



Administration and Finance Committee

Joyce Dickerson	Paul Livingston	Greg Pearce (Chair)	Jim Manning	Kelvin Washington
District 2	District 4	District 6	District 8	District 10

September 22, 2015 - 6:00 PM

2020 Hampton Street

Call to Order

Approval of Minutes

- 1 Regular Session: July 28, 2015 [PAGES 4-7]

Approval of Agenda

- 2 Adoption of Agenda

Items for Action

- 3 Amending Section 2-261, Geographic Information System (GIS), so as to eliminate the fees for GIS data [PAGES 8-16]
- 4 Accommodations Tax Grant Reallocation for a Book Festival [PAGES 17-26]

- 5 Richland County Conservation Department Request to Negotiate Property Purchase/Donation [PAGES 27-31]
- 6 Conservation Department: Reallocation of Grant Funds [PAGES 32-35]
- 7 Solid Waste - Award of Contract for Solid Waste Engineering Services [PAGES 36-38]
- 8 Deletion of Chapter 19, Parks and Recreation [PAGES 39-43]
- 9 Human Resources - Domestic Violence Policy [PAGES 44-55]
- 10 Sheriff's Department - Budget Amendment for the Purchase of Security Cameras [PAGES 56-60]
- 11 Extension of Lease Agreement for the County Magistrate Office [PAGES 61-65]

Items Pending Analysis: No Action Required

- 12 Motion Regarding the County Administrator Form of Government [PAGE 66]
- 13 Motion to Review County's Human Resources Policy [PAGE 67]

Adjournment



Special Accommodations and Interpreter Services Citizens may be present during any of the County's meetings. If requested, the agenda and backup materials will be made available in alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), as amended and the federal rules and regulations adopted in implementation thereof. Any person who requires a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may request such modification, accommodation, aid or service by contacting the Clerk of Council's office either in person at 2020 Hampton Street, Columbia, SC, by telephone at (803) 576-2061, or TDD at 803-576-2045 no later than 24 hours prior to the scheduled meeting.

RICHLAND COUNTY COUNCIL SOUTH CAROLINA

ADMINISTRATION & FINANCE COMMITTEE

July 28, 2015
6:00 PM
County Council Chambers

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

CALL TO ORDER

Ms. Dixon called the meeting to order at approximately 6:00 PM

APPROVAL OF MINUTES

Regular Session: June 23, 2015 – Ms. Dickerson moved, seconded by Mr. Washington, to approve the minutes as distributed. The vote in favor was unanimous.

ADOPTION OF AGENDA

Mr. Livingston moved, seconded by Ms. Dickerson, to adopt the agenda as published. The vote in favor was unanimous.

ITEMS FOR ACTION

Amending Section 2-261, Geographic Information System (GIS), so as to eliminate the fees for GIS data – Mr. Manning moved, seconded by Ms. Dickerson, to defer this item until the September Committee meeting. The vote in favor was unanimous.

Solid Waste Roll Carts Contract – Mr. McDonald stated the current 5-year contract has concluded; therefore, the contract has been re-bid. The bid was a best value bid, which means price is a vital component but the quality of the service and/or product being purchased also factors in to the decision. The Procurement Department and selection committee chose Rehrig in the amount \$314,979.60.

Mr. Washington inquired as to the location of the vendors who bid on the contract.

Mr. Curtis stated Rehrig's headquarters is in California, Otto's and Schaefer's headquarters are in Charlotte, North Carolina.

Mr. Livingston moved, seconded by Ms. Dickerson, to forward to Council with a recommendation to approve the request to award the Solid Waste Department's curbside roll cart supply contract to Rehrig Pacific. The vote was in favor.



Council Members Present

Greg Pearce, Chair
District Six

Joyce Dickerson
District Two

Paul Livingston
District Four

Jim Manning
District Eight

Kelvin E. Washington, Sr.
District Ten

Others Present:

Bill Malinowski
Norman Jackson
Torrey Rush
Damon Jeter
Tony McDonald
Spartan Hammett
Warren Harley
Brandon Madden
Michelle Onley
Larry Smith
Amelia Linder
Roxanne Ancheta
Chad Fosnight
Ismail Ozbek
Daniel Driggers
Rudy Curtis
Tracy Hegler
Quinton Epps
Geo Price
Ashley Powell
Janet Claggett
Cheryl Patrick
Valeria Jackson

Richland County Sheriff's Department COPS Hiring Program Grant: 1 Full Time Employee; 25% Grant

Match – Mr. Pearce stated this item is to add a deputy for the Town of Eastover. It was not a part of the budget; therefore, there was no grant match money appropriated. The grant would require a match of \$41,338 for the 3-year grant. At the end of the grant period, the cost would be bore by the Sheriff's Department.

Mr. McDonald stated staff's recommendation is the cost to be absorbed by the Town of Eastover, as well as, at the end of the 3-year grant period.

Mr. Washington moved, seconded by Mr. Livingston, to forward to Council with a recommendation to approve a COPS Hiring Program grant to fund a dedicated Sheriff Patrol Officer for the Town of Eastover, including the 25% grant match of \$41,338.

Major Cowan stated it is his understanding the Town of Eastover will be responsible for a percentage of the match and after the 3-year grant period the town will pick up 100% of the costs.

Mr. Malinowski inquired if an IGA will be in place between the Sheriff's Department and the Town of Eastover.

Mr. McDonald stated the reason this item is before the committee is because when a grant requires a match, and especially one that a position is attached to, must be approved by Council.

The vote was in favor.

Approval of FY15-16 Budgets within the FY15-16 Annual Action for Community Development Department

Federal Funds -- the Town of Eastover – Ms. Dickerson moved, seconded by Mr. Washington, to forward this item to Council with a recommendation to approve the FY15-16 estimated budgets for CDBG and HOME to be found in the FY15-16 Action Plan due to HUD by August 14, 2015.

Mr. Malinowski inquired about the Lower Richland Sewer Tap Connection for low-income citizens and the Hollywood Hills Project (Sewer Continuation).

Mr. McDonald stated the Lower Richland Sewer Tap Connection for low-income citizens is a supplement for the funding that has previously been allocated.

Ms. Jackson stated the Hollywood Hills Project is a continuation of Phase I in Council District Seven.

The vote in favor was unanimous.

Authorization to Increase the FY15 Buck Consultants Purchase Order Over \$100,000 – Mr. McDonald stated the reason this is before Council is the amount exceeds the limit of the County Administrator.

Ms. Dickerson moved, seconded by Mr. Manning, to forward to Council with a recommendation to approve the request to grant the Human Resources Department authorization to increase the Buck Consultants blanket purchase order to a maximum limit of \$125,000. The vote in favor was unanimous.

Bond Issuance – 2015 – Mr. McDonald stated the County's bonding capacity this year is \$15 million; therefore, it is his suggestion that the following items be bonded this year: (1) Sheriff's Department – Vehicle Replacement: \$2.5 million ; (2) Sheriff's Department – Vehicle Equipment: \$700,000; (3) Emergency Medical Services – Vehicle Replacement: \$2.0 million; and (4) County Facility Improvement Plan: \$2.1 million for a total of \$7.3 million and hold the additional \$8.2 million bonding requests in abeyance.

Administration & Finance Committee
Tuesday, July 28, 2015
Page Three

Mr. Livingston moved, seconded by Ms. Dickerson, to forward to Council with a recommendation to approve the Administrator's recommendation outlined above. The vote in favor was unanimous.

Candlewood—Catalyst 3 Neighborhood Park—Parcel Acquisition and Subsequent Deed to Richland County Recreation Commission for Park Maintenance – Mr. Manning moved, seconded by Mr. Washington, to forward to Council with a recommendation to approve the acquisition of the identified parcel of land for public use at the appraised value of \$73,000 and initiate the process to deed 1 acre of the site to RCRC for construction and maintenance of a recreational shelter utilizing the 2008 Recreation Bond.

Ms. Hegler stated the acre of land deeded to the Recreation Commission would be maintained by them.

The vote in favor was unanimous.

General Contractor Service for New Coroner's Facility – Mr. McDonald stated this item is the property the County purchased through a bond issue to relocate the Coroner's Office from its current location. The bids have been solicited and the lowest bidder received was from Solid Structures for \$1,427,800.

Mr. Manning moved, seconded by Ms. Dickerson, to forward to Council with a recommendation to approve the request to enter into a contract with Solid Structures in an amount not to exceed \$1,427,800. The vote was in favor.

Magistrate – Arcadia Lakes Intergovernmental Service Contract to Provide for Richland County Magistrate Caroline W. Streater to Serve as the Town of Arcadia Lake's Municipal Court Judge – Mr. McDonald stated there was one clarification on this item. The Legal Department has suggested more standard language in the IGA instead of the language suggested by Judge Streater.

Mr. Washington inquired if there was a physical location where court is held in Arcadia Lakes.

Judge Simons stated the location is the Town of Arcadia Lakes. There are requirements for a municipality to have a municipal judge, but the Arcadia Lakes Municipal Court Judge has never heard a case.

Mr. Manning moved, seconded by Mr. Livingston, to forward to Council with a recommendation to approve entering into an Intergovernmental Service Contract with the Town of Arcadia Lakes to for provide the Richland County Magistrate Caroline W. Streater to serve as the Town of Arcadia Lakes' Municipal Court Judge. The vote in favor was unanimous.

Magistrate – Town of Eastover Intergovernmental Service Contract to Provide for Eastover Magistrate Donald Simons to Serve as the Town of Eastover Municipal Court Judge – Mr. Washington moved, seconded by Ms. Dickerson, to forward to Council with a recommendation to approve the request to enter into an intergovernmental service contract with the Town of Eastover to provide for Eastover Magistrate Donald Simons to serve as the Town of Eastover Municipal Court Judge. The vote in favor was unanimous.

Magistrates, Authorization of Design/Build Policy for Dentsville, Hopkins, and Upper Township District Magistrate Offices – Mr. McDonald stated there are three (3) magistrate offices that are slated to be moved out of rented space. Dentsville and Hopkins are presently holding court at the Huger Street location. Judge Simons has suggested a "design/build" concept, which will assist with getting the facilities online quicker.

Administration & Finance Committee

Tuesday, July 28, 2015

Page Four

Mr. McDonald stated once these three magistrates are relocated there will only be four magistrates remaining in rented/leased space.

Mr. Livingston moved, seconded by Ms. Dickerson, to forward to Council with a recommendation to approve the request to authorize the "design/build" method of contracting as outlined in Ordinance Section 2-598(a), Competitive Purchasing Policy, General Provisions, for three district magistrate offices to include Dentsville, Hopkins, and Upper Township. The vote in favor was unanimous.

Relocation of Sheriff Training Division – Major Cowan stated the Sheriff's Department has been discussing with Council about moving the training and K9 divisions from the present location. A partnership presented itself recently wherein the Recreation Commission agreed to move the Sheriff's Department from the Crane Creek location to the Denny Terrace facility. The Denny Terrace facility will put the Sheriff's Department in 3900 sq. ft. opposed to the 1300 sq. ft. they are presently in.

