

RICHLAND COUNTY
ADMINISTRATION & FINANCE
COMMITTEE AGENDA



Tuesday, OCTOBER 22, 2019

6:00 PM

COUNCIL CHAMBERS

The Honorable Joyce Dickerson, Chair

County Council District 2

The Honorable Bill Malinowski

County Council District 1

The Honorable Yvonne McBride

County Council District 3

The Honorable Joe Walker

County Council District 6

The Honorable Dalhi Myers

County Council District 10

RICHLAND COUNTY COUNCIL 2019



Bill Malinowski
District 1
2018-2022



Joyce Dickerson
District 2
2016-2020



Yvonne McBride
District 3
2016-2020



Paul Livingston
District 4
2018-2022



Allison Terracio
District 5
2018-2022



Joe Walker, III
District 6
2018-2022



Gwendolyn Kennedy
District 7
2016-2020



Jim Manning
District 8
2016-2020



Calvin "Chip" Jackson
District 9
2016-2020



Dalhi Myers
District 10
2016-2020



Chakisse Newton
District 11
2018-2022



Richland County Administration & Finance Committee

October 22, 2019 - 6:00 PM
Council Chambers
2020 Hampton Street, Columbia, SC 29201

1. **CALL TO ORDER** The Honorable Joyce Dickerson
 - a. Roll Call

2. **APPROVAL OF MINUTES** The Honorable Joyce Dickerson
 - a. Regular Session: September 24, 2019 [**PAGES 6-12**]

3. **APPROVAL OF AGENDA** The Honorable Joyce Dickerson

4. **ITEMS FOR ACTION** The Honorable Joyce Dickerson
 - a. Approval of Award for Engineering Services - Kneece Road Sidewalk Design [**PAGES 13-19**]

 - b. Approval of Award for Engineering Services – Longreen Parkway Sidewalk Design [**PAGES 20-25**]

 - c. Quitclaim Deed for Right-of-Way – 1300 Block of Marion Street – Lofts Apartments [**PAGES 26-47**]

 - d. Hospitality Tax Allocation Process [**PAGES 48-57**]

 - e. Coroner’s Office Position Conversion Request [**PAGES 58-74**]

5. **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

September 24, 2019 – 6:00 PM

Council Chambers

2020 Hampton Street, Columbia, SC 29204

COMMITTEE MEMBERS PRESENT: Joyce Dickerson, Chair; Bill Malinowski, Yvonne McBride, Joe Walker and Dalhi Myers

OTHERS PRESENT: Michelle Onley, Larry Smith, Stacey Hamm, Jennifer Wladischkin, John Thompson, Clayton Voignier, Ashiya Myers, Ashley Powell, Sandra Yudice, Art Braswell, Ismail Ozbek, Bill Peters, Angela Weathersby, Leonardo Brown, and Tyler Kirk

1. **CALL TO ORDER** – Ms. Dickerson called the meeting to order at approximately 6:00 PM.
2. **APPROVAL OF MINUTES**
 - a. July 23, 2019 – Ms. McBride moved, seconded by Mr. Walker, to approve the minutes as submitted.

In Favor: Malinowski, Myers, Walker, Dickerson and McBride

The vote in favor was unanimous.
3. **ADOPTION OF AGENDA** – Ms. Myers moved, seconded by Mr. Walker, to adopt the agenda as published.

In Favor: Malinowski, Myers, Walker, Dickerson and McBride

The vote in favor was unanimous.
4. **ITEMS FOR ACTION**
 - a. Airport Overnight Stays and Camping events – Ms. Myers moved, seconded by Mr. Malinowski, to approve for discussion.

Ms. Myers stated Mr. Jackson pointed out that we are talking about 1st graders at an overnight event at the airport. She looked at the liability limits, and they are rather low. If there is some kind of catastrophic event at the airport, the \$1M and \$3M limits are a little low.

Mr. Eversmann stated the liability limits that were recommended came from the Office of Risk Management. If the limits are deemed inadequate, they will certainly do what Council directs.

Ms. Myers stated, if there were a catastrophic accident, you could easily exhaust that and the County would be subject to self-insurance.

Mr. Smith stated he agrees with Ms. Myers' concerns. He noted on pp. 17 – 18, of the agenda packet, that the Risk Manager suggested, in addition to the general liability policy, there should be a special events policy, which may address some of the concerns. He agrees that, if we were just looking at the general liability, without any additional coverage, that it may not be adequate.

Ms. Myers made a substitute motion, seconded by Mr. Malinowski, to hold this item in committee, to request Legal consult with Mr. Eversmann, and bring back a recommendation for limits on a special events policy.

Mr. Malinowski inquired if Legal reviewed the Hold Harmless Agreement.

Mr. Smith responded in the affirmative.

Mr. Malinowski noted Risk Management would like to have a Richland County representative on site during these hours – whether it be Eagle or a Richland County Employee familiar with the airport and their specific rules. He inquired if we can possibly give the Airport Management group the County's do's and don'ts.

Mr. Smith stated having someone from our FBO be the representative onsite for these special events came up in discussion. We would have to go back to their FBO contract to see if their contract contemplates them doing these kinds of things. The FBO is a Fixed Base Operator who normally provides services related to flying operations. We are now talking about events. He does not know if there is language, in the FBO agreement, which would contemplate these kinds of activities. If we are talking about having someone onsite, whether it be County staff or FBO, we need to be sure the FBO contract contemplates those are the kind of services they will provide under the agreement with the County.

Mr. Malinowski stated that could come back with what Ms. Myers is requesting.

Ms. McBride stated there was a possible fiscal impact, with the additional coverage. She offered a friendly amendment to include that in the friendly amendment.

Ms. Myers accepted the friendly amendment.

In Favor: Malinowski, Myers, Walker, Dickerson and McBride

The vote in favor was unanimous.

- b. Intergovernmental Agreement (IGA) between Richland County, Lexington County and Town of Irmo for Engineering Services and Infrastructure Maintenance – Ms. Myers moved, seconded by Ms. Dickerson, to forward to Council with a recommendation to approve staff's recommendation of the updated Intergovernmental Agreement (IGA) between Richland County, Lexington County and Town of Irmo for Engineering Services and Infrastructure Maintenance.

Mr. Malinowski stated, on p. 25 of the agenda, it refers to the fact that whichever county the majority of the roads lie in that is the county that will be responsible for developing, according to that county's standards. After that, it says any other maintenance, upkeep and regulations to be followed will be done by the county where the road actually lies. How do we know that Lexington County has the same NPDES and Stormwater requirements that we do? If all of a sudden a problem occurs, and we have more expenses in fixing it because it was not done according to Richland County standards. He would like to see that addressed. On p. 22, under fiscal impact, it says there are costs associated with staff's plan review time and maintenance of infrastructure. He did not see how we were going to be charged and recoup the cost, so that needs to be addressed. On p. 27, Section Six: Term, states, we enter into this for a five (5) year

term. He stated we enter many five (5) year terms, with one (1) year renewables. He would like to see that kind of language in the IGA. We do not know what happens one or two years from now. (i.e. costs, change in the way the roads are built, etc.).

Mr. Livingston stated the IGA says that either party can terminate with 90-days' notice.

Mr. Malinowski stated he saw that language, but that does not mean someone is going to notice it or do something. He also stated he does not know that we terminate an agreement just because there is change in the way business is being done. He thinks, it is a matter of getting together, at the end of the year, and discussing the changes that may have taken place within the last year.

Ms. McBride stated, at this point, it appears that we might be giving a blank check, and she is concerned about that. She does not know who is going to design and define the different roads. She inquired if we will be involved in it.

Ms. Myers stated this essentially renewing an agreement that has been in existence since 2007. She inquired if this is a time sensitive item.

Mr. Voignier stated from staff's perspective it is not time sensitive, but from the Town's perspective it is time sensitive.

Ms. Myers inquired if there are outstanding projects they are waiting on to be completed because of the agreement.

Mr. Voignier stated he is not aware of any, at this point.

Mr. Brown stated, on Monday, he received an email from the Lexington County Administrator, Joe Mergo, requesting that he look into this matter and give him a status update. Mr. Mergo was aware that this item was on the agenda this evening.

Mr. Malinowski stated, on p. 38, it states, "F. The Municipality, within a reasonable time after the execution of this agreement shall adopt...". He would like the agreement to include a specific time period (i.e. 30, 60, or 90 days).

Mr. Malinowski made a substitute motion, seconded by Mr. Walker, to hold this item in committee until we receive the answers to the questions expressed.

In Favor: Malinowski, Myers, Walker, Dickerson and McBride

The vote in favor was unanimous.

- c. Legal Services Contract Extension for Richland County Conservation Commission (RCCC) – Mr. Malinowski moved, seconded by Mr. Walker, to forward to Council with a recommendation to approve the extension of the current agreement with Ken Driggers, LLC for a period of two (2) years through an addendum to provide Legal Services in the amount of \$30,000 each year for the Richland County Conservation Commission (RCCC).

Ms. Myers stated she found it interesting that we do not bid this contract out. The same party has had this contract for 30 years, and we have essentially trained them to do the work that we now call "expert" work.

Ms. Myers made a substitute motion, seconded by Mr. Malinowski, that we treat this contract like we treat every contract and bid it out.

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In Favor: Malinowski, Myers, Walker, Dickerson and McBride

The vote in favor was unanimous.

- d. Waverly Magistrate – Lease Renewal – Ms. McBride moved, seconded by Mr. Walker, to forward to Council with a recommendation to approve the lease extension/renewal for the property located at 2712 Middleburg Drive, Columbia, 29204 for use by the Waverly Magistrate.

Ms. Myers inquired if this is market rate rental.

Mr. Pruitt responded in the affirmative.

In Favor: Malinowski, Myers, Walker, Dickerson and McBride

The vote in favor was unanimous.

