



# **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

**SEPTEMBER 27, 2011  
6:00 PM**

**2020 Hampton Street, Columbia, South Carolina**

### **CALL TO ORDER**

### **APPROVAL OF MINUTES**

1. Regular Session: July 28, 2011 (pages 5-7)

### **ADOPTION OF AGENDA**

### **ITEMS FOR ACTION**

2. Annual Renewal of the Fleet Maintenance and Repair Contract (pages 9-11)
3. Automatic Vehicle Locations Systems-Sheriff's Department (pages 13-14)

4. County Council Shirts (pages 16-17)
5. C&D Disposal Services Contract (pgs 19-20)
6. Construction Services/Airport Tree Obstruction Removal-Cherokee Inc. Contract (pages 22-26)
7. Professional Services/ Airport Tree Obstruction Removal-LPA Group (pages 28-36)
8. HUD Grant for Neighborhood Improvement (pages 38-39)
9. CDBG and HOME Administrative Shortfall (pages 41-43)
10. Emergency Services Radio Purchase (pages 45-46)
11. Emergency Supplies and Equipment Purchase Orders (pages 48-49)
12. Internal Auditor Engagement (pages 51-55)
13. Transfer of Position from Dentsville Magistrate to Administrative Magistrate (pages 57-58)
14. Lobbyists' Interaction with Council on Certain Matters (pages 60-61)
15. Increase Detention Center Officer Starting Salaries (pages 63-67)
16. Caughman Creek Property Purchase Agreement (pages 69-82)
17. Action to Make Certain Department Heads with Contractual Responsibility on At Will Employment Status (Possible Executive Session Item) (pages 84-86)

**ITEMS PENDING ANALYSIS: NO ACTION REQUIRED**

18. Items Pending Analysis: No Action Required-Status Report (page 88)
  - a. Based on the new sewer planned for the Lower Richland County area and the possibility of assistance being provided to Low/Middle income households (LMIH) I move that staff create an ordinance that sets forth criteria for qualifications to receive assistance and that it will apply equally

to all LMIH throughout Richland County (Malinowski, November 2010)

b. To donate the Woodrow Wilson Home and Hampton-Preston Mansion to a non-profit organization that can handle its historic values and solicit funding from a larger area of funders or create such an organization and turn over all title and responsibility (Jackson, May 2011)

c. There are many issues with the Hospitality Tax use with the current program Richland County has in place. Based on that fact, I move that the Hospitality Tax Committee and Richland County Council review this grant program so that it can be revamped with an emphasis on funding projects and program that bring true tourists, not community events that pull the majority of their attendees from Richland County residents (Malinowski, June 2011)

## **ADJOURNMENT**



# Richland County Council Request of Action

**Subject**

Regular Session: July 28, 2011 (pages 5-7)

**Reviews**

# MINUTES OF



## RICHLAND COUNTY COUNCIL ADMINISTRATION AND FINANCE COMMITTEE TUESDAY, JULY 26, 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.*

=====

### MEMBERS PRESENT

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

**ALSO PRESENT:** Paul Livingston, Bill Malinowski, Valerie Hutchinson, Norman Jackson, Joyce Dickerson, Kelvin Washington, Milton Pope, Tony McDonald, Sparty Hammett, Roxanne Ancheta, Sara Salley, Anna Fonseca, Randy Cherry, Larry Smith, Stephany Snowden, Dwight Hanna, Monique Walters, Michelle Onley

### CALL TO ORDER

The meeting started at approximately 6:01 p.m.

### APPROVAL OF MINUTES

**June 28, 2011 (Regular Session)** – Mr. Manning moved, seconded by Mr. Jeter, to approve the minutes as distributed. The vote in favor was unanimous.

### ADOPTION OF AGENDA

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

## ITEMS FOR ACTION

**Clerk of Council Office Analysis** – Mr. Manning moved, seconded by Mr. Jeter, to retain the three person office structure and that one of these positions be an Executive Clerk to Council. A discussion took place.

Ms. Kennedy moved, seconded by Mr. Rose, to forward this item to without a recommendation. The vote was in favor.

**Contract Renewal for Detention Center Fire and Security System** – Mr. Jeter moved, seconded by Mr. Rose, to forward this item to Council with a recommendation to approve Alternative #1: “Approve the request to renew the contract to Honeywell, Inc. for \$333,161.62 for FY11-12.” A discussion took place.

The vote in favor was unanimous.

**Contract Renewal for Detention Center Food Services** – Mr. Rose moved, seconded by Mr. Jeter, to forward this item to Council with a recommendation to approve Alternative #1: “Renew the ABL Food Service Management Contact.” A discussion took place.

The vote in favor was unanimous.

**Contract Renewal for Detention Center HVAC System** – Mr. Rose moved, seconded by Mr. Jeter, to forward this item to Council with a recommendation to approve Alternative #1: “Approve the request to renew the contract to W. B. Guimarin & Company in the amount of \$170,823.36 for FY11-12.” A discussion took place.

The vote in favor was unanimous.

**Coroner request for approval to renew contract with Professional Pathology Services** – Mr. Rose moved, seconded by Mr. Jeter, to forward this item to Council without a recommendation. A discussion took place.

The vote in favor was unanimous.

**National Aviation Week Proclamation** – Mr. Rose moved, seconded by Mr. Jeter, to forward this item to Council with a recommendation to approve Alternative #1: “Approve and issue the proclamation.” The vote in favor was unanimous.

**Sheriff Department Grant Position Back-Up Lab Compliance Technician** – Mr. Manning moved, seconded by Mr. Jeter, to forward this item to Council with a recommendation to approve the request to fund the position in the amount of \$44,250 from the General Fund fund balance. A discussion took place.

The vote in favor was unanimous.

**Sheriff Department Grant Position Pick Up-Motorcycle Safety Education and Enforcement** – Mr. Jeter moved, seconded by Ms. Kennedy, to forward this item to Council with a recommendation to approve the request to fund the position in the amount of \$71,250 from the General Fund fund balance. The vote in favor was unanimous.

### ADJOURNMENT

The meeting adjourned at approximately 6:54 p.m.

Submitted by,

L. Gregory Pearce, Jr., Chair

The minutes were transcribed by Michelle M. Onley

# Richland County Council Request of Action

**Subject**

Annual Renewal of the Fleet Maintenance and Repair Contract (pages 9-11)

**Reviews**



## Richland County Council Request of Action

**Subject:** Annual Renewal of the County Fleet Maintenance and Repair Contract

### **A. Purpose**

County Council is requested to approve, with no cost increase, the annual renewal of the County fleet maintenance agreement with First Vehicle Services in the amount of \$2,068,123.00 for the purpose of providing fleet maintenance and repair services for Richland County's fleet of vehicles and equipment.

### **B. Background / Discussion**

The fleet maintenance contract was last bid in 2007, and awarded to First Vehicle Services. The current contract is entering the final year of this five year agreement, renewable annually on January 1. Fleet Management will be working with Procurement during the current fiscal year to prepare the next solicitation for Fleet Maintenance services. The terms of the renewal are negotiated annually with First Vehicle Services prior to the budget cycle, to include any requested increases based on the maintenance needs of the County. First Vehicle Services has not requested an increase for the past two years, supporting the County budget goal of not increasing operational funding. Additionally, in each of those years they have returned allocated funds to the County by completing the year under the allocated budget. Under the terms of the contract, ninety percent of remaining funding at the end of the year is returned to the County. This has been accomplished through a close partnership in searching for more efficient ways to maintain service while better controlling costs, for example, by doing more diagnostic testing and major vehicle repairs in house rather than sending units to the dealer, resulting in greatly reduced labor costs.

First Vehicle Services has achieved ASE Blue Seal certification every year since 2004, the highest certification awarded to a maintenance shop operation. They have Master technicians in light and heavy vehicles and equipment, as well as specialized Master Emergency Vehicle Technicians (EVT) maintaining the County's fleet. The shop processed over 7,000 work orders in FY11, with half being preventative maintenance (PM) inspections, which include a complete maintenance and safety inspection, in addition to the planned maintenance and service. Richland County Fleet has been named one of the Top 100 Public Fleets in North America for the last six years.

As this is the final year of eligibility under the current contract terms, this service to the County will be advertised in 2012 within a timeline to ensure uninterrupted service to the County.

### **C. Financial Impact**

There is no financial impact associated with this request, as the contract costs were approved in the Fiscal Year 2011-2012 budget process.

### **D. Alternatives**

1. Approve the request to renew the contract with First Vehicle Services to provide for the maintenance and repair of County Fleet vehicles and equipment through 2012.
2. Do not approve the request to renew the contract with First Vehicle Services and direct staff to advertise for these services at this time in lieu of advertising and preparing for next fiscal year.

**E. Recommendation**

It is recommended that Council approve alternative one to renew the contract with First Vehicle Services to provide for the maintenance and repair of County Fleet Vehicles and Equipment.

Recommended by: Bill Peters, Fleet Manager Department: Support Services Date: 8/26/11

**F. Reviews**

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

**Finance**

Reviewed by: Daniel Driggers Date: 9/13/11  
 Recommend Council approval  Recommend Council denial  
 Council Discretion (please explain if checked)  
Comments regarding recommendation:

**Procurement**

Reviewed by: Rodolfo Callwood Date: 9/14/11  
 Recommend Council approval  Recommend Council denial  
 Council Discretion (please explain if checked)  
Comments regarding recommendation:

**Legal**

Reviewed by: Larry Smith Date:  
 Recommend Council approval  Recommend Council denial  
 Council Discretion (please explain if checked)  
Comments regarding recommendation:


**Administration**

Reviewed by: Tony McDonald Date: 9/14/11  
 Recommend Council approval  Recommend Council denial  
 Council Discretion (please explain if checked)  
Comments regarding recommendation: Funding for the proposed contract renewal has been appropriated in the FY 12 budget.

September 1, 2011

**TO:** Rodolfo Callwood  
Procurement Director  
Richland County, SC

**Thru:** Bill Peters  
Fleet Manager  
Richland County, SC

**FROM:** Randy W. Book   
General Manager  
First Vehicle Services  
Richland County Division

**SUBJECT:** Contract Extension for January 1, 2012 -- December 31 2012.

First Vehicle Services is not requesting a budget increase in the base 2011 budget for the upcoming fiscal year.

With the increased technology in automotive maintenance, we have trained and certified the majority of our technicians in Automotive Service Excellence (ASE) and four technicians in Ambulance Emergency Vehicle Technician (EVT) and two technicians as Pursuit Vehicle Technicians (EVT).

First Vehicle Services, Richland County Service Center, became Blue Seal Certified in fiscal year 2004 and was renewed in 2005, 2006, 2007, 2008, 2009, 2010 and 2011. In partnership with Richland County, we have also been awarded Top 100 Fleets in North America in 2006, 2007, 2008, 2009, 2010 and 2011. What this means to you as the customer is excellence in quality of work being performed on your vehicles and equipment.

Below are budget proposal for January 1, 2012 through December 31, 2012.

**Budget Year January 1, 2012 through December 31, 2012**

1.	PARTS	\$ 624,506
2.	LABOR	\$ 995,481
3.	OTHER OPERATING EXPENSE	\$ 176,045
4.	ADMINISTRATIVE EXPENSE	\$ 103,221
5.	MANAGEMENT FEE	\$ 168,875
	TOTAL	\$ <u>2,068,128</u>
6.	1/12 Billing	\$ 172,344

Cc: Steve Breeden, Regional Vice President, First Vehicle Services  
Dale Domish, Senior Vice President, First Vehicle Services

# Richland County Council Request of Action

**Subject**

Automatic Vehicle Locations Systems-Sheriff's Department (pages 13-14)

**Reviews**

# Richland County Council Request of Action

**Subject:** Automatic Vehicle Locations Systems –Sheriff Department

## **A. Purpose**

*County Council, having allocated appropriations in the FY12 budget for the Automatic Vehicle Locations System (AVL), is being requested to approve a proposed \$300,000 for the down payment. We will also need approval for lease payments totaling \$325,203.14 to be made for three consecutive years starting in 2012 and ending in 2014.*

## **B. Background / Discussion**

The Richland County Sheriff's Department is requesting approval to expend these funds to purchase an Automatic Vehicle Locations Systems. This need has been evolving starting from the beginning of the talks for the new Computer Aided Dispatch system over 5 years ago. Fire, EMS and CPD have already implemented AVL systems in their emergency response vehicles.

## **C. Financial Impact**

2011 Sheriff Down payment (to be made in 2011)	Costs \$300,000.00
Payments to be made: October 15, 2012 October 15, 2013 October 15, 2014	
Total Request	<b>\$625,203.14</b>

## **D. Alternatives**

1. Approve the request to fund the lease/purchase of these systems to enable 911 Dispatchers to instantly and automatically locate and dispatch the closest emergency vehicle to any call for service. Other units on the road will be able to quickly and accurately locate fellow officer's vehicles in the event of an emergency. Commanders in the field will be able to constantly check on unit movement to more effectively deploy manpower.
2. Do not approve, RCSD will continue to operate without the benefit of instant and automatic location dispatch delaying response to calls for service.

