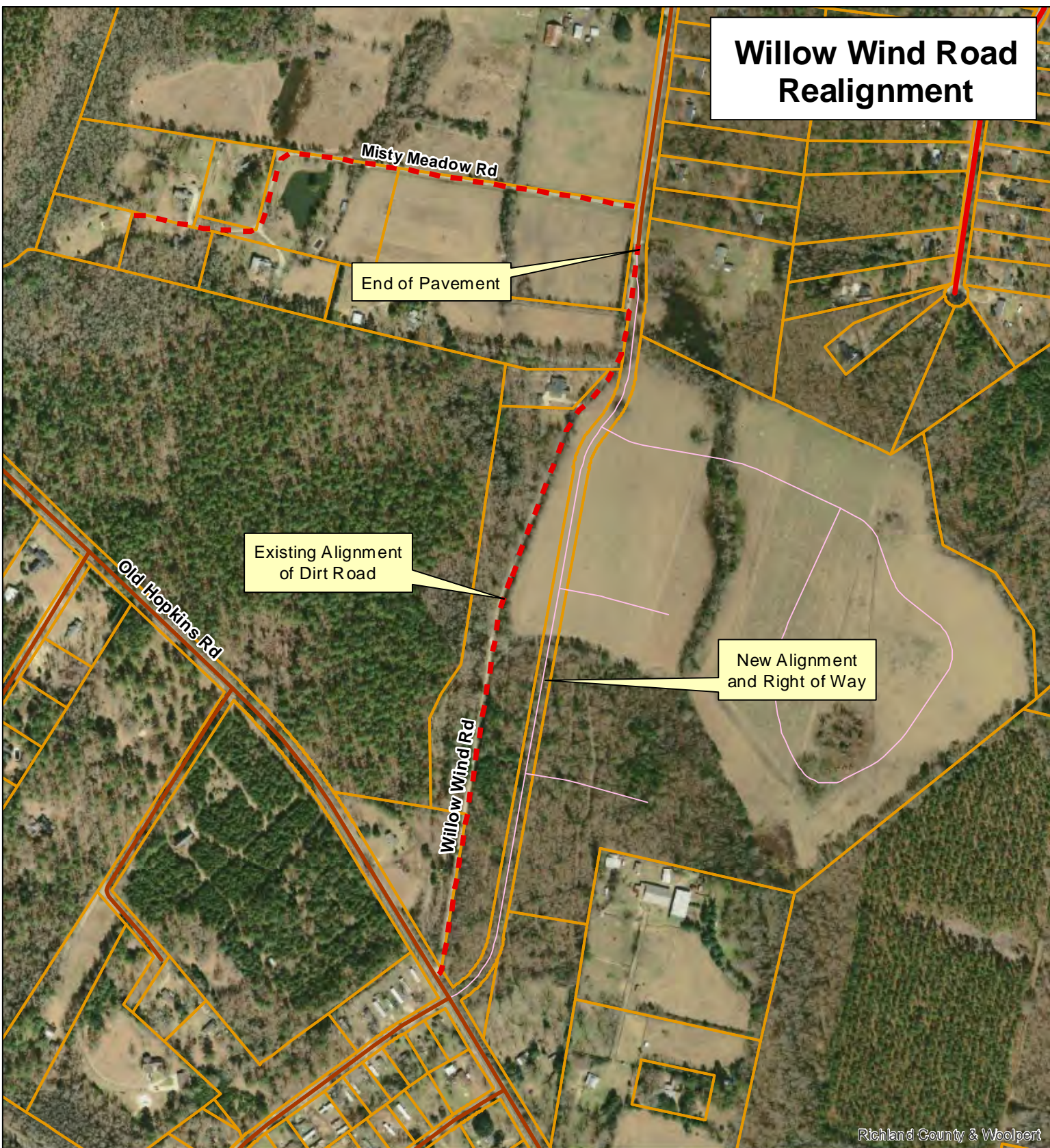


1 inch = 1,250 feet





# Willow Wind Road Realignment



Richland County & Woolpert

## Legend

### Road Maintenance

- SCDOT
- County Paved

- - - County Unpaved
- Proposed

□ Parcels



1 inch = 552 feet



Richland County Public Works - 2018





**Administration & Finance Committee Meeting  
Briefing Document**

**Agenda Item**

Richland County Coroner's Request for Generator

**Background**

Power outages can come in many forms, from weather related events, natural disasters, a general blackout, or an equipment failure on the aging power grid. A commercial standby generator keeps the HVAC system operation during outages, keeps lights on, power to running hot water, refrigerators, security systems running and all electronics. A Local Emergency Generator (LEG) is a fixed generator installation provided for an essential facility to ensure continued operation of the facility or equipment during a power failure. Critical facilities must be prepared for a loss of utility power, and their ability to function **without** interruption during and in the aftermath of hazard events deserves special attention. The definition of critical facilities can be expanded to also include other types of facilities including the coroner's office that is critical to ongoing operations of business or government.

**Issues**

FEMA has released the Notice of Funding Opportunity for the 2018 Pre-Disaster Mitigation (PDM) grant program. The funding is distributed on a nationally competitive basis and is subject to a **75% federal, 25% non-federal cost share**. Sub-applicants are responsible for the 25% non-federal share. Eligible applicants for the PDM program are state, local, and tribal governments. Local governments are eligible including county and municipal governments, as well as special purpose districts. All sub-applicants must have a FEMA approved hazard mitigation plan that has been updated within the last five years

State Administrative Agency (SAA) or the State's Emergency Management Agency is eligible to apply directly to FEMA for EMPG Program funds on behalf of state and local emergency management agencies. The SC Emergency Management Agency has agreed to assist the County with the application. The intent of this grant is to apply for eligible activities under PDM FY 2018 include mitigation projects and mitigation plans.

How will the FY 2018 FEMA (EMPG) Program applications be submitted?

- The County would apply for the 2018 Pre-Disaster Mitigation (PDM) grant. Applying for this award falls under the EMPG Program. This grant provides resources to assist states, tribal governments, territories and local communities in their efforts to implement a sustained pre-disaster natural hazard mitigation program.
- Priority Mitigation projects include the reduction of risk to any natural hazard (e.g., seismic, wildfire, landslide, wind, flood, drought) and generators for critical facilities that are identified in a FEMA-approved mitigation plan could be approved.
- Loss of electricity leads to the lost of operations to the Coroner's Department. During Hurricane Florence, DHEC lost their network. We learned about the impact of not being able to issue critical documents related to deaths. This affects the Coroner's Department, the families of decedents, and funeral homes, as well as DHEC.

- The loss of electricity which leads to the loss of power to the compressors/freezers and refrigerators can compromise the DNA that the coroner's office maintains possession over. DNA from death cases related to criminal cases are kept in these freezers, and refrigerators, as well as bodies of decedents.
- Only one (1) quote has been obtained for this generator. The estimated cost is roughly \$250,000. Three quotes should be obtained to provide a competitive market. The County has another local vendor recently used to provide a generator at another County facility.
- There may be 3 other alternative options to apply for possible funding: The US Department of Agriculture, the Office of Cybersecurity, Energy Security and Emergency Response and the U.S. Economic Development Administration.

### **Fiscal Impact**

The added cost of the required match funds and maintaining the equipment . Please note that the Public Works Department currently oversees all operations and maintenance of generators that the County owns. The total grant amount of the grant would be \$250,000. The impact to the County is a 25% cash match of \$62,200. There is funding in the County current fiscal year budget to absorb the cash match, if awarded.

### **Past Legislative Actions**

None.

### **Alternatives**

1. Approve the pursuit of the grant by the Coroner's Department and acceptance of the grant, if awarded.
2. Do not approve the pursuit of the grant by the Coroner's Department and acceptance of the grant, if awarded.

### **Staff Recommendation**

Staff would recommend approving the pursuit of the grant by the Coroner's Department and acceptance of the grant, if awarded.





**Administration & Finance Committee Meeting  
Briefing Document**

**Agenda Item**

Approval to award Emergency Services Department purchase orders for Self Contained Breathing Apparatus (SCBA's or air packs) purchase to Newton's Fire & Safety Equipment, Inc. Funding is available and this is a Sole Source procurement. No additional funds are needed.

**Background**

The fire department and the Richland County Fire Marshal's office use SCBA's in routine and special operations response. The current SCBA's have reached the "end of life" and are no longer supported in maintenance and parts. The Columbia Fire Department has determined that the replacement will be the MSA G1 4500 to include telemetry and thermal imaging camera. Columbia is purchasing the City's replacement SCBA's and has issued a purchase order for their purchase to Newton's Fire & Safety, Inc. Newton's is the sole provider of MSA products in South Carolina.

To remain compatible with the type of equipment purchased by the Columbia Fire Department for their firefighters, Richland County will purchase the same model for those needed for the County stations and Fire Marshal teams. Council issued a bond to fund the purchase. No other funds are needed.

Fire Department	\$1,370,682.00
RC Fire Marshal	\$446,180.40
-----	
Total	\$1,816,862.40

This is a Sole Source procurement.

**Issues**

None.

**Fiscal Impact**

Funding is available in the \$2,000,000 bond issued by Council.

**Past Legislative Actions**

Council approved third reading for the bond issuance on July 10, 2018.

**Alternatives**

1. Approve the purchase for the new SCBA's.
2. Do not approve the purchase.
3. Bid the equipment out.

**Staff Recommendation**

It is recommended that Council approve the purchase of SCBA's from Newton's Fire & Safety Equipment, Inc., for \$1,816,862.40.

**Submitted by:** Emergency Services Department

**Date:** October 16, 2018





PO Box 13 ~ 2724 Swepsonville-Saxapahaw Rd.  
 Swepsonville, NC 27359  
 Toll Free: 800-672-5918 Fax: (336) 578-1982

# Quotation

Date: July 17, 2018  
 Quote #:  
 Purchased/Requested By: Paul Baust  
 Salesperson: Seth Newton  
 County: Richland  
 Payment Terms: NET/30  
 FOB: Origin PPD/Add

**BILL TO: Columbia Fire Dept**  
**(Richland County)**

**SHIP TO: Columbia Fire Dept**  
**1901 Harden St**  
**Columbia, SC 29201**

Quantity	Units	Item No.	Item Description	Unit Price	Extd. Price
150			MSA G1 4500 PSI SCBA w/Threaded Remote Connection Standard Harness w/Chest Strap, Metal Cylinder Band. Adjustable Swiveling Lumbar Pad, Solid Cover Left Shoulder Regulator w/Continuous Hose, ExtendAire II Left Chest Speaker Module, Telemetry PASS on on Right Shoulder, Rechargeable Battery G1FS-422MA2C2LCR	\$ 4,930.00	\$ 739,500.00
150		10156467	MSA Kevlar Transfill Pouch Only	\$ 170.00	\$ 25,500.00
275		10156424-SP	MSA 4500 PSI 45 Minute Superlight Cylinder	\$ 835.00	\$ 229,625.00
395		G1FPM1M4C1	MSA G1 Facepiece Hycar Rubber w/4 Point Adustable Harness & Neck Strap	\$ 252.00	\$ 99,540.00
20		10144230	MSA G1 Spectacle Kit	\$ 80.00	\$ 1,600.00
3		10072240	MSA Base Station w/Magnetic Antenna	\$ 1,375.00	\$ 4,125.00
1		10158407	MSA G1 RFID Reader/Writer	\$ 395.00	\$ 395.00
150		10083875	MSA Telemetry ID Tag	\$ 25.00	\$ 3,750.00
150		ATO Config "G"	MSA Integrated Thermal Imaging Camera	\$ 795.00	\$ 119,250.00
24		10158385	MSA G1 6 Bank Battery Charging Station	\$ 385.00	\$ 9,240.00
160		10148741-SP	MSA G1 Replacement Lithium-Ion Rechargeable Batteries	\$ 210.00	\$ 33,600.00
5		10165336	MSA RescueAire II Conversion Kit, G1	\$ 605.00	\$ 3,025.00