- e. Award of Uniform Services Project – Ms. Myers moved, seconded by Ms. McBride, to forward to Council with a recommendation to accept staff's recommendation to approve the award of uniform services to Unifirst Corporation.

Mr. Malinowski requested a list of the departments we are providing uniforms for and why they are needed.

In Favor: Malinowski, Myers, Walker, Dickerson and McBride

The vote in favor was unanimous.

- f. Fire Stations' Roof Replacement – Ms. McBride moved, seconded by Ms. Dickerson, to forward to Council with a recommendation to accept staff's recommendation to award the Request for Bid # RC-207-B-2019- Three Fire Stations Roof Replacement to Frizzell Construction Co. Inc. dba of Summit BSR Roofing.

Mr. Malinowski stated, in reviewing the information, it appears they were bid as a package. He wondered why each site was not bid individually.

Ms. Wladischkin stated the idea was to send them out as a package in hopes of having some economies of scale, and achieving some cost savings.

Mr. Livingston stated the prices might have been different, if they had been bid individually. You cannot assume the prices would have been the same.

In Favor: Malinowski, Dickerson and McBride

Opposed: Walker

Abstain: Myers

The vote was in favor.

- g. Airport Construction Contract Award Recommendations – Ms. McBride moved, seconded by Ms. Dickerson, to forward to Council with a recommendation to approve the award of a construction contract in the amount of \$521,872.50 to Taylor Brothers Construction, Inc for Phase II work items of the project known as 'Various Airport Site-Civil Improvements' at the Jim Hamilton – LB Owens Airport."

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In Favor: Malinowski, Walker, Dickerson and McBride

Abstain: Myers

The vote in favor was unanimous with Ms. Myers abstaining from the vote.

- h. Donation of old air packs (SCBA) TO Richland School District One's CATE Program – Ms. Myers moved, seconded by Ms. McBride, to forward to Council with a recommendation to approve the donation of 20 air packs to Richland School District One to be used in the Career and Technical Education (CATE) program.

In Favor: Malinowski, Myers, Walker, Dickerson and McBride

The vote in favor was unanimous.

- i. Approval of Award of Medical Supplies – Ms. Myers moved, seconded by Mr. Malinowski, to forward to Council with a recommendation to approve the award of medical supplies for EMS to Henry Schein, Quadmed, Nashville Medical, and Boundtree.

In Favor: Malinowski, Myers, Walker, Dickerson and McBride

The vote in favor was unanimous.

- j. FY19-20 Public Service Projects – Ms. Myers moved, seconded by Ms. Dickerson, to forward to Council with a recommendation to approve to award contracts to Girl Scouts of South Carolina – Mountains to Midlands, Inc. for \$35,000; Home Works of America, Inc. for \$48,000; Epworth Children's Home for \$30,000 and Central Midlands Regional Transit Authority for \$77,049 through the Community Development Block Grant (CDBG) funding for Public Service Projects for Fiscal Year 2019-2020

Mr. Malinowski stated, on p. 81, it says, "the funded service must be unique and sustainable at time of completion." He stated he does not know what is unique about some of the items. The only thing he sees that is unique is the Home Works of America. He stated building bus shelters, the Epworth Children's Home service to young adults and providing training materials and uniforms to the Girls Scout of South Carolina are not unique.

Mr. Voignier stated, his understanding is, these have been funded through public service projects in the past. The focus was on sustainability and not necessarily them being unique. These projects are sustainable and benefit LMI households. Because of that, the focus was on the programs being sustainable.

Mr. Malinowski stated the Epworth Children's Home serve various communities and counties. Are there any restrictions on these funds?

Mr. Voignier stated the funds are to be used in unincorporated Richland County. That was a part of the criteria.

Mr. Malinowski inquired how it is determined how much money is given out.

Mr. Voignier stated it based on availability of funding. A staff panel did the evaluations. The panel tried to divvy out as much as possible to spread the amount of funding, while also trying to provide some kind of impact to the ones they deemed met the criteria.

Mr. Malinowski inquired if there would be a list of requirements given to the groups detailing how the money is to be spent.

Mr. Voignier stated in their proposal they list how they are going to spend the money, and they submit monthly performance reports.

Ms. McBride stated, for clarification, these are federal funds.

Mr. Voignier responded in the affirmative.

Ms. McBride inquired if the grants are competitive.

Mr. Voignier stated this particular portion of funding is competitive. They allocated 15% to public service projects.

Ms. McBride inquired when the RFP was sent out.

Mr. Voignier stated it is done through the Zoom Grant application. The RFP was submitted in May/June timeframe.

Ms. McBride inquired about how many entities applied.

Mr. Voignier stated there were 9 applications.

Ms. McBride stated, for clarification, we send out an email blast to everybody that is on our mail out list.

Mr. Voignier responded in the affirmative. He also noted they do an information session and invite agencies to come in and learn more about the grants process.

Ms. McBride inquired if this is the first time these entities have been funded or is this a continuous of funding.

Mr. Voignier stated he believes 3 of them have been funded in the past, but he does not have the documentation in front of him tonight.

Ms. McBride inquired if these could be continuations or are they new grants, with new proposals.

Mr. Voignier stated they are technically new grants because they have to reapply every year. Some of them are the same programs that have been running in the past.

Ms. McBride stated she is concerned that we make sure that other entities have the opportunity to apply. Many do not have the experience, but have the need.

Ms. Myers inquired if the CDBG, from which these grants are being funded, are use or lose federal funds.

Mr. Voignier stated he does not know that we would lose them, but we would get questions from our HUD representative about why we are not using these funds the way they were approved in the action plan.

Ms. Dickerson inquired how the CMRTA qualified for grant funding.

Mr. Voignier stated the CMRTA will be constructing bus shelters.

In Favor: Myers, Dickerson and McBride

Opposed: Malinowski and Walker

The vote was in favor.

- k. Home of Hope/South Edisto Project – Ms. Myers moved, seconded by Ms. Dickerson, to forward to Council with a recommendation to approve the funding request from Homes of Hope, Inc. in the amount of \$350,000 as a one-time grant, which will be used for land acquisition for the South Edisto proposed project to develop 29 affordable rental units for low to moderate income families or individuals.

Ms. Myers stated, before Ms. Hegler left, the County committed to this. Her concern is that we committed, and other people went out and did things, based on our commitment. We committed our portion of it, and then the City committed their portion of it. The third-party entity went out and changed their position, and actually started work on our commitment to it. She is concerned that we honor our word with these funds.

Ms. Powell stated this item was deferred back to committee. Ms. Myers is correct that we did commit to use these funds, but past staff did not bring it to Council for approval the way it should have been done, so we are bringing it back for formal approval.

Mr. Jackson inquired about how many acres are being purchase and the price per acre.

Mr. Don Oglesby, Homes of Hope, stated a little over 3 acres are being purchased, and the price is \$408,000, or approximately \$130,000 per acre. They will be able to construct 29 units of homes.

Mr. Jackson inquired if that is comparable in that area.

Mr. Oglesby stated they have an appraisal to back that up.

Mr. Malinowski stated, for clarification, they are constructing 29 rental units.

Mr. Voignier responded in the affirmative.

Mr. Malinowski stated the total cost of the project is \$5.3M, which means we are paying \$182,750 per unit. It seems a bit much for the type of housing we are building. He inquired if that is the normal going rate for building LMI housing.

Mr. Oglesby stated their track record is to build market quality housing. Just because someone's income is low, does not mean they get inferior construction. He stated \$185,000 is the normal going rate. State Housing has a limit up to \$195,000.

Opposed: Malinowski

Present but Not Voting: Myers, Walker, Dickerson and McBride

The motion failed.

- 5. **ADJOURNMENT** – The meeting adjourned at approximately 6:42 PM.

**Administration and Finance
September 24, 2019**

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**RICHLAND COUNTY
ADMINISTRATION**

2020 Hampton Street, Suite 4069
Columbia, SC 29204
803-576-2050



Agenda Briefing

To: Committee Chair Joyce Dickerson and Members of the Committee
Prepared by: Jennifer Wladischkin, Procurement Manager
Department: Finance, Procurement Division
Date Prepared: October 08, 2019 **Meeting Date:** October 22, 2019

Legal Review	Elizabeth McLean via email	Date:	October 10, 2019
Budget Review	James Hayes via email	Date:	October 09, 2019
Finance Review	Stacey Hamm via email	Date:	October 10, 2019
Other Review:		Date:	
Approved for Council consideration:	Assistant County Administrator	Ashley M. Powell, Assoc. AIA, AICP	
Committee	Administration & Finance		
Subject:	Approval of award of Engineering Services; Kneece Road sidewalk design		

Recommended Action:

Staff recommends approving the award of Engineering Services for the Kneece Road Sidewalk Project to DESA, Inc. in the amount of \$135,354 which includes \$112,795 engineering fee and an a 20% contingency.

Motion Requested:

Move to approve the award of Engineering Services for the Kneece Road Sidewalk to DESA, Inc. in the amount of \$135,354.

Request for Council Reconsideration: Yes

Fiscal Impact:

The County Transportation Committee (CTC) has awarded funding for both the design and construction of the project.

Motion of Origin:

There is no associated Council motion of origin.

Council Member	
Meeting	
Date	

Discussion:

In October 2018, Councilmember Jim Manning forwarded a request from a citizen for installation of a sidewalk along Kneece Road to provide a safe walking route to Brookfield Road for use by school children walking to Richland Northeast High School. The Department of Public Works (DPW) staff then presented the project to the County Transportation Committee (CTC) who, in turn, approved the project.

The road was evaluated, and it was determined there are two apartment complexes and a subdivision along this road. These are all less than a mile from the high school which would be considered a reasonable distance for children to walk to school.