## **E. Recommendation**

It is recommended that Council approve this request to improve response times, increase dispatch efficiency, increase officer safety and track fleet movement.

Recommended by: *Chief Deputy Steve Birnie*      Department: *Richland County Sheriff's Department*      Date: *August 30, 2011*

**Item# 3**

Attachment number 1  
Page 1 of 2

## F. Reviews

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

### Finance

Reviewed by: Daniel Driggers

Date: 9/19/11

Recommend Council approval

Recommend Council denial

✓ Council Discretion (please explain if checked)

Comments regarding recommendation: This is a funding decision for Council. Approval of additional funds would require identification of a funding source and a budget amendment. We have discussed a funding option with Administration that will be included in their comments below.

### Procurement

Reviewed by: Rodolfo Callwood

Date: 9-19-11

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

### Legal

Reviewed by: Elizabeth McLean

Date: 9/21/11

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: Policy decision.

### Administration

Reviewed by: Sparty Hammett

Date: 9/22/11

✓ Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: Recommend approval of the \$300,000, which was the full amount requested and approved during the FY12 budget process. As indicated by the Finance Director, the additional \$325,203 would require identification of a source of funding. For the remaining \$325,203, recommend the following: use \$100,000 from the FY11 Sheriff's vehicle bond and the remaining \$225,203 from the FY 12 Vehicle Bond. The FY12 Funding (\$225,203) will then be re-appropriated in the Sheriff's FY 13 budget.

# Richland County Council Request of Action

**Subject**

County Council Shirts (pages 16-17)

**Reviews**

# Richland County Council Request of Action

**Subject:** County Council Shirts

**A. Purpose**

To acquire shirts for members of County Council to wear when attending County-related functions i.e. SCAC, community meetings, etc.

**B. Background / Discussion**

At the September 6, 2011 Council meeting, Councilman Jim Manning introduced the following motion: **“I move that we get nice shirts like I see other County Council members wear at SCAC.”**

**C. Financial Impact**

Costs associated with acquiring shirts for County Council members.

**D. Alternatives**

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

1. Approve the request to acquire shirts for County Council members
2. Do not approve the acquisition of shirts for County Council members.

**E. Recommendation**

Approve the request to acquire shirts for County Council members to wear when attending County-related functions

Recommended by: Councilman Jim Manning Department: Council Date: September 9, 2011

**F. Reviews**

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

**Finance**

Reviewed by: Daniel Driggers

Date: 9/13/11

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: Funds are available

**Legal**

Reviewed by: Larry Smith

Date:

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:



**Administration**

Reviewed by: J. Milton Pope

Date: 9-13-11

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: This is a policy decision (would recommend approval if Council desires to proceed) of Council however funding is available in the Council Services budget...

# Richland County Council Request of Action

**Subject**

C&D Disposal Services Contract (pgs 19-20)

**Reviews**

# Richland County Council Request of Action

**Subject:** C&D Disposal Services Contract

## **A. Purpose**

*"County Council is requested to approve the Contract Negotiations process Between the Richland County Solid Waste & Procurement department's and Loveless and Loveless C&D landfill for the purpose of C&D disposal services. Council is also requested to allow the Procurement Director to enter into a contract agreement based on outcome of negotiations.*

## **B. Background / Discussion**

- The Solid Waste Department contracts for C&D disposal Services for materials collected at the Lower Richland County drop off facility and yard waste from residential collections on the SE side of Richland County.
- C&D Materials from Lower Richland drop-off and residential yard waste collections have been going to the Waste Management C&D landfill during the 2009-2011 periods.
- The current disposal contract with Waste Management has expired as of the end of June 2011 and the procurement department was directed to rebid for these services.
- Two bids were received Waste Management and Loveless and Loveless, with the lowest bid being Loveless and Loveless.
- County Council has approved several contracts in the past with Loveless and Loveless over the past years to provide the same type of services.

## **C. Financial Impact**

The Lower Richland drop off facility as well as residential curbside yard waste disposal cost is part of the solid waste department's enterprise fund. All cost for the disposal and transportation of C&D materials collected at the Facility or at curbside are budgeted and funded out of the solid waste enterprise fund yearly.

Funds for this contract are included in the Solid Waste Department Budget and are generated by user fees.

Below is a projected cost for the 2010-2011 budget years. This will not negatively impact the solid waste enterprise fund.

2010-2011 Budgeted Estimated expenses	
2101365006-527200 Special Contracts	\$300,000
2101365003- 527200 Special Contracts	\$100,000
<hr/>	
Estimated cost	\$400,000
<hr/>	

No Contract will be awarded that exceeds the approved fiscal year 2011 budget for these services.

## Alternatives

1. Approve the request to... *negotiate and award* a new contract to Loveless and Loveless.
2. Do not approve - this would incur additional collection cost due to excess travel time for haulers bringing materials to the Richland County C&D landfill from the other side of the County.

## D. Recommendation

*"It is recommended that County Council approve the request to negotiate and authorize the Procurement Director to sign and enter into a contract with Loveless and Loveless based on satisfactory negotiations.*

Recommended by: Paul F. Alcantar Department: Solid Waste Department Date: 08/31/11

## F. Reviews

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

### Finance

Reviewed by: Daniel Driggers Date: 9/7/11  
 Recommend Council approval  Recommend Council denial  
 Council Discretion (please explain if checked)  
Comments regarding recommendation: Dollars are included in budget as indicated.

### Procurement

Reviewed by: Rodolfo Callwood Date: 9/9/11  
 Recommend Council approval  Recommend Council denial  
 Council Discretion (please explain if checked)  
Comments regarding recommendation: Recommendations should be to award a contract to Loveless and Loveless the lowest, responsive and responsible bidder for bid RC-002-B-1112 for Construction & Demolition Landfill Disposal

### Legal

Reviewed by: Larry Smith Date:  
 Recommend Council approval  Recommend Council denial  
 Council Discretion (please explain if checked)  
Comments regarding recommendation: Approval as recommended by the Richland County Office of Procurement.

### Administration

Reviewed by: Tony McDonald Date: 9/20/11  
 Recommend Council approval  Recommend Council denial  
 Council Discretion (please explain if checked)  
Comments regarding recommendation: Recommend approval of the award of a contract to Loveless and Loveless, the lowest responsive, responsible bidder. The bid results are as follows: Loveless and Loveless, \$8.25 per ton; Waste Management, \$8.89 per ton.

# Richland County Council Request of Action

**Subject**

Construction Services/Airport Tree Obstruction Removal-Cherokee Inc. Contract (pages 22-26)

**Reviews**

# Richland County Council Request of Action

**Subject:** Construction Services / Airport Tree Obstruction Removal Cherokee Inc. Contract

## A. Purpose

County Council is requested to approve a contract for construction services with Cherokee, Incorporated of Columbia, SC for the removal of trees surrounding the airport that penetrate the airport airspace and are obstructions at Jim Hamilton – LB Owens Airport (CUB).

## B. Background / Discussion

This is the construction phase of a project designed to remove airspace tree penetrations at the Jim Hamilton – LB Owens Airport. This project phase will be limited to removing trees located on County owned property and within adjacent railroad right of way.

Over the years, trees have grown up on properties surrounding the airfield. These trees penetrate the airspace surrounding Runway 13/31. One of our obligations associated with accepting Airport Improvement Program grant funds for airport development is maintaining our airspace free of obstructions. Survey and design of this project was performed by our Airport Engineer, the LPA Group (who will also provide construction administration and inspection services for this project) and funded from a grant provided last federal fiscal year.

More importantly, this project will enhance safety for aircraft by ensuring clear, unobstructed airspace in the vicinity of the airport.

Information regarding the recommended award by the consultant project manager, Disadvantaged Business Enterprise (DBE) participation in the project, and the certified bid tabulation sheet are contained in the enclosure. This project is primarily funded by Federal and State grants, with funding information provided below. The total project cost is \$268,750.

## C. Financial Impact

The funding for this project will be primarily provided by grant funds as follows:

Federal (FAA)	95%	\$255,313	AIP Grant accepted
State (SCAC)	2.5%	\$ 6,718	Grant applied for
Local (RC)	2.5%	\$ 6,719	Included in current FY budget
Total	100%	\$268,750	

Federal funds have been issued in AIP Grant 3-45-0017-017-2011. State funds have been applied for, and Local funds are included in the current FY airport capital budget.

## D. Alternatives

The alternatives available to County Council follow:

1. Approve the request to authorize executing a contract for Airspace Tree Obstruction Removal construction phase services. This will permit the removal of trees surrounding the airport which have grown into the airspace which will enhance safety and ensure compliance with our Federal Grant obligations.
2. Do not approve the request to authorize executing a contract for Airspace Tree Obstruction Removal construction phase services. There will be no enhancement to airport safety and we will not be complying with our Federal Grant obligations.

#### E. Recommendation

It is recommended that Council approve the request to authorize executing a contract with Cherokee Incorporated for Airspace Tree Obstruction Removal construction phase services.

Recommended by:	Department:	Date:
Christopher S. Eversmann, PE, CM	Airport	September 13, 2011

#### F. Reviews

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

##### Finance

Reviewed by: <u>Daniel Driggers</u>	Date: 9/15/11
✓ Recommend Council approval	<input type="checkbox"/> Recommend Council denial
Comments regarding recommendation:	

##### Procurement

Reviewed by: <u>Rodolfo Callwood</u>	Date: 9/15/11
<input checked="" type="checkbox"/> Recommend Council approval	<input type="checkbox"/> Recommend Council denial
Comments regarding recommendation:	

##### Grants

Reviewed by: <u>Sara Salley</u>	Date: 9/19/11
✓ Recommend Council approval	<input type="checkbox"/> Recommend Council denial
Comments regarding recommendation:	

##### Legal

Reviewed by: <u>Larry Smith</u>	Date:
✓ Recommend Council approval	<input type="checkbox"/> Recommend Council denial
Comments regarding recommendation:	

##### Administration

Reviewed by: <u>Tony McDonald</u>	Date: 9/19/11
✓ Recommend Council approval	<input type="checkbox"/> Recommend Council denial
Comments regarding recommendation: Recommend approval. This project is being paid for, in large part (97.5%) through Federal and State grants. The County's portion of the cost (2.5%) has been appropriated in the FY 12 budget. Completion of the project	

will enhance safety at the Airport and ensure compliance with our Federal Grant obligations.



September 7, 2011

VIA EMAIL AND US MAIL

Mr. Rodolfo Callwood  
Director  
Richland County Procurement  
2020 Hampton Street, Suite 3064  
Columbia, SC 29204

RE: **Recommendation of Award**  
Tree Obstruction Removal Project  
Jim Hamilton-L.B. Owens Airport

Dear Mr. Callwood:

After examination of the bids received on August 22, 2011 for the above referenced project, THE LPA GROUP INCORPORATED recommends award to Cherokee, Inc. Please note that Cherokee, Inc.'s bid amount has been adjusted due to a mathematical error in the total bid amount (see attached Bid Tab). Furthermore, note that with the correction in the total bid amount their DBE Participation percentage now falls slightly below the 17.78% goal at 17.30%. Their adjusted bid amount of **\$268,750.00** represents the lowest responsive bid from a responsible bidder. We recommend award to Cherokee, Inc. subject to funding availability.

As in past projects, we have prepared a Notice of Award letter to Cherokee, inc. and are prepared to send it upon your direction. Once Notice of Award is transmitted the contracts will be sent to Cherokee, inc. for their execution.

We sincerely appreciate the opportunity to assist the County with this project and look forward to its successful completion. Please call should you have any question regarding this recommendation.

