



RICHLAND COUNTY COUNCIL

ADMINISTRATION AND FINANCE COMMITTEE

Damon Jeter	Gwendolyn Kennedy	Greg Pearce (Chair)	Jim Manning	Seth Rose
District 3	District 7	District 6	District 8	District 5

**FEBRUARY 22, 2011
6:00 PM**

2020 Hampton Street, Columbia, South Carolina

CALL TO ORDER

APPROVAL OF MINUTES

1. Regular Session: January 25, 2011 [pages 5-7]

ADOPTION OF AGENDA

ITEMS FOR ACTION

2. Approval of SOVA Solicitation for Funds and Required Match-Solicitor's Office [pages 9-11]
3. Contract with Correct Care Solution Detention Center Medical Services [pages 13-14]

4. Coroner Budget Amendment for 2011/2012 [pages 16-18]
5. Fund Balance Designations [pages 20-21]
6. FY 11 General Fund Unemployment Bill [page 23]
7. Low Volume Alternative Paving Pilot Demonstration [pages 25-51]
8. Mass Transit Funding [pages 53-54]
9. Moratorium on Hiring [pages 56-58]
10. Neighborhood Stabilization Program Round Three Funds Application [pages 60-62]
11. Richland County Fifth Circuit Solicitor's Office Emergency Budget Request [pages 64-66]
12. Video Streaming and Rebroadcast of Council Meetings [pages 68-69]

ITEMS FOR DISCUSSION / INFORMATION

13. Caughman Creek Property Appraisal [page 70]
14. Clarification of Budget Motion [pages 72-73]

ITEMS PENDING ANALYSIS: NO ACTION REQUIRED

15. a. Sewer Tap Fee Assistance Program (Malinowski)

ADJOURNMENT



Richland County Council Request of Action

Subject

Regular Session: January 25, 2011 [pages 5-7]

Reviews

MINUTES OF



**RICHLAND COUNTY COUNCIL
ADMINISTRATION AND FINANCE COMMITTEE
TUESDAY, JANUARY 25, 2011
6:00 P.M.**

In accordance with the Freedom of Information Act, a copy of the agenda was sent to radio and TV stations, newspapers, persons requesting notification, and was posted on the bulletin board located in the lobby of the County Administration Building.

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MEMBERS PRESENT

Chair: L. Gregory Pearce, Jr.
Member: Damon Jeter
Member: Gwendolyn Davis Kennedy
Member: Jim Manning
Member: Seth Rose

ALSO PRESENT: Bill Malinowski, Norman Jackson, Damon Jeter, Gwendolyn Davis Kennedy, Jim Manning, Milton Pope, Tony McDonald, Sparty Hammett, Randy Cherry, Larry Smith, Stephany Snowden, Tamara King, Sara Salley, Michael Byrd, Alonso Smith, Amelia Linder, Anna Almeida, Geo Price, Monique Walters, Michelle Onley

CALL TO ORDER

The meeting started at approximately 6:00 p.m.

ELECTION OF CHAIR

Mr. Rose moved, seconded by Mr. Jeter, to nominate Mr. Pearce for Chair. The vote was in favor.

APPROVAL OF MINUTES

December 21, 2010 (Regular Session) – Mr. Jeter moved, seconded by Mr. Rose, to approve the minutes as distributed. The vote in favor was unanimous.

ADOPTION OF AGENDA

Mr. Jeter moved, seconded by Mr. Manning, to adopt the agenda as distributed. The vote in favor was unanimous.

ITEMS FOR ACTION

A Resolution in support of the Central Midlands Council of Governments' pursuit of grant funding from the Department of Defense – Mr. Manning moved, seconded by Mr. Jeter, to forward this item to Council with a recommendation for approval. The vote in favor was unanimous.

A Resolution to accept the referendum results of the November 2nd Transportation Sales Tax Initiative and end Mass Transit Fee – Mr. Manning moved, seconded by Mr. Jeter, to forward this item to the Retreat work session. The vote in favor was unanimous.

Consultant Services for Employee, Retiree, and Medicare Group Benefits & Insurance RFP – Mr. Jeter moved, seconded by Mr. Manning, to forward this item to Council with a recommendation for approval and to include a tiered plan proposal in the RFP. The vote was in favor.

Decker International Corridor Lighting – Mr. Manning moved, seconded by Mr. Jeter, to forward this item to Council with a recommendation for approval of Alternative #2: "Fund the lighting program for five (5) years from the Neighborhood Improvement Program budget, and the require the Decker Boulevard Business Coalition to fund the remaining five (5) years." The vote in favor was unanimous.

General Obligation Refunding Bond – Mr. Manning moved, seconded by Mr. Rose, to forward this item to Council without a recommendation. The vote in favor was unanimous.

Jim Hamilton-L. B. Owens Airport Master Plan Update Executive Summary – Mr. Manning moved, seconded by Mr. Jeter, to forward this item to Council with a recommendation for approval. The vote in favor was unanimous.

Richland County Fifth Circuit Solicitor's Office Emergency Budget Request – Mr. Manning moved to approve \$100,000 for the Solicitor's Office related to transitional items and that the meetings being held by Administration are used to determine what their needs will be as they prepare their budget for next year. The motion died for lack of a second.

Mr. Manning moved, to forward to Council a recommendation for approval of Alternative #1: "Approve the request for immediate funding without delay to insure a smooth transition of office and enable the Solicitor's Office to keep pace with the pending ten thousand (10,000) cases, and mounting number of new criminal cases being received.

It is imperative the Solicitor's Office be able to receive, investigate and prepare criminal cases for trial as expeditiously as possible." The motion died for lack of a second.

Mr. Rose moved, seconded by Mr. Jeter, to defer this item until the February committee meeting. The vote was in favor.

Sewer System General Obligation Refunding Bonds – Mr. Manning moved, seconded by Mr. Rose, to forward this item to Council without a recommendation. The vote in favor was unanimous.

ITEMS FOR DISCUSSION/INFORMATION

Caughman Creek Property Appraisal [Recommend Executive Session] – This item was held in committee.

Clarification of Budget Motion – Mr. Manning moved, seconded by Mr. Rose, to retain this item in committee and forward the verbatim minutes regarding this motion to Council members.

ADJOURNMENT

The meeting adjourned at approximately 6:47 p.m.

Submitted by,

Joyce Dickerson, Chair

The minutes were transcribed by Michelle M. Onley

Richland County Council Request of Action

Subject

Approval of SOVA Solicitation for Funds and Required Match-Solicitor's Office [pages 9-11]

Reviews

Richland County Council Request of Action

Subject: Approval of SOVA Solicitation for Funds and Required Match

A. Purpose

County Council is requested to approve the State Office of Victim Assistance (SOVA) Solicitation for funds for the Solicitor’s Office in the amount of \$30,423 and the required match of \$6,084.60 for the purpose of providing services to victims of crime.

B. Background / Discussion

The Solicitor’s Office bid to receive funds from the State Office of Victim Assistance through a formula-based solicitation process open to state solicitor offices. Allocations are based on crime rates and population size of each circuit. Therefore, the Fifth Circuit applied for \$76,815.16 based on the SC Prosecution Coordination Commission’s formula. A 20% match is also required.

This unique opportunity is not a grant but rather a solicitation through the State Material Management Office where victim service agencies submitted bids for services. Richland County has received an Intent of Award in the amount of \$30,423.

Funds can be used for victim services operations in the Solicitors Office to include salary, supplies, vehicle, computer equipment and employee training. These funds may be used for items already budgeted in the Solicitor’s Office, freeing up funds to create additional programs and services to be provided by the Fifth Circuit Solicitor’s Office.

Specifically, the awarded funds will be used by the Victim Services personnel (Director and Advocates) travel for transportation needs of advocates to court proceedings to assist and/or accompany crime victims or to provide transportation for victims to court proceedings.

C. Financial Impact

Richland County will need to provide \$6,084.60 in matching funds for this funding program.

Funding Program	Grant Portion	County Match	Total
State Office of Victim Assistance	\$30,423.00	\$6,084.60	\$36,507.60

D. Alternatives

1. Approve the request to accept the State Office of Victim Assistance funds, if awarded and the matching funds.
2. Do not approve, forfeit funds, and decrease likelihood for future funding.

E. Recommendation

It is recommended that Council approve the request to accept the State Office of Victim Assistance funds and approve the matching funds required as outlined by the funding agency.

F. Reviews

(Please ***SIGN*** your name, ✓ the appropriate box, and support your recommendation before routing. Thank you!)

Finance

Reviewed by: Daniel Driggers

Date: 2/9/11

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Council discretion on funding. Approval would require the identification of a funding source for the County match portion.

Procurement

Reviewed by: Rodolfo Callwood

Date: 2/10/11

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Grants

Reviewed by: Sara Salley

Date: 2/10/11

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Legal

Reviewed by: Larry Smith

Date:

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Administration

Reviewed by: Sparty Hammett

Date: 2/16/11

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

STATE OF SOUTH CAROLINA
MATERIALS MANAGEMENT OFFICE
CAPITAL CENTER
1201 MAIN STREET, SUITE 600
COLUMBIA SC 29201

Intent to Award

Posting Date: February 08, 2011

Solicitation: 5400002528

Description: SUPPORT SERVICES FOR VICTIMS OF CRIME II

Agency: GOVERNOR'S OFFICE STATE OFFICE OF VICTIM'S ASSISTANCE

The State intends to award contract(s) noted below. Unless otherwise suspended or canceled, this document becomes the final Statement of Award effective **8:00 A.M., February 22, 2011**. Unless otherwise provided in the solicitation, the final statement of award serves as acceptance of your offer.

Contractor should not perform work on or incur any costs associated with the contract prior to the effective date of the contract. Contractor should not perform any work prior to the receipt of a purchase order from the using governmental unit. The State assumes no liability for any expenses incurred prior to the effective date of the contract and issuance of a purchase order.

Any actual bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the intended award or award of a contract shall protest within ten days of the date notification of award is posted in accordance with this code. A protest shall be in writing, shall set forth the grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided, and must be received by the appropriate Chief Procurement Officer within the time provided. [Section 11-35- 4210]

PROTEST - CPO ADDRESS - MMO: Any protest must be addressed to the Chief Procurement Officer, Materials Management Office, and submitted in writing

(a) by email to protest-mmo@mmo.sc.gov ,

(b) by facsimile at 803-737-0639 , or

(c) by post or delivery to 1201 Main Street, Suite 600, Columbia, SC 29201.

Maximum Contract Period: February 22, 2011 through June 30, 2011

Contract Number: 4400003324

Awarded To: FIFTH CIRCUIT SOLICITORS OFFICE
1701 MAIN STREET SUITE 301
COLUMBIA SC 29201

Total Potential Value: \$ 30,423.00

Item# 2

Attachment number 1
Page 3 of 3

Richland County Council Request of Action

Subject

Contract with Correct Care Solution Detention Center Medical Services [pages 13-14]

Reviews

Richland County Council Request of Action

Extend Contract with Correct Care Solution Detention Center Medical Services

A. PURPOSE:

The Detention Center requests for County Council to extend the medical contract with Correct Care Solutions (CCS) for one year. This extension will allow the Detention Center and Procurement to develop a comprehensive Request for Qualification for medical services. The renewal is for \$ 3,997,001.84 for FY 11/12 with Correct Care Solutions for inmate medical services.

