

# **RICHLAND COUNTY**

## **ADMINISTRATION & FINANCE COMMITTEE AGENDA**



**TUESDAY, JANUARY 9, 2018**

**6:00 P.M.**

**COUNCIL CHAMBERS**

**2020 HAMPTON ST.**

**COLUMBIA, SC 29204**

# RICHLAND COUNTY COUNCIL 2017-2018



**VICE CHAIR**  
Bill Malinowski  
District 1



**CHAIR**  
Joyce Dickerson  
District 2



Yvonne McBride  
District 3



Paul Livingston  
District 4



Seth Rose  
District 5



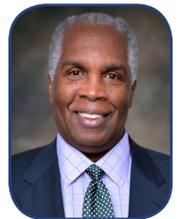
Greg Pearce  
District 6



Gwendolyn Kennedy  
District 7



Jim Manning  
District 8



Calvin "Chip" Jackson  
District 9



Dalhi Myers  
District 10



Norman Jackson  
District 11



Richland County Administration & Finance Committee

January 9, 2018 – 6:00 PM  
Council Chambers  
2020 Hampton Street  
Columbia, SC 29204

Bill Malinowski  
District 1

Paul Livingston  
District 4

Greg Pearce (Chair)  
District 6

Jim Manning  
District 8

Norman Jackson  
District 11

1. **CALL TO ORDER**

The Honorable Greg Pearce, Chair,  
Administration & Finance Committee

2. **APPROVAL OF MINUTES**

The Honorable Greg Pearce

- a. Administration & Finance Committee Meeting: December 19, 2017 [Pages 5-9]

3. **ADOPTION OF AGENDA**

The Honorable Greg Pearce

4. **ITEMS FOR ACTION**

The Honorable Greg Pearce

- a. Negotiate Area Two Solid Waste Collection Contract Extension [Pages 10-11]
- b. Council Motion: Any entity placing a person in the Alvin S. Glenn Detention Center will be responsible for paying the daily fee as determined by Richland County, as well as all medical costs incurred to include mental needs [Malinowski and Myers] [Pages 12-13]
- c. Approval of Change Orders [Pages 14-22]
- d. Ordinance Amending Related to the Procurement Review Panel [Pages 23-25]
- e. Resolution to Distribute \$32,766.26 in Federal Forestry Funds [Pages 26-28]
- f. **Statewide Court Case Management System: Software Support and Hosting Services Memorandum of Understanding for Counties Hosted by SCJD [Pages 29-40]**

5. **ITEMS PENDING ANALYSIS – [PAGE 41]**

- a. Council Motion: Richland County funds thirteen mills eight mills more than the five mills required by statute. I move that County Council develop a separate Recreation Commission to manage the eight additional mills if the Recreation Commission does not agree to the MOU or if Council still feels that there is taxation without representation. Note: This is a partial solution to the constant challenge for taxation and representation [N. Jackson]

- b. Council Motion: Without prior notice, in June 2017 the City of Columbia raised the storm water management fees for Hamilton Owens Airport by 74% creating a severe financial hardship on airport operations. This increase amounts to 27% of the airport's annual operating budget even though less than one percent of airport stormwater is managed by the City. Attempts to negotiate these rates have proven unsuccessful at the staff level. Recent studies have shown that a Hamilton Owens Airport has a 14+ million dollar economic impact on the City of Columbia. This Motion requests that further payments of this unreasonable storm water management fee be withheld until such time as City officials provide a rate structure that is more tenable and consistent with the actual service being provided [Pearce]
- c. Funding Request for Little Lake Katherine

6. **ADJOURN**



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

### ADMINISTRATION AND FINANCE COMMITTEE

December 19, 2017 – 6:00 PM

Council Chambers

2020 Hampton Street, Columbia, SC 29204

COMMITTEE MEMBERS PRESENT: Greg Pearce, Chair; Bill Malinowski, Paul Livingston, Jim Manning and Norman Jackson

OTHERS PRESENT: Brandon Madden, Michelle Onley, Larry Smith, Shane Kitchens, Tracy Hegler, Ismail Ozbek, Jamelle Ellis, Sandra Yudice, Tim Nielsen, Dale Welch, Stacey Hamm, James Hayes, Kecia Lara, Dwight Hanna, and Kimberly Williams-Roberts

1. **CALL TO ORDER** – Mr. Pearce called the meeting to order at approximately 6:00 PM.
2. **APPROVAL OF MINUTES**
  - a. November 16, 2017 – Mr. Livingston moved, seconded by Mr. N. Jackson, to approve the minutes as distributed.

In Favor: Pearce, N. Jackson, Malinowski, Livingston

The vote in favor was unanimous.

3. **ADOPTION OF AGENDA** – Mr. Madden stated staff is requesting the removal of Item 4.b. “Restructuring Ordinance: Phase II” until the January committee meeting.

Mr. Livingston moved, seconded by Mr. N. Jackson, to remove Item 4.b. from the agenda.

In Favor: Pearce, N. Jackson, Malinowski, Livingston

The vote in favor was unanimous.

Mr. N. Jackson moved, seconded by Mr. Livingston, to adopt the agenda as amended.

In Favor: Pearce, N. Jackson, Malinowski, Livingston

The vote in favor was unanimous.

4. **ITEMS FOR ACTION**
  - a. Richland School District 2 (RSD2) FY17-18 Budget request to County Council: Amend Official Records and FY 2018 Budget Proviso – Mr. Pearce stated this item pertains to the Richland School District II budget. There was apparently an error in the funding and staff has recommended a corrective

action, which is to adopt the conformed June 8, 2017 minutes and approve a budget proviso that states, "If the School District 2 millage generates the amount requested in the District's June 7, 2017, letter (which is \$148,781,556), its budget shall automatically be adjusted upward by \$427,203."

Mr. N. Jackson moved, seconded by Mr. Livingston, to forward to Council with a recommendation to adopt the conformed June 8, 2017 minutes and approve the budget proviso.

Mr. Manning inquired if a budget proviso is different than a budget ordinance.

Mr. Madden stated it is not different than a budget ordinance. There are different provisos within an ordinance; therefore, it would be an additional proviso of the current ordinance.

Mr. Manning stated he was not aware there was an ordinance and there were provisos within the ordinance.

Mr. Pearce stated he did not recall the County using a proviso in the past. He is aware that the State House uses them frequently.

Mr. Livingston stated the County has used them in the past. The County used a proviso in relation to the Recreation Commission in the past.

Mr. Manning inquired as to why this would be a proviso as opposed to going through the process of three readings and a public hearing. And why did other budget revisions we made not be a proviso. He stated he was curious as to why this was used a decade ago and has not been used again and we are now using it again.

Mr. Madden stated the proviso is simply a part of the solution that staff prepared. Staff discussed this with School District II in a meeting earlier this month. They agreed with the proposed funding plan and corrective action. Staff will proceed at the discretion of Council.

Mr. Manning made a substitute motion to amend the official records for the FY18 budget ordinance.

The motion died for a lack of a second.

Mr. N. Jackson inquired if staff's proposal fixes the problem or would it have an adverse effect.