Major Cowan assured Mr. Livingston the community will be allowed to continue utilization of the space.

Mr. Livingston moved, seconded by Ms. Dickerson, to forward to Council with a recommendation to approve the request for the Sheriff's Department to move the Training Division to both meet current, as well as future needs, of the Department.

ADJOURNMENT

The meeting adjourned at approximately 6:50 PM.

The Minutes were transcribed by Michelle M. Onley, Deputy Clerk of Council

Richland County Council Request of Action

Subject:

Amending Section 2-261, Geographic Information System (GIS), so as to eliminate the fees for GIS data

Richland County Council Request of Action

Subject: Amending Section 2-261, Geographic Information System (GIS), so as to eliminate the fees for GIS data

A. Purpose

County Council is requested to approve an ordinance to amend Section 2-261, Geographic Information System (GIS); so as to eliminate the fees for GIS data.

B. Background / Discussion

The Richland County GIS program was initially proposed as a multi-agency collaborative program. However, upon preparation of a budget, the other agencies did not agree to participate. Therefore, GIS data development was initiated using funds from a capital bond issued in the late 1990s. In September of 2000, County Council directed staff to develop a cost recovery plan to mitigate GIS data development costs while complying with S.C. FOIA. Council also directed staff to accommodate local access to data via the internet, provide data to all contracted activities (Richland County contractors and vendors), provide for waiver or reduction of fees by Administration, and collection of reproduction costs for FOIA while discouraging data use by those seeking an undue subsidy for commercial purposes. From this direction, Section 261 of Chapter 2 was enacted in November of 2000.

As counties across America searched for ways to address the costly development of GIS data, private companies were finding great success in requesting this data from counties and reselling them back to governments and the private sector. As a result, in 2008, Horry County had to defend its right to GIS data in the S.C. Supreme Court (*Seago v. Horry County*) through U.S. Copyright protection. After County Council was briefed on the pending litigation at the 2007 Council Retreat, staff was directed to follow Horry County and submit its GIS data for U.S. Copyright Protection. Staff complied and Richland County successfully received copyright protection of its GIS data. In following Horry County, the difference between data and information was noted and Council affirmed the legitimacy of Section 2-261 (to provide for freedom of information requests, but insisting on licensing GIS data for commercial use). From experience, the most requested and licensed GIS data are property parcel boundaries. Delivery of this data is only completed after the requestor signs a Richland County licensing agreement with the understanding that the County retains all right to its authoritative data.

C. Legislative/Chronological History

On May 5, 2015, a motion was made by the Honorable Seth Rose “to amend County Code section 2-261 – Geographic Information System, Item (d) 1-5 to eliminate the fees for GIS data.” This motion was sent to County Council’s Administration and Finance Committee for recommendation.

D. Financial Impact

There would be a loss of revenue to the County if fees for GIS data were eliminated. The revenue received for GIS data for the Fiscal Years July 1, 2004 through June 30, 2014 was a total of \$396,087.

E. Alternatives

1. Approve the ordinance to eliminate the fees for GIS data. Elimination would be expected to result in:
 - Loss of revenue, as shown above.
 - Expected significant increase in both volume and frequency of GIS data requests from for-profit companies from around the world.
 - Expected decrease in the small 5-person GIS team’s capacity to assist county departments in using GIS to improve citizen services.
 - Loss of GIS team productivity as the small 5-person GIS team devotes more time to data requests from for-profit companies, worldwide, than to actual Richland County projects.
 - Expected increase in expensive GIS contracts due to the county’s GIS projects needing to be outsourced to the private sector since the small 5-person GIS team would be consumed by GIS data distribution, worldwide.

2. Do not approve the ordinance to eliminate the fees for GIS data. Retaining the fees would:
 - Retain a GIS revenue stream.
 - Allow the county’s small 5-person GIS team to continue its current level of productivity while working on actual Richland County GIS projects instead of primarily creating CDs for private sector companies and other organizations, worldwide.
 - Allow the county’s small 5-person GIS team to retain its current capacity to assist county departments in using GIS to improve citizen services.
 - Maintain the current level of outsourced GIS contracts and maintain an appropriate oversight by an expert GIS staff member over any outsourced contract.
 - The primary purpose of Richland County GIS data and the GIS personnel would continue to focus on Richland County GIS projects and citizen services instead of servicing the GIS data needs of other countries, other states, and the private sector, worldwide.

F. Recommendation

It is recommended Council approve the ordinance to eliminate the fees for GIS data.

Recommended by: Honorable Seth Rose
Department: County Council - District 5
Date: May 5, 2015

G. Reviews

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

Finance

Reviewed by: Daniel Driggers

Date: 5/15/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

This is a policy decision for Council. Based on the current practice, the revenue stream is immaterial to the total County funding however the decision may have several non-financial implications.

Information Technology

Reviewed by: Janet Claggett

Date: 7/23/15

Recommend Council approval

Recommend Council denial

The loss of revenue is not the primary concern of the IT Department. However, removing the GIS fees would result in an increase in cost and also a significant negative impact on the overall operations of the small 5-person GIS team. The negative impact would manifest itself in three major ways. Please see below.

1. Significant increase in both volume and frequency of GIS data requests, worldwide.

The IT Department has received GIS data requests from for-profit companies in Canada and Western Europe. The usual intent of these companies is to get GIS data from counties for free and then resell it. The IT Department has also received GIS data requests from for-profit companies from many states in the US, as far away as California. The intent of these domestic companies is the same as the foreign companies, which is to get GIS data from counties for free and then resell it. The GIS licensing fees have served as a successful throttle against a predictable onslaught of GIS data requests if such fees were to not exist. When lobbying policymakers for free GIS data, these companies usually do not disclose to their audience that they are not asking for a one-time data distribution. Many of these companies want frequent data distributions, sometimes even weekly distributions. Even the local companies in the Midlands often want a recurring data distribution as opposed to just once. And all of these companies want to dictate the frequency for their own GIS data distribution, no matter whether they are foreign, national, or local companies. Eliminating the GIS licensing fees would definitely result in a huge increase in both volume and frequency of GIS data requests, worldwide.

2. Loss of GIS team productivity:

If more GIS staff resources of the small 5-person GIS team need to be dedicated to distributing free GIS data to for-profit companies, then fewer GIS staff resources would be dedicated to Richland County GIS projects. The GIS team would have less time to work on important projects to improve Richland County and citizen services. Consequently, more Richland County GIS projects would need to be outsourced to more expensive and potentially less accountable private sector companies. Our talented yet small 5-person GIS team has worked on many important projects that other counties have outsourced. A few project examples are: AVL, City/County E911, ESD, Economic Development., Owens Field Airport, Public Works, Planning & Development Services, Animal Care, City/County public bus routing, etc. Many counties must outsource such projects because they do not have the same level of highly skilled GIS personnel as does Richland County. Currently Richland County's small 5-person GIS team already devotes about 20% of its staff time (one person out of five) to respond to GIS data requests under the current GIS licensing ordinance. If the GIS fees are eliminated, a crucial throttle would also be eliminated, and GIS data requests would be expected to soar, and at a more fervent frequency.

3. More mission critical GIS projects would need to be outsourced to contractors:
If GIS licensing fees are eliminated, resulting in more GIS staff resources devoted to servicing the GIS data needs of local and global for-profit companies, a major cost increase should be expected because more Richland County GIS projects would need to be outsourced to expensive contractors in the private sector. If funding were not available for contractors, then the county should expect some important GIS projects to not get done at all or to be severely delayed. When comparing Richland County GIS with other counties, this should be included as an important parameter for comparison. It is important to consider whether those other counties outsource their mission critical GIS projects or whether those other counties have a GIS team who have the available time, advanced skills, education, and experience to run a major GIS project internally. It is important to consider whether those other counties have become primarily a data-distribution center to service local and global for-profit companies, or are those other counties actually spending the majority of their GIS staffing resources working on GIS projects to benefit their citizens as well as their own internal operational excellence.

Summary

I recommend Option 2 – do not eliminate the fee. I hope to avoid a significant negative impact on the overall operations of the GIS Division (a small 5-person team). If fees are eliminated, (1) our GIS Division would experience a major increase in both volume and frequency of GIS data requests, worldwide, (2) our GIS professionals would become less productive as more staff time would be devoted to free data distribution to for-profit companies, worldwide, and (3) more mission critical Richland County GIS projects would need to be outsourced to expensive contractors or possibly not get done at all. What is seen in many other counties is that their GIS personnel essentially act as pseudo-employees of for-profit companies, fulfilling the companies' GIS data distribution needs, spending time converting the GIS data to the format required by the companies, and then delivering the data on multiple media formats, on a frequency dictated by the companies themselves. It is not uncommon for these companies to request our GIS team to even perform actual analysis for them, which is something far beyond just requesting data. This would drown our existing small 5-person GIS team. One last issue to be resolved would be Richland County's federal copyright of its GIS data. If fees are eliminated, a decision would need to be made on whether the County intends to forfeit its copyright and relinquish its ownership rights to its GIS data. Finally, it should be noted that the current GIS licensing ordinance allows the County Administrator to waive the fees whenever he/she believes it is in the best interests of Richland County. Therefore, the existing ordinance allows the fees to be waived on a case-by-case basis. This allows GIS fee waivers when appropriate without eliminating an important throttle on a comprehensive and global scale.

Legal

Reviewed by: Elizabeth McLean

Date: 5/20/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Policy decision left to Council's discretion.

Administration

Reviewed by: Tony McDonald

Date: 7/24/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: For the reasons stated above by the CIO/Director of Information Technology, I recommend that the GIS fees not be eliminated. Built in to the ordinance establishing the GIS fee schedule, there is a waiver procedure by which the County Administrator can waive the fees under certain circumstances. I recommend that we continue to rely on the waiver provision to deal with situations that may be unique rather than eliminating the fees altogether.

STATE OF SOUTH CAROLINA
COUNTY COUNCIL FOR RICHLAND COUNTY
ORDINANCE NO. ___-15HR

AN ORDINANCE AMENDING THE RICHLAND COUNTY CODE OF ORDINANCES, CHAPTER 2, ADMINISTRATION; ARTICLE V., COUNTY DEPARTMENTS; DIVISION 8, INFORMATION TECHNOLOGY; SECTION 2-261, GEOGRAPHIC INFORMATION SYSTEM (GIS); SO AS TO ELIMINATE THE FEES FOR GIS DATA.

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

SECTION I. The Richland County Code of Ordinances, Chapter 2, Administration; Article V., County Departments; Division 8, Information Technology; Section 2-261, Geographic Information System (GIS); is hereby amended to read as follows:

(a) The purpose of the county's geographic information system (GIS) is to furnish various county departments with tools to measure, model, and map data regarding geographically related phenomena. While data, in and of itself, cannot assist in making decisions or policy, the information created from such data is a valuable tool in executing county business. As a work product, the data will be used to produce thematic information that can be combined to assist county personnel in the decision-making process.