B. BACKGROUND / DISCUSSION:

In September 2005, County Council decided to terminate its inmate services medical contract with Prison Health Service. After a formal procurement process, County Council elected to award CCS the inmate medical service contract for the Detention Center in March 2006.

CCS is the first medical provider that has been successful in achieving the National Commission on Health Care (NCCHC) certification for our facility. NCCHC's *Standards for Health Services* are widely recognized by the medical profession as well as the courts as the benchmark standards for establishing or measuring a correctional facility's health services systems. There are only 250 facilities in the US that has obtained this certification and only 3 other facilities in SC.

The contract Council awarded to CCS in 2006 will end in March 2011. The Detention Center and CCS are preparing for an inspection for NCCHC recertification. NCCHC recertification will not be awarded until May 2011. The Detention Center did not want to solicit for medical providers during this process. This is an important certification and must be maintained. It raises the medical care bar, and ensures the Detention Center's medical service provider provides a high level of medical care, thus reducing the County's liability.

C. FINANCIAL IMPACT:

The estimated expenditure is \$3,843,271.00 of the \$5,051,525.00 requested in account # 2100-5265, Professional Services.

D. ALTERNATIVES:

1. Approve the request to extend the contract with Correct Care Solutions for one year in effort to develop a comprehensive RFQ and to complete the NCCHC recertification process.
2. Solicit for Request for Qualifications, to see if another health service care provider can provide the quality of service already established by CCS.
 - *Note* (If Council selects this option CCS will need to be extended 6-12 months to give Procurement and the Detention Center time to develop a comprehensive RFQ.)
3. The County can drop the privatization of medical services and pick up service.

E. RECOMMENDATION:

The Department recommends that Council approve the request to extend the medical contract with CCS for one year.

Recommend by: Ronaldo D. Myers Department: Detention Center Date: January 31, 2011

F. Reviews

(Please **SIGN** your name, ✓ the appropriate box, and support your recommendation before routing. Thank you!)

Finance

Reviewed by : Daniel Driggers

Date: 2/10/11

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Based on Detention Center Director recommendation. Funds are available as stated.

Procurement

Reviewed by: Rodolfo Callwood

Date: 2/10/11

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Legal

Reviewed by: Larry Smith

Date:

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Administration

Reviewed by: Sparty Hammett

Date: 2/16/11

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Richland County Council Request of Action

Subject

Coroner Budget Amendment for 2011/2012 [pages 16-18]

Reviews

Richland County Council Request of Action

Subject: Coroner Budget Amendment for 2010/2011

A. Purpose

County Council is requested to approve a budget amendment to increase the Coroner's budget by \$155,900.00. The funds will be used to pay salaries and operating expenses for the remainder of FY 10-11.

A. Background / Discussion

The Coroner's Office is going to require additional funds in several budget line items to pay for the services it is required by law to provide to the citizens of Richland County. As is stated every year, it is not possible for the Coroner to predict the number of deaths that will occur during a given budget year. As a result of an ever increasing case load, it has been determined that the Coroner's budget will fall short again this year. Also factoring into the shortfall this fiscal year is the statutory requirements for compliance with the DNA Preservation of Evidence Act. Compliance with this law in addition to an increasing case load has drastically increased the need for added employee work hours which are being performed by part time employees. This increase in manpower increases our fuel and phone usage as well.

This office is already experiencing deficits in part time employee wages, fuel and non-contract automotive repairs. Our vehicles are old and are in need of constant repair thus our increase in expenses to that line item. We are using vehicles that have already been turned in by other departments to meet our needs. Our deputies must have vehicles to respond to calls to prevent liabilities created by responding in their personal vehicles and charging a mileage reimbursement. A study was done which showed that it is much cheaper to the county to provide vehicles than to pay a mileage reimbursement.

A predicted shortfall is expected in service contracts (removal service), radio and communications, pathology and cell phones. All of these line items are vital to the operations of this office and the shortages are directly related to our compliance with the DNA Preservation of Evidence Act and increasing case load both of which are beyond our control.

B. Financial Impact

This request would require a budget amendment of \$155,900.00 with the funds designated as outlined below:

- Account #525500-Postmortem Pathology: Additional \$22,700.00
- Account #522600-Service Contracts: Body Transport- additional \$20,000.00
- Account #521600-Oil & Lubricants: Additional \$22,000.00
- Account #511300-Part-Time Wages: Additional \$67,500.00

- Account #521900-Automotive – Non-Contract Additional \$10,000.00
- Account #523700-Radio and Communication Additional \$ 2,900.00
- Account #526200-Beepers/Cell Phones/Pagers Additional \$10,800.00

C. Alternatives

1. Approve the request to amend the Coroner’s budget by adding an additional \$155,900.00. Approval would allow the Coroner to pay for the services that will be performed by him as required by state law.
2. Do not approve the request. Not approving this request will cause the Coroner’s budget to show a negative balance for FY 10-11.

D. Recommendation

Recommended by: Gary Watts Department: Coroner
 Date: 01/21/2011

It is recommended that Council approve the request to amend the Coroner’s budget by adding and additional \$155,900.00 so that we can provide the services to the citizens of Richland County as required by law.

F. Approvals

Finance

Reviewed by: Daniel Driggers Date: 2/3/11
 Recommend Council approval Recommend Council denial
 Comments regarding recommendation: It is council discretion to appropriate additional funds however approval would require the identification of a funding source and a budget amendment.

Human Resources

Reviewed by: Dwight Hanna Date:
 Recommend Council approval Recommend Council denial
 Comments regarding recommendation: It is Council discretion to appropriate additional funds.

Procurement

Reviewed by: Rodolfo Callwood Date:2/13/11
 Recommend Council approval Recommend Council denial
 Comments regarding recommendation: It’s council discretion to appropriate additional funds.

LegalReviewed by: Larry Smith

Date:

 Recommend Council approval Recommend Council denial

Comments regarding recommendation: Council discretion

AdministrationReviewed by: J. Milton Pope

Date:2-16-11

 Recommend Council approval Recommend Council denial

Comments regarding recommendation: Recommend denial at this time...

Richland County Council Request of Action

Subject

Fund Balance Designations [pages 20-21]

Reviews

Richland County Council Request of Action

Subject: Fund Balance Designations

A. Purpose

Based on the current volatility of the economy, County Council is requested to direct the County Administrator to designate the portion of the General Fund reserve balance necessary to fulfill all known long-term commitments current in place by Council inclusive of funding the on-going operations of the County.

B. Background / Discussion

In 2008, Richland County Council approved a comprehensive financial policy. The Director of Finance monitors the County compliance to the policy and periodically will make recommendations of amendments for Council to consider as changing financial conditions warrant. One of the key components monitored in considering a recommended policy change is any new or updated accounting standards that are acknowledged by the Governmental Accounting Standards Board (GASB).

Based on the current policy, the general operating fund balance at June 30th, 2010 was \$39.6m. Based on the request above we would recommend that additional designations be recorded as follows:

6/30/10 Undesignated FB	\$39.6m	
	(25.5m)	Designate based on County financial policy for required fund balance level
	(3.7m)	Designate the amount associated with the FY10 continental settlement to be used for Economic Development
	(7.8m)	Designate the net amount of fund balance estimated to be required for use in FY12&13 to keep general fund at current funding level due to declining and slower growth of non-tax revenues. This considers the use of the estimated millage cap.
	(1.4m)	authorize the amount of residual funds from the salary account at the end of FY10 be transferred toward the Other Post Retirement Benefit (OPEB) account which is currently underfunded.

6/30/10 amended undesignated FB \$ 1.2m

C. Financial Impact

This is a reporting change and will not have a financial impact to the County. It will change the view and interpretation of available fund balance.

D. Alternatives

List the alternatives to the situation. There will always be at least two alternatives:

- 1. Approve the request to amend the financial policy and direct staff to comply with reporting requirements.
- 2. Do not approve.

E. Recommendation

It is recommended that the County amend the financial policy as stated.

Recommended by: Tony McDonald Department: Administration Date: 2/04/11

F. Reviews

(Please **SIGN** your name, ✓ the appropriate box, and support your recommendation before routing. Thank you!)

Finance

Reviewed by: Daniel Driggers Date: 2/4/11
 Recommend Council approval Recommend Council denial
 Comments regarding recommendation: Recommendation is consistent with the County financial policy and the new Governmental Accounting Standards Board (GASB) pronouncement effective June 30, 2011 for Richland County.

Human Resources

Reviewed by: Dwight Hanna Date:
 Recommend Council approval Recommend Council denial
 Comments regarding recommendation: Human Resources supports actions which are consistent with the County’s financial policy and the new Governmental Accounting Standards Board (GASB) pronouncement effective June 30, 2011 for Richland County.

Legal

Reviewed by: Larry Smith Date:
 Recommend Council approval Recommend Council denial
 Comments regarding recommendation: Council discretion

Administration

Reviewed by: Tony McDonald Date: 2/16/11
 Recommend Council approval Recommend Council denial
 Comments regarding recommendation:

Richland County Council Request of Action

Subject

FY 11 General Fund Unemployment Bill [page 23]

Reviews

Richland County Council Request of Action

Subject: FY11 General Fund Unemployment Bill

A. Purpose

County Council is requested to approve a budget amendment to appropriate \$227,000 of General Fund fund balance to pay the County's Unemployment bill for the remainder of FY11.

B. Background / Discussion

In FY11, \$133,000 was budgeted for Unemployment costs. However, the first two bills for FY11 were \$93,163 and \$71,440 respectively due to an increase in claims reported. The total projected amount for the year is \$360,000. In order to pay this required expense for the remainder of the fiscal year, an additional \$227,000 is needed.

C. Financial Impact

This item will require the use of fund balance unless another funding source is identified.

D. Alternatives

1. Approve the budget amendment providing adequate funds to pay the Unemployment bill.
2. Do not approve the budget amendment and identify an alternative funding source.

E. Recommendation

It is recommended that Council approve the request to appropriate fund balance in the amount of \$227,000 for the County's Unemployment bill.

Recommended by: Daniel Driggers Department: Finance Director Date: 02/04/2011

F. Reviews

(Please **SIGN** your name, ✓ the appropriate box, and support your recommendation before routing. Thank you!)

Finance

Reviewed by: Daniel Driggers

Date: 2/4/11

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Legal

Reviewed by: Larry Smith

Date:

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Administration

Reviewed by: Tony McDonald

Date: 2/4/11

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Richland County Council Request of Action

Subject

Low Volume Alternative Paving Pilot Demonstration [pages 25-51]

Reviews

Richland County Council Request of Action

Subject: Low Volume Alternative Paving Pilot Demonstration

A. Purpose

County Council is requested to approve the allocation of \$1.7 million from the Road User Fee Fund Balance and \$1.3 million from the Continental Settlement Fund for a total of \$3 million to participate with the Richland County Transportation Committee (RCTC) led funding for implementation of a Low Volume Alternative Paving Pilot Demonstration Project.