\*Freight Free

**NOTES:**

(Richland) 8.00% Sales Total: \$ 1,269,150.00  
 Estimated Freight:  
 Sales Tax: \$ 101,532.00  
**Total: \$ 1,370,682.00**

## County Cylinder Labeling and Facepiece

<u>Name</u>	<u>Qty</u>
ENGINE 14	9
ENGINE 15	9
ENGINE 17	9
ENGINE 18	9
ENGINE 19	9
ENGINE 20	9
ENGINE 21	9
ENGINE 22	9
ENGINE 23	9
ENGINE 24	9
ENGINE 25	9
ENGINE 26	9
ENGINE 27	9
ENGINE 28	9
ENGINE 29	9
ENGINE 30	9
ENGINE 31	9
ENGINE 32	9
ENGINE 33	9
ENGINE 34	9
LADDER 14	12
RESCUE 2	14
RESCUE 3	14
RESCUE 4	14
RESCUE 5	14
TANKER 15	1
TANKER 17	1
TANKER 18	1
TANKER 19	1
TANKER 20	1
TANKER 21	1
TANKER 22	1
TANKER 23	1
TANKER 25	1
TANKER 26	1
TANKER 27	1
TANKER 28	1
TANKER 29	1
TANKER 30	1
TANKER 31	1

<u>Name</u>	<u>Qty</u>
BATTALION 3	1
BATTALION 4	1
BATTALION 5	1
RCFS	9
-----	
Total County	275 45min

### Facepieces

Small – 70  
 Medium – 250  
 Large – 75

Total = 395





July 5, 2017

City of Columbia Fire Department

**MSA Corporate Center**  
1000 Cranberry Woods Drive  
Cranberry Township, PA 16066  
800.MSA.2222  
[www.MSAnet.com](http://www.MSAnet.com)

To Whom It May Concern:

Thank you, Columbia Fire Department for your interest in the MSA product line.

This letter confirms that Newton's Fire & Safety is the sole authorized distributor of MSA SCBA and Thermal Imaging Cameras for the Municipal Fire Service Market for Richland County, South Carolina.

By way of background, in the fire service / first responder markets, MSA imposes specific requirements upon our distributors, which can result in a small number of distributors authorized to call upon a particular region. We impose these requirements because the equipment we manufacture and sell requires the involvement of partners with special knowledge, training and experience. Accordingly MSA's distributors are obligated to acquire and maintain extensive knowledge, training, and experience necessary to properly educate, assist and service our end user customers before, during and after the sale. MSA's fire service / first responder distributor qualification requirements are likewise intended to ensure the highest possible end user customer experience.

If you desire additional information about MSA, its product lines, or channel partners, please do not hesitate to contact me. Thank you for your interest in our products.

Sincerely,

A handwritten signature in black ink that reads "Scott McGuire".

**Scott McGuire**  
North American Sales Channels Specialist  
Phone: 724-742-8028  
Email: [scott.mcguire@MSAsafety.com](mailto:scott.mcguire@MSAsafety.com)



**NEWTON'S**  
FIRE & SAFETY EQUIPMENT, INC.

PO Box 13 ~ 2724 Swepsonville-Saxapahaw Rd.  
Swepsonville, NC 27359  
Toll Free: 800-672-5918 Fax: (336) 578-1982

**Quotation**

Date: August 24, 2018  
Quote #:  
Purchased/Requested By: David Bagwell  
Salesperson: Seth Newton  
County: Richland  
Payment Terms: NET/30  
FOB: Origin PPD/Add

**BILL TO: Richland County**

**SHIP TO: Richland Emergency Services**

**1410 Laurens St  
Columbia, SC 29201**

Quantity	Units	Item No.	Item Description	Unit Price	Extd. Price
50			MSA G1 4500 PSI SCBA w/Threaded Remote Connection Standard Harness w/Chest Strap, Metal Cylinder Band, Adjustable Swiveling Lumbar Pad, Solid Cover Left Shoulder Regulator w/Continuous Hose, ExtendAire II Left Chest Speaker Module, Telemetry PASS on on Right Shoulder, Rechargeable Battery G1FS-422MA2C2LCR	\$ 4,930.00	\$ 246,500.00
100		10156426-SP	MSA 4500 PSI 60 Minute Superlight Cylinder	\$ 1,055.00	\$ 105,500.00
50		G1FFPM1M4C1	MSA G1 Facepiece Hycar Rubber w/4 Point Adustable Harness & Neck Strap	\$ 252.00	\$ 12,600.00
3		10158385	MSA G1 6 Bank Battery Charging Station	\$ 385.00	\$ 1,155.00
20		10148741-SP	MSA G1 Replacement Lithium-Ion Rechargeable Batteries	\$ 210.00	\$ 4,200.00
50		ATO Config "G"	MSA Integrated Thermal Imaging Camera	\$ 795.00	\$ 39,750.00
10		10144230	MSA G1 Spectacle Kit	\$ 80.00	\$ 800.00
1		10072240	MSA Base Station w/Magnetic Antenna	\$ 1,375.00	\$ 1,375.00
50		10083875	MSA Telmetry ID Tag	\$ 25.00	\$ 1,250.00
*Freight Free					

**NOTES:**

Sales Total: \$ 413,130.00  
Estimated Freight:  
(Richland) 8.00% Sales Tax: \$ 33,050.40  
**Total: \$ 446,180.40**



**Administration & Finance Committee Meeting  
Briefing Document**

**Agenda Item**

Approval to award Emergency Services Department open purchase orders for supplies and services needed for the operations of the Emergency Services Department. Funds are available in the FY 2018-2019 budget. No additional funds are needed.

**Background**

The Emergency Services Department (ESD) uses vendors to provide products and services for operations. Supplies and services not available on state contract are bid out for the best prices. EMS uses hundreds of different medical items which are secured through competitive bidding. The best individual item price was selected from each of the vendors.

Three vendors that submitted the lowest prices on individual items will be awarded bids exceeding \$100,000 and therefore Council's approval is necessary. The amount of individual items needed for the year were estimates. The exact amount of yearly supplies purchased will be determined by call volume and type of call. The exact amounts for each vendor may go up or down.

The ESD uniform purchase was also put out for bid. Based on service, products and cost, the lowest responsible and responsive bidder was US Patriot. The vendors exceeding \$100,000 during the fiscal year are:

<b>Vendor</b>	<b>Service</b>	<b>Estimated Amount</b>
Boundtree Medical	Medical Equipment and Supplies	\$ 150,000
Henry Schein Medical	Medical Equipment and Supplies	\$ 200,000
Southeastern Medical	Medical Equipment and Supplies	\$ 150,000
US Patriot	ESD Uniforms and Equipment	\$ 110,000

**Issues**

None.

**Fiscal Impact**

The funding associated with this request was included in ESD's FY19 budget.

**Past Legislative Actions**

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

**Alternatives**

1. Approve the Purchase Orders and Contracts for equipment and services.
2. Do not approve the purchase orders and contracts.

**Staff Recommendation**

It is recommended that Council approve the purchase orders for supplies and services.

**Submitted by:** Emergency Services Department

**Date:** October 16, 2018



Item	UI	QTY	Read's Uniform	Wright-Johnston Uniforms	DesignLab Inc.	US Patriot Tactical
One time set up charge for embroidery for Polo shirts, Jacket's Inner Vest, and Hats	1	LS	\$0.00	\$0.00	\$0.00	\$0.00
One time set up charge for silk screen for cotton t-shirts	1	LS	\$0.00	\$0.00	\$0.00	\$0.00
Men's Horace Small Short Sleeve Button Down Uniform Shirt	200	EA	\$39.73 / \$7,946	\$43.95 / \$8,790	\$41.10 / \$8,220	\$36.00 / \$7,200
Women's Horace Small Short Sleeve Button Down Uniform Shirt	200	EA	\$39.73 / \$7,947	\$43.95 / \$8,791	\$35.09 / \$7,018	\$36.00 / \$7,200
Men's Horace Small Long Sleeve Button Down Uniform Shirt	200	EA	\$45.39 / \$9,078	\$47.95 / \$9,590	\$46.13 / \$9,226	\$39.60 / \$7,920
Women's Horace Small Shirt Long Sleeve Button Down Uniform Shirt	200	EA	\$45.39 / \$9,079	\$47.95 / \$9,591	\$46.13 / \$9,227	\$39.60 / \$7,920
Men's 5.11 Taclite Pro Pants	250	EA	\$38.41 / \$9,602.50	\$41.95 / \$10,487.50	\$38.31 / \$9,577.50	\$34.90 / \$8,725
Women's 5.11 Taclite Pro Pants	250	EA	\$38.41 / \$9,602.51	\$41.95 / \$10,487.51	\$38.31 / \$9,577.51	\$34.90 / \$8,725
Men's CornerStone Long Sleeve Polo Shirt	200	EA	\$26.00 / \$5,200	No quote	\$32.98 / \$6,596	\$29.95 / \$5,990
Men's CornerStone Short Sleeve Polo Shirt	200	EA	\$23.00 / \$4,600	No quote	\$29.37 / \$5,874	\$27.95 / \$5,590
Women's CornerStone Short Sleeve Polo Shirt.	200	EA	\$23.00 / \$4,601	No quote	\$29.37 / \$5,875	\$29.95 / \$5,990
Flexfit Athletic Mesh Baseball Style Hat	50	EA	\$8.50 / \$425	No quote	\$12.49 / \$624.50	\$19.99 / \$999.50
Flexfit Athletic Pro-Mesh Adjustable Style Hat	50	EA	\$8.50 / \$426	No quote	\$12.31 / \$615.50	\$19.99 / \$999.51

Gildan 100% Cotton Classic Short Sleeve T-Shirt	12	EA	\$5.00 / \$60	No quote	\$6.35 / \$76.20	\$17.50 / \$210
GlowWear 8381 Type R Class 3 Performance 3-in-1 Bomber Jacket.	60	EA	\$75.00 / \$4,500	No quote	\$72.94 / \$4,376.40	\$76.99 / \$4,619.40
Alterations (Pants only)	50	EA	\$0.00	\$0.00	\$2.50 / \$125	\$8.00 / \$400
Shipping			\$0.00	\$0.00	\$0.00	\$0.00
Sub-Total			\$73,063.00	Did not quote all items	\$77,006.60	\$72,488.40
Tax (8%)			\$5,845.04	Did not quote all items	\$6,160.53	\$5,799.07
Grand Total			\$78,908.04	Did not quote all items	\$83,167.13	\$78,287.47



Richland County Office of Procurement  
2020 Hampton Street, Suite 3064  
Columbia, SC 29201  
Phone: (803) 576-2130  
Fax: (803) 576-2135

## Notice of Intent to Award

February 26, 2018

Project: EMS Uniforms; RC-031-R-2018

Owner: Richland County

To All Contractors:

This is to notify all that it is the intent of Richland County to award a contract for: EMS Uniforms to US **Patriot Tactical**.

This Notice of Intent is subject to the execution of a written agreement and this Notice does not constitute the formation of a contract between the County and the Contractor.

The contractor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to both parties is executed by an authorized representative of each party. If there is a failure to execute a contract, the County at its sole discretion, may cancel this Notice of Intent to Award with no obligation to the Awardee.

The County further reserves the right to cancel this Notice of Intent to Award at any time prior to the execution of a written agreement.

By

A handwritten signature in blue ink that reads "Sierra Flynn". The signature is written in a cursive style and is followed by a long horizontal line.

Sierra Flynn  
Buyer



Richland County Office of Procurement  
2020 Hampton Street, Suite 3064  
Columbia, SC 29201  
Phone: (803) 576-2130  
Fax: (803) 576-2135

**AMENDED**  
Notice of Intent to Award

August 22, 2018

Project: EMS Medical Supplies for FY 18/19; RC-096-R-2018

Owner: Richland County

To All Contractors:

This is to notify all that the Notice of Intent to Award for EMS Medical Supplies for FY 18/19 is hereby amended. It is the intent of Richland County to award a contract for: EMS Medical Supplies for FY 18/19 to the follow vendors:

- Henry Schein Inc.
- Bound Tree Medical, LLC
- Southeastern Emergency Equipment
- Concordance Healthcare Solutions, LLC
- **Addition:** Nashville Medical & EMS Products, Inc.

