



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

October 27, 2015 - 6:00 PM

Council Chambers

Call to Order

Approval of Minutes

- 1 Regular Session: September 22, 2015 [PAGES 4-9]

Approval of Agenda

Items for Action

- 2 Airport Capital Improvement Project – Southeast Airfield Clearing and Grading Improvements (formerly known as Taxiway ‘A’ Extension), Change Order 1 Approval [PAGES 10-14]
- 3 Approval of an amendment of an existing FAA Airport Improvement Program (AIP) Grant [PAGES 15-17]

- 4 Council-Administrator Form of Government Training; Council Rule Amendment; Disciplinary Policy for Employees [PAGES 18-29]
- 5 Creation of Three New CASA Caseworker Positions [PAGES 30-34]
- 6 Motion to Change the way Vehicles are Taxed by the County [PAGES 35-37]
- 7 Motion to fund the Famously Hot New Year an Additional \$89,000 [PAGES 38-50]
- 8 Motion to fund the Governor's Cup Road Race in the amount of \$7,000 [PAGES 51-61]
- 9 County Approval Process for Special Events on County Owned Property; Alcohol on County Owned Property [PAGES 62-90]

Items Pending Analysis: No Action Required

- 10 Motion to Review County's Human Resources Policy [PAGE 91]

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

September 22, 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 6:01 PM

APPROVAL OF MINUTES

Regular Session: July 28, 2015 – Ms. Dickerson moved, seconded by Mr. Livingston, to approve the minutes as distributed. The vote in favor was unanimous.

ADOPTION OF AGENDA

Ms. Dickerson moved, seconded by Mr. Livingston, 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. McDonald stated historically the fee structure was put into place when the GIS system was built. The purpose of the approximately \$30,000 in fees collected is to recoup some of the costs for the County's investment in the hardware and software. There is a provision that allows the County Administrator to waive the fees for a public purpose or a County project. Therefore, the GIS Department, IT Department and Administration not to eliminate the fee structure, but rely on the waiver procedure.

Mr. Washington moved, seconded by Ms. Dickerson, to forward to Council with a recommendation to not approve the ordinance to eliminate the fees for GIS data.

Mr. McDonald stated the GIS data is updated as necessary, but the aerials are updated several years apart.

The vote in favor was unanimous.

Accommodations Tax Grant Reallocation for a Book Festival – Mr. McDonald stated Council appropriated \$9,800 for the Humanities Council, which historically has sponsored the SC Book Festival. Apparently the SC Book Festival is going out of operation; therefore, they will not need the appropriation. A request has been



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
Tony McDonald
Spartan Hammett
Warren Harley
Brandon Madden
Michelle Onley
Larry Smith
Amelia Linder
Roxanne Ancheta
Ismail Ozbek
Daniel Driggers
Quinton Epps
Dwight Hanna
Monique McDaniels
Kim Roberts
Nancy Stone-Collum

received to transfer the appropriated funds to One Columbia for Arts and History for their Deckle Edge literary festival.

Mr. Livingston moved, seconded by Mr. Washington, to forward to Council with a recommendation to 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. The vote in favor was unanimous.

Richland County Conservation Department Request to Negotiate Property Purchase/Donation – Mr. Epps stated the Conservation Commission is requesting approval to negotiate the potential purchase of land and acceptance of a donation of an estimated 40-60 acres of land northwest and adjacent to the existing Cabin Branch property for conservation, mitigation and recreational purposes.

Ms. Dickerson moved, seconded by Mr. Livingston, to forward to Council with a recommendation to 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.

Mr. Washington requested the tax revenue information for this property and any future conservation easement the County pursues.

Mr. Epps stated the County is developing this property for ecotourism and agritourism endeavors.

The vote in favor was unanimous.

Conservation Department: Reallocation of Grant Funds – Mr. McDonald stated the Conservation Commission awarded funding to two projects that are not going to be coming to fruition, which left a total of \$26,916 remaining. The Conservation Commission is recommending the funds be re-allocated to the Wiley Kennedy Foundation for pond dam stabilization and trail construction at Bethlehem Nature Wildlife Area.

Mr. Livingston moved, seconded by Ms. Dickerson, to forward to Council with a recommendation to approve the request to reallocate \$26,916 from FY15 funds from two grant projects to benefit Wiley Kennedy Foundation. The vote in favor was unanimous.

Solid Waste – Award of Contract for Solid Waste Engineering Services – Mr. McDonald stated the request is to negotiate and award a contract to Civil & Environmental Consultants, Inc. for the purpose of monitoring and environmental services at the closed portion of the landfill to ensure compliance with SCDHEC regulations.

Ms. Dickerson moved, seconded by Mr. Washington, to forward to Council with a recommendation to approve the negotiation and award of 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.

Mr. McDonald stated there is not a dollar amount identified since the service will be provided on an as-needed basis and will be paid for at an hourly rate.

The vote in favor was unanimous.

Deletion of Chapter 19, Parks and Recreation – Mr. Washington moved, seconded by Mr. Manning, to forward to Council with a recommendation to adopt the ordinance deleting Chapter 19, Parks and Recreation. The vote in favor was unanimous.

Human Resources – Domestic Violence Policy – Mr. McDonald stated the Human Resources Department and Councilwoman Dixon worked together to draft a policy to enhance workplace awareness and capacity to help create a supportive work environment for employees who are impacted by violence.

Mr. Livingston moved, seconded by Ms. Dickerson, to forward to Council with a recommendation to approve the request to institute the domestic violence policy within the County's Human Resources Department guidelines as presented in the agenda packet.

Mr. Malinowski inquired as to whether the Legal Department had reviewed the policy.

Ms. Dixon stated that Legal had reviewed and are in agreement with the policy.

The vote in favor was unanimous.

Sheriff's Department – Budget Amendment for the Purchase of Security Cameras – Mr. McDonald stated this is a request to amend the budget to provide for the purchase of security cameras to be placed throughout the County.

Mr. Washington moved, seconded by Ms. Dickerson, to forward to Council with a recommendation to approve a budget amendment 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 the technology and technical support to mirror that of Columbia Police Department's cameras.

Major Cowan stated the Sheriff's Department is successfully utilizing 5 cameras currently and also have access to the City's cameras. The cameras requested are mobile; therefore they can have the ability to be moved around in the County. The cameras will be placed in the communities to address specific crime transit issues (i.e. convenience stores that may have a high volume of narcotic or alcohol related activity).

The infrastructure for the security cameras is different than the body cameras. The data for the security cameras will be self-contained in the camera and immediately accessible.

The request will provided 33 boxes and 132 total cameras to the Sheriff's Department at a total cost of \$31,200 for the first year.

Mr. McDonald stated the purchase of the cameras is needed, but the funding of the purchase is problematic. Staff's recommendation is to have the Sheriff's Department absorb the costs of the cameras in the FY15-16 budget or roll discussion into of the purchase into the FY16-17 budget proposal.

Mr. Manning inquired as to when the audit of the last fiscal year will be available for review.

Mr. McDonald stated the audit is typically available by January.

Mr. Washington inquired if the audit would identify the rollover funds.

Administration & Finance Committee
Tuesday, September 22, 2015
Page Four

Mr. McDonald stated the rollover process has already been completed for FY14-15.

Mr. Pearce made a substitute motion to defer this item and take it up at the 2016 Council Retreat. The motion died for lack of a seconded.

Mr. Manning inquired how the number of cameras requested was formulated.

Major Cowan responded the number was reached based on the number of calls for service in the County and obtaining the best equipment at a minimal cost.

Mr. Washington made a substitute motion, seconded by Ms. Dickerson, to approve this item and direct the Administrator to identify a funding source.

Mr. Livingston made a second substitute motion, seconded by Mr. Pearce, to forward to Council without a recommendation.

<u>FOR</u>	<u>AGAINST</u>
Pearce	Dickerson
Livingston	Washington
	Manning

The second substitute motion failed.

<u>FOR</u>	<u>AGAINST</u>
Dickerson	Pearce
Washington	Livingston
	Manning

The substitute motion failed.

<u>FOR</u>	<u>AGAINST</u>
Dickerson	Pearce
Washington	Livingston
Manning	

The vote was in favor of forwarding this item to Council with a recommendation for approval.

Extension of Lease Agreement for the County Magistrate Office – Mr. Manning moved, seconded by Ms. Dickerson, to forward to Council with a recommendation to 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.

Mr. Malinowski stated according to the documentation in the agenda packet the lease was signed on August 6, 2015 and will commence on September 15, 2015; therefore, it appears this is a done deal.

Mr. McDonald stated typically if a lease is not renewed by the end date, the lease goes month-to-month until the lease is renewed.

Staff recommends moving forward with a 2 year lease renewal, instead of the usual 5 years. The County is moving forward with the capital program to move the magistrates out of leased facilities.

Mr. Malinowski also expressed concern that the request was not brought to committee in a timely fashion.

Mr. Manning inquired if the wording of the documentation in the agenda packet was inaccurate.

Mr. McDonald stated it is his opinion the wording is not completely accurate because until Council approves the extension it is not an approved extension and would revert to a month-to-month lease.

Mr. Smith stated agreements that are entered into require Council approval; therefore, until Council takes formal action the lease will not become legally binding.

Mr. Manning stated there is still not an accurate paper trail since what staff is stating is not what is reflected in the documents in the agenda packet.

Mr. Manning inquired why it was not reflected the lease was month-to-month pending Council's approval for a two year extension.

Mr. McDonald deferred to Judge Simon for a response to Mr. Manning's inquiry since Judge Simon drafted the ROA for this item.

Mr. Jackson stated his understanding is the lease was negotiated to a certain date. The date notated on the lease is irrelevant until Council takes action and approves the document.

Mr. Harley stated negotiations with the property owner took place during Council's August recess.

Ms. Dickerson requested a clean version of the document prior to it being taken up by full Council.

Mr. Malinowski requested a copy of the original lease that outlines the details.

Mr. McDonald stated typically with an extension the entire lease is not rewritten but an addendum is attached (i.e. "Lease Extension Agreement").

Mr. Harley stated the end time dates is what is reflected in the "Lease Extension Agreement", as well as, the projected dates the document would have been before Council.

POINT OF PERSONAL PRIVILEGE – Mr. Manning questioned why the review section is included in the ROA since the comment is typically "Policy decision left to Council's discretion." Therefore, maybe this section is obsolete and should be removed from the ROA document.

Mr. Pearce recommended that Mr. Manning submit a motion to that effect.

The vote was in favor of forwarding this item to Council with a recommendation for approval.

ITEMS PENDING ANALYSIS: NO ACTION REQUIRED

Motion Regarding the County Administrator Form of Government – No action was taken.

Motion to Review County's Human Resource Policy – No action was taken.

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: Airport Capital Improvement Project – Southeast Airfield Clearing and Grading Improvements (formerly known as Taxiway ‘A’ Extension), Change Order 1 Approval

A. Purpose

County Council is requested to approve a Change Order in the amount of \$476,255.00 to the Graham County Land Company of Robbinsville, NC for additional work previously identified for award in a second phase Airport Improvement Program (AIP) construction project contract.

B. Background / Discussion

The original project planned for construction was for the extension of Taxiway ‘A’ at the Airport. This project was advertised for bid in 2014, but was not awarded because only two bids were received and they both far-exceeded the project budget.

The project was re-designed for construction in two separate phases. Phase I (which accounted for the site work and the fencing portion of the project) was advertised and awarded in 2015. Phase II, which accounted for the installation of a large culvert and construction of the taxiway extension, was also bid in 2015. However, the Phase II project was not awarded because, again, only two bids were received and they both far-exceeded the project budget. Following two failed attempts, the FAA staff at the Atlanta Airports District Office (ADO) decided to not fund construction of Phase II.

There were, however, work tasks that were included in the Phase II Scope of Work which the FAA staff has authorized for construction. Rather than advertising for a fourth time for this additional work, a Change Order was prepared by the engineer for the contractor who is mobilizing to construct the work originally included in Phase I. The value of this work is \$476,255.00. A copy of the proposed Change Order is attached.

Because the amount of this change order exceeds 50% of the original contract cost (\$827,350.10) and increases the total project cost to over \$1,000,000.00, Council approval is requested.

C. Legislative / Chronological History

The following related events / actions have preceded this request:

December 2, 2014	WK Dickson Work Authorization 6 for redesign of the original project into two phases awarded by RC Council.
June 2, 2015	Phase I project awarded to Graham County Land Company by RC Council.
July 21, 2015	Phase II bids rejected based on recommendations from WK Dickson staff and the Airport Director.
August 11, 2015	FAA Airport Improvement Project Grant AIP-021 issued.

September 1, 2015
September 9, 2015

FAA Airport Improvement Project Grant AIP-020 amended.
Change Order 1 from Graham County Land Company of
Robbinsville, NC prepared.

D. Financial Impact

The financial impact will be less than what was anticipated and budgeted with the original Phase II scope of work. All local funds to cover the Richland County portion (5%) of the original “Phase I” work cost as well as this proposed Change Order are included in the Airport’s FY-16 operating budget. Financial impact will also be minimized by avoidance of a potential second mobilization charge as well as the cost of advertising for bid. No additional funds are requested as part of this Request of Action.

Change Order 1	\$476,255.00
FAA (AIP – 020)	\$278,629.50
FAA (AIP – 021)	\$150,000.00
SCAC (Funds applied for)	\$23,812.75
Richland County (FY-16)	<u>\$23,812.75</u>
Total	\$476,255.00

E. Alternatives

The alternatives available to RC Council are:

1. Approve the Change Order to Graham County Land Company. This will be most expedient and avoid the time and expense of a fourth advertisement associated with this project.
2. Do not approve the Change Order to Graham County Land Company. This will add time and expense of a fourth advertisement associated with this project.

F. Recommendation

It is recommended that Council approve the requested Change Order described above.

Recommended by: Christopher S. Eversmann, PE, AAE
Department: Airport
Date: October 7, 2015

G. Reviews

Finance

Reviewed by: Daniel Driggers Date: 10/13/15
✓ Recommend Council approval Recommend Council denial
Comments regarding recommendation:

Procurement

Reviewed by: Cheryl Patrick Date: 10/14/15
✓ Recommend Council approval Recommend Council denial

Comments regarding recommendation:

Legal

Reviewed by: Elizabeth McLean

Date: 10/16/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: As long as the Procurement Director has made a determination that allowing the change order as opposed to a new procurement is consistent with the county procurement ordinance, this is a policy decision left to Council's discretion.

Administration

Reviewed by: Sparty Hammett

Date: 10/19/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

CHANGE ORDER NO. 1

OWNER: Richland County, South Carolina
2020 Hampton Street
Columbia, South Carolina, 29204

CONTRACTOR'S ADDRESS: 750 Tallulah Road
Robbinsville, NC 28771

NAME OF AIRPORT: LB Owens Airport

LOCATION OF AIRPORT: 1400 Jim Hamilton Blvd
Columbia, South Carolina 29205

NAME OF CONTRACTOR: Graham County Land Company, LLC

DESCRIPTION OF WORK:

Southeast Airfield Clearing and Grading Improvements
FAA AIP No's.: 3-45-0017-020-2015, 3-45-0017-021-2015

DATE PREPARED: September 9, 2015

PROJECT NUMBER: 20120185.02.CA

ORIGINAL AMOUNT OF CONTRACT: \$827,350.10

ITEM NO. & DESCRIPTION	UNIT	OLD ESTIMATED QUANTITY	NEW ESTIMATED QUANTITY	OLD UNIT COST	NEW UNIT COST	OLD EXTENDED TOTAL	NEW EXTENDED TOTAL
1 M-101 Mobilization	LS	1	1	\$ 80,000.00	\$94,000.00	\$ 80,000.00	\$ 94,000.00
2 P-152-1 Unclassified Excavation (Wetlands)	CY	0	10800	\$ -	\$ 16.00	\$ -	\$ 172,800.00
3 P-152-2 Unclassified Excavation	CY	0	3500	\$ -	\$ 16.00	\$ -	\$ 56,000.00
4 P-152-3 Unsuitable	CY	0	3500	\$ -	\$ 8.00	\$ -	\$ 28,000.00
5 P-156-1 Rip Rap Protection (Inlet & Outlet)	EA	2	4	\$ 900.00	\$ 900.00	\$ 1,800.00	\$ 3,600.00
6 P-156-2 Temporary 8" Diameter Compost Filter Sock	LF	3000	1100	\$ 2.60	\$ 9.00	\$ 7,800.00	\$ 9,900.00
7 P-156-3 Compost Filter Sock Check Dam	EA	0	2	\$ -	\$ 300.00	\$ -	\$ 600.00
8 P-156-4 Compost Filter Sock Sediment Trap	EA	0	1	\$ -	\$ 1,200.00	\$ -	\$ 1,200.00
9 F-162-3 20' Wide Double Swing Gate	EA	3	4	\$ 1,550.00	\$ 1,550.00	\$ 4,650.00	\$ 6,200.00
10 T-901-1 Permanent Seeding (Mulched)	AC	7.3	9	\$ 2,650.00	\$ 2,650.00	\$ 19,345.00	\$ 23,850.00
11 Plans Segmental Block Wall	SF	0	6100	\$ -	\$ 30.00	\$ -	\$ 183,000.00
12 Trash/Debris Removal	LS	0	1	\$ -	\$10,700.00	\$ -	\$ 10,700.00
TOTALS						\$ 113,595.00	\$ 589,850.00

NET CONTRACT CHANGE

\$ 476,255.00

Reason for Change:

This change order includes: Additional excavation to mitigate the wetlands through the grading of the wetland/stockpile areas, grading inside the safety area and construction of a retaining wall along property line. The erosion control necessary to achieve additional grading, cleanup of debris from Devil's Ditch (no trees are removed), and an access gate.

Price Changes Ordered:

Subject to the conditions set forth below, an equitable adjustment is established as follows:

The original contract sum was:

\$827,350.10

The contract sum will be increased by this Change Order:

\$ 476,255.00

The new contract sum including this Change order will be:

\$ 1,303,605.10

The foregoing is in accordance with the proposal and as listed below:

- A. The aforementioned change, and work affected thereby, is subject to all contract stipulations and covenants;
- B. The rights of the Owner are not prejudiced; and
- C. All claims against the Owner which are incidental to or as a consequence of the aforementioned change are satisfied.