B. Background / Discussion

The pilot demonstration project would pave approximately 25 – 28 miles of existing Richland County owned and maintained roads within Richland County as per Ordinance No. 011-09HR, with an effective date of February 17, 2009. The selected contractor would prioritize dirt road selection, using best engineering practices and the Department of Public Works would inspect and facilitate the Pilot Demonstration Project. The Low Volume Alternate Paving Program allows the county to reduce the cross section of pavement from twenty-four (24') feet to eighteen (18') feet and possible use of the existing material as the base course material with a little preparation. The low volume paving method could reduce the cost per mile for paving a dirt road up to 50% depending on the existing conditions of the dirt road.

As part of this Pilot Paving Program, the RCTC would program allocation of \$4 million to this project and would oversee the implementation with collaboration by the County. The \$4 million would constitute a C-Funded project and be proportioned from RCTC annual revenues.

C. Financial Impact

The financial impact would be a total of \$3 million to the County. The \$3 million would be used from two fund balances of the County. A separate \$4 million would come from the RCTC, bringing the project value to \$7 million.

D. Alternatives

1. Approve the request to allocate \$1.7 million from the Road User Fee Fund Balance and \$1.3 million from the Continental Settlement Fund for a total of \$3 million to participate with the Richland County Transportation Committee (RCTC) for a Low Volume Alternative Paving pilot demonstration project.
2. Do not approve the request to allocate \$1.7 million from the Road User Fee Fund Balance and \$1.3 million from the Continental Settlement Fund for a total of \$3 million to participate with the Richland County Transportation Committee (RCTC) for a Low Volume Alternative Paving pilot demonstration project.

E. Recommendation

This request is at Council’s discretion.

Recommended by: Councilman Kelvin Washington

Date: February 1, 2011

F. Reviews

(Please **SIGN** your name, ✓ the appropriate box, and support your recommendation before routing. Thank you!)

Public Works

Reviewed by: Don Chamblee

Date:

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: This request is at the Council’s Discretion.

Public Works is supportive of the low volume paving method. The Department of Public Works would suggest prioritizing with present ranking methods. Public Works suggests managing the projects for the Richland County owned and maintained roads.

Public Works would suggest inspections be included in the contracts. James Brown of the RCTC advised that \$4 Million over three years has been allocated to the project.

Finance

Reviewed by: Daniel Driggers

Date: 2/16/11

Recommend Council approval

✓ Recommend Council denial

Comments regarding recommendation: Recommendation is not based on merits of paving project but rather the proposed funding plan. In January, Council approved the FY12 short-term funding strategy for CMRTA that included use of road maintenance/mass transit funds up to\$1.7m. This commitment along with the proposed use of \$1.7m fund balance above would reduce the fund below the level established in the County financial policy intended to maintain sustainability of the operation.

Therefore we would recommend that if project is approved that Council consider other funding strategies. Since it would be a 3-year project, one funding option to consider is to incorporate the funding in the operating budget @ \$600k per year. Approval would require a budget amendment.

Procurement

Reviewed by: Rodolfo Callwood

Date: 2/17/11

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: This request is at council’s discretion.

Legal

Reviewed by: Larry Smith

Date:

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Council discretion

Administration

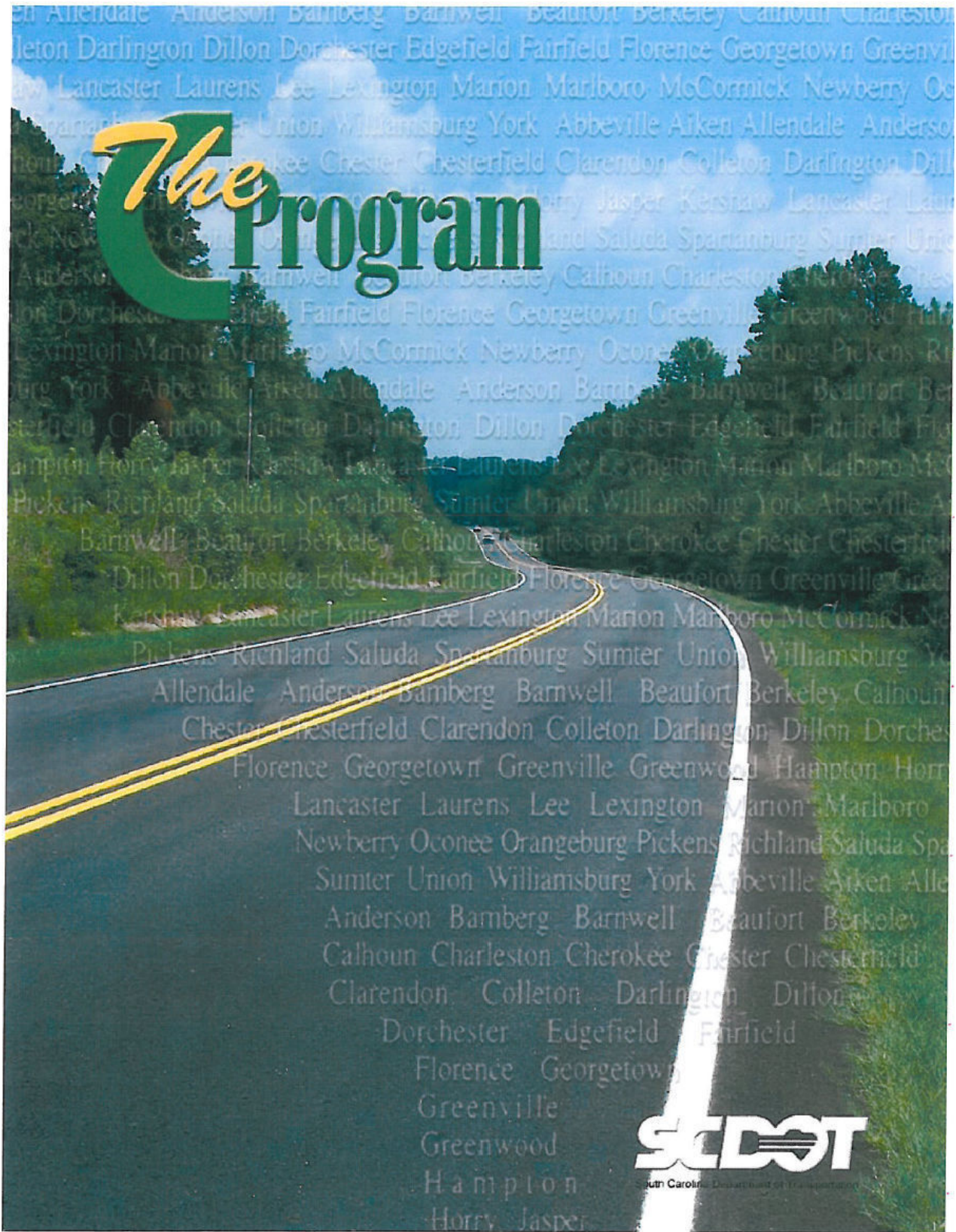
Reviewed by: Sparty Hammett

Date:

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: The recommendation for denial is based on funding at this time. Administration is supportive of the concept of a low volume alternative paving pilot program, as a \$3.6 million pilot program was presented to Council in 2009 using the R&D fund balance available at that time. However, since that recommendation, the use of R&D fund balance has been approved in the budget process to address several major projects and to purchase more appropriately sized equipment. In addition, as indicated by the Finance Director, up to \$1.7 million of the R&D fund balance has been committed by Council to fund mass transit. The use of an additional \$1.7 million for this project would reduce the fund below the level established in the County financial policy. In addition, the \$1.3 million referenced as the Continental Settlement Fund would be the use of General Fund Balance, as these funds are contained with the fund balance. Administration recommends that Council allow staff to present a plan for funding a low volume alternative paving pilot program during the FY12 budget process.



Item# 7

Attachment number 1
Page 4 of 27

SCDOT MISSION STATEMENT:

“The mission of the SCDOT is to provide a safe and efficient transportation system for the state of South Carolina. We build and maintain roads and bridges as well as provide mass transit services to the citizens of the state.”

SCDOT C PROGRAM

<u>Title</u>	<u>Phone Number</u>
C Program Administrator	(803) 737 - 0230
C Program Coordinator	(803) 737 - 4832
C Program Financial Analyst	(803) 737 - 1295
Midlands Region C Program Manager	(803) 737 - 1365
Upstate Region C Program Manager	(803) 737 - 4964
Pee Dee Region C Program Manager	(803) 737 - 4064
Low Country Region C Program Manager	(803) 737 - 1364

SCDOT DISTRICT ENGINEERING OFFICES

<u>District</u>	<u>Phone Number</u>
1	(803) 737 - 6660
2	(864) 227 - 6971
3	(864) 241 - 1010
4	(803) 377 - 4155
5	(843) 661 - 4710
6	(843) 740 - 1667
7	(803) 531 - 6850

November 2007
Fifth Printing



C Program Administration Office

Phone: (803) 737-0230
Fax: (803) 737-6045
955 Park Street
Room 424
PO Box 191
Columbia, SC 29202
www.scdot.org

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SECRETARY OF TRANSPORTATION
955 Park St (29201), PO Box 191, Columbia, SC 29202-0191
Phone: 803 737 1302, Fax: 803 737 2038

A Letter from the Secretary of Transportation

Public roads and highways are the infrastructure for growth in South Carolina. As much as roads and highways are vitally important, they also create a tremendous responsibility for building and maintaining them. The South Carolina Department of Transportation (SCDOT), like all state DOTs across the country have quickly learned, the job is too big to accomplish without partnerships.

The C Program is a long-established partnership between SCDOT and the 46 counties to fund the improvements of state roads, county roads, city streets and other local transportation projects. The C Program is successful because local leaders and citizens alike are willing to step up and work with SCDOT to meet the needs of your communities.

Because of your interest in transportation in our state, you are probably well aware of the historic changes that have taken place at SCDOT in 2007. SCDOT is now part of Governor Sanford's Cabinet, and I am proud to serve as the first Secretary of Transportation in the history of South Carolina. I see my role as Secretary as taking transportation in our state in a new and better direction. This task will create changes in the way we do business, but in the end, these changes should benefit our highway systems and the people of South Carolina.

The C Program Guide is designed to serve as a reference for anyone who is interested in learning how local resources are used in statewide transportation. SCDOT's staff and I look forward to working with you to improve the quality of life through better transportation. Please do not hesitate to call upon us if we can serve you in any way.

Sincerely,

A handwritten signature in black ink that reads "H. B. Limhouse". The signature is written in a cursive style.