This Notice of Intent is subject to the execution of a written agreement and this Notice does not constitute the formation of a contract between the County and the Contractor.

The contractor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to both parties is executed by an authorized representative of each party. If there is a failure to execute a contract, the County at its sole discretion, may cancel this Notice of Intent to Award with no obligation to the Awardee.

The County further reserves the right to cancel this Notice of Intent to Award at any time prior to the execution of a written agreement.

By

A handwritten signature in blue ink that reads "Sierra Flynn".

Sierra Flynn  
Contract Specialist



The Highlighted quotes are lowest price

Line #	Supplies/Goods	QTY	U/I	Henry Schein		Boundtree		Southeastern		Concordance		Ever Ready		Nashville	
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Fentanyl (100mcg Vials)	500	Vials	\$1.88	\$940.00	\$1.27	\$635.00	\$1.34	\$670.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	Versed (5mg vials)	525	Vials	\$8.62	\$4,525.50	\$1.45	\$761.25	\$1.52	\$798.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	Morphine (10mg vials)	500	Vials	\$2.26	\$1,130.00	\$2.43	\$1,215.00	\$2.56	\$1,280.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	Adenocard (6mg vials)	460	Vials	\$7.62	\$3,505.20	\$3.19	\$1,467.40	\$4.25	\$1,955.00		\$0.00	\$4.54	\$2,088.40	\$0.00	\$0.00
5	Atrovent (3mg ampules, individually wrapped)	2400	Ampules	\$0.09	\$216.00	\$0.37	\$888.00	\$0.17	\$408.00		\$0.00	\$0.25	\$600.00	\$0.00	\$0.00
6	Albuterol (2.5mg ampules)	2400	Ampules	\$0.10	\$240.00	\$0.13	\$312.00	\$0.16	\$384.00		\$0.00	\$0.12	\$288.00	\$0.00	\$0.00
7	Atropine (1mg prefill syringe)	280	Syringes	\$11.03	\$3,088.40	\$11.12	\$3,113.60	\$11.72	\$3,281.60		\$0.00	\$11.72	\$3,281.60	\$0.00	\$0.00
8	Baby Aspirin (81mg pill, 36 pill/bottle)	350	Bottle	\$0.72	\$252.00	\$0.82	\$287.00	\$0.68	\$238.00		\$0.00	\$0.85	\$297.50	\$0.99	\$346.50
9	Benadryl (50mg vials)	375	Vials	\$2.22	\$832.50	\$1.02	\$382.50	\$1.09	\$408.75		\$0.00	\$1.30	\$487.50	\$0.00	\$0.00
10	Calcium Gluconate (10% 1gm vial)	125	Vials	\$66.70	\$8,337.50	\$11.74	\$1,467.50	\$12.85	\$1,606.25		\$0.00	\$11.54	\$1,442.50	\$0.00	\$0.00
11	Dextrose (25gm prefill syringe)	850	Syringes	\$3.56	\$3,026.00	\$10.14	\$8,619.00	\$10.40	\$8,840.00		\$0.00	\$11.18	\$9,503.00	\$0.00	\$0.00
12	Epinephrine 1:10,000 (1mg prefill syringe)	1950	Syringes	\$5.68	\$11,076.00	\$5.51	\$10,744.50	\$5.77	\$11,251.50		\$0.00	\$7.72	\$15,054.00	\$0.00	\$0.00
13	Epinephrine 1:1,000 (1mg vial)	1950	Vials	\$18.46	\$35,997.00	\$238.12	\$464,334.00	\$16.88	\$32,916.00		\$0.00	\$18.90	\$36,855.00	\$0.00	\$0.00
14	Glucagon (1mg vial)	290	Vials	\$331.91	\$96,253.90	\$190.19	\$55,155.10	\$213.13	\$61,807.70		\$0.00	\$225.00	\$65,250.00	\$0.00	\$0.00
15	Lasix (40mg vial)	200	Vials	\$3.84	\$768.00	\$3.47	\$694.00	\$3.67	\$734.00		\$0.00	\$4.54	\$908.00	\$0.00	\$0.00
16	Levophed (4mg vial)	40	Vials	\$20.23	\$809.20	\$25.12	\$1,004.80	\$13.34	\$533.60		\$0.00	\$25.95	\$1,038.00	\$0.00	\$0.00
17	Lidocaine 100mg (100mg prefill syringe)	320	Syringes	\$9.84	\$3,148.80	\$3.17	\$1,014.40	\$3.23	\$1,033.60		\$0.00	\$4.36	\$1,395.20	\$0.00	\$0.00
18	Lidocaine 2gm, 4:1 (500cc bag)	50	Bag	\$6.36	\$318.00	\$6.45	\$322.50		\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
19	Lidocaine 1gm (50ml vial)	50	Vials	\$2.70	\$135.00	\$3.53	\$176.50	\$3.49	\$174.50		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20	Narcan (0.4mg vial)	1300	Vials	\$48.98	\$63,674.00	\$19.73	\$25,649.00	\$20.11	\$26,143.00		\$0.00	\$172.00	\$223,600.00	\$0.00	\$0.00
21	Narcan (2mg prefill syringe)	1300	Syringes	\$18.22	\$23,686.00	\$34.62	\$45,006.00	\$41.67	\$54,171.00		\$0.00	\$36.90	\$47,970.00	\$0.00	\$0.00
22	Nitro Paste (foil pack, 1gm foil pack)	384	Pack	\$2.42	\$929.28	\$118.56	\$45,527.04	\$2.97	\$1,140.48		\$0.00	\$145.00	\$55,680.00	\$0.00	\$0.00
23	Nitro Tabs Bottle (0.4mg tablet, 25 tabs/bottle)	185	Bottle	\$34.28	\$6,341.80	\$39.57	\$7,320.45	\$19.33	\$3,576.05		\$0.00	\$30.00	\$5,550.00	\$0.00	\$0.00
24	Sodium Bicarb (50mEq/50ml prefill syringe)	190	Syringes	\$10.50	\$1,995.00	\$10.44	\$1,983.60	\$11.07	\$2,103.30		\$0.00	\$12.36	\$2,348.40	\$0.00	\$0.00
25	Zofran (4mg vial)	1300	Vials	\$0.25	\$325.00	\$0.53	\$689.00	\$0.53	\$689.00		\$0.00	\$0.80	\$1,040.00	\$0.00	\$0.00
26	NaCl for injection (1000cc bag)	7500	Bag	\$4.69	\$35,175.00	\$5.17	\$38,775.00	\$2.24	\$16,800.00		\$0.00	\$4.00	\$30,000.00	\$3.89	\$29,175.00
27	NaCl for injection (250cc bag)	80	Bag	\$3.77	\$301.60	\$4.25	\$340.00	\$2.12	\$169.60		\$0.00	\$4.00	\$320.00	\$4.49	\$359.20
28	NaCl for Irrigation (1000cc bottles)	700	Bottle	\$2.78	\$1,946.00	\$2.87	\$2,009.00	\$1.94	\$1,358.00		\$0.00	\$8.00	\$5,600.00	\$4.49	\$3,143.00
29	Sterile Water (1000cc bottles)	700	Bottle	\$2.52	\$1,764.00	\$2.69	\$1,883.00	\$1.77	\$1,239.00		\$0.00	\$5.00	\$3,500.00	\$4.49	\$3,143.00
30	Prefill NaCl syringe (10cc syringes)	10,000	Syringes	\$0.32	\$3,200.00	\$0.34	\$3,400.00	\$0.36	\$3,600.00		\$0.00	\$13.54	\$135,400.00	\$0.39	\$3,900.00
31	Glucose Gel (15gm, 3 squeeze pk/box)	1500	box	\$3.11	\$4,665.00	\$3.65	\$5,475.00	\$3.22	\$4,830.00		\$0.00	\$3.90	\$5,850.00	\$4.39	\$6,585.00
32	2 Piece 5' Nylon Straps w/ loop end and metal buckle	600	Each	\$7.95	\$4,770.00	\$6.98	\$4,188.00	\$6.59	\$3,954.00	\$6.32	\$3,792.00	\$7.72	\$4,632.00	\$4.90	\$2,940.00
33	9' Nylon strap w/ metal cam buckle	500	Each	\$7.34	\$3,670.00	\$10.31	\$5,155.00	\$13.52	\$6,760.00	\$9.65	\$4,825.00	\$10.90	\$5,450.00	\$7.79	\$3,895.00
34	2x2 gauze sponges (25 sleeve/case)	36	Case	\$28.00	\$1,008.00	\$18.75	\$675.00	\$21.75	\$783.00	\$16.19	\$582.84	\$38.00	\$1,368.00	\$16.90	\$608.40
35	3" Kling	42	Case	\$48.48	\$2,036.16	\$22.56	\$947.52	\$27.84	\$1,169.28	\$20.00	\$840.00	\$40.00	\$1,680.00	\$30.19	\$1,267.98
36	1" Tape	10	Case	\$108.70	\$1,087.00	\$79.60	\$796.00	\$139.10	\$1,391.00	\$102.19	\$1,021.90	\$110.00	\$1,100.00	\$95.00	\$950.00
37	2" Tape	7	Case	\$108.70	\$760.90	\$145.20	\$1,016.40	\$139.10	\$973.70	\$102.19	\$715.33	\$110.00	\$770.00	\$95.00	\$665.00
38	3" Tape	7	Case	\$108.70	\$760.90	\$121.10	\$847.70	\$139.10	\$973.70	\$102.19	\$715.33	\$110.00	\$770.00	\$95.00	\$665.00
39	4x4 gauze	15	Case	\$32.16	\$482.40	\$82.32	\$1,234.80	\$61.68	\$925.20	\$27.83	\$417.45	\$36.00	\$540.00	\$51.59	\$773.85