CHANGE ORDER NO. 1

OWNER: Richland County, South Carolina
2020 Hampton Street
Columbia, South Carolina, 29204

CONTRACTOR'S ADDRESS: 750 Tallulah Road
Robbinsville, NC 28771

NAME OF AIRPORT: LB Owens Airport

LOCATION OF AIRPORT: 1400 Jim Hamilton Blvd
Columbia, South Carolina 29205

NAME OF CONTRACTOR: Graham County Land Company, LLC

D. The Contract Time is increased 96 calendar days from 120 calendar days to a total of 150 calendar days accordingly per this change

E. The Contractor shall submit to the ENGINEER for review, shop drawings for the fuel system modifications.

F. All claims against the Owner which are incidental to or as a consequence of the aforementioned change are satisfied; and

ACCEPTED:

Richland County
(Owner)

ACCEPTED:

Graham County Land Company, Inc.
(Contractor)

BY: _____

BY:  _____

DATE: _____

DATE: 9-9-15

RECOMMENDED FOR APPROVAL:

W.K. Dickson & Co., Inc.
Eddie Owen

ACCEPTED:

U.S. Department of Transportation
Federal Aviation Administration

BY:  _____

BY: _____

DATE: 9/9/15

DATE: _____

Richland County Council Request of Action

Subject: Approval of an amendment of an existing FAA Airport Improvement Program (AIP) Grant

A. Purpose

County Council is requested to approve Amendment 01 to AIP Grant 020-2014 in the amount of \$375,312.

B. Background / Discussion

The Airport was originally programmed to receive \$5,000,000 in Federal FY-15 AIP Grant funds for the construction of an extension to Taxiway 'A.' However, because the project bids far exceeded the programmed budget, the FAA staff at the Atlanta ADO has decided to not fund the complete project as originally designed. However, they have agreed to fund a portion of the work tasks identified in the project previously known as "Taxiway 'A' Extension, Phase II." These tasks are desirable for the safety and efficiency of the airport's infrastructure, but don't relate directly to the previous project goal of extending Taxiway 'A.'

The FAA staff has issued their 90% funding for this work (and other related professional services) as follows:

➔ AIP-021-2015	Non-Primary Entitlement Funds	\$150,000
➔ AIP-020-2014	Amendment 01	\$375,312

A copy of this amendment is attached.

Per guidance received from the Finance Department staff (because this is an amendment to a previous-year grant), approval of this amendment is requested.

No additional local matching funds are required; sufficient funds are already contained in the Airport's FY-2016 Operating Budget.

C. Legislative / Chronological History

AIP Grants are routinely applied for and accepted annually. The matching funds for this grant amendment were approved as part of the FY-16 Budget process.

D. Financial Impact

No additional local matching funds are required beyond what has already been provided.

E. Alternatives

1. Approve the Grant amendment to AIP-020-2014 in the amount of \$375,312 as offered by the FAA and permit construction of the planned improvements.
2. Do not approve the Grant amendment to AIP-020-2014 in the amount of \$375,312. This will not permit the construction of the planned improvements.

F. Recommendation

It is recommended that Council approve the request to approve the Amendment to AIP Grant-020-2014

Recommended by: Christopher S. Eversmann, PE, AAE
Department: Airport
Date: October 19, 2015

G. Reviews

Finance

Reviewed by: Daniel Driggers Date: 10/23/15
✓ Recommend Council approval Recommend Council denial
Comments regarding recommendation:

Grants

Reviewed by: Brandon Madden Date: 10/23/2015
✓ Recommend Council approval Recommend Council denial
Comments regarding recommendation:

Legal

Reviewed by: Elizabeth McLean Date: 10/23/15
 Recommend Council approval Recommend Council denial
Comments regarding recommendation: Policy decision left to Council's discretion.

Administration

Reviewed by: Sparty Hammett Date: 10/23/2015
✓ Recommend Council approval Recommend Council denial
Comments regarding recommendation:



U.S. Department
of Transportation
**Federal Aviation
Administration**

Airports Division
Southern Region

FAA ATL ADD
1701 Columbia Ave
College Park, GA 303372747

Mr. W. Anthony McDonald
Richland County Administrator
2020 Hampton Street, Room 4058
Columbia, SC 29202

September 1, 2015

Dear Mr. McDonald:

Jim Hamilton L B Owens Airport
AIP Grant No 3-45-0017-020-2014
DUNS No 073709883
Letter Amendment (Amendment No. 1)

This is in response to your funding request dated August 7, 2015, requesting an amendment to the Grant Agreement for the subject AIP project to: increase the maximum obligation of the United States as set forth in the Grant Agreement accepted by the Sponsor on August 27, 2014. This letter, together with your request, effects the amendment and commits the Federal Aviation Administration, acting for and on behalf of the United States of America, to increase the maximum obligation of the United States by \$375,312 (from \$2,502,108 to \$2,877,420) to cover the Federal share of the eligible and allowable project costs. Under the terms of the Grant Agreement, this document is incorporated into and constitutes Amendment No. 1 to the above referenced Grant Agreement. All other terms and conditions of the Grant Agreement remain in effect.

Sincerely,

Larry F Clark
Manager

Richland County Council Request of Action

Subject: Council-Administrator Form of Government Training; Council Rule Amendment; Disciplinary Policy for Employees

A. Purpose

Council is requested to consider Council member Malinowski's motion regarding conducting a training class for all Council Members on the Council-Administrator form of government, implementing a Council rule reinforcing the requirement that all Council members adhere to the Council-Administrator form of government and directing 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.

B. Background / Discussion

At the September 8, 2015 Council meeting, Mr. Malinowski made 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”

The directive to hire a consultant to conduct a training class for all Council members on the Council-Administrator form of government is at the discretion of Council.

The duties of County Council and the Administrator in the Council-Administrator form of government, based on the South Carolina Code of Laws are presented here:

ARTICLE 7

Council-Administrator Form of County Government

(Form No. 3)

SECTION 4-9-610. Membership of council; election and term of members.

The council in those counties adopting the council-administrator form of government provided for in this article shall consist of not less than three nor more than twelve members who are qualified electors of the county. Council members shall be elected in the general election for terms of two or four years commencing on the first of January next following their election.

HISTORY: 1962 Code Section 14-3740; 1975 (59) 692.

SECTION 4-9-620. Employment and qualifications of administrator; compensation; term of employment; procedure for removal.

The council shall employ an administrator who shall be the administrative head of the county government and shall be responsible for the administration of all the departments of the county government which the council has the authority to control. He shall be employed with regard to his

executive and administrative qualifications only, and need not be a resident of the county at the time of his employment. The term of employment of the administrator shall be at the pleasure of the council and he shall be entitled to such compensation for his services as the council may determine. The council may, in its discretion, employ the administrator for a definite term. If the council determines to remove the county administrator, he shall be given a written statement of the reasons alleged for the proposed removal and the right to a hearing thereon at a public meeting of the council. Within five days after the notice of removal is delivered to the administrator he may file with the council a written request for a public hearing. This hearing shall be held at a council meeting not earlier than twenty days nor later than thirty days after the request is filed. The administrator may file with the council a written reply not later than five days before the hearing. The removal shall be stayed pending the decision at the public hearing.

HISTORY: 1962 Code Section 14-3741; 1975 (59) 692.

SECTION 4-9-630. Powers and duties of administrator.

The powers and duties of the administrator shall include, but not be limited to, the following:

- (1) to serve as the chief administrative officer of the county government;
- (2) to execute the policies, directives and legislative actions of the council;
- (3) to direct and coordinate operational agencies and administrative activities of the county government;
- (4) to prepare annual operating and capital improvement budgets for submission to the council and in the exercise of these responsibilities he shall be empowered to require such reports, estimates and statistics on an annual or periodic basis as he deems necessary from all county departments and agencies;
- (5) to supervise the expenditure of appropriated funds;
- (6) to prepare annual, monthly and other reports for council on finances and administrative activities of the county;
- (7) to be responsible for the administration of county personnel policies including salary and classification plans approved by council;
- (8) to be responsible for employment and discharge of personnel subject to the provisions of subsection (7) of Section 4-9-30 and subject to the appropriation of funds by the council for that purpose; and
- (9) to perform such other duties as may be required by the council.

HISTORY: 1962 Code Section 14-3742; 1975 (59) 692.

SECTION 4-9-640. Preparation and submission of budget and descriptive statement.

The county administrator shall prepare the proposed operating and capital budgets and submit them to the council at such time as the council determines. At the time of submitting the proposed budget, the county administrator shall submit to the council a statement describing the important features of the proposed budgets including all sources of anticipated revenue of the county government and the amount of tax revenue required to meet the financial requirements of the county.

HISTORY: 1962 Code Section 14-3743; 1975 (59) 692.

SECTION 4-9-650. Authority of administrator over certain elected officials.

With the exception of organizational policies established by the governing body, the county administrator shall exercise no authority over any elected officials of the county whose offices were created either by the Constitution or by the general law of the State.

HISTORY: 1962 Code Section 14-3744; 1975 (59) 692.

SECTION 4-9-660. Authority of council and its members over county officers and employees.

Except for the purposes of inquiries and investigations, the council shall deal with county officers and employees who are subject to the direction and supervision of the county administrator solely through the administrator, and neither the council nor its members shall give orders or instructions to any such officers or employees.

HISTORY: 1962 Code Section 14-3745; 1975 (59) 692.

SECTION 4-9-670. Applicability of Article 1.

Except as specifically provided for in this article, the structure, organization, powers, duties, functions and responsibilities of county government under the council-administrator form shall be as prescribed in Article 1 of this chapter.

HISTORY: 1962 Code Section 14-3746; 1975 (59) 692.

At this time, staff is unaware of any Council rule reinforcing the requirement that all Council members adhere to the Council-Administrator form of government. However, based on Council approval, the Council rules can be amended to reflect thereof.

As stated in the County's employee handbook – see excerpt below and attachments – the County Administrator has the authority to impose multiple employee disciplinary measures, including, but not limited to unpaid suspensions and termination.

Discipline

As is the case with all organizations, instances arise when an employee must be disciplined. The discipline which may be imposed includes but is not limited to oral reprimand, written warning, probation, suspension without pay, demotion and discharge. In addition, the County may procedurally suspend an employee pending investigation to determine if disciplinary action is appropriate. If the County determines an unpaid suspension is appropriate discipline, exempt employees will be suspended in full-day increments; non-exempt employees will be suspended in partial or full-day increments. In addition, the County may impose a combination of disciplinary measures. **THE DISCIPLINE IMPOSED IN ANY PARTICULAR SITUATION IS AT THE SOLE DISCRETION OF THE COUNTY. NOTHING IN ANY OF THE COUNTY'S POLICIES OR BY VIRTUE OF ANY PAST PRACTICE OF THE COUNTY REQUIRES THE COUNTY TO FOLLOW ANY PARTICULAR COURSE OF DISCIPLINE.** Supervisors and Department Head must submit terminations to the County Administrator for review.

Examples of conduct warranting discipline are listed in the County handbook, and are also attached. This list can be amended to include language reflective of failing to adhere to the chain of command.

The excerpt below (entire Chain of Command policy is attached) from the County's Employee Handbook outlines the County's chain of command policy.

Chain of Command

It is the practice of Richland County to involve the appropriate levels of management and supervision when making decisions or attempting to resolve personnel problems or concerns. The chain of command is designed to handle personnel and organizational matters in a systematic, responsive and effective manner. Richland County encourages employees to know and utilize the chain of command. However, if an employee's concern involves his/her immediate supervisor, he/she may skip that level and proceed to the next level in the chain of command.

Employees should ordinarily utilize their intra-departmental structure, beginning with their immediate supervisor through each level up to their Department Head, whenever possible to address employment related problems or concerns. It is the responsibility of supervisors, Department Heads and County Administration to respond appropriately and in a timely manner to employee concerns and questions.

Additionally, as it pertains to the communication between employees and Council members the policy states the following:

Any employee who is also a citizen of Richland County shall be allowed to communicate non-employment related inquiries or complaints to his/her County Council member without interference, restraint, coercion, discrimination, or reprisal from the employee's department head or supervisors, or having his/her employment jeopardized in any manner. For employment-related issues, employees should follow their designated chain of command.

It is at this time that staff is requesting direction from Council regarding Mr. Malinowski's motion.

C. Legislative / Chronological History

Motion made by Mr. Malinowski at the September 8, 2015 Council meeting.

D. Financial Impact

The financial impact would depend upon the direction provided by Council. Hiring a consultant to conduct a training class will have an associated cost. However, that cost has not been identified at this time.

E. Alternatives

1. Consider Council member Malinowski's motion and provide direction to staff.
2. Consider Council member Malinowski's motion, and do not proceed accordingly.

F. Recommendation

Motion recommended by Mr. Malinowski

Recommended by: Bill Malinowski

Department: Richland County Council

Date: September 8, 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: 10/16/15
✓ Recommend Council approval Recommend Council denial
Comments regarding recommendation:

This is a Council decision based on needs and benefit.

Human Resources

Reviewed by: Dwight Hanna Date: 10/19/15
 Recommend Council approval Recommend Council denial
 Council Discretion
Comments regarding recommendation: It is up to Council’s discretion to determine if and the type of training based on needs and benefits.

Legal

Reviewed by: Elizabeth McLean Date: 10/19/15
 Recommend Council approval Recommend Council denial
Comments regarding recommendation: Policy decision left to Council’s discretion.

Administration

Reviewed by: Roxanne Ancheta Date: October 20, 2015
 Recommend Council approval Recommend Council denial
Comments regarding recommendation: Training for Council regarding the Council-Administrator form of government is at Council’s discretion. An amendment to Council’s Rules regarding the Council-Administrator form of government is also at Council’s discretion. If directed to do so by Council, we will amend the Employee Handbook and HR Guidelines to specifically address an aggressive disciplinary policy for employees who break the chain of command and take personnel issues directly to Council Members.

RICHLAND COUNTY PERSONNEL POLICY	
TITLE: Disciplinary Action	Number: 6.03
EFFECTIVE DATE: 8/1/2009	Page: 1 of 8
REVISION DATE: 8/1/2009	REVISION #:
PREPARED BY: Human Resources Department	AUTHORIZED BY: Council & Administration

PURPOSE:

As is the case with all organizations, instances arise when an employee must be disciplined. The goal of discipline is to correct undesirable behavior and/or prevent reoccurrence of undesirable behavior, not to punish employees. The discipline, which may be imposed, includes but is not limited to counseling notice, official reprimand, probation, suspension without pay, demotion and discharge. In addition, the County may procedurally suspend an employee pending investigation to determine if such disciplinary action is appropriate. In addition, the County may impose a combination of disciplinary measures. **THE DISCIPLINE IMPOSED IN ANY PARTICULAR SITUATION IS AT THE SOLE DISCRETION OF THE COUNTY. NOTHING IN ANY OF THE COUNTY'S POLICIES OR BY VIRTUE OF ANY PAST PRACTICE OF THE COUNTY REQUIRES THE COUNTY TO FOLLOW ANY PARTICULAR COURSE OF DISCIPLINE.** Department heads must submit terminations recommendations to the County Administrator for review and approval.

DEFINITIONS:

- A. Disciplinary Action Form (DAF)- The form used by supervisors to document less than "Fully Proficient" or undesirable employee behavior, which results in disciplinary action.

PROCEDURE:

1. Disciplinary actions are prescribed by a Department Head when, in his/her opinion, an employee's work performance or actions are not "fully proficient" or if the employee violates County policies which mandate disciplinary action.
2. It is not possible to list all job performance problems, misconduct, unsatisfactory customer service, inappropriate behavior/acts or omissions, which may result in disciplinary action. The disciplinary action that is appropriate for any particular misconduct, infraction or less than "Fully Proficient" job performance depends upon a number of factors including, but not limited to, the employee's prior disciplinary record, the seriousness of the misconduct, level of inadequate job performance and the impact of the infraction or misconduct on others.
3. The County and the public expect employee conduct in accordance with applicable laws, regulations, Richland County policies and departmental procedures, and acceptable work behaviors from all employees. Employees in supervisory and higher level positions should set an example by their own job performance, conduct, attitude and work habits.
4. Employees must sign counseling memoranda, policy statements, performance appraisals and other similar documents. The employee's signature does not necessarily indicate agreement with the contents of the document, only that he has been notified of the contents of the document. If an employee refuses to sign the document he may be relieved of duty without pay and/or subject to disciplinary action up to and including termination.

RICHLAND COUNTY PERSONNEL POLICY	
TITLE: Disciplinary Action	Number: 6.03
EFFECTIVE DATE: 8/1/2009	Page: 2 of 8
REVISION DATE: 8/1/2009	REVISION #:
PREPARED BY: Human Resources Department	AUTHORIZED BY: Council & Administration

5. The County requires and expects all employees to observe high standards of honesty, good conduct, teamwork and fair play in their relations with each other and the public.
6. The administration of disciplinary action shall be based on an examination of the relevant facts in each case. Supervisors shall administer appropriate discipline to their employees for the purpose of correcting the employee's inappropriate behavior and helping them improve their performance but not to punish, embarrass or humiliate the employee.
7. The application of any disciplinary action shall be based upon the facts of each particular case. The degree of disciplinary action takes into account the following but is not necessarily limited to:
 - 7.1. Seriousness of the violation and any mitigating circumstances
 - 7.2. Violation repetition of a particular or closely related rule
 - 7.3. Past disciplinary action(s)
 - 7.4. Consistency (i.e. other employees previously in violation of this or similar rule and the resulting disciplinary action).
8. The guidelines within this procedure provide general guidance and are meant to be applied in normal cases, but cannot cover all situations. It is necessary for the Supervisor or Department Head to use appropriate discretionary judgement in individual circumstances in consideration of relevant facts when making disciplinary action decisions and recommendations.
9. The Supervisor shall initiate disciplinary action by coordinating the action through the Department Head.
10. Department Heads should consult with HRD throughout the disciplinary process as appropriate.
11. A DAF shall accompany all disciplinary actions:
 - 11.1. The action must be documented on the DAF then discussed with the employee
 - 11.2. All relevant information should be attached to the DAF
 - 11.3. The action must be signed by the employee and supervisor and up the chain of command
 - 11.4. The DAF is sent to HRD for review and included in the employee's Personnel File after review and approval by HRD and the County Administrator
 - 11.5. HRD returns a copy to the Supervisor.