Secretary of Transportation



ORIGINS OF THE C PROGRAM

The C Program had its beginnings in 1946, when the General Assembly recognized the shortcomings of the concept of having local governments provide funds for roads and streets of local interest. State funds at that time were used to develop a primary network of paved highways from one key point to another. This meant that the local roads and streets in front of the homes of many citizens were not being paved and no direct benefit was seen from gas taxes and license fees they were paying. Responding to these complaints, the General Assembly adopted a measure which divided the state highway system into primary and secondary roads. In July 1946, an act creating the state primary-secondary road systems stipulated that \$6 million per year for three years be spent on secondary roads. The original intent of the "C" Program was to pave farm-to-market dirt roads on the state system.

Although many think that the "C" in the name of the program stands for "county," the C Program actually received its name from a listing of funds for the state highway construction program in 1951. This listing designated Federal Aid Funds as Program A, Miscellaneous State Funds as Program B, and the State Secondary Program as Program C. Over time this designation has been altered to become the C Program.

For approximately the first fifteen years, paving was the only type work done under the "C" Program. The program then expanded to include construction projects beyond the original scope of paving/resurfacing state roads. Originally the "C" Program was used strictly for improvements to state roads. However, in the 1980s some delegations began approving the use of C Funds for parking lots, bike paths and entrance roads for public facilities or industrial sites.

C Funds were not used for work on local roads until 1991. In the 1920s the General Assembly created a source of funding for local roads. A one cent per gallon gasoline tax was divided among all counties based on various formulas throughout its history. This funding source became known as "the County Penny". The County Penny was rolled into the Aid to Subdivisions formula in 1991 and many county public works departments were left with no dedicated source of funding for local road projects. Because, in part, of the expectations of local governments that the "C" in C Fund stood for "County" a bill was passed in 1991 to allow twenty-five percent (25%) of each county's C Fund allocation to be used for the "Rocking Program" (now identified as Local Paving Projects or LPP). A year later the amount was increased to fifty percent (50%) and at present, **seventy-five percent (75%) of a CTC's yearly allocation can be expended on Local Paving Projects.**

FUNDING SOURCE



In accordance with Section 12-28-2740(A) of the S.C. Code of Laws 1976, as amended, C funds are derived from 2.66 cents per gallon of the state user fee which is deposited in the County Transportation Fund to be allocated to the counties. The County Transportation Fund is held by the State Treasurer until payment is requested by SCDOT. Payments are requested by SCDOT for the expenses of the CTCs administered by SCDOT and for monthly distribution to self-administered CTCs.

An additional allocation of \$9.5 million, called Donor Funds, is transferred annually from the State Highway Fund for distribution to donor counties. A "donor county" is a county in which the 2.66 cents per gallon user fee collected in the county (based on information provided by the Department of Revenue) exceeds the amount which the county receives in C funds. Donor Funds were established between 1994 and 1997 as part of the extensive changes that took place in the C Fund Program during that time.

Another change that occurred in 1997 was Act 145 that ensured that all interest earnings on the County Transportation Fund must be added to the distribution to individual counties in proportion to each county's portion of the entire County Transportation Fund. Interest earned on the County Transportation Fund held by the State Treasurer will be credited based on actual balances to those CTCs whose funds are managed by SCDOT. For those CTCs that manage their own funds, interest will be paid on any funds held in the County Transportation Fund for projects that are to be accomplished by SCDOT.

APPORTIONMENT OF FUNDS

C funds are apportioned to the counties in the following manner:

1. one third based on the ratio of the land area of the county to the land area of the state,
2. one third based on the ratio of county population to state population as determined by the latest ten year census, and
3. one third based on the ratio of rural road mileage in the county to rural road mileage in the state.

This distribution is prescribed in Section 12-28-2740(A) of the S.C. Code of Laws 1976, as amended.

Donor county funds are apportioned based on a ratio of the county's user fee contribution in excess of its C fund apportionment to the total excess contributions of all counties.

COUNTY TRANSPORTATION COMMITTEE

In 1992, a lawsuit was filed against the state claiming the C Fund Program was unconstitutional because it allowed the Legislature to directly control the expenditure of funds they had appropriated themselves. The State Supreme Court agreed and in 1994 the C Fund statutes were revised by removing the legislative delegations' control and creating County Transportation Committees (CTC). Present legislation requires each county to have a CTC. Members of the CTC are appointed by and serve at the pleasure of the county's legislative delegation. There is no prescribed number of members for the CTC. The CTC must be made up of fair representation from municipalities and unincorporated areas of the county. The responsibilities of the CTC include the formation of a county transportation plan as well as the approval and use of C funds.

PROGRAM ADMINISTRATION

Each county transportation committee has the option of administering the county's C Program or may request the South Carolina Department of Transportation (SCDOT) to administer the county's program. Administration of the program includes management of finances and projects, accounting, and record keeping.

CTC ADMINISTRATION OF PROGRAM

A CTC choosing to administer its own C Program will receive a monthly allocation of funds from the County Transportation Fund. These funds are held and managed by the CTC for the payment of all qualified and eligible costs of engineering and construction for its projects. Interest earned on funds held by the county transportation committee are accrued to the county transportation committee's account to be used in the same manner as the original C Funds. Paragraph (P) of Section 12-28-2740 of the S.C. Code of Laws 1976 requires periodic reviews by SCDOT to ensure that each county transportation committee is complying with paragraphs (C), (D), (F), and (I) of the law. The reviews will include spot checking individual projects and financial record keeping but should not be considered an audit. If there are discrepancies in the project documentation or questions regarding management of C Funds, a formal audit may be requested. Funds may be withheld from CTCs who fail to comply with the law. An appeal process has been established for County Transportation Committees who believe that funds are wrongfully withheld.

The responsibilities of a CTC which administers its own C Program are:

- Provide program management, timely payment of obligations, financial accounting, and project records retention. These services are often provided by the county government since there are no provisions for direct payment of personnel by the CTC.
- Comply with all provisions of the state law applicable to the C Program. This includes meeting minimum requirements for expenditures on the state highway system, adhering to procurement requirements, compliance with project selection requirements, and compliance with other requirements of state law.
- Make an annual report to the SCDOT of expenditures in accordance with subsection (D) of Section 12-28-2740 of the S.C. Code of Laws 1976. The SCDOT is required by law to provide this information to the General Assembly in January of each year. Therefore; SCDOT requests that each self-administered CTC submit their annual report no later than December 1st for the previous fiscal year.
- Provide project management, engineering, right of way acquisition, and construction services for its projects. SCDOT must provide these services for projects on the state highway system unless specific approval is granted by SCDOT for other government entities to perform these functions. Construction contracts must be awarded through publicly advertised competitive sealed bids. A

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summary of the bids must be published after award of a contract.

SCDOT ADMINISTRATION

If requested by the CTC, the SCDOT will administer the county's C program. Administration of a county's C program by SCDOT will require the execution of the C Fund Agreement for Administration and Project Development. A standard agreement outlines the working relationship between the CTC and SCDOT, and will prescribe the responsibilities, authority of each party, and administration cost.

When SCDOT administers the program, funds are held by the State Treasurer in the County Transportation Fund until such time as the funds are required for the payment of obligations. Interest earned on the County Transportation Fund is required by law to be distributed to those counties whose C Funds are administered by SCDOT or in the case of self-administered CTCs, interest is paid on funds held for specific projects managed by SCDOT. Services provided by SCDOT in the administration of a county's C Program are:

- Provide program management, payment of obligations, financial accounting, and retention of project records.
- Provide a monthly report to the CTC of program balances, obligations, and expenditures.
- Provide evaluation and cost estimates for projects on the state highway system which are to be managed by SCDOT.
- Provide project management, engineering, right of way acquisition, and construction services for projects on the state highway system when requested and funded by the CTC.
- Advertise, receive bids, and award construction contracts for projects developed by SCDOT. Acceptance or rejection of bids will be determined by SCDOT in accordance with its standard practices. By the authority granted in the C Fund Agreement, SCDOT may make appropriate adjustments in the C funds allocated to the projects as necessary for the award of contracts. In some instances, it may be necessary for SCDOT to seek concurrence from the CTC in order to award construction contracts. Construction contracts are awarded through competitive sealed bids in accordance with state regulations. A summary of the bids is published after opening.

ELIGIBLE EXPENDITURES

C Funds must be used in the furtherance of the county transportation plan. Expenditures may be for:

- Highway projects including engineering, construction and field contract management,
- Administrative expenses of not more than \$2000 per year for copying, mailing, public hearings, and record keeping which directly related to the committee's work,
- Per diem expenses for members of the CTC when established by act of the General Assembly for specific county or counties. A CTC desiring to receive per diem expenses should contact their county delegation regarding special legislation,
- The issuance of county bonds or state highway bonds,
- Upon approval of the SCDOT Commission for dedications of state highways and bridges passed by the General Assembly, a lump sum amount of \$500 may be used to fabricate road dedication signs in accordance with Section 57-3-610 of the S.C. Code of Laws. In accordance with state law, State Highway Funds may not be used for dedications requested by the General Assembly.

At no time may more than 300% of the CTC's annual allocation be accumulated without being obligated for specific projects.

PROJECT SELECTION

Project selection and the approval of C fund expenditures are the responsibility of the CTC. Projects may be selected as desired by the CTC within the limitations prescribed by law. A minimum of 25% of a county's apportionment must be expended on the state highway system, based on a rolling two-year average, for construction, improvements, and maintenance, and no more than 75% may be expended for local paving projects (defined in the next section). The construction or improvement of local roads to SCDOT standards for possible addition to the state highway system will not be considered toward satisfying the requirement to expend 25% of C Funds on the state highway system. It is desirable for the CTC to coordinate with the local SCDOT offices regarding the state roads which are to be improved. This may avoid duplication of effort and possible conflicts with ongoing SCDOT road projects and maintenance activities.

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PROJECT TYPES

Projects constructed under the C Program fall into two divisions, state road projects which are designated on the state highway system and local paving projects which are not on the state highway system.

STATE ROAD PROJECTS

This includes projects for construction, upgrades and maintenance on the state highway system.

For a project to qualify as a state road project, the work must be on the state highway system, or must be approved by SCDOT for addition to the state highway system, and must be designed and constructed to SCDOT standards.

LOCAL PAVING

SCDOT gives the following guidance to CTCs for selecting local paving projects: "C" Funds are for transportation projects on public property and must be accessible to the public.

Local paving projects are those which are not located on the state highway system and have not been approved for addition to the state highway system. Eligible local paving expenditures include paving or improving county roads or streets, traffic signs, and for other road and bridge projects, as stated in Section 12-28-2740. Local paving projects may be designed and constructed to written specifications approved by the CTC or SCDOT standards.

PROGRAMMING PROJECTS - SCDOT ADMINISTRATION

When a project is "programmed," it is placed on a list of approved projects and funds are allocated or obligated for the project. Projects may be programmed if funds are available to pay the estimated project cost.

LOCAL PAVING



- The CTC submits a Request For Programming form (included in the Appendix), signed by the CTC Chairperson, to the C Program Administrator at SCDOT. The request should include a description of the project, the dollar amount to be programmed, the project completion date, the governmental entity which will be responsible for managing the work, and a map with the location of the project highlighted. The inclusion of all information will enhance the timeliness of the programming process.
- SCDOT will verify that funds are available, confirm that the project type is appropriate for the C Program, enter

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the project information into the SCDOT database, assign a project identification number (PIN), and notify the entity responsible for project management that funds have been committed. The notification will include a description of the project, funding amount, the project completion date, information on bidding procedures, and how to invoice SCDOT for reimbursement. A copy of this notification will be sent to the CTC.