Mr. Madden stated it would not have an adverse effect. Essentially it will allow for an adjustment if what is drawn in from the collection of taxes exceeds what was listed in the budget ordinance.

Mr. Hayes stated the County used a budget proviso in FY12 and FY13. Last year Richland District II realized a surplus of \$1.7 million, which we used to fund current year budget. The budget proviso essentially says, if tax receipts exceed the targeted budget of \$148.7 million, the budget proviso will kick in so their budget will be amended upward to meet that amount. If it does not it will not be. In other words, It is a failsafe.

In Favor: Pearce, N. Jackson, Livingston and Manning

Opposed: Malinowski

The vote was in favor.

- b. Award of Rivers Station Subdivision Road Repair and Paving Project – Mr. Pearce stated this item has been before the committee in the past. The developer was not willing to accept the agreement, but it is his understanding this has now been worked out.

Ms. Hegler stated staff has reached a verbal agreement with the developer to accept the changes recommended to the agreement. She believes the developer will be willing to sign the agreement should this item go forward.

The request is to approve the amendments to the agreement and selection of the contractor, pending execution of the agreement. The two changes are: the removal of the 2<sup>nd</sup> subdivision and removal of the final accounting clause since we have an estimate for the work, which is within the range.

Mr. Livingston moved, seconded by Mr. N. Jackson to forward to Council with a recommendation to approve staff's recommendation.

Mr. Malinowski stated originally the bid amount was a little over \$211,000. Yet the total in the agreement is \$200,000. He inquired if the \$211,000 total is for both subdivisions.

Ms. Hegler responded \$211,000 is the estimate they received for this project. They will either experience some savings or it would be an \$11,000 difference, which could be added to the contract.

Mr. Malinowski stated he would like to add the \$11,000 to contract, so that all of the funding is reimbursed on this item. Otherwise, we are telling other citizens, in the same situation, that we are going to put a little in for this group even though yours was there first you have to wait. He also requested staff to review the contract thoroughly as there are inconsistencies in the document.

Mr. Pearce requested Ms. Hegler to restate staff's recommendation.

Ms. Hegler stated: "It is recommended Council approve the proposed agreement amendments with Rivers Station LLC and award a construction contract to CR Jackson for the repairs and paving of roads in Rivers Station subdivision contingent upon the full execution of the proposed agreement as stipulated by Council."

In Favor: Pearce, Malinowski, N. Jackson, Livingston, and Manning

The vote in favor was unanimous.

## 5. ITEMS PENDING ANALYSIS

- a. Council Motion: Any entity placing a person in the Alvin S. Glenn Detention Center will be responsible for paying the daily fee as determined by Richland County, as well as all medical costs incurred to include mental needs [MALINOWSKI and MYERS] – Mr. Malinowski stated the motion is that whoever is responsible for placing someone in the detention center will also be responsible for not just the daily fee the County charges, but also all medical costs above and beyond normal costs, including mental needs. Now we have a status update that says the detention center is working with the financial staff to perform a detailed analysis of medical costs incurred over the last 10 years. He stated he does not care about the last 10 years of what happened. We are moving forward.

No action was taken.

- b. Council Motion: Have the Administrator and EMS Director explore the possibility of a public/private relationship for EMS services in Richland County [MALINOWSKI] – No action was taken.
  - c. Council Motion: Determine if a cost savings can be obtained by leasing certain technical equipment versus purchase [MALINOWSKI] – No action was taken.
  - d. Council Motion: I move that Council get specific answers regarding the PDT's past performance and the current status of projects before moving forward with the bonding [N. JACKSON] – No action was taken.
  - e. Funding Request for Little Lake Katherine – No action was taken.
6. **ADJOURNMENT** – The meeting adjourned at approximately 6:18 PM.



**Administration & Finance Committee Meeting  
January 9, 2018  
Briefing Document**

**Agenda Item**

Negotiate the Extension of the Waste Industries Contract for Solid Waste Collection Curbside Service in Area 2.

**Background**

Richland County currently provides curbside collection service in eight service areas through four contracted haulers. The collection services provided include household trash, yard waste, bulk item collection, and recycling. Haulers are permitted to provide service to no more than two service areas at any one time. Waste Industries provides collection service to Areas 2 and 4.

The current contract for Service Area 2 with Waste Industries will expire on December 31, 2017. Waste Industries has been doing a commendable job in servicing their collection areas. In these two service areas, their valid complaints per 100 households served over a recent nearly five-month period is 1.22 which is below the overall Countywide average of 1.40.

During the early part of 2017, the hauling company for two service areas was replaced. During the transition the County received numerous complaints from residents about the service as the haulers, who were unfamiliar with the areas, learned new routes and schedules.

The County is in the process of implementing the new Route Management System. Routing software has been developed for Waste Industries routes in Area 2 and Waste Industries' routes are being loaded into the equipment. The route management system equipment is scheduled to be installed on the trucks and the system should be fully implemented and operational during the early part of 2018. Extension of the contract will allow time for the Solid Waste & Recycling Division of the Department of Public Works to compare service prior to and after the implementation of the new route management system by the same hauler and evaluate the hauler's performance and the effectiveness of the new route management system.

The County's Procurement Code states, "A contract for residential solid waste collection may be renewed or renegotiated regardless of any terms therein if the County Council determines that renewal to promote continuity of service is in the best interest of the County".

Negotiations with the current hauler will allow the County to evaluate the hauler's past performance and make recommendations to improve service, to address the annual update to the actual Consumer Price Index (CPI) and the fuel surcharge, to include penalties for poor service, and the sharing of the operational costs of the Route Management System.

## Issues

The current contract for Service Area 2 with Waste Industries is set to expire on December 31, 2017. By extending the current contract with Waste Industries (a period of four-years is recommended), the County can avoid a disruption in service and a delay in implementation of the new route management system. The new system will allow the county to monitor hauler performance and improve service to Richland County residents.

## Fiscal Impact

Renegotiation of the contract will allow the County to modify the annual CPI price adjustment and fuel surcharge which should reduce overall costs.

## Past Legislative Actions

- On September 5, 2012, the County and Waste Industries entered into an agreement and contract for solid waste collection and transportation services in Area 2 of the County.
- On January 9, 2014, Richland County and Waste Industries amended the contract and agreement to collect waste in Service Area 2.

## Alternatives

1. Direct staff to negotiate a contract extension with Waste Industries for Area 2, to include adjustments to the contract based on the actual CPI and fuel surcharges and hauler performance.
2. Direct staff to rebid the contract for Service Area 2.

## Staff Recommendation

Staff recommends that Council approve the request to move forward with negotiations with the current service provider for Service Area 2.