(b) GIS data will be continuously updated and improved as technology and county capabilities improve. The county council understands that to sustain the county's utility and effectiveness, data must be maintained. ~~The county council also recognizes that the nature of accurate local data and the potential of GIS are reflected in the value of spatial data to entities other than Richland County. Thus, to provide for costly maintenance of the GIS and to lessen the burden of annual budget requests, system data elements will be available for purchase pursuant to an established fee schedule. Such fee schedule may be modified as described in subparagraph (d)(3) below.~~

(c) For the purposes of this section, and unless the context specifically indicates otherwise, the following general terms shall have the meanings designated below:

Applicant. Any person who submits a request for GIS products or services.

Customer. Any applicant who executes a contract for GIS products or services, or ~~purchases~~ receives copies of standard system products, custom hard copy system products, digital data, technical assistance, or other products or services.

Data. Recorded quantitative and qualitative observational measurements and facts.

Data steward. The person, or his or her designee, responsible for the maintenance and security of GIS data elements within a particular county department.

Geographic Information System (GIS) is an organized collection of computer hardware, software, geographic data, and personnel designed to efficiently capture, store, update, use, analyze, and display all forms of geographically referenced material.

Information. The result(s) obtained from processing, classifying, or interpolating data.

Open records. Standard system products as defined herein and non-digital source documents.

Standard system products. Paper products generated from GIS databases for internal use and for the purpose of meeting requests submitted under current state law concerning open records.

~~*Subscriber.* Customer who purchases GIS service or products on a regular, frequent, and on-going basis.~~

(d) *Data and information distribution.*

- (1) Information derived from the county GIS and presented in a geographic context may be made available to the public via the Internet. Furthermore, standard system products will be made available on digital media or, if requested, in hard copy pursuant to S.C. Code 1976, § 30-4-30, as amended.
- (2) All GIS-related data requests must be approved by both the data steward of the department in possession of such data and the GIS division of the information technology department. Once approved, the GIS division is responsible for filling the request. All GIS data customers must enter into a non-transferable data license agreement with the county. Each license agreement shall identify limitations in the use of county GIS data and shall indemnify and hold harmless Richland County, its elected officials, officers, agents, and employees from loss, damage, or other liability arising from the use of the data.
- (3) ~~No A fee shall be collected from customers for copies of GIS data, except for the cost of staff time and materials. An initial fee schedule of individual data elements will be reviewed by county council. The fee schedule will include a description of each thematic data element to be sold, distribution format, file format, and unit pricing information. The county administrator, as necessary, may update the fee schedule. Regardless of changes in data product fees, a county GIS data fee schedule will be submitted annually to the county council as an informational update. For good cause, the county administrator may waive or reduce fees for GIS data when such actions result in serving the best interest of the county.~~
- (4) ~~Customers requesting data on a regular basis may request to receive data at a subscription rate, but must enter into a non-transferable data license agreement with the county.~~
- (5) ~~All GIS-related information constituting a public record, as defined by S.C. Code 1976, § 30-4-20, as amended, may be provided at no charge via Internet access or at a minimal charge if such information is in digital or hard copy format. The minimal fees for digital or hard copy public record information shall be included in the approved fee schedule.~~

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

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

SECTION IV. Effective Date. This ordinance shall be effective from and after _____, 2015.

RICHLAND COUNTY COUNCIL

BY: _____
Torrey Rush, Chair

ATTEST THIS THE ____ DAY
OF _____, 2015

S. Monique McDaniels
Clerk of Council

RICHLAND COUNTY ATTORNEY'S OFFICE

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

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

Richland County Council Request of Action

Subject:

Accommodations Tax Grant Reallocation for a Book Festival

Richland County Council Request of Action

Subject: Accommodations Tax Grant Reallocation for a Book Festival

A. Purpose

County Council is requested to approve reallocating an Accommodations Tax Grant in the amount of \$9,800, awarded to the Humanities Council SC for the South Carolina Book Festival, to One Columbia for Arts and History for their Deckle Edge literary festival.

B. Background / Discussion

Richland County awarded the Humanities Council SC an Accommodations Tax Grant for FY16 in the amount of \$9,800 for the South Carolina Book Festival. The Humanities Council recently announced that they would no longer be hosting the South Carolina Book Festival and informed County staff that they will not be accepting the FY16 Accommodations Tax Grant.

One Columbia for Arts and History has brought together a group of leaders in the literary community in Richland County to redevelop a new book festival to take the place of the SC Book Festival. One Columbia for Arts and History has a history of facilitating arts and cultural activities with partners in the City of Columbia and in Richland County. The organization is a 501(c)3 non-profit that serves in the role of an office of cultural affairs and promotes arts and cultural events with the goal of increasing tourism to the area.

One Columbia for Arts and History is requesting County Council to reallocate \$9,800 in Accommodations Tax Grant funds that were allocated to the Humanities Council SC for the South Carolina Book Festival to One Columbia for Arts and History for their Deckle Edge literary festival. A deckle edge is a type of rough cut edged paper used in the book trade. Often, the deckle edge is a signifier of a nicer book, as it costs publishers a bit more to add that feature on to the book. One Columbia came up with this name to give their event more uniqueness, and look to growing the event in the future so that it's not necessarily tied with a specific locality like Columbia or South Carolina and that it might draw visitors from around the Southeast and the Nation. It's similar to how other book and literary festivals brand themselves like Bookmarks (in Winston-Salem, NC) or Litquake (California).

The Accommodations Tax grant funds will support the inaugural Deckle Edge literary festival to be held in Columbia in February of 2016. The weekend literary festival and related programming seeks to continue and expand upon the tradition of the former South Carolina Book Festival. While they will be offering programming similar to that of the SC Book Festival, they are also introducing new programming to attract a broader audience and forge new bonds within Richland County and throughout South Carolina. A detailed description of their literary festival is attached.

C. Legislative / Chronological History

Council has previously approved Accommodations Tax funding to the Humanities Council in past years, including FY16, for the SC Book Festival.

D. Financial Impact

The financial impact of reallocating the Accommodations Tax Grant funds to One Columbia is \$0, as the \$9,800 was approved during the FY16 budget process as an Accommodations Tax Grant to the Humanities Council SC for the SC Book Festival.

Book Festival	\$9,800
Total	\$9,800.00

An Accommodations Tax Grant application for One Columbia for Arts and History for their Deckle Edge literary festival is attached, which provides a detailed budget narrative. (That thing is SUPER blurry. Please fix.)

If, however, Council chooses to *not* reallocate these funds, \$9,800 will revert to the Accommodations Tax fund balance.

E. Alternatives

1. Approve the request to reallocate \$9,800 in Accommodations Tax Grant funds that were allocated to the Humanities Council SC for the South Carolina Book Festival to One Columbia for Arts and History for their Deckle Edge literary festival.
2. Do not approve the request to reallocate the \$9,800 in Accommodations Tax Grant funds that were allocated to the Humanities Council SC for the South Carolina Book Festival to One Columbia for Arts and History for their Deckle Edge literary festival. These funds will revert to the Accommodations Tax fund balance.

F. Recommendation

This is a funding policy decision for Council.

Recommended by: Brandon Madden
Department: Administration
Date: 9/8/15

G. Reviews

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

Please be specific in your recommendation. While “Council Discretion” may be appropriate at times, it is recommended that Staff provide Council with a professional recommendation of approval or denial, and justification for that recommendation, as often as possible.

Finance

Reviewed by: Daniel Driggers

Date: 9/14/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Request is a funding decision at the discretion of Council.

Legal

Reviewed by: Elizabeth McLean

Date: 9/15/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Policy decision left to Council's discretion.

Administration

Reviewed by: Roxanne Ancheta

Date: September 16, 2015

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation: While this is a policy decision of Council, the event is almost identical in nature as to what Council approved for the Humanities Council SC (ie, a book festival); the requesting agency is a 501(c)3; and the cost impact is neutral, as it would be a reallocation of currently appropriated funds. One Columbia for Arts and History has submitted an application outlining the event, and, if funds are received, must report its tourism outcomes, as do all other Accommodations Tax recipients. Therefore, it is recommended that Council approve this reallocation request.



ACCOMMODATIONS TAX GRANT APPLICATION

Funding for FY2016 (July 1, 2015 – June 30, 2016)

Due: **Monday, March 2, 2015**

INCORPORATION DATE:

FEDERAL ID#:

ORGANIZATION:

ORGANIZATION ADDRESS:

CONTACT:

TITLE:

PHONE:

EMAIL:

MISSION STATEMENT:

PROJECT TITLE:

TOTAL AMOUNT REQUESTED: \$

TOTAL PROJECT COST: \$

PROJECT START DATE:

PROJECT END DATE:

ESTIMATED TOTAL ATTENDANCE:

ESTIMATED TOURISTS:

TOTAL ESTIMATED ROOM NIGHTS:

TOTAL ESTIMATED MEALS:

DESCRIBE METHODS USED TO DETERMINE THE NUMBERS ABOVE: (Include if the room nights and meals will be in the incorporated or unincorporated areas of the County)

PROGRAM LOCATION(S)

DOES YOUR PROJECT REQUIRE PERMITS?

YES

NO LIST THOSE REQUIRED:

PROJECT DESCRIPTION (Add up to one additional sheet, if needed):

BENEFIT TO TOURISM:

BENEFIT TO COMMUNITY AND RICHLAND COUNTY:

MANAGEMENT CAPABILITY TO MAKE THIS PROJECT SUCCESSFUL:

OUTLINE PROJECT MARKETING PLAN AND TOURISM TRACKING MECHANISM:

Attach the following REQUIRED documents to your application. Incomplete applications will not be evaluated. See Guidelines for more detail.

1. Budget and grant narrative detail (Budget/Narrative form is below)
2. 501 c 3 determination letter from IRS confirming nonprofit status
3. Confirmation of current registration as a charity with the SC Secretary of State's Office
4. List of current organization board of directors
5. Organization's most recent 990 tax form

Executive Director Signature: _____ Date: _____

Board Chairman Signature: _____ Date: _____

ACCOMMODATIONS TAX GRANT BUDGET

List the expenses for your project below. Add expense categories in the blank lines below, if needed and consult the guidelines for eligible expenditures.

Expense Category	County A-Tax Request	Other Sources	Total
Advertising/Marketing/Promotion			
Municipal Services/Security			
Entertainment/Speakers/Guest Artists/Instructors			
Total			

List the income sources for your program/project below. Include the amount requested in this application.

Income Source	Amount	Pending/Received
FY16 Richland County A-Tax Request		

BUDGET NARRATIVE: Add one additional sheet, if needed. Provide details on how you will spend Richland County A-Tax grant funds. See guideline for instructions.

One Columbia requests Richland County Accommodations Tax funds to support the inaugural Deckle Edge literary festival to be held in Columbia in February of 2016. This weekend literary festival and related programming seeks to continue and expand upon the tradition of the former South Carolina Book Festival. While we will be offering programming similar to that of the SC Book Festival, we are also introducing new programming to attract a broader audience and forge new bonds within Richland County and throughout South Carolina.