- SCDOT will maintain financial records for the project.
- SCDOT will pay, from the county's C Fund allocation, invoices for the project not to exceed the amount approved by the CTC.

STATE ROAD PROJECTS



- State road projects include various types of work such as grading and paving unpaved roads, resurfacing, intersection improvements, drainage improvements, and sidewalk construction on the existing state highway system. To initiate a state road project, the CTC submits a Request For Programming form (included in the Appendix) to the C Program Administrator at SCDOT. The request should give a description of the project including the type of improvement to be made, the requested completion date, length of the project, the beginning and end points for the project, the government agency that the CTC desires to be responsible for the work, and a map with the location of the project highlighted. The inclusion of all information will enhance the timeliness of the programming process. SCDOT will perform a field evaluation of the proposed project to determine eligibility, feasibility, design requirements, and estimated cost.

PROPOSED FOR CONSTRUCTION BY OTHERS

- The CTC may request that a governmental entity other than SCDOT be responsible for the project development and construction. In accordance with Section 12-28-2740, work on the state highway system may be accomplished by entities other than SCDOT only with the approval of SCDOT. For these projects, SCDOT will not make an evaluation or estimate of cost. The CTC should request the responsible governmental entity to provide a cost estimate for the work. The CTC must notify SCDOT of the amount of C funds to be programmed for the project by completing the Request for Programming form.

PROGRAMMING PROJECTS - CTC ADMINISTRATION

When the CTC administers the county's C Program, the program management of projects for local paving and for work on the state highway system is the responsibility of the CTC. This responsibility includes the verification of available funding, maintenance of financial records, project development, compliance with design and construction standards, compliance with bidding procedures, and the prompt payment of invoices for qualified work. The CTC may request SCDOT, the county, a municipality, or other local governmental entity to manage and develop the project. SCDOT will accept project management responsibility only for those roads on the existing state system. SCDOT will not accept project management responsibilities for local paving projects. Projects requested to be constructed on SCDOT right of way by parties other than SCDOT must be constructed to SCDOT standards and will require SCDOT approval of the party responsible for construction, and an encroachment permit from SCDOT.

PROJECT DEVELOPMENT BY SCDOT

SCDOT makes every effort to move projects from programming to bidding as efficiently and economically as possible. When the CTC requests programming and development of multiple projects at the same time, SCDOT will request the CTC to prioritize the projects. SCDOT will arrange the projects into manageable groups with a proposed time schedule. If the time schedule is not satisfactory to the CTC, the CTC may elect to secure consultant services or request that SCDOT secure consultant services in order to meet the desired schedule.

The project development process includes all the activities necessary to prepare a project for bidding and construction. Major activities in this process are surveys, design, plan preparation, right of way acquisition, bidding and contracting. Some other activities involved in the project development process are publication of the Notice of Eminent Domain, permit application, coordination with property owners, field review, and coordination of engineering activities. Upon receiving the approval of the CTC to program, SCDOT will begin the project development process.

The effort required to develop a project depends on the type of work involved. Resurfacing, sidewalk construction, and intersection improvements may not require the same development activities or the same duration as new construction projects. Other projects such as paving of unpaved roads, drainage projects, and other special projects may require all of the activities in the project

development process. The major project development activities are described below:



- **SURVEYS** - The first step in developing a project is to determine the need for a survey. The Project Manager reviews each project to determine the most economical way to develop the project and necessary survey requirements. When a survey is required, the Project Manager will have the Notice of Eminent Domain published, will order the survey, and will meet with the survey party if necessary to review the survey requirements. The Project Manager may also request that any proposed new right of way be staked if he believes this will be helpful to the property owners in determining the effect of the project on their property. When the survey has been made, the survey data is reviewed for accuracy and forwarded to a SCDOT Regional Production Group Design Manager for plan preparation.
- **PLAN PREPARATION** - Upon receiving the survey, the Design Manager will begin the plan preparation process. The first step in this process is to develop the preliminary plans. These plans graphically depict the survey information and are used by the Project Manager in conducting a design field review. During this review, the Project Manager with other SCDOT engineers will make recommendations as to specific design features of the project. Detailed engineering analysis may be performed for pavement design, drainage features, or storm water management if requested by the Project Manager. The Design Manager will incorporate the recommendations from the field review and engineering analysis into the plans and complete the plans to state design standards. Once completed, the plans are ready for right of way acquisition, if required, and construction.
- **RIGHT OF WAY ACQUISITION** - The right of way acquisition process begins with title research when the plans are received in the SCDOT Right of Way Section. Upon completion of the title research, the Right of Way Section begins the process of contacting property owners and securing the right of way required for the project.

If the project is located within a municipality, the municipal authorities would be notified of the proposed project and requested to sign a Municipal Agreement, endorsing the project.

SCDOT will provide the necessary right of way acquisition services. After SCDOT has made a reasonable effort to acquire the necessary rights of way, SCDOT will provide

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the CTC a list of the names and addresses of the property owners refusing to sign right of way documents along with a map or project plans showing the location of the properties. The CTC will be requested to approve condemnation in order that SCDOT may advertise and bid the project. The CTC will be responsible for providing C Funds to pay for attorney's fees, court costs, any settlements reached or judgments rendered. The options available to the CTC in responding to the request for condemnation approval are:

1. Approve the request for condemnation,
2. Request that the project programming be changed to local paving in order to reduce the right of way requirements, or
3. Delete the project from the C Program. All costs incurred by SCDOT to this point will be charged to the project and the remaining funds returned to the county's C Fund allocation.

Upon receiving approval for condemnation from the CTC, SCDOT will file the necessary legal documents and proceed with bidding the project. Should the CTC elect to delete the project from the C Program, all previously acquired right of way easements will be returned to the property owners.

BIDDING AND CONTRACTING

A project may be advertised for bidding when the plans and specifications are complete, environmental documentation is complete, necessary permits are obtained, and any required right of way has been secured. For projects developed and bid by SCDOT, several steps take place in the bidding and contracting process:

1. A project estimate of cost is prepared based on final plans, quantities and specifications using the most recent historical bid prices.
2. A bid proposal which includes a description of the projects in the proposed contract, a listing of all items of work, and the contract provisions is assembled.
3. The contract is advertised in the newspaper. Sealed bids are received by SCDOT on the second Tuesday of the month, approximately thirty days after advertising. When bids are received, a comparison of the low bid to the estimated cost is made. If the comparison shows that the low bid falls within SCDOT's normal criteria for the award of construction contracts, SCDOT would award the

contract and make any adjustments in the programmed funds which may be warranted. If the low bid falls outside the normal criteria for award of construction contracts, SCDOT would review the bids with regard to the number of bidders, possible irregularities in the estimated cost, any items of unusual cost, and any unusual circumstances that may be involved. Based on this review and in accordance with the authority granted in the C Fund Agreement SCDOT may:

- a) Determine that there was adequate competition for the type work involved and the location of the project, and that lower bids are not anticipated if the contract were to be bid again. In this case a contract for the project could be awarded and any necessary adjustments in the programmed funds will be made by SCDOT; or
- b) Determine that there was not adequate competition, or lower bids may be anticipated if the contract were to be bid again. In this case SCDOT would reject the bids and re advertise the contract.

PROCUREMENT PROCEDURES FOR SELF-ADMINISTERED CTCs

For projects developed and bid by self-administered CTCs, the CTC shall at minimum follow:

- a) The South Carolina Consolidated Procurement Code (SC Code Section 11-35-10, et seq) or
- b) Local procurement procedures provided they are properly adopted in accordance with the Model Procurement Ordinance proposed by the South Carolina Budget and Control Board pursuant to SC code section 11-35-50

Sealed competitive bids and public advertisement are required for all projects. No local bid preferences are allowed. All bids for contracts in excess of one hundred thousand dollars must be accompanied by certified bid bonds. Also, all work awarded under the contracts must be covered by performance and payments bonds for one hundred percent of the contract value. Bid summaries must be published in a newspaper of general distribution following each award. Guidelines for self-administered CTCs are included in subsection (f) of Section 12-28-2740 of the S.C. Code of Laws 1976.

CONTRACT FIELD MANAGEMENT - BY SCDOT

For state road projects developed and bid by SCDOT, contract field management shall be provided by SCDOT. This service includes management of the construction project, inspection, and materials testing. The contract field management activities assure that the project is built to high standards in compliance with the plans and specifications, and that payment is commensurate with the construction progress and quality standards. SCDOT does not manage the construction of local paving projects.

CONTRACT FIELD MANAGEMENT – BY OTHERS

Construction of roads on the State Highway System must be managed by SCDOT. When requested, SCDOT may approve Contract Field Management by another entity if SCDOT determines that the entity is qualified to oversee the construction work. All work performed on the State Highway System will be to SCDOT standards. Quality control and quality assurance procedures and properly trained personnel acceptable to SCDOT will be used.

STATE SECONDARY ROAD MILEAGE LIMITATION

South Carolina currently has the fourth largest state maintained highway system in the nation. Over the years, the unregulated addition of new roads to the state system resulted in an extraordinary strain on the maintenance budget of SCDOT. In order to slow the growth of the secondary system, the Commission in 1994 established a limitation for the mileage of state secondary roads in each county referred to as the cap. In May 2007, the Commission placed further restrictions on the size of the secondary road system by establishing a new policy that would reverse the growth of the system. The new policy lowered the county road cap when a road was removed from the system and established that only roads necessary for the interconnectivity of the state system or roads considered a major collector with significant traffic volumes would be considered for addition to the system. The only exception for adding local roads to the state system is through an exchange of roads as allowed by section 57-5-80 of the South Carolina code of laws. This section allows SCDOT to delete roads of low traffic importance from the system by substituting therefor an equal, or less, mileage of other roads of higher traffic importance as determined by traffic surveys and estimates. Residential streets and other local roads are not normally considered roads of high importance. Any roads accepted into the state system through a road

swap must meet state construction standards, must intersect with a road presently in the state system and presently be maintained by a government body as a public road. These type of road exchanges are considered on a case by case basis.

SCDOT/CTC MATCH PROGRAMS

A match program provides an incentive to CTCs to increase spending on the State Highway System within a county. SCDOT has offered a match program every year since 1997. SCDOT offers to match local dollars with SCDOT funds (either state or federal). Usually "C" Funds are used as the local match but other "local" funds such as city or county funds, school district funds, and in-kind contributions may be used as the local match. The required matching ratios vary by program.

Projects selected for match programs that include federal dollars must be on roads eligible for federal aid. To be eligible for federal aid a project must be on a road with a functional classification. All roads with a functional classification are on the State Highway System including some secondary roads. To determine if a project is eligible you may wish to contact your "C" Project Manager or the SCDOT Resident Maintenance Engineer in your county.