**Submitted By:** Public Works    **Date:** December 6, 2017



# RICHLAND COUNTY GOVERNMENT

Office of the County Administrator

## **Administration & Finance Committee Meeting January 9, 2018 Briefing Document**

### **Agenda Item**

Medical costs of detainees at the Detention Center

### **Background**

During its November 7, 2017 Council meeting deliberations, Vice-Chairman Malinowski and Councilwoman Myers brought forth the following motion:

“Any entity placing a person in the Alvin S. Glenn Detention Center will be responsible for paying the daily fee as determined by Richland County, as well as all medical costs incurred to include mental needs”

Currently, the County via an agreement, collects a per diem cost from municipalities to house detainees in the County’s detention center. The per diem cost to the County (currently \$71.00) is calculated in the following manner:

Total annual budget / 365 days / Average Daily Population (ADP)

As of July 1, 2017 the detention center is billing these municipalities at a per diem rate of \$45.00 with scheduled increases of \$10.00 each year until the rate reaches 95% of the incurred cost. After which, the rate will increase per CPI, annually. Thus, the County would not begin to reach the 95% of the actual cost until July 1, 2019 (charging \$65.00). Notices are sent out at the beginning of the fiscal year informing the municipalities of the scheduled increases.

For FY17, the in-house medical services contract in place for the detention center was in excess of \$4 million. This does not include the \$334,980 in medical services outsourced that the center is unable to provide in house. Such as specialist referrals, ER visits and inpatient care.

## Issues

1. The per diem cost to the County fluctuates depending on the two factors, the detention center's annual budget and the ADP. The variances may not be substantial.
2. Given that the per diem cost is calculated with the total annual budget amount, the contracted medical service cost is a budgeted line item. Thus, the medical cost is included in the per diem calculation. At the moment, the County is not charging municipalities according to actual per diem costs. If directed to charge the costs of medical services to the municipalities, staff would request time to update the manner in which medical service costs are currently tracked to proceed accordingly.

## Fiscal Impact

The fiscal impact is dependent upon the action taken by Council in regards to this matter.

## Past Legislative Actions

None.

## Alternatives

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

## Staff Recommendation

None as this is a matter brought forth by Councilmembers.

**Proposed By:** Vice-Chairman Malinowski & Councilwoman Myers      **Date:** November 7, 2017



**Administration & Finance Committee Meeting  
January 9, 2018  
Briefing Document**

**Agenda Item**

Capital Projects- Decker Center Remodel change order #'s 4 and 5

**Background**

In February of 2015 a solicitation was issued for the remodeling of the Decker Center. The construction was awarded to HG Reynolds Co., Inc. in the amount of \$22,237,000.00 in May of 2015. Work has been completed and the County has use of the facility, however two change orders require approval before the final pay application can be submitted for payment.

**Issues**

Change Order #'s 4 and 5 were received in November of 2017. Due to the resignation of the Capital Projects Manager, due diligence of the change order requests were performed by alternative staff members. After reviewing the Change Orders, their supporting documentation, previous change order requests and pay applications, staff is recommending approval of both Change Order 4 and 5 by County Council.

**Fiscal Impact**

Change Order #4 in the amount of \$91,974.00 is for various line items related to project close out. These items include miscellaneous work such as landscape modifications, door hardware revisions, modification to the front curb area, and various other items that are detailed in the Change Order document.

Change Order # 5 in the amount of \$69,748.00 is for the radio enhancement system. Due to Sheriff's Deputies who rely on the use of radio communications, a radio enhancement system is required to ensure proper radio coverage throughout the building. The radio enhancement system cannot be configured until construction is near completion because roofing, walls, building materials, etc. effect the radio reception. Once the interior walls were constructed the level of reception could be determined and the resulting change order covers the cost of the system.

Funds for these change orders will come from the Capital Projects budget.

**Past Legislative Actions**

- On April 21<sup>st</sup>, 2015 County Council approved to move forward of the Decker Center Remodeling project to HG Reynolds Co. Inc. in an amount of \$22,237,000.00.
- During a Special Called meeting on February 9<sup>th</sup>, 2016 County Council approved Change Order #2 in the amount of \$800,227.00 to include asbestos removal, roof replacement due to deterioration, foundation repairs and drains, and other unforeseen conditions.
- During a Special Called meeting on September 13<sup>th</sup>, 2016 County Council approved Change Order #3 in the amount of \$313,613 to include a Moisture Barrier and other unforeseen conditions.

### **Alternatives**

1. Approve Change Order #'s 4 & 5 in the amount of \$161,722 so that the Decker Center project may be closed out.
2. Do not approve the Change Orders. This leaves outstanding pay applications for work that the contractor performed in good faith which would not be able to be paid.

### **Staff Recommendation**

Approve both change orders and close out the Decker Center project.





# AIA Document G701/CMa

## Change Order- Construction Manager-Adviser Edition

PROJECT:  
Decker Center Remodel  
Richland County Government  
2500 Decker Boulevard  
Columbia, SC 29206

CHANGE ORDER NUMBER: 005  
INITIATION DATE: September 11,  
2017

OWNER: \_\_\_\_\_  
CONSTRUCTION MANAGER: \_\_\_\_\_  
ARCHITECT: \_\_\_\_\_  
CONTRACTOR: \_\_\_\_\_  
FIELD: \_\_\_\_\_  
OTHER: \_\_\_\_\_

TO CONTRACTOR:  
H. G. Reynolds, Inc.  
113 Contract Drive  
Aiken, SC 29801  
(803) 641-1402

PROJECT NUMBERS: /  
CONTRACT DATE: June 1, 2015  
CONTRACT FOR: General  
Construction

THE CONTRACT IS CHANGED AS FOLLOWS:

**APPROVED PCO'S (as attached)**

COP NO.	HGR PCO #	DESCRIPTION	APPROVED AMOUNT
92	158	Radio Enhancement System	\$69,748.00
<b>TOTAL CHANGE ORDER AMOUNT</b>			<b>\$69,748.00</b>

The original Contract Sum was:	\$ 22,237,000.00
Net change by previous authorized Change Orders:	\$ 1,260,321.00
The Contract Sum prior to this Change Order was:	\$ 23,497,321.00
The Contract Sum will be increased by this Change Order in the amount of:	\$ 69,748.00
The new Contract Sum including this Change Order will be:	\$ 23,567,069.00

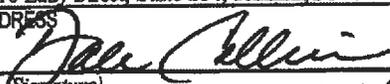
The Contract Time will be increased by zero (0) days.  
The date of Substantial Completion as of the date of this Change Order therefore is unchanged.

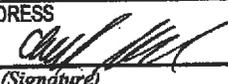
NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.