The inaugural Deckle Edge literary festival will be held February 19-21, 2016, in Columbia, South Carolina. While the exact location is yet to be determined, we are currently in negotiations with Columbia Metropolitan Convention Center, Historic Columbia, and Township Auditorium as possible venues. We will also host several offsite events at locations such as the Nickelodeon Theatre, Tapp's Art Gallery, and in public schools throughout Richland County.

Deckle Edge will feature readings, book signings, panel presentations, vendors, workshops, and activities for children and young adult readers, just as the SC Book Festival always has. New programming will include, but not be limited to, an event hosted by The Watering Hole: An Online Community Dedicated to Poets of Color, panel discussions on lyrics and songwriting with live musical performances, panel discussions on screenwriting with screenings of short films written by the panelists, public school readings by visiting children's and YA authors, readings by former students of the Tri-DAC Creative Writing Program and other young writers from SC, panels and readings on "Writing War," an event hosted by Poets Respond to Race, a panel and readings of LGBT Southern Poets, panels with editors from literary journals and publishers, literary themed dinners and meet-and-greets with visiting authors, panels on the anatomy of the book, panels on writing comic books and video game narratives, and a literary themed beirgarten and cocktail hour. The vendors' exhibit hall, book signings, panel discussions, readings, and most other events will be free and open to the public. Dinners and a few other off-site events will be ticketed events for fundraising purposes.

The Deckle Edge steering committee is comprised of community leaders from Richland County and professionals in education, publishing, and literary nonprofits. Although the committee was formed only a few weeks ago, we have already secured several nationally recognized authors to participate, including David Axe, Daniel Buckman, Julia Elliott, Ed Madden, Ray McManus, Susan Laughter Meyers, Mark Powell, George Singleton, and Joni Tevis. We are actively courting more participants. Deckle Edge will also host many of the same vendors the SC Book Festival previously hosted, including book publishers, antiquarian booksellers, literary journals, writers groups, and literary nonprofits from South Carolina, the Southern region, and across the United States. Based on numbers from previous years of the SC Book Festival, we expect that 75% of participants, 25% of vendors, and 5% to 10% of festival visitors will come from outside of South Carolina.

While we hope to appeal to a regional and even national audience, Deckle Edge is a community-focused effort. We will be partnering with an extensive network of South Carolina literary organizations, including Hub City Writers Project, The University of South Carolina Press, SC Center for Children's Books & Literacy, Ed Madden and the Columbia Office of the Poet Laureate, South Carolina Poet Laureate Marjory Wentworth, Humanities Council SC, Richland County Public Libraries, The Low Country Initiative for Literary Arts, and Richland County

School District One, among others. Through our distinct programming and the variety and quality of authors we host, we hope to help make Richland County and South Carolina earn greater recognition as a national literary center.

Deckle Edge will use A-Tax Grant funds primarily for marketing and public relations outreach to attract visitors from outside of Richland County. Marketing will include print and online advertising in newspapers and magazines, as well as TV and radio spots, in Columbia and key regional cities such as Charleston and Charlotte, as well as print and trade magazines and websites like *Publishers Weekly*. We also intend to launch an online ad campaign with Litbreakers, an online marketing company that targets readers, writers, publishers, and the national literary community in general. In addition to TV, radio, print, and online advertising, we will also promote Deckle Edge through a range of social media accounts and a new website we hope to launch in the coming weeks. We will also rely on many of the other methods employed by the former SC Book Festival, such as banners in downtown Columbia and billboards in Richland County and key SC cities. As much visitor contact information as possible will be harvested from previous SC Book Festivals, with the help of Humanities SC, for email and direct mail marketing campaigns. Press releases will be sent to regional newspapers and online media, as well as national trade magazines, writers groups, and college and university English and writing programs.

Deckle Edge will track visitors with a brief registration form that visitors will fill out upon entering festival events and a questionnaire that visitors will be encouraged to fill out at events. This information will also be used to send direct mailings and emails to these visitors in the future in hopes that they will return in coming years.

Richland County Council Request of Action

Subject:

Richland County Conservation Department Request to Negotiate Property Purchase/Donation

Richland County Council Request of Action

Subject: Richland County Conservation Department Request to Negotiate Property Purchase/Donation

A. Purpose

County Council is requested to approve negotiations to purchase several acres and accept a donation of an estimated 40 to 60 acres northwest and adjacent to the existing Cabin Branch property for conservation, mitigation and recreational purposes.

B. Background / Discussion

In 2014 Richland County Council approved the purchase of approximately 600 acres along Cabin Branch (see map in Appendix) for conservation, mitigation and future recreational uses. The additional acreage requested contains a portion of a Carolina Bay and excellent access opportunities from Lower Richland Blvd. to the county-owned Cabin Branch tract. The donation portion of the property will allow the County to acquire the acreage at a reduced cost.

The Richland County Conservation Commission (RCCC) has been allowing funds to accumulate in the RCCC Fund established for the purpose of funding acquisitions. County Council approval is required to expend these funds. The RCCC believes the addition of the tract will add access opportunities to county-owned properties, preserve portions of a Carolina Bay, and provide conservation, mitigation and recreational uses in the future. Additionally, the RCCC has started the process to develop a concept plan for the Cabin Branch and other properties to produce a comprehensive framework to establish nature-based and passive recreation in this area. This framework fits in with the Lower Richland Strategic Master Plan adopted in March 2014 to develop a tourism strategy, identify and protect critical natural assets such as river corridors, develop trails, greenways, sidewalks, bike paths, and other areas for passive recreational activities, and encourage economic growth while maintaining the rural character of the land. Part of this framework will be the development of a business plan including capital, operating and maintenance costs for the proposed implementation.

At its August 27, 2015 meeting, the RCCC approved negotiating with and allocating funds for a potential purchase of several acres and a donation by the landowner of some 40 – 60 acres. At this point to determine if an acceptable deal is possible for RCCC to purchase the property with a partial donation, we need County Council approval to negotiate.

C. Legislative / Chronological History

This is a staff initiated request; therefore there is no legislative history.

D. Financial Impact

This information will be discussed in Executive Session as this Request of Action pertains to a contractual matter. Funds are available in the RCCC Capital Acquisition Fund.

E. Alternatives

1. Approve negotiations to purchase several acres and accept a donation of 40 to 60 acres northwest and adjacent to the existing Cabin Branch property for conservation, mitigation and recreational purposes.

2. Do not approve negotiations to purchase with a partial donation 40 to 60 acres northwest and adjacent to the existing Cabin Branch property for conservation, mitigation and recreational purposes.

F. Recommendation

It is recommended that Council approve negotiations to purchase several acres and accept a donation of 40 to 60 acres northwest and adjacent to the existing Cabin Branch property for conservation, mitigation and recreational purposes.

Recommended by: Quinton Epps, Director

Department: Conservation

Date: September 2, 2015

G. Reviews

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

Please be specific in your recommendation. While “Council Discretion” may be appropriate at times, it is recommended that Staff provide Council with a professional recommendation of approval or denial, and justification for that recommendation, as often as possible.

Finance

Reviewed by: Daniel Driggers

Date: 9/2/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Recommendation is based on the RCCC approval of the project and that the proposal is consistent with the funding strategy of the fund.

Support Services

Reviewed by: John Hixon

Date: 9/3/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Although the Support Services department recommends approval, it is noted in the background section that “Part of this framework will be the development of a business plan including capital, operating and maintenance costs for the proposed implementation”.

During the FY16 budget process requested new positions and funding was not approved for the Support Services department to add resources to maintain or improve the additional property’s being added to the county inventory of real property’s, so our current resources do not allow for our ability to maintain the addition of any properties so there needs to be a funding plan by RCCC to develop and fund the operation and maintenance of the property if purchased.

Legal

Reviewed by: Elizabeth McLean
 Recommend Council approval

Date: 9/8/15

Recommend Council denial

Comments regarding recommendation: Policy decision left to Council's discretion.

Administration

Reviewed by: Sparty Hammett
 Recommend Council approval

Date: 9/9/15

Recommend Council denial

Comments regarding recommendation:

APPENDIX



Richland County Council Request of Action

Subject:

Conservation Department: Reallocation of Grant Funds

Richland County Council Request of Action

Subject: Conservation Department: Reallocation of Grant Funds

A. Purpose

Richland County Conservation Commission (RCCC) requests County Council approve two grant reallocations of \$26,916 in FY15 funds to the Wiley Kennedy Foundation for pond dam stabilization and trail construction at Bethlehem Nature Wildlife Area.

B. Background / Discussion

In FY15 RCCC received only three Community Conservation Grant applications and all were funded. Wiley Kennedy Foundation, a non-profit organization associated with Bethlehem Baptist Church, received a grant to create wildlife habitat, a hiking trail, and nature classroom on a logged-over tract of church-owned property on Whispering Pines Road. An engineering report on the one-acre pond indicated problems with the outlet structure and overflow pipe. The Foundation has received three quotes for the necessary work, all of which exceed available remaining grant funds. Because the pond work is crucial for the safety of this project and knowing there would be left over funds from the other two conservation grants, RCCC approved the reallocation and staff requested Finance Department approve a rollover of \$26,916 from the remaining two conservation grant funds.

The unexpended funds come from the grants to the Barclay School and Gills Creek Watershed Association (GCWA). When the Barclay School received an offer to move the special needs school to Fairfield County in early 2015, they abandoned progress on building a rammed earth nature classroom, leaving a balance of \$19,115. GCWA placed two environmental education/watershed related signs at key locations in the watershed – Sesquicentennial State Park and Cross Hill Market. The third kiosk could not be placed because the property owner changed his mind. A balance of \$7,801 remained in this grant.

C. Legislative / Chronological History

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

D. Financial Impact

There is no financial impact in the RCCC budget, assuming the requested rollover of FY15 funds is approved by the Finance Department. Without the rollover, the project cannot go forward.

E. Alternatives

1. Approve the request to reallocate \$26,916 from FY15 funds from two grant projects to benefit the third grantee, Wiley Kennedy Foundation.
2. Do not approve the request to reallocate funds. This would greatly hinder the Foundation's efforts to restore the degraded land, make the pond safe, and provide a hiking trail and environmental education activities for young and old.

F. Recommendation

It is recommended that Council approve the request to reallocate \$26,916 in FY15 funds to the Wiley Kennedy Foundation for pond dam stabilization and trail construction at Bethlehem Nature Wildlife Area.

Recommended by: Quinton Epps, Director

Department: Conservation

Date: September 2, 2015

G. Reviews

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

Please be specific in your recommendation. While “Council Discretion” may be appropriate at times, it is recommended that Staff provide Council with a professional recommendation of approval or denial, and justification for that recommendation, as often as possible.

Finance

Reviewed by: Daniel Driggers

Date: 9/2/15

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Recommend approval but would suggest an alternative three that the project be approved but funded within the current year appropriation level. Historically, the Department has not spent all funds allocated

Grants

Reviewed by: Brandon Madden

Date: 9/3/15

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Legal

Reviewed by: Elizabeth McLean

Date: 9/3/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Policy decision left to Council’s discretion.