The SCDOT will administer and manage all Match Program projects, including design, bidding, contract award, and construction field management. Exceptions may be made for portions of the projects upon request, provided the participant demonstrates the ability to accomplish the requested elements of work.

FREQUENTLY ASKED QUESTIONS

1. What is the source of the funds for the C Program?

Funds come from a 2.66 cent per gallon user fee on gasoline sales.

2. Who collects and holds the C Funds?

The 2.66 cents user fee is collected by the Department of Revenue and deposited with the County Transportation Fund in the State Treasury. The funds remain there until SCDOT requests disbursement. C Funds are not held in an SCDOT account.

3. How are C Funds distributed?

C Funds are apportioned based on the following:

- (a) one third in the ratio of county land area to the total land area in the State,*
- (b) one third in the ratio of county population to the total population of the State, and*
- (c) one third in the ratio of rural road mileage in the county to the total rural road mileage in the State.*

4. Who gets the interest earned on C Funds?

Interest earned on C Funds held in the County Transportation Fund is distributed to those counties for whom SCDOT administers their C Program and to those self-administered CTCs that have funds in the County Transportation Fund for specific projects to be developed by SCDOT.

5. What is a donor county?

A county is classified as a donor county if the amount of gasoline user fees generated in the county by the 2.66 cents per gallon user fee exceeds the amount of money returned to the county in the form of C Funds.

6. What are donor county funds?

Donor county funds are nine and one-half million dollars (\$9.5 million) transferred from the State Highway Fund annually to be distributed to donor counties.

7. How are donor county funds distributed?

Donor county funds are distributed on a ratio of the donor county's contribution of gasoline user fees for C Funds in excess of the C Funds received to the total excess contribution of all donor counties.

8. What can C Funds be used for?

C Funds may be used for construction, improvements, or maintenance on the state highway system; local paving or improving county roads; street and traffic signs; and other road and bridge projects. Resurfacing, sidewalk construction, and drainage improvements may also be accomplished with C Funds.

9. How are C Funds disbursed?

C Funds are disbursed from the County Transportation Fund by the State Comptroller General at the request of SCDOT. Funds are disbursed monthly to a CTC administering its own C Program. Other disbursements are made as invoices are received.

10. Can C Funds be used on primary routes?

C Funds may be used on the state highway system which includes all routes and roads owned and maintained by the South Carolina Department of Transportation.

11. Can C Funds be used for turn lanes at schools?

C Funds may be used to construct turn lanes for new or existing schools if approved by the CTC. It is preferable that School Districts include sufficient funds in their budget to make road improvements associated with new school construction.

12. Who decides which roads are paved or constructed with C Funds?

The County Transportation Committee (CTC) in each county has the authority to decide which projects will be constructed or improved.

13. Who appoints CTC members?

CTC members are appointed by the county legislative delegation.

14. What is the length of term for a member of the CTC?

There is no set term of membership. The members serve at the pleasure of the county legislative delegation.

15. What is a local paving project?

A local paving project is any C Fund project which is not on the state highway system.

16. What is the rocking program?

The rocking program is the name used for local paving projects prior to 1993.

17. Who administers the C Program?

The CTC may choose to administer its own program or may request that SCDOT administer the program.

18. How does a project get included in the C program?

The CTC chooses which projects will be funded through the C Program.

19. How are roads added to the state highway system?

Only roads necessary for the interconnectivity of the state system or roads considered a major collector with significant traffic volumes would be considered for addition to the system. The only exception for adding local roads to the

state system is through an exchange of roads as allowed by Section 57-5-80 of the South Carolina code of laws. This section allows SCDOT to delete roads of low traffic importance from the state system by substituting therefor an equal, or less, mileage of other roads of higher traffic importance as determined by traffic surveys and estimates. This road swap is considered on a case by case basis.

20. Who develops and manages projects?

Local Paving Projects are developed and contracts managed by the entity specified by the CTC. Projects on the State Highway System must be managed by SCDOT unless SCDOT gives specific approval for others to perform this work.

21. What standards are used for the design and construction of projects?

Projects on the state highway system must be designed and constructed to SCDOT standards. Projects not on the state highway system may be developed to county standards.

22. What is preliminary engineering?

Preliminary engineering includes all activities necessary to prepare a project for bidding. These activities include surveying, design, plan preparation, cost estimation, right of way acquisition and preparation of bid proposal.

23. How are projects bid?

Projects must be bid using sealed competitive bidding and public advertisement of all projects in accordance with the SC Consolidated Procurement code.

24. What is contract field management?

Contract field management includes construction inspection, materials testing, processing of pay estimates for construction contracts, and the determination of final contract quantities.

25. What is an encroachment permit?

An encroachment permit is a permit allowing parties other than SCDOT to perform work on SCDOT right of way. Encroachment permits allow SCDOT to review and approve the type and quality of work proposed for the state highway system.

26. What is a match program?

A match program is a method of increasing spending on the State Highway System within a county. SCDOT has offered various match programs over the years that offer to match local dollars with SCDOT funds (either state or federal). The required matching ratios vary by program.

27. What funds are considered eligible as local funds for match programs?

Usually C Funds are used as the local match but other "local" funds such as city or county funds, school district funds, and in-kind contributions can be used as the local match.

28. What are the eligibility requirements for match programs that include federal dollars?

Projects selected for match programs that include federal dollars must be eligible for federal aid. To be eligible for federal aid a project must be on a road with a functional classification. All roads with a functional classification are on the State Highway System including some secondary roads. To determine if a project is eligible you may wish to contact your SCDOT Project Manager or Resident Maintenance Engineer.

29. Are the reviews of self-administered CTCs conducted by SCDOT actually audits?

No. The reviews that SCDOT is required to conduct are in compliance with Paragraph (P) of Section 12-28-2740 of the S.C. Code of Laws 1976. The reviews are to ensure compliance with subsections C, D, F, and I and will include spot checking individual projects and financial record keeping but should not be considered an audit. If there are discrepancies in the project documentation or questions regarding management of C Funds, a formal audit may be requested.

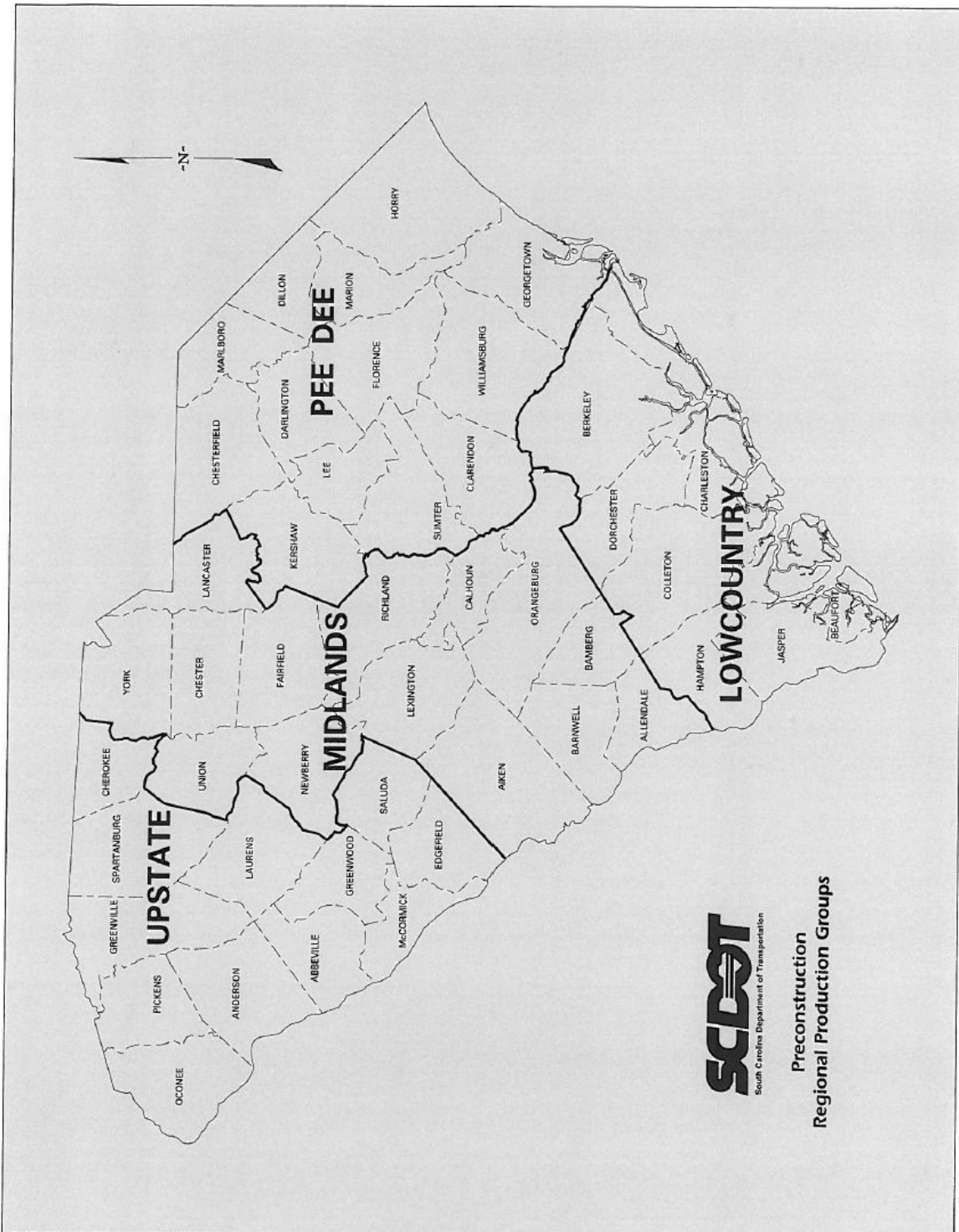
30. May a CTC hire employees?

State law makes no provision for hiring of employees or direct payments of salary by a CTC. The implication of the law is that CTCs may not hire staff.

31. Who at SCDOT should be notified of changes in CTC membership?

All changes in CTC membership and/or officers should be sent to the SCDOT "C" Program Office in Columbia.