Sincerely,  
THE LPA GROUP INCORPORATED



Andy D. Busbee, P.E.  
Project Manager

Attachment: Bid Tab

File: 121748.1d

cc: Mr. Chris Eversmann – CUB  
Ms. Christy Swofford – Richland County

Q:\CLIENTS\Columbia-Owens\2010 Obstruction Removal\DOCS\BIDDING\Recommend of Award to RCallwood.doc


BID OPENING: Monday, August 22, 2011 at 2:00 PM

JIM HAMILTON-L.B. OWENS AIRPORT  
 TREE OBSTRUCTION REMOVAL PROJECT  
 FAA AIP NO. 3-45-0017-017-2011  
 Bid No. RC-CN-522-1112  
 BID TABULATION

Item No. Spec. No.	Item Description	Quantity	Unit	FINAL ENGINEERS ESTIMATE		Cherokee inc.		Phillips & Jordan, Inc.		McClam & Associates, Inc.	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	08000 Supplementary Insurance Provisions - Railroad Protective Liability Insurance	1	L.S.	\$ 20,000.00	\$ 20,000.00	\$ 10,000.00	\$ 10,000.00	\$ 15,000.00	\$ 15,000.00	\$ 12,000.00	\$ 12,000.00
2	01000 Mobilization	1	L.S.	\$ 60,000.00	\$ 60,000.00	\$ 20,000.00	\$ 20,000.00	\$ 37,000.00	\$ 37,000.00	\$ 25,000.00	\$ 25,000.00
3	01510 CSX Constructed Temporary Railroad Crossing Allowance	1	EACH	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
4	01530A CSX Flagman for Work on CSX Railroad Property Allowance	25	DAY	\$ 850.00	\$ 21,250.00	\$ 850.00	\$ 21,250.00	\$ 850.00	\$ 21,250.00	\$ 850.00	\$ 21,250.00
5	01530B Norfolk Southern Flagman for Work on Norfolk Southern Railroad Property Allowance	20	DAY	\$ 700.00	\$ 14,000.00	\$ 700.00	\$ 14,000.00	\$ 700.00	\$ 14,000.00	\$ 700.00	\$ 14,000.00
6	P-151A Clearing	10	ACRE	\$ 5,000.00	\$ 50,000.00	\$ 8,000.00	\$ 80,000.00	\$ 8,500.00	\$ 85,000.00	\$ 18,648.00	\$ 186,480.00
7	P-151B Clearing by Hand	6.5	ACRE	\$ 10,000.00	\$ 65,000.00	\$ 15,000.00	\$ 97,500.00	\$ 10,000.00	\$ 65,000.00	\$ 33,048.00	\$ 214,812.00
8	P-151C Underbrush Removal	2.6	ACRE	\$ 3,500.00	\$ 9,100.00	\$ 5,000.00	\$ 13,000.00	\$ 6,000.00	\$ 15,600.00	\$ 12,500.00	\$ 32,500.00
9	F-162A Remove and Replace 6' Chain Link Fence Includes 3 Strand Barb Wire	250	L.F.	\$ 50.00	\$ 12,500.00	\$ 12.00	\$ 3,000.00	\$ 2.50	\$ 6,250.00	\$ 40.00	\$ 10,000.00
10	F-162B Install 20' Wide Double Leaf Swing Gate	3	EACH	\$ 3,000.00	\$ 9,000.00	\$ 500.00	\$ 1,500.00	\$ 2,200.00	\$ 6,600.00	\$ 3,900.00	\$ 11,700.00
11	E-893 Temporary Silt Fence	2,500	L.F.	\$ 5.00	\$ 12,500.00	\$ 3.00	\$ 7,500.00	\$ 4.00	\$ 10,000.00	\$ 6.00	\$ 15,000.00
<b>Total Bid Amount</b>					<b>\$ 274,350.00</b>		<b>* \$ 268,750.00</b>		<b>\$ 276,700.00</b>		<b>\$ 543,742.00</b>

\* Note: Addition error has been corrected in total bid amount.

The attached bid tabulation is an accurate summary of the bids received on the subject project. Any discrepancy in unit prices or extended totals have been identified.

  
 Certified by Andy Barber, P.E.  
 S.C. TP Reg. No. 21252

# Richland County Council Request of Action

**Subject**

Professional Services/ Airport Tree Obstruction Removal-LPA Group (pages 28-36)

**Reviews**

# Richland County Council Request of Action

**Subject:** Professional Services / Airport Tree Obstruction Removal LPA Group Contract

## A. Purpose

County Council is requested to approve a contract for project construction phase professional services with LPA Group of Columbia, SC for the removal of trees surrounding the airport that penetrate the airport airspace and are obstructions at Jim Hamilton – LB Owens Airport (CUB).

## B. Background / Discussion

This is the construction phase of a project designed to remove airspace tree penetrations at the Jim Hamilton – LB Owens Airport. This project phase will be limited to removing trees located on County owned property and within adjacent Rail Road right of way.

Over the years, trees have grown up on properties surrounding the airfield. These trees penetrate the airspace surrounding Runway 13/31. One of our obligations associated with accepting Airport Improvement Program grant funds for airport development is maintaining our airspace free of obstructions. More importantly, this project will enhance safety for aircraft by ensuring clear, unobstructed airspace in the vicinity of the airport.

Survey and design of this project was performed by our Airport Engineer, the LPA Group and funded from a grant provided last federal fiscal year.

This request is for construction administration and inspection services for this project as well as assistance with DBE compliance, grant reporting and application, and annual Airport CIP update preparation.

A copy of the consultant’s Work Authorization is contained in the enclosure. This project is primarily funded by Federal and State grants, with funding information provided below. The total project cost for construction phase professional services is \$82,650.

## C. Financial Impact

The funding for this project will be primarily provided by grant funds as follows:

Federal (FAA)	95%	\$78,518	AIP Grant accepted
State (SCAC)	2.5%	\$ 2,066	Grant applied for
Local (RC)	2.5%	\$ 2,066	Included in current FY budget
Total	100%	\$82,650	

Federal funds have been issued in AIP Grant 3-45-0017-017-2011. State funds have been applied for, and Local funds are included in the current FY airport capital budget.

## D. Alternatives

The alternatives available to County Council follow:

1. Approve the request to authorize executing a contract for Airspace Tree Obstruction Removal construction phase professional services. This will permit the removal of trees surrounding the airport which have grown into the airspace which will enhance safety and ensure compliance with our Federal Grant obligations.
2. Do not approve the request to authorize executing a contract for Airspace Tree Obstruction Removal construction phase professional services. There will be no enhancement to airport safety and we will not be complying with our Federal Grant obligations.

## E. Recommendation

It is recommended that Council approve the request to authorize executing a contract with LPA Group for Airspace Tree Obstruction Removal construction phase professional services.

Recommended by: Christopher S. Eversmann, PE, CM      Department: Airport      Date: September 13, 2011

## F. Reviews

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

### Finance

Reviewed by: Daniel Driggers      Date: 9/19/11  
✓ Recommend Council approval       Recommend Council denial  
Comments regarding recommendation:

### Procurement

Reviewed by: Rodolfo Callwood      Date: 9/19/11  
 Recommend Council approval       Recommend Council denial  
Comments regarding recommendation:

### Grants

Reviewed by: Sara Salley      Date: 9/20/11  
✓ Recommend Council approval       Recommend Council denial  
Comments regarding recommendation:

### Legal

Reviewed by: Elizabeth McLean      Date: 9/21/11  
 Recommend Council approval       Recommend Council denial  
Comments regarding recommendation: Council discretion. The contract has been reviewed by Legal.

### Administration

Reviewed by: Tony McDonald      Date: 9/21/11  
✓ Recommend Council approval       Recommend Council denial

Item# 7

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3. Comments regarding recommendation: Recommend approval of the proposed contract with LPA. Funds are available as noted. Proceeding with this project will enhance safety at the Airport and ensure compliance with our Federal Grant obligations.

**RICHLAND COUNTY, SOUTH CAROLINA**

**Work Authorization for Professional Services**

\_\_\_\_\_  
(Project Identification No.)

**No. 28 (Twenty-Eight)**  
\_\_\_\_\_  
(Work Authorization No.)

It is agreed to undertake the following work in accordance with the provisions of our Prime Agreement for Professional Services dated February 1, 2007.

**A. Description of Assignment:**

The **CONSULTANT** shall provide construction phase services, as described in Attachments A, B and C for the **2010 Tree Obstruction Removal Project** at **Jim Hamilton – L.B. Owens Airport**, herein after referred to as the **PROJECT**.

**SCOPE OF SERVICES**

**Basic Services:**

1. The **CONSULTANT** shall provide Construction Administration services in accordance with Exhibit B, Section I, Paragraph E of the Prime Agreement.

**Special Services:**

2. The **CONSULTANT** shall provide Construction Inspection services in accordance with Exhibit B, Section II, Paragraph A.8 of the Prime Agreement.
3. The **CONSULTANT** shall provide Obstruction Survey in accordance with, Exhibit B, Section II Paragraph A.2 of the Prime Agreement.
4. The **CONSULTANT** shall provide Grant Services in accordance with, Exhibit B, Section II Paragraph A.1 of the Prime Agreement.
5. The **CONSULTANT** shall provide City/County Permitting Coordination in accordance with, Exhibit B, Section II Paragraph A.1 of the Prime Agreement.
6. The **CONSULTANT** shall provide FY 2011 DBE Accomplishments Reporting in accordance with, Exhibit B, Section II Paragraph A.9 of the Prime Agreement.

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9/8/2011

**Item# 7**

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Page 4 of 9

**B. Basis of Compensation/Period of Services:**

The CONSULTANT shall be paid the following:

1. As compensation for the Construction Administrative/Management Basic Services, as outlined in Section I, the OWNER shall pay the CONSULTANT, the lump sum of **Twenty Two Thousand Five Hundred Fifteen Dollars and No Cents (\$22,515.00)**, as determined by Attachment "A" of this agreement.
2. As compensation for Construction Inspection services for a duration of nine (9) weeks of the PROJECT, the OWNER shall pay the CONSULTANT on the basis of actual costs plus a fixed payment of **Three Thousand Seven Hundred Sixty One Dollars and No Cents (\$3,761.00)**, for a total estimate of **Twenty Eight Thousand Eight Hundred Thirty Five Dollars and No Cents (\$28,835.00)**, as determined by Attachment "B" of this agreement.
3. As compensation for providing the Obstruction Survey, the OWNER shall pay the direct cost of the Surveyor with an estimated fee of **Five Thousand Dollars and No Cents (\$5,000.00)**, plus lump sum Administrative fee of **Five Hundred Dollars and No Cents (\$500.00)**, for a total estimate of **Five Thousand Five Hundred Dollars and No Cents (\$5,500.00)**, as determined by Attachments "B" and "C" of this agreement.
4. For BASIC SERVICES (Grant Services) as outlined in Section A-4 above, the OWNER shall pay the CONSULTANT on the basis of actual hours worked by discipline times the hourly rate for that discipline up to a maximum Not-To-Exceed amount of **Seven Thousand Five Hundred Dollars and No Cents (\$7,500.00)**.
5. For BASIC SERVICES (City/County Permitting Coordination) as outlined in Section A-5 above, the OWNER shall pay the CONSULTANT on the basis of actual hours worked by discipline times the hourly rate for that discipline up to a maximum Not-To-Exceed amount of **Twelve Thousand Dollars and No Cents (\$12,000.00)**.
6. For BASIC SERVICES (FY 2011 DBE Accomplishments Reporting) as outlined in Section A-6 above, the OWNER shall pay the CONSULTANT on the basis of actual hours worked by discipline times the hourly rate for that discipline up to a maximum Not-To-Exceed amount of **Six Thousand Three Hundred Dollars and No Cents (\$6,300.00)**.



\_\_\_\_\_  
Agreed as to scope of services and budget:

\_\_\_\_\_  
For: **RICHLAND COUNTY, SC**

\_\_\_\_\_  
For: **THE LPA GROUP INCORPORATED**

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

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

Attachments: A – Construction Administration Services Cost Breakdown  
B – Construction Inspection Rate Schedule  
C – Survey One, LLC Proposal and Fee

## ATTACHMENT "A"

### OBSTRUCTION REMOVAL PROJECT JIM HAMILTION - L.B. OWENS AIRPORT COLUMBIA, SOUTH CAROLINA

#### CONSTRUCTION ADMINISTRATION SERVICES COST BREAKDOWN

#### D) BASIC SERVICES

CLASSIFICATION	PRECONSTRUCTION	SITE	REVIEW SUBMITTALS	GENERAL	FINAL	TOTALS
	CONFERENCE	VISITS	& PAY REQUESTS	COORDINATION	INSPECTION AND CLOSEOUT	
	MH	MH	MH	MH	MH	MH
Principal	0	0	0	0	0	0
Project Manager	4	4	0	0	0	8
Construction Manager	6	6	14	68	8	102
Civil/Electrical Engineer	0	0	0	0	0	0
Designer/Asst. Const.	0	0	0	0	16	16
Technician	0	0	0	0	0	0
Technical Assistant	6	0	24	30	4	64
<b>TOTAL HOURS</b>	16	10	38	98	28	190
<b>TOTAL COSTS</b>	\$1,936	\$1,540	\$3,628	\$11,908	\$2,808	\$21,820
<u>DIRECT COSTS</u>						
Travel	\$5	\$10	\$0	\$0	\$5	\$20
Per Diem	\$0	\$100	\$0	\$0	\$0	\$100
Reprod./Postage *	\$500	\$0	\$55	\$20	\$0	\$575
Telephone/Fax	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTALS</b>	\$505	\$110	\$55	\$20	\$5	\$695

\* Includes nine (9) copies of Conformed Contract and planset drawings and minutes of the Preconstruction Conference.