Brownstone Construction Group  
CONSTRUCTION MANAGER (Firm name)  
1310 Lady Street, Suite 204, Columbia, SC 29201  
ADDRESS

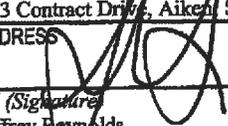
The Boudreaux Group, Architects  
ARCHITECT (Firm name)  
1519 Sumter Street, Columbia, SC 29201  
ADDRESS

BY (Signature)   
Dale Collier  
(Typed name) DATE: 11/14/17

BY (Signature)   
Chris Beard  
(Typed name) DATE: 11/14/17

H. G. Reynolds, Inc.  
CONTRACTOR (Firm name)  
113 Contract Drive, Aiken, SC 29801  
ADDRESS

Richland County Government  
OWNER (Firm name)  
2020 Hampton Street, Columbia, SC 29204  
ADDRESS

BY (Signature)   
Jeffrey Reynolds  
(Typed name) DATE: 11/14/17

BY (Signature) \_\_\_\_\_  
(Typed name) DATE: \_\_\_\_\_



**CHANGE TO CONTRACT VALUE:**

Original Contract Price: \_\_\_\_\_ **\$22,237,000.00**

Current Contract Price adjusted by previous change orders: \_\_\_\_\_ **\$23,405,347.00**

The contract price will be  
    increased by: \_\_\_\_\_ **\$91,974.00**  
    decreased by: \_\_\_\_\_ **\$0.00**  
due to this change

The new Contract Price (including this change order) will be: \_\_\_\_\_ **\$23,497,321.00**

**CHANGE TO CONTRACT TIME:**

The CONTRACT TIME will be unchanged by: \_\_\_\_\_ **0** Calendar Days

The new date for completion of all work will be:  
**unchanged**

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_

Recommended By (Engineer): \_\_\_\_\_ Date: \_\_\_\_\_

Recommended By (COR for Richland Co.): \_\_\_\_\_ Date: \_\_\_\_\_

Accepted By (Contractor): \_\_\_\_\_ Date: \_\_\_\_\_

Accepted By (Richland County): \_\_\_\_\_ Date: \_\_\_\_\_



# AIA Document G701/CMa

## Change Order- Construction Manager-Adviser Edition

PROJECT:  
Decker Center Remodel  
Richland County Government  
2500 Decker Boulevard  
Columbia, SC 29206

CHANGE ORDER NUMBER: 004  
INITIATION DATE: September 11,  
2017

OWNER: \_\_\_\_\_  
CONSTRUCTION MANAGER: \_\_\_\_\_  
ARCHITECT: \_\_\_\_\_  
CONTRACTOR: \_\_\_\_\_  
FIELD: \_\_\_\_\_  
OTHER: \_\_\_\_\_

TO CONTRACTOR:  
H. G. Reynolds, Inc.  
113 Contract Drive  
Aiken, SC 29801  
(803) 641-1402

PROJECT NUMBERS: /  
CONTRACT DATE: June 1, 2015  
CONTRACT FOR: General  
Construction

THE CONTRACT IS CHANGED AS FOLLOWS:

**APPROVED PCO'S (as attached)**

COP NO.	HGR PCO #	DESCRIPTION	APPROVED AMOUNT
64	107	Add Misc. Steel at Canopies	\$4,892.00
80	112	Add Exterior Wall Support at Roof	\$3,449.00
100	156B	CCD 10 Items – Landscape Modifications	\$3,556.00
114	168	Revised Door Hardware at Judge's Bench Doors	\$5,680.00
116	153	Various Drywall Revisions at Stairs, Windows and Columns	\$4,791.00
120	94	Modify Front Curb Elevations	\$13,949.00
122	170	Electrical Circuits for T-Stats at AV, Comm & Other Rooms	\$6,082.00
123	49	Structural Steel Modifications for Existing Conditions	\$4,225.00
124	98	Sprinkler Revisions for Ceiling Height Changes	\$2,016.00
128	138	Ceiling Repairs for AV Monitor Hanging per RFI 195	\$1,440.00
129	37	Footing & CMU Support for Stairs LP01	\$2,209.00
130	169	Modify Courtroom Door Hardware	\$2,310.00
132	173	Add Touch Pads at Personnel Gates	\$2,284.00
133	175	Additional Data at Clerk's Area per County	\$3,376.00
134	143	AV Installation Cost Issues	\$8,841.00
135	176	Roof Penetration for WiFi Antenna	\$729.00
136	149	Door Hardware Revisions	\$8,171.00
25B	33R3	Relocate Fire Sprinkler due to WCPR 013	\$2,102.00
35	68	Re-Route Power Primary Run to Service Pole	\$7,500.00
137	95	Added Drywall at Area C per RFI 148	\$2,108.00
138	122	Add Keylocks at Wood Lockers	\$708.00
139	124	Added Spandrel Glass per ASI 13	\$1,556.00
<b>TOTAL CHANGE ORDER AMOUNT</b>			<b>\$91,974.00</b>

The original Contract Sum was:	\$ 22,237,000.00
Net change by previous authorized Change Orders:	\$ 1,168,347.00
The Contract Sum prior to this Change Order was:	\$ 23,405,347.00
The Contract Sum will be increased by this Change Order in the amount of:	\$ 91,974.00
The new Contract Sum including this Change Order will be:	\$ 23,497,321.00

The Contract Time will be increased by zero (0) days.  
The date of Substantial Completion as of the date of this Change Order therefore is unchanged.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.

Brownstone Construction Group

CONSTRUCTION MANAGER (Firm name)

1310 Lady Street, Suite 204, Columbia, SC 29201

ADDRESS

*Dale Collier*

BY (Signature)

Dale Collier

*9/22/19*

(Typed name)

DATE:

H. G. Reynolds, Inc.

CONTRACTOR (Firm name)

113 Contract Drive, Aiken, SC 29801

ADDRESS

*[Signature]*  
*10/27/17*

BY (Signature)

Jeffrey Reynolds

*9/25/17*

(Typed name)

DATE:

The Boudreaux Group, Architects

ARCHITECT (Firm name)

1519 Sumter Street, Columbia, SC 29201

ADDRESS

*Chris Beard*

BY (Signature)

Chris Beard

*9/22/17*

(Typed name)

DATE:

Richland County Government

OWNER (Firm name)

2020 Hampton Street, Columbia, SC 29204

ADDRESS

BY (Signature)

(Typed name)

DATE



**Administration & Finance Committee Meeting  
January 9, 2018  
Briefing Document**

**Agenda Item**

The Council is requested to amend the ordinance related to the Procurement Review Panel to add term limits and make other minor changes.

**Background**

Section 2-621.4 of the Richland County Code addresses the Procurement Review Panel's creation and membership. When the Panel ordinance was originally passed back in 1992, term limits for the Panel members were inadvertently omitted. For purposes of the Constitutionality of the Panel, it is imperative to impose term limits on its members. Due to the difficulty in finding qualified volunteers for the Panel, the suggested term limit is longer than the traditional term limit than other boards and commissions.

In addition to addressing term limits, the proposed ordinance addresses the issue of meeting when less than 5 members have been appointed, and the issue of a quorum.

See attached redlined ordinance.

**Fiscal Impact**

None.

**Past Legislative Actions**

There have been no past legislative actions.

**Alternatives**

1. Approve the ordinance.
2. Approve the ordinance with amendments.
2. Do not approve the ordinance.

**Staff Recommendation**

Approve the ordinance as written.

**Proposed by:** Elizabeth McLean, Deputy County Attorney

**Date proposed:** January 5, 2018

STATE OF SOUTH CAROLINA  
COUNTY COUNCIL FOR RICHLAND COUNTY  
ORDINANCE NO. \_\_\_-18HR

AN ORDINANCE AMENDING THE RICHLAND COUNTY CODE OF ORDINANCES, CHAPTER 2, ADMINISTRATION; ARTICLE X, PURCHASING; DIVISION 3, PROCEDURAL REQUIREMENTS; SECTION 2-621.4, PROCUREMENT REVIEW PANEL; SO AS TO ADD TERM LIMITS AND OTHER MINOR CHANGES.