17



REQUEST FOR PROGRAMMING

C Program Administration

COUNTY: _____ CONGRESSIONAL DISTRICT: _____

<input type="checkbox"/> LOCAL PAVING (OFF SYSTEM)	<input type="checkbox"/> STATE ROAD PROJECT (ON SYSTEM)
<input type="checkbox"/> MATCH PROGRAM	<input type="checkbox"/> SCDOT DIRECT LABOR PROJECT

REVISION TO CURRENT C PCN: _____

PROJECT INFORMATION SECTION

DESCRIPTION OF REQUESTED INFORMATION: _____

INITIAL ESTIMATED COST OF PROJECT: _____

COMPLETE IF APPLICABLE TO PROJECT

BEGINNING POINT: _____ ENDING POINT: _____

TOTAL MILEAGE: _____ MILE(S)

TYPE OF CONSTRUCTION: NEW CONSTRUCTION RESURFACING OTHER

LOCATION MAP MUST BE ATTACHED

PLEASE GIVE FOLLOWING INFORMATION IF WORK PERFORMED BY OTHERS THAN SCDOT:

NAME OF GOVERNMENT ENTITY: _____

NAME OF CONTACT PERSON: _____

TITLE OF CONTACT PERSON: _____

ADDRESS: _____

CITY / TOWN: _____ SOUTH CAROLINA ZIP CODE: _____

AUTHORIZED BY: _____

CHAIRMAN, COUNTY TRANSPORTATION COMMITTEE DATE

RETURN TO: S.C. DEPARTMENT OF TRANSPORTATION
955 PARK STREET, COLUMBIA, S.C. 29202
ATTENTION: C PROGRAM ADMINISTRATOR

REQUEST FOR PAYMENT INVOICE

To: S. C. Department of Transportation
C Program Development
955 Park Street
Columbia, S.C. 29202
(803) 737-0230 Fax (803) 737-6045

Attention: C Program Administrator

From: _____

Federal Taxpayer Identification Number: _____

Project Data: PIN/Item Number: _____

Invoice Data: Invoice Amount: _____

Check Box: Partial Payment

Full & Final Payment

CERTIFICATION:
I certify that the work and/or materials for which payment is herein requested have been incorporated into the above referenced project; that the project has been administered and constructed in accordance with the SC Consolidated Procurement Code and with the requirements of S. C. Code Section 12-28-2740 (Supp. 1996). All work has been inspected and accepted by the County; and that the funds herein requested will be applied to the purposes for which they are requested.

County: _____

By: _____

Title: _____ Date: _____

Richland County Council Request of Action

Subject

Mass Transit Funding [pages 53-54]

Reviews

Richland County Council Request of Action

Subject: Mass Transit Funding

A. Purpose

Council is requested to consider the motion made at the February 1, 2011 Council Meeting, and direct staff as appropriate.

B. Background / Discussion

The following motion was made at the February 1, 2011 Council Meeting by Councilman Jackson and Councilwoman Hutchinson:

If funds from the Road Maintenance Fee cannot be used for the bus then for a permanent fix, reduce the Transportation Tax by 70% from \$10 to \$3 and to \$10 for commercial vehicles. [Jackson, Hutchinson]

Funding for mass transit for FY 12 (July 1, 2011 – June 30, 2012) has been approved by Council to come from the Road Maintenance Fund.

Therefore, it is at this time that staff is requesting clarification direction from Council with regards to this motion.

C. Financial Impact

There is no financial impact associated with this request at this time, as further information, clarification, and direction from Council will need to be obtained before a financial impact can be determined.

D. Alternatives

1. Approve the motion and provide clarification and direction to staff as appropriate.
2. Do not approve the motion.

E. Recommendation

By: Motion by Councilman Jackson and Councilwoman Hutchinson

Date: February 1, 2011 Council Meeting

F. Reviews

(Please replace the appropriate box with a ✓ and then support your recommendation in the Comments section before routing. Thank you!)

Finance

Reviewed by: Daniel Driggers

Date:

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: No recommendation required since the request is for clarification and direction.

Legal

Reviewed by: Larry Smith

Date:

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Council discretion

Administration

Reviewed by: Tony McDonald

Date: 2/14/11

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: This is a policy question; however, it should be noted that the Road Maintenance Fee (Transit Fee) has been determined to be an appropriate funding source for the bus system, and has been used for the past four budget years for this purpose. The fee is currently \$10 for private vehicles and \$15 for commercial vehicles. If reduced as suggested in the motion above to \$3 and \$10 respectively, the annual revenue generated would be reduced from \$2.5 million to \$1.1 million.

Richland County Council Request of Action

Subject

Moratorium on Hiring [pages 56-58]

Reviews

Richland County Council Request of Action

Subject: Moratorium on Hiring

A. Purpose

The purpose of this item is to request the Council's consideration of a motion made at the February 1, 2011, Council Meeting regarding a moratorium on hiring.

B. Background / Discussion

At the February 1, 2011, Council Meeting, Council Member Bill Malinowski introduced the following motion:

Based on the economy and decreased revenues, which would appear to reduce workload on staff, I move that a moratorium be placed on any hiring for positions that become vacant due to retirements or resignations.

It is assumed from the motion that the moratorium would apply to all positions, including public safety positions. From a management perspective, however, being unable to fill positions, especially public safety positions like Sheriff's Deputies, Detention Officers and Paramedics, can create significant voids that must be filled through the use of overtime which, in the end, can cost more than filling the vacant positions.

C. Financial Impact

It is difficult to determine the financial impact in terms of cost savings to the County since there is no way to predict which positions will become vacant and the monetary value of the corresponding salaries. As mentioned above, however, keeping positions vacant can often cost more than filling them due to overtime costs required to keep certain areas operational.

D. Alternatives

1. Approve the motion to institute a hiring moratorium and direct staff as appropriate.
2. Do not approve the motion.

E. Recommendation

By: Motion by Council Member Malinowski Date: February 1, 2011 Council Meeting

F. Reviews

(Please replace the appropriate box with a ✓ and then support your recommendation in the Comments section before routing. Thank you!)

Finance

Reviewed by: Daniel Driggers

Date: 2/7/11

Recommend Council approval Recommend Council denial

Comments regarding recommendation: Based on the information it is unclear if a moratorium on hiring would benefit or hinder to the County's ability to provide services therefore I would not recommend a moratorium. While there are financial advantages to limiting the refilling of vacant positions we would recommend that any consideration be strategically implemented based on the type of operation otherwise it may create a burden to the county through;

- Increased risk in liability due to safety concerns
- Reduction of employee morale
- Loss of operational flexibility to provided required services
- Loss of quality to County services

Human Resources

Reviewed by: Dwight Hanna

Date: February 14, 2011

Recommend Council approval Recommend Council denial

Comments regarding recommendation: It appears the consideration is for a moratorium on hiring which is considered a "hard freeze". There should be a careful analysis to determine things such as the current financial situation, projected future financial status of the County, business demand changes in different departments and the specific strategic objectives of Richland County. If it is determined after analysis that a hiring freeze is the selected strategy, Human Resources recommends what is commonly called a "smart freeze", which would provide the County flexibility to evaluate the business need to fill vs. the financial cost and other potential consequences to leave a position vacant. It could be more strategically beneficial and/or cost efficient to fill a position than leave vacant.

There are several other factors that need to be considered such as but not limited to;

- Would moratorium diminish the County's ability to deliver safe services?
- Customer service quality and/or promptness could be affected in some areas.
- Business demand change (increase or decrease) in specific areas or departments. Economic downturns can increase business in certain areas while decrease business demands in other areas.
- Projected timing of economic recovery to prevent the County from being caught behind our competitors for qualified employees.
- The County could miss opportunities to hire valuable talent.
- Difficulty of recruiting for hard to fill and critical positions.
- Potential increase of turnover and/or loss of some top performers.

- Health insurance costs for employees increased about 10% as a result in benefit plan design changes.
- County employees have not received PEP increases or Longevity Pay because they have been suspended for two years.
- Increased demand that will be placed on employees who remain with the County if vacancies not filled.
- Potential for additional overtime of nonexempt employee and burnout of exempt employees.
- Potential demand for pay increases (i.e. Interim Pay) due to assuming additional duties from unfilled vacancies.
- There would need to be clear rules relating to how the hiring freeze would be implemented.
- There would need to be clear communication to employees about the hiring freeze to avoid confusion which could contribute to adversely affecting the objective.
- Potential adverse impact to Richland County *brand* as an employer competing for employees, especially if other local governments are hiring.
- Have the pros and cons of other possible solutions for addressing the budget been considered and compared to the hiring moratorium.

Human Resources would need to know more about the specifics and details on the hiring moratorium under consideration before we could understand well enough to recommend for approval.

Legal

Reviewed by: Larry Smith

Date:

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Administration

Reviewed by: Tony McDonald

Date: 2/16/11

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: As noted above, mandating that positions not be filled once they become vacant can be as costly, or more so, that allowing the positions to be filled. Not filling vacant positions creates other potential problems, as well, such as service delivery concerns and public safety issues. It is not recommended, therefore, that a hiring moratorium be instituted. Instead, it is recommended that the County Administrator be allowed to retain the discretion to fill funded positions within the financial parameters established by the adopted budget.

Richland County Council Request of Action

Subject

Neighborhood Stabilization Program Round Three Funds Application [pages 60-62]

Reviews

Richland County Council Request of Action

Subject: Neighborhood Stabilization Program Round Three (NSP-3) Funds Application

A. Purpose

County Council is requested to adopt the incorporation of the Neighborhood Stabilization Program Fund Round III (NSP-3) into the Richland County Community Development Block Grant (CDBG) Program as per the Dodd-Frank Wall Street Reform and Consumer Protection Act of 2010 that was originally established under the Housing and Economic Recovery Act of 2008 (HERA). The funding source is SC State Housing Finance and Development Authority.

B. Background / Discussion

HUD has made an allocation of NSP-3 funds to states and certain local governments. South Carolina State Housing Finance and Development Authority (SCHFDA) received an allocation of \$5,615,020.00 for the entire state of South Carolina. The SCHFDA requested Richland County Community Development to apply for state NSP-3 funding because we are a NSP-1 recipient and there are areas located in Richland County that rank among the highest areas of greatest need in the state. These areas or neighborhoods have severe problems associated with the foreclosure crisis.

All activities funded by NSP-3 must benefit low- moderate- and middle- income (LMMI) households or areas up to 120% of the area median income. Richland County must target these funds to the areas of greatest need within the County and can expend the funds throughout the entire county, if it deems appropriate by the funding source. No more than 10% of the total award can be used for demolition. Thirty percent (30%) of the award must be used to benefit households 50% or below the area median income for rental housing. If funded, the Community Development Department will receive up to 1,319,529.70 from SCHFDA.

The NSP-3 funds can be used for the following eligible areas:

- Establish financing mechanisms for purchase and redevelopment of foreclosed homes and residential properties;
- Purchase and rehabilitate homes and residential properties abandoned or foreclosed;
- Demolish blighted structures;
- Redevelop demolished or vacant properties

The Census Tracts to be addressed include: CT 5, 107.03, 110 which fall within Council Districts 3 and 4. This was based upon the HUD based need score calculated by HUD using marketing conditions and other factors.

C. Financial Impact

The Richland County General Budget should incur no financial impact with the NSP-3 funds. No matching funds will be required from the County on NSP-3. In addition, the NSP-3 program provides administrative costs for the life of program. The proposed budget below lists the distributions of funding.

Proposed Budget

\$131,952.97	10% of award for demolition of unsafe, abandoned housing units
\$395,858.91	30% of award for 50% or below rental housing
\$535,567.62	Homeownership to be completed in areas of high concentration
\$ 200,000.00	Redevelopment to be completed in areas of high concentration
\$ 56,150.20	Administrative Cost for the life of the program
\$1,319,529.70	Total Funding

D. Alternatives

1. County Council can approve the request to adopt the incorporation of the Neighborhood Stabilization Program Round III (NSP-3) Fund into the Richland County Community Development Block Grant (CDBG) Program as per the Dodd-Frank Wall Street Reform and Consumer Protection Act of 2010.
2. County Council can not approve the adoption and involvement of the NSP-3 Fund.