RICHLAND COUNTY PERSONNEL POLICY	
TITLE: Disciplinary Action	Number: 6.03
EFFECTIVE DATE: 8/1/2009	Page: 3 of 8
REVISION DATE: 8/1/2009	REVISION #:
PREPARED BY: Human Resources Department	AUTHORIZED BY: Council & Administration

12. It is not possible to list all acts and omissions that may result in disciplinary action. The disciplinary action that is appropriate for any particular job performance deficiency or misconduct is at the sole discretion of the County. The following are merely examples of some of the more obvious types of job performance deficiency or misconduct that may result in disciplinary action, up to and including discharge. **THE COUNTY RESERVES THE RIGHT TO TREAT EACH EMPLOYEE INDIVIDUALLY WITHOUT REGARD FOR THE WAY IT HAS TREATED OTHER EMPLOYEES AND WITHOUT REGARD TO THE WAY IT HAS HANDLED SIMILAR SITUATIONS.**

- 12.1. Less than fully proficient job performance
- 12.2. Unfitness to perform work duties according to the standards of the classification plan
- 12.3. Conflicting outside employment
- 12.4. Failure to report for work without departmental approval for three (3) consecutive days
- 12.5. Disclosure of information considered confidential to unauthorized parties
- 12.6. Acceptance of improper gratuities or gifts as defined in the South Carolina State Code of Ethics
- 12.7. Violation of county ordinances, rules, guidelines and policies
- 12.8. Membership in any organization which advocates the overthrow of the government of the United States by force or violence
- 12.9. Unsatisfactory customer service
- 12.10. Failure or refusal to carry out job duties or instructions
- 12.11. Conviction of or plea of guilty or no contest to a charge of theft, violation of drug laws, sexual misconduct, offense involving moral turpitude or offense which affects the County's reputation or which reasonably could create concern on the part of fellow employees or the community
- 12.12. Incompetence
- 12.13. Unauthorized absence or tardiness
- 12.14. Insubordination; disrespect for authority; or other conduct which tends to undermine authority
- 12.15. Unauthorized possession or removal, misappropriation, misuse, destruction, theft or conversion of County property or the property of others
- 12.16. Violation of safety rules; neglect; engaging in unsafe practices
- 12.17. Interference with the work of others
- 12.18. Threatening, coercing or intimidating fellow employees, including "joking" threats
- 12.19. Dishonesty
- 12.20. Failure to provide information; falsifying County records; providing falsified records to the County for any purpose
- 12.21. Failure to report personal injury or property damage
- 12.22. Vehicular/equipment accidents at the fault of the employee

RICHLAND COUNTY PERSONNEL POLICY	
TITLE: Disciplinary Action	Number: 6.03
EFFECTIVE DATE: 8/1/2009	Page: 4 of 8
REVISION DATE: 8/1/2009	REVISION #:
PREPARED BY: Human Resources Department	AUTHORIZED BY: Council & Administration

- 12.23. Neglect or carelessness
 - 12.24. Introduction, possession or use of illegal or unauthorized prescription drugs or intoxicating beverages on County property or while on duty anywhere; working while under the influence of illegal drugs or intoxicating beverages; off-the-job illegal use or possession of drugs.
 - 12.25. Lack of good judgment
 - 12.26. Harassment or retaliation
 - 12.27. Any other reason that, in the County's sole determination, warrants discipline
13. Listed below are the levels of disciplinary action that Supervisors and Department Heads may generally follow; however, the step process is not required. The County does not require progressive discipline.
14. Counseling Notice – Provided for single, unrelated, and relatively minor instances of substandard performance or other such situations, an oral discussion between the employee's Department Head and the employee may be sufficient to correct the situation.
15. Official Reprimand – The Official Reprimand may, but not necessarily be, preceded by the Counseling Notice. It should outline the employee's deficiency, the required improvement, the time expected to achieve such improvement, and serves as a warning.
16. Disciplinary Probation – This action shall be considered a severe warning issued in writing by the Department Head. This would normally follow repeated instances of minor infractions of substandard performance for which there have been previous verbal warnings or one significant infraction.
- 16.1. An employee may be placed on Disciplinary Probation for three (3) month increments, not to exceed six (6) months. The employee shall be informed in writing as to the job performance deficiency goals, performance measures and/or corrective actions, which are a requirement within the specific time period at the time of the disciplinary action. Any further similar infraction(s) during this period or thereafter may result in immediate termination.
 - 16.2. The written DAF shall explain clearly the reasons for the reprimand, stipulate the duration of the probationary period, the standards for judging the employee's improvement and the action to be taken if the deficiencies are not corrected within the probationary period.
17. Suspension – Suspension may, but not necessarily be, preceded by the Counseling Notice and Official Reprimand or one significant infraction. Suspension may be due to disciplinary action or to an investigation. Suspension is the temporary removal of an employee from his or her position without pay. Such suspension shall usually be for a period of one (1) to five (5) workdays.

RICHLAND COUNTY PERSONNEL POLICY	
TITLE: Disciplinary Action	Number: 6.03
EFFECTIVE DATE: 3/1/2009	Page: 3 of 8
REVISION DATE: 3/1/2009	REVISION #:
PREPARED BY: Human Resources Department	AUTHORIZED BY: Council & Administration

- 17.1. During the investigation, hearing, or trial of an employee on any criminal charge, during the course of any civil action involving an employee, or during investigation of employee misconduct, performance deficiencies and ability to work, when suspension would be in the best interest of the County, the County Administrator may suspend the employee with or without pay or place the employee on accrued annual leave for the duration of the proceedings. Department heads or Supervisors may place an employee on suspension pending further investigation of a disciplinary matter by the County Administrator or the Department Head, when suspension would be in the best interest of the County.
- 17.2. The Suspension Notice shall be in writing on the DAF and shall indicate the reasons for the action, the length of the suspension, the date the employee is to return to work, the specific recommendations for corrective actions the employee should take when he/she returns to work, and the action to be taken (termination) if the behavior is repeated. PAF must be completed with dates of suspension.
- 17.3. Back pay shall not ordinarily be recoverable, but where the suspension is terminated by full reinstatement of the employee, the County Administrator may authorize full recovery of pay and benefits for the entire or for any lesser period of the suspension.
18. Demotion - Employees who fail to meet the job performance requirements of their position, or otherwise fail to perform their duties, may be demoted to a position with a lower level of responsibility and pay grade.
19. Termination - All employees are employed at the will of the County. If an employee fails to perform to the standards of the classification for the position held, or if the County determines that the employee is negligent, inefficient, unfit to perform the duties of the position, or if the employee violates County policies, or for any reason in the County's sole discretion, the employee may be suspended by his/her Department Head with a recommendation of discharge. Upon investigation of the employee's performance, the County Administrator or appropriate Elected or Appointed Official may discharge an employee.
- 19.1. In accordance with South Carolina law, employees who work for Elected Officials serve at the pleasure of such Elected Officials. A signed statement from the appropriate Elected Official that it is no longer his/her pleasure that the employee be employed is legal grounds for termination, provided no other laws are violated.
- 19.2. When an employee is dismissed, the Department Head shall immediately provide the County Administrator with a written notice of the dismissal indicating the effective date and the reason(s) for the dismissal. Any dismissed employee shall be given a written notice of his/her dismissal setting forth the effective date and reason(s) for his/her

RICHLAND COUNTY HUMAN RESOURCES GUIDELINES	
TITLE: Chain of Command	Number: 1.04
EFFECTIVE DATE: 8/1/2009	Page: 1 of 2
REVISION DATE: 8/1/2009	REVISION #:
PREPARED BY: Human Resources Department	AUTHORIZED BY: Council & Management

PURPOSE:

It is the practice of Richland County to involve the appropriate levels of management and supervision when making decisions or attempting to resolve personnel problems or concerns. The chain of command is designed to handle personnel and organizational matters in a systematic, responsive and effective manner. Richland County encourages employees to know and utilize their respective chain of command.

DEFINITIONS:

Chain of Command – The structured levels of Richland County’s administrative lines of authority to include the County Administrator, Assistant County Administrators, Department Heads, Division Managers and Supervisors.

PROCEDURE:

1. Each level of supervision has the authority to delegate decision-making power to subordinate levels of management. Delegation of authority, however, does not relieve management of responsibility and accountability for decision-making.
2. Employees should ordinarily utilize their intra-departmental structure, beginning with their immediate supervisor through each level up to their Department Head, whenever possible to address employment related suggestions, questions, problems or concerns. However, if an employee’s concern involves his/her immediate supervisor, s/he may skip that level and proceed to the next level in the chain of command.
3. It is the responsibility of Supervisors, Department Heads and County Administration to respond appropriately and in a timely manner to employee concerns and questions.
4. Steps beyond the Department Head level should normally be taken only after these initial levels of decision-making and/or resolution have been exhausted. It is the Department Head’s responsibility to ensure that each employee is aware of the intra-departmental organizational structure and the elevation steps beyond the department level.
5. The management levels beyond the Department Head include, in ascending order: Assistant County Administrators, and County Administrator. The chain of command in the offices of Elected and Appointed Officials is as determined by the respective Elected or Appointed Official.
6. Any employee who is also a citizen of Richland County shall be allowed to communicate non-employment related inquiries or complaints to his/her County Council member without interference, restraint, coercion, discrimination, or reprisal.

RICHLAND COUNTY HUMAN RESOURCES GUIDELINES

TITLE: Chain of Command	Number: 1.04
EFFECTIVE DATE: 8/1/2009	Page: 2 of 2
REVISION DATE: 8/1/2009	REVISION #:
PREPARED BY: Human Resources Department	AUTHORIZED BY: Council & Management

from the employee's department head or supervisors, or having his/her employment jeopardized in any manner. For employment-related issues, employees should follow their designated chain of command.

Richland County Council Request of Action

Subject: Creation of Three New CASA Caseworker Positions

A. Purpose

Council is requested to consider Councilmembers Jeter, Rose, Dixon and Pearce's motion regarding the creation of three new CASA caseworker positions.

B. Background / Discussion

At the October 12, 2015 Council meeting, Councilmembers Jeter, Rose, Dixon and Pearce made the following motion:

“Move Council and Staff to create three new CASA caseworker positions.”

RCCASA (Richland County Court Appointed Special Advocates), by statute, is required to serve 100% of the children whose cases come before the Richland County Family Court for child maltreatment issues. Over the past 12 months, RCCASA has experienced a tremendous increase in caseloads that are projected to escalate. In calendar year 2015, the program has already served more children during the 10 months than in any previous calendar year.

National CASA accreditation standards are 30:1 for CASA Case Coordinators. CASA has 8 full-time CASA Case Coordinators and 2 part-time coordinators, which is the equivalent of 9 full-time coordinators. At present, CASA has a total of 407 cases serving 847 children. To comply with accreditation, 13.56 CASA Case Coordinators are necessary.

Another consideration for additional staff is that there is legislation being submitted that would require all DSS Treatment cases to come before the court, and if enacted, CASA caseloads will double.

Without this resource, RCCASA is at risk of jeopardizing National CASA Accreditation as well as staff turn-over due to the high caseloads of very traumatic, stressful case management requirements.

C. Legislative / Chronological History

Motion made by Councilmembers Jeter, Rose, Dixon and Pearce at the October 15, 2015 Council meeting.

D. Financial Impact

Three (3) additional CASA Case Coordinators will cost an estimated \$155,206.22.

\$139,529 includes salary, FICA and Retirement benefits.

\$15,677.22 is the estimated expenses for WC, Life, Dental, and Health insurance.

E. Alternatives

1. Consider Councilmembers Jeter, Rose, Dixon and Pearce's motion and provide direction to staff.
2. Consider Councilmembers Jeter, Rose, Dixon and Pearce's motion, and do not proceed accordingly.

F. Recommendation

Motion recommended by Councilmembers Jeter, Rose, Dixon and Pearce

Recommended by: Councilmembers Jeter, Rose, Dixon and Pearce
Department: Richland County Council

Date: October 12, 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: 10/19/15

Recommend Council approval

✓ Recommend Council denial

Comments regarding recommendation:

The request is a funding decision that is at Council’s discretion however approval would require the identification of a recurring funding source for \$155k.

The recommendation for denial is based on request being outside of the normal budget cycle and not on the merits of the request therefore I would recommend that the request be forwarded to the FY17 budget process for consideration. During the FY16 budget process, the department requested two positions but none were included in the County Administrator’s recommended budget nor approved by Council.

Human Resources

Reviewed by: Dwight Hanna

Date: 10/21/15

Recommend Council approval

Recommend Council denial

Council Discretion

Comments regarding recommendation: This item was recommended by Council Members. The Human Resources Department does not have the \$155 funding source. The Human Resources Department was not involved in the analysis of the needs and/or preparation of the ROA.

Therefore, Human Resources can’t provide any additional knowledgeable insight on the request or the points raised by the Finance Director.

CASA

Reviewed by: Paige Green

Date: 10/19/2015

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Legal

Reviewed by: Elizabeth McLean

Date: 10/21/15

Recommend Council approval

Recommend Council denial

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

Administration

Reviewed by: Warren Harley

Date: 10/22/15

Recommend Council approval

✓ Recommend Council denial

Comments regarding recommendation: Administration recognizes the importance of CASA and the services provided. However, because this item is an out of cycle request Administration would recommend moving this request to the FY17 Budget. Administration would also point out that council did fund new positions for CASA in the FY15 budget as recognition of the need to address the growing caseloads.

PERSONNEL
 Department Name
 FAS Key:

Court Appointed Special Advoct
 1100181200

Overtime and Part-time

Priority #	Description	Object#	Justification	Requested Amount	FICA	Total
	Overtime	511200			\$0	\$0
	Part-time	511300			\$0	\$0
TOTAL - Overtime and Part-time				\$0	\$0	\$0

New Positions

Note: Request associated operating costs on the operating worksheet and capital on the capital worksheet.

Priority #	Title of New Position	Pay Grade	Justification (Include any revenue offsets)	Number of this position requested	Require police retirement?	Salary (per position)	FICA	Reg. Retirement	Police Retirement	Personnel Total	Operating Total	Capital Total	Total						
1	CASA Case Coordinator	HI	Motion by CC	3		\$48,232	\$9,004	\$12,829	\$0	\$139,529	\$0	\$0	\$139,529						
2							\$0	\$0	\$0	\$0	\$0	\$0	\$0						
3							\$0	\$0	\$0	\$0	\$0	\$0	\$0						
4							\$0	\$0	\$0	\$0	\$0	\$0	\$0						
5							\$0	\$0	\$0	\$0	\$0	\$0	\$0						
TOTAL - New Positions												\$38,232	\$9,004	\$12,829	\$0	\$139,529	\$0	\$0	\$139,529

+ 15,677.22
 \$ 155,206.22

Estimated Additional employee cost

Workmans Comp	41.5
Life Insurance	2.75
Health Insurance	150
Dental	6.74
Total	200.99
26 Pay Periods	5,225.74
3 positions	15,677.22

Child Statistics Report

10/19/2015 to 10/19/2015

Total number of children served (in program) for above date range **847**
 Total number of groups (families) served for above date range **407**
 Total number of children served by program without volunteer at end of period **14**
(children with no volunteer at end of period based on Date Assigned and Date Removed on volunteer assignments screen)

Total number of children whose cases were closed for above date range
 Total number of Cases with closed children in the date range

Age		
Age	#	Percentage
Birth to 5	291	34.36%
6 to 11	275	32.47%
12 to 17	266	31.40%
18 and Over	15	1.77%

Ethnicity		
Ethnicity	#	Percentage
African American	595	70.25%
Asian American	4	0.47%
Bi-Racial	59	6.85%
Caucasian	135	15.94%
Hispanic/Latino	52	6.14%
Native American	3	0.35%

Most Recent Placement		
Placement	#	Percentage
Child Specific Foster Home	2	1.24%
Emergency Shelter	5	3.11%
Group Home	7	4.35%
Hospital	1	0.62%
Non Relative Adoption	1	0.62%
Non Relative Foster Care	52	32.30%
Other	7	4.35%
Own Home	48	29.81%
Relative Placement	22	13.66%
Therapeutic Foster Home	7	4.35%
Third Party Custody	1	0.62%
Unknown	8	4.97%
Total Placed	161	

Children Closed Time Frames		
Length of Time	#	Percentage
<i>Total Closed</i>		

Gender		
Gender	#	Percentage
Female	412	48.64%
Male	434	51.24%
Unknown	1	0.12%

Reasons for Program Closure		
Reason	#	Percentage

Total Number

Volunteer Type Assignments		
Match Type	#	% of Active
Volunteer	833	98.35%
Staff	478	56.43%

Average number of children assigned to each volunteer at same time. 3.2

Average number of groups (families) assigned to each volunteer at same time. 1.55

Richland County Council Request of Action

Subject: Motion to Change the way Vehicles are Taxed by the County

A. Purpose

Council is requested to consider Council member Malinowski’s motion to change the way vehicles are taxed by Richland County to a more accurate/fair assessment value by using the current month “Black Book” value.

B. Background / Discussion

At the October 12, 2015 Council meeting, Mr. Malinowski made the following motion:

“To change the way vehicles are taxed by Richland County to a more accurate/fair assessment value by using the current month “Black Book” value. Background: DMV furnishes the “Black Book” value to the tax office in January of each year. This means everyone is assessed a higher tax value on their conveyance due to the inaccurate value used with only one value used for the entire year. “Black Book” values are updated monthly so taxpayers are currently paying too much and need to pay the fair market value at the time of evaluation, not based on a January evaluation.”

South Carolina State Code of Laws, Sec. 12-37-2680 (see below) governs the manner in which Counties determine the assessed value of vehicles.

SECTION 12-37-2680. Determination of assessed value of vehicle.

The assessed value of the vehicle must be determined as of the first day of the month preceding the beginning of the tax year for the vehicles. The assessed values must be published in guides or manuals by the South Carolina Department of Revenue and provided to the auditor of each county as often as may be necessary to provide for current values. When the value of any vehicle is not set forth in the guide or manual the auditor shall determine the value from other available information.

HISTORY: 1980 Act No. 405, Section 9; 1993 Act No. 164, Part II, Section 22UU; 1993 Act No. 181, Section 214; 1995 Act No. 60, Section 4G

It is at this time that Staff is requesting direction regarding this motion.