40	ABD Pads	10	Case	\$42.08	\$420.80	\$35.84	\$358.40	\$33.00	\$330.00	\$31.28	\$312.80	\$32.00	\$320.00	\$36.89	\$368.90
41	3" Ace Wrap	6	Case	\$68.20	\$409.20	\$18.50	\$111.00	\$20.50	\$123.00	\$15.55	\$93.30	\$16.00	\$96.00	\$14.95	\$89.70
42	4" Ace Wrap	6	Case	\$86.90	\$521.40	\$24.50	\$147.00	\$26.00	\$156.00	\$18.88	\$113.28	\$21.00	\$126.00	\$19.89	\$119.34
43	Alcohol Pads	36	Case	\$15.80	\$568.80	\$25.80	\$928.80	\$16.40	\$590.40	\$24.00	\$864.00	\$19.00	\$684.00	\$22.80	\$820.80
44	AMBU Head Wedges	25	Case	\$321.00	\$8,025.00	\$338.00	\$8,450.00	\$318.00	\$7,950.00	\$339.10	\$8,477.50	\$38.00	\$950.00	\$389.00	\$9,725.00
45	LMA #1.0	6	Box	\$120.50	\$723.00	\$120.00	\$720.00	\$118.00	\$708.00	\$72.22	\$433.32	\$129.00	\$774.00	\$189.00	\$1,134.00
46	LMA #1.5	8	Box	\$123.32	\$986.56	\$120.00	\$960.00	\$118.00	\$944.00	\$72.22	\$577.76	\$129.00	\$1,032.00	\$189.00	\$1,512.00
47	Rescue Key	100	Each	\$3.76	\$376.00	\$4.31	\$431.00	\$3.89	\$389.00	\$3.75	\$375.00	\$2.00	\$200.00	\$2.99	\$299.00
48	Band-aids	200	Box	\$1.18	\$236.00	\$1.25	\$250.00	\$1.23	\$246.00	\$0.96	\$192.00	\$1.36	\$272.00	\$0.95	\$190.00
49	Braun 10gtts	125	Case	\$61.00	\$7,625.00	\$67.50	\$8,437.50	\$63.00	\$7,875.00	\$60.45	\$7,556.25	\$79.90	\$9,987.50	\$0.00	\$0.00
50	Braun 60gtts	6	Case	\$70.00	\$420.00	\$77.00	\$462.00	\$73.00	\$438.00	\$69.97	\$419.82	\$226.00	\$1,356.00	\$0.00	\$0.00
51	14ga decomp needle	10	Box	\$77.10	\$771.00	\$73.90	\$739.00	\$150.76	\$1,507.60	\$148.53	\$1,485.30	\$65.00	\$650.00	\$58.65	\$586.50
52	Bed Pan	50	Each	\$0.65	\$32.50	\$0.93	\$46.50	\$0.77	\$38.50	\$0.74	\$37.00	\$1.00	\$50.00	\$0.95	\$47.50
53	Biohazard Bags	15	Case	\$58.70	\$880.50	\$320.00	\$4,800.00	\$65.00	\$975.00	\$71.65	\$1,074.75	\$38.00	\$570.00	\$69.79	\$1,046.85
54	BioHoop Bags	13	Case	\$720.80	\$9,370.40	\$648.00	\$8,424.00	\$723.20	\$9,401.60	\$693.57	\$9,016.41	\$800.00	\$10,400.00	\$0.00	\$0.00
55	BP Cuff, Adult	50	Each	\$6.06	\$303.00	\$5.95	\$297.50	\$5.57	\$278.50	\$4.83	\$241.50	\$7.00	\$350.00	\$4.53	\$226.50
56	BP Cuff, Child	25	Each	\$6.06	\$151.50	\$5.95	\$148.75	\$6.42	\$160.50	\$4.83	\$120.75	\$7.00	\$175.00	\$4.53	\$113.25
57	BP Cuff, Infant	10	Each	\$6.06	\$60.60	\$5.58	\$55.80	\$6.70	\$67.00	\$4.83	\$48.30	\$7.00	\$70.00	\$4.53	\$45.30
58	BP Cuff, Thigh	10	Each	\$6.74	\$67.40	\$6.74	\$67.40	\$8.13	\$81.30	\$5.33	\$53.30	\$8.00	\$80.00	\$5.39	\$53.90
59	BVM, Adult	75	Case		\$0.00	\$97.80	\$7,335.00	\$79.50	\$5,962.50	\$83.40	\$6,255.00	\$0.00	\$0.00	\$0.00	\$0.00
60	BVM, Pediatric	10	Case		\$0.00	\$97.80	\$978.00	\$79.50	\$795.00	\$96.25	\$962.50	\$0.00	\$0.00	\$0.00	\$0.00
61	BVM, Infant	5	Case		\$0.00	\$97.80	\$489.00	\$79.50	\$397.50	\$89.83	\$449.15	\$0.00	\$0.00	\$0.00	\$0.00
62	C-Collars	75	Case	\$174.50	\$13,087.50	\$148.50	\$11,137.50		\$0.00	\$140.00	\$10,500.00	\$236.00	\$17,700.00	\$262.50	\$19,687.50
63	CAT Tourniquet	250	Each	\$20.46	\$5,115.00	\$22.14	\$5,535.00	\$21.88	\$5,470.00	\$22.71	\$5,677.50	\$24.90	\$6,225.00	\$21.39	\$5,347.50
64	CPAP Circuit	50	Case		\$0.00		\$0.00	\$435.30	\$21,765.00		\$0.00	\$0.00	\$0.00	\$482.39	\$24,119.50
65	CPAP Mask, Large	50	Each		\$0.00	\$10.59	\$529.50	\$11.32	\$566.00		\$0.00	\$0.00	\$0.00	\$15.29	\$764.50
66	CPAP Mask, Small	50	Each		\$0.00	\$8.61	\$430.50	\$9.94	\$497.00		\$0.00	\$0.00	\$0.00	\$12.49	\$624.50
67	Cyalume Sticks	2	Case	\$87.58	\$175.16	\$89.00	\$178.00	\$85.00	\$170.00		\$0.00	\$72.00	\$144.00	\$122.01	\$244.02
68	Super Sani-Cloth	90	Case	\$57.96	\$5,216.40	\$70.08	\$6,307.20	\$67.32	\$6,058.80	\$67.30	\$6,057.00	\$88.00	\$7,920.00	\$69.39	\$6,245.10
69	Dispoable Splint, 12"	150	Each	\$1.23	\$184.50	\$0.27	\$40.50	\$1.27	\$190.50	\$0.71	\$106.50	\$0.72	\$108.00	\$1.19	\$178.50
70	Dispoable Splint, 18"	150	Each	\$1.49	\$223.50	\$0.38	\$57.00	\$1.52	\$228.00	\$0.96	\$144.00	\$1.18	\$177.00	\$1.39	\$208.50
71	Dispoable Splint, 24"	300	Each	\$2.09	\$627.00	\$0.61	\$183.00	\$2.15	\$645.00	\$1.19	\$357.00	\$1.72	\$516.00	\$1.69	\$507.00
72	Dispoable Splint, 34/36"	120	Each	\$3.41	\$409.20	\$0.69	\$82.80	\$3.49	\$418.80	\$1.30	\$156.00	\$2.20	\$264.00	\$1.99	\$238.80
73	Disposable Sheets	1600	Case	\$22.17	\$35,472.00	\$30.85	\$49,360.00	\$27.11	\$43,376.00	\$24.80	\$39,680.00	\$36.00	\$57,600.00	\$0.00	\$0.00
74	Electrodes, Adult	175	Case	\$460.80	\$80,640.00	\$430.00	\$75,250.00	\$400.00	\$70,000.00	\$9.89	\$1,730.75	\$520.00	\$91,000.00	\$567.60	\$99,330.00
75	Electrodes, Pedi	2	Case	\$132.00	\$264.00	\$98.80	\$197.60	\$102.20	\$204.40	\$89.33	\$178.66	\$136.90	\$273.80	\$189.00	\$378.00
76	Emergency Blankets	100	Each	\$0.43	\$43.00	\$0.36	\$36.00	\$1.75	\$175.00	\$0.99	\$99.00	\$0.54	\$54.00	\$0.45	\$45.00
77	Emesis Basin	2	Case	\$26.77	\$53.54	\$25.00	\$50.00	\$42.50	\$85.00	\$23.75	\$47.50	\$26.00	\$52.00	\$39.00	\$78.00
78	ET Tube Holder	15	Box	\$52.60	\$789.00	\$51.80	\$777.00	\$45.00	\$675.00	\$47.37	\$710.55	\$59.00	\$885.00	\$69.00	\$1,035.00
79	Fill Needle	10	Box	\$17.60	\$176.00	\$18.99	\$189.90	\$3.30	\$33.00	\$2.77	\$27.70	\$25.00	\$250.00	\$5.49	\$54.90
80	Filter Needle	2000	Each	\$0.31	\$620.00	\$0.34	\$680.00	\$21.05	\$42,100.00	\$0.32	\$646.00	\$0.40	\$800.00	\$0.33	\$660.00

81	Fire Extinguisher	35	Each	\$75.61	\$2,646.35		\$0.00	\$45.34	\$1,586.90		\$0.00	\$0.00	\$0.00	\$109.00	\$3,815.00
82	Hand Held Nebulizer	56	Case	\$36.00	\$2,016.00	\$26.00	\$1,456.00	\$33.50	\$1,876.00	\$30.92	\$1,731.52	\$36.90	\$2,066.40	\$29.25	\$1,638.00
83	Lancets	350	Box	\$9.65	\$3,377.50	\$15.15	\$5,302.50	\$8.27	\$2,894.50	\$14.77	\$5,169.50	\$12.72	\$4,452.00	\$20.89	\$7,311.50
84	Ice Packs	80	Case	\$4.43	\$354.40	\$14.50	\$1,160.00	\$9.12	\$729.60	\$9.36	\$748.80	\$12.00	\$960.00	\$7.69	\$615.20
85	INT Extensions	200	Case	\$75.35	\$15,070.00	\$82.00	\$16,400.00	\$82.24	\$16,448.00	\$44.44	\$8,888.00	\$0.00	\$0.00	\$0.00	\$0.00
86	15ga IO	50	Each	\$18.54	\$927.00	\$8.56	\$428.00	\$9.55	\$477.50	\$19.15	\$957.50	\$9.72	\$486.00	\$10.19	\$509.50
87	18ga IO	50	Each	\$20.42	\$1,021.00	\$8.56	\$428.00	\$9.55	\$477.50	\$21.09	\$1,054.50	\$9.72	\$486.00	\$10.19	\$509.50
88	KED	10	Each	\$44.55	\$445.50	\$53.68	\$536.80	\$75.65	\$756.50	\$52.50	\$525.00	\$118.00	\$1,180.00	\$52.49	\$524.90
89	King LTD 2.0	8	Box	\$242.00	\$1,936.00	\$289.10	\$2,312.80	\$31.25	\$250.00	\$327.77	\$2,622.16	\$325.00	\$2,600.00	\$239.00	\$1,912.00
90	King LTD 2.5	8	Box	\$302.50	\$2,420.00	\$289.10	\$2,312.80	\$31.25	\$250.00	\$327.77	\$2,622.16	\$325.00	\$2,600.00	\$239.00	\$1,912.00
91	King LTD 3.0	8	Box	\$286.00	\$2,288.00	\$262.80	\$2,102.40	\$27.27	\$218.16	\$311.10	\$2,488.80	\$325.00	\$2,600.00	\$239.00	\$1,912.00
92	King LTD 4.0	15	Box	\$286.00	\$4,290.00	\$262.80	\$3,942.00	\$27.27	\$409.05	\$311.10	\$4,666.50	\$325.00	\$4,875.00	\$239.00	\$3,585.00
93	King LTD 5.0	12	Box	\$286.00	\$3,432.00	\$262.80	\$3,153.60	\$27.27	\$327.24	\$311.10	\$3,733.20	\$325.00	\$3,900.00	\$239.00	\$2,868.00
94	KY gel pack	7	Box	\$3.50	\$24.50	\$8.50	\$59.50	\$4.94	\$34.58	\$5.66	\$39.62	\$6.50	\$45.50	\$0.00	\$0.00
95	Laryngoscope Bulbs	100	Each	\$1.43	\$143.00	\$1.33	\$133.00	\$1.83	\$183.00	\$1.16	\$116.00	\$1.30	\$130.00	\$0.92	\$92.00
96	Laryngoscope Handles	10	Each	\$68.08	\$680.80	\$7.98	\$79.80	\$22.74	\$227.40	\$9.33	\$93.30	\$12.00	\$120.00	\$6.99	\$69.90
97	LSP Demand Valve, LSP #L034-100	10	Each	\$179.70	\$1,797.00	\$197.65	\$1,976.50		\$0.00	\$191.71	\$1,917.10	\$195.00	\$1,950.00	\$0.00	\$0.00
98	LSP Main O2 regulator, LSP #L106-260-STL	10	Each	\$137.73	\$1,377.30	\$145.80	\$1,458.00		\$0.00	\$163.79	\$1,637.90	\$166.00	\$1,660.00	\$0.00	\$0.00
99	LSP Small Tank O2 regulator, LSP #370-220-R-STL	15	Each	\$164.51	\$2,467.65	\$190.05	\$2,850.75	\$180.31	\$2,704.65	\$194.73	\$2,920.95	\$198.00	\$2,970.00	\$0.00	\$0.00
100	Nasal Cannula, Adult	175	Case	\$8.80	\$1,540.00	\$17.00	\$2,975.00	\$12.50	\$2,187.50	\$11.72	\$2,051.00	\$12.90	\$2,257.50	\$11.45	\$2,003.75
101	Nasal Cannula, Pedi	25	Case	\$8.80	\$220.00	\$65.50	\$1,637.50	\$22.50	\$562.50	\$17.26	\$431.50	\$18.00	\$450.00	\$11.45	\$286.25
102	Nonrebreather Mask, Adult	100	Case	\$37.00	\$3,700.00	\$36.88	\$3,688.00	\$46.50	\$4,650.00	\$32.82	\$3,282.00	\$36.90	\$3,690.00	\$29.25	\$2,925.00
103	Nonrebreather Mask, Pedi	10	Case	\$54.00	\$540.00	\$35.50	\$355.00	\$47.00	\$470.00	\$32.88	\$328.80	\$45.90	\$459.00	\$29.25	\$292.50
104	NPA	140	Box		\$0.00	\$18.88	\$2,643.20	\$21.10	\$2,954.00	\$16.66	\$2,332.40	\$18.00	\$2,520.00	\$19.09	\$2,672.60
105	O2 Wrench	100	Each	\$0.75	\$75.00	\$0.72	\$72.00	\$0.77	\$77.00	\$0.73	\$73.00	\$0.72	\$72.00	\$0.39	\$39.00
106	O2 Flow Meter	10	Each		\$0.00	\$67.65	\$676.50	\$37.66	\$376.60	\$82.69	\$826.90	\$0.00	\$0.00	\$0.00	\$0.00
107	O2 Tubing	5	Case	\$13.50	\$67.50	\$11.50	\$57.50	\$13.50	\$67.50	\$10.55	\$52.75	\$15.00	\$75.00	\$11.19	\$55.95
108	OB Kit	40	Each	\$6.05	\$242.00	\$7.83	\$313.20	\$5.68	\$227.20	\$4.73	\$189.20	\$5.50	\$220.00	\$4.19	\$167.60
109	OPA	18	Box	\$15.17	\$273.06	\$16.00	\$288.00	\$13.50	\$243.00	\$13.87	\$249.66	\$15.00	\$270.00	\$18.49	\$332.82
110	Glucose Control Solution	5	Each	\$6.82	\$34.10	\$9.37	\$46.85		\$0.00		\$0.00	\$13.00	\$65.00	\$0.00	\$0.00
111	Glucose Test Strips	800	Box	\$18.49	\$14,792.00	\$22.00	\$17,600.00		\$0.00		\$0.00	\$80.00	\$64,000.00	\$0.00	\$0.00
112	Glucometer	100	Each	\$0.01	\$1.00	\$0.00	\$0.00		\$0.00		\$0.00	\$18.00	\$1,800.00	\$0.00	\$0.00
113	IV Catheter	40	Case	\$312.72	\$12,508.80	\$346.00	\$13,840.00	\$280.00	\$11,200.00	\$297.76	\$11,910.40	\$336.00	\$13,440.00	\$282.00	\$11,280.00
114	Reeves Sleeve	20	Each	\$716.10	\$14,322.00	\$589.75	\$11,795.00	\$558.82	\$11,176.40		\$0.00	\$798.00	\$15,960.00	\$969.00	\$19,380.00
115	Reeves Stretcher	20	Each	\$258.50	\$5,170.00	\$273.62	\$5,472.40	\$347.06	\$6,941.20		\$0.00	\$295.00	\$5,900.00	\$869.00	\$17,380.00
116	ET Tubes	75	Box	\$24.80	\$1,860.00	\$17.70	\$1,327.50	\$17.00	\$1,275.00	\$16.98	\$1,273.50	\$18.00	\$1,350.00	\$16.50	\$1,237.50
117	Nitrile Gloves	705	Case	\$67.10	\$47,305.50	\$76.50	\$53,932.50	\$87.10	\$61,405.50	\$78.00	\$54,990.00	\$110.00	\$77,550.00	\$102.19	\$72,043.95
118	SAM Splint, 36"	10	Each	\$6.33	\$63.30	\$7.20	\$72.00	\$6.53	\$65.30	\$8.05	\$80.50	\$7.18	\$71.80	\$2.79	\$27.90
119	SAM Splint, 18"	10	Each	\$5.68	\$56.80	\$7.69	\$76.90	\$6.08	\$60.80		\$0.00	\$7.90	\$79.00	\$1.89	\$18.90
120	SAM Splint, 8"	10	Each	\$2.61	\$26.10	\$2.79	\$27.90	\$2.69	\$26.90		\$0.00	\$3.90	\$39.00	\$1.29	\$12.90
121	Sharps Container, Large	13	Case	\$73.20	\$951.60	\$65.51	\$851.63	\$76.56	\$995.28	\$65.59	\$852.67	\$72.00	\$936.00	\$94.39	\$1,227.07