Administration

Reviewed by: Sparty Hammett

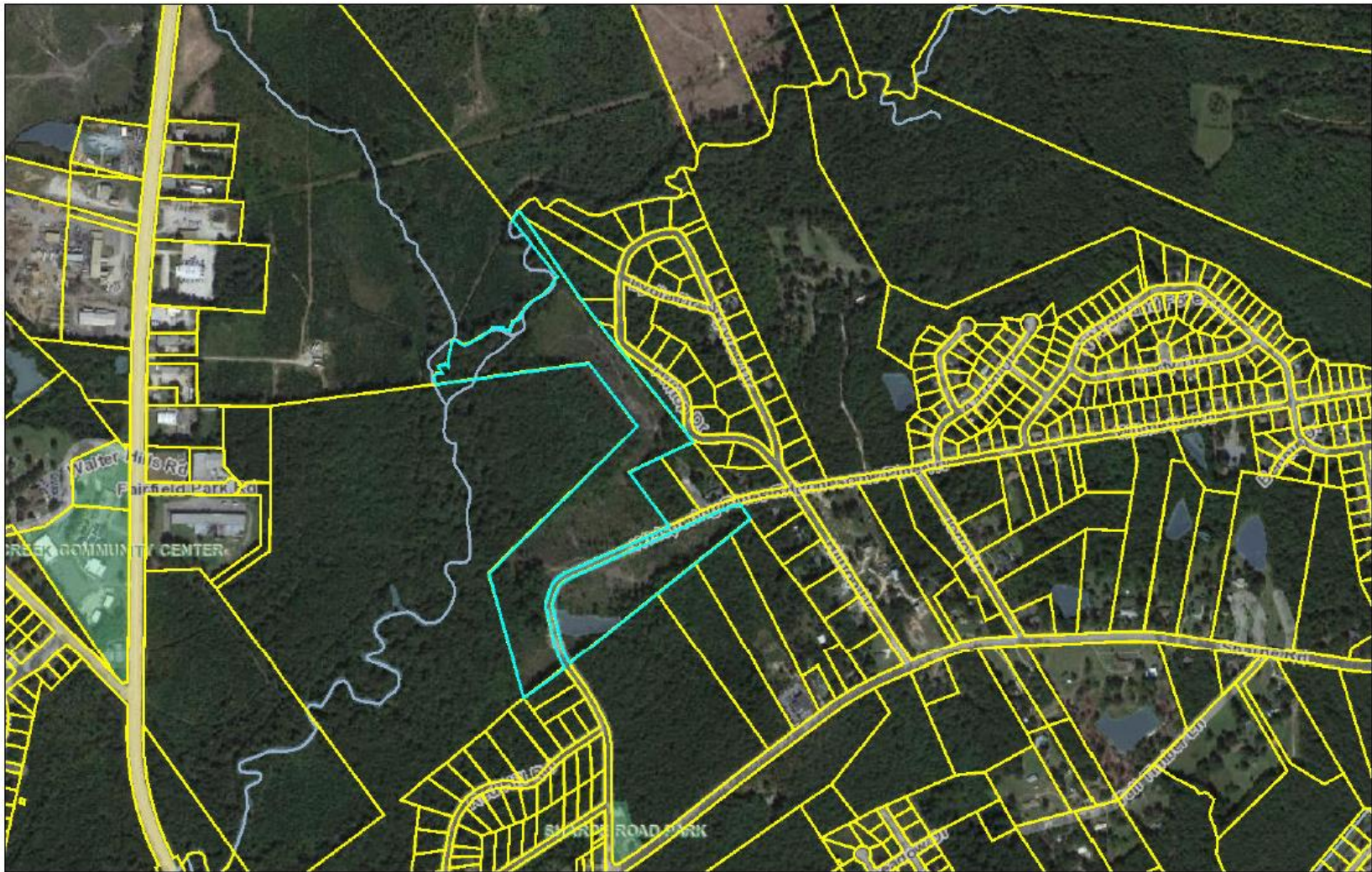
Date: 9/3/15

✓ Recommend Council approval

Recommend Council denial

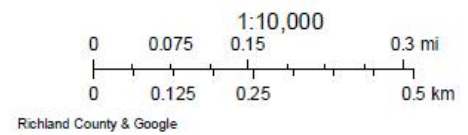
Comments regarding recommendation:

Bethlehem Church Nature Area on Whispering Pines Road



September 2, 2015

- Parcels
- Streams



Me
Copyright 2015

Richland County Council Request of Action

Subject:

Solid Waste - Award of Contract for Solid Waste Engineering Services

Richland County Council Request of Action

Subject: Solid Waste - Award of Contract for Solid Waste Engineering Services

A. Purpose

County Council is requested to approve to negotiate and award the on-call engineering contract to Civil & Environmental Consultants, Inc. for the purpose of performing SCDHEC (South Carolina Department of Health and Environmental Control) mandated groundwater sampling, analysis and reporting; stormwater design, re-design, sampling and reporting; landfill gas sampling and reporting for our landfill; design, re-design and permitting of new and existing county solid waste management facilities; and general compliance with the Solid Waste Policy and Management Act (“Act”) and promulgated solid waste regulations consistent with the established protocols of SCDHEC.

B. Background / Discussion

All solid waste management facilities from time to time require the use of engineering firms who specialize in solid waste management facility design, permitting and environmental monitoring. The firms necessarily have to know and understand the solid waste and stormwater regulations controlled by SCDHEC and have an understanding of the legal processes established by SCDHEC related to such permitting.

The County Landfill complex consists of 600 acres on which 4 disposal areas are located which require routine monitoring of groundwater and landfill gas; routine monitoring of stormwater. In addition to the aforementioned activities, the selected firm will be asked to modify our existing Class Two landfill and wood chipping/compost permit to be consistent with current operating procedures.

We have reached a stage where we have to plan for the future management of Class Two waste. (i.e., the next disposal option and how that best fits the landfill site.) Having an on-call firm that specializes in solid waste management engineering and environmental monitoring is essential to the continuity of our facility’s operation and future use.

Portions of the services (environmental monitoring) covered under this contract are due to be completed by the end of September per SCDHEC.

C. Legislative / Chronological History

There is no legislative history relative this contract. The work performed is required pursuant to the Act.

D. Financial Impact

The contract is for five years, renewable on a year-to-year basis. The Solid Waste Department has funding available for these services in their FY16 and will have the funding available in their annual budget in the subsequent years as it pertains to this contract.

E. Alternatives

1. Approve to negotiate and award the on-call engineering contract to Civil & Environmental Consultants, Inc. for solid waste permitting and environmental monitoring services for the County’s Landfill complex. The contract is for five years, renewable on a year-to-year basis.
2. Do not approve to negotiate and award the on-call engineering contract to Civil & Environmental Consultants, Inc. for solid waste permitting and environmental monitoring services for the County’s Landfill complex.

F. Recommendation

It is recommended that Council approve to negotiate and award the on-call engineering contract to Civil & Environmental Consultants, Inc. for the purpose of assisting us to meet our state mandated solid waste permitting and environmental monitoring requirements.

Recommended by: Rudy Curtis

Department: Solid Waste

Date: September 29, 2015

G. Reviews

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

Finance

Reviewed by: Daniel Driggers

Date: 9/9/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Procurement

Reviewed by: Cheryl Patrick

Date: 9/9/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Eight responses were received for this solicitation. Civil & Environmental Consultants, Inc. was deemed by the evaluation team to be the highest ranked proposer. This is a time sensitive matter as per SC DHEC. Procurement recommends Council approve to move forward with negotiating and awarding the On-Call Engineering (OCE) contract to Civil & Environmental Consultants, Inc. for the purpose of assisting Richland County to meet state mandated solid waste permitting and environmental monitoring requirements.

Legal

Reviewed by: Elizabeth McLean

Date: 9/9/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Policy decision left to Council’s discretion.

Administration

Reviewed by: Warren Harley

Date: 9/14/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Richland County Council Request of Action

Subject:

Deletion of Chapter 19, Parks and Recreation

Richland County Council Request of Action

Subject: Deletion of Chapter 19, Parks and Recreation

A. Purpose

County Council is requested to consider an ordinance deleting Chapter 19, Parks and Recreation, from the Code of Ordinances in its entirety.

B. Background / Discussion

It has come to the attention of the Legal Department (through Mr. Pearce) that Chapter 19, Parks and Recreation, contains obsolete/inaccurate language which should be deleted from the Code of Ordinances in its entirety. The Chapter contains only three numbered paragraphs (see below) which deal with the creation of the Richland County Recreation Commission, the appointment of the members of that body, and the creation and appointment of the Columbia Music Festival Commission. Per state law (local legislation), these duties and functions belong to the State and not the Richland County Council.

CHAPTER 19: PARKS AND RECREATION*

ARTICLE I. IN GENERAL

Sec. 19-1. The Recreation Commission of Richland County.

There is hereby created the Recreation Commission of Richland County, which shall have a governing body that is appointed by the county council.
(Ord. No. 2061-90, § I, 12-18-90)

Secs. 19-2--19-10. Reserved.

ARTICLE II. RECREATION COMMISSION

Sec. 19-11. Appointive powers of council.

The county council hereby assumes the appointive powers and authority for the membership of the governing body of the county recreation commission, pursuant to section 4-9-170 of the Code of Laws of South Carolina, 1976.
(Code 1976, § 2-7073; Ord. No. 637-79, § 1, 1-1-80)

Secs. 19-12--19-22. Reserved.

ARTICLE III. COLUMBIA MUSIC FESTIVAL

Sec. 19-23. Appointive powers of commission.

The county council hereby assumes the appointive powers and authority for the membership of the governing body of the Columbia Music Festival, pursuant to section 4-9-170 of the Code of Laws of South Carolina, 1976.
(Code 1976, § 2-7071; Ord. No. 637-79, § 1, 1-1-80)

C. Legislative / Chronological History

None. Staff initiated.

D. Financial Impact

None.

E. Alternatives

1. Adopt the ordinance deleting Chapter 19, Parks and Recreation.
2. Do not adopt the ordinance deleting Chapter 19, Parks and Recreation.

F. Recommendation

Recommended by: Elizabeth McLean

Department: Legal

Date: 9/8/15

G. Reviews

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

Please be specific in your recommendation. While “Council Discretion” may be appropriate at times, it is recommended that Staff provide Council with a professional recommendation of approval or denial, and justification for that recommendation, as often as possible.

Finance

Reviewed by: Daniel Driggers

Date: 9/18/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Recommendation based on review of Legal Department.

Legal

Reviewed by: Elizabeth McLean

Date: 9/16/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Policy decision left to Council’s discretion.

Administration

Reviewed by: Roxanne Ancheta

Date: September 16, 2015

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: As the information currently contained in the Richland County Code of Ordinances is inaccurate, it is recommended that it be removed.