C. Legislative / Chronological History

Motion made by Mr. Malinowski at the October 12, 2015 Council meeting.

D. Financial Impact

Approval of this motion will significantly impact the County financially, as the manner in which the values of vehicles are determined would be completely overhauled.

E. Alternatives

1. Consider the motion to change the way vehicles are taxed by the County and proceed accordingly.
2. Consider the motion to change the way vehicles are taxed by the County and do not proceed at this time.

F. Recommendation

Motion recommended by Mr. Malinowski

Recommended by: Bill Malinowski

Department: Richland County Council

Date: October 12, 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: 10/20/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Based on the comments provided by the County Auditor regarding interpretation of the statute, the recommendation is that Council request advice on the motion from the legal department.

Auditor

Reviewed by: Paul Brawley

Date: 10/19/15

Recommend Council approval

XX Recommend Council denial

Comments regarding recommendation:

Please review the statute below for clarification on how the law operates. The Auditor’s Office receives a file from the Department of Revenue each year in November that is given to all other Auditor’s in the state on vehicle values to be used for the year. The statute does not allow for uniform changes unless DOR publishes new values. This motion would supersede state law, therefore I recommend denial.

SECTION 12-37-2680. Determination of assessed value of vehicle.

The assessed value of the vehicle must be determined as of the first day of the month preceding the beginning of the tax year for the vehicles. The assessed values must be published in guides or manuals by the South Carolina Department of Revenue and provided to the auditor of each county as often as may be necessary to provide for current values. When the value of any vehicle is not set forth in the guide or manual the auditor shall determine the value from other available information.

HISTORY: 1980 Act No. 405, Section 9; 1993 Act No. 164, Part II, Section 22UU; 1993 Act No. 181, Section 214; 1995 Act No. 60, Section 4G.

Legal

Reviewed by: Elizabeth McLean

Date: 10/23/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: It appears that the motion, as stated, would be inconsistent with the statute.

Administration

Reviewed by: Roxanne Ancheta

Date: October 23, 2015

Recommend Council approval

X Recommend Council denial

Comments regarding recommendation: Based on comments from the Auditor and Legal Department, it appears as though the motion is not in line with the State Code of Laws. Therefore, the recommendation is for denial, unless Legal advises otherwise.

Richland County Council Request of Action

Subject: Motion to fund the Famously Hot New Year an Additional \$89,000

A. Purpose

Council is requested to consider Council member Dixon's motion to fund the Famously Hot New Year an additional \$89,000.

B. Background / Discussion

At the October 12, 2015 Council meeting, Ms. Dixon made the following motion:

“Request an additional \$89,000 for Famously Hot New Year”

In FY15, the County funded the Community Relations Council in the amount of \$100,000 on behalf of the Famously Hot New Year. Of that amount, \$7,000 was funded through the Accommodations Tax. The remaining \$93,000 was funded through the Hospitality Tax.

This fiscal year (FY 16), the Famously Hot New Year / Gamecock Alumni Broadcasters, Ltd. submitted a Hospitality Tax grant application and an Accommodations Tax grant application. These applications are attached.

The Hospitality Tax Advisory Committee recommended a funding level of \$4,000. The Accommodations Tax Advisory Committee recommended a funding level of \$7,000. The total amount of funding recommended for the Famously Hot New Year was \$11,000, which was approved by Council during the FY16 budgetary process.

It is at this time that Staff is requesting direction regarding this motion.

C. Legislative / Chronological History

Motion made by Ms. Dixon at the October 12, 2015 Council meeting.

D. Financial Impact

The financial impact to the County will be \$89,000. If approved by Council, additional funding sources may need to be identified as the FY16 Hospitality Tax budget only has \$10,000 remaining.

E. Alternatives

1. Consider the motion and fund the Famously Hot New Year an additional \$89,000, for a total of \$100,000.

2. Consider the motion and do not fund the Famously Hot New Year an additional \$89,000.

F. Recommendation

Motion recommended by Ms. Dixon

Recommended by: Julie Ann Dixon

Department: Richland County Council

Date: October 12, 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: 10/19/15
 Recommend Council approval Recommend Council denial
Comments regarding recommendation:

The request is a funding decision that is at Council’s discretion. Approval would require the identification of a funding source. The FY16 Hospitality Tax budget has \$10k remaining in the undesignated account however Council has multiple funding requests to consider.

The recommendation of denial is based on the requesting being outside of the budget cycle and not the merits of the request.

Grants

Reviewed by: Brandon Madden Date: 10/20/15
 Recommend Council approval Recommend Council denial
Comments regarding recommendation: This request is a funding decision at the discretion of Council.

Legal

Reviewed by: Elizabeth McLean Date: 10/22/15
 Recommend Council approval Recommend Council denial
Comments regarding recommendation: Policy decision left to Council’s discretion.

Administration

Reviewed by: Roxanne Ancheta Date: October 22, 2015
 Recommend Council approval Recommend Council denial
Comments regarding recommendation: While this is a policy decision of Council, please note that the FY 16 Hospitality Tax Budget only has \$10,000 remaining in the undesignated account. There is another Hospitality Tax funding request also at this month’s Committee Meeting. If Council makes the policy decision to fund this item from Hospitality Tax, decisions must be made regarding proposed projects (ie, Sports Complex in Lower Richland).



ACCOMMODATIONS TAX COUNTY PROMOTIONS APPLICATION
Funding for FY16 (July 1, 2015 – June 30, 2016) Due: March 2, 2015

18

INCORPORATION DATE: 02/2004

FEDERAL ID #: 20-0998798

ORGANIZATION: Famously Hot New Year/Gamecock Alumni Broadcasters, Ltd.

MISSION STATEMENT:

Set on Columbia's Main Street with the South Carolina State Capitol as the backdrop, Famously Hot New Year is South Carolina's largest free New Year's Eve party. The celebration, encompassing a live outdoor concert by national headlining bands, a colossal midnight fireworks display unrivaled in the two Carolinas, a VIP party, family fun, regional food and drink, brings residents, business, and community and civic leaders from diverse backgrounds together to enhance the well-being of the community through a safe and harmonious celebration welcoming a new year.

ORG. MANAGER: Steve Varholy

TITLE: President

PHONE: (803) 404-5535

EMAIL: steve@indiepubradio.org

PROJECT MANAGER: Barbara Rackes

TITLE: Project Manager

PHONE: (803) 212-7118

EMAIL: admin@famouslyhotnewyear.com

ORGANIZATION STREET ADDRESS: 1338 Main Street, Suite 202, Columbia, South Carolina 29201

ORGANIZATION MAILING ADDRESS: Same

TOTAL AMOUNT REQUESTED: \$7,000

TOTAL PROJECT COST: \$491,000

PROJECT START DATE: 07/01/2015

PROJECT END DATE: 01/02/2016

PROJECTED FULL ATTENDANCE: 28,000

PROJECTED NUMBER OF TOURISTS: 12,600

PROJECTED TOTAL MEALS CONSUMED: 12,000

PROJECTED TOTAL OVERNIGHTS: 3,500

DESCRIPTION OF HOW YOUR ORGANIZATION DETERMINED THE NUMBERS ABOVE (also indicate the numbers of room nights and meals estimated in unincorporated Richland County):

Surveys of registered guests were used for FHNY2015 to learn which guests planned to stay in hotels and for how many nights. Figures gained from surveys were applied to overall attendance numbers of similar guests from out-of-town zip codes derived from zip code tallies at entry gates. The same equation was applied for both hotel and dining with hotel lodging based on double-occupancy and dining on single serving. Of the approximately 17,000 people from the Midlands at FHNY2015, about 7,000 or 42% of Midlands' guests were from unincorporated Richland County. Hotels were surveyed before and after the event to gain occupancy rates for 12/31/2012, 12/31/2013 and 12/31/2014. While participation was lower than desired, overall occupancy rates increased.

Of the slightly greater than 40% of guests coming from outside the Midlands, approximately 39% indicated that they were staying in hotels for one or more nights. Based on an estimated 3,500 room nights, 39% would represent 1,365 guests staying in hotels within the unincorporated Richland County area.

See sampling of the hotel occupancy rates we were able to obtain for FHNY2015 below.

City of Columbia	12/31/2014	12/31/2013	12/31/2012
Columbia Marriott Downtown	91%	73%	58%
Springhill Suites by Marriott Vista	63%	99%	66%
Hampton Inn Downtown Historic District	98%	97%	
Clarion Hotel Downtown (construction)	17%	55%	42%
Sheraton Columbia	89%	51%	24%
Inn at USC	73%	62%	55%
Embassy Suites	43%	38%	24%
Homewood Suites Greystone	57%	33%	40%
Hilton Columbia Center	76%	84%	
Richland County			
Hilton Garden Inn Columbia Northeast	29%	23%	
Residence Inn Columbia Northeast	53%	44%	
Courtyard by Marriott Columbia Northeast	40%	38%	

PROGRAM LOCATIONS: Please list the **street** address of all program locations that will be funded through H-Tax grant funds. Please indicate if program or project will be held on County property.

In front of the SC State House, Main/Gervais Streets, Columbia.

DOES YOUR PROJECT REQUIRE PERMITS XX YES ___ No LIST THOSE REQUIRED

- City of Columbia ordinance
- City of Columbia parade permit
- City of Columbia combined event business license
- State of South Carolina event permit (grounds)
- LLR fireworks permit
- City of Columbia Fire Department permit
- SC Department of Revenue temporary liquor license
- SC Department of Revenue temporary beer and wine permit(s)
- SC Department of Revenue license to Operate Place of Amusement
- SC Department of Revenue Admissions Tax Exemption

PROJECT DESCRIPTION (You may attach one (1) additional sheet):

FHNY2016 will be the fifth annual celebration of New Year's in the Midlands of South Carolina. Over the course of the first four years, FHNY has become a signature event for both the Midlands and the State of South Carolina and is fast becoming a go-to event in the Southeast. FHNY 2015 attracted 28,000 guests and after-event surveys indicate that people were excited and planned to return. FHNY audience goal for 2016 is again 28,000 with a goal of 45% of those guests visiting from outside Richland County.* For FHNY2015, an estimated that 7,000 guests attended from unincorporated Richland County, or 25.08% of the total population of guests.

The celebration will include:

- Safe and secure downtown location as base for the *Southeast's Largest Free New Year's Celebration*.
- Crescent Lounge VIP venue with upscale food, spirits, entertainment.
- The largest-ever New Year's Eve fireworks display in the Carolinas.

The co-chairs of FHNY2015, Melanie Murphy and Sam Johnson, have assembled a list of recommendations for the coming year including addition of a "drop" (ball, or otherwise) and further reconfiguration of the VIP Crescent Lounge. Recycling will increase in focus following collection of 780 pounds of recyclable material in the most recent year. FHNY2016 will also expand its relationship with The Comet to provide transportation from areas outside the Main Street to facilitate further participation by regional hotels as well as safe park-and-ride locations for regional residents. December 31, 2015 is a Thursday which lends itself to suggestion of longer stays in the Midlands, connecting guests with attractions in unincorporated Richland County to expand the overall picture of opportunities in the Midlands. It also intends to partner

with youth attractions to engage whole families specifically in FHNY-related activities.

With attractions becoming a focus for multi-day stays, FHNY will look forward to learning about and connecting with recreational, historic, and other attractions in unincorporated Richland County and believe FHNY2016 will have the expertise to bring added attention to all opportunities in the Midlands. FHNY seeks to increase activity in Midlands's hotels during an otherwise off-season with a multi-day package of FHNY-centered activities.

Famously Hot New Year 2016 will feature a national headliner coupled with an expanded selection of regional and local talent, allowing draw on both a big name while spotlighting up-and-coming talent.

The celebration uses print and distributed marketing materials within the Midlands and will use billboards, online advertising, strategic media buys, enhanced public relations and in-kind distribution support to attract attendees to the celebration. Based on FHNY2015 tracking documentation (see attached), FHNY plans to modify use of marketing funds to target market key regions and audiences.

BENEFIT TO TOURISM (How does it promote and highlight **unincorporated** Richland County's historic and cultural venues, recreational facilities and events, and the uniqueness and flavor of the local community.)

FHNY2016 will seek to attract people to the Midlands of South Carolina from outside Richland County and the State of South Carolina to a) lodge and dine and b) become acquainted with the arts, culture, and attractions offered. Working with venue partners (Riverbanks Zoo, EdVenture, State Museum and others), FHNY will engage visitors in new, interesting parts of the Midlands, **including those in unincorporated Richland County**. Offer parks and recreational facilities opportunities to feature available facilities and activities on website and social media in a manner that connects event guests to their locations in times and seasons other than New Year's Eve. The national, regional, and local media coverage of FHNY has also helped and will continue to help position the Midlands of South Carolina in a new and more positive light, attracting the interest of more tourists and media.

BENEFIT TO COMMUNITY AND RICHLAND COUNTY:

In keeping with FHNY's mission of bringing all people of all backgrounds together in ways that promote harmony, mutual respect, and civility, the Famously Hot New Year's Celebration allows thousands of diverse people to come together in a safe and exciting environment. FHNY management believes the past four years' events have brought together portions of the community that might not otherwise connect in a manner that demonstrates the potential of bridging divides. It's also, of course, a great way to attend a safe and very fun party with great entertainment on a night that might otherwise be a source of less-managed revelry.

MANAGEMENT CAPABILITY TO MAKE THIS PROJECT SUCCESSFUL:

FHNY will engage a professional project manager to organize and coordinate the efforts of multiple veteran vendors. This organizational structure will include coordination through a well-organized vendor committee and oversight by an advisory board of key stakeholders including funding partners. This event has suffered growing pains reasonable to a project of its nature, but has become stable over the life of its existence. All materials are organized and all facets of the project are documented for future organizers and vendors to learn and maintain continuity.

OUTLINE PROJECT MARKETING PLAN (Include how you plan to reach tourists and work with local restaurants. Also include tracking mechanism used to determine tourist attendance):

FHNY2016 will use many of the tools that were previously effective, expanding the use of those that have reached the greatest audiences in the most economical ways. For 12/31/2014, FHNY expanded the use of social media to include **active participation by sponsors**, allowing all parties to gain a much broader audience. The campaigns that collaborated with sponsor interests were particularly successful this past year and helped expand relationships based on mutual interest.

FHNY plans include using similar methods with the addition of further engaging restaurants, hotels, merchants, and attractions, building the overall visibility of the Midlands while connecting each of entities with more new prospective customers. To make maximum use of social media reach, FHNY will hire the best group of consultants and use promoted posts and tweets.

FHNY will also make extensive use of radio both locally and regionally. In 2015, FHNY was able to more than quadruple its

cash investment in radio with sponsorship matches.

Outside Richland County, FHNY2015 plans to place both digital and vinyl billboards in the Greenville/Spartanburg, Orangeburg, Florence/Darlington, Charlotte, Charleston, Aiken/Augusta markets. FHNY has already established a partnership with the CVB which will leverage funding 1.5 to 1 in the Charlotte/Rock Hill Aiken/Augusta and Charleston areas.

FHNY again plans to use contests to increase audience and measure the response via social media, email, and website, conversion (message leading to action). While the value of print is diminishing, FHNY plans to place both articles and small ads in regional daily news media as well.

Each marketing consultant begins the project with the end in mind, offering in advance an outline of how they will measure the success of these efforts. These vary among mediums with social media being highly measurable and radio/TV/print measurable only to the extent of the total audience figures they can offer. FHNY intends to keep refining the relationship between audience reached with online surveys and exit polls to learn which mediums deliver the greatest result for its investment.

REQUIRED ATTACHMENTS: Attachments MUST be submitted along with proposal.

- Budget and budget narrative (See budget form below)
- 501 c 3 determination letter from IRS confirming nonprofit status
- Confirmation of current registration as a charity with the SC Secretary of State
- List of organization's current Board Members/Directors
- Organization's most recent 990 tax form

Director's Signature  Date: 3/2/15

Board Chairman's Signature  Date: 3/2/15

ACCOMMODATIONS TAX GRANT BUDGET FORM

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	7,000	101,000	108,000
Municipal Services/Security		25,000	25,000
Entertainment/Speakers/Guest		120,000	120,000
Event Rentals		50,000	50,000
Supplies		23,000	23,000
Consultants/Contractors		165,000	165,000
Total	7,000	484,000	491,000

Note 1. "Salaries" for marketing/advertising are included under consultants/contractors.

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

Income Source	Amount	Pending/Received
FY16 Richland County H-Tax Request	93,000	Application submitted
FY16 Richland County A-Tax Request	7,000	Application submitted
FY16 City of Columbia H-Tax Request	130,000	Application will be submitted
Private sponsorship	205,000	Pending
Revenue from sale of tickets, food and merchandise	65,000	Future
	\$500,000	

Provide a detailed narrative of expenses in the H-Tax Grant Request expense column. Add (1) additional sheet, if needed.

Advertising/Marketing/Promotion – Intended use of digital and paper boards particularly in regional markets. Subject to recommendations of marketing consultants, expand use of online advertising and alternative news media in Charleston and Charlotte.

Entertainment – portion of cost of headliner and supporting acts

Event Rentals – portion of cost of stage & lighting.

Consultants/Contractors – FHNY employs no direct staff and uses contractual partners for all services. The portion requested from Richland County represents services of marketing consultants.



HOSPITALITY TAX COUNTY PROMOTIONS APPLICATION
Funding for FY16 (July 1, 2015 – June 30, 2016) Due: March 2, 2015

INCORPORATION DATE: 04/2004

FEDERAL ID #: 20-0998798

ORGANIZATION: Famously Hot New Year/ Gamecock Alumni Broadcasters, Ltd.

MISSION STATEMENT:

Set on Columbia's Main Street with the South Carolina State Capitol as the backdrop, Famously Hot New Year is South Carolina's largest free New Year's Eve party. The celebration, encompassing a live outdoor concert by national headlining bands, a colossal midnight fireworks display unrivaled in the two Carolinas, a VIP party, family fun, regional food and drink, brings residents, business, and community and civic leaders from diverse backgrounds together to enhance the well-being of the community through a safe and harmonious celebration welcoming a new year.