122	Sharps Container, Small	22	Case	\$154.68	\$3,402.96	\$60.96	\$1,341.12		\$0.00		\$0.00	\$160.00	\$3,520.00	\$124.19	\$2,732.18
123	Sharps Shuttle	20	Each	\$1.49	\$29.80	\$1.49	\$29.80	\$1.48	\$29.60	\$1.38	\$27.60	\$1.72	\$34.40	\$1.39	\$27.80
124	Stethoscope	25	Each	\$20.72	\$518.00	\$3.89	\$97.25	\$7.39	\$184.75	\$4.44	\$111.00	\$6.00	\$150.00	\$3.87	\$96.75
125	Stylette, Adult	30	Box	\$45.20	\$1,356.00	\$38.40	\$1,152.00	\$36.40	\$1,092.00	\$36.30	\$1,089.00	\$78.00	\$2,340.00	\$45.29	\$1,358.70
126	Stylette, Pedi	10	Box	\$70.40	\$704.00		\$0.00	\$52.20	\$522.00	\$26.66	\$266.60	\$72.00	\$720.00	\$45.29	\$452.90
127	Suction Cannister	10	Case	\$120.00	\$1,200.00	\$133.92	\$1,339.20	\$147.36	\$1,473.60	\$168.83	\$1,688.30	\$139.00	\$1,390.00	\$136.80	\$1,368.00
128	Suction Catheter	500	Each	\$0.21	\$105.00	\$0.12	\$60.00	\$0.19	\$95.00	\$0.17	\$85.00	\$0.18	\$90.00	\$0.12	\$59.50
129	Suction Tubing	13	Case	\$37.00	\$481.00	\$49.50	\$643.50	\$31.82	\$413.66	\$21.67	\$281.71	\$23.00	\$299.00	\$31.39	\$408.07
130	Syringes, 12cc	40	Box		\$0.00	\$8.80	\$352.00		\$0.00	\$21.94	\$877.60	\$24.00	\$960.00	\$0.00	\$0.00
131	Syringes, 1cc	15	Box	\$20.92	\$313.80	\$24.72	\$370.80	\$22.27	\$334.05	\$12.03	\$180.45	\$24.50	\$367.50	\$19.95	\$299.25
132	Syringes, 20cc	5	Box	\$15.90	\$79.50	\$27.90	\$139.50	\$11.00	\$55.00	\$8.00	\$40.00	\$14.50	\$72.50	\$22.89	\$114.45
133	Syringes, 35cc	10	Box	\$12.01	\$120.10	\$18.92	\$189.20	\$18.03	\$180.30	\$18.16	\$181.60	\$18.00	\$180.00	\$0.00	\$0.00
134	Syringes, 3cc	35	Box	\$10.19	\$356.65	\$14.51	\$507.85	\$14.43	\$505.05	\$13.24	\$463.40	\$15.90	\$556.50	\$12.49	\$437.15
135	Syringes, 60cc	15	Box		\$0.00	\$10.20	\$153.00	\$19.07	\$286.05	\$19.10	\$286.50	\$16.00	\$240.00	\$15.99	\$239.85
136	Syringes, 6cc	25	Box	\$12.13	\$303.25	\$16.68	\$417.00		\$0.00	\$15.32	\$383.00	\$23.50	\$587.50	\$0.00	\$0.00
137	Tourniquet	75	Box	\$5.81	\$435.75	\$8.00	\$600.00	\$8.50	\$637.50	\$16.50	\$1,237.50	\$9.50	\$712.50	\$7.49	\$561.75
138	Traction Splint	10	Each	\$312.40	\$3,124.00	\$335.33	\$3,353.30	\$139.77	\$1,397.70	\$138.00	\$1,380.00	\$115.00	\$1,150.00	\$129.00	\$1,290.00
139	Trauma Dressing	5	Case	\$59.00	\$295.00	\$530.50	\$2,652.50	\$28.25	\$141.25	\$14.44	\$72.20	\$33.00	\$165.00	\$15.90	\$79.50
140	Trauma Shears	100	Each	\$0.86	\$86.00	\$0.75	\$75.00	\$0.97	\$97.00	\$0.67	\$67.00	\$1.00	\$100.00	\$0.59	\$59.00
141	Triangle Bandages	10	Case	\$43.20	\$432.00	\$57.60	\$576.00	\$74.40	\$744.00	\$58.66	\$586.60	\$87.00	\$870.00	\$54.48	\$544.80
142	Triple Antibiotic	20	Box	\$4.59	\$91.80	\$7.00	\$140.00	\$10.63	\$212.60	\$10.26	\$205.20	\$9.90	\$198.00	\$10.99	\$219.80
143	Urinal	150	Each	\$0.48	\$72.00	\$0.56	\$84.00	\$0.50	\$75.00	\$0.35	\$52.50	\$0.60	\$90.00	\$0.69	\$103.50
144	Vaseline Gauze	10	Box	\$30.50	\$305.00	\$34.50	\$345.00	\$23.50	\$235.00	\$31.32	\$313.20	\$25.00	\$250.00	\$20.19	\$201.90
145	Venigard	25	Case	\$181.50	\$4,537.50	\$188.45	\$4,711.25	\$187.50	\$4,687.50	\$164.83	\$4,120.75	\$225.00	\$5,625.00	\$169.00	\$4,225.00
146	Vionex Wipes	75	Case	\$84.80	\$6,360.00	\$105.40	\$7,905.00	\$88.40	\$6,630.00	\$87.07	\$6,530.25	\$86.00	\$6,450.00	\$81.00	\$6,075.00
147	V-Vac Replacement Cartridge	50	Each	\$19.80	\$990.00	\$21.92	\$1,096.00	\$20.45	\$1,022.50	\$20.80	\$1,040.00	\$2.18	\$109.00	\$20.89	\$1,044.50
148	V-Vac Starter Kit	10	Each	\$81.66	\$816.60	\$89.27	\$892.70	\$84.36	\$843.60	\$85.78	\$857.80	\$93.00	\$930.00	\$119.00	\$1,190.00
149	Yankauer Suction Catheter	12	Case	\$24.00	\$288.00	\$23.00	\$276.00	\$17.50	\$210.00	\$17.22	\$206.64	\$18.00	\$216.00	\$16.79	\$201.48
150	Disposable Soft Limb Restraint	12	Case	\$48.98	\$587.76	\$159.84	\$1,918.08	\$160.80	\$1,929.60	\$151.68	\$1,820.16	\$172.00	\$2,064.00	\$153.12	\$1,837.44



**Administration & Finance Committee Meeting  
Briefing Document**

**Agenda Item**

Use of existing capital bond proceeds for fund architectural, engineering and design studies and to purchase equipment for the County's GIS (geographic information systems) program.

**Background**

There are four (4) capital project initiatives that require a financial policy decision of Council to proceed.

**Countywide GIS Program Capital Needs**

As you may know, many departmental operations rely on the County's GIS infrastructure. Spatial technology is embedded in most thematic government department operations. With that in mind, County staff is working to update its two GIS servers that are now out of maintenance and beyond their operational life. As the servers are now beyond maintenance, any failures of hardware are not recoverable. The data, however, should remain in a stable but static state, although not usable. The failure of the outdated servers will halt County operations that include, but are not limited to:

- Daily GIS updates to the 911 system (the GIS-based 911 system is isolated and safe but would not receive data updates for locations);
- Real property ownership and taxable boundary and acreage recording;
- Land development plan submittal and review;
- Building permit management and inspections;
- Crime mapping;
- Roads inventory and maintenance data systems;
- Property address assignments;
- Utilities spatial data maintenance;

The IT Department, of which GIS is a Division, is engaged in updating its GIS Plan for the County. However, there are number of critical capital purchases needed, inclusive of the two servers at an estimated cost of \$350,000. The remaining needs will be included in the County's Capital Improvement Plan, which is scheduled to be presented to Council during its upcoming budgetary process.