TOTAL CONSTRUCTION ADMINISTRATION (BASIC SERVICES)

\$22,515



ATTACHMENT C



Survey One, LLC

August 11, 2011

RE: Cost Estimate for the Jim Hamilton-L.B. Owens Airport Project

LPA Group Inc.  
c/o Danny White  
700 Huger Street  
Columbia, South Carolina 29250

Dear Mr. White,

Survey One, LLC is pleased to submit this cost estimate for the Jim Hamilton-L.B. Owens Airport Project. This cost estimate is in response to the scope of services outlined with you on August 9, 2011.

1) Perform an obstruction survey for the Jim Hamilton-L.B. Owens Airport Project. This service will be provided for an estimated fee of \$3,500.00. This fee is based on Survey One, LLC performing an initial field survey related to identifying a portion of potential approach obstructions. If the airport has a large number of obstructions, additional fees will be required to locate the higher number.

2) Perform a second obstruction survey for the Jim Hamilton-L.B. Owens Airport Project. This service will be provided for an estimated fee of \$1,500.00. This fee is based on Survey One, LLC locating a small portion of any remaining obstructions.

We can provide you with the surveying services you need. I look forward to the opportunity to assist with this project and any projects you may have in the future. If you have any questions or require additional information, please do not hesitate to contact me at (803) 808-2300 or mobile (803) 413-9847.

Sincerely,

A handwritten signature in black ink, appearing to read 'Russell S. Owens', written over the word 'Sincerely,'.

Russell S. Owens, PLS  
President  
Survey One, LLC

(803) 808-2300 Office • (803) 413-9847 Cell • 601 Northwood Road, Ste. C. • Lexington, SC 29072

Item# 7

Attachment number 1  
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# Richland County Council Request of Action

**Subject**

HUD Grant for Neighborhood Improvement (pages 38-39)

**Reviews**

# Richland County Council Request of Action

**Subject:** HUD Grant for Neighborhood Improvement

**A. Purpose**

County Council is requested to approve a HUD grant for the Neighborhood Improvement Program that, if awarded, will fund the Hopkins Strategic Community Master Plan. The plan's boundary includes portions of the Hopkins/Lower Richland communities.

**B. Background / Discussion**

The Neighborhood Improvement Program has applied for a HUD Community Challenge Planning Grant that will fund the development of a comprehensive master plan for the Hopkins and Lower Richland communities.

The plan will be a cohesive document that targets the major issues impacting the area. Attention will be placed on improving services, identifying growth patterns, evaluating the existing land use regulations, offering better transportation options and ensuring that the public is actively involved during the entire process. Both commercial and residential areas will be served. The plan will be very comprehensive and targets a community that typically has been underserved and will help promote energy efficiency, equitable housing options and investment into an area where growth has outpaced infrastructure.

The total budget for the grant is \$452,154 with \$322,649 in grant funds and \$129,461 coming from the County in cash and in-kind match.

**C. Financial Impact**

There is no financial impact associated with this request. The grant requires a match of at least 20% of the project cost. Neighborhood Improvement Program will provide \$50,000 from their fund balance and the remaining match will be provided as in-kind through staff hours. No "new" cash is needed.

**D. Alternatives**

1. Approve the request to accept the HUD grant if awarded that will fund the development of the Hopkins/Lower Richland master plan.
2. Do not approve the grant and forfeit the funds, if awarded.

**E. Recommendation**

It is recommended that Council approve the request to accept the HUD grant, if awarded, that will fund the development of the Hopkins Strategic Community Master Plan.

Recommended by: LaToya Grate, AICP Department: Planning Department (Neighborhood Improvement Program) Date: 9/9/11

**F. Reviews**

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

**Finance**

Reviewed by: Daniel Driggers Date: 9/15/11  
 Recommend Council approval  Recommend Council denial  
 Council Discretion (please explain if checked)  
Comments regarding recommendation: Funds are available but not appropriated therefore approval would require a budget amendment

**Procurement**

Reviewed by: Rodolfo Callwood Date: 9/15/11  
 Recommend Council approval  Recommend Council denial  
 Council Discretion (please explain if checked)  
Comments regarding recommendation:

**Grants**

Reviewed by: Sara Salley Date: 9/19/11  
 Recommend Council approval  Recommend Council denial  
 Council Discretion (please explain if checked)  
Comments regarding recommendation:

**Legal**

Reviewed by: Larry Smith Date:  
 Recommend Council approval  Recommend Council denial  
 Council Discretion (please explain if checked)  
Comments regarding recommendation:

**Administration**

Reviewed by: Sparty Hammett Date: 9/19/11  
 Recommend Council approval  Recommend Council denial  
 Council Discretion (please explain if checked)  
Comments regarding recommendation: Recommend approval of accepting the HUD grant if awarded.

# Richland County Council Request of Action

**Subject**

CDBG and HOME Administrative Shortfall (pages 41-43)

**Reviews**



# Richland County Council Request of Action

**Subject:** CDBG and HOME Administrative Shortfall

## **A. Purpose**

The US Department of HUD has completed its reductions in CDBG and HOME for Richland County during the FY 11-12. These reductions have taken place across the nation and will leave a programmatic and administrative deficit. The Planning Department's NIP Division budget has agreed to the concept of assisting with the administrative shortfall for CDBG.

County Council is requested to approve the budget amendment/transfer from the NIP Division account(s) to Richland County Community Development Department in the amount of \$48,641.00.

## **B. Background / Discussion**

The US Department of HUD has forwarded its reductions in CDBG and HOME for Richland County (see attached). The CDBG grant was reduced by over 16% or to \$1,265,130.00. HOME was reduced by approximately 12% to \$559,045. The administrative shortfall due to these reductions will equate to \$48,641 less in CDBG (20% cap) and \$7,742 less in HOME (10% cap). With the slight cut in HOME, this program's administration shortage can be absorbed into the cost of direct HOME projects in the form of project delivery costs. The CDBG program however can not be stabilized and we would like to request the use of NIP funds to cover this administrative shortfall of \$48,641. CDBG salary, fringe and benefit are currently calculated at 19% of the 20% cap. The other 1% is used to pay for office supplies and other operating costs. The operating year begins on October 2011 and the Action Plan was submitted on August 15<sup>th</sup>. This funding scenario has been discussed between the Planning and Community Development Departments along with Assistant County Administrator, Sparty Hammett. All parties are in agreement and are now requesting Council action and approval.

## **C. Financial Impact**

The financial impact administratively is \$48,641.00 for CDBG. The overall reduction for CDBG is \$243,203. This results in less direct and area benefit assistance for Richland Citizens. No additional or new funds are being sought from Richland County General Funds to cover this loss. These funds would come from NIP's current and/or previous years funding. If the funds are not transferred, there is no other current source that can offset the CD Department's CDBG deficit. This would mean employee positions would have to be eliminated from the Community Development Department. The CD department, based upon the current workload and recent years growth from not only HUD but ARRA (stimulus) funding, has increased mandates from the funding source (HUD).

## **D. Alternatives**

1. Approve the request to transfer \$48,641 from NIP to the CD Department. The CD Department would then continue to operate under the FY 11-12 Action Plan.

2. Do not approve request to transfer \$48,641 from NIP to the CD Department. The CD Department would have to work in FY 11-12 with a minimum of 1 or more positions being eliminated from Richland County employment.

### E. Recommendation

It is recommended that Council approve the request to transfer \$48,641 from NIP to the CD Department. The CD Department would continue in FY 11-12 under the Annual Action Plan.

Recommended by: *Valeria Jackson*                      Department: *Community Development*                      Date: *9/9/11*

### F. Reviews

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

#### Finance

Reviewed by: Daniel Driggers                      Date: 9/14/11  
 Recommend Council approval                       Recommend Council denial  
✓ Council Discretion (please explain if checked)  
Comments regarding recommendation: Both funding sources are available to Council as stated to cover any additional funding needs however it is Council discretion on the allocation method of these funds. Approval would require a budget amendment.

#### Procurement

Reviewed by: Rodolfo Callwood                      Date: 9/15/11  
 Recommend Council approval                       Recommend Council denial  
 Council Discretion (please explain if checked)  
Comments regarding recommendation:

#### Grants

Reviewed by: Sara Salley                      Date: 9/19/11  
✓ Recommend Council approval                       Recommend Council denial  
 Council Discretion (please explain if checked)  
Comments regarding recommendation:

#### Legal

Reviewed by: Larry Smith                      Date:  
✓ Recommend Council approval                       Recommend Council denial  
 Council Discretion (please explain if checked)  
Comments regarding recommendation:

#### Administration

Reviewed by: Sparty Hammett                      Date: 9/19/11  
✓ Recommend Council approval                       Recommend Council denial  
 Council Discretion (please explain if checked)  
Comments regarding recommendation: Recommend approval of the request to transfer \$48,641 from NIP to the CD Department.

### SC-FY11 Allocations

KEY	CNSRTKEY STA	NAME	CDBG11	HOME11	ESG11	HOPWA11
450012	SC	AIKEN	\$195,224	\$0	\$0	\$0
450030	SC	ANDERSON	\$651,716	\$0	\$0	\$0
450300	SC	CHARLESTON	\$965,178	\$804,108	\$0	\$547,873
450372	SC	COLUMBIA	\$1,127,925	\$792,484	\$0	\$1,540,616
450534	SC	FLORENCE	\$305,076	\$0	\$0	\$0
450648	SC	GREENVILLE	\$926,536	\$365,814	\$0	\$0
451386	SC	ROCK HILL	\$434,711	\$0	\$0	\$0
451554	SC	SPARTANBURG	\$677,551	\$315,346	\$0	\$0
451608	SC	Summerville	\$203,416	\$0	\$0	\$0
451620	SC	SUMTER	\$337,753	\$0	\$0	\$0
459019	SC	CHARLESTON COUNTY	\$1,852,925	\$939,436	\$89,774	\$0
459045	SC	GREENVILLE COUNTY	\$2,206,922	\$1,035,545	\$106,372	\$0
459051	SC	HORRY COUNTY	\$1,403,019	\$0	\$0	\$0
459063	SC	LEXINGTON COUNTY	\$1,369,610	\$557,810	\$0	\$0
459079	SC	RICHLAND COUNTY	\$1,265,130	\$559,045	\$0	\$0
459083	SC	SPARTANBURG COUNTY	\$1,182,555	\$507,666	\$0	\$0
459999	SC	SOUTH CAROLINA STA PROG	\$20,112,730	\$6,922,241	\$1,505,509	\$1,728,286
45C108	45C108	CNSRT-SUMTER COUNTY	\$0	\$857,195	\$0	\$0
45C967	45C967	CNSRT-BEAUFORT COUNTY	\$0	\$668,826	\$0	\$0
45C973	45C973	CNSRT-ANDERSON COUNTY	\$0	\$545,645	\$0	\$0
45C981	45C981	CNSRT-GEORGETOWN COUNTY	\$0	\$1,020,366	\$0	\$0
45C984	45C984	CNSRT-GREENWOOD COUNTY	\$0	\$901,208	\$0	\$0
45C990	45C990	CNSRT-ORANGEBURG COUNTY	\$0	\$1,063,969	\$0	\$0

# Richland County Council Request of Action

**Subject**

Emergency Services Radio Purchase (pages 45-46)

**Reviews**

## Richland County Council Request of Action

**Subject: Emergency Services Radio Purchase ESD 06092011**

**A. Purpose**

The purpose of this report is to obtain Council’s approval for the purchase of replacement radios in the amount of \$258,885.43. Funds are available in the Emergency Services budgets. No other funds are needed.

**A. Background / Discussion**

Each year Emergency Services replaces radios due to age and wear. Council is requested to approve the purchase of radios from Motorola. The radio equipment is used on the Palmetto 800 Radio System by first responders. The equipment is available on the state contract. Because the purchase is over \$100,000, council’s approval is required. The purchase includes a “trade-in” credit of \$28,000.

**B. Financial Impact**

The funds are budgeted and available in Emergency Services budgets: 110022100-5295 and 1206220000-5295. No other funds are needed.

(70)	\$286,885.43
Trade-in Credit	28,000.00
	-----
Total	\$258,885.43

**C. Alternatives**

1. Approve the purchase of radios from Motorola in the amount of \$258,885.43.
2. Do not approve the purchase order.

**D. Recommendation**

It is recommended that Council approve the purchase of radios from Motorola in the amount of \$258,885.43.

Report by Michael A. Byrd, Director of Emergency Services. September 9, 2011

**F. Approvals**

**Finance**

- Reviewed by: Daniel Driggers Date: 9/13/11
- Recommend Council approval  Recommend Council denial
- Council Discretion (please explain if checked)

Comments regarding recommendation: Funds are budgeted as stated

**Procurement**

Reviewed by: Rodolfo Callwood

Date: 9/14/11

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

**Legal**

Reviewed by: Larry Smith

Date:

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

**Administration**

Reviewed by: Tony McDonald

Date: 9/14/11

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: Funds have been appropriated in the FY 12 budget for this purchase.