If the first option is not selected, Richland County will lose \$1.3 million dollars that would have been granted to Richland County to benefit communities that have foreclosed and abandoned properties. The SCHFDA will redistribute the funds to another high impact county.

E. Recommendation

It is recommended that Council approve the request to adopt the incorporation of the Neighborhood Stabilization Program Round III (NSP-3) Fund into the Richland County Community Development Block Grant (CDBG) Program as per the Dodd-Frank Wall Street Reform and Consumer Protection Act of 2010.

Recommended by: Valeria D. Jackson
Date: 2/7/2011

Department: Community Development

F. Reviews

(Please **SIGN** your name, ✓ the appropriate box, and support your recommendation before routing. Thank you!)

Finance

Reviewed by: Daniel Driggers

Date: 2/08/11

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Grants

Reviewed by: Sara Salley

Date: 2/8/11

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Procurement

Reviewed by: Rodolfo Callwood
 Recommend Council approval
Comments regarding recommendation:

Date: 1/8/11
 Recommend Council denial

Legal

Reviewed by: Larry Smith
 Recommend Council approval
Comments regarding recommendation:

Date:
 Recommend Council denial

Administration

Reviewed by: Sparty Hammett
 Recommend Council approval
Comments regarding recommendation:

Date: 2/17/11
 Recommend Council denial

Richland County Council Request of Action

Subject

Richland County Fifth Circuit Solicitor's Office Emergency Budget Request [pages 64-66]

Reviews

Richland County Council Request of Action

Subject: Richland County Fifth Circuit Solicitor's Office

A. Purpose

County Council is being requested to approve a proposal of \$164,754.00 that was not included in the Solicitor's Budget Request for 2010-2011. The purpose of this emergency request is to obtain equipment and resources that are vital to the transition for the office of Solicitor that has not experienced such a transition of authority in sixteen years.

B. Background / Discussion

The Solicitor's Office is requesting urgent approval for these funds in order to provide resources vital to adequately secure the first transition of authority affecting the Solicitor's Office in sixteen years. Additional funding is also imperative to provide essential resources that are not currently available or have degraded and are necessary to effectively investigate and prosecute criminal cases.

C. Financial Impact

<u>ITEM</u>	<u>COSTS</u>
Non Capital Assets	\$35,000.00
Training	\$20,000.00
Vehicles (3)	\$62,334.00
Fuel	\$4,620.00
Cellular Telephone	\$4,000.00
Office Supplies	\$10,000.00
Part-Time Employee's	\$28,800.00
 Total Request	 \$164,754.00

D. Alternatives

1. Approve the request for immediate funding without delay to insure a smooth transition of office and enable the Solicitor's Office to keep pace with the pending ten thousand (10,000) cases, and mounting number of new criminal cases being received. It is imperative the Solicitor's Office be able to receive, investigate and prepare criminal cases for trial as expeditiously as possible.
2. Do not approve the Solicitor's Office request for funding will have an adverse affect on the transition of office and create unnecessary and avoidable delays. Failing to approve the

funding, the process, speed, and efficiency for prosecuting cases will deteriorate at an accelerated pace.

E. Recommendation

It is recommended that Council approve this request in order for the Solicitor's Office to obtain the necessary resources in order to keep up with the increasing demands and insure a smooth and rapid transition of office.

Recommended by: *Solicitor Barney Giese* Department: *Fifth Circuit Solicitor's Office* Date: *12/24/10*

Reviews

(Please ***SIGN*** your name, ✓ the appropriate box, and support your recommendation before routing. Thank you!)

Finance

Reviewed by: Daniel Driggers Date: 1/12/11
 Recommend Council approval Recommend Council denial
Comments regarding recommendation: This is an item for Council discretion however based on the information provided it is unclear on a couple of funding questions below:

- There's no consideration for an increase to or additional salaries or personnel are included...should there be?
- There will be approximately six months left in the fiscal year post-transition...Is the request an annualized cost or only for the six month period?
- Is the cost recurring and required in FY12?
- Is there any cost in the current budget that will not be spent that may be used to cover any portion of the request?
- Can any of the \$100k in capital (vehicles/non-capital) be deferred until the budget process to allow other funding options? If practical a short term solution may be to utilize existing equipment such as vehicles that have been replaced but not sold and replaced over time.

Procurement

Reviewed by: Rodolfo Callwood Date: 1/13/11
 Recommend Council approval Recommend Council denial
Comments regarding recommendation:

Legal

Reviewed by: Larry Smith Date:
✓ Recommend Council approval Recommend Council denial
Comments regarding recommendation:

Administration

Reviewed by: Sparty Hammett

Date: 1/19/11

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Recommend that the request be denied until Administration can meet with the new Solicitor, and be provided additional information.

County Administrator

Reviewed by: J. Milton Pope

Date: 2-17-11

Recommend Council approval

Re-commend Council denial

Comments regarding recommendation: Recommend approving this request at a level of \$102,420.00 for FY10/11 as **one-time funding**. All funding request including the need for vehicles must be justified in the FY11/12 budget. Vehicles in the Counties existing fleet will be accessible and assigned to the Solicitor's office.

Richland County Council Request of Action

Subject

Video Streaming and Rebroadcast of Council Meetings [pages 68-69]

Reviews

Richland County Council Request of Action

Subject: Video Streaming and Rebroadcast of Council Meetings

A. Purpose

The purpose of this request of actions is to provide an analysis to County Council of the resources and costs that would be associated with video streaming council meetings live via the county website and rebroadcasting council meetings on the county's cable channel.

B. Background / Discussion

On February 1, 2011 Richland County Council approved a motion directing county staff to research the viability and costs that would be associated with streaming council meetings live via the website and review the resources that would be needed to videotape council meetings for rebroadcast on the county's cable channel.

It is significant to note that currently no broadcast infrastructure exists in Council Chambers and it is recommended that if Council chooses to move forward, then the following modifications and or equipment purchases are recommended by the Office of Public Information and Information Technology:

- I. Cameras (3)
- II. High Definition Broadcast Video/Live Streaming Production System (One Stop Shop)
- III. Upgrading of existing sound system to provide a separate mix for up to 16 mic inputs
- IV. Hosting for Video Streaming
- V. Video Archival System

*It is also important to note that all local governments currently streaming video and rebroadcasting council meetings have made significant infrastructure investments in cameras, audio, production and editing equipment. These comparable communities include Charleston, North Charleston, as well as the City of Columbia.

C. Financial Impact

It is estimated that the financial impact of purchasing the equipment to both video stream and broadcast council meetings would be approximately \$51,000.

D. Alternatives

List the alternatives to the situation.

1. Council may choose to stream council meetings live and rebroadcast meetings on Richland County Cable Channel 2.

- Council may choose not to stream council meetings live or rebroadcast meetings on Richland County Cable Channel 2.

E. Recommendation

It is recommended that if council chooses to move forward with this project that it directs county staff to conduct further research and provide a financial recommendation in time for the 2011/2012 budget cycle.

Analysis Provided by: Stephany Snowden Department: PIO Date: 02/08/2011

F. Reviews

(Please **SIGN** your name, ✓ the appropriate box, and support your recommendation before routing. Thank you!)

Finance

Reviewed by: Daniel Driggers

Date: 2/9/11

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Council discretion. Approval would require the identification of funding.

Procurement

Reviewed by: Rodolfo Callwood

Date: 2/10/11

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Grants

Reviewed by: Sara Salley

Date: 2/10/11

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Council discretion

Legal

Reviewed by: Larry Smith

Date:

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Council discretion

Administration

Reviewed by: J. Milton Pope

Date: 2-10-11

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Recommend denial/deferral of this item at this time and request that Council finalize its policy position on the matter. If approved the financing of the request should be moved to the FY 12 Budget process.

Richland County Council Request of Action

Subject

Caughman Creek Property Appraisal [page 70]

Reviews

Richland County Council Request of Action

Subject

Clarification of Budget Motion [pages 72-73]

Reviews

To amend Section 16 of the budget ordinance as follows: “The County Administrator is granted authority to redirect budget dollars and transfer up to \$100,000 between all departments within the same fund. This shall include the transfer of one unfunded position.”

Verbatim Minutes

June 15, 2010

Mr. Livingston: I have a motion here that I passed out to you. This is not a motion in regard to adding or taking away from the budget, but it came about in a discussion with the Vice Chair and I had with the County Administrator. I’ll explain the motion once I read it. The County Administrator is granted authority to redirect budget dollars and transfer up to \$100,000 between all departments within the same fund. This shall include the transfer of one unfunded position. And the reason we thought this was real important is for example if the Administrator feels like there’s a need to make a change from one department to the next one and not being able to do that could hamper the process of getting things done. And the reason we said one because also too we don’t want complete departments changed. But, at least, if you can save money by shifting one person to another position and a little bit of funding that certainly can make his job a lot easier, so, all that is to simply make that amendment to the budget ordinance. Chair entertain a motion reference that amendment.

Mr. Jeter: I make the motion that we amend Section 16 of the budget ordinance that the County Administrator is granted authority to redirect budget dollars and transfer up to \$100,000 between all departments within the same fund. This shall include the transfer of one unfunded position.

Ms. Dickerson: Second.

Mr. Livingston: Moved properly seconded...Mr. Malinowski...

Mr. Malinowski: Can you explain further the last line comment the transfer of one unfunded position?

Mr. Livingston: Let’s say, for example, it may be better served instead of hiring someone to switch them and money to another department or something of that nature. It would be easy to do that if you give that money to the Administrator. See what I’m saying?

Ms. Kennedy: No.

Mr. Livingston: Let’s say, for example, you got the Planning...any department and you decide it would be better if this person worked in that department and I

can shift them over and shift the fund with them. It would be a lot easier for the Administrator.

Mr. Malinowski: That's transferring an already funded position to a department.

Mr. Livingston: Yeah, but to make that other department more effective the other department don't need it. What's wrong with that?

Mr. Malinowski: Because you're saying transfer of one unfunded position. The person you're transferring is already funded. So, therefore, you ought to say the transfer of one funded position.

Mr. Livingston: What I was referring to that position wouldn't be funded in the previous department...transfer the money and the person. We wouldn't have the funds in the department for it, so transfer the person and the funds. Now why doesn't that make sense?

Mr. Malinowski: Because that means you're transferring a funded position and a funded person to the department.

Mr. Livingston: Well you can say it that way. That will be the same thing.

Mr. Malinowski: It's not the same thing. Unfunded means there are no funds. Funded means there are.

Mr. Livingston: What you're transferring is the funds and the person.

Mr. Malinowski: Alright if we can word it that way.

Mr. Livingston: Any other discussion? There being none. Those in favor of the motion say aye...opposed nay. Motion carries.

Items Pending Analysis

Subject

- a. Sewer Tap Fee Assistance Program (Malinowski)

Reviews