ORG. MANAGER: Steve Varholy

TITLE: President

PHONE: (803) 404-5535

EMAIL: steve@indiepubradio.org

PROJECT MANAGER: Barbara Rackes

TITLE: Project Manager

PHONE: (803) 212-7118

EMAIL: admin@famouslyhotnewyear.com

ORGANIZATION STREET ADDRESS: 1338 Main Street, Suite 202, Columbia, South Carolina 29201

ORGANIZATION MAILING ADDRESS: 1338 Main Street, Suite 202, Columbia, South Carolina 29201

TOTAL AMOUNT REQUESTED: \$93,000

TOTAL PROJECT COST: \$500,000

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PROJECT END DATE: 01/02/2016

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PROJECTED NUMBER OF TOURISTS: 12,600

PROJECTED TOTAL MEALS CONSUMED: 12,000

PROJECTED TOTAL OVERNIGHTS: 3,500

DESCRIPTION OF HOW YOUR ORGANIZATION DETERMINED THE NUMBERS ABOVE (also indicate the numbers of meals and room stays estimated in unincorporated Richland County):

Surveys of registered guests were used for FHNY2015 to learn which guests planned to stay in hotels and for how many nights. Figures gained from surveys were applied to overall attendance numbers of similar guests from out-of-town zip codes derived from zip code tallies at entry gates. The same equation was applied for both hotel and dining with hotel lodging based on double-occupancy and dining on single serving. Of the approximately 17,000 people from the Midlands at FHNY2015, about 7,000 or 42% of Midlands' guests, were from unincorporated Richland County. Hotels were surveyed before and after the event to gain occupancy rates for 12/31/2012, 12/31/2013 and 12/31/2014. While participation was lower than desired, overall occupancy rates increased. A small sampling:

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Richland County			
Hilton Garden Inn Columbia Northeast	29%	23%	
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PROGRAM LOCATIONS: Please list the **street** address of all program locations that will be funded through H-Tax grant funds. Please indicate if program or project will be held on County property.

In front of the SC State House, Main/Gervais Streets, Columbia.

PROJECT DESCRIPTION (You may attach one (1) additional sheet):

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With attractions becoming a focus for multi-day stays, FHNY will look forward to learning about and connecting with recreational, historic, and other attractions in unincorporated Richland County and believe FHNY2016 will have the expertise to bring added attention to all opportunities in the Midlands. FHNY seeks to increase activity in Midlands's hotels during an otherwise off-season with a multi-day package of FHNY-centered activities.

Famously Hot New Year 2016 will feature a national headliner coupled with an expanded selection of regional and local talent, allowing draw on both a big name while spotlighting up-and-coming talent.

The celebration uses print and distributed marketing materials within the Midlands and will use billboards, online advertising, strategic media buys, enhanced public relations and in-kind distribution support to attract attendees to the

celebration. Based on FHNY2015 tracking documentation (see attached), FHNY plans to modify use of marketing funds to target market key regions and audiences.

ECONOMIC IMPACT/COST BENEFIT: Provide project income and expenses for the last two years for the project you are requesting H-Tax funds as well as the projections for FY16. This section must be completed even if you did not apply for County H-Tax funds in the past.

These figures should be for the full project/event budget, not just the grant portion.	FY 14 7/1/13 – 6/30/14	FY 15 7/1/14 – 6/30/15	Projected FY 16 7/1/15 – 6/30/16**
Total Income (sponsors, grants, ticket/food sales, etc.)	466,305	506,303	500,000
Total Expenses (rentals, marketing, supplies, contracts, etc.)	473,079	498,608	491,000
Net Proceeds (Income – Expenses)	(6,868.08)	7695	9,000

**FHNY intends to incorporate in-kind contributions and expenses in its financial records for future years. Estimated in-kind income for FHNY2015 (12/31/2014) was approximately \$66,000 as were expenses. In-kind is not included in projections.

HOW WILL YOUR ORGANIZATION USE INCOME, IF ANY, GENERATED BY THIS PROGRAM/EVENT?

Revenues not used for event expenses or in carry forward for early FHNY2017 expenses will be donated to non-profit(s) that match its mission.

BENEFIT TO TOURISM (How does it promote and highlight **unincorporated** Richland County’s historic and cultural venues, recreational facilities and events, and the uniqueness and flavor of the local community.)

FHNY2016 will seek to attract people to the Midlands of South Carolina from outside Richland County and the State of South Carolina to a) lodge and dine and b) become acquainted with the arts, culture, and attractions offered. Working with venue partners (Riverbanks Zoo, EdVenture, State Museum and others), FHNY will engage visitors in new, interesting parts of the Midlands, **including those in unincorporated Richland County**. Offer parks and recreational facilities opportunities to feature available facilities and activities on website and social media in a manner that connects event guests to their locations in times and seasons other than New Year’s Eve. The national, regional, and local media coverage of FHNY has also helped and will continue to help position the Midlands of South Carolina in a new and more positive light, attracting the interest of more tourists and media.

BENEFIT TO COMMUNITY IN WHICH PROJECT WILL BE HELD:

In keeping with FHNY’s mission of bringing all people of all backgrounds together in ways that promote harmony, mutual respect, and civility, the Famously Hot New Year’s Celebration allows thousands of diverse people to come together in a safe and exciting environment. FHNY management believes the past four years’ events have brought together portions of the community that might not otherwise connect in a manner that demonstrates the potential of bridging divides. It’s also, of course, a great way to attend a safe and very fun party with great entertainment on a night that might otherwise be a source of less-managed revelry.

PROVIDE EVIDENCE OF SUCCESS FOR SIMILAR PROGRAMS/EVENTS AND MANAGEMENT CAPABILITY TO MAKE THIS PROJECT SUCCESSFUL:

FHNY will engage a professional project manager to organize and coordinate the efforts of multiple veteran vendors. This organizational structure will include coordination through a well-organized vendor committee and oversight by an advisory board of key stakeholders including funding partners. This event has suffered growing pains reasonable to a project of its nature, but has become stable over the life of its existence. All materials are organized and all facets of the project are documented for future organizers and vendors to learn and maintain continuity.

OUTLINE PROJECT MARKETING PLAN (Include how you plan to reach tourists and work with local restaurants. Also include tracking mechanism used to determine tourist attendance):

FHNY2016 will use many of the tools that were previously effective, expanding the use of those that have reached the greatest audiences in the most economical ways. For 12/31/2014, FHNY expanded the use of social media to include **active participation by sponsors**, allowing all parties to gain a much broader audience. The campaigns that collaborated with sponsor interests were particularly successful this past year and helped expand relationships based on mutual interest. FHNY plans include using similar methods with the addition of further engaging restaurants, hotels, merchants, and attractions, building the overall visibility of the Midlands while connecting each of entities with more new prospective customers. To make maximum use of social media reach, FHNY will hire the best group of consultants and use promoted posts and tweets.

FHNY will also make extensive use of radio both locally and regionally. In 2015, FHNY was able to more than quadruple its cash investment in radio with sponsorship matches.

Outside Richland County, FHNY2015 plans to place both digital and vinyl billboards in the Greenville/Spartanburg, Orangeburg, Florence/Darlington, Charlotte, Charleston, Aiken/Augusta markets. FHNY has already established a partner relationship with the CVB which will leverage funding 1.5 to 1 in the Charlotte/Rock Hill Aiken/Augusta and Charleston areas.

FHNY again plans to use contests to increase audience and measure the response via social media, email, and website, conversion (message leading to action). While the value of print is diminishing, FHNY plans to place both articles and small ads in regional daily news media as well.

REQUIRED ATTACHMENTS: Attachments MUST be submitted along with proposal.

- Budget and budget narrative (See budget form below)
- Letter from IRS confirming 501 c 3 nonprofit status
- Proof of current registration as a charity with the SC Secretary of State
- List of organization's current Board Members/Directors
- Most recent 990 tax form. If you file a 990 post-card please also attach a financial report showing financial status
- One (1) additional page for project description (**Optional**)
- One (1) additional page for budget narrative/justification (**Optional**)

STATEMENT OF ASSURANCES

Upon grant application acceptance and funding award, applicant agrees that financial records, support documents, statistical records and all other records pertinent to Hospitality Tax funding shall be retained for a period of three years. All procurement transactions, regardless of whether negotiated or advertised and without regard to dollar value, shall be conducted in a manner so as to provide maximum open free competition. The funding recipient shall establish safeguards to prohibit employees from using their positions for a purpose that has the appearance of being motivated by a desire for private gain for themselves and others. All expenditures must have adequate documentation. All accounting records and supporting documentation shall be available for inspection by Richland County upon request. No person, on the basis of race, color, or national origin, should be excluded from participation in, be denied the benefit of or be otherwise subjected to discrimination under the program or activity funding in whole or in part by Hospitality Tax funds. Employment made by or resulting from Hospitality Tax funding shall not discriminate against any employee or applicant on the basis of handicap, age, race, color, religion, sex, or national origin. None of the funds, materials, property, or services provided directly or indirectly under Hospitality Tax funding shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office. The applicant hereby certifies that the information submitted as part of this application is accurate and reliable. Any change and/or variation must be reported immediately, otherwise, funding may be withheld.

Providing signature of the Executive Director and Board Chair of the organization verifies accuracy of the information provided in this application and attachments as well as agreeing to the assurances written above.

Board Chair

Executive Director

Date

Date

HOSPITALITY TAX GRANT BUDGET FORM

List the expenses for your project below. Add expense categories in the blank lines below, if needed.

Expense Category	County H-Tax Request	Other Sources	Total
Advertising/Marketing/Promotion/Billboards	33,000	75,000	108,000
Advertising/Marketing Related Salary (Note 2)			0.00
Municipal Services/Security		25,000	25,000
Entertainment/Speakers/Guest Artists	25,000	95,000	120,000
Event Rentals	20,000	30,000	50,000
Supplies		23,000	23,000
Consultants/Contractors	15,000	150,000	165,000
Total	93,000	398,000	491,000

Note 1. "Salaries" for marketing/advertising are included under consultants/contractors.

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

Income Source	Amount	Pending/Received
FY16 Richland County H-Tax Request	93,000	Application submitted
FY16 Richland County A-Tax Request	7,000	Application submitted
FY16 City of Columbia H-Tax Request	130,000	Application will be submitted
Private sponsorship	261,000	Pending
Revenue from sale of tickets, food and merchandise	65,000	Future
	\$500,000	

Provide a detailed narrative of expenses in the H-Tax Grant Request expense column. Add (1) additional sheet, if needed.

Advertising/Marketing/Promotion – Intended use of digital and paper boards particularly in regional markets. Subject to recommendations of marketing consultants, expand use of online advertising and alternative news media in Charleston and Charlotte.

Entertainment – portion of cost of headliner and supporting acts

Event Rentals – portion of cost of stage & lighting.

Consultants/Contractors – FHNY employs no direct staff and uses contractual partners for all services. The portion requested from Richland County represents services of marketing consultants.

Richland County Council Request of Action

Subject: Motion to fund the Governor's Cup Road Race in the amount of \$7,000

A. Purpose

Council is requested to consider Council members Rose and Dickerson's motion to fund the Governor's Cup Road Race in the amount of \$7,000.

B. Background / Discussion

At the October 12, 2015 Council meeting, Mr. Rose and Ms. Dickerson made the following motion:

"Move to fund the Governor's Cup Road Race in the amount of \$7,000, which is the amount the County funded this organization in FY 15. The funding is requested to come from the "Undesignated" Hospitality Tax line item."

In FY15, the County funded the Carolina Marathon Association in the amount of \$7,000. Of that amount, \$2,000 was funded through the Accommodations Tax. The remaining \$5,000 was funding through the Hospitality Tax.

This year, the Carolina Marathon Association submitted a Hospitality Tax grant application and an Accommodations Tax grant application – see both applications attached – for the Governor's Cup Road Race. However, the Hospitality Tax Advisory Committee and the Accommodations Tax Advisory Committee did not recommend funding as the applications were received after 5:00 pm on 3/2/15 grant submittal deadline.

It is at this time that Staff is requesting direction regarding this motion.

C. Legislative / Chronological History

Motion made by Mr. Rose and Ms. Dickerson at the October 12, 2015 Council meeting.

D. Financial Impact

The financial impact to the County will be \$7,000. The FY16 Hospitality Tax budget only has \$10,000 remaining. Therefore, funding is available in Council's FY 16 Discretionary Hospitality Tax line item.

E. Alternatives

1. Consider the motion and fund the Governor's Cup Road Race in the amount of \$7,000.
2. Consider the motion and do not fund the Governor's Cup Road Race in the amount of \$7,000.

F. Recommendation

Motion recommended by Mr. Rose and Ms. Dickerson

Recommended by: Seth Rose and Joyce Dickerson

Department: Richland County Council

Date: October 12, 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: 10/19/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

The request is a funding decision that is at Council’s discretion. The FY16 Hospitality Tax budget has \$10k remaining in the undesignated account however Council has multiple funding requests to consider.

The recommendation of denial is based on the requesting being outside of the budget cycle and not the merits of the request.

Grants

Reviewed by: Brandon Madden

Date: 10/20/15

Recommend Council approval

Recommend Council denial

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

Legal

Reviewed by: Elizabeth McLean

Date: 10/22/15

Recommend Council approval

Recommend Council denial

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

Administration

Reviewed by: Roxanne Ancheta

Date: October 23, 2015

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: While this is a policy decision of Council, please note that the FY 16 Hospitality Tax Budget only has \$10,000 remaining in the undesignated account. There is another Hospitality Tax funding request also at this month’s Committee Meeting. If Council makes the policy decision to fund this request, as well as the other Committee item from Hospitality Tax, decisions must be made regarding proposed projects (ie, Sports Complex in Lower Richland).



HOSPITALITY TAX COUNTY PROMOTIONS APPLICATION

Funding for FY16 (July 1, 2015 – June 30, 2016) Due: March 2, 2015

Please use Times New Roman as your font, do not use font sizes smaller than 11 and do not adjust field sizes.

INCORPORATION DATE: 1972

FEDERAL ID #: 57-0989561

ORGANIZATION: Carolina Marathon Association

MISSION STATEMENT:

The Carolina Marathon Association was established in 1972 to promote health and fitness, establish the greater Columbia area as a nationally recognized center for running events, promote Columbia's reputation regionally and nationally, improve public health by promoting appropriate physical activity, provide opportunities for partnerships of youth in health and fitness activities, and position CMA to submit competitive bids for future championships and Olympic Trial events.

PROJECT MANAGER: Marie Queen

TITLE: Executive Director

ORGANIZATION STREET ADDRESS: 1215 Anthony Ave, Columbia, SC 29201

ORGANIZATION MAILING ADDRESS: 1215 Anthony Ave, Columbia, SC 29201

PHONE: 803-731-2100

EMAIL: marie.queen@queencommunicationsllc.com

PROJECT TITLE: Governor's Cup Road Race

TOTAL AMOUNT REQUESTED: \$17,750

TOTAL PROJECT COST: \$59,700

PROJECT START DATE: January 2015

PROJECT END DATE: November 2015

PROJECTED FULL ATTENDANCE: 2,000

PROJECTED NUMBER OF TOURISTS: 5,000

PROJECTED TOTAL MEALS CONSUMED: 1,500

PROJECTED TOTAL OVERNIGHTS: 125

DESCRIPTION OF HOW YOUR ORGANIZATION DETERMINED THE NUMBERS ABOVE (also indicate the numbers of meals and room stays estimated in unincorporated Richland County):

Immediately following the annual Governor's Cup a survey is distributed electronically to all registrants. According to the results from the 2014 Governor's Cup event, we know that 38.6% are at a restaurant in the Vista, Five Points or downtown areas. There were 1,390 who ran/walked in our event; plus the event attracted approximately 3,000 additional spectators per the Columbia Police Department's estimate. We know that 48% brought at least one other non-registrant with them; therefore, approximately 839 are at restaurants in Columbia. We also know from the survey that 4% or 115 stayed at one of the hotels in the downtown area. We project at least 1,500 to eat in Columbia prior and/or after the 2015 event, and at least 125 to stay overnight at the hotels. We project at least 1500 to eat in Columbia prior and/or after the 2015 event, and at least 125 to stay overnight at the hotels.

PROGRAM LOCATIONS: Please list the street address of all program locations that will be funded through H-Tax grant funds. Please indicate if program or project will be held on County property.

Restaurants, hotels, Columbia Museum of Art, Ed Venture, Columbia Convention Center and other locations within the downtown, Five Points and Shandon areas.

PROJECT DESCRIPTION (You may attach one (1) additional sheet):

The 43rd Annual Governor's cup Road Race features a half-marathon, 8-K run, 8-K walk and Kid's Fun Run.

The event starts on Gervais and Main Streets in front of the Capitol Building and goes into Shandon, Five-Points and USC before ending at the Horseshoe. The Kid's Fun Run attracts almost 500 youngsters from area schools. The Governor's Cup also features a Fittest Company Challenge. This year's event will receive the designation of the RRCA Champion State Race, which means elite runners from South Carolina and other states will travel to Columbia to participate in this event.

Launched by the Carolina Marathon Association in 1972, The Lexington Medical Center Governor's Cup is South Carolina's marquee running event. This event begins in front of the Capitol Building and ends outside of the University of South Carolina Horseshoe. Runners and walkers move through various historical Columbia neighborhoods that include flat terrain as well as rolling hills. Part of the course was used in the 1996 and 2000 Women's Olympic Trials.

The non-profit Carolina Marathon Association was formed locally in 1972. Its goals are to promote health and fitness; establish the Greater Columbia area as a nationally recognized center for running events, primarily long distance; promote the community and economic development by enhancing the Greater Columbia area's reputation regionally and nationally; improve the public health by promoting appropriate physical activity; provide opportunities for participation of youth in health and fitness activities; position Carolina Marathon Association to submit competitive bids for future championship and Olympic Trial events.

ECONOMIC IMPACT/COST BENEFIT: Provide project income and expenses for the last two years for the project you are requesting H-Tax funds as well as the projections for FY16. This section must be completed even if you did not apply for County H-Tax funds in the past.

These figures should be for the full project/event budget, not just the grant portion.	FY 14 7/1/13 – 6/30/14	FY 15 7/1/14 – 6/30/15	Projected FY 16 7/1/15 – 6/30/16
Total Income (sponsors, grants, ticket/food sales, etc.)	134,300	118,310	122,085
Total Expenses (rentals, marketing, supplies, contracts, etc.)	103,174	107,879	59,700
Net Proceeds (Income – Expenses)	31,126	10,431	62,385

HOW WILL YOUR ORGANIZATION USE INCOME, IF ANY, GENERATED BY THIS PROGRAM/EVENT?