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

SECTION I. The Richland County Code of Ordinances, Chapter 2, Administration; Article X, Purchasing; Division 3, Purchasing Requirements; Section 2-621.4, Procurement Review Panel; is hereby amended to read as follows:

**Sec. 2-621.4 Procurement review panel.**

(a) *Creation.* There is hereby created the Richland County procurement review panel (review panel) which shall be charged with the responsibility of providing an administrative review of formal protests of decisions arising from the solicitation and/or award of contracts, the suspension, and/or debarment or suspension of a person or firm from the consideration for award of a county contracts, a decision concerning the resolution of a contract or breach of contract controversy not otherwise expressly excluded by county ordinance or expressly under the purview of council, or any other decision, policy or procedure arising from or concerning the expenditure of county funds for the procurement of any supplies, services, or construction procured in accordance with the provisions of this code and regulations not otherwise expressly excluded by county ordinance or expressly under the purview of council.

(b) *Membership.* The panel shall be composed of five (5) members selected by the county council as follows:

(1) One (1) member serving in a public procurement arena, preferably at management level with state or local government; One (1) member representing the service industry; One (1) member from the construction industry; One (1) member from professional services; One (1) member from the consumer industry.

(2) The review panel shall be deemed fully constituted once three (3) members have been selected and appointed; however, it shall be the goal of the council to have five (5) members duly appointed at all times. In the event that for any reason the review panel does not have three (3) members available to constitute a quorum when a dispute comes before the review panel, the County Administrator may temporarily appoint a panel member(s) to serve on the panel with respect to that dispute only. There is no limitation on industry representative for such temporary appointment as provided in (b)(1) above.

(3) The members of the review panel shall be appointed by the council for a term of seven (7) years. The members of the review panel shall not serve more than two (2) consecutive terms; provided, however, that upon service of two (2) consecutive terms a member may be eligible for reappointment after one day of non-service.

(c) *Chairperson and meetings.* The panel shall elect a chairperson from among its members and shall meet as often as necessary to afford a swift resolution of the controversies submitted to it. ~~Three (3)~~ At all times, a majority of the current appointed members present and voting shall constitute a quorum. Members of the panel shall be paid per diem, mileage, and subsistence as provided by law for members of boards, commissions, and committees to be paid from funds appropriated to the county administrator.

(d) *Administrative support.* The county administrator shall provide such administrative and clerical support as necessary for the orderly transaction of business by the review panel.

SECTION II. As to the current members of the review panel duly appointed at the date of third reading of this ordinance, the term limits defined in SECTION I, above, shall begin at the date of third reading of this ordinance, and such term shall be considered each member's first seven (7) year term.

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

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

SECTION V. Effective Date. This ordinance shall be effective from and after \_\_\_\_\_, 2018.

RICHLAND COUNTY COUNCIL

BY: \_\_\_\_\_  
Joyce Dickerson, Chair

Attest this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Michelle Onley  
Deputy Clerk of Council

RICHLAND COUNTY ATTORNEY'S OFFICE

\_\_\_\_\_  
Approved As To LEGAL Form Only.  
No Opinion Rendered As To Content.

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



**Administration & Finance Committee Meeting  
January 9, 2018  
Briefing Document**

**Agenda Item**

Resolution to Distribute \$32,766.26 in Federal Forestry Funds.

**Background**

The Richland County Treasurer has received a check from the Office of the State Treasurer for Federal Forestry Funds. Council is requested to approve a Resolution distributing these funds and set a policy relative to the distribution of these funds so that future Federal Forestry funds received by the County will automatically be distributed as set forth in this request.

Federal Forestry Funds are generated based on a portion of the net proceeds generated by the sale of forest products extracted from McEntire Air Force Base and other military installations located within Richland County. The total amount of forestry funds available at this time for allocation by Council is \$32,766.26. Note: these funds are not received annually.

Pursuant to Title 10, §2665(e)(2) of the United States Code of Laws, “the amount paid to a State pursuant to paragraph (1) shall be expended as the State legislature may prescribe for the benefit of the public schools and public roads of the county or counties in which the military installation or facility is situated.”

Since the SC Legislature has not enacted, to date, any law prescribing how these funds are to be allocated, the specific amounts to be allocated for the benefit of public schools and public roads of Richland County are at the discretion of Richland County Council.

The last time that Richland County Council allocated federal forestry funds, which totaled \$24,326.99, was in October 2017. The Resolution allocated 50% to Richland School District One, Richland School District Two, and Richland / Lexington School District Five, to be apportioned according to the respective student population of each school district. The remaining 50% was allocated to the General Fund of the County, to be used for the construction and/or improvements of public roads within the County.

Prior to 2017, in 2014, 2012 and 2011, Council allocated the funds in the same manner (50% public schools; 50% public roads).

If Council proceeds with the 50% allocation for the schools, the amounts per School District will be as follows:

School District	Number of Students	Allocation
Richland School District One	23,876*	\$6,427.90
Richland School District Two	27,721*	\$7,463.06
Richland / Lexington School District Five	9,257**	\$2,492.17

Sources: \*SC Annual School District Report Card Summary – 2017

\*\*Richland / Lexington School District Five – District 5 students who live in Richland County

A total of \$32,766.26 will be divided according to a ratio set forth by Council for the benefit of public schools and public roads. There are no costs to the County associated with this request.

The related Resolution and memo from the Richland County Treasurer regarding these funds are enclosed for your convenience.

### Issues

None.

### Fiscal Impact

Renegotiation of the contract will allow the County to modify the annual CPI price adjustment and fuel surcharge which should reduce overall costs.

### Past Legislative Actions

- 2011: Council allocated 50% of the funds (\$2,640.89) to the schools, and 50% of the funds (\$2,640.89) to public roads.
- 2012: Council allocated 50% of the funds (\$3,700) to the schools, and 50% of the funds (\$3,700) to public roads.
- 2014: Council allocated 50% of the funds (\$3,845.20) to the schools, and 50% of the funds (\$3,845.20) to public roads.
- 2017: Council allocated 50% of the funds (\$12,163.49) to the schools, and 50% (\$12,163.50) of the funds to public roads.

### Alternatives

1. Approve the Resolution allocating \$32,766.26, of which 50% (\$16,383.13) will be apportioned to public schools, and the remaining 50% (\$16,383.13) for the construction and/or improvement of public roads.
2. Approve the Resolution allocating \$32,766.26 using a proportion other than 50/50 for distribution between public schools and roads.

### Staff Recommendation

It is recommended that Council approve either alternative. This is a policy decision of Council.