**Revised Lower Richland Sewer Plan**

During its October 2, 2018 meeting, Council authorized staff to pursue a revised Lower Richland Sewer Plan via a preliminary engineering design of the project. The estimated cost for engineering the design study is up to \$750,000. Council approval of the funding source of this item is needed to proceed.



**Architectural and Engineering Evaluation of the County’s Columbia Place Mall Properties Initiative**

During its October 16, 2018 meeting, Council authorized staff to procure professional services of an Architectural and Engineering firm to perform an engineering evaluation of the County’s Columbia Place Mall properties to determine up fit costs and appropriateness for (1) Use of the Burlington property for the RCSD 911 Communications Center and Crime Lab (2) Use of the Sears property for the Department of Social Services (DSS) and other entities (3) Use of Dillard’s for County needs. This assessment shall include space use programming and a public transportation suitability evaluation (i.e., COMET Bus Transfer Station). The estimated cost for the architectural and engineering services is up to \$400,000. Council approval of the funding source of this item is needed to proceed.

**Capital Purchase for the Sheriff’s Department**

As you may recall, Council approved a 5 year contract for the body worn cameras. The County is in year three of the body worn camera contract with an annual payment amount of \$418,668. The County has approximately \$49,000 in grant funding to apply to the body worn camera contract which will leave a balance of \$369,668 for this year’s payment. See attached quote for this purchase.

Given the availability of capital bond proceeds, staff recommends using the capital bond proceeds to cover the cost of this payment.

**Issues**

Council approval of a funding source for the aforementioned initiatives.

**Fiscal Impact**

The fiscal impact of these initiatives is \$1,869,668. The recommended funding source is the use of existing capital bond proceeds. During its November 21, 2018 meeting, Council approved the re-direction and expenditure of unspent proceeds via a bond ordinance – see attached ordinance.

Staff recommends Council authorize the use of unspent proceeds for the aforementioned capital project initiatives as there is a provision on page 2 of the attached ordinance, Section 1(c)(ii) that reads, “in the event any Unspent Proceeds remain after completion of the projects identified above, those amounts shall be used for the purchase of vehicles, purchase of equipment, funding capital projects, or such other lawful corporate and public purposes as the Council shall determine.”

The Richland Renaissance Project, which is identified as Project A in the ordinance, has been placed in a status of “deferment”. Given its current status, along with the aforementioned initiative of Council to procure an architectural and engineering evaluation of the County’s Columbia Place Mall properties to determine up fit costs and appropriateness for County offices, further pursuit of Renaissance in its entirety is in effect finished (i.e., completed). The remaining balance of bond proceeds allocated for Renaissance is \$2.2M. Use of a portion of the remaining bond proceeds can be authorized by Council via a Resolution and provides a cost neutral, as the funding source for the aforementioned capital project initiatives. The impact is summarized in the tables below:

**Table 1. Capital Bond Proceeds Summary**

<b>Item</b>	<b>Amount</b>
Countywide GIS Program Capital Needs	\$350,000
Revised Lower Richland Sewer Plan	\$750,000



Architectural and Engineering Evaluation of the County's Columbia Place Mall Properties Initiative	\$400,000
Sheriff's Body Worn Cameras	\$369,668
<b>Total</b>	<b>\$1,869,668</b>

<b>Table 2. Comparison Summary</b>	<b>Amount</b>
Remaining Richland Renaissance Capital Bond Proceeds	\$2,200,000
Total Use of Bond Proceeds associated with this Request	\$1,869,668
<b>Remaining Balance</b>	<b>\$330,332</b>

**Past Legislative Actions**

None.

**Alternatives**

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

**Staff Recommendation**

Staff recommendation is for Council to approve a Resolution authorizing the expenditure of \$1,869,668 of the unspent proceeds remaining from the pursuit of Richland Renaissance for the purchase GIS program servers (\$350,000), the design of the revised Lower Richland Sewer Plan (up to \$750,000), the architectural and engineering evaluation of the County's Columbia Place Mall properties (up to \$400,000) and the body worn cameras (\$369,668).



# TASER International

Protect Life. Protect Truth.

17800 N 85th St.  
 Scottsdale, Arizona 85255  
 United States  
 Phone: (800) 978-2737  
 Fax: 480-991-0791

**Chris Cowan**  
 (803) 576-3036  
 ccowan@rcsd.net



## Quotation

Quote: Q-78449-9  
 Date: 10/11/2016 6:32 AM  
 Quote Expiration: 9/30/2016  
 Contract Start Date\*: 11/5/2016  
 Contract Term: 5 years

**AX Account Number:**  
 112771

**Bill To:**  
 Richland County Sheriff's Office - SC  
 5623 TWO NOTCH ROAD  
 Columbia, SC 29223  
 US

**Ship To:**  
 Chris Cowan  
 Richland County Sheriff's Office - SC  
 5623 TWO NOTCH ROAD  
 Columbia, SC 29223  
 US

SALESPERSON	PHONE	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Andy Wrenn		andy@taser.com	Fedex - Ground	Net 30

\*Note this will vary based on the shipment date of the product.

Year 1 - Due Net 30

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
350	85123	EVIDENCE.COM UNLIMITED LICENSE YEAR 1 PAYMENT	USD 948.00	USD 331,800.00	USD 70,000.00	USD 261,800.00
30	88101	STANDARD EVIDENCE.COM LICENSE: YEAR 1 PAYMENT	USD 300.00	USD 9,000.00	USD 0.00	USD 9,000.00
5	89101	PROFESSIONAL EVIDENCE.COM LICENSE: YEAR 1 PAYMENT	USD 468.00	USD 2,340.00	USD 0.00	USD 2,340.00
350	85100	EVIDENCE.COM INTEGRATION LICENSE: ANNUAL PAYMENT	USD 180.00	USD 63,000.00	USD 0.00	USD 63,000.00
14,000	85110	EVIDENCE.COM INCLUDED STORAGE	USD 0.00	USD 0.00	USD 0.00	USD 0.00
150	85110	EVIDENCE.COM INCLUDED STORAGE	USD 0.00	USD 0.00	USD 0.00	USD 0.00
600	85110	EVIDENCE.COM INCLUDED STORAGE	USD 0.00	USD 0.00	USD 0.00	USD 0.00
350	74001	AXON CAMERA ASSEMBLY, ONLINE, AXON BODY 2, BLK	USD 399.00	USD 139,650.00	USD 0.00	USD 139,650.00
350	73004	WALL CHARGER, USB SYNC CABLE, FLEX	USD 0.00	USD 0.00	USD 0.00	USD 0.00
350	11508	MOLLE MOUNT, DOUBLE, AXON BODY 2	USD 0.00	USD 0.00	USD 0.00	USD 0.00



QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
350	11509	CLIP MOUNT, AXON BODY 2	USD 0.00	USD 0.00	USD 0.00	USD 0.00
58	74008	AXON DOCK, 6 BAY + CORE, AXON BODY 2	USD 1,495.00	USD 86,710.00	USD 0.00	USD 86,710.00
58	70033	WALL MOUNT BRACKET, ASSY, EVIDENCE.COM DOCK	USD 35.00	USD 2,030.00	USD 2,030.00	USD 0.00
58	87026	TASER ASSURANCE PLAN DOCK 2 ANNUAL PAYMENT	USD 216.00	USD 12,528.00	USD 0.00	USD 12,528.00
1	85055	AXON FULL SERVICE	USD 15,000.00	USD 15,000.00	USD 15,000.00	USD 0.00
350	70112	AXON SIGNAL UNIT	USD 279.00	USD 97,650.00	USD 97,650.00	USD 0.00

<b>Year 1 - Due Net 30 Total Before Discounts:</b>	USD 759,708.00
<b>Year 1 - Due Net 30 Discount:</b>	USD 184,680.00
<b>Year 1 - Due Net 30 Net Amount Due:</b>	USD 575,028.00

Axon Signal PPMs to be delivered in November 2016

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
350	70116	PPM, SIGNAL	USD 89.99	USD 31,496.50	USD 31,496.50	USD 0.00

<b>Axon Signal PPMs to be delivered in November 2016 Total Before Discounts:</b>	USD 31,496.50
<b>Axon Signal PPMs to be delivered in November 2016 Discount:</b>	USD 31,496.50
<b>Axon Signal PPMs to be delivered in November 2016 Net Amount Due:</b>	USD 0.00

2 for 1 Axon Body 2 + TAP

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
350	74001	AXON CAMERA ASSEMBLY, ONLINE, AXON BODY 2, BLK	USD 399.00	USD 139,650.00	USD 139,650.00	USD 0.00
350	74020	MAGNET MOUNT, FLEXIBLE, AXON BODY 2	USD 0.00	USD 0.00	USD 0.00	USD 0.00
350	74021	MAGNET MOUNT, THICK OUTERWEAR, AXON BODY 2	USD 0.00	USD 0.00	USD 0.00	USD 0.00
350	73004	WALL CHARGER, USB SYNC CABLE, FLEX	USD 0.00	USD 0.00	USD 0.00	USD 0.00
350	85070	TASER ASSURANCE PLAN ANNUAL PAYMENT, BODYCAM	USD 204.00	USD 71,400.00	USD 0.00	USD 71,400.00

<b>2 for 1 Axon Body 2 + TAP Total Before Discounts:</b>	USD 211,050.00
<b>2 for 1 Axon Body 2 + TAP Discount:</b>	USD 139,650.00
<b>2 for 1 Axon Body 2 + TAP Net Amount Due:</b>	USD 71,400.00

Spares

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
22	74001	AXON CAMERA ASSEMBLY, ONLINE, AXON BODY 2, BLK	USD 0.00	USD 0.00	USD 0.00	USD 0.00
22	73004	WALL CHARGER, USB SYNC CABLE, FLEX	USD 0.00	USD 0.00	USD 0.00	USD 0.00
22	11508	MOLLE MOUNT, DOUBLE, AXON BODY 2	USD 0.00	USD 0.00	USD 0.00	USD 0.00

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
22	11509	CLIP MOUNT, AXON BODY 2	USD 0.00	USD 0.00	USD 0.00	USD 0.00
<b>Spares Total Before Discounts:</b>						USD 0.00
<b>Spares Net Amount Due:</b>						USD 0.00

Year 2 - Due 2017

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
350	85124	EVIDENCE.COM UNLIMITED LICENSE YEAR 2 PAYMENT	USD 948.00	USD 331,800.00	USD 0.00	USD 331,800.00
30	88201	STANDARD EVIDENCE.COM LICENSE: YEAR 2 PAYMENT	USD 300.00	USD 9,000.00	USD 0.00	USD 9,000.00
5	89201	PROFESSIONAL EVIDENCE.COM LICENSE: YEAR 2 PAYMENT	USD 468.00	USD 2,340.00	USD 0.00	USD 2,340.00
350	85100	EVIDENCE.COM INTEGRATION LICENSE: ANNUAL PAYMENT	USD 180.00	USD 63,000.00	USD 0.00	USD 63,000.00
14,000	85110	EVIDENCE.COM INCLUDED STORAGE	USD 0.00	USD 0.00	USD 0.00	USD 0.00
600	85110	EVIDENCE.COM INCLUDED STORAGE	USD 0.00	USD 0.00	USD 0.00	USD 0.00
150	85110	EVIDENCE.COM INCLUDED STORAGE	USD 0.00	USD 0.00	USD 0.00	USD 0.00
58	87026	TASER ASSURANCE PLAN DOCK 2 ANNUAL PAYMENT	USD 216.00	USD 12,528.00	USD 0.00	USD 12,528.00
350	85070	TASER ASSURANCE PLAN ANNUAL PAYMENT, BODYCAM	USD 204.00	USD 71,400.00	USD 71,400.00	USD 0.00
<b>Year 2 - Due 2017 Total Before Discounts:</b>						USD 490,068.00
<b>Year 2 - Due 2017 Discount:</b>						USD 71,400.00
<b>Year 2 - Due 2017 Net Amount Due:</b>						USD 418,668.00