Funds will be utilized to support organizational mission of promoting running events, to promote the greater Columbia area as a sport tourism destination, improve public health by promoting appropriate physical activity, provide opportunities for partnerships of youth in health and fitness activities, and position CMA to submit competitive bids for future championships and Olympic Trial events.

BENEFIT TO TOURISM (How does it promote and highlight **unincorporated** Richland County's historic and cultural venues, recreational facilities and events, and the uniqueness and flavor of the local community.)

The Governor's Cup brings almost 2,000 runners and walkers to downtown Columbia plus a large amount of spectators. The Governor's Cup has successfully increased participation since 2007 by over 100% because of the variety of events that are provided: Half marathon, 8-K run, 8-K walk, Fittest Company Challenge, and Kid's Run. In 2014, the Governor's Cup packet pick-up and expo were held at the Columbia Convention Center in downtown Columbia. In 2015, an expo runners and guests will be held at the Convention Center.

BENEFIT TO COMMUNITY IN WHICH PROJECT WILL BE HELD:

The Governor's Cup brings people into downtown Columbia and promotes the neighborhoods through which the run occurs. Prior to the event, Neighborhood Associations are contacted and encouraged to come out and cheer the runners and walkers. Those groups with the best techniques are recognized at the finish line. The event also promotes Girls on the Run and donates a portion of each full registration to the organization.

PROVIDE EVIDENCE OF SUCCESS FOR SIMILAR PROGRAMS/EVENTS AND MANAGEMENT CAPABILITY TO MAKE THIS PROJECT SUCCESSFUL:

This is the 43rd Annual running of this half-marathon and 8-K race. The Governor's Cup Road Race is directed by a group of USC and business personnel who manage all aspects of the event.

OUTLINE PROJECT MARKETING PLAN (include how you plan to reach tourists and work with local restaurants. Also include tracking mechanism used to determine tourist attendance):

The Governor's Cup is promoted via print and electronic media. In addition to advertisements in running magazines, billboards, flyers and postcards, this event is promoted on the Game Radio Station. The Governor's Cup is also promoted to runners in Georgia and North Carolina. The Carolina Marathon Association also reaches out to schools in Richland County and surrounding counties for participation in the Kids Run. Carolina Marathon Association has developed relationships with the Chamber of Commerce to reach out to companies to enroll their employees in the Fittest Company event.

Carolina Marathon Association also has partnered with The State and the Columbia Sports Council to promote this event via their website.

We distribute a survey via email to attendees and this survey asks questions about restaurants visited, hotels used, etc.

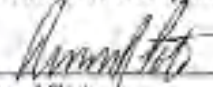
REQUIRED ATTACHMENTS: Attachments **MUST** be submitted along with proposal.

- Budget and budget narrative (See budget form below)
- Letter from IRS confirming 501 c 3 nonprofit status
- Proof of current registration as a charity with the SC Secretary of State
- List of organization's current Board Members/Directors
- Most recent 990 tax form. If you file a 990 post-card please also attach a financial report showing financial status
- One (1) additional page for project description **(Optional)**
- One (1) additional page for budget narrative/justification **(Optional)**

STATEMENT OF ASSURANCES

Upon grant application acceptance and funding award, applicant agrees that financial records, support documents, statistical records and all other records pertinent to Hospitality Tax funding shall be retained for a period of three years. All procurement transactions, regardless of whether negotiated or advertised and without regard to dollar value, shall be conducted in a manner so as to provide maximum open/free competition. The funding recipient shall establish safeguards to prohibit employees from using their positions for a purpose that has the appearance of being motivated by a desire for private gain for themselves and others. All expenditures must have adequate documentation. All accounting records and supporting documentation shall be available for inspection by Richland County upon request. No person, on the basis of race, color, or national origin, should be excluded from participation in, be denied the benefit of or be otherwise subjected to discrimination under the program or activity funding in whole or in part by Hospitality Tax funds. Employment made by or resulting from Hospitality Tax funding shall not discriminate against any employee or applicant on the basis of handicap, age, race, color, religion, sex, or national origin. None of the funds, materials, property, or services provided directly or indirectly under Hospitality Tax funding shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office. The applicant hereby certifies that the information submitted as part of this application is accurate and reliable. Any change and/or variation must be reported immediately, otherwise, funding may be withheld.

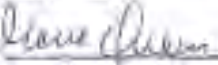
Providing signature of the Executive Director and Board Chair of the organization verifies accuracy of the information provided in this application and attachments as well as agreeing to the assurances written above.



Board Chair

3/2/2015

Date



Executive Director

3/2/2015

Date

HOSPITALITY TAX GRANT BUDGET FORM

List the expenses for your project below. Add expense categories in the blank lines below, if needed.

Expense Category	County H-Tax Request	Other Sources	Total
Advertising/Marketing/Promotion/Billboards	3,500	4,000	7,500
Advertising/Marketing Related Salary	1,250	1,250	2,500
Municipal Services/Security	4,000	6,000	10,000
Entertainment/Speakers/Guest Artists	2,000	2,000	4,000
Event Rentals/Supplies	4,000	5,100	9,100
Event Signage		2,000	2,000
Race Operations	3,000	3,500	6,500
Consultants/Contractor/Event Mgmt		4,100	4,100
Awards/T-Shirts		14,000	14,000
Total	17,750	41,950	59,700

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

Income Source	Amount	Pending/Received
FY16 Richland County H-Tax Request	17,750	Pending
Sponsorship-Lexington Medical Center	45,000	Pending
Online Registrations-Race Participants	40,000	Pending
Other Registrations-Race Participants-Checks	10,185	Pending
Expo-Vendor Advertisers/Booths at Event	1,400	Pending
Sponsorship-Lexington Medical Center	45,000	Pending

Provide a detailed narrative of expenses in the H-Tax Grant Request expense column. Add (1) additional sheet, if needed.

- Advertising/Marketing: Pace, Blue Ridge Outdoor, and other national/local/regional running magazines -\$2500, WIS-TV/Local Programming Stations-\$3000, Staff handouts/phone calls/visits to businesses-\$1500, Printing Add'l-Columbia Printing/Printing-\$1000, Billboards-\$1000
- Website Contractor (Marsha Clark and others)-\$2500
- Police-Security/Directions-City of Columbia off duty Police Officers-\$9,000, Emergency Medical Care/On Site-\$1,000
- Invited Athletes/Past grand prize winners/Special Guest/Speaker-\$4,000
- Celebrations Equipment Rental-tents, stage, sign holders, tables, chairs, audio equipment-\$6,000, E&D Enterprises-Port-a-Jon and sink rentals-\$2000, Columbia Metro Convention Center/packet pickup-\$1200,
- Elevation maps/Route maps-\$500, DJ start of race-\$700, Water stop supplies-cups, Gatorade, water-\$1000, Balloonopolis/balloons at finish line-\$350, Fruits and snacks/Senn Bros Produce-\$1000, Van rental/U-Hall- \$150, Lanyards/Badges/Office supply store-\$100, Band for Entertainment-\$1000, Bagels/Piggly Wiggly/Local Grocers-\$300
- Event Management/Race Director-\$4100
- Signs Now-\$2500, Columbia Printing-\$200
- Cash Awards-\$7000, Applied Graphics-\$15000, Running Awards/Medals-\$4000, Graph-itti-T-Shirts/Pullovers-\$6000, SC Embroidery-\$1500
- Strictly Running -\$7500, Ken Lowden/Course Verifications-\$1000, Photographer-\$1000
- Contributions to health organizations that promote quality diet, exercise, healthy school menus, etc.-"Girls on the Run"- \$3000, AC Flora ROTC-\$500



ACCOMMODATIONS TAX GRANT APPLICATION

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

Due Date: Monday, March 2, 2015

Please use Times New Roman as your font; do not use font sizes smaller than 11 and do not adjust field sizes

INCORPORATION DATE: 1972

FEDERAL ID#: 57-0989561

ORGANIZATION: Carolina Marathon Association

ORGANIZATION ADDRESS: 1215 Anthony Ave, Columbia SC 29201

CONTACT: Marie Queen

TITLE: Executive Director

PHONE: 803-731-2100

EMAIL: marie.queen@queencommunicationsllc.com

MISSION STATEMENT:

The Carolina Marathon Association was established in 1972 to promote health and fitness, establish the greater Columbia area as a nationally recognized center for running events, promote Columbia's reputation regionally and nationally, improve public health by promoting appropriate physical activity, provide opportunities for partnerships of youth in health and fitness activities, and position CMA to submit competitive bids for future championship and Olympic Trial events.

PROJECT TITLE: Governor's Cup Road Race

TOTAL AMOUNT REQUESTED: \$17,000

TOTAL PROJECT COST: \$59,700

PROJECT START DATE: January 2015

PROJECT END DATE: November 2015

ESTIMATED TOTAL ATTENDANCE: 2,000

ESTIMATED TOURISTS: 5,000

TOTAL ESTIMATED ROOM NIGHTS: 125

TOTAL ESTIMATED MEALS: 1,500

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)

Immediately following the annual Governor's Cup a survey is distributed electronically to all registrants. According to the results from the 2014 Governor's Cup event, we know that 38.6% ate at a restaurant in the Vista, Five Points or downtown areas. There were 1,390 who ran/walked in our event; plus the event attracted approximately 3,000 additional spectators per the Columbia Police Department's estimate. We know that 48% brought at least one other non-registrant with them; therefore, approximately 839 ate at restaurants in Columbia. We also know from the survey that 4% or 115 stayed at one of the hotels in the downtown area. We project at least 1,500 to eat in Columbia prior and/or after the 2015 event, and at least 125 to stay overnight at the hotels. We project at least 1500 to eat in Columbia prior and/or after the 2015 event, and at least 125 to stay overnight at the hotels.

PROGRAM LOCATION(S)

Restaurants, hotels, Columbia Museum of Art, Ed Venture, Columbia Convention Center and other locations within the downtown, Five Points and Shandon areas.

DOES YOUR PROJECT REQUIRE PERMITS? YES NO LIST THOSE REQUIRED:

Parade Permit

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

The 43rd Annual Governor's cup Road Race features a half-marathon, 8-K run, 8-K walk and Kid's Fun Run.

The event starts on Gervais and Main Streets in front of the Capitol Building and goes into Shandon, Five-Points and USC before ending at the Horseshoe. The Kid's Fun Run attracts almost 500 youngsters from area schools. The Governor's Cup also features a Fittest Company Challenge. This year's event will receive the designation of the RRCA Champion State Race, which means elite runners from South Carolina and other states will travel to Columbia to participate in this event.

Launched by the Carolina Marathon Association in 1972, The Lexington Medical Center Governor's Cup is South Carolina's marquee running event. This event begins in front of the Capitol Building and ends outside of the University of South Carolina Horseshoe. Runners and walkers move through various historical Columbia neighborhoods that include flat terrain as well as rolling hills. Part of the course was used in the 1996 and 2000 Women's Olympic Trials.

The non-profit Carolina Marathon Association was formed locally in 1972. Its goals are to promote health and fitness; establish the Greater Columbia area as a nationally recognized center for running events, primarily long distance; promote the community and economic development by enhancing the Greater Columbia area's reputation regionally and nationally; improve the public health by promoting appropriate physical activity; provide opportunities for participation of youth in health and fitness activities; position Carolina Marathon Association to submit competitive bids for future championship and Olympic Trial events.

The Governor's Cup brings almost 2,000 runners and walkers to downtown Columbia plus a large amount of spectators. The Governor's Cup has successfully increased participation since 2007 by over 100% because of the variety of events that are provided: Half marathon, 8-K run, 8-K walk, Fittest Company Challenge, and Kid's Run. In 2014, the Governor's Cup packet pick-up and expo were held at the Columbia Convention Center in downtown Columbia. In 2015, an expo runners and guests will be held at the Convention Center.

BENEFIT TO COMMUNITY AND RICHLAND COUNTY:

The Governor's Cup brings people into downtown Columbia and promotes the neighborhoods through which the run occurs. Prior to the event, Neighborhood Associations are contacted and encouraged to come out and cheer the runners and walkers. Those groups with the best techniques are recognized at the finish line. The event also promotes Girls on the Run and donates a portion of each full registration to the organization.

MANAGEMENT CAPABILITY TO MAKE THIS PROJECT SUCCESSFUL:

The Governor's Cup Road Race is directed by a group of USC and business personnel who manage all aspects of the event.

OUTLINE PROJECT MARKETING PLAN AND TOURISM TRACKING MECHANISM:

The Governor's Cup is promoted via print and electronic media. In addition to advertisements in running magazines, billboards, flyers and postcards, this event is promoted on the Game Radio Station. The Governor's Cup is also promoted to runners in Georgia and North Carolina. The Carolina Marathon Association also reaches out to schools in Richland County and surrounding counties for participation in the Kids Run. Carolina Marathon Association has developed relationships with the Chamber of Commerce to reach out to companies to enroll their employees in the Fittest Company event.

Carolina Marathon Association also has partnered with The State and the Columbia Sports Council to promote this event via their website.

We distribute a survey via email to attendees and this survey asks questions about restaurants visited, hotels used, etc.

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 as a nonprofit
4. List of current organization board of directors with contact information
5. Organization's most recent 990 tax form

Executive Director Signature/Date:  3/2/2015

Board Chairman Signature/Date:  3/2/2015

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/Website Promotion	5,000	5,000	10,000
Municipal Services/Security	3,000	7,000	10,000
Entertainment/Speakers/Guest Artists/Instructors	2,000	2,000	4,000
Event Rentals/Equipment/Supplies	4,000	5,100	9,100
Race Operations	3,000	3,500	6,500
Event Signage		2,000	2,000
Event Mgmt		4,100	4,100
Awards/T-Shirts		14,000	14,000
Total	17,000	42,700	59,700

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

Income Source	Amount	Pending/Received
FY16 Richland County A-Tax Request	17,000	Pending
Sponsorship-Lexington Medical Center	45,000	Pending
Online Registrations-Race Participants	40,000	Pending
Other Registrations-Race Participants-Checks	10,185	Pending
Expo-Vendor Advertisers/Booths at Event	1,400	Pending

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.

- Advertising/Marketing: Pace, Blue Ridge Outdoor, and other national/local/regional running magazines -\$2500, WIS-TV/Local Programming Stations-\$3000, Staff handouts/phone calls/visits to businesses-\$1500, Printing Add'l-Columbia Printing/Printing-\$1000, Billboards-\$1000
- Website Contractor (Marsha Clark and others)-\$2500
- Police-Security/Directions-City of Columbia off duty Police Officers-\$9,000, Emergency Medical Care/On Site-\$1,000
- Invited Athletes/Past grand prize winners/Special Guest/Speaker-\$4,000
- Celebrations Equipment Rental-tents, stage, sign holders, tables, chairs, audio equipment-\$6,000, E&D Enterprises-Port-a-Jon and sink rentals-\$2000, Columbia Metro Convention Center/packet pickup-\$1200,
- Elevation maps/Route maps-\$500, DJ start of race-\$700, Water stop supplies-cups, Gatorade, water-\$1000, Balloonopolis/balloons at finish line-\$350, Fruits and snacks/Senn Bros Produce-\$1000, Van rental/U-Hall- \$150, Lanyards/Badges/Office supply store-\$100, Band for Entertainment-\$1000, Bagels/Piggly Wiggly/Local Grocers-\$300
- Event Management/Race Director-\$4100
- Signs Now-\$2500, Columbia Printing-\$200
- Cash Awards-\$7000, Applied Graphics-\$15000, Running Awards/Medals-\$4000, Graph-itti-T-Shirts/Pullovers-\$6000, SC Embroidery-\$1500
- Strictly Running -\$7500, Ken Lowden/Course Verifications-\$1000, Photographer-\$1000
- Contributions to health organizations that promote quality diet, exercise, healthy school menus, etc.-"Girls on the Run"-\$3000, AC Flora ROTC-\$500

Richland County Council Request of Action

Subject: County Approval Process for Special Events on County Owned Property; Alcohol on County Owned Property

A. Purpose

County Council is requested to approve the process for granting a special event permit to an organization for the utilization of County owned property. Additionally, staff is seeking Council direction regarding whether or not Council wishes to allow alcohol on County property for these special events.

B. Background / Discussion

The County currently has in place a “Public Building Use Policy,” (attached – Attachment C) which specifically addresses the Decker Center Community Room, the Decker Center Parking Lot, and Pinewood Lake Park Facilities. However, there is no County policy that outlines the process for permitting a non-County entity to hold a special event (e.g., festival, community event) on these, or other County properties.

Each year, various organizations hold special events throughout the County, and these requests may increase for the County properties currently in our system (i.e., Pinewood Lake), under construction (Decker Center), or those under consideration (i.e., Waterpark, Sports Complex).

Therefore, it is requested that Council provide direction to staff as to whether or not **Council** wants to approve special events on County property, or does Council want to delegate that responsibility to **staff**. Additionally, staff is seeking Council direction on whether or not Council wishes to allow alcohol on County property for these special events. Currently, per the County’s “Public Building Use Policy,” no alcohol is allowed. The document states, “Absolutely no alcoholic beverages or illegal drugs are allowed on or in any public facility that is located on County property.” A County ordinance may also need to be added / revised if alcohol is allowed.

The City of Columbia requires requestors to submit an application for special events to allow alcohol (beer and/or wine only) on City property and streets. The request and application are then submitted to Council via Resolution to permit this use.

The City of Greenville requires event organizers to submit special event applications which are reviewed by the impacted City departments. A permit is issued to the organizer once all the applicable documents (e.g., secondary permits, certificate of insurance) are received and reviewed.

The City of Charleston requires a permit for all organized events at any City park, facility, or field. Event organizers have to submit a special event permit application for review by their Staff.

All of the abovementioned jurisdictions allow alcohol on their property for special events.

Given some of the processes used in other jurisdictions, staff proposes two alternatives for Council to consider:

1. Council approval of a special event permit through the submission of a special event application and a Resolution – see attached example (Attachment B). Each time the County receives a request and application from an organization to hold a special event on County property, staff will draft a Resolution to present to Council for review and action. (City of Columbia model.)
2. County staff approval of a special event permit through the submission of a special events application – see attached example (Attachment A). The special events application would be

reviewed by a Special Events Committee (Committee) made up of representatives from the County Departments that would be impacted by the event. If approved by the Committee, the organization would receive a permit to hold their event on County owned property. This alternative will not require Council approval for each event, only Council approval of this alternative and permitting process. Organizers will have to adhere to any additional terms of use associated with the County owned property (e.g., business permit, business license, Fire Marshal authorization). (City of Greenville and City of Charleston models.)