Request for Proposal RC-175-P-2019 was issued on April 30, 2019. Seven proposals were received on May 30, 2019. An evaluation team appointed by Administration scored the submittals based on past performance, the scope of services proposed, personnel experience and the firm's availability. Scores were consolidated and DESA, Inc. was the highest ranked Offeror.

Attachments:

1. CTC application and Location Map
2. Vendor List and scoring sheet.

REQUEST FOR PROGRAMMING**C Program Administration**COUNTY: RichlandCONGRESSIONAL DISTRICT: District 6 LOCAL PAVING (OFF SYSTEM) STATE ROAD PROJECT (ON SYSTEM) MATCH PROGRAM SCDOT DIRECT LABOR PROJECT

REVISION TO CURRENT C PCN: _____

PROJECT INFORMATION SECTION

DESCRIPTION OF REQUESTED INFORMATION: The Richland County Transportation Program is requesting \$820,000 to construct a sidewalk along Kneece Road from O'Neil Court to Brookfield Road. The proposed sidewalk would allow for continuous pedestrian accommodations from the residential units along Kneece Road to Jackson Creek Elementary and Richland Northeast High School.

INITIAL ESTIMATED COST OF PROJECT: \$820,000**COMPLETE IF APPLICABLE TO PROJECT**BEGINNING POINT: O'Neil CourtENDING POINT: Brookfield RoadTOTAL MILEAGE: 0.53 MILE(S)TYPE OF CONSTRUCTION: NEW CONSTRUCTION RESURFACING OTHER**LOCATION MAP MUST BE ATTACHED**

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

NAME OF GOVERNMENT ENTITY: Richland CountyCONTACT PERSON: Dr. John Thompson CONTACT PHONE: +1 (803) 766-5003TITLE OF CONTACT PERSON: Director of TransportationADDRESS: 2000 Hampton Street, Suite 3014CITY / TOWN: Columbia SOUTH CAROLINA ZIP CODE: 29204

AUTHORIZED BY: _____







CHAIRMAN, COUNTY TRANSPORTATION COMMITTEE

DATE






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

Sidewalk Request Kneece Road

Legend

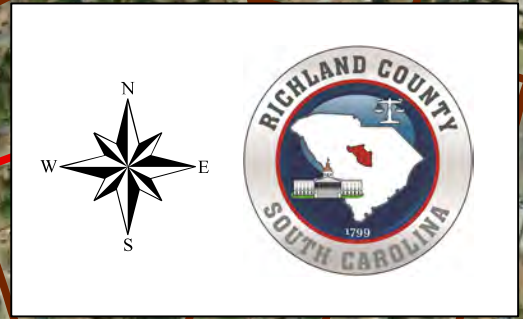
-  Schools Public
-  Schools Private
-  Proposed Sidewalk
-  Existing Sidewalks*
-  Funded Sidewalk
-  Transportation / Penny

Road Maintenance

-  County Paved
-  County Unpaved
-  SCDOT
-  Private or Other
-  Railroads

*Sidewalks connecting to schools near subject area, not all sidewalks shown.

1 inch = 500 feet



Opinion of Cost - Richland County Transportation Improvements - Kneece Road Sidewalk

Kneece Road from O'Neil Ct to Brookfield Road

Item	Qty.	Unit	Description	Unit Price	Total
1	1	LS	Mobilization	\$28,750.00	\$28,750.00
2	1	LS	Bonds & Insurance	\$11,500.00	\$11,500.00
3	1	LS	Traffic Control	\$30,910.00	\$30,910.00
4	1	LS	Construction staking, lines & grades	\$25,000.00	\$25,000.00
5	1	LS	Clearing and Grubbing	\$46,360.00	\$46,360.00
6	292	SY	Demolition - driveways	\$25.00	\$7,291.67
7	895	SY	Valley gutter	\$55.00	\$49,243.33
8	480	CY	Borrow excavation	\$65.00	\$31,200.00
9	1,592	CY	Earthwork	\$35.00	\$55,709.63
10	275	LF	18" Smooth wall pipe	\$92.00	\$25,300.00
11	3	EA	Drainage structure	\$4,000.00	\$12,000.00
12	2,686	LF	Silt Fence	\$5.00	\$13,430.00
13	2,089	SY	Fine Grading	\$5.00	\$10,445.56
14	1,492	SY	Concrete Sidewalk 4" uniform	\$50.00	\$74,611.11
15	292	SY	Concrete Sidewalk 6" uniform	\$60.00	\$17,500.00
16	5	EA	Roadway Signage	\$200.00	\$1,000.00
17	120	SF	Detectable Warning Surface	\$45.00	\$5,400.00
18	250	LF	8" Thermoplastic Crosswalk	\$7.00	\$1,750.00
19	12	LF	24" Thermoplastic Stop Bar	\$18.00	\$216.00
20	1	AC	Grassing	\$4,000.00	\$4,000.00
Kneece Rd Sidewalk pay items total:					\$451,617.30
25% Undefined scope:					\$112,904.32
Kneece Rd Sidewalk Construction Total:					\$564,521.62
Engineering / Design Fees / Survey (20%):					\$112,904.32
ROW (10%):					\$56,452.16
CEI Fees (15%):					\$84,678.24
Utilities:					\$0.00
Kneece Rd Sidewalk Total:					\$818,556.35

Notes:

1. Sidewalk shall be placed adjacent to valley gutter. Richland County GIS aerial imagery shows some ROW acquisition may be required.
2. SCDOT regulations require sidewalks to run continuously through existing driveways.
3. Opinion of Cost does not include relocation of fences. Several fences may be within public rights-of-way.
4. Opinion of Cost assumes no utility demolition or relocation (Storm Drain, Water, Wastewater, etc.), and the addition of storm drainage in front of Arcadia Park Apartments fence south of entrance driveway.

Consolidated Evaluations								
Evaluation Criteria RC-175-P-2019 Kneece Rd Sidewalk Design	Maximum Points	Brownstone	CEC	DESA	Foth	Holt Consulting	Ramey Kemp	Ry Design
Performance History	40							
Evaluator 1		38	30	38	30	38	30	10
Evaluator 2		36	36	36	37	38	36	31
Evaluator 3		30	40	35	37	30	40	15
	120	104	106	109	104	106	106	56
Scope of Services	25							
Evaluator 1		20	20	23	23	23	22	10
Evaluator 2		20	20	24	23	23	23	18
Evaluator 3		10	20	25	25	22	25	10
	75	50	60	72	71	68	70	38
Personnel Experience	20							
Evaluator 1		17	17	18	18	18	15	15
Evaluator 2		16	18	18	18	18	17	16
Evaluator 3		10	10	20	15	20	17	10
	60	43	45	56	51	56	49	41
Availability	15							
Evaluator 1		12	10	12	12	13	12	13
Evaluator 2		14	13	13	12	13	12	11
Evaluator 3		15	10	15	10	15	12	15
	45	41	33	40	34	41	36	39
GRANDTOTAL	300	238	244	277	260	271	261	174

Consolidated Evaluations

Evaluation Criteria RC-175-P-2019 Kneece Rd Sidewalk Design	Maximum Points	Brownstone	CEC	DESA	Foth	Holt Consulting	Ramey Kemp	Ry Design
Performance History	40							
Stephen Staley		38	30	38	30	38	30	10
Gary Barton		36	36	36	37	38	36	31
Allison Steele		30	40	35	37	30	40	15
	120	104	106	109	104	106	106	56
Scope of Services	25							
Stephen Staley		20	20	23	23	23	22	10
Gary Barton		20	20	24	23	23	23	18
Allison Steele		10	20	25	25	22	25	10
	75	50	60	72	71	68	70	38
Personnel Experience	20							
Stephen Staley		17	17	18	18	18	15	15
Gary Barton		16	18	18	18	18	17	16
Allison Steele		10	10	20	15	20	17	10
	60	43	45	56	51	56	49	41
Availability	15							
Stephen Staley		12	10	12	12	13	12	13
Gary Barton		14	13	13	12	13	12	11
Allison Steele		15	10	15	10	15	12	15
	45	41	33	40	34	41	36	39
GRANDTOTAL	300	238	244	277	260	271	261	174

**RICHLAND COUNTY
ADMINISTRATION**

2020 Hampton Street, Suite 4069
Columbia, SC 29204
803-576-2050



Agenda Briefing

To: Committee Chair Joyce Dickerson and Members of the Committee
Prepared by: Jennifer Wladischkin, Procurement Manager
Department: Finance, Procurement Division
Date Prepared: October 03, 2019 **Meeting Date:** October 22, 2019

Legal Review	Elizabeth McLean via email	Date:	October 10, 2019
Budget Review	James Hayes via email	Date:	October 09, 2019
Finance Review	Stacey Hamm via email	Date:	October 10, 2019
Approved for Council consideration:	Assistant County Administrator	Ashley M. Powell, Assoc. AIA, AICP	
Committee	Administration & Finance		
Subject:	Approval of award of Engineering Services; Longreen Parkway sidewalk design		

Recommended Action:

Staff recommends that County Council approve the award of engineering services for the Longreen Parkway Sidewalk to Holt Consulting Company, Inc in the amount of \$199,114 and approve a 20% design contingency in the amount of \$39,823 which is included in the CTC approved budget.

Motion Requested:

I move to approve the award of engineering services for the Longreen Parkway Sidewalk to Holt Consulting Company, Inc in the amount of \$199,114 and approve a 20% design contingency in the amount of \$39,823 which is included in the CTC approved budget.

Request for Council Reconsideration: Yes

Fiscal Impact:

The County Transportation Committee (CTC) has awarded funding for both the design and construction of the project.

Motion of Origin:

There is no associated Council motion of origin.

Council Member	
Meeting	
Date	

Discussion:

In 2017, the Department of Public Works (DPW) staff received a request from a citizen to install a sidewalk along Longreen Parkway from Landon Place Drive to Clemson Road. There is an existing sidewalk along one side of the road; adding this new sidewalk will make the pedestrian connectivity in the area complete. The DPW staff requested County Transportation Committee (CTC) funds for this design and construction and was approved.