**Submitted By:** Finance Department via the Treasurer's Office

**Date:** 1/5/18

STATE OF SOUTH CAROLINA )  
 )  
COUNTY OF RICHLAND )

**A RESOLUTION OF THE  
RICHLAND COUNTY COUNCIL**

**A RESOLUTION TO ALLOCATE FEDERAL FOREST FUNDS**

**WHEREAS**, the State of South Carolina receives forty percent (40%) of the net proceeds from the sale of forest products on land owned or leased by a military department; and

**WHEREAS**, the Office of the State Treasurer issues a check to Richland County representing a share of federal monies generated at McEntire Air Force Base and at other military installations located within the County; and

**WHEREAS**, the Richland County Treasurer currently has a total of \$32,766.26 in Military Forest Fund monies, which was received from the Office of the State Treasurer; and

**WHEREAS**, pursuant to 10 U.S.C. §2665(e)(2), “the amount paid to a State pursuant to paragraph (1) shall be expended as the State legislature may prescribe for the benefit of the public schools and public roads of the county or counties in which the military installation or facility is situated”; and

**WHEREAS**, the South Carolina Legislature has not enacted, to date, any law prescribing how these funds are to be allocated, so that allocation must be determined for the benefit of both the public schools and public roads of Richland County;

**NOW, THEREFORE, BE IT RESOLVED** that the Richland County Council does hereby allocate the Military Forest Funds of \$32,766.26 as follows:

50% (\$16,383.13) to Richland School District One, Richland School District Two, and Richland/Lexington School District Five, to be apportioned according to the respective student population of each school district; and

50% (\$16,383.13) to be transferred to the General Fund of Richland County, to be used for the construction and/or improvement of public roads within the County.

**ADOPTED THIS** the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Joyce Dickerson, Chair Richland County Council

Attest: \_\_\_\_\_  
Michelle Onley, Deputy Clerk to Council

## Briefing Document

### Agenda Item

Statewide Court Case Management System: Software Support and Hosting Services Memorandum of Understanding for Counties Hosted by SCJD

### Background

In the years 2004 and 2005, per the directive of the South Carolina Judicial Department (SCJD), Richland County migrated from its prior Court Management System (CMS) to the CMS system launched by SCJD. Richland County was the third pilot county to go live with SCJD's CMS. Eventually all 46 counties migrated to SCJD's CMS. Of the state's 46 counties, the three largest counties chose to host their own CMS and not be hosted by SCJD. These three counties were Charleston, Greenville, and Richland. The other 43 counties became hosted in SCJD's private cloud.

SCJD released a new CMS module called E-Filing. There are about a dozen hosted counties that are already using E-Filing and eventually all hosted counties will go live with E-Filing. For the three non-hosted counties, only Greenville has gone live with the E-Filing module. As a non-hosted county, Richland County attempted to go live on Tuesday, November 14, 2017. Richland experienced immediate response time problems and the E-Filing module was quickly turned off. The technical team from SCJD worked with the technical team from Richland and response times were improved to be similar to Greenville response times (about 20 seconds). But the SCJD's hosted counties are getting response times between 2 and 4 seconds. There were concerns about getting complaints about Richland's response times from attorneys who are also using E-Filing from hosted counties.

The Richland County IT Department (RCIT) brought in a team of consultants to see if response times could be improved to be similar to hosted counties. The consultants suggested some best practice tweaks, but could not find anything with Richland's architecture that would cause long response times. The consultants came to the conclusion that the problem was the way SCJD's E-Filing software was developed. To even try to get response times close to hosted counties, it would cost Richland several hundred thousand dollars, with a large recurring annual cost. Even then, there would be no guarantee that response times would get under 4 seconds. For example, SCJD hosts Lexington County and its response times are less than 4 seconds.

The collaborative decision was for Richland County to become SCJD's 44<sup>th</sup> county to be hosted. This would solve the response time problem with E-Filing at the least cost. The projected go-live date as a hosted county would be the first week in January 2018.

### Issues

Prior to the new E-Filing module, CMS hosted by Richland County was running well with excellent response times. The new SCJD's E-Filing changed the situation. The issue was how Richland County could provide attorneys with SCJD's new E-Filing module with similar response times as hosted counties at the least cost.

### Fiscal Impact

Richland County already pays SCJD \$50,000 per year for the CMS software licensing. Starting July 2019, an additional hosting cost of \$75,000 would be charged to Richland County. SCJD decided to delay the hosting cost until July 2019 when SCJD learned the county was on a two year budget cycle. Richland will essentially get a little more than one year free of hosting charges. The \$50,000 annual software licensing will continue unaffected.

### Past Legislative Actions

None

### Alternatives/Solutions

1. Become SCJD's 44<sup>th</sup> hosted county at an additional annual cost of \$75,000. The additional cost would become effective July 2019.

2. Continue to internally host CMS and agree to live with E-Filing response times in the 20 second range.
3. Continue to internally host CMS and spend several hundred thousand dollars in an attempt to reduce response times under 4 seconds, although there would not be any guarantees.

**Staff Recommendation**

The recommendation is option #1. Richland County would become SCJD's 44<sup>th</sup> hosted county at an additional annual cost of \$75,000. The additional cost would become effective July 2019.

**SOUTH CAROLINA JUDICIAL DEPARTMENT (SCJD)**

**Statewide  
Court Case Management System  
(CMS)**

**Software Support and Hosting Services  
Memorandum of Understanding  
for Counties Hosted by SCJD**

**RICHLAND COUNTY**

**December 6, 2017**

This document identifies the responsibilities of Richland County and the South Carolina Judicial Department for ongoing support and hosting services for the Statewide Court Case Management System (CMS).

## INTRODUCTION

The South Carolina Judicial Department (SCJD) is hosting the statewide Court Case Management System for the counties of South Carolina in accordance with this document. Each county decides whether or not to have SCJD host, operate, and support this application for them on an individual basis. If a county decides to have SCJD host them, then this document serves as the description of the responsibilities of both the county and SCJD.

The statewide Court Case Management System (CMS) is a suite of applications that are developed, maintained, trained and supported by the South Carolina Judicial Department (SCJD) to serve the operational needs of the Summary and Circuit Courts of South Carolina. CMS consists of the statewide Court Case Management System, a Jury Management System, E-Filing, data interfaces and related web applications. SCJD has an in-house Court CMS application and support staff that work full-time on the Court CMS.

This document identifies the responsibilities for ongoing support and hosting services for the Court CMS by SCJD for the counties. Specifically, this document identifies the following:

- I. Period of Memorandum of Understanding (MOU)
- II. County Responsibilities
- III. SCJD Responsibilities
- IV. Ownership of Data
- V. Support Procedures
- VI. Performance Measures
- VII. Costs to the County
- VIII. Signatures

# SOUTH CAROLINA JUDICIAL DEPARTMENT (SCJD)

## **Memorandum of Understanding (MOU)**

This Memorandum of Understanding, is entered into this 6TH day of DECEMBER, 2017, by and between **RICHLAND COUNTY**, hereinafter referred to as the **COUNTY**,

**AND**

**SOUTH CAROLINA JUDICIAL DEPARTMENT** hereinafter referred to as the **SCJD**.

SCJD is providing the County with the statewide Court Case Management System, hereinafter referred to as *Court CMS*.

### **I. PERIOD OF MEMORANDUM OF UNDERSTANDING (MOU)**

This MOU shall be in effect during the time the County utilizes the Court CMS hosting by SCJD.