Year 3 - Due 2018

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
350	85125	EVIDENCE.COM UNLIMITED LICENSE YEAR 3 PAYMENT	USD 948.00	USD 331,800.00	USD 0.00	USD 331,800.00
30	88301	STANDARD EVIDENCE.COM LICENSE: YEAR 3 PAYMENT	USD 300.00	USD 9,000.00	USD 0.00	USD 9,000.00
5	89301	PROFESSIONAL EVIDENCE.COM LICENSE: YEAR 3 PAYMENT	USD 468.00	USD 2,340.00	USD 0.00	USD 2,340.00
350	85100	EVIDENCE.COM INTEGRATION LICENSE: ANNUAL PAYMENT	USD 180.00	USD 63,000.00	USD 0.00	USD 63,000.00
14,000	85110	EVIDENCE.COM INCLUDED STORAGE	USD 0.00	USD 0.00	USD 0.00	USD 0.00
600	85110	EVIDENCE.COM INCLUDED STORAGE	USD 0.00	USD 0.00	USD 0.00	USD 0.00
150	85110	EVIDENCE.COM INCLUDED STORAGE	USD 0.00	USD 0.00	USD 0.00	USD 0.00
58	87026	TASER ASSURANCE PLAN DOCK 2 ANNUAL PAYMENT	USD 216.00	USD 12,528.00	USD 0.00	USD 12,528.00
350	85070	TASER ASSURANCE PLAN ANNUAL PAYMENT, BODYCAM	USD 204.00	USD 71,400.00	USD 71,400.00	USD 0.00
<b>Year 3 - Due 2018 Total Before Discounts:</b>						USD 490,068.00
<b>Year 3 - Due 2018 Discount:</b>						USD 71,400.00
<b>Year 3 - Due 2018 Net Amount Due:</b>						USD 418,668.00

Year 4 - Due 2019

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
350	85126	EVIDENCE.COM UNLIMITED LICENSE YEAR 4 PAYMENT	USD 948.00	USD 331,800.00	USD 0.00	USD 331,800.00
30	88401	STANDARD EVIDENCE.COM LICENSE: YEAR 4 PAYMENT	USD 300.00	USD 9,000.00	USD 0.00	USD 9,000.00
5	89401	PROFESSIONAL EVIDENCE.COM LICENSE: YEAR 4 PAYMENT	USD 468.00	USD 2,340.00	USD 0.00	USD 2,340.00
350	85100	EVIDENCE.COM INTEGRATION LICENSE: ANNUAL PAYMENT	USD 180.00	USD 63,000.00	USD 0.00	USD 63,000.00
14,000	85110	EVIDENCE.COM INCLUDED STORAGE	USD 0.00	USD 0.00	USD 0.00	USD 0.00
600	85110	EVIDENCE.COM INCLUDED STORAGE	USD 0.00	USD 0.00	USD 0.00	USD 0.00
150	85110	EVIDENCE.COM INCLUDED STORAGE	USD 0.00	USD 0.00	USD 0.00	USD 0.00
58	87026	TASER ASSURANCE PLAN DOCK 2 ANNUAL PAYMENT	USD 216.00	USD 12,528.00	USD 0.00	USD 12,528.00
350	85070	TASER ASSURANCE PLAN ANNUAL PAYMENT, BODYCAM	USD 204.00	USD 71,400.00	USD 71,400.00	USD 0.00
<b>Year 4 - Due 2019 Total Before Discounts:</b>						USD 490,068.00
<b>Year 4 - Due 2019 Discount:</b>						USD 71,400.00
<b>Year 4 - Due 2019 Net Amount Due:</b>						USD 418,668.00

Year 5 - Due 2020

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
350	85127	EVIDENCE.COM UNLIMITED LICENSE YEAR 5 PAYMENT	USD 948.00	USD 331,800.00	USD 0.00	USD 331,800.00
30	88501	STANDARD EVIDENCE.COM LICENSE: YEAR 5 PAYMENT	USD 300.00	USD 9,000.00	USD 0.00	USD 9,000.00
5	89501	PROFESSIONAL EVIDENCE.COM LICENSE: YEAR 5 PAYMENT	USD 468.00	USD 2,340.00	USD 0.00	USD 2,340.00
350	85100	EVIDENCE.COM INTEGRATION LICENSE: ANNUAL PAYMENT	USD 180.00	USD 63,000.00	USD 0.00	USD 63,000.00
14,000	85110	EVIDENCE.COM INCLUDED STORAGE	USD 0.00	USD 0.00	USD 0.00	USD 0.00
150	85110	EVIDENCE.COM INCLUDED STORAGE	USD 0.00	USD 0.00	USD 0.00	USD 0.00
600	85110	EVIDENCE.COM INCLUDED STORAGE	USD 0.00	USD 0.00	USD 0.00	USD 0.00
58	87026	TASER ASSURANCE PLAN DOCK 2 ANNUAL PAYMENT	USD 216.00	USD 12,528.00	USD 0.00	USD 12,528.00
350	85070	TASER ASSURANCE PLAN ANNUAL PAYMENT, BODYCAM	USD 204.00	USD 71,400.00	USD 71,400.00	USD 0.00
<b>Year 5 - Due 2020 Total Before Discounts:</b>						USD 490,068.00
<b>Year 5 - Due 2020 Discount:</b>						USD 71,400.00
<b>Year 5 - Due 2020 Net Amount Due:</b>						USD 418,668.00
<b>Subtotal</b>						USD 2,321,100.00
<b>Estimated Shipping &amp; Handling Cost</b>						USD 565.90
<b>Estimated Tax</b>						USD 185,688.00
<b>Grand Total</b>						USD 2,507,353.90

Complimentary Evidence.com Tier Upgrade Through September 2016

This quote contains a purchase of either the Basic or Standard Evidence.com license. You will temporarily receive the features available with the Professional license for the Basic and Standard licenses purchased until September 2016. This is a free upgrade to your account so you can enjoy all the benefits of our most feature rich license tier. In September 2016 you will be prompted to select which users you would like to assign to each tier. This will have no impact on uploaded data.

**Axon Pre-order**

Thank you for your interest in Axon! This pre-order is a commitment to purchase Axon Body 2 and/or Axon Fleet. Axon Body 2 is available for delivery between 8-10 weeks after purchase date. Axon Fleet is available for delivery sometime in 2017. You will be notified if there are any delays. TASER reserves the right to make product changes without notice.

**Signal Performance Power Magazine (SPPM) Pre-order**

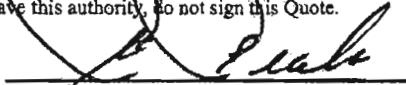
Thank you for your interest in the Signal Performance Power Magazine (SPPM). This pre-order is a commitment to purchase the SPPM. The SPPM is available for delivery starting in September 2016. You will be notified if there are any delays. TASER reserves the right to make product changes without notice.

Signal PPMs should be delivered in November 2016 when available.

**TASER International, Inc.'s Sales Terms and Conditions  
for Direct Sales to End User Purchasers**

By signing this Quote, you are entering into a contract and you certify that you have read and agree to the provisions set forth in this Quote and TASER's Master Services and Purchasing Agreement posted at [www.taser.com/legal](http://www.taser.com/legal). You represent that you are lawfully able to enter into contracts and if you are entering into this agreement for an entity, such as the company, municipality, or government agency you work for, you represent to TASER that you have legal authority to bind that entity. If you do not have this authority, do not sign this Quote.

Signature:



Date:

12/15/16

Name (Print):

GERALD SEAL

Title:

COUNTY ADMINISTRATOR

PO# (if needed):

\_\_\_\_\_

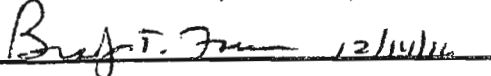
Quote: Q-78449-9

Please sign and email to Andy Wrenn at [andy@taser.com](mailto:andy@taser.com) or fax to 480-991-0791

THANK YOU FOR YOUR BUSINESS!

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Richland County Attorney's Office

 12/14/16

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



**Administration & Finance Committee Meeting  
Briefing Document**

**Agenda Item**

Sheriff's Purchase of Mobile Data Terminals (MDTs) and In-Car Cameras

**Background**

During its October 2, 2018 meeting, Council approved the assignment of funds for specific purposes. One of those purposes was to purchase mobile data transfer (MDTs) stations and in-car cameras for the Sheriff's Department vehicles.

This request is for Council to allocate and allow the expenditures of the assigned funds for the purchase of mobile data terminals (MDTs) and in-car cameras for the Sheriff's Department vehicles pursuant to the attached supporting documentation. The in-car camera purchase is for year 2 of the "Axon Unlimited Plan", contract. Also, the vendor for the MDTs, Howard Technology Solutions, is on state contract.

**Issues**

None.

**Fiscal Impact**

The total cost for the purchases is \$608,991. The funding is available in the County's current fiscal year budget via the assigned funds for this purpose.

<b>Item</b>	<b>Amount</b>
In-car Camera (300 units)	\$384,912
MDTs (68 units)	\$224,079
<b>Total</b>	<b>\$608,991</b>

**Past Legislative Actions**

October 2, 2018 – Council approved assigning funds for the purchase of MDTs and in-car cameras.

**Alternatives**

1. Consider the request and approve the allocation and expenditure of the assigned funds for the purchase of mobile data terminals (MDTs) and in-car cameras for the Sheriff's Department vehicles.
2. Consider the request and do not approve the allocation and expenditure of the assigned funds for the purchase of mobile data terminals (MDTs) and in-car cameras for the Sheriff's Department vehicles.

**Staff Recommendation**

Staff recommendation is for Council to approve the allocation and expenditure of the assigned funds for the purchase of mobile data terminals (MDTs) and in-car cameras for the Sheriff's Department vehicles.

In-car cameras

**Axon Enterprise, Inc.**

Protect Life.

17800 N 85th St.  
Scottsdale, Arizona 85255  
United States  
Phone: (800) 978-2737  
Fax: 480-991-0791



**Chris Cowan**  
(803) 576-3036  
ccowan@rcsd.net

**Quotation**

Quote: Q-116315-9

Date: 12/18/2017 4:25 PM

Quote Expiration: 9/29/2017

Contract Start Date\*: 11/15/2017

Contract Term: 5 years

**AX Account Number:**

112771

**Bill To:**  
Richland County Sheriff's Office - SC  
5623 TWO NOTCH ROAD  
Columbia, SC 29223  
US

**Ship To:**  
Chris Cowan  
Richland County Sheriff's Office - SC  
5623 TWO NOTCH ROAD  
Columbia, SC 29223  
US

SALESPERSON	PHONE	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Andy Wrenn		andy@axon.com	Fedex - Ground	Net 30

\*Note this will vary based on the shipment date of the product.

**Axon Fleet Pre-Order**

Thank you for your interest in Axon! This pre-order is a commitment to purchase Axon Fleet. Axon Fleet will be available for delivery sometime in 2017. You will be notified if there are any delays. Axon reserves the right to make product changes without notice.

**Axon Fleet System Compatibility**

Additional costs may be incurred by the customer related to installing or optimizing their wireless infrastructure in order to achieve the desired wireless download speeds, access point coverage, bandwidth or network stability. These costs are solely the responsibility of the customer.