At this time, staff is requesting that Council approve a process whereby non-County entities are permitted to hold special events on County-owned property, and provide direction as to allowing for the sale of alcohol and/or consumption of alcohol on County-owned property. If, however, Council does *not* wish to allow for the sale and/or consumption of alcohol on County-owned property, it is requested that this be stated in an ordinance or policy. This may require an ordinance amendment to County ordinance, Section 18-5 – see ordinance as currently written below:

Sec. 18-5. Consumption of alcoholic beverages, beer or wine prohibited in public places.

(a) It shall be unlawful for any person to consume any beer or wine, or other alcoholic beverage, in or from any unsealed container on any public street or public sidewalk, in any public parking lot or public alley, or at any public gathering or any other public place, with the exception of gatherings on premises for which valid licenses or permits have been duly issued to allow public consumption of beer or wine, or other alcoholic beverage.

(b) It shall be unlawful for any person to consume any beer or wine, or other alcoholic beverage, on private property without the consent of the owner.

C. Financial Impact

Council approval of a policy will not result in a financial impact to the County unless the County wishes to charge for the submittal / review of the special events application. If this is the desire of Council, please advise.

Otherwise, the County currently has in place, per the “Public Building Use Policy” document, a facility usage fee: “Return the completed form with payment of \$300.00 for the facility usage fee, of which \$250 is refundable if there is no damage and if no extraordinary clean-up is required of county personnel.” If Council wishes to amend this fee, please advise.

Depending on the scope of an event, the organizers may also be subject to applicable business license and permit fees.

D. Legislative / Chronological History

Staff is presenting this request of action to Council based on the April request of action from Sustainable Midlands to allow alcohol on County-owned property for the 2015 Tasty Tomato Festival.

E. Alternatives

1. Approve the process for granting a special event permit to an organization for the utilization of County owned property through the submission of a special event application and Council approval via a Resolution, and allow the sale and/or consumption of alcohol on County property.
2. Approve the process for granting a special event permit to an organization for the utilization of County owned property through the submission of a special event application and Council approval via a Resolution, and do not allow the sale and/or consumption of alcohol on County property.

3. Approve the process for granting a special event permit to an organization for the utilization of County owned property through the submission of a special events application and review of the application by a Special Events Committee, made up of representatives from the County Departments that will be impacted by the event, and allow the sale and/or consumption of alcohol on County property.
4. Approve the process for granting a special event permit to an organization for the utilization of County owned property through the submission of a special events application and review of the application by a Special Events Committee, made up of representatives from the County Departments that will be impacted by the event, and do not allow the sale and/or consumption of alcohol on County property.
5. Direct staff to utilize an alternative process to be determined by Council.

F. Recommendation

This is a policy decision for Council.

Recommended by: Administration

Department: Administration

Date: 8/17/2015

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: 9/29/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

As stated in ROA, this is a policy decision for Council with identified financial impact.

Support Services

Reviewed by: John Hixon

Date: 9/29/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

As stated in ROA, this is a policy decision for Council with impacts on multiple county departments. With that said, my recommendation would be to allow those departments the opportunity to review the request and have relevant input by Council approving alternate 3 or 4, utilizing the permit process. This would also allow the effected departments to better plan for any potential support during the event and be ready to restore the public facility to operational condition before the next scheduled opening. I believe the need for county resource use to restore a facility would be considerably reduced if alcohol is not permitted on county property.

Risk Management

Reviewed by: David Chambers

Date: 9/30/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Retaining the policy of prohibiting alcoholic beverages on County property is recommended.

Solid Waste

Reviewed by: Rudy Curtis

Date: 10/14/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: As stated in ROA, this is a policy decision for Council with impacts on multiple county departments.

Special Services

Reviewed by: George Wilson

Date: 10/20/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: I agree with allowing the sale and/or consumption of alcohol on County property.

Capital Projects

Reviewed by: Chad Fosnight

Date: 10/21/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: I would recommend a committee be set up that reviews permit requests as they come in. I would also recommend that we look at the Water Park project separate because the vendor will be running any after-hours events that are held at the water park. One could assume that this event center will be used frequently thus meaning multiple requests for permits. It would seem most efficient for the Water Park vendor to request one permit that can be used for multiple events held at the site. It is also important to note that the County will realize revenue from alcohol sales at the water park.

Legal

Reviewed by: Elizabeth McLean

Date: 10/23/15

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Policy decision left to Council's discretion; however, as has been stated many times previously, Council should be aware that opening up property to the public (and perhaps allowing alcohol) comes with its own set of liabilities that can, perhaps, be mitigated with insurance, hold harmless provisions, and security requirements, but cannot be completely eliminated. Any policy implemented should be done with a goal of reducing such liabilities as much as is practically possible.

Administration

Reviewed by: Roxanne Ancheta

Date: October 23, 2015

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: It is recommended that Council approve the process for granting a special event permit to an organization for the utilization of County owned property through the submission of a special events application and review of the application by a Special Events Committee, made up of representatives from the County Departments that will be impacted by the event. The sale and/or consumption of alcohol on county property is a policy decision of Council. Please note, however, that the aforementioned jurisdictions (City of Columbia; City of Greenville; City of Charleston) allow the sale and/or consumption of alcohol on City property. Also, please keep in mind that as the County adds more recreational-type facilities (ie, Caughman Pond, Waterpark) to our inventory, citizens may become more interested in hosting wedding receptions, birthday parties, etc. at these facilities, and having alcohol at these events.

ATTACHMENT A

STATE OF SOUTH CAROLINA)
)
COUNTY OF RICHLAND)

**A RESOLUTION OF THE
RICHLAND COUNTY COUNCIL**

A RESOLUTION TEMPORARILY WAIVING THE PROHIBITION OF ALCOHOL ON COUNTY OWNED PROPERTY AND AUTHORIZING CONSUMPTION OF BEER AND WINE ONLY AT THE TASTY TOMATO FESTIVAL (But this would only be applicable if they DIDN'T allow alcohol – if it was allowed, it would just say Approving the Special Event with Alcohol or something like that, right???)

WHEREAS, Sustainable Midlands is sponsoring the 5th Annual Palmetto Tasty Tomato Festival (the “Festival”) on July 18, 2015, at City Roots Urban Farm in the City of Columbia from 4pm to 9pm; and

WHEREAS, the Festival is a celebration of locally grown food, the people who grow it, the restaurants who place it on their menus, the markets that sell it, and the people who eat it; and

WHEREAS, the Festival takes place on City Roots’ property and on the 1000 block of Airport Boulevard between Commerce Drive and Jim Hamilton Boulevard, which area will be closed temporarily for the Festival by the City of Columbia and is at all times during the Festival monitored by the City of Columbia Police Department; and

WHEREAS, the Festival includes a free heirloom tomato tasting, live music, local food and drink vendors (including the sale and consumption of beer and wine), tomato bobbing, and other fun events; and

WHEREAS, the Festival has grown over the years and last year had over 3,000 attendees, causing a crowding issue; and

WHEREAS, to accommodate the growing crowds, Sustainable Midlands is requesting to use the field located across the street from City Roots Urban Farm, behind the Curtiss-Wright Hangar at Jim Hamilton-LB Owens Airport, which is County property (the “Property”) and as is further described on the attached map; and

WHEREAS, the Property would be used for crowd overflow food vendors, educational exhibits, stages, but not for the sale of beer and wine, however, the persons on the Property may be consuming beer and wine; and

WHEREAS, it is the policy of Richland County that alcoholic beverages of all kinds are prohibited on all County property; and

WHEREAS, Richland County Council has the right to suspend, waive, amend or nullify any County policy at any time; and

WHEREAS, it has been determined that the Festival is in the best interest of the citizens of Richland County;

NOW, THEREFORE, BE IT RESOLVED that the Richland County Council does hereby grant Sustainable Midlands the right to use the Property only during the hours and for the purposes stated above, and for the stated time and place, does temporarily waive and suspend the prohibition against alcohol on County property to specifically allow consumption of beer and wine on the Property for overflow patrons of the Festival; and

BE IT FURTHER RESOLVED that Sustainable Midlands may erect a stage and tents, have educational exhibits, food vendors and place tables, chairs, trash and recycling receptacles and temporary toilet facilities on the Property, but may not locate any liquor, beer or wine vendor on the Property and that all food and beverage containers shall be paper, plastic, Styrofoam or aluminum. All glass containers are strictly prohibited. No weapons of any kind shall be allowed on the Property except for those possessed by City of Columbia Police Officers or Richland County Sheriff’s Deputies during the course of their law enforcement activities; and

BE IT FURTHER RESOLVED that Sustainable Midlands is responsible or shall make arrangements for clean-up of all trash and debris and removal of such from the Property. If Sustainable Midlands fails to remove all trash and debris from the Property and return the Property to its original condition, as much as is practicable, the costs incurred by the County for such clean-up shall be billed to and paid by Sustainable Midlands. If the Property, including any permanent fencing, is damaged, the costs incurred by the County in remediating any damage shall be billed to and paid by Sustainable Midlands; and

BE IT FURTHER RESOLVED that only pedestrian traffic will be allowed within the Property. All other traffic, including but not limited to, automobiles, trucks, motorcycles, mopeds, bicycles and skate boards is prohibited. All pets and animals are prohibited; and

BE IT FURTHER RESOLVED that Sustainable Midlands is responsible for installing a temporary fence to prohibit pedestrian traffic to the Curtiss-Wright Hangar and for locking the gate to the Property after the clean-up of the Property. All questions regarding the fence and gate security shall be directed to Chris Eversmann, Airport Director (767-1789); and

BE IT FURTHER RESOLVED that Sustainable Midlands shall provide the names and telephone numbers of at least two contact persons who can receive complaints during the event, including any set-up, breakdown, and clean-up. The cell phones of the contact persons shall remain on at all times during the Festival and all set-up, breakdown, and clean-up times; and

BE IT FURTHER RESOLVED that Sustainable Midlands is responsible for removing persons from the Property who are observed engaging in any unsafe activity or illegal activity, including but not limited to, underage use of alcohol, use of illegal drugs or possession of weapons of any kind; and

BE IT FURTHER RESOLVED that Sustainable Midlands will be required to obtain the requisite Special Event license from the South Carolina Department of Revenue for the sale of beer and wine (in accordance with Richland County Ordinance §18-5); to sign an Indemnification and Hold Harmless Agreement (Attachment 1); and to obtain and maintain an adequate general liability insurance policy for the Festival, which shall include Richland County as an additional insured, whether such policy is Sustainable Midlands's general liability insurance or a liability policy for the Festival. Proof of such insurance shall be provided to David Chambers, Richland County Risk Manager (chambersd@rcgov.us – 576-2064) at least fourteen (14) days prior to the event. Failure to sign the Indemnification and Hold Harmless Agreement or timely provide the required proof of insurance shall immediately nullify this Resolution.

ADOPTED THIS the ____ day of _____, 2015.

Torrey Rush, Chair
Richland County Council

Attest: _____
S. Monique McDaniels
Clerk of Council

ATTACHMENT 1

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

By signing the below, Sustainable Midlands, its officers, employees, agents, directors, successors, and assigns hereby agree to indemnify, defend and hold harmless Richland County, its officials, directors, employees and agents, from and against any and all claims, demands, damages of any kind, attorneys' fees, costs, actions, cause of action, or suit in law or equity of whatsoever kind or nature whether heretofore or hereafter accruing against Richland County, its officials, directors, employees and agents, as a result of the Sustainable Midlands' use of the Property pursuant to the Resolution or the exercise by Sustainable Midlands of any and all rights and privileges granted to Sustainable Midlands by the aforementioned Resolution.

By: _____

Its: _____

Print Name: _____

Date: _____

ATTACHMENT B

Special Event Permit Application Example

Special Event Permit Application

Today's Date: _____

Overview

The organizer of a special event must fill out the application and return it to the Special Events Committee no less than 60 business days prior to the start of the event.

Applicant Information

1. Name of Event: _____
2. Applicant Name: _____
3. Name of Non-Profit Organization: _____
(Please attach a copy of the IRS letter)
4. Address: _____
5. City: _____
6. State: _____
7. Zip: _____
8. Work Phone: _____
9. Cell Phone: _____
10. Email Address: _____
11. Event Website: _____

12. Description of Event:

13. Link to Event Logo: _____

14. Who is your target Audience?

15. How will you ensure a Diverse Audience?

16. Do you have a Twitter, Facebook, Instagram or other social networking page? If so, list the applicable URLs: _____

Event Information

1. Event Information: _____
2. Event Name: _____
3. Event Location: _____
4. Event Address: _____
5. City: _____
6. State: _____
7. Zip: _____

Event Date(s)

1. Event Start Date: _____
2. Event End Date: _____

Date Times

1. Event Start Time: _____

2. Event End Time: _____

Event Set Up

1. Set Up Begin Time/Date: _____

2. Set Up End Time/Date: _____

Road Closure Times

1. Road Closure Start Time: _____

2. Road Closure End Time: _____

3. Estimated Attendance: _____

Is the Event Open to the Public? _____

The County does not provide amenities such as portable washrooms, sound systems, tables, chairs, tents, canopies or other equipment.

Roll Carts

1. Will the event be serving / selling / distributing beverages?

2. If yes, in what containers (i.e., aluminum cans, glass bottles or plastic bottles) will they come packaged in?

No bottles or cans will be permitted on County property. Beverages must be served in paper or plastic cups (the use of Styrofoam containers for food and beverages is prohibited at special events).

Property Clean Up

Applicants are responsible for cleaning and restoring the site after the event. Please pick up all trash including paper, plastic, bottles, cans and event marketing signs. The cost of any employee overtime incurred because of an applicant's failure to clean and/or restore the site following the event will be borne by the applicant. If you reasonably believe that no litter will be generated during your event, please state this in your plan.

Contracted personnel or volunteers may be used if indicated below.

1. What is the Clean-Up Plan for the Event?

2. Will the event need street sweepers prior to the event or at conclusion of the event?

If Yes, Please Specify: _____

3. Will the event need County personnel to assist with event site clean-up?

Date / time for Clean-Up Staff Arrival: _____

4. List the Type of Assistance Needed

Safety & Security

Indicate the Types of Security Needed:

Beer / Alcohol Security

Event Area Security

Gate Security

Money Handling Security

Road Closure Security

Stage Security

Other: _____

Overnight Security

If Overnight Security, Specify Time and Start Date: _____

If Overnight Security, Specify Time and End Date: _____

If Other, Specify: _____

Applicant may be required to hire sworn off-duty City of Columbia Police Officers or Richland County Sheriff Deputies to provide security to ensure public safety.

Such officers should be graduates of the South Carolina Law Enforcement Academy, have a working knowledge of Columbia Police Department or County Sheriff Department procedures and be approved by the Chief of Police or Sheriff.

A Police Service Agreement must be signed before the Special Event Permit is issued. The applicant will be invoiced for this service after the event is held.

Musical Entertainment

Are there any musical entertainment features related to your event?

Yes:

No:

If Yes, Attach a Schedule of any Music or Entertainment Proposed to Occur During the Event with this Application.

Number of Stages: _____

Number of Bands: _____

Type of Music: _____

Will Your Event Be Using Amplified Sound?

Yes:

No:

Times

Indicate Times Start Time of the Entertainment: _____

Indicate Times End Time of the Entertainment: _____

Will Sound Checks Be Conducted Prior to the Event?

Yes:

No:

Times

Indicate Times Start Time of the Sound Check(s): _____

Indicate Times End Time of the Entertainment(s): _____

A special event permit should not be mistaken for a noise permit. Please note that the volume of the sound (including amplifying equipment) is required to be controlled as that it is not unreasonably loud, raucous, or disturbing to a reasonable person.

A City of Columbia Police Officer or Richland County Sheriff Deputy may determine that noise during a permitted event is offensive to others and may require applicant to stop the noise. Also, the appropriate law enforcement agency may order musical entertainment to cease because it may incite a crowd to become unruly and risks injury.

Tents & Signage

Will Tents Be Used for the Event?

Yes:

No:

Sizes of Tents: _____

Types of Tents: _____

Pavement Holes / Marring: Drilling into pavement (parking lots, streets, sidewalks, curbs, etc.) is strictly prohibited. All signage and anchoring must be accomplished with weights such as sandbags, concrete or water filled barrels and adhere to the relevant County zoning requirements.

Will Any Signs or Banners Be Hung?

Yes:

No:

Size of Banners: _____

Location of Banners: _____

Fastening or attaching any rope, signs, banner, flyer or other object to any tree, shrub, or park feature on any Richland County property is strictly prohibited.

Vendors

A vendor is anyone who is serving, selling, sampling, or displaying food, beverages, merchandise or services. Richland County welcomes and promotes (via Hospitality Tax funding) festivals, fairs, shows, and other special events held within the community. Event organizers and vendors are, however, subject to the requirements of the jurisdiction in which the event occurs. Please contact the appropriate jurisdiction for more information regarding their requirements.

Richland County's requirements for special events located within the unincorporated areas of the County (i.e., events occurring outside of any city limits) are described below.

All organizers and vendors of special events occurring within Richland County are subject to inspection during the special event for compliance. Please be certain to have documentation of compliance available onsite each day of the special event.

- **Special Events Authorization:**

The organizer must obtain authorization for the event from the appropriate departments. This may include the Richland County Sheriff's Department and the Richland County Fire Marshal's Office. For more information, please contact the Richland County Planning Department at 803-576-2158. (The Planning Department????)

- **Business Permit:**

Organizers and vendors of events occurring no more than once a year and lasting no more than ten consecutive calendar days may obtain a Business Permit in lieu of a Business License. The Permit charge is based on gross income, and the rate is \$10 on the first \$2,000 and \$1.20 on every \$1,000 thereafter.

Organizers of these annual, ten-day or less duration special events may choose, but are not required, to pay for and obtain this Business Permit on behalf of all its vendors at a rate of \$10 per vendor or on the

previous year's income generated by the event based upon the rate above, whichever is greater. Contact information for Business Service Center.