During a field visit to the site, it was observed that there are two schools on this road: Longleaf Middle School and Sandlapper Elementary School. Between these two schools there are currently five crossing guard locations. During the peak morning and afternoon traffic hours, these locations cause traffic to drastically back up in each direction. Staff met with representatives of both schools to discuss this issue. The schools agreed that if the County would install sidewalk on the opposite side of the road where there currently is none, they would be willing to remove two of the crossing guard locations. This solution would help alleviate some of the traffic backups occurring during the peak traffic hours. Staff presented a second request to the CTC for additional funds for design and construction to include sidewalk also on the opposite side of the road. The CTC approved this funding as well.

A Request for Proposal RC-176-P-2019 was issued on April 30, 2019. Nine proposals were received on May 30, 2019. An evaluation team appointed by Administration scored the submittals based on past performance, the scope of services proposed, personnel experience and the firm's availability. Scores were consolidated and Holt Consulting was the highest ranked Offeror.

Attachments:

1. CTC Application and Location Map
2. Vendor List and scoring sheet

REQUEST FOR PROGRAMMING

C Program Administration

COUNTY: Richland

CONGRESSIONAL DISTRICT: District 6

LOCAL PAVING (OFF SYSTEM)

STATE ROAD PROJECT (ON SYSTEM)

MATCH PROGRAM

SCDOT DIRECT LABOR PROJECT

REVISION TO CURRENT C PCN: _____

PROJECT INFORMATION SECTION

DESCRIPTION OF REQUESTED INFORMATION: Richland County is requesting CTC assistance for the engineering and construction of a sidewalk and flashing school zone signs along Longreen Parkway. The sidewalk will begin at Clemson Rd. and end at the entrance to Longleaf Middle School. The four flashing signs will be for Longleaf Middle School and Sandlapper Elementary School. See attached maps.

INITIAL ESTIMATED COST OF PROJECT: \$216,269.50

COMPLETE IF APPLICABLE TO PROJECT

BEGINNING POINT: Clemson Road

ENDING POINT: Longleaf Middle Entrance

TOTAL MILEAGE: 0.4 MILE(S)

TYPE OF CONSTRUCTION: NEW CONSTRUCTION

RESURFACING

OTHER

LOCATION MAP MUST BE ATTACHED

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

NAME OF GOVERNMENT ENTITY: Richland County Public Works

CONTACT PERSON: Allison Steele, P.E.

CONTACT PHONE: +1 (803) 576-3576

TITLE OF CONTACT PERSON: Asst. County Engineer

ADDRESS: 400 Powell Road

CITY / TOWN: Columbia

SOUTH CAROLINA

ZIP CODE: 29203

AUTHORIZED BY: _____

CHAIRMAN, COUNTY TRANSPORTATION COMMITTEE

DATE

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

REQUEST FOR PROGRAMMING

C Program Administration

COUNTY: Richland

CONGRESSIONAL DISTRICT: District 6

LOCAL PAVING (OFF SYSTEM)

STATE ROAD PROJECT (ON SYSTEM)

MATCH PROGRAM

SCDOT DIRECT LABOR PROJECT

REVISION TO CURRENT C PCN: P037536

PROJECT INFORMATION SECTION

DESCRIPTION OF REQUESTED INFORMATION: Richland County is requesting additional funding under PCN P037536 for engineering and construction of additional sidewalk along Longreen Pkwy. This additional sidewalk will eliminate two crossguard crossings at Sandlapper Elementary, will help alleviate traffic congestion and delays in the area, and reduce the need for additional school bus services.

INITIAL ESTIMATED COST OF PROJECT: \$752,680.50

COMPLETE IF APPLICABLE TO PROJECT

BEGINNING POINT: Heather Green Dr. ENDING POINT: Sandlapper Elementary School

TOTAL MILEAGE: 1.3 MILE(S)

TYPE OF CONSTRUCTION: NEW CONSTRUCTION RESURFACING OTHER

LOCATION MAP MUST BE ATTACHED

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

NAME OF GOVERNMENT ENTITY: Richland County Public Works

CONTACT PERSON: Allison Steele, P.E. CONTACT PHONE: +1 (803) 576-3576

TITLE OF CONTACT PERSON: Asst. County Engineer

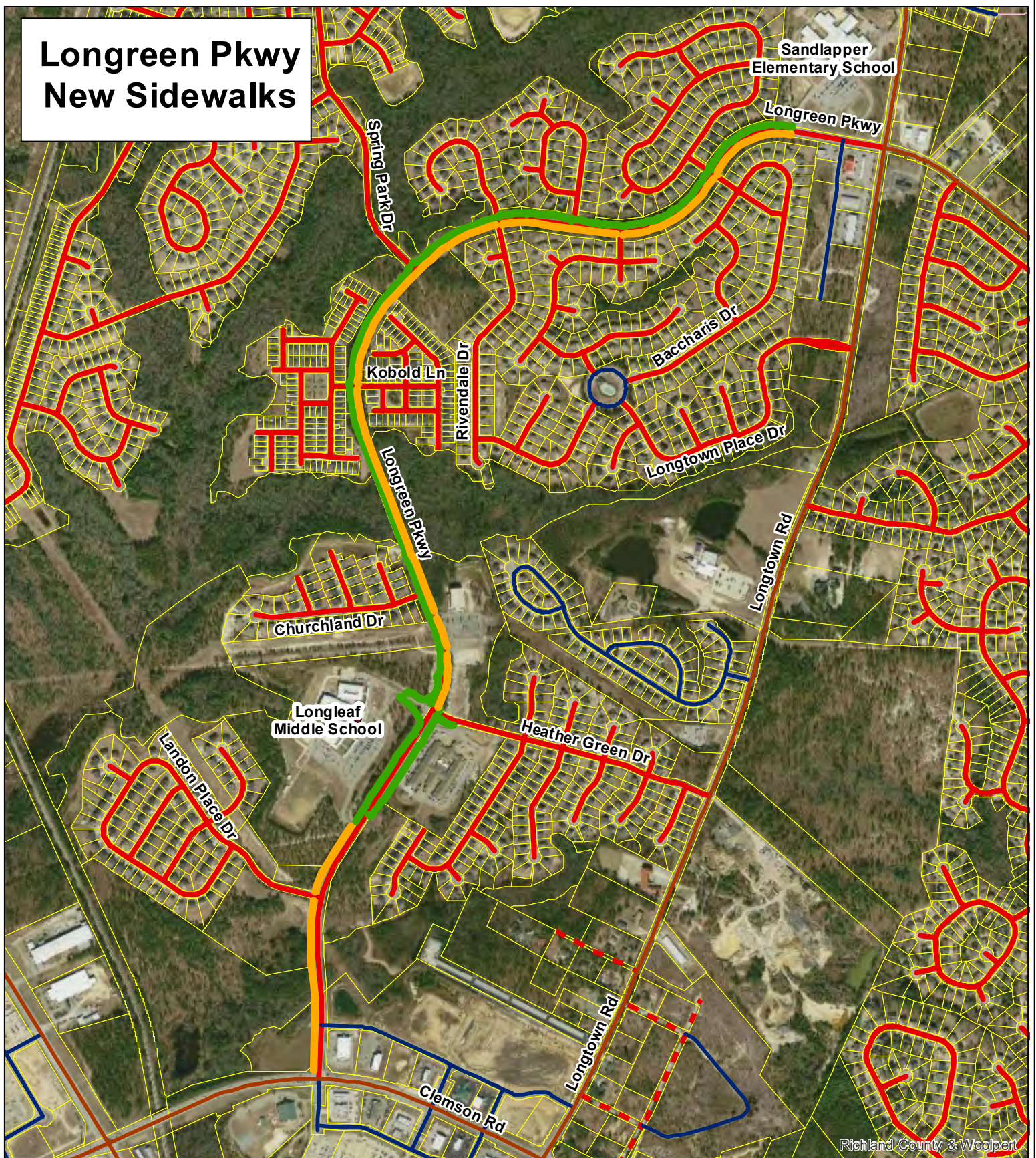
ADDRESS: 400 Powell Road

CITY / TOWN: Columbia SOUTH CAROLINA ZIP CODE: 29203

AUTHORIZED BY: _____ DATE _____
CHAIRMAN, COUNTY TRANSPORTATION COMMITTEE

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

Longreen Pkwy New Sidewalks



Legend

- Existing Sidewalk
- Proposed Sidewalk

Road Maintenance

- County Paved
- SCDOT
- Private or Other



1 inch = 950 feet



Consolidated Evaluations										
Evaluation Criteria RC-176-P-2019 Longreen Pkwy Design	Maximum Points	American Eng Cons	Brownstone	CEC	DESA	Foth	Holt	PRAD Group	Ramey Kemp	Ry Design
Performance History	40									
Evaluator 1		35	37	30	37	30	37	10	30	10
Evaluator 2		36	35	36	34	37	37	34	36	32
Evaluator 3		40	30	40	35	37	30	35	40	15
	120	111	102	106	106	104	104	79	106	57
Scope of Services	25									
Evaluator 1		22	23	20	23	23	24	15	22	10
Evaluator 2		20	19	22	20	22	23	19	23	17
Evaluator 3		20	10	20	25	25	22	10	25	10
	75	62	52	62	68	70	69	44	70	37
Personnel Experience	20									
Evaluator 1		17	17	15	17	18	18	10	15	15
Evaluator 2		16	16	16	16	17	17	15	17	16
Evaluator 3		17	10	10	20	15	20	5	17	10
	60	50	43	41	53	50	55	30	49	41
Availability	15									
Evaluator 1		12	10	12	10	12	12	5	12	13
Evaluator 2		11	11	13	10	10	12	11	12	11
Evaluator 3		15	15	10	15	10	15	10	12	15
	45	38	36	35	35	32	39	26	36	39
GRANDTOTAL	300	261	233	244	262	256	267	179	261	174

**RICHLAND COUNTY
ADMINISTRATION**

2020 Hampton Street, Suite 4069
Columbia, SC 29204
803-576-2050



Agenda Briefing

To: Committee Chair Joyce Dickerson and Members of the Committee
Prepared by: Elizabeth McLean, Deputy Attorney
Department: County Attorney’s Office
Date Prepared: October 14, 2019 **Meeting Date:** October 22, 2019

Budget Review	James Hayes via email	Date:	October 15, 2019
Finance Review	Stacey Hamm via email	Date:	October 15, 2019
Other Review:		Date:	
Approved for Council consideration:	County Administrator	Leonardo Brown, MBA, CPM	
Committee	Administration & Finance		
Subject:	Quitclaim Deed for Right-of-Way (1300 Block of Marion Street-Lofts Apartments)		

Recommended Action:

The County Attorney’s Office staff does not have a recommendation as this is a policy decision.