# Richland County Council Request of Action

**Subject**

Emergency Supplies and Equipment Purchase Orders (pages 48-49)

**Reviews**

## Richland County Council Request of Action

**Subject: Emergency Supplies and Equipment Purchase Orders ESD 05092011**

**A. Purpose**

The purpose of this report is to obtain Council's approval to award purchase orders to vendors for medical equipment and supplies. These supplies and equipment are needed to provide EMS services. Funds are budgeted and available.

**A. Background / Discussion**

Each year Procurement initiates a bid action to obtain EMS supplies and equipment and then issues purchase orders to the vendors with the lowest prices. This year, one vendor was the lowest on numerous supply items and the total amount of the award exceeds \$100,000 for this budget year. Because the award exceeds \$100,000, Council's approval is necessary.

The vendors who were selected and will be issued purchase orders by Procurement are:

Henry Schein	\$ 59,579.00
QuadMed Inc	\$ 3,345.00
Midwest Supply	\$ 28,115.90
Grove Medical	\$ 1,545.60
South Eastern Medical	\$131,439.60

**B. Financial Impact**

Procurement selected the lowest responsible and responsive bidders for the items contained in the bid. Funding is budgeted and available in the EMS budget.

**C. Alternatives**

1. Approve the purchase orders including the award to South Eastern Medical for \$131,439.60.
2. Do not approve the purchase orders.

**D. Recommendation**

It is recommended that Council approve the purchase orders including the award to South Eastern Medical for \$131,439.60.

Report by Michael A. Byrd, Director of Emergency Services. September 8, 2011

**F. Approvals**



**Finance**Reviewed by: Daniel Driggers

Date: 9/14/11

 Recommend Council approval Recommend Council denial Council Discretion (please explain if checked)

Comments regarding recommendation: Funds are available in appropriated budget

**Procurement**Reviewed by: Rodolfo Callwood

Date: 9/14/11

 Recommend Council approval Recommend Council denial Council Discretion (please explain if checked)

Comments regarding recommendation:

**Legal**Reviewed by: Larry Smith

Date:

 Recommend Council approval Recommend Council denial Council Discretion (please explain if checked)

Comments regarding recommendation:

**Administration**Reviewed by: Tony McDonald

Date: 9/14/11

 Recommend Council approval Recommend Council denial Council Discretion (please explain if checked)

Comments regarding recommendation: Funds are available in the FY 12 budget as indicated above.

# Richland County Council Request of Action

**Subject**

Internal Auditor Engagement (pages 51-55)

**Reviews**

## Richland County Council Request of Action

**Subject:** Internal Auditor Engagement

**A. Purpose**

The purpose of this item is to request the County Council's consideration of a motion made at the September 6, 2011, Council Meeting regarding the engagement of an Internal Auditor.

**B. Background / Discussion**

At the September 6, 2011, Council Meeting, Council Member Jim Manning introduced the following motion:

"I move that Council hires an Independent Internal Auditor. RATIONALE – The instructor for the Level II class on Financial Management for the Institute of Government for County Officials held in conjunction with the South Carolina Association of Counties' 44<sup>th</sup> Annual Conference stated that every County should have an Internal Auditor. Richland County does not have one. Furthermore, notes from a 2005 Richland County Internal Audit Committee lists 15 "potential IA projects." My understanding is that item #3 and items #4 have had audits completed. However, I am greatly concerned about two items in particular that in 2005 (over 6 years ago) were identified as "a high risk area for potential fraud and/or abuse." These items are still some way on down the "list." Item #7 on the list for consideration for internal auditing is Procurement Audit. The corresponding information for this item reads as follows: Within any county government, procurement is a high risk area for potential fraud and abuse. Periodic audits of procurement transactions can help reduce the likelihood of fraud. After Richland County implements procurement cards, the potential risk will increase. Item #8 on the list is Timekeeping Audit. The corresponding information for this item reads as follows: Fraud related to timekeeping is also a potential concern for county government. Controls over timekeeping have improved in Richland County since 2001, however there is still potential for abuse."

Staff concurs with Mr. Manning's motion, and, in fact, had already planned to request a meeting of the Internal Audit Committee this month to begin the process of selecting an Internal Auditor. This function has traditionally been performed under contract, and a draft RFP (Request for Proposals) has already been completed in anticipation of this process moving forward.

Attached is a list of departments / functions which were identified in 2005 as potential areas for review. The Human Resources and Planning audits have already been completed.

Staff recommends that this item be referred to the Internal Audit Committee, consisting of the Council Chair, the A & F and D & S Committee Chairs, two citizen

appointees, and one appointment by the County Administrator. The Internal Audit Committee can then report its recommendations to the full Council for action.

**C. Financial Impact**

The cost to the County for moving forward with an Internal Auditor will be determined by the number of audits to be performed and the cost per audit. Included in the FY 12 budget is \$50,000 for the internal audit function.

**D. Alternatives**

1. Refer this item to the Internal Audit Committee for review and recommendation to the full Council.
2. Do not move forward with engaging an Internal Auditor.

**E. Recommendation**

By: Motion by Council Member Jim Manning

Date: September 6, 2011 Council Meeting

Staff concurs with Mr. Manning’s motion and recommends that this item be forwarded to the Internal Audit Committee.

**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: 9/12/11

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Based on recommendation for Internal Audit Committee to review

**Legal**

Reviewed by: Larry Smith

Date:

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

**Administration**

Reviewed by: Tony McDonald

Date: 9/13/11

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Staff concurs with Mr. Manning’s motion and recommends that this item be forwarded to the Internal Audit Committee.

**DISCUSS RISK ASSESSMENT/POTENTIAL IA PROJECTS**

1. **Finance Department Performance Audit** – Hammett Consulting recommended further study of the Finance Department during the 2001 Countywide Management Study. Internal issues identified during the Follow-up Countywide Management Study, as well as concerns identified by the County's external auditor, indicate a high level of potential risk.
2. **Treasurer's Office Performance Audit** – Although the Treasurer's Office was outside of the scope of review of the Follow-up Study, many concerns regarding the Office were identified by County staff both during this study and the 2001 study. Operational concerns were also identified by the County's external auditor.
3. **Human Resources Performance Audit** – An efficient and effective Department of Human Resources is crucial to the overall effectiveness of Richland County government. The Department does not currently have the resources to meet the service demand and significant service delivery concerns were identified during the Follow-up Study.
4. **Planning and Development Services Performance Audit** – During the 2001 study, Planning and Development was identified as the most problematic department. Although significant improvements have been made since 2001, there are still many opportunities for improvement particularly given the expanded role of the department since implementation of the new Land Development Code.
5. **Performance Measurement Refinement** – During the 2001 Countywide Management Study, Hammett Consulting conducted a series of meetings with each department to develop base level performance measures. This was intended as a starting point for Richland County's performance measurement process. The Follow-up Study documented that many departments have made minimal progress in refining and compiling the measures since 2001.

6. **Countywide Fee Study** – Hammett Consulting is currently in the process of conducting a Countywide Fee Study for Gwinnett County, Georgia. Given the budgetary constraints in Richland County, this study could prove beneficial in ensuring that the County is collecting appropriate revenue from user fees and charges.
7. **Procurement Audit** – Within any county government, procurement is a high risk area for potential fraud and abuse. Periodic audits of procurement transactions can help reduce the likelihood of fraud. After Richland County implements procurement cards, the potential risk will increase.
8. **Timekeeping Audit** – Fraud related to timekeeping is also a potential concern for county government. Controls over timekeeping have improved in Richland County since 2001, however there is still potential for abuse.
9. **Roads and Drainage Maintenance Performance Audit** – At the beginning of 2001 Countywide Management Study fieldwork, Roads and Drainage was one of the most troubled divisions within Richland County government. County Administration made several key operational changes, and the unit had improved significantly by the end of the study process. During the Follow-up Study, a significant number of concerns were again identified within the division.
10. **Detention Center Performance Audit** – A detention center is one of the highest risk areas for any county government. Significant supervisory concerns were identified within the Richland County Detention Center during the course of the Follow-up Study.
11. **Magistrate Court Audit** – Potential internal control issues were identified during the interview process of the 2003 Court Administration Audit conducted by Hammett Consulting.
12. **Animal Care Performance Audit** – County Administration made several key operational changes within the Department during the 2001 study, and the department had improved significantly by the end of the study process. Although the Follow-up Study indicated that operations were still effective, Animal Care issues are often a major concern for citizens. Also, if consolidation of services with

the City of Columbia is not accomplished, additional resources and construction of a county animal shelter may be needed to provide the required level of service.

13. **County/City Service Consolidation Review** – Richland County and the City of Columbia have consolidated several governmental services including the Detention Center, Fire, Emergency Services, Dispatch and Business Licensing. This study would review how well these services are meeting the needs of the county and the citizens. The study could also include a review of other services which could be consolidated to enhance service delivery, such as Animal Care.
14. **Emergency Management Performance Review** – Emergency Management and Homeland Security are major concerns for county government today. Hammett Consulting is currently conducting an Emergency Management Performance Review in Gwinnett County, Georgia.
15. **Register of Deeds Audit** - A more detailed external audit of the Register of Deeds is being conducted. However, consideration should still be given to conducting an internal audit of internal controls of the Register of Deeds Office due to the amount of cash handled by the department

# Richland County Council Request of Action

**Subject**

Transfer of Position from Dentsville Magistrate to Administrative Magistrate (pages 57-58)

**Reviews**



## Richland County Council Request of Action

**Subject:** Transfer of Position from Dentsville Magistrate to Administrative Magistrate

### A. Purpose

County Council is requested to approve the transfer of a Summary Court Law Clerk position (position #5) from the Dentsville Magistrate to Administrative Magistrate.

### B. Background / Discussion

The Chief Magistrate has requested to move the position in efforts to maximize operational efficiency and balance workload amongst the Magistrate offices.

### C. Financial Impact

There is no financial impact associated with this request.

### D. Alternatives

1. Approve the request to transfer the Summary Court Law Clerk position from the Dentsville Magistrate to Administrative Magistrate.
2. Do not approve.

### E. Recommendation

It is recommended that Council approve the request to transfer the position.

Recommended by: Judge Simons      Department: Magistrates      Date: 07/27/2011

### F. Reviews

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

#### Finance

Reviewed by: Daniel Driggers

Date: 9/12/11

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: Request is a change to the management structure with no financial impact

#### Human Resources

Reviewed by: Dwight Hanna

Date:

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: Request is a change that has been determined by the Chief Magistrate to be appropriate and necessary for the management structure of the Richland County Magistrate system.

**Legal**

Reviewed by: Elizabeth McLean Date: 9/21/11

Recommend Council approval  Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: No legal impact from requested position change.

**Administration**

Reviewed by: Sparty Hammett Date: 9/22/11

Recommend Council approval  Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: Recommend approval of the request to transfer the Summary Court Law Clerk position from the Dentsville Magistrate to Administrative Magistrate.

# Richland County Council Request of Action

**Subject**

Lobbyists' Interaction with Council on Certain Matters (pages 60-61)

**Reviews**

## Richland County Council Request of Action

Subject: Motion: Lobbyists' Interaction with Council on Certain Matters

### A. Purpose

Council is requested to consider the motion made at the July 19, 2011 Council Meeting, and direct staff as appropriate.

### B. Background / Discussion

The following motion was made at the July 19, 2011 Council Meeting by Councilman Pearce:

**Any lobbying firm employed by Richland County to represent the interests of Richland County shall agree in writing that any lobbyist(s) working either directly for their firm or under contract with their firm will not lobby members of Richland County Council representing the interests of private citizens, groups of citizens, private companies and/or non-profit organizations regarding any matter that will be addressed by Richland County Council. Failure to comply with this request shall result in the County exercising its right to terminate the contractual arrangement and rebid the services.**

Richland County Council approved a Governmental Affairs / Political Representative Services contract with Nelson Mullins Riley & Scarborough (NMRS) on November 3, 2009, and they began representing the County on January 1, 2010.

Per the contract, NMRS must comply with "all applicable laws and regulations" and agrees to, at a minimum, comply with the following:

- Lobbying and Disclosure Act of 1995 (2 U.S.C. 1601)
- Honest Leadership and Open Government Act of 2007 (Pub. L. 110-81, 121 Stat. 735, enacted September 14, 2007)
- The Fair Labor Standards Act;
- Statutes regarding qualification to do business;
- Statutes prohibiting employment discrimination;
- OSHA (e.g., services furnished meet or exceed OSHA safety standards);
- Nelson Mullins at their own expense shall secure all licenses, permits, registrations and certificates required for and in connection with any and all parts of the work to be performed under the provisions of this Agreement.

The contract also states, "Nelson Mullins has right to perform services for other clients during the term of this Agreement."

It is at this time that staff requests direction from Council regarding this motion.

### C. Financial Impact

There is no financial impact associated with this request at this time.