- **Business License:**

Organizers and vendors not already having a Richland County business license are required to obtain a Richland County business license only if planning or participating in more than one special event per year, or if planning or participating in one annual event lasting more than ten consecutive calendar days. Contact information for Business Service Center.

- **Hospitality Taxes:** All organizations selling prepared or modified foods or beverages are required to collect and remit Hospitality Taxes.

- Taxes must be remitted to the County by the 20th of the month following the event.
- A copy of the Special Event Reporting Form with Part 1 (where is this?) completed must be returned before the event to the County's Business Service Center by e-mail or mail. Provide contact information.

- **Peddler's License:**

Vendors participating in more than one special event per year in various locations around unincorporated Richland County are required to obtain a Richland County Peddler's License. Provide contact information for Business Service Center.

Does This Event Include Vendors?

Yes:

No:

If Yes, Please attach all relevant Permit and/or Licenses from the County's Business Service Center with this application.

If the event will have food vendors, please check the following that apply:

Catered:

Prepared Outdoors:

Served:

Sold:

An applicant having any food service must contact the South Carolina Department of Health and Environmental Control at 803-898-3432 for approval of any food preparation or service. Applicant must show a plan for clean-up and grease removal.

Does the event include food concession and / or cooking areas?

Yes:

No:

If yes, please list each vendor and specify cooking method (Gas, Electric, Charcoal, Other)

Vendor: _____

Cooking Method: _____

Food Item: _____

Vendor: _____

Cooking Method: _____

Food Item: _____

Vendor: _____

Cooking Method: _____

Food Item: _____

Vendor: _____

Cooking Method: _____

Food Item: _____

Fire Code requires a fire extinguisher at each cooking location. Food and beverages shall not be sold at an event unless approved and licensed, if necessary, by the South Carolina Department of Health and Environmental Control.

Event organizers are responsible for arranging health inspections for their events. Applicant must show a plan for clean-up and grease removal.

Does the event include mechanical rides, spacewalk, or other attractions?

Yes:

No:

If Yes, With What Company? _____

List Details, If Any

The applicant agrees that any structures, which are to be placed on the public right of way, shall not be situated or constructed so as to present any physical threat to pedestrians traversing the public way in the vicinity of said structures or to create a traffic hazard.

List all commercial vendors who will be present during the event (serving, selling, sampling, or displaying).

Portable Restrooms & Sinks

You are required to provide portable restroom facilities at your event unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site which will be available to the public during your event.

Richland County may determine the total number of required restroom facilities on a case-by-case basis.

Do you plan to provide portable restroom facilities at your event?

Yes:

No:

If No, Please Explain: _____

Number of ADA Accessible Portable Toilets: _____

Total Number of Portable Toilets: _____

Portable Sinks are required at portable toilet locations if the event has 4 or more food vendors. Sink to portable toilet ratio must be 1:10.

Restroom Company: _____

Number of Portable Sinks: _____

Company Phone: _____

Cell Phone: _____

First Aid & Crisis Management

Please indicate what arrangements you will make for providing First Aid staffing and equipment during your event.

Name of Emergency Medical Service Provider: _____

Phone of Emergency Medical Service Provider: _____

Site Location: _____

Crisis Management Plan

Each event must develop a communication and crisis management plan. This plan must be submitted to the Special Event Bureau before the Special Event Permit is issued.

Name of Responsible Person To Be Notified: _____

Phone Number: _____

Method by which emergency services will be notified in the event of an emergency:

Method event staff and volunteers will use to communicate with each other:

Hazardous Materials

Will the event have any hazardous materials such as propane, butane, gasoline, diesel tanks, helium cylinders or other upright tanks?

Yes:

No:

If Yes, all tanks must be secured in a manner to prevent accidentally being knocked over. All helium tanks not being used shall have their caps in place.

Will There Be Any Portable Heaters?

Yes:

No:

Will There Be Any Deep Fat Fryers?

Yes:

No:

Will there be any fireworks, lasers, torches, candles or pyrotechnics?

Yes:

No:

If yes, an application must be submitted to the Columbia Fire Department for a City and State Fireworks Permit at least 30 days prior to the event.

Electrical Plan

Will Generators or Electrical Service Be Used?

Yes:

No:

Service required beyond that which is generally available must be provided and arranged for by the applicant. Restrictions may apply to specific sites. Please specify locations and amperage of any additional electrical wiring that will need to be installed. Generators cannot be refueled within the event site during event operating hours.

Site Plan

The plan should include the following information (if applicable):

Alcoholic Beverage Vendors (A)

Assembly Areas (A)

Beverage Vendors (BV)

Bleachers (BL)

Fire Extinguishers (EX)

First Aid and/or EMS (FA)

Food Vendors (FV)

Garbage Receptacles (G)

Generator / Electricity (E)

Hand Washing Sinks (HWS)

Number of Barricades (B)

Portable Toilets (T)

Public Recycling Receptacle (PR)

Retail Merchant (RM)

Security (P)

Sign or Banners (S)

Stages or Amplified Sound (SO)

Tents (include tent sizes) (X)

Trailers, Vehicles, Storage Facilities (ST)

Vendor Recycling Receptacle (VR)

Fire hydrants or sidewalk curb breaks that are used for ADA accessibility may not be blocked during any time.

Provide a Site-Plan sketch of the event. Include maps, outline or diagram of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area.

The area requested must be reasonably suited relative to the accessibility, size and nature of the proposed special event. The event must accommodate the special needs of disabled persons whose rights are protected under the Americans with Disabilities Act and who choose to participate in the event.

Please attach a sketch of your site plan with this application.

Route & Traffic Plan

What Kind of Route Is This?

Bike Race:

Bike Tour:

Other:

Parade:

Road Race (Run):

Walk:

If Other, Please Specify: _____

Start Location (if applicable) : _____

Finish Location: _____

Will This Event Need to Close a Road?

Yes:

No:

If Yes, please fill in the following information:

Street Span: _____

Dates & Times

Start Date and Time: _____

End Date and Time: _____

Please attach all relevant street closure requests from the City of Columbia and/or Richland County with this application.

Alcohol & Smoking

Will Alcohol Be Served?

Yes:

No:

If yes, SC ABC permit required. Please submit a copy of the ABC License. A temporary SC ABC permit may be obtained.

What Type of Alcohol Will Be Served?

Canned Beer (served in a plastic cup):

Draft Beer:

Wine:

Who Will Be Serving the Alcohol? : _____

Times for Alcohol to Be Served

Start Time: _____

End Time: _____

All alcohol sales must end 15 minutes prior to your event ending time.

Locations within event site where alcohol will be served:

Event Signage

At a beverage serving location, the following information must be displayed:

Type of Sign	Sign Example
Must be 21	
Alcohol Policy	
Wristbands	
No Alcohol Beyond This Point*	

*Must be displayed at an event site entrance / exit

Smoking

No Smoking signs must be present throughout the event site.

Enforcement of the no smoking policy:

Permittee must post 11 x 17 signs in a clear and conspicuous manner at all entry points to and within the event site informing attendees that smoking is prohibited. Permittee must include in the event marketing materials that the event is a nonsmoking event. In addition, permittee and event management staff must inform event attendees seen smoking that smoking is prohibited within the event site. Enforcement of the no smoking policy at events will be done by the Police on site after permittee has given the attendee a warning.

Neighborhood Notification

Special Events that impact residents or businesses require that neighborhoods be notified by letter 30 days prior to Special Event. A reminder to individual businesses and to Neighborhood Presidents with a copy to the is

required 15-days prior to the Special Event. Notices must reflect the date, time, locations, types of activities taking place during the Special Event, and Special Event coordinator contact information.

Insurance Requirements

Applicants having road closures, alcohol permits, food service, amusement rides, physical activities and entertainment stages are all required to provide liability insurance coverage and liability insurance for all its vendor or provide certification they are separately insured.

Applicants contracting with amusement ride companies are required to provide the County with a certificate of insurance, naming the applicant and the County as additional insured on general liability.

Where required, the applicant or, if applicable, the organization / sponsor holding the event shall maintain insurance in the amount of \$1 million per occurrence to cover the entire duration of the event.

The applicant shall submit a certificate of insurance verifying the following minimum coverage(s) and specifically identifying Richland County as an additional insured.

Has liability insurance listing the County as additional insured been secured?

Yes:

No:

Richland County does not sell insurance. This type of insurance policy can, however, be acquired from most private insurance carriers.

Your permit will not be issued if the insurance certificate has not been received prior to the event.

Please not that any approved special event must adhere to all rules and guidelines associated with the event's location.

Hold Harmless Clause

By signing the below, the applicant, its officers, employees, agents, directors, successors, and assigns hereby agree to indemnify, defend and hold harmless Richland County, its officials, directors, employees and agents, from and against any and all claims, demands, damages of any kind, attorneys' fees, costs, actions, cause of action, or suit in law or equity of whatsoever kind or nature whether heretofore or hereafter accruing against Richland County, its officials, directors, employees and agents, as a result of the Applicants' use of the Property pursuant to the Special Permit Application or the exercise by Applicant of any and all rights and privileges granted to the Applicant by the aforementioned Special Permit Application.

Applicant's Signature: _____

Date: _____

Okay – I didn't go through this entire permit application, but you need to to make sure that it's okay. I found a few references to Charleston.

ATTACHMENT C

“RICHLAND COUNTY PUBLIC BUILDING USE POLICY”

Richland County is cognizant of the numerous requests for the use of County public facilities. As a public government entity, Richland County is dedicated to the principals of fairness and non-discrimination for the public use of its facilities.

While it is the policy of Richland County to permit, allow and make available to the public certain of its public facilities, there is a need for coordination of such requests. Any group of citizens, organizations or other gatherings may request the use of specific county facilities, to wit:

- The Decker Center “Community Room”
- The Decker Center “parking lot” (available from 5:00 p.m. to 8:30 a.m. Monday thru Friday, and from 6:00 a.m. to 11:00 p.m. on Saturday and/or Sunday)
- Pinewood Lake Park facilities

In order to make a request for the use of one of the above facilities, the following procedure shall be followed:

1. Contact the Richland County Administration Office and make a written request for the specific time, date and place to be used.
2. If shelter rental at Pinewood Lake is desired, a written request should be made to the Pinewood Lake Park Foundation, which can be contacted at:

Pinewood Lake Park Foundation
1511 Old Garners Ferry Road
Columbia, SC 29209
(803) 262-6667

3. Complete a “Use of Public Facility” form and a “Vendor Information” form, if applicable. These can be obtained under “Forms” at richlandonline.com or by calling the County Administrator’s Office, 576-2050 between 9:00 AM and 5:00 PM, Monday through Friday, excluding holidays. Applications should be sent to County Administrator, Attn: Executive Administrative Assistant, PO Box 192, Columbia, SC 29202. However, if a shelter rental at Pinewood Lake is desired, please send the application to the Pinewood Lake Park Foundation.
4. Return the completed form with payment of \$300.00* for the facility usage fee, of which \$250 is refundable if there is no damage and if no extraordinary clean-up is required of

county personnel. Provided, however, the entire usage fee will be refunded to local neighborhood councils or to neighborhood organizations that are registered with the South Carolina Secretary of State's office, if there is no damage and if no extraordinary clean-up is required of county personnel. Additional charges may be assessed depending on the use required and the amount of utilities consumed. Notification of the availability of the facility requested will be confirmed by the Administrator's office, in writing or by phone, or the Pinewood Lake Park Foundation.

*Rental fees for Pinewood Lake Park may differ from the usage fees discussed here, and should be confirmed through the Pinewood Lake Park Foundation.

5. It shall be the responsibility of the event organizer to coordinate the event with appropriate County staff or Foundation staff in a manner allowing sufficient time so as to not impede normal County operations. No less than three (3) business days for the Decker Center "Community Room" or Pinewood Lake shelter use, and no less than three (3) full weeks for outside vendors and/or events.
6. All requests for use of public facilities will be handled on a "first come" basis, and will be subject to the availability of the facility requested. Normal business functions and use of County Facilities shall not be interrupted.
7. If the expected use of the facility shall require administrative personnel to be present after normal business hours, or if, in the opinion of the administration, security will be required, additional charges will be assessed. Charges will be based upon the actual out-of-pocket expenses incurred by the County for the use of personnel and for the cost of utilities.

FACILITY AND PARK RULES

1. Absolutely no weapons are allowed on County premises or in any public facility unless required by an authorized Law Enforcement Officer.
2. Absolutely no alcoholic beverages or illegal drugs are allowed on or in any public facility that is located on County property.
3. Absolutely no use of tobacco products is allowed on or in any public facility that is located on County property, except in designated areas.
4. All domestic animals must be kept under restraint or confinement. Any domestic animal not so restrained will be deemed unlawfully running at large.
5. No person shall willfully harm, harass, trap, confine, catch, feed or possess any wildlife within the park. Note: This does not include persons who have specific authority from Richland County Government to remove dangerous animals from the park.
6. Fishing in accordance with the State of South Carolina laws and regulations shall be permitted within the park.
7. Absolutely no activity involving unsafe use or providing a security concern will be permitted. Examples of such prohibited uses are fireworks, athletic events, and carnival-type rides.
8. No person shall operate a motor vehicle, including car, truck, motorcycle, minibike, snowmobile, four-wheel drive or other recreational vehicle within any park space unless the area is specifically designated and posted to permit the operation of such vehicle in that area. County and emergency vehicles on official business are exceptions from this Rule.
9. Posting of signs, advertisements and flyers or placement of brochures in any area of a County property is prohibited without written permission from Richland County Government.
10. It shall be unlawful to swim, dive, ice skate, walk on ice, or use any floatation device not designed for fishing at any County Park.
11. Do not rearrange furniture or furnishings in the facility. If chairs or tables are temporarily relocated, these items must be replaced to their original location before you leave.
12. You and your organization will be jointly responsible for clean-up, including proper disposal of unused or unwanted items (no littering). You may lose a portion of your deposit if the County has to clean up after you.

13. It shall be unlawful to deposit or dispose of trash, garbage, rubbish, litter, grass cuttings, tree trimmings, debris, or other objects from private premises onto County property.
14. You, your organization, and all other users will be jointly responsible for the cost of damages to the facility that is a direct or indirect result of the use of the facility by you and/or your organization.
15. You and/or your organization will be responsible for all costs related to County Support Services personnel required to support any event occurring outside normal operating hours of 8:30 a.m. to 5:00 p.m., Monday through Friday, excluding holidays, or for any costs incurred due to utilizing a County service supplier in the event County personnel are not available during normal work hours or for any County personnel called in outside normal operating hours to make repairs on the facility or the facility's operating infrastructure, such as HVAC, electrical, and plumbing. The County's personnel's primary function must be the support of normal County operations. These costs will be calculated and invoiced from thirty (30) to sixty (60) days of the event.
16. You and/or your organization will be responsible for the payment of the facility usage fee prior to use of the facility. If your event will include vendors, you must provide proof of all business information, including licensing, health and certificate dates and corresponding grades issued. All food vendors must have a current health certification from DHEC. All vendors must be on-site and set up in a manner that meets all required regulatory agency requirements. All events shall be subject to inspection and enforcement action, such as closure of the event or fines as determined appropriate by County or State personnel, including regulatory agencies.
17. You and/or your organization will be responsible for arranging for security and the payment of security costs and related administrative costs, and for the amount of utilities consumed.
18. You and/or your organization will be responsible for signing an Indemnification and Hold Harmless agreement. All officers of your organization must sign this agreement as to officers and personally. The County must be added as an additional insured to the organization's general liability insurance or to a liability policy for the event. The user must also provide certification of insurance for worker's compensation and vehicle liability. The executed Indemnification and Hold Harmless agreement and certifications satisfactory to the County must be delivered to the County at least three (3) business days prior to the event date for community room use and three (3) full weeks prior to any outside event request. The requirement for general liability, vehicle liability insurance and workers' compensation insurance may be waived for non-commercial entities, e.g. neighborhood associations. In addition, a list of other users of the facility and the activities they will perform must be delivered to the County at least three (3) business days prior to the event date.

19. In the event of a problem encountered with the facility or an emergency, the following numbers are to be called:

911 - for all emergencies

(803) 576-2050 - Richland County Administration (8:30 a.m. to 5:00 p.m., Mon. thru Fri.)

(803) 575-2450 – Support Services Department, Division of Facilities (7:30 a.m. to 4:00 p.m., Mon. thru Fri.)

(803) 355-9322 – Pager, Facilities and Grounds (available 24/7)

(803) 518-6478 – General Manager of Facilities and Grounds (available 24/7)

(803) 518-5377 – Assistant General Manager of Facilities and Grounds (available 24/7)

PUBLIC REQUEST FOR USE OF PUBLIC FACILITY

Name of Organization

Address of Organization

City / County

State / Zip

Individual or Group Contact Person

Individual or Group Telephone Number

Other Contact Person

Telephone Number

Clearly state the purpose for this request: _____

How many persons do you anticipate will attend this function? _____

Facility requested: _____

Date and time of function:

Month / Day / Year From: _____ A.M.- To: _____ P.M.
Timeframes

The undersigned agrees to abide by the facility rules and regulations, of which I have been given a copy. Persons providing false or misleading formation will be prosecuted. The undersigned further agrees to pay all costs, damages and usage fees as may be determined; and that each user will meet all applicable licensing, health and safety requirements, and any user not doing so will not participate.

The undersigned further agrees to indemnify and to hold harmless Richland County, its employees, officers, agents, contractors, subcontractors, and successors and assigns from and against any and all liability, damages, losses, costs, expenses, demands, claims, suits, actions and causes of action as a result of _____'s (*name of organization*) use of the facility.

Date

Signature of Organization's Representative

Printed Name of Organization's Representative

Facility usage fee received on _____ in the amount of \$300.00 or \$ _____

Received by: _____

Date approved: _____ Date Rejected: _____

Event Vendor Information

Please provide the legal business name(s), license information, and safety and/or health certification and the effective dates and grades, for all event vendors.

Business Name	Operating License Number and Effective Dates	Health Department Certificate Dates and Grade	Other Certificates/Licenses Required for Operation and Effective Dates (Trailer Unit State Issued Tag Number and Expiration Date)

Richland County Council Request of Action

Subject:

Motion to Review County's Human Resources Policy

Notes:

At the September 8, 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 currently reviewing this motion. Once staff review is complete, this motion will be brought to the Committee for review and action.