Motion Requested:

1. Move to approve the quitclaim deed; or,
2. Move to deny the quitclaim deed.

Request for Council Reconsideration: Yes

Fiscal Impact:

There is no fiscal impact.

Motion of Origin:

There is no associated Council motion of origin. This item was heard in executive session at the request of petitioners. At Council’s request, the item was referred to committee.

Council Member	
Meeting	
Date	

Discussion:

Pursuant to discussions with attorneys Christian Rogers and Robert Lewis, who represent the owners of 1321 Lofts Apartments, this item is before council. Research shows a former private 8' 8" wide right-of-way (the "ROW") in the name of Richland County extending Westward from Marion Street for approximately 141 feet, and located in the current parking lot serving the residential apartments located at 1321 Lady Street in Columbia, also known as 1321 Lofts Apartments

Capitol Places VI Owner, LLC, granted an historic preservation easement to the Historic Columbia Foundation in December of 2013 to preserve the historic facade of the building located on this property. In its review of the easement transaction, the Internal Revenue Service has questioned whether or not the ROW was still in existence as a public right of way at the time the easement was granted, thereby affecting owner's ability to grant the easement.

It appears that (a) the ROW was a private right-of-way appurtenant to the adjacent properties, and was never a public right-of-way, (b) all properties adjacent to the ROW were acquired by a single owner prior to the date of the easement, and have been owned by Capitol Places VI Owner, LLC since November 20, 2019, and (c) the common ownership of all such adjacent parcels vested 100% ownership of the right-of-way itself in the common owner of the adjacent parcels, thereby eliminating any other party's interests in the ROW.

In order to eliminate any remaining uncertainty regarding this issue, and in order to clarify the status of title to the ROW as of November 20, 2013, Capitol Places VI Owner, LLC is requesting that the County confirm and acknowledge that it does not claim any interest in the ROW, nor does the County claim any public right to access or use the ROW, and that it has not claimed any such interest in the ROW or the Property since November 20, 2013. In order to confirm and clarify the record, a quitclaim deed has been attached for this purpose.

Attachments:

1. Letter from Christian Rogers
2. Quitclaim Deed
3. Deeds in chain of title

ROGERS LEWIS

ATTORNEYS AT LAW

Christian L. Rogers
Direct: (803) 403-8820
crogers@rogerslewis.com

July 18, 2017

Johnathan E. Chambers
Land Development Administrator
City of Columbia – Planning and Development Services
1136 Washington Street
Columbia, SC 29201

Re: 1321 Lady Street Building Permit

Dear Mr. Chambers:

I am writing to follow up on our meeting and discussion last Friday morning regarding my client's project at 1321 Lady Street. I understand the City is requesting clarification that my client, Capitol Places VI Owner, LLC, owns the right of way shown in the 2001 tax maps as an 8' 8" alleyway into my client's parking lot from the Marion Street side of the property (the "ROW"). In our meeting on Friday, I provided you with our full title search for the past 60 years, which shows conveyances of the entire property as a single parcel, including the alleyway under warranty deeds going back to the 1980's when several parcels were consolidated under common ownership into one large parcel of property. The past several plats have shown the consolidated parcel as one combined parcel including the alleyway.

With many of the very old deeds in the chain of title being illegible, it has been difficult for us to assemble an uninterrupted chain of title that can be deciphered. However, as I noted before, we believe the only owner in the chain of title that could potentially have a claim to the underlying title to the alleyway, if any, is Harris Realty Company, which does not appear to be in existence any longer. Harris Realty Company conveyed all of its various parcels out to subsequent owners in the 1930's and 1940's. All of the smaller parcels that once made up the combined parcel my client now owns held a right of way for use of the alleyway in common with the other adjacent parcel owners. South Carolina Insurance Company, as a prior owner in the chain of title of the combined parcel, acquired all of those parcels based on our review of the title, which we believe merged title, eliminated the right of way and vested unencumbered fee simple ownership in the owner of the combined parcel. My client has title policies dating back to 2006 insuring its title to the entire parcel also.

This issue is now putting our project in jeopardy as it is delaying our building permit and putting our project funding at risk. I have provided you with the chain of title showing the conveyance through 4 owners of this combined parcel under warranty deeds that include the alleyway in the fee simple title description. These deeds predate the 2001 tax maps that you sent me showing a

Johnathan E. Chambers
July 18, 2017
Page 2 of 2

gore in the property where the alleyway once was. We do not feel we have any title problem given the passage of time, the continued adverse possession my client and its predecessors in title have exercised over this property, and the lack of any claim by any party to ownership of fee simple title to the alleyway. At this time, we are asking you to conclude your review of this matter and approve the issuance of the building permit. Please let us know as soon as possible what else we can provide you with to conclude your review of this matter.

Sincerely,

Rogers Lewis Jackson Mann & Quinn, LLC



Christian L. Rogers
Member

Cc: Thomas J. Pioreschi
H. Lee Mashburn, Jr.
Robert B. Lewis, Esq.

ROGERS LEWIS

ATTORNEYS AT LAW

Christian L. Rogers
Direct: (803) 403-8820
crogers@rogerslewis.com

September 30, 2019

Attn: Larry Smith, Esq.
County of Richland, South Carolina
Via email: smithla@rcgov.us

Re: Former Right of Way extending Westward from Marion Street – 1300 Block

Dear Mr. Smith:

Pursuant to our phone discussions, I have previously provided you with information and documents regarding the former private 8' 8" wide right-of-way (the "ROW") extending Westward from Marion Street for approximately 141 feet, and located in the current parking lot serving the residential apartments located at 1321 Lady Street in Columbia, also known as 1321 Lofts Apartments. As we discussed, my client, Capitol Places VI Owner, LLC, granted an historic preservation easement to the Historic Columbia Foundation in December of 2013 to preserve the historic façade of the building located on this property. In its review of the easement transaction, the Internal Revenue Service has questioned whether or not the ROW was still in existence as a public right of way at the time the easement was granted, thereby affecting my client's ability to grant the easement.

Based upon our review, our firm has determined that (a) the ROW was a private right-of-way appurtenant to the adjacent properties, and was never a public right-of-way, (b) all properties adjacent to the ROW were acquired by a single owner prior to the date of the easement, and have been owned by Capitol Places VI Owner, LLC since November 20, 2019, and (c) the common ownership of all such adjacent parcels vested 100% ownership of the right-of-way itself in the common owner of the adjacent parcels, thereby eliminating any other party's interests in the ROW.

In order to eliminate any remaining uncertainty regarding this issue, and in order to clarify the status of title to the ROW as of November 20, 2013, we are requesting that the County confirm and acknowledge that it does not claim any interest in the ROW, nor does the County claim any public right to access or use the ROW, and that it has not claimed any such interest in the ROW or the Property since November 20, 2013. In order to confirm and clarify the record, I have prepared and attached a quitclaim deed for this purpose. I ask that you please review this document with the appropriate parties and return it to me fully executed by an authorized signor for the County, with appropriate witness and acknowledgement signatures, so that I may record it as soon as possible.

Larry Smith, Esq.
September 30, 2019
Page 2 of 2

My client and I sincerely appreciate the County's assistance in this matter and look forward to your response. Should you have any questions or need any further clarification, please let me know.

Sincerely,

Rogers Lewis Jackson Mann & Quinn, LLC



Christian L. Rogers
Member

Recording Requested By and
When Recorded Mail to:

Christian L. Rogers, Esq.
Rogers Lewis Jackson Mann & Quinn, LLC
Post Office Box 11803
Columbia, South Carolina 29211

(Space above this line for Recorder's Use)

STATE OF SOUTH CAROLINA)
)
COUNTY OF RICHLAND)

QUITCLAIM DEED

WHEREAS, Grantee has been in possession of the below described property (the “Property”) since November 20, 2013 pursuant to a deed from Capitol Places VI, LLC, recorded in Book 1910 at Page 3943 of the Richland County Register of Deeds Office;

WHEREAS, a former tax map of the property shows a gap, gore, or right of way, extending westward from Marion Street into the Property, that originated as a private right of way for the benefit of a land-locked parcel previously owned by Grantor, and wholly contained within the Property;

WHEREAS, such gap, gore, or right of way shown on the former tax map has raised questions about the Grantee’s title to the Property from the time it obtained possession to present.

WHEREAS, for the purposes of confirming that Grantor has had no interest, private or public in nature, in or to the Property, whatsoever, since at least November 20, 2013, when Grantee obtained possession of such Property, Grantor desires to quitclaim all interest Grantor has in the below described property to Grantee.