**D. Alternatives**

- 1. Provide direction to staff regarding the motion.
- 2. Do not direct staff to do anything at this time.

**E. Recommendation**

Council discretion regarding motion of Council member.

**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: 8/26/11

Recommend Council approval  Recommend Council denial

Comments regarding recommendation: Recommended approval is that Council provide staff direction as requested

**Legal**

Reviewed by: Larry Smith Date:

Recommend Council approval  Recommend Council denial

Comments regarding recommendation: Recommended approval as to the motion that would prohibit lobbyist from also lobbying on behalf of others while under contract with the county on matters that the county will have to take official action on.

**Administration**

Reviewed by: J. Milton Pope Date: 9-16-11

Recommend Council approval  Recommend Council denial

Comments regarding recommendation: Recommend approval of the motion...

# Richland County Council Request of Action

**Subject**

Increase Detention Center Officer Starting Salaries (pages 63-67)

**Reviews**

# Richland County Council Request of Action

**Subject:** Increase Detention Officer Starting Salary

## **A. Purpose**

The Honorable Norman Jackson made a motion to increase the current starting salary of Detention Officers from \$25,745 to the average salary of the seven largest SC Counties (\$28,890 in 2009). This \$3,145 increase would assist the Detention Center in recruiting and retaining quality employees; reduce the number of vacancies; and reduce or eliminate the need for scheduled overtime.

## **B. Background / Discussion**

The Alvin S. Glenn Detention Center (ASGDC) is the second largest department in Richland County Government. It is also the second largest detention facility in the state, and according to Bureau of Prison National Institute of Corrections the ASGDC is considered a large jail, which includes only 3% of the jails in United States with a capacity of 1000-2000.

Over the years the ASGDC has had a difficult time recruiting and retaining detention officers. The ASGDC has not been able to successful fill its full time detention officers positions. The vacancies at the facility have been as high as 103 open positions to a low of 20 over the past 10 years. The average amount of vacancies is 52 open positions. Because of the recruiting and retention issues there is a great demand for overtime, which make it difficult for employees to take personal time off or just have a regular two day break. The ASGDC has sometimes worked employees 14-16 days straight without a day off.

Below is an example of the problem that affects retention and keeping quality employees.

Authorized Detention Officer Positions	272
Average Detention Officer Vacancies	52
Possible Available for Duty	220

The available for duty does not take into consideration annual, sick, or military leave, FMLA, or worker compensation. On any given day this could be anywhere from 20-30 employees. Keep in mind the facility operates 24 hours a day, seven days a week. There are mandatory posts or positions that must be filled, and detainees/inmates that needs transportation to courts and various other appointments.

The top four reason for employee left ASGDC employment:

1. Demanding Supervisors
2. No time off
3. Money
4. Fail to pass the South Carolina Criminal Justice Academy (Quality Candidates)

When you introduce the attrition rate of 39%; the number of employees drops dramatically. The ASGDC hired 414 officers since 2008-and only 56 still remain employees.

Recruitment is an issue. The Detention Center receives thousands of applications each year. However, we must ensure that our candidate can qualify to attend the South Carolina Criminal Justice Academy. Detention Officers must meet the same rigorous standards and qualifications as other law enforcement officers. Because of the higher wages for police officers and deputy sheriffs it makes it more difficult to obtain quality candidates. Competition between law enforcement agencies is very competitive to acquire a great candidate.

Another effect of having a large turnover of detention officers is the ongoing training of staff. The Detention Center is constantly in a training mode. Over a three year period the staff has turned over 165%. This leads to inexperienced officers training newly hired officers. The Detention Center has an excellent training program with certified trainers by the SCCJA; however, this is classroom instruction. The officers are required to complete training modules and on the job training. This training is conducted by fellow officers who are called field training officers (FTOs). This is where the inexperience comes into play. The ASGDC picks the most seasoned officers who have a desire to assist with training the newly hired officer. However with the high turnover rate, the new officers are not trained as well as we would like. The ASGDC is serving as a training agency for other law enforcement agencies.

South Carolina Department of Corrections Division of Compliance, Standards, and Inspections has cited the jail as deficient in staffing for the past several years. Although each position is covered by overtime the inspectors determine that the demand is too high, and needs to be augmented by hiring additional officers and filling vacant positions. *See citation below*

**South Carolina Minimum Standards Section 1031 Number of Personnel Sub Sections B**, Each facility shall have sufficient personnel to provide twenty-four hour supervision and processing of inmates to arrange full coverage of all identified security posts, and to accomplish essential support functions.

***Citation noted***

*The facility is continuing of necessity, to encumber some overtime for existing employees and even then staff coverage is inadequate. Additional personnel need to be authorized and funded to enable proper facility operations, and recruitment and retention of employees must also be improved. At the time of the inspection, Richland County had 79 detention officer positions vacant.*

**C. Financial Impact**

This request would increase the minimum detention officer starting annual salary from \$25,745.00 to \$28,890.00 and the cost would be approximately \$1,300,000.00. This would require the use of General Fund balance.

**D. Alternatives**

1. Approve the request to increase detention center officer salaries during the current fiscal year (this would require the use of \$1.3 million of general fund balance).



2. Approve the request to increase Detention Officers salaries for FY 12 with funding to be identified during the budget process.
3. Do not approve the request.

**E. Recommendation**

The request to increase Detention Officer salaries to the average salary of the seven largest counties is at Council’s discretion.

Recommended by: Ronaldo D. Myers Department: Detention Center 2100 Date: Sept 14, 2011

**F. Reviews**

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

**Finance**

Reviewed by: Daniel Driggers Date: 9/15/11  
 Recommend Council approval  Recommend Council denial  
 Council Discretion (please explain if checked)

Comments regarding recommendation: While I do support taking steps to improve the turnover rates, the method and funding strategy is a policy decision for Council. The needed funds are available in the fund balance however approval as stated would require a budget amendment. The estimate of \$1.3m impact is an annual number and includes some factor for addressing compression but no formal review has been done to determine the fiscal impact due to compression. Additionally I would recommend that the County consider other indirect effects in other departments. For example; would the increase in the Detention Center create the need for adjustments to other Public Safety offices starting salaries to maintain equity?

**Human Resources**

Reviewed by: Dwight Hanna Date:  
 Recommend Council approval  Recommend Council denial  
 Council Discretion (please explain if checked)

Comments regarding recommendation: Human Resources supports competitive total compensation (pay and benefits) for all employees including those of the ASGDC. This ROA has two stated goals: recruiting of qualified applicants and retention of our best employees at the ASGDC. Successful recruiting and especially retention are intricate and dynamic functions that can’t be completely achieved with a quick, single, and isolated solution. In order to be effective, recruiting and retention require careful coordination between the two functions, proper planning, adequate resources, and a consistent commitment to stick to the plan long term to avoid unintended consequences.

Turnover is a very complex issue and survey after survey have shown that while pay is a factor, often pay does not rank (by employees) first or even second as the reason that employees leave an employer. It is important to note there are many reasons for employee turnover (i.e. ineffective supervisors, lack of recognition or appreciation, employee-supervisor conflicts, perception of unfairness, company policies, workload, internal pay equity, childcare, work-family life balance, work environment, inadequate

or ineffective communications, leadership, training, promotion opportunities, benefits, family obligations, etc.). Human Resources anticipates it will become even more difficult to recruit and retain the best employees once the economy begins to improve in South Carolina. Therefore, if there are multiple reasons for turnover and employees consistently don't rank pay as the top reason for leaving an employer, it is unlikely that increasing pay alone will address retention in a comprehensive manner. Consequently, in order to effectively and strategically address recruiting and retention, the County must consider many other factors and utilize other strategies in addition to pay increases.

Human Resources highly recommends considering the potential consequences of increasing the pay of only some Detention Officers (those earning less than the proposed minimum) be very carefully considered to avoid creating other issues and/or contributing to turnover. There are some potential negative consequences of increasing the pay of a single group of employees which should not be overlooked. Internal equity and wage compression should be two primary considerations whenever implementing a pay plan change.

- For example, if the County only increases the pay of Detention Officers below the new minimum that will result in many Detention Officers with a pay rate at or near other Detention Officers who have been with the County much longer. To make this point clearer, a newly hired Detention Officer could be paid the same as a Detention Officer with many years seniority who has earned pay increases over the years through merit pay (PEP). Obviously, this could cause some resentment and even contribute to turnover.
- In addition, if the plan does not include increasing the pay of the supervisors of Detention Officers there could be some wage compression and/or the perception of pay inequity by those supervisors at the ASGDC who work in positions other than Detention Officer.
- The reality or perception of pay inequity could also become an issue in other County departments, especially considering the fact there have been no pay increases for employees in a couple years. This is more likely to occur in other public safety departments.

In 2007, Human Resources worked with the ASGDC at the authorization of the County Administrator's Office to develop a comprehensive strategy to address recruiting and retention at the ASGDC, "*ASGDC & Human Resources Recruiting and Retention Project 2007*" (52 pages). The recommendations in the report include addressing the pay issue, but also include many other strategies as well.

- The County does not have a single position in Human Resources dedicated to recruiting and/or retention of employees.
- The Human Resources analysis in 2007 revealed that many Richland County jobs are below the external market as it relates to minimum wages. Clearly minimum pay for Detention Officers needs prompt attention. The SCAC Wage and Salary Survey shows that Detention Officer jobs appear to be much less externally competitive than about all other County jobs.

Finally, it must be understood that increasing the minimum pay rate may instantly help with recruiting. However, increasing the pay will not address those retention causes that are not related to pay. It is the opinion of Human Resources that only increasing the minimum pay of Detention Officers will not completely address the issue of recruiting and retention at the ASGDC. Moreover, increasing the pay of only those Detention Officers below the proposed minimum could have unintended consequences. Consequently, unless the County strategically and comprehensively approaches recruiting and retention we are much less likely to achieve the objectives we are seeking. Human Resources recommends consideration of the 2007 report for help with preparing a strategic ASGDC recruiting and retention plan.

**Legal**

Reviewed by: Elizabeth McLean Date: 9/21/11

- Recommend Council approval  Recommend Council denial  
 Council Discretion (please explain if checked)

Comments regarding recommendation: Policy decision. Council discretion.

**Administration**

Reviewed by: Sparty Hammett Date: 9/22/11

- Recommend Council approval  Recommend Council denial  
Council Discretion (please explain if checked)

Comments: Recommend conducting a County-wide compensation study.

Administration will attempt to identify the funding this year to complete the study and have the results available for the FY 13 budget process. This would address the salary needs for the Detention Center as well as other county-wide employees.

# Richland County Council Request of Action

**Subject**

Caughman Creek Property Purchase Agreement (pages 69-82)

**Reviews**

## Richland County Council Request of Action

**Subject:** Caughman Creek Property: Purchase Agreement

**A. Purpose**

Council is requested to consider the proposed purchase agreement for the Caughman Creek Property, and direct staff as appropriate.

**B. Background / Discussion**

The property, which includes two parcels (R19011-02-01 and R19011-02-01), and is located on Garners Ferry Road and Old Garners Ferry Road in Lower Richland County, was purchased by Mr. John C. Gwinn in March 2010 for \$432,000.

In a letter dated October 4, 2010 (attached below), the asking price for the property is \$1,200,000.

A map of the property is included below for your convenience.

The County Attorney's Office has drafted a purchase agreement (attached below) for Council's consideration and direction.

A chronology of the Caughman Creek Property item is included below.

**March 16, 2010**

**Council Meeting**

**[Motion] Richland County, the Conservation Commission, and the Recreation Commission pursue purchasing all properties associated with Caughman Creek using Hospitality Tax funds for recreational, historical, and conservation purposes; also explore a public / private partnership**

**[Jackson]:** This item was forwarded to the April A&F Committee.

**April 27, 2010**

**A&F Committee Meeting**

Pursue properties associated with Caughman Creek using Hospitality Tax funds –

The committee voted to keep this item in committee pending staff exploring all available options and reporting all options back to the committee. The vote in favor was unanimous.

**May 25, 2010**

**A&F Committee Meeting**

Pursue Properties Associated with Caughman Creek Using Hospitality Tax Funds

– The committee recommended that Council direct staff to come up with a creative way to pursue purchasing all properties associated with Caughman Creek and bring back recommendations to Council by the 3<sup>rd</sup> reading of the budget. The vote in favor was unanimous.

**June 1, 2010**

**Council Meeting**

**Pursue Properties Associated with Caughman Creek Using Hospitality Tax**

**Funds:** Council directed staff to come up with a creative way to pursue purchasing all properties associated with Caughman Creek and bring back recommendations to Council by the 3<sup>rd</sup> reading of the budget.

**June 17, 2010**

**Third Reading – FY 11 Budget**

Jackson

Special Revenue

Hospitality Tax

Use \$1.5 million from the Hospitality Tax fund balance to purchase property at Caughman Pond for tourism purposes, recreation, historic preservation and conservation purposes including clean water preservation.