STATE OF SOUTH CAROLINA
COUNTY COUNCIL FOR RICHLAND COUNTY
ORDINANCE NO. ____-15HR

AN ORDINANCE AMENDING THE RICHLAND COUNTY CODE OF ORDINANCES, CHAPTER 19, PARKS AND RECREATION; SO AS TO DELETE THE ENTIRE CHAPTER.

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

SECTION I. The Richland County Code of Ordinances; Chapter 19, Parks and Recreation; is hereby deleted in its entirety and reserved for future use.

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

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

SECTION IV. Effective Date. This ordinance shall be enforced from and after _____, 2015.

RICHLAND COUNTY COUNCIL

BY: _____
Torrey Rush, Chairperson

ATTEST THIS THE ____ DAY

OF _____, 2015.

S. Monique McDaniel
Clerk of Council

RICHLAND COUNTY ATTORNEY'S OFFICE

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

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

Richland County Council Request of Action

Subject:

Human Resources - Domestic Violence Policy

Richland County Council Request of Action

Subject: Human Resources - Domestic Violence Policy

A. Purpose

County Council is requested to approve and institute a domestic violence policy to enhance workplace awareness and capacity to help create a supportive work environment for employees who are impacted by violence. This policy will be included in the County's Human Resources Department's Guidelines.

B. Background / Discussion

The County does not have workplace policy that specifically addresses domestic violence, sexual violence, dating violence and stalking. The County recognizes that domestic violence, sexual violence, dating violence, and stalking are issues that can impact the workplace even if the incidents occur outside of the workplace.

Therefore, Council is requested to approve and institute the attached domestic violence policy as part of the County's commitment to a healthy, safe organizational climate. The role of this policy is to enhance workplace awareness and capacity to help create a supportive work environment for employees who are impacted by violence, including provisions of education for employees and management, especially information and referrals to law enforcement.

The policy is not intended to be punitive for victims. Victims and survivors are encouraged to seek assistance – via law enforcement, or other available resources – but will not be disciplined if they do not take the steps recommended below.

C. Legislative/Chronological History

This request was initiated after discussions between Councilwoman Dixon and staff regarding the County's workplace violence policies. There is no legislative history associated with this request.

D. Financial Impact

There is no financial impact associated with this request.

E. Alternatives

1. Approve the request to institute the domestic violence policy within the County's Human Resources Department guidelines as presented in the agenda packet.
2. Do not approve to institute the domestic violence policy within the County's Human Resources Department guidelines.

F. Recommendation

It is recommended that Council approve and institute a domestic violence policy to enhance workplace awareness and capacity to help create a supportive work environment for employees who are impacted by violence. This policy will be included in the County's Human Resources Department's Guidelines.

Recommended by: Councilwoman Julie Ann Dixon

Date: 9/8/15

G. Reviews

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

Finance

Reviewed by: Daniel Driggers

Date: 9/11/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Support the request in concept but is a policy decision for Council. Based on section D, approval has no financial impact.

Human Resources

Reviewed by: Dwight Hanna

Date: 9/14/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

HRD supports the concept of the request. At the request of Council Member Dixon, HRD has worked with Ms. Dixon and several County departments to get input and draft the proposed policy.

Sheriff

Reviewed by: Chris Cowan

Date: 9/17/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

The Sheriff's Department supports the concept of this request and believes that anything to raise awareness and prevention to domestic violence is extremely important. Some specific suggestions:

The definition of Domestic Violence does not seem to be in line with the legal definition and we suggest it be changed in the first sentence to: "Domestic Violence: an act, threat, or a combination thereof to cause physical harm or injury to a current or former spouse, person of the opposite sex that is currently or has formerly cohabitated with the perpetrator, or person with whom the perpetrator shares a child in common, committed with the present ability to do so and under circumstances that reasonably create fear of imminent peril..."

There should be an addition of a definition for dating violence i.e. stalking as an example. It is referenced in defining domestic violence and sexual violence but it might be a chance to specifically define it and draw attention to it as well.

Before the guidelines are adopted RCSD is asking that the reference to responsibility of the discretion of the ordinance be defined as the County Administrator. It appears that RCSD is the responsible party as referenced in 4.7. It appears unclear of whether this is applying to just section 4 or the entire guidelines.

Legal

Reviewed by: Elizabeth McLean

Date: 9/16/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Policy decision left to Council's discretion.

Administration

Reviewed by: Roxanne Ancheta

Date: September 17, 2015

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: While this is a policy decision of Council, it is recommended that Council approve a domestic violence policy to enhance workplace awareness and capacity to help create a supportive work environment for employees who are impacted by violence. The policy is intended to be punitive for victims. Victims

and survivors are encouraged to seek assistance – via law enforcement, or other available resources – but will not be disciplined if they do not take the steps recommended below. The Sheriff Department's comments were received Friday afternoon. Their comments / recommendations can be discussed at the Committee meeting, and the policy can be revised as Council directs in advance of the Council Meeting.

RICHLAND COUNTY HUMAN RESOURCES GUIDELINES	
TITLE: Domestic Violence	Number:
EFFECTIVE DATE: 10/20/14	Page: 1 of
REVISION DATE: 10/20/14	REVISION #:
PREPARED BY: Human Resources Department	AUTHORIZED BY:

PURPOSE:

Richland County Government (RCG) institutes this policy as part of its commitment to a healthy, safe organizational climate and to support the prevention and reduction of the threats, incidence and effects of domestic violence, sexual violence, dating violence, and stalking. RCG is committed to the prevention and elimination of violence. RCG recognizes that domestic violence, sexual violence, dating violence, and stalking are issues that can impact the workplace even if the incidents occur elsewhere. Incidents of domestic violence, sexual violence, dating violence, and stalking can cross economic, educational, cultural, age, gender, racial, and religious lines. They can occur in heterosexual and same-sex intimate relationships, including marriage, cohabitation, or dating; as well as in non-intimate heterosexual or same-sex relationships, such as between two coworkers or between a supervisor and subordinate; and they can occur between strangers.

The purposes of this policy is also to enhance workplace awareness and capacity to help create a supportive work environment for employees who are impacted by violence, including provisions of education for employees and management, especially information and referrals to law enforcement.

NOTE: The County does not have an unlimited right to pry into an employee’s private life. Supervisors are discouraged from taking a “counseling” role with suspected or identified victims of domestic violence. Instead, while maintaining a compassionate stance, supervisors should limit their involvement to steps necessary to safeguard workplace safety and productivity, appropriately refer employees, and report to law enforcement. This policy is not intended to be punitive to survivors or victims.

DEFINITIONS:

- A. Survivor or Victim: an individual who is currently subject to, has been threatened, or has in the past been subjected to, domestic or sexual violence, dating violence, or stalking.
- B. Perpetrator: the individual who threatens to commit, commits or threatens to commit an act of domestic violence, sexual violence, dating violence, and stalking.
- C. Domestic Violence: a single incident, series of acts or threats, pattern of coercive behavior, including acts or threatened acts, that is used by a perpetrator to gain power and control over a current or former spouse, family member, intimate partner, or person with whom the perpetrator shares a child in common. It occurs in heterosexual and same-sex relationships and impacts individuals from all economic, educational, cultural, age, gender, racial, and religious demographics. Domestic violence includes, but is not limited to, physical or sexual violence, emotional and/or psychological intimidation, verbal abuse, stalking, economic control, harassment, physical intimidation, or injury.
- D. Sexual Violence: a range of behaviors, including but not limited to, sexual harassment, a completed nonconsensual sex act (i.e., rape), an attempted nonconsensual sex act, abusive

RICHLAND COUNTY HUMAN RESOURCES GUIDELINES	
TITLE: Domestic Violence	Number:
EFFECTIVE DATE: 10/20/14	Page: 2 of
REVISION DATE: 10/20/14	REVISION #:
PREPARED BY: Human Resources Department	AUTHORIZED BY:

sexual contact (i.e., unwanted touching), and non-contact sexual abuse (e.g., threatened sexual violence, exhibitionism, verbal harassment). Some or all of these acts may also be addressed in RCG’s Sexual Harassment Policy. Sexual violence is any sexual act or behavior that is perpetrated against someone's will when someone does not or cannot consent. Victims of sexual violence may know the perpetrator(s), such as a coworker or a supervisor, and/or may be involved in a dating or marital relationship with the perpetrator, or the perpetrator may be unknown to the victim. A person of any age or gender may be a victim of sexual violence. Consent is not given when a perpetrator uses force, harassment, threat of force, threat of adverse personnel action, coercion, or when the victim is asleep, incapacitated, or unconscious.

- E. Workplace-Related Incidents: workplace-related incidents of domestic violence, sexual violence, dating violence, and stalking include acts, attempted acts, or threatened acts by or against employees, and/or against employees’ families or property, that occur in the workplace or that occur outside the workplace but have an impact on the workplace. An employee is considered to be in the workplace while in, or utilizing the resources of the employer, including but not limited to facilities, work sites, equipment, or vehicles, or while on work-related travel.
- F. Workplace Safety Plan: a strategy developed in collaboration with a victim to implement workplace safety options, including but not limited to: handling of court protection orders, procedures for alerting security personnel, temporary or permanent adjustments to work schedules and locations, change in parking spots, and requests for escorts to and from workplace facilities.

PROCEDURE:

1. **Persons Covered by This Policy**: Persons covered by this policy include full and part time employees, interns, contractors, volunteers, or temporary workers engaged by RCG at any workplace location.
2. **Statement of Confidentiality**: RCG recognizes and respects an employee’s right to privacy and the need for confidentiality and autonomy. RCG to the extent reasonably possible shall maintain the confidentiality of an employee’s disclosure regarding violence to the extent permitted by law and unless to do so would result in physical harm to any person and/or jeopardize safety within the workplace. When information must be disclosed to protect the safety of individuals within the workplace, RCG shall attempt to limit the breadth and content of such disclosure to information reasonably necessary to protect the safety of the disclosing employee and others and to comply with the law. RCG shall attempt to make every effort to provide advance notice to the employee who disclosed information if the disclosure must be shared with other parties in order to maintain safety in the workplace or elsewhere. RCG shall also attempt to provide the employee with the name and title of the

RICHLAND COUNTY HUMAN RESOURCES GUIDELINES	
TITLE: Domestic Violence	Number:
EFFECTIVE DATE: 10/20/14	Page: 3 of
REVISION DATE: 10/20/14	REVISION #:
PREPARED BY: Human Resources Department	AUTHORIZED BY:

person to whom RCG intends to share the employee's statements, and shall explain the necessity and purpose regarding said disclosure.

3. Employer Response to Violence

3.1. Response to Victims

3.1.1. Non-discrimination and non-retaliation: RCG shall not discriminate in hiring, staffing, or other terms and conditions of employment against any employee for disclosing his or status as a victim of violence or for submitting a complaint or disclosing concerns about violence to RGC. RCG shall not retaliate or take adverse employment actions against any employee for submitting a complaint pursuant to this policy, for disclosing his or her status as a victim, or for actions of violence perpetrated by another against an employee that occur in or have an impact on the workplace.