NOW, THEREFORE KNOW ALL MEN BY THESE PRESENTS, that **The County of Richland, South Carolina** ("Grantor"), for and in consideration of the sum of Five Dollars (\$5.00) and no other monetary consideration, and the quit-claiming of any interest in the property described below to Grantee, in hand paid at and before the sealing and delivery of these presents, by **Capitol Places VI Owner, LLC** ("Grantee"), a South Carolina limited liability company, the receipt whereof is hereby acknowledged, has remised, released and forever quit-claimed, and by these presents does remise, release and forever quit-claim unto the said Grantee the following-described property:

All that certain piece, parcel, lot of tract of land, with any improvements therein, situate, lying and being, in the City of Columbia, County of Richland, State of South Carolina, fronting the right of way of Lady Street, being shown and delineated as “Eight Story Stucco Siding Building No. 1321” and “Four Story Building” on a plate prepared for Capitol Places VI, LLC by Inman Land Survey Company, Inc., dated September 5, 2006 and recorded September 14, 2006 in Record Book 1229 at Page 1467, Office of the Register of Deeds for Richland County, and having such boundaries and measurements as shown on the plat described herein, which is specifically incorporated by reference.

This being the same property conveyed to Capitol Places VI Owner, LLC by Deed of Capitol Places VI, LLC dated November 20, 2013, and recorded November 21, 2013, in the Office of the Register of Deeds for Richland County in Book 1910 at page 3943.

TMS: 11401-01-05 & 11401-01-07

GRANTEE'S ADDRESS: PO Box 2851
Columbia, SC 29202

TOGETHER with all and singular the rights, members, hereditaments and appurtenances to the said premises belonging or in anywise incident or appertaining.

TO HAVE AND TO HOLD all and singular the premises before mentioned unto the said Grantee and Grantee's successors and assigns forever so that neither the said Grantor, nor Grantor's assigns, nor Grantor's successors nor any other person or persons, claiming under Grantor or them, shall at any time hereafter, by any way or means, have, claim or demand any right or title to the aforesaid premises or appurtenances, or any part or parcel thereof, forever.

IN WITNESS WHEREOF, the Grantor has caused this instrument to be signed, sealed and delivered by its duly authorized representative this ____ day of _____, 2019.

SIGNED, SEALED AND DELIVERED
IN THE PRESENCE OF:

COUNTY OF RICHLAND, SOUTH CAROLINA

WITNESS NO. 1

BY: _____

NOTARY/WITNESS NO. 2

ITS: _____

STATE OF SOUTH CAROLINA)
)
COUNTY OF _____)

ACKNOWLEDGMENT

I, _____, a Notary Public of South Carolina, do certify that _____, the _____ of THE COUNTY OF RICHLAND, SOUTH CAROLINA, Grantor, personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

WITNESS my hand and notary seal this ____ day of _____, 20__.

_____(L.S.)
Notary Public for South Carolina
My Commission Expires: _____

1401



LINE
SEE T.M.S. 089-16-04-1
FOR ACREAGE

REVISIONS	
DATE FIELD CHECKED	DATE LAST REVISED
12/83	7/12/97
12/84	12/7/88
12/86	12/7/99
12/86	12/00
12/87	12/01
12/88	

PROPERTY LINE	RIGHT OF WAY	CITY LIMITS	SCHOOL DIST	RAILROAD	PUBLIC ROAD AND	BLOCK DIVIDER
---	---	---	---	---	---	---

LEGEND	
[R]	DENOTES BUILDING USE R - RESIDENTIAL C - COMMERCIAL ETC...
(B) (C)	DENOTES SEPARATE OWNER FROM BUILDING

50
50
1505
6.55 AC.
1204

**PROPERTY TAX MAP
RICHLAND COUNTY**

SOUTH CAROLINA

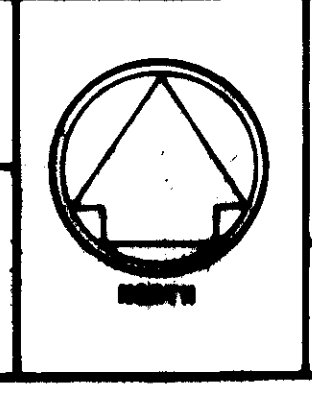
THIS MAP OR PHOTO SOLD BY THE RICHLAND COUNTY ASSESSOR'S OFFICE, THE BOARD OF ASSESSMENT CONTROL, RESERVES THE EXCLUSIVE RIGHT TO SELL AND NO RESALE OR REPRODUCTIONS FOR RESALE PURPOSES IS PERMITTED.

MAP KEY		
090-14	114-02	114-06
090-13	114-01	114-05
099-16	113-04	113-08

GRAPHIC SCALE

1" = 100'

LOCATION AND DIMENSIONS OF BUILDINGS MAY NOT BE DRAWN TO SCALE.



PROPERTY TAX MAP
SHEET NO.
114 01

SCHOOL DISTRICT
ICC

Harris Realty Company
Board of School Commissioners School District No. 1, Richland Co.

{ The State of South Carolina

Know All Men by These Presents, That *Harris Realty Company*, a Corporation of the State of South Carolina, in the State aforesaid, for and in consideration of the sum of One Thousand & Eighty (\$1,080.00) Dollars to it paid by *Board of School Commissioners School District No. 1, Richland County*

in the State aforesaid, receipt of which is duly acknowledged, has granted, bargained, sold and released, and by these Presents does grant, bargain, sell and release unto the said *Board of School Commissioners School District No. 1, Richland County*

All that certain piece, parcel or lot of land, situate in the City of Columbia, County of Richland, State of South Carolina, in the rear of 1311 Marion Street, and commencing at a point One Hundred and four feet four inches (104'4") from Marion Street, where the lot hereby conveyed corners with the lot now owned by said Board, and thence running Thirty-seven and three tenths (37.3) feet along lot of Bryan to lot formerly owned by The National Loan and Exchange Bank, now of Moore, and thence turning at right angles and running southwardly along said lot of Moore Forty (40) feet to right of way hereinafter mentioned, thence turning at right angles and running along the said right of way, eastwardly, Thirty-seven and three tenths (37.3) feet to where same corners with lot of said Board and thence turning and running northwardly along said lot of the Board Forty (40) feet to point of commencement. TOGETHER with a right of way on and over a strip of land Eight feet Eight inches (8'8") wide for the length of said lot and on the Southern boundary thereof connecting with the right of way of said Board leading to Marion Street for the sole and separate use for the grantee herein for ingress and egress to the lot hereby conveyed.

TOGETHER with all and singular the Rights, Members, Hereditaments and Appurtenances to the said Premises belonging, or in anywise incident or appertaining TO HAVE AND TO HOLD, all and singular the said premises before mentioned unto the said *Board of School Commissioners School District No. 1, Richland County, its successors*

And the said *Harris Realty Company* does hereby bind itself and its successors to warrant and forever defend all and singular the said premises unto the said *Board of School Commissioners School District No. 1, Richland County, their successors*, Heirs and Assigns, against itself and its successors and all other persons whomsoever lawfully claiming or to claim the same or any part thereof.

IN WITNESS WHEREOF, the said *Harris Realty Company, a Corporation* has caused these Presents to be signed by *Katherine Harris Hammond, its President* and *J. C. Hammond, its Secretary*

and its corporate seal to be affixed this *day of January* in the year of our Lord one thousand nine hundred and *twentieth* year of the Sovereignty and Independence of the United States of America.

SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF
C. Watson Brown *Corporate Seal* *Harris Realty Company*
P. M. Chaper *(Cancelled)* *Katherine Harris Hammond, President*
J. C. Hammond, Secretary

THE STATE OF SOUTH CAROLINA,
RICHLAND COUNTY,
BEFORE ME, *Not. M. Brown*, a Notary Public of South Carolina, personally appeared *Katherine Harris Hammond* and made oath that she saw the within named *Harris Realty Company*, a Corporation, the hands of *Katherine Harris Hammond, its President* and *J. C. Hammond, its Secretary*, sign the copy of this seal and, as the Act and Deed of said corporation, deliver the within written deed, for the uses and purposes therein mentioned, and that he, with *P. M. Chaper*, witnessed the execution thereof and subscribed their names as witnesses thereto.

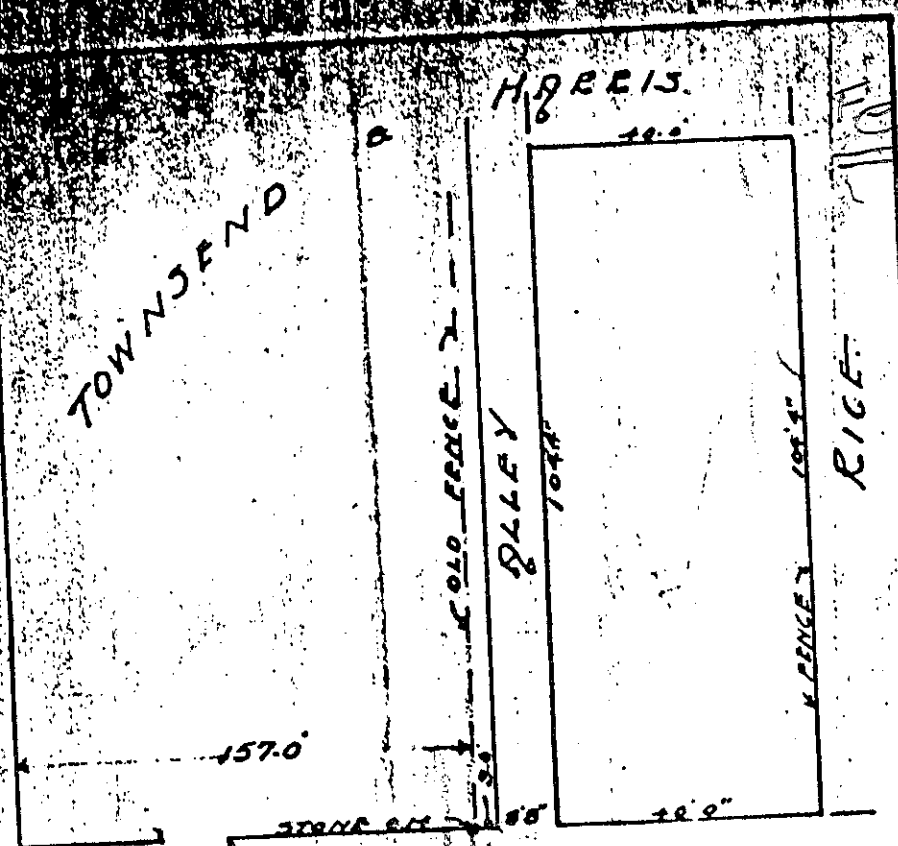
SWORN to and subscribed before me, this *12* day of *January*, 1942.
Not. M. Brown
Filed for record this *14* day of *July*, 1942 at *St. Andrews*

LADY STREET

TOWNSEND

HARRIS

RICE



MARION STREET

PLAT

OF LOT ON THE EAST SIDE OF MARION ST.
COLUMBIA, S.C.