Staff report to be brought back to Council. Council reserved up to \$400,000 in HTax fund balance.

**July 27, 2010**

**A&F Committee Meeting**

Caughman Creek Property Appraisal [Recommend Executive Session] - The committee voted to go into Executive session to discuss this item. The item was received as information and remains in Committee.

**July 27, 2010**

**Special Called Council Meeting**

**Caughman Creek Appraisal:** This item was received as information, and remains in the Administration and Finance Committee.

**September 28, 2010**

**A&F Committee Meeting**

Caughman Creek Property Appraisal [Recommend Executive Session] – The Committee deferred this item to its October committee meeting.

**October 23, 2010**

**A&F Committee Meeting**

Caughman Creek Property Appraisal [Recommend Executive Session] – The committee deferred this item to its December committee meeting.

**December 22, 2010**

**A&F Committee Meeting**

Caughman Creek Property Appraisal – The committee deferred this item to its January committee meeting.

**January 25, 2011**

**A&F Committee Meeting**

Caughman Creek Property Appraisal – The committee received this as information.

**February 22, 2011**

**A&F Committee Meeting**

Caughman Creek Property Appraisal – The committee deferred this item to its March committee meeting.

**March 22, 2011**

**A&F Committee Meeting**

Caughman Creek Property Appraisal – The committee moved this from an item for discussion/information to an action item. This item was then forwarded to Council without a recommendation. The vote in favor was unanimous.

**April 5, 2011**

**Regular Session Council Meeting**

**Caughman Creek Property:** Council deferred this item, and requested documentation from the Recreation Commission regarding their \$100,000 contribution and ongoing operations, per Mr. Jackson.

**April 19, 2011**

**Regular Session Council Meeting**

**Caughman Creek Property:** Mr. Pope has communicated with the Richland County Recreation Commission, and once received, will forward the official response from the RCRC to Council.

**May 3, 2011**

**Regular Session Council Meeting**

**Caughman Creek Property Update:** Mr. Pope stated that an official response from the Recreation Commission is forthcoming.

**May 26, 2011**

**Second Reading of the FY 12 Budget**

Hospitality Tax: (Motion that Richland County use \$900,000 from the Hospitality Tax funds to purchase the proposed Caughman Pond property) – Mr. Jackson moved, seconded by Mr. Jeter, to approve \$900,000 for this item. The vote was in favor.

**June 2, 2011**

**Third Reading of the FY 12 Budget**

Jackson

Special Revenue

Hospitality Tax

Motion that Richland County use \$900,000 from the Hospitality Tax funds to purchase the proposed Caughman Pond property.

Passed

**September 6, 2011**

**Regular Session Council Meeting**

**Caughman Property:** Mr. Pope informed Council that this item will appear on the September A&F Committee agenda, and will include the draft contract for purchase.

/

It is at this time that staff requests direction from Council regarding this item.

**C. Financial Impact**

There is no financial impact associated with this request at this time, as Council's direction is requested. Up to \$900,000 from Hospitality Tax funds to purchase the Caughman Pond property was approved by Council at third reading of the FY 12 budget. Also, \$100,000 in Conservation Commission funds have been approved for this project.

**D. Alternatives**

1. Provide direction to staff regarding this item.
2. Do not direct staff to do anything at this time.

**E. Recommendation**

Council discretion.

**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: 9/16/11

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: Recommendation is for Council to provide staff direction on how to proceed.

**Legal**

Reviewed by: Larry Smith

Date:

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

**Administration**

Reviewed by: J. Milton Pope

Date: 9-23-11

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: County Council has designated up to \$900,000 from the FY 12 Budget process and the Richland County Conservation Commission has recommended the use of \$100,000 dollars for a total of \$1,000,000 for the purchase of the Caughman property if the purchase agreement is approved by County Council.

Furthermore County Council should decide how the property will be used and what entity or agency will be responsible for the maintenance, continual up-



keep and liability issues associated with the property prior to a finalized purchase.

Phil Chappell Realty, Inc  
2118 Long Trail Dr  
Hopkins, SC 29061

803 776 1719


RECEIVED  
OCT -5 AM 10:15  
RICHLAND COUNTY  
ADMINISTRATORS OFFICE

Date: October 4, 2010  
TO: Milton Pope  
Richland County Administrator  
From: Ken Steiner  
Re: Sale of R19011-02-02  
R19011-02-01

The 56 acres, R19022-02-02, appraised at a value of \$1,275,000. Based on the appraised value, the additional 5.72 tract, R19022-02-01, is valued at \$22,768/ac totaling \$130,233. The appraised value for the two tracts is \$1,405,233.

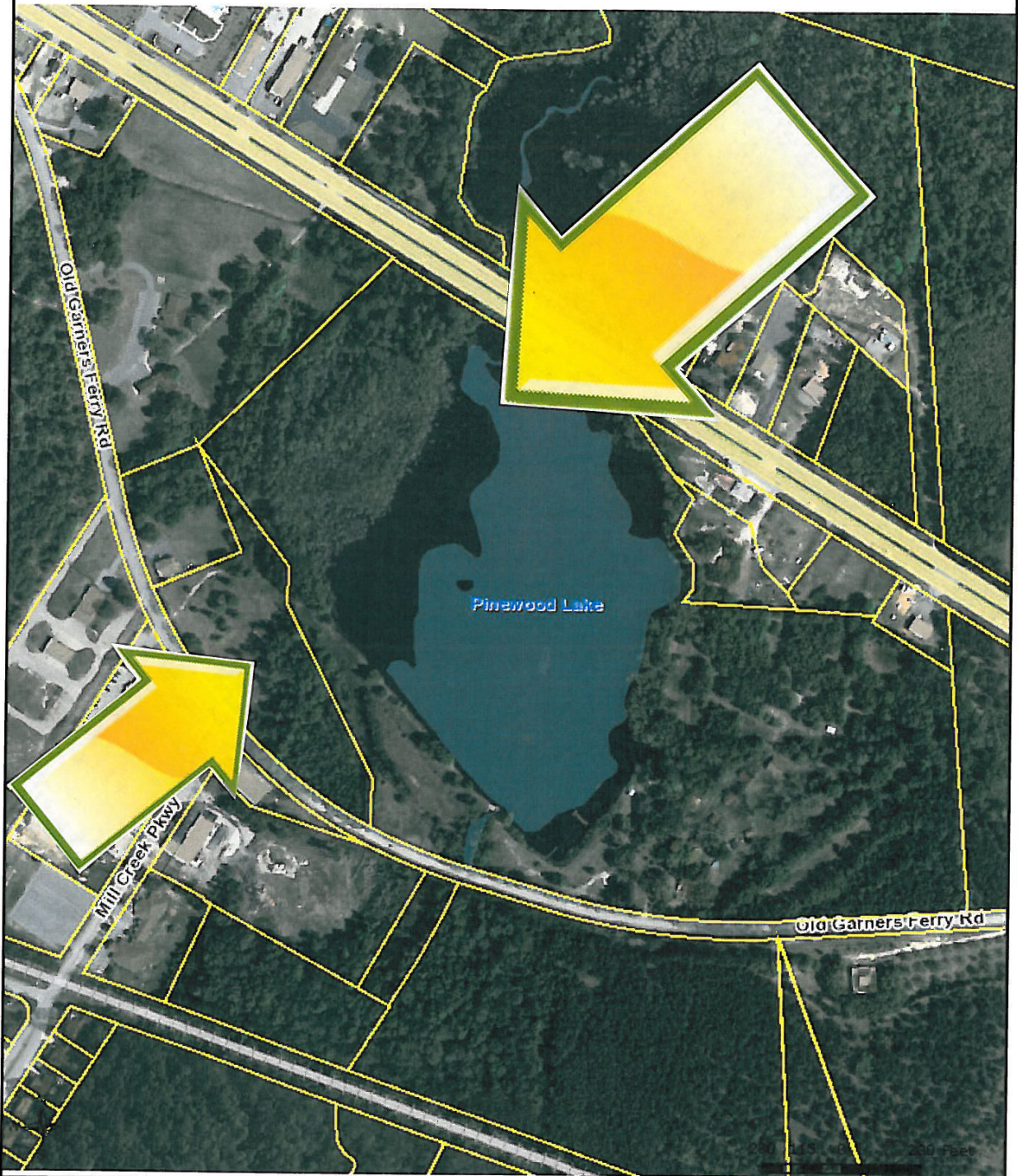
John C. Gwinn is willing to sell the 61.72 acres to Richland County for a price of \$1,200,000.

We would like a commitment on the sale of this property by October 20 at the price indicated.

  
\_\_\_\_\_  
John C. Gwinn, Owner/Seller

  
\_\_\_\_\_  
Phil Chappell Realty  
Ken Steiner, Broker

# Caughman Property



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Item# 16

Attachment number 1  
Page 7 of 12

## AGREEMENT OF PURCHASE AND SALE

**THIS AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_, 2011, by and between \_\_\_\_\_ (hereinafter "Seller"), whose address is \_\_\_\_\_, and **RICHLAND COUNTY, SOUTH CAROLINA** (hereinafter "Purchaser"), whose address is Attention: Milton Pope, County Administrator, 2020 Hampton Street, Room 4058, Columbia, South Carolina 29201.

In consideration of the mutual covenants contained herein, the parties agree as follows:

1. **Property.** Seller agrees to sell and transfer and Purchaser agrees to purchase and accept, upon the terms and conditions hereinafter set forth, that certain parcel of land, together with improvements thereon, situate, lying and being on Garners Ferry Road in (or near) the City of Columbia, Richland County, South Carolina, Richland County **EXHIBIT A** All that certain piece, parcel or lot of land with improvements thereon, situate. Lying and being near the City of Columbia, in the County of Richland, State of South Carolina, consisting of 44 Acres, subject to a proper survey. Said property is described and delineated in the Tax Map Books of Richland County on page 19011, in Block #2, as Lot 01 and a portion of Lot 2 and further described in a sketch which is attached to this contract., a copy of such map or sketch being attached hereto as Exhibit A and made a part hereof (the "Property").
2. Tax Map Parcel containing 44 acres, a copy of such map or sketch being attached hereto as Exhibit A and made a part hereof (the "Property").
3. **Purchase Price.** The purchase price shall be One Million Dollars (\$1,000,000.00) (the "Purchase Price") and shall be payable at closing by Purchases to Seller by bank wire transfer or by cashier's check or attorney escrow check.
4. **Feasibility Study.** Any provision hereof to the contrary notwithstanding, Purchaser shall have until \_\_\_\_\_ ( ) days after the date hereof (the "Feasibility Period") to perform surveys appraisals and such other tests, evaluations and examinations of the Property as Purchaser may desire. In the event the results of Purchaser's tests, evaluations and analyses are not satisfactory to Purchaser in its sole discretion or if for any other reason Purchaser elects not to purchase the Property, Purchaser may on or before the last day of the Feasibility Period terminate this Agreement by written notice to Seller. In such event, this Agreement shall be deemed terminated, and Purchaser shall have no obligation to purchase the Property.
5. **Subject to County Council Approval.** This Agreement is being executed by the County Administrator subject to the condition that this Agreement and the



appropriation of funds to close must be approved by Richland County Council.

6. **Title and Survey.** Seller shall satisfy all mortgage liens and all other liens on the Property at Closing. Seller will convey the Property by general warranty deed subject to easements and restrictions of record and matters of survey, provided that such are acceptable to Purchaser. If any of such matters are not acceptable to Purchaser, Purchaser may terminate this Agreement and receive a refund of any monies paid to Seller. Seller will furnish a recent and accurate survey.
7. **Closing.** Closing shall be held on a date to be determined by the parties, and shall take place at the offices of \_\_\_\_\_ or at such other place as the parties may otherwise agree.
8. **Closing Documents.** Seller shall execute and deliver the following to Purchaser at Closing:
  - (a) **Deed.** A general warranty deed, subject to easements and restrictions of record and matters of survey. The deed shall be in proper form for recording and shall be duly executed, witnessed and acknowledged.
  - (b) **Affidavits, Residency Certificate, Tax Compliance Certificate.** If applicable under law or if required by Purchaser's title insurance company, affidavits and indemnification agreements that there are no amounts owed for labor, materials or services respecting the Property and that there are no parties in possession except under current leases, any residency certificates pursuant to S.C. Code § 12-5-850 and Section 1445 of the U.S. Internal Revenue Code, and a current tax compliance certificate from the South Carolina Department of Revenue, if required under applicable law.
9. **Closing Costs, Taxes and Assessments.** Each of the parties shall pay its own attorney's fees arising from this transaction. Seller shall pay the transfer tax on the deed and any and all general and special assessments against the Property. Ad valorem taxes shall be prorated on a calendar year basis. If the current year tax amount is not available, the parties shall prorate based on an estimate and either party shall be entitled to seek an adjustment of the proration based on the actual tax amount no later than March 31 of the following year.
10. **Assigns.** This Agreement shall be binding upon and shall insure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors and assigns.
11. **No Commissions.** Seller agrees to pay all commissions and brokerage fees.
12. **Entire Agreement.** It is understood and agreed that all understandings and agreements heretofore and between the parties hereto are merged in this Agreement, which alone fully and completely expresses their agreement,

neither party relying upon any statement or representation not embodied in this Agreement, made by the other. The covenants and warranties contained herein shall survive the Closing.