Year 1 Due Net 30

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
600	74003	CAMERA SYSTEM, AXON FLEET	USD 399.00	USD 239,400.00	USD 239,400.00	USD 0.00
600	74025	MOUNT ASSEMBLY, AXON FLEET	USD 0.00	USD 0.00	USD 0.00	USD 0.00
300	70112	AXON SIGNAL UNIT	USD 0.00	USD 0.00	USD 0.00	USD 0.00
600	74024	BATTERY SYSTEM, AXON FLEET	USD 0.00	USD 0.00	USD 0.00	USD 0.00
300	74027	Axon Fleet Dongle	USD 0.00	USD 0.00	USD 0.00	USD 0.00
300	85731	FLEET UNLIMITED PACKAGE: YEAR 1 PAYMENT	USD 1,188.00	USD 356,400.00	USD 36,000.00	USD 320,400.00
300	11605	CRADLEPOINT ROUTER - IBR900LP6	USD 660.00	USD 198,000.00	USD 178,200.00	USD 19,800.00
300	11511	Cradlepoint - 5 in 1 Cellular, WiFi, GPS Antenna (Black, Bol	USD 220.00	USD 66,000.00	USD 59,400.00	USD 6,600.00

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
300	11521	Cradlepoint - Enterprise Cloud Manager Prime + CradleCare, 5	USD 350.00	USD 105,000.00	USD 94,500.00	USD 10,500.00
1	80131	TRAIN INSTALLER OR INSTALLATION FACILITY, PER DAY, PER SITE	USD 2,500.00	USD 2,500.00	USD 2,500.00	USD 0.00
300	74110	CABLE, CAT6 ETHERNET 25 FT, FLEET	USD 19.00	USD 5,700.00	USD 5,700.00	USD 0.00
<b>Year 1 Tax Amount:</b>						USD 28,584.00
<b>Year 1 Discount:</b>						USD 615,700.00
<b>Year 1 Estimated Shipping &amp; Handling Cost:</b>						USD 316.80
<b>Year 1 Net Amount Due Including Taxes:</b>						USD 386,200.80

Year 2

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
300	85732	FLEET UNLIMITED PACKAGE: YEAR 2 PAYMENT	USD 1,188.00	USD 356,400.00	USD 0.00	USD 356,400.00
<b>Year 2 Tax Amount:</b>						USD 28,512.00
<b>Year 2 Net Amount Due Including Taxes:</b>						USD 384,912.00

Year 3

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
300	85733	FLEET UNLIMITED PACKAGE: YEAR 3 PAYMENT	USD 1,188.00	USD 356,400.00	USD 0.00	USD 356,400.00
<b>Year 3 Tax Amount:</b>						USD 28,512.00
<b>Year 3 Net Amount Due Including Taxes:</b>						USD 384,912.00

Year 4

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
300	85734	FLEET UNLIMITED PACKAGE: YEAR 4 PAYMENT	USD 1,188.00	USD 356,400.00	USD 0.00	USD 356,400.00
<b>Year 4 Tax Amount:</b>						USD 28,512.00
<b>Year 4 Net Amount Due Including Taxes:</b>						USD 384,912.00

Year 5

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
300	85735	FLEET UNLIMITED PACKAGE: YEAR 5 PAYMENT	USD 1,188.00	USD 356,400.00	USD 0.00	USD 356,400.00
<b>Year 5 Tax Amount:</b>						USD 28,512.00
<b>Year 5 Net Amount Due Including Taxes:</b>						USD 384,912.00

<b>Subtotal</b>	USD 1,782,900.00
<b>Estimated Shipping &amp; Handling Cost</b>	USD 316.80
<b>Estimated Tax</b>	USD 142,632.00
<b>Grand Total</b>	USD 1,925,848.80

**Hardware Shipping Estimate**

Typically, hardware shipment occurs between 4 – 6 weeks after purchase date. Product availability for new or high demand products may impact delivery time.

**Axon Enterprise, Inc.'s Sales Terms and Conditions  
for Direct Sales to End User Purchasers**

By signing this Quote, you are entering into a contract and you certify that you have read and agree to the provisions set forth in this Quote and Axon's Master Services and Purchasing Agreement posted at <https://www.axon.com/legal/sales-terms-and-conditions>. You represent that you are lawfully able to enter into contracts and if you are entering into this agreement for an entity, such as the company, municipality, or government agency you work for, you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, do not sign this Quote.

<b>Signature:</b>	_____	<b>Date:</b>	_____
<b>Name (Print):</b>	_____	<b>Title:</b>	_____
<b>PO# (if needed):</b>	_____		

Quote: Q-116315-9

Please sign and email to Andy Wrenn at [andy@axon.com](mailto:andy@axon.com) or fax to 480-991-0791

THANK YOU FOR YOUR BUSINESS!

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Phone: 1.888.912.3151  
 Fax: 1.601.399.5077  
 Online: www.howardcomputers.com



Howard Computers  
 P.O. Box 1588  
 Laurel, MS 39441

## Online Quotation

<b>Quote No:</b>	EW 882289.00	<b>Quote Date:</b>	September 05, 2018
<b>Customer Name:</b>	Chris Cowan	<b>Phone Number:</b>	8035761430
<b>Company Name:</b>	Richland County Sheriff's Department	<b>Fax Number:</b>	8037547302
<b>Quote Name:</b>	Richland County Panasonic Updated		

### Item 1

Category	Description	Qty.	Unit Price	Ext. Price
<b>System Type: Accessories</b>				
1:	Panasonic Toughbook CF-54 Public Sector Specific - Elite FP, Win10 Pro, Intel Core i5-7300U 2.60GHz, vPro, 14.0" FHD, Gloved Multi Touch, 256GB SSD, 8GB, Intel WiFi a/b/g/n/ac, TPM 2.0, Bluetooth, 4G LTE-Advanced Multi Carrier (EM7455), Dual Pass (Ch1:dGPS/Ch2:WWAN), dGPS, Fingerprint, Emissive Backlit Keyboard, No DVD Drive, Webcam, Toughbook Preferred, CF-SVCPDEP3Y - Toughbook & Toughpad Premier Deployment - Includes Imaging, Customer Portal Access, Multilocation Shipping and Disk Image Management at the Panasonic National Service Center (Years 1,2,3), CF-SVCLTNF3YR - Protection Plus Warranty - Laptop (Years 1, 2 &3), CF-SVC256SSD3Y - 256GB SSD - Toughbook No return of defective drive (Years 1,2 & 3) <b>MPN:</b> CF-54J2-07VM	68	<b>\$2,418.18</b>	<b>\$164,436.24</b>
2:	Havis CF-H-PAN-421-2-P - Docking station - VGA - 10Mb LAN - for Toughbook 54, 54 Gloved Multi Touch, 54 Lite, 54 Performance, 54 Prime <b>MPN:</b> CF-H-PAN-421-2-P	68	<b>\$525.00</b>	<b>\$35,700.00</b>
3:	LIND PA1580-1642 - Car power adapter - 120 Watt - for Toughbook 19, 31, F9 <b>MPN:</b> CF-LNDDC120	68	<b>\$108.00</b>	<b>\$7,344.00</b>

<b>Sub-Total:</b>	<b>\$207,480.24</b>
<b>Parts &amp; Accessories Shipping:</b>	<b>Included</b>
<b>Taxes:</b>	<b>\$16,598.42</b>
<b>Total for Item 1:</b>	<b>\$224,078.66</b>

**This quote will expire October 05, 2018.**  
 To expedite your order, please include your quote number with your Purchase Order.

### Total for all pre-configured items

<b>Sub-Total:</b>	<b>\$207,480.24</b>
<b>Parts &amp; Accessories Shipping:</b>	<b>Included</b>
<b>Taxes:</b>	<b>\$16,598.42</b>
<b>Total:</b>	<b>\$224,078.66</b>

**Notes:**

Special pricing good until Oct. 31, 2018

Pricing and availability subject to change without notice.  
Packaging, Shipping, and Handling fees are not included unless specifically stated.  
Prices and lease payments do not include applicable taxes.  
Ship dates are approximations and are not guarantees.  
Quick ship items not available in Alaska, Hawaii, or outside the United States.  
Specific state laws may affect shipment of products.  
If Purchaser fails to pay any invoice in full within the time quoted herein,  
Seller may, without notice, accelerate the due date of all outstanding invoices  
and require that all outstanding invoices, including any interest thereon, be  
immediately due and payable in full.  
For product return policies and information please visit:  
[http://www.howardcomputers.com/pdf/warranties/HTS\\_ReturnPolicy.pdf](http://www.howardcomputers.com/pdf/warranties/HTS_ReturnPolicy.pdf)

PLANS	BASIC	PRO	UNLIMITED	OFFICER SAFETY PLAN
INCLUDED STORAGE	10GB	30GB	Unlimited Storage*	Unlimited Storage*
Evidence Sync	✓	✓	✓	✓
Dock-Automated Video Upload	✓	✓	✓	✓
Secure File Storage	✓	✓	✓	✓
Axon Capture App & Axon View Apps	✓	✓	✓	✓
GPS Mapping of Captured Media	✓	✓	✓	✓
File & Case Sharing	✓	✓	✓	✓
Video Clips & Markers	✓	✓	✓	✓
Custom User Roles & Categories	✓	✓	✓	✓
Automatic File Deletion Schedules	✓	✓	✓	✓
Bulk Reassign, Share, Edit	✓	✓	✓	✓
Single Sign-On (SSO)	✓	✓	✓	✓
Video Redaction		✓	✓	✓
Group Monitoring		✓	✓	✓
Agency Usage Reports		✓	✓	✓
Advanced Device Analytics		✓	✓	✓
Axon Device Manager		✓	✓	✓
Human Paid Transcription		✓	✓	✓
Multicam Playback		✓	✓	✓
Restricted Evidence		✓	✓	✓
Axon Citizen 1:1		✓	✓	✓
Standard Redaction Studio		✓	✓	✓
Two Axon Camera Upgrades <sup>†</sup>			✓	✓
Full Axon Camera Warranty			✓	✓
Unlimited HD Storage*			✓	✓
One Smart Weapon <sup>†</sup>				✓
Full Smart Weapon Warranty				✓
Axon Signal Sidearm				✓

## ENTERPRISE ADD-ONS

### Advanced User Management [+ \$10/user/month]

Bulk user account creation and management via API  
Automated user account creation and management from Active Directory (SCIM)

### CAD/RMS Integration [+ \$15/user/month]

API and Development Support for 3rd Party Systems [+ \$10/user/month]

\*Applies to 5-year contracts only.

\*Unlimited data for Axon camera and Axon Capture uploads; 40GB per user of non-Axon device storage; additional storage is only 6.25¢ per GB per month.

Other terms and conditions may apply and Axon reserves the right to change or end these offers at any time.



# PROCUREMENT SERVICES

**Contract 4400012210**

[Back to Initial Screen](#)

**Validity Start** 01/07/2016

**Validity End** 03/31/2020

**Target Value** \$ 20,000,000.00

**FEIN** 64-0466143

**Bid Invitation**

**Contract Notes**

**Vendor 7000034207**

**Vendor Address** HOWARD TECHNOLOGY SOLUTIONS  
P.O. Box 1590  
LAUREL MS 39441

**District**

**E-mail** [bids@howardcomputers.com](mailto:bids@howardcomputers.com)

**Telephone** (601) 425-3181

**Fax Number** (601) 399-5077

**Minority Status** Not Applicable

**Home Page** <http://www.howardcomputers.com>

**Other URL**

## Vendor Contacts

One Contact found.

Contact Name	Function	Phone	E-mail
ELLIS, YAREASIA	Primary Contact	(601) 425-3181	<a href="mailto:bids@howardcomputers.com">bids@howardcomputers.com</a>

## Contract Items

6 Items found, displaying all Items.

Item Pricing	
00008	Howard Desktops <b>Material Group:</b> 20453 - microcomputers, desktop or towerbased <b>Agency:</b> Statewide
00009	Howard Laptops <b>Material Group:</b> 20454 - microcomputers, handheld, laptop, and notebook <b>Agency:</b> Statewide
00010	Howard Servers <b>Material Group:</b> 20687 - servers, mini/mainframe computer (application, database, file, mail, network, web, etc.) <b>Agency:</b> Statewide
00011	Howard Storage <b>Material Group:</b> 20689 - storage devices, electronic (disk drive compatible) <b>Agency:</b> Statewide
00012	Howard Peripherals <b>Material Group:</b> 20468 - peripherals, miscellaneous: joy sticks, graphic digitizers, light pens, mice, pen pads, trackballs, secure i.d. access cards, etc. <b>Agency:</b> Statewide
00013	Howard Services <b>Material Group:</b> 91828 - computer hardware consulting <b>Agency:</b> Statewide

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