3.1.2. If a supervisor suspects an employee is being abused, the following step should be taken:

3.1.2.1. Do not ignore the situation.

3.1.2.2. Do not force the employee to disclose the abuse as privacy rights need to be respected.

3.1.2.3. Treat victim employees with respect and provide support as appropriate.

3.1.2.4. Never require that the employee take particular steps to stop the abuse.

3.1.2.5. Inquire if the employee is in any perceived danger or in fear of any sort of retaliation by the abuser.

3.1.2.6. Refer the employee to law enforcement for appropriate referrals, safety planning, counseling, and support services, if agreed to by the employee.

3.1.2.7. Document your concerns and what actions were taken.

3.1.2.8. Continue to check in with the employee and ask that s/he continue to keep you informed.

3.1.3. Leave and Other Workplace Assistance:

3.1.3.1. To request leave, the employee should contact his/her supervisor or Department Head.

RICHLAND COUNTY HUMAN RESOURCES GUIDELINES**TITLE:** Domestic Violence**EFFECTIVE DATE:** 10/20/14**REVISION DATE:** 10/20/14**PREPARED BY:** Human Resources Department**Number:****Page:** 4 of**REVISION #:****AUTHORIZED BY:**

- 3.1.3.2. If an absence is approved, the employee should be clear about the plan to return to work.
- 3.1.3.3. While absent, the employee should maintain contact with his/her supervisor and the Human Resources Department relating to leave documentation.
- 3.1.3.4. When the need for time off is foreseeable, an employee must provide a reasonable advance notice request to the supervisor unless advance notice is not feasible.
- 3.1.3.5. RCG will also work with employee to determine if other non-leave related assistance will facilitate the employee's ability to remain safe and maintain his or her work performance, such as, but not limited to, modifying work schedules, changing employee's location within the workplace or location of a parking spot, changing phone numbers, arranging telecommuting options, etc. RCG will assist the employee to enforce his or her protection order, if known and applicable.
- 3.1.3.6. The supervisor may develop a work plan with the employee and provide leave and other accommodations.
- 3.1.3.7. The employee should save any threatening e-mail or voice-mail messages. These can potentially serve as evidence.
- 3.1.3.8. The employee should identify an emergency contact person and provide to supervisor.
- 3.1.3.9. RCG will work with local law enforcement personnel, and encourage employees to do so regarding criminal situations outside or inside the workplace.
- 3.2. Responses to Other Employees Concerned about Violence: Employees who suspect or witness acts of violence in the workplace, or who suspect or witness violence against an employee or perpetrated by an employee, are encouraged to report their concerns to the authorized law enforcement.
- 3.3. Responses to Employees Who Commit Violence: If an employee discloses that he or she has committed a workplace-related incident of violence, or if a supervisor becomes aware that an employee may have committed such incident, the supervisor is encouraged to report to law enforcement if a crime has occurred and conduct or refer the employee to the designated individual as specified below to conduct appropriate investigations, interventions, and referrals.

RICHLAND COUNTY HUMAN RESOURCES GUIDELINES	
---	--

TITLE: Domestic Violence

EFFECTIVE DATE: 10/20/14

REVISION DATE: 10/20/14

PREPARED BY: Human Resources Department

Number:

Page: 5 of

REVISION #:

AUTHORIZED BY:

- 3.3.1. RCG shall investigate promptly and take disciplinary action, up to and including termination, against any employee who threatens to commit or who commits workplace-related incidents of domestic violence, sexual assault, dating violence, or stalking.
- 3.3.2. Employees are prohibited from utilizing any workplace resources, such as work time, phones, email, computers, fax machines, weapons or other means to threaten, harass, intimidate, embarrass or otherwise harm another person.
- 3.4. Reporting and Referrals: Employees who are victims of domestic violence, sexual violence, dating violence, and stalking, and employees who are concerned about coworkers who are victims or who have witnessed acts or threatened acts of violence are encouraged to provide a report to law enforcement.
- 3.5. Threats and Potential Threats to Employees in the Workplace
 - 3.5.1. Notify supervisor and law enforcement (in case of criminal activity) if the perpetrator is harassing the victim while at work or causing problems for the department.
 - 3.5.2. If emergency situations occur:
 - 3.5.2.1. Contact law enforcement immediately and follow established safety procedures.
 - 3.5.2.2. Make every attempt to remove yourself from the dangerous area, if safe to do so.
 - 3.5.2.3. Inform any personnel of the situation who may be in direct or indirect danger, if safe to do so.
 - 3.5.2.4. Contact EMS and if properly trained, provide first aid to injured persons when and where this can be done without placing either yourself, victims, or rescuers in further danger.
 - 3.5.2.5. Close off access to any areas affected by the incident as soon as possible to prevent contamination or alteration of evidence, if safe to do so.
 - 3.5.2.6. Comply with law enforcement and public emergency responders during their response to an incident.
 - 3.5.2.7. Account for all personnel and determine their status and location in order to identify those who are missing and may still need help, and to be able to respond accurately to concerned parties, if safe to do so.

RICHLAND COUNTY HUMAN RESOURCES GUIDELINES	
---	--

TITLE: Domestic Violence

EFFECTIVE DATE: 10/20/14

REVISION DATE: 10/20/14

PREPARED BY: Human Resources Department

Number:

Page: 6 of

REVISION #:

AUTHORIZED BY:

4. Post educational materials related to domestic violence in areas such as rooms, bulletin boards, rest rooms, inserts in paycheck stubs, inter-office memos and newsletters. Educational materials may take the form of posters, brochures, informational cards and flyers, etc.

RESPONSIBILITIES:

1. Employees

1.1. All Employees

- 1.1.1. Encouraged to notify law enforcement and a supervisor of a domestic violence situation or threats of domestic violence.
- 1.1.2. Encouraged to participate in Domestic Violence and the Workplace education when offered.
- 1.1.3. Encouraged to immediately report to law enforcement and the supervisor of any threats or acts of domestic violence in the workplace that may be experienced or witnessed.
- 1.1.4. If taking leave to address domestic violence issues, discuss with their supervisor plans to return to work and the appropriate reporting procedures.
- 1.1.5. Save any threatening e-mail or voice-mail messages. These can potentially be used for future law enforcement action, or can serve as evidence that an existing restraining order was violated.
- 1.1.6. Identify an emergency contact person should the employer be unable to contact you.
- 1.1.7. Do not utilize any workplace resources, such as work time, phones, email, computers, fax machines, weapons, or other means to threaten, harass, intimidate, embarrass or otherwise harm another person.
- 1.1.8. An employee who is subject to a protection or restraining order, or who is a named defendant in a criminal action as a result of a threat or act of domestic violence, sexual violence, dating violence, or stalking must disclose the existence of such criminal or civil action if the conditions of such actions interfere with the employee's ability to perform his or her job, impact another employee at RCG, or specifically relate or name RCG. Failure to disclose the existence of being named in such criminal or civil actions in these circumstances will result in disciplinary action, up to and including termination from employment.

RICHLAND COUNTY HUMAN RESOURCES GUIDELINES	
---	--

TITLE: Domestic Violence
EFFECTIVE DATE: 10/20/14
REVISION DATE: 10/20/14
PREPARED BY: Human Resources Department

Number:
Page: 7 of
REVISION #:
AUTHORIZED BY:

2. Department Head/Supervisor

- 2.1. In emergency situations, notify law enforcement immediately and make every effort to protect yourself and your employees.
- 2.2. Never require that the employee take particular steps to address violence or stop the abuse. Do not discipline survivors or victims for not taking particular steps to address violence or stop the abuse.
- 2.3. Ensure employees are provided with a copy of this Domestic Violence Policy.
- 2.4. Participate in Domestic Violence and the Workplace education when provided.
- 2.5. Treat victim employees with respect and provide support as appropriate.
- 2.6. Share information about an incident only on a need-to-know basis, other than with law enforcement.
- 2.7. Post educational materials related to domestic violence in areas such as bulletin boards, rest rooms, inter-office memos and newsletters. Educational materials may take the form of posters, brochures, informational cards and flyers, etc.
- 2.8. Allow employees to take leave to address issues arising from violence suffered by an employee.
- 2.9. Notify law enforcement if the perpetrator is harassing the victim while at work or causing problems for the Department.
- 2.10. If the perpetrator violates the law enforcement protective order, and if known, notify the police immediately.
- 2.11. Continue to check with the employee and ask that s/he continue to keep you informed.
- 2.12. Document what actions were taken by the Department.
- 2.13. Inform the employee of the steps he or she can take to inform law enforcement related to domestic violence.

3. Human Resources Department

- 3.1. Encouraged to report incidents of domestic violence to law enforcement for investigation.
- 3.2. Coordinate Domestic Violence and the Workplace education and information dissemination.

RICHLAND COUNTY HUMAN RESOURCES GUIDELINES	
---	--

TITLE: Domestic Violence

EFFECTIVE DATE: 10/20/14

REVISION DATE: 10/20/14

PREPARED BY: Human Resources Department

Number:

Page: 8 of

REVISION #:

AUTHORIZED BY:

- 3.3. Develop and maintain up-to-date resources on domestic violence hotlines, advocacy groups, shelters, counseling services and legal services (pro bono legal assistance and domestic violence/family court information).
- 3.4. Share information about an incident with law enforcement but otherwise on only a need-to-know basis.

4. County Administrator

- 4.1. Take policy steps to ensure threats and/or acts of violence by employees are reported promptly to law enforcement.
- 4.2. Take reasonable steps to ensure, to the extent possible, the safety of employees.
- 4.3. Ensure a prompt and adequate response to any incident of violence in the workplace, including reporting to law enforcement and an appropriate investigation by the department involved.
- 4.4. Share information about an incident on only a need-to-know basis outside of law enforcement.
- 4.5. Make reasonable efforts to maximize the safety of all employees.
- 4.6. These efforts may include, but are not limited to escort services, improved lighting, working closely with appropriate law enforcement agencies, authorization of relocation of an employee's work station, installation of security cameras or silent alarms, and strict enforcement of current security procedures.
- 4.7. The Richland County Sheriff's Department must agree with all input on this topic.

Richland County Council Request of Action

Subject:

Sheriff's Department - Budget Amendment for the Purchase of Security Cameras

Richland County Council Request of Action

Subject: Sheriff's Department - Budget Amendment for the Purchase of Security Cameras

A. Purpose

County Council is requested to approve a budget amendment from the County's General Fund for the purchase and deployment of an additional 33 digital night vision capable cameras boxes (132 total cameras) from Statewide Security by the Sheriff's Department. The previous deployment of (5) five cameras has solved countless crimes including murder, burglary, aggravated assault and sexual assaults; the increase in the number of cameras will allow the Sheriff's Department to impact crime across County Council Districts.

B. Background / Discussion

Over the past two years several Council members had proposed the purchase of 22 cameras to be placed across the County as needed for crime. These previous proposals by Council were for \$69,000 annual cost to cover the installation and monitoring. The Department has developed a plan to fund 132 total cameras (4 cameras in each box) at a much lower cost than previously anticipated. These additional cameras will be deployed to address crime trends, across Council Districts, and allow the Department to situate cameras where and when they are needed.