13. **Modification.** This Agreement may not be modified or amended nor shall any of its provisions be waived except by a written instrument signed by Seller and Purchaser.
14. **Possession.** Possession of the Property will be delivered at Closing.
15. **Severability.** In the event any provision in this Agreement shall be held by a court of competent jurisdiction after final appeal (if any) to be illegal, unenforceable or contrary to public policy, then such provision shall be stricken and the remaining provisions of this Agreement shall continue in full force and effect.
16. **Seller** has the right to do a 1031 exchange related to this transaction.
17. **Paragraph Headings.** The paragraph headings contained herein are for convenience only, and should not be construed as limiting or altering the terms hereof.
18. **Governing Law.** This Agreement shall be construed and enforced according to the laws of the State of South Carolina.
19. **Notices.** All notices required or permitted to be given hereunder shall be in writing and either hand delivered or sent by certified mail, return receipt requested, to the party to be notified at its address set forth above. Notice by mail shall be effective on the date of receipt as evidenced by signed receipt.

**IN WITNESS WHEREOF**, this Agreement has been duly signed, sealed and delivered by the parties hereto the day and year first above written.

Witnesses:

**SELLER**

\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_(SEAL)

**PURCHASER**

RICHLAND COUNTY, SOUTH CAROLINA

\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_ (SEAL)

J. Milton Pope  
County Administrator

## EXHIBIT A

All that certain piece, parcel or lot of land with improvements thereon, situate, lying and being near the City of Columbia, in the County of Richland, State of South Carolina, consisting of 49.74 Acres. Said property is described and delineated in the Tax Map Books of Richland County on page 19011, in Block #02, as Lot 01 and a portion of Lot 02 and further described in a sketch which is attached to this contract.



# MEMORANDUM

TO: Milton Pope, Richland County Administrator

CC: Members of Richland County Council,  
Commissioners of the Richland County Recreation Commission

FROM: James Brown, III, Executive Director, Richland County Recreation Commission

DATE: September 22, 2011

Re: Caughman Pond Property

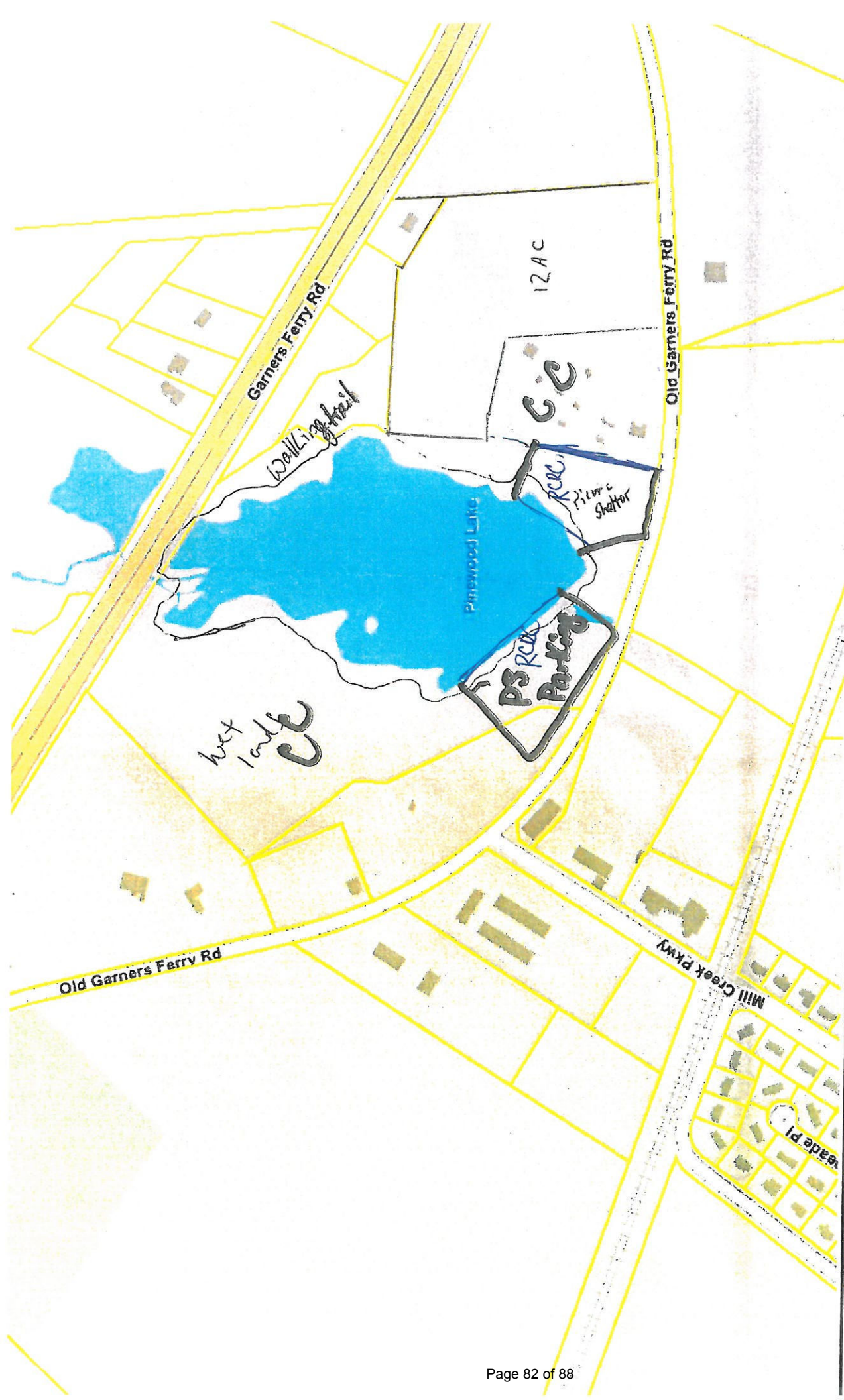
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As you know, the Richland County Recreation Commission has been asked to consider developing and providing maintenance to a portion of the Caughman Pond Property located in the Lower Richland area.

The Commission has agreed to build a picnic shelter near Pinewood Lake, which is located on the property, and maintain the small area surrounding the shelter. We have also agreed to maintain a separate area near the lake, which will be utilized for parking and another picnic shelter. The attached map depicts the areas we have agreed to maintain.

Our agreement does not include maintenance of the lake, wet lands, or the existing building structures. The Conservation Commission has also agreed to maintain areas surrounding the lake and the Recreation Commission would like to have this provided in writing to ensure that all parties have an understanding of who will maintain what.

If there are any questions or concerns, please contact my office at (803) 754-7275 ext. 219.



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It # 16

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 Attachment number 3

# Richland County Council Request of Action

**Subject**

Action to Make Certain Department Heads with Contractual Responsibility on At Will Employment Status (Possible Executive Session Item) (pages 84-86)

**Reviews**

## **Richland County Council Request of Action**

**Subject:** Action to Make Certain Department Heads with Contractual Responsibility on At Will Employment Status

### **A. Purpose**

The goal is to increase the level of accountability of Department Heads who deal with contracts that have direct contact with the public and those who have financial impact on the County. (If there is a problem relating to fairness, Mr. Jackson is willing to include all Department Heads and let the Committee sort this out.) This action is aimed to make Department Heads who have responsibility relating to contractual matters more responsive and responsible to the citizens of Richland County.

### **B. Background / Discussion**

Council Member Jackson is seeking to increase the level of accountability Department Heads who have contract responsibilities. Mr. Jackson is seeking to ensure these Department Heads are more responsive to the citizens of Richland County. Mr. Jackson has attempted to address his concern through the County Administrator. However, Mr. Jackson was informed that current County policies don't permit his concerns to be adequately addressed. Mr. Jackson said he does not think the issue is that anyone is breaking the procurement rules. His effort is to improve accountability of Department Heads and their responsiveness to the citizens of Richland County.

Mr. Jackson is seeking to remove the grievance rights of Department Heads who have contractual responsibility. That would enable the County Administrator to take disciplinary action without such Department Heads having rights of the grievance process. Mr. Jackson believes this would increase the level of accountability and responsiveness of the Department Heads who have contractual responsibility.

### **C. Financial Impact**

Revision to the County's Employee Handbook and revision to the County's HR Guidelines. Informing the Department Heads of the changes approved by the County Council.

### **D. Alternatives**

1. Approved the amendment to the County's Employee Handbook and HR Guidelines.
2. Not approve the amendments to the County's Employee Handbook and HR Guidelines.

### **E. Recommendation**

It is recommended that County Council approve option # 1.

Recommended by: Council Member Norman Jackson

Date:

## F. Reviews

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

### Finance

Reviewed by: Daniel Driggers

Date: 9/16/11

Recommend Council approval

Recommend Council denial

✓ Council Discretion (please explain if checked)

Comments regarding recommendation: This is a policy decision for Council. Since the recommendation includes a change to the employee handbook, I would recommend that the HR Director be included for comment.

### Procurement

Reviewed by: Rodolfo Callwood

Date: 9/17/11

Recommend Council approval

Recommend Council denial

✓ Council Discretion (please explain if checked)

Comments regarding recommendation: This is a policy decision for County Council.

### Human Resources

Reviewed by: Dwight Hanna

Date:

Recommend Council approval

Recommend Council denial

✓ Council Discretion (please explain if checked)

Comments regarding recommendation: Human Resources supports appropriate accountability for all levels of the County's workforce. As it relates to this specific proposal, Human Resources foresees some potential legal hurdles if all department heads are not included and/or clear business reasons are not used to identify which departments will be included or excluded. Therefore Human Resources suggests there be clear bona fide business reason(s) communicated to department heads so it is full understanding of the reason for the policy change and which department heads are affected. Because this change would remove an existing right, to file a grievance, the specific language in the proposed policy change should be reviewed and coordinated with Legal Department's input.

### Legal

Reviewed by: Elizabeth McLean

Date: 9/21/11

Recommend Council approval

✓ Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: Legal comments provided in separate Attorney-Client Memo for Council/Committee Members and Authorized Staff

### Administration

Reviewed by: Tony McDonald

Date: 9/22/11

Recommend Council approval

✓ Recommend Council denial

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Page 2 of 3

Council Discretion (please explain if checked)

Comments regarding recommendation: Recommend denial for reasons specified in the County Attorney's written opinion, which has been provided under separate cover.

# Items Pending Analysis

## **Subject**

Items Pending Analysis: No Action Required-Status Report (page 88)

- a. Based on the new sewer planned for the Lower Richland County area and the possibility of assistance being provided to Low/Middle income households (LMIH) I move that staff create an ordinance that sets forth criteria for qualifications to receive assistance and that it will apply equally to all LMIH throughout Richland County (Malinowski, November 2010)
- b. To donate the Woodrow Wilson Home and Hampton-Preston Mansion to a non-profit organization that can handle its historic values and solicit funding from a larger area of funders or create such an organization and turn over all title and responsibility (Jackson, May 2011)
- c. There are many issues with the Hospitality Tax use with the current program Richland County has in place. Based on that fact, I move that the Hospitality Tax Committee and Richland County Council review this grant program so that it can be revamped with an emphasis on funding projects and program that bring true tourists, not community events that pull the majority of their attendees from Richland County residents (Malinowski, June 2011)

## **Reviews**

## **Status of Administration and Finance Committee Items Pending Analysis**

a. Based on the new sewer planned for the Lower Richland County area and the possibility of assistance being provided to Low/Middle income households (LMIH) I move that staff create an ordinance that sets forth criteria for qualifications to receive assistance and that it will apply equally to all LMIH throughout Richland County (Malinowski, November 2010)

**Status of item a: This item is still being reviewed in conjunction with the financing of the Lower Richland Sewer project. It will be brought to Committee when financing is finalized.**

b. To donate the Woodrow Wilson Home and Hampton-Preston Mansion to a non-profit organization that can handle its historic values and solicit funding from a larger area of funders or create such an organization and turn over all title and responsibility (Jackson, May 2011)

**Status of item b: The Historic Foundation of Columbia is currently assessing funding opportunities.**

c. There are many issues with the Hospitality Tax use with the current program Richland County has in place. Based on that fact, I move that the Hospitality Tax Committee and Richland County Council review this grant program so that it can be revamped with an emphasis on funding projects and program that bring true tourists, not community events that pull the majority of their attendees from Richland County residents (Malinowski, June 2011)

**Status of item c: This item should be ready for the October committee meeting.**