PROPERTY OF
TOWNSEND & HARRIS.
11-18-29
W.H. MILLER, C.E.
REC No 280
1/4 = 20 FT

State of South Carolina,
COUNTY OF RICHLAND

N.C.
County

Know All Men by These Presents, That the Board of School Commissioners
of Richland County School District No. 1

in the State aforesaid, for and in consideration of the
sum of Ninety-four Thousand (\$94,000.00) -----Dollars
to it paid by Richland County
in the State aforesaid, receipt of which is hereby acknowledged,
have granted, bargained, sold and released, and by these presents do grant, bargain, sell and release unto the said

RICHLAND COUNTY

All that certain piece, parcel or lot of land with the improvements thereon, situate, lying and being on the western side of Marion Street, between Lady Street and Washington Street, in the City of Columbia, in the County of Richland, in the State of South Carolina, said lot being in shape a parallelogram, measuring on its northern and southern sides 104 feet 4 inches each, and on its eastern and western sides 40 feet each, the southeastern corner of said lot being 168 feet 8 inches north of the northwest corner of the intersection of said Marion Street and Lady Street, said lot being bounded North by property now or formerly of Rice; East by Marion Street; South by an alleyway 8 feet 8 inches wide, referred to below; and West by property of Townsend and Harris; together with a right-of-way for access, ingress and egress at all times and for all purposes and for light and air in common with grantors, their successors and assigns and all other persons who may hereafter acquire the like right on, over and along an alleyway just south of said lot, said alleyway being 8 feet 8 inches wide and extending westward from Marion Street to the full depth of above described lot, said right-of-way and easement to be appurtenant to said lot and to the enjoyment of which the same is essentially necessary. A plat of the lot hereby conveyed, made by W. H. Miller, C.E., dated November 18, 1929, is recorded in the Office of the Clerk of Court for Richland County in Plat Book "F", page 149. All measurements being more or less.

ALSO: All that certain piece, parcel or lot of land, situate in the City of Columbia, County of Richland, State of South Carolina; in the rear of 1311 Marion Street, and commencing at a point 104 feet 4 inches from Marion Street, where the lot hereby conveyed corners with the lot now owned by said Board, and thence running 37.3 feet along lot of Bryan to lot formerly owned by The National Loan and Exchange Bank, now of Moore, and thence turning at right angles and running southwardly along said lot of Moore 40 feet to right-of-way hereinafter mentioned,

thence turning at right angles and running along said right-of-way eastwardly 37.3 feet to where same corners with lot of said Board, and thence turning and running northwardly along said lot of the Board 40 feet to point of commencement, TOGETHER with a right-of-way on and over a strip of land 8 feet 8 inches wide for the length of said lot and on the Southern boundary thereof connecting with the right-of-way of said Board leading to Marion Street for the sole and separate use for the grantee herein for ingress and egress to the lot hereby conveyed. All measurements being more or less.

The first above described lot of land being the identical property heretofore conveyed to The Board of School Commissioners for School District of the City of Columbia, being the predecessors of the grantors herein by Ellen Harris and Katherine Harris Townsend by their deed dated December 31, 1929, and recorded in the Office of the Clerk of Court for Richland County in Deed Book "DJ", at page 210.

The second above described lot of land being the identical property heretofore conveyed to the Grantor herein by Harris Realty Company by its deed dated January ____, 1942, and recorded in the Office of the Clerk of Court for Richland County in Deed Book "FE", at page 311.

PROVIDED, HOWEVER, That if the County of Richland sells or otherwise conveys the above described property within a period of five (5) years from the date of this deed, it shall first offer said property to the Grantor herein who, at its option, may re-purchase same upon the payment of the sum of \$94,000.00.

TOGETHER with all and singular, the rights, members, hereditaments and appurtenances to the said premises belonging or in anywise incident or appertaining.

To HAVE AND TO HOLD all and singular the premises before mentioned unto the said

Richland County, its Successors

Heirs and Assigns forever.

And Grantor do hereby binds itself and its Successors ~~Heirs, Heirs and~~
~~and Administrators~~, to warrant and forever defend all and singular the said premises unto the said

Richland County, its Successors

Heirs and Assigns, against itself and ~~Heirs and~~ against every person whomsoever lawfully claiming, or to claim, the same or any part thereof.

WITNESS our Hands and Seals this 11th day of July
in the year of our Lord one thousand nine hundred and Sixty-Six
and in the one hundred and Ninety-first year of the Sovereignty
and Independence of the United States of America. BOARD OF SCHOOL COMMISSIONERS OF
RICHLAND COUNTY SCHOOL DISTRICT No. 1

SIGNED, SEALED AND DELIVERED
IN THE PRESENCE OF

Jackie Walker
Henry J. ...

By: *Caldwell Wilbers* (SEAL)
Caldwell Wilbers, Chairman
Edgar Waites (SEAL)
Edgar Waites, Secretary

STATE OF SOUTH CAROLINA.)
RICHLAND COUNTY.)

PERSONALLY appeared before me Henry C. Nelson, Jr.

and made oath that he saw the within-named Board of School Commissioners of Richland County School District No. 1, by Caldwell Withers, Chairman and by Edgar Waites, Secretary, act and deed, deliver the within-written Deed for the uses and purposes therein mentioned and that he, with K. Lewis Smith as to Edgar Waites, Secretary, and) witnessed the execution thereof he, with Jackie Walker as to Caldwell Withers, Chairman)

NOTARIAL SEAL

SWORN to before me this 11th day of July 1960.

Henry C. Nelson, Jr.

Notary Public of S. C. (L.S.)

Henry C. Nelson, Jr.

STATE OF SOUTH CAROLINA.)
COUNTY.)

RENUNCIATION OF DOWER

I, _____, do hereby certify unto all whom it may concern, that Mrs. _____ the wife of the within-named _____ did this day appear before me, and upon being privately and separately examined by me, did declare that she does freely, voluntarily and without any compulsion, dread, or fear of any person or persons whomsoever, renounce, release and forever relinquish unto the within-named _____

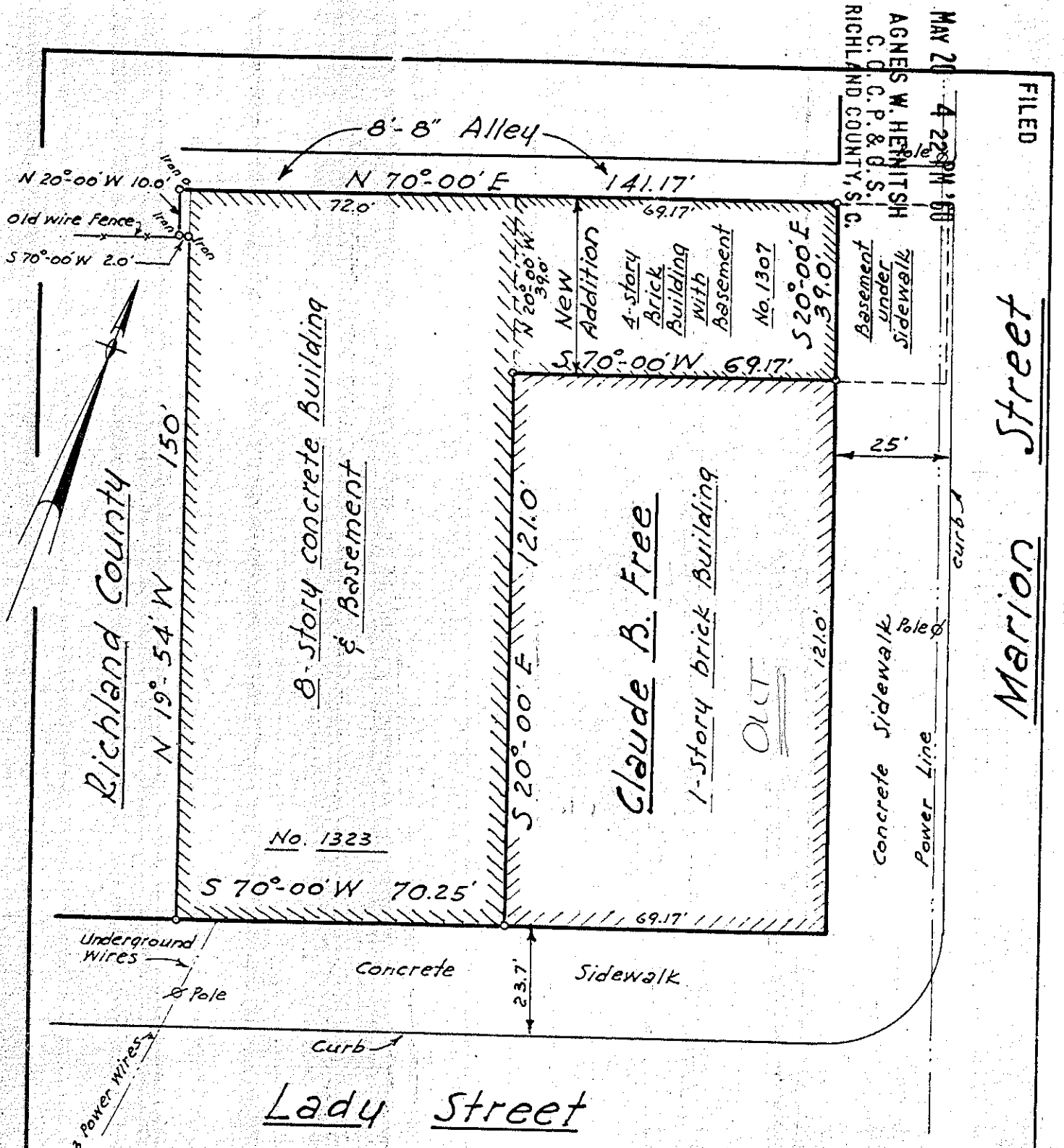
and assigns, all her interest and estate, and also all her right and claim of Dower of, in or to all and singular the premises within mentioned and released. heirs

Given under my Hand and Seal, this

day of

Anno Domini 19

Notary Public of S. C. (L.S.)