### **II. COUNTY RESPONSIBILITIES**

- A. The County must keep all court computers, scanners, and printers in good working condition.
- B. The County must keep all computers up-to-date with critical security (including virus and spyware) and operating system patches and updates.
- C. The County must keep all court computers up-to-date with the minimum hardware, operating system, and Microsoft Office versions as identified as minimum system requirements for the court as documented in the *SCJD Hardware, Software, and Networking Guidelines*.
- D. The County must maintain reliable county email such that all court users in the County have a valid and working email address.
- E. The County must maintain a reliable, high-speed internet connection of adequate bandwidth as mutually agreed to by the County and SCJD.
- F. The County must maintain local area network wiring and/or wireless connections within the judicial facilities in good working condition for use and access by the court users.
- G. The County must provide written notice of staff changes to SCJD within five (5) working days so credentials can be created, updated, or scheduled for deletion as appropriate. In cases of emergency departure of staff, the county should provide written notice to SCJD within 24 hours of the change.
- H. The County must follow the procedures identified in the Support Procedures section of this document when requesting support from SCJD.

# **SOUTH CAROLINA JUDICIAL DEPARTMENT (SCJD)**

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- I. The County is responsible for enforcing an Acceptable Use Policy (AUP) for all county CMS users.
- J. The County shall support and assist SCJD in identifying and clarifying problems encountered by the County and shall make available source documents or data files as may be necessary to isolate or replicate a problem condition.
- K. The County shall continue to provide Tier I and Tier II support for the City of Columbia Court CMS.

## **III. SCJD RESPONSIBILITIES**

- A. For the hosting of the Court CMS, SCJD will follow industry best practices and standards for the operation and support of this system. SCJD will employ the same rigor and standards to the hosting of the Court CMS for the counties as it does for its own internal systems for the Supreme Court, Court of Appeals, Office of the Chief Justice, and Court Administration. For the hosting of the Court CMS, SCJD has the following responsibilities pertaining to the production environment:
  - 1. SCJD will maintain the Court CMS operational on dedicated servers within the SCJD data center.
  - 2. SCJD will utilize a Citrix hosting platform that enables the users to access the Court CMS through an Internet Explorer browser.
  - 3. SCJD will keep the Court CMS production servers current with all security and operating system patches.
  - 4. SCJD will keep the licensing of the required commercial-off-the-shelf (COTS) software current (i.e., SQL Server, Citrix, Microsoft operating systems, etc.) on the Court CMS production servers.
  - 5. SCJD will keep the hardware components of the Court CMS production servers operational and in good working condition.
  - 6. SCJD will configure the Court CMS production environment such that each hosted county has its data maintained separately from other hosted county's data. Note that the County maintains ownership of its own data. If the County chooses to use the imaging functionality of the Court CMS, the County will be allocated a minimum of 500 GB of online disk space for the storage of court images. The use of disk storage will be actively monitored and managed to maintain acceptable response and performance times. If the County uses significantly more than 500 GB for the storage of images, SCJD reserves the right to review with the County additional and/or supplementary options with performance and costs being the primary factors of consideration.
  - 7. SCJD will operate the current release of the Court CMS in the hosted production environment. New releases of the Court CMS software will be issued to counties upon successful completion of production testing by the

## SOUTH CAROLINA JUDICIAL DEPARTMENT (SCJD)

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SCJD QA. SCJD will install, configure, and put into the hosted production environment, new releases, patches, upgrades, and versions to the Court CMS after it has been issued to the counties for production and it has been tested and validated for production by the CMS support team on behalf of the hosted counties.

8. SCJD will perform data and system backups in accordance with the SCJD System and Data Backup Schedule:
  - a) Incremental system and data backups are conducted nightly.
  - b) Complete system and data backups are conducted weekly.
  - c) Backup media are stored and maintained in accordance with the SCJD System and Data Backup Schedule.
9. SCJD will follow the procedures as defined in the SCJD Disaster Recovery Plan (in process) in the event that data needs to be restored.
10. SCJD will provide Court CMS production environment security in accordance with the SCJD Technology Security Policy (in process).
11. SCJD will provide system administration to the Court CMS production data tables by SCJD authorized system administrators only.
12. SCJD will perform general system maintenance after normal business hours. Counties will be provided with at least one (1) week of notice of general system maintenance.
13. SCJD will perform emergency system maintenance when issues are severely impacting system integrity and/or performance. In these situations, SCJD will address the issues in the production environment utilizing every available means to rectify the problem. In some severe cases, the production environment servers may be shut down immediately. When emergency system maintenance is needed and/or taking place, notification will be sent to the county Court CMS users with an estimated time when service will resume. Note that SCJD reserves the right to restrict or stop all system operations in the event of any major system issues that may cause loss of operational integrity, unauthorized data movement or loss and/or potential corruption across the system.

# **SOUTH CAROLINA JUDICIAL DEPARTMENT (SCJD)**

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- B. SCJD has the following responsibilities for the software support, maintenance, and enhancements of the Court CMS.
1. Application software support services for the current version of the Court CMS and one (1) version back from the current version of the Court CMS.
  2. Application software support services through the SCJD Call Center for the Court CMS during normal working hours of Monday through Friday, 8:30 am – 5:00 pm. Services include technical assistance in troubleshooting and resolving problems/questions associated with the Court CMS.
  3. Application software support services are available through the SCJD paging notification system after hours, during holidays, and weekends.
  4. Court CMS enhancements developed by the SCJD shall be made available to the County as an update to the current version.
  5. New releases of the Court CMS are made available periodically for the County, which include major and significant technical updates and functional improvements.
  6. Testing of new releases, patches, upgrades, and versions of the Court CMS on behalf of the County to validate its readiness for the production environment.
  7. Table configuration changes, e.g., the addition of officers or new users, will be performed by the authorized SCJD system administrator support person.
  8. Updates to the Court CMS which are required as a result of changes to the laws, regulations, legislation, administrative directives, or rules of the State of South Carolina or the uniform rules of South Carolina Courts.
  9. If system issues arise that require modifications of the application or non-development data that are not a result or caused by the operations of the SCJD production environment, the procedures defined for modifications to the Court CMS as documented in the SCJD Court CMS Application Modification Procedures will be followed.

## **IV. OWNERSHIP OF DATA**

Data collected is the property of the County and no use shall be made thereof without the written permission of the County.

Read-only access to county data outside of Court CMS will be provided to authorized county users for ad-hoc reporting through the Citrix hosting platform.

# SOUTH CAROLINA JUDICIAL DEPARTMENT (SCJD)

## **V. SUPPORT PROCEDURES**

The SCJD Call Center is the means of communication between the County and the SCJD regarding Court CMS issues.