Currently, the Sheriff's Department is paying for and utilizing (5) five cameras under a partnership with Statewide Security (a local business owner and Richland County resident). This allows the Department to deploy cameras into high crime areas and affect change in those communities. Importantly, this partnership with Statewide Security has and will allow our technology and technical support to mirror that of CPD's. The partnership with Statewide allows the footage to be accessible 24 hours a day 7 days a week and most importantly for the cameras to be moved, at a moment's notice, to locations where crime may or may have occurred. It will marry existing technology, service and security agreements and equipment between CPD and Statewide Security and between RCSD and Statewide Security.

One of our biggest successes has been a grocery and gas station where the installation of cameras caused crime and calls for service to go down 70%. People used to loiter in the parking lots which led to crimes of opportunity like armed robbery, auto theft, theft from auto and narcotics sales and use; to name a few. Additional examples of the use of cameras that has led to arrests:

1. Hockey masked bandit who did a series of armed robberies between several jurisdictions.
2. Sexual assault (case originated in Five Points and ended in the County)
3. Gang related shooting on Highway 277 into a car
4. Murder case from Starlight subdivision on Bluff Road
5. Tripp's Cleaners armed robbery on Broad River Road
6. Aggravated assault case at Broad River Rd and Zimelcrest Drive.

It has been proven time and again that the deployment of cameras results in crime prevention, criminal apprehension and arrest of those who would prey on our citizens - positively impacting the quality of life for our neighborhoods.

The Sheriff's Department is asking Council to allocate the funds necessary to deploy additional cameras across Richland County; funding the set up/equipment costs and the monthly monitoring costs.

C. Legislative / Chronological History

This is a needed upgrade and in addition to our current 5 cameras; the increase is necessary due to calls for service, County size and in an effort to positively impact more of the County.

There is no legislative history associated with the request. However, this is an important purchase and unique due to the reduced cost and importance of marrying existing technology, service and security agreements and equipment between CPD and Statewide Security and between RCSD and Statewide Security.

D. Financial Impact

This purchase will cost \$26,000 set up cost (first year only) and \$2,600 monthly monitoring, maintenance and technical support (total annual cost \$31,200). The first year total cost is \$57,200, which is the cost for support, maintenance, monitoring and installation.

E. Alternatives

1. Approve a budget amendment from the County's General Fund in the amount of \$57,200 for the first year costs to purchase and deploy an additional 33 digital night vision capable cameras boxes (132 total cameras) from Statewide Security by the Sheriff's Department. This approval will allow our technology and technical support to mirror that of CPD's cameras.
2. Do not approve the budget amendment from the County's general fund in the amount of \$57,200 to purchase and deploy an additional 33 camera boxes/132 cameras and it will greatly reduce our ability to capture criminals and fight crime.

F. Recommendation

It is recommended that Council approve the request for the equipment upgrade, service contract and deployment of this equipment across the County.

Recommended by: Major Chris Cowan

Department: Sheriff's Department

Date: August 26, 2015

G. Reviews

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

Please be specific in your recommendation. While "Council Discretion" may be appropriate at times, it is recommended that Staff provide Council with a professional recommendation of approval or denial, and justification for that recommendation, as often as possible.

Finance

Reviewed by: Daniel Driggers

✓ Recommend Council approval

Date: 9/8/15

Recommend Council denial

Comments regarding recommendation:

Request is an off-cycle budget request and was not included in FY16 budget request. Therefore recommendation is approval of project but would encourage an alternative 3 to include that approval require that funding be identified within existing appropriated funds.

Procurement

Reviewed by: Cheryl Patrick

Date: 9/9/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Procurement has no issue with this purchase provided documentation from the City of Columbia Police Department and Statewide Security is provided (prior to purchase) to ensure the purchase of the cameras does constitute a true parallel system of continuity and partnership and not circumvent the County's procurement process.

Legal

Reviewed by: Elizabeth McLean

Date: 9/15/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Subject to Procurement's approval, this is a policy decision left to Council's discretion.

Administration

Reviewed by: Warren Harley

Date: 9/16/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: The need for cameras notwithstanding, Administration recommends because this is an off-cycle request it be evaluated in the 2016 budget year. As an alternative Administration would recommend the department consider identifying funding within its current budget.



COLUMBIA POLICE DEPARTMENT

"Policing Excellence through Community Partnerships"

W.H. Holbrook
Chief of Police
Columbia Police Dept.
Columbia S.C.

The City of Columbia Police Department supports the Richland County Sheriff's Department's continued efforts to expand its camera surveillance footage.

Currently, CPD has more than 100 surveillance cameras placed in strategic locations across the City. In fact, the effort, fully implemented and financially supported by City Council since 2014 has played a significant role in identifying crime suspects, capturing clear pictures of getaway vehicles, and provided CPD Investigators with valuable information to help solve violent crimes. Equally important, the system has located missing persons, corroborated a reported crime, and helped Officers prove a false report.

Moreover, with a more concerted effort to expand the RCSD's camera system, CPD can continue its partnership with RCSD to identify and locate suspected criminals who often cross jurisdictional lines. Both agencies, as well as additional law enforcement partners can utilize the cameras which serve as a public safety initiative.

W.H. Holbrook

*Chief William H. "Skip" Holbrook
Office of the Chief of Police
#1 Justice Square, Columbia, SC 29201
(803)545-3500*

Richland County Council Request of Action

Subject:

Extension of Lease Agreement for the County Magistrate Office

Richland County Council Request of Action

Subject: Extension of Lease Agreement for the County Magistrate Office

A. Purpose

County Council is requested to extend the lease agreement with Woodland Village, LLC for office space for the County's Waverly Magistrate Office located at 2712 Middleburg Drive through September 14, 2017.

B. Background / Discussion

The County currently has a five year lease agreement with Woodland Village, LLC for the Waverly Magistrate Office that will expire on September 14, 2015.

The lease renewal is for an additional two years and includes the same terms, conditions and rental rate of the current lease agreement.

Council approval of the extension of the lease agreement will allow the operations at the Waverly Magistrate Office to continue uninterrupted.

C. Legislative / Chronological History

6/30/2010 – Lease Agreement with Woodland Village, LLC was extended for five years – see attached agreement.

D. Financial Impact

The financial impact to the County would be the monthly rental rate for 24 months. The FY16 funding for the rental cost associated with the extension of this lease (\$36,960) was included in the approved FY16 budget for the Magistrate.

E. Alternatives

1. Approve the request to extend the lease agreement with Woodland Village, LLC for office space for the County's Waverly Magistrate Office located at 2712 Middleburg Drive through September 14, 2017.

2. Do not approve the request to extend the lease agreement with Woodland Village, LLC for office space for the County's Waverly Magistrate Office located at 2712 Middleburg Drive through September 14, 2017.

F. Recommendation

It is recommended County Council to extend the lease agreement with Woodland Village, LLC for office space for the County's Waverly Magistrate Office located at 2712 Middleburg Drive through September 14, 2017.

Recommended by: Donald Simons
Department: Magistrate
Date: 8/19/2015

G. Reviews

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

Please be specific in your recommendation. While “Council Discretion” may be appropriate at times, it is recommended that Staff provide Council with a professional recommendation of approval or denial, and justification for that recommendation, as often as possible.

Finance

Reviewed by: Daniel Driggers

Date: 8/31/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation

Funds are available as stated.

Legal

Reviewed by: Elizabeth McLean

Date: 9/15/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Policy decision left to Council’s discretion.

Administration

Reviewed by: Warren Harley

Date: 9/15/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation

LEASE EXTENSION AGREEMENT

This Lease Extension Agreement is made this 6th day of August, 2015 by and between Woodland Village, LLC (Landlord) and Richland County (Tenant) for a space of approximately 2,950 sq. ft at Suite 106, Middleburg Plaza, 2712 Middleburg Drive, Columbia, South Carolina. Landlord and Tenant hereby agree to renew this Lease for an additional period of two (2) years upon the same terms and conditions and same rental rate. This two-year extension shall commence September 15, 2015 and terminate September 14, 2017. Provider acknowledges that the County is a governmental entity, and the contract validity is based upon the availability of public funding under its authority. In the event that public funds are unavailable and not appropriated for the performance of County's obligations under this contract, then this contract shall automatically expire without penalty to County after written notice to Provider of the unavailability and non-appropriation of public funds.

Except as amended above, all the terms and conditions of this Lease shall remain the same.

IN WITNESS WHEREOF, the parties have signed below.

LANDLORD:

WOODLAND VILLAGE, LLC

By _____

TENANT:

RICHLAND COUNTY

By _____

LEASE EXTENSION AGREEMENT

This Lease Extension Agreement is made this 30th day of June, 2010 by and between Woodland Village, LLC (Landlord) and Richland County (Tenant) for a space of approximately 2,950 sq. ft at Suite 106, Middleburg Plaza, 2712 Middleburg Drive, Columbia, South Carolina. Landlord and Tenant hereby agree to renew this Lease for an additional period of five (5) years upon the same terms and conditions and same rental rate. This five-year extension shall commence September 15, 2010 and terminate September 14, 2015. Provider acknowledges that the County is a governmental entity, and the contract validity is based upon the availability of public funding under its authority. In the event that public funds are unavailable and not appropriated for the performance of County's obligations under this contract, then this contract shall automatically expire without penalty to County after written notice to Provider of the unavailability and non-appropriation of public funds.

Except as amended above, all the terms and conditions of this Lease shall remain the same.

IN WITNESS WHEREOF, the parties have signed below.

LANDLORD:

WOODLAND VILLAGE, LLC

By *[Signature]*

TENANT:

RICHLAND COUNTY

[Signature]

[Signature]
 Approved RE To LEGAL, Finance Only
 No Opinion Rendered Re To Contracts

Richland County Council Request of Action

Subject:

Motion Regarding the County Administrator Form of Government

Notes:

At the September 9, 2015 Richland County Council meeting, Mr. Malinowski brought forth the following motion:

Hire a Consultant to conduct a training class for all Council Members on the County Administrator form of government. Implement a Council rule reinforcing the requirement that all Council members adhere to the County Administrator form of government. Direct the County Administrator to implement and enforce an aggressive disciplinary policy for employees who break the chain of command and take personnel issues directly to Council members

Staff is examining this motion in order to prepare a Request of Action for the Committee's review. Staff will bring this item to the Committee for their consideration at the October Committee meeting.

Richland County Council Request of Action

Subject:

Motion to Review County's Human Resources Policy

Notes:

At the September 9, 2015 Richland County Council meeting, Mr. Jackson brought forth the following motion:

Review HR policy on any subjection to violate employees civil rights. Example signing documents or be fired except memos. There should be other means showing employees receipt of document such as witness noting refusal to sign.

Staff is examining this motion in order to prepare a Request of Action for the Committee's review. Staff will bring this item to the Committee for their consideration at the October Committee meeting.