A. During normal working hours of Monday through Friday, 8:30 am through 5:00 pm, SCJD will provide support through the SCJD Call Center utilizing the standard Court CMS support procedures:

1. The County will designate a person in each court agency, i.e., Clerk of Court's office and Magistrate Court's office, as the first level of support (Tier I support).
2. The County will designate 2 people to serve as the second level of support. (Tier II support)
3. End users will contact the designated Tier I person in their court agency when Court CMS questions or issues arise.
4. If the problem cannot be resolved by the Tier I support person, that person will contact one of the Tier II support staff.
5. If the problem cannot be resolved by the Tier II support person, that person will log a support ticket in the SCJD call tracking system. The call tracking system is monitored by the SCJD support team at the SCJD Call Center. The SCJD support team will communicate with the Tier II support person to answer the question or resolve the issue.
6. Requests for ad-hoc reports will be submitted to the Tier II support person. If the ad-hoc report request cannot be resolved by the Tier II support person, that person will log a support ticket in the SCJD call tracking system. The call tracking system is monitored by the SCJD support team at the SCJD Call Center. The SCJD support team will communicate with the Tier II support person to assist with the ad-hoc report request.
7. Requests for table configuration changes, e.g., the addition of officers or new users, will be submitted through the SCJD call tracking system.

B. After hours, during holidays, and weekends, end users may access the SCJD paging notification system by calling 803-734-1200 to request technical assistance for emergency issues.

## **VI. PERFORMANCE MEASURES**

Three primary performance measures will be monitored, reported, and reviewed by SCJD with each hosted county on a periodic basis.

# SOUTH CAROLINA JUDICIAL DEPARTMENT (SCJD)

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- A. Court CMS system uptime of the hosting operations production servers will average 99% on an annual basis.
- B. SCJD will acknowledge support calls during normal business hours within 20 minutes. Note that SCJD will make best effort to readily resolve the issue; however, depending upon the magnitude, scope, difficulty of troubleshooting, and criticality of the issue, resolution may take longer than 20 minutes.
- C. SCJD will acknowledge emergency support calls during holidays, weekends, and after hours within 30 minutes. Note that SCJD will make best effort to readily resolve the issue; however, depending upon the magnitude, scope, difficulty of troubleshooting, and criticality of the issue, resolution may take longer than 30 minutes.

## VII. COSTS TO THE COUNTY

### A. Hosting Operations

The County will pay a hosting cost of **\$75,000.00** to SCJD on an annual basis beginning on **July 1, 2019**.

### B. Application Support

The County will continue to pay an application support cost of **\$50,000.00** to SCJD on an annual basis.

Effective Date	County Costs	Description of Costs
July 1, 2017	\$50,000.00	FY 2017-2017 CMS Application Support
	\$0	FY 2017-2017 CMS Application Hosting Costs (Waived)
July 1, 2018	\$50,000.00	FY 2018-2019 CMS Application Support
	\$0	FY 2018-2019 CMS Hosting Costs (Waived)
July 1, 2019	\$50,000.00	FY 2019-2020 Annual CMS Application Support
	\$75,000.00	FY 2019-2020 Annual CMS Hosting Costs

### C: Cost Adjustments:

Costs for Hosting Operations and Application support are subject to increase at a rate not to exceed the CPI index (annually adjusted) beginning in FY 2020-2021.

**SOUTH CAROLINA JUDICIAL DEPARTMENT (SCJD)**

**VIII. SIGNATURES**

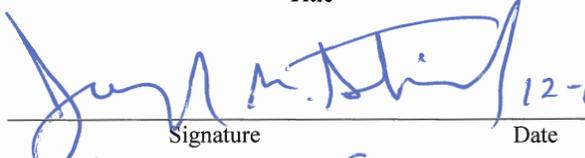
**RICHLAND COUNTY**

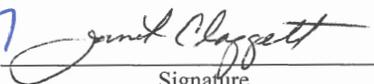
\_\_\_\_\_  
Signature Date Signature Date

\_\_\_\_\_  
Name (Please Print.) Name (Please Print.)  
County Administrator Assistant County Administrator  
\_\_\_\_\_  
Title Title

12-6-17  
  
Signature Date  
Jeanette W. McBride  
Name (Please Print.)  
Clerk of Court  
\_\_\_\_\_  
Title

  
Signature Date  
DONALD S. SIMONS  
Name (Please Print.)  
Chief Magistrate  
\_\_\_\_\_  
Title

  
Signature Date  
Joseph M. Stuckland  
Name (Please Print.)  
Master-In-Equity  
\_\_\_\_\_  
Title

 12/6/2017  
Signature Date  
JANET CLAGGETT  
Name (Please Print.)  
Chief Information Officer  
\_\_\_\_\_  
Title

**SOUTH CAROLINA JUDICIAL DEPARTMENT**

\_\_\_\_\_  
Signature Date  
\_\_\_\_\_  
Name (Please Print.)  
**Director of Information Technology**  
\_\_\_\_\_  
Title

# SOUTH CAROLINA JUDICIAL DEPARTMENT (SCJD)

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## VIII. SIGNATURES

### RICHLAND COUNTY

Signature	Date	Signature	Date
Name (Please Print.)		Name (Please Print.)	
County Administrator		Assistant County Administrator	
Title		Title	
Signature	Date	Signature	Date
Name (Please Print.)		Name (Please Print.)	
Clerk of Court		Chief Magistrate	
Title		Title	
Signature	Date	Signature	Date
Name (Please Print.)		Name (Please Print.)	
Master-In-Equity		Chief Information Officer	
Title		Title	

### SOUTH CAROLINA JUDICIAL DEPARTMENT

Signature	Date
Name (Please Print.)	
Director of Information Technology	
Title	



# RICHLAND COUNTY GOVERNMENT

Office of the County Administrator

## Administration & Finance Committee Meeting January 9, 2018 Items Pending Analysis – Status Updates

- a. Council Motion: Richland County funds thirteen mills eight mills more than the five mills required by statute. I move that County Council develop a separate Recreation Commission to manage the eight additional mills if the Recreation Commission does not agree to the MOU or if Council still feels that there is taxation without representation. Note: This is a partial solution to the constant challenge for taxation and representation [N. Jackson]

**Status Update:** This matter was considered by the Committee during its October 24, 2017 meeting, at which time the Committee voted to hold this item in Committee until Council's Recreation Commission liaisons meet with the Recreation Commission. Once the liaisons meet, this matter will be brought back to the Committee for action.

- b. Council Motion: Without prior notice, in June 2017 the City of Columbia raised the storm water management fees for Hamilton Owens Airport by 74% creating a severe financial hardship on airport operations. This increase amounts to 27% of the airport's annual operating budget even though less than one percent of airport stormwater is managed by the City. Attempts to negotiate these rates have proven unsuccessful at the staff level. Recent studies have shown that a Hamilton Owens Airport has a 14+ million dollar economic impact on the City of Columbia. This Motion requests that further payments of this unreasonable storm water management fee be withheld until such time as City officials provide a rate structure that is more tenable and consistent with the actual service being provided [Pearce]

**Status Update:** This motion was brought forth by Councilman Pearce during Council's December 5, 2017 meeting. Staff is preparing the briefing document for this matter and will present it during the February 2018 Committee meeting for the Committee's consideration.

- c. Funding Request for Little Lake Katherine

**Status Update:** The Homeowners' Association of Little Lake Katherine requested Council's consideration of funding the dredging of Little Lake Katherine. Staff is working with Councilman Pearce regarding this request.