Lady Street

Property surveyed for
Owen Building Corporation

Columbia, S.C.

Scale: 1"=30'

B.P. Barber & Associates, Engineers - Columbia, S.C. - August 25, 1959

I hereby certify that the measurements as shown on this plat are correct and there are no encroachments or projections other than shown.

B. F. Walker, Jr., Regis. Engr.

Note:

This plat amended May 5, 1960 to show new building addition as shown at 1307 Marion Street.

B. F. Walker, Jr., Regis. Engr.

FILED

MAY 20 4 22 PM '60

AGNES W. HENRITSH
C. O. C. P. & D. S. S.
RICHLAND COUNTY, S. C.

Marion Street

REGISTER OF DEEDS
CLARA I. HANDELT

1986 DEC 30 PM 4: 01



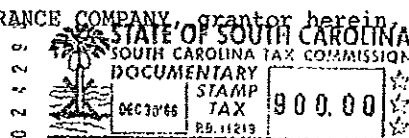
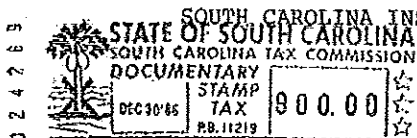
6,050.00
3,025.00

The State of South Carolina,

COUNTY OF RICHLAND

[Handwritten scribble]

KNOW ALL MEN BY THESE PRESENTS, That



in the State aforesaid,

in consideration of the sum of

Five Dollars (\$5.00) and other valuable consideration

~~XXXXX~~

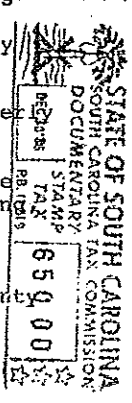
to it in hand paid at and before the sealing of these presents, by Minter Partnership, a South Carolina general partnership composed of William S. Minter, Jr., and William S. Minter III, grantee herein ~~has granted, bargained, sold and released, and by these Presents does grant, bargain, sell and release, unto the said State aforesaid, (the receipt whereof is hereby acknowledged)~~

MINTER PARTNERSHIP

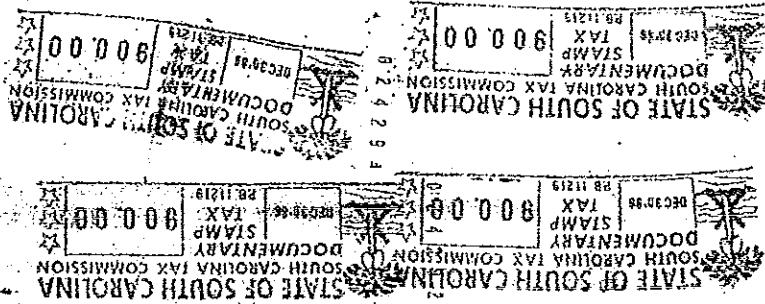
All that certain piece, parcel or lot of land, with improvements thereon, lying and being in the City of Columbia, Richland County, South Carolina, shown and delineated on a plat prepared for Minter Partnership by William Wingfield, R.L.S., dated December 16, 1986, as revised December 30, 1986, recorded in Plat Book _____ at page _____ in the Office of the RMC for Richland County, South Carolina, and being more particularly described as follows:

Beginning at a point on the western side of the right of way of Marion Street 209.7 feet south of the southwestern corner of the intersection of Marion and Washington Streets, and running thence south 20 degrees 03 minutes 53 seconds east along the western right of way of Marion Street to the northwestern corner of the intersection of Marion and Lady Streets, 209.95 feet more or less; thence turning and running south 70 degrees west along the right of way of Lady Street to the eastern line of property now or formerly of Republic National Bank, 210.48 feet more or less; thence turning and running north 19 degrees 56 minutes 50 seconds west to the southern line of property formerly of American Home Life Insurance Company (now property of the South Carolina Insurance Company), 210.6 feet more or less; thence turning and running north 70 degrees 2 minutes 52 seconds east along the southern line of said property formerly of American Life Insurance Company and continuing along the southern line of property formerly of First Carolina Savings and Loan Association (now property of South Carolina Insurance Company), for a total of 210.05 feet, to the point of beginning

Said property being the same as that conveyed to the grantor herein by Elizabeth G. Owen, et al., by their deed dated June 15, 1977, of record in the office of the RMC for Richland County in Deed Book D-426 at page 32, as to part; and by Richland County by its deed dated June _____, 1980, and of record in said RMC office in Deed Book D-543 at page 714, as to part and by School District No. 1 of Richland County by its deed dated December 10, 1986, and of record in said RMC office in Deed Book D-821 at page 561.



Grantees Address: Suite 810, NBSC Bldg. 1122 Lady St. Columbia, SC 29201



TOGETHER with all and singular the Rights, Members, Hereditaments and Appurtenances to the said Premises belonging, or in anywise incident or appertaining.

TO HAVE AND TO HOLD, all and singular the said premises before mentioned unto the said grantee, its successors ~~Heirs~~ and Assigns forever.

And the said grantor does hereby bind itself and its successors, to warrant and forever defend all and singular the said premises unto the said grantee, its successors ~~Heirs~~ and Assigns, against itself and its successors ~~and against all persons whomsoever~~ lawfully claiming or to claim the same, or any part thereof.

IN WITNESS WHEREOF grantor (Insert name of Corporation) has caused these presents to be executed in its name by (Insert name of President or Vice-President) its President; and by (Insert name of Secretary or Treasurer) its and its corporate seal to be hereto affixed this 30th day of December in the year of our Lord, one thousand nine hundred ~~and~~ eighty-six (1986), and in the ~~two~~ hundred ~~and~~ eleventh (211th) year of the Sovereignty and Independence of the United States of America.

Signed, Sealed and Delivered in Presence of

SOUTH CAROLINA INSURANCE COMPANY (Seal)

Witness Bernard Manning (Witness) By Jack S. H... President. Witness Mona R. McCall Assistant Corporate Secretary (Witness)

The State of South Carolina,

COUNTY OF RICHLAND

PERSONALLY appeared before me

Hona R. McCall

(Insert name of Witness)

who, in oath, says that he saw the within-named South Carolina Insurance Company

(Insert name of Corporation)

by

Jack S. Hupe

(Insert name of President or Vice-President)

its

President and Priscilla C. Jones

its Assistant Corporate Secretary

(Insert name of Secretary or Treasurer)

sign the within Deed, and the said Corporation, by said officers, seal said Deed, and, as its act and deed, deliver the same, and that he with Bernard Manning witnessed the execution thereof.

Bernard Manning
(Insert name of other Witness)

witnessed the

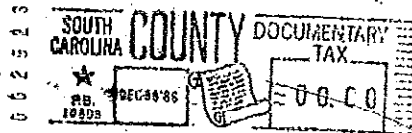
Hona R. McCall

(Witness)

SIVORN to before me, this 30th day of December, A. D. 19 86

Bernard Manning (Seal)
Notary Public, S. C.

My Commission Expires: 6 Jan 1991



AMERICAN HOME LIFE INSURANCE CO.

FIRST CAROLINA SAVINGS AND LOAN

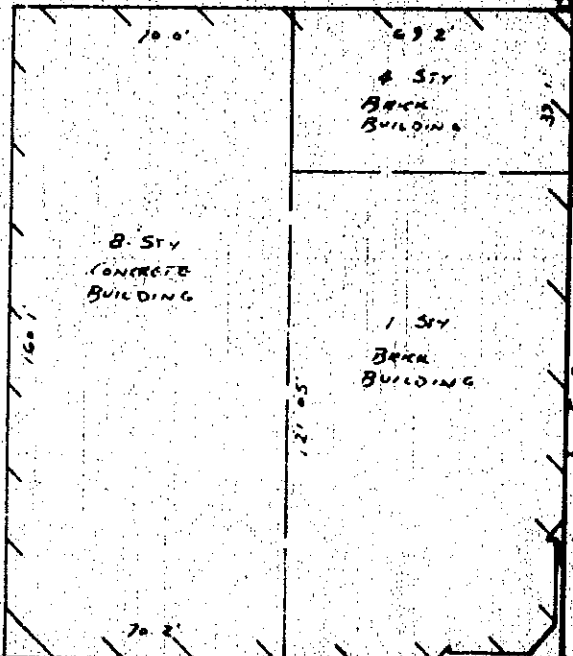
N 70-09-52 E 210.05'

766.800
LAMP POST
PND

1 BRK'D
BRICK
COLUMN

BRICK
CORNER

N 19-56-50 W 210.50'



FILE
REGISTER OF MESSRS. CLAWSON & BARTON
1986 DEC 30

S 70-00-00 W 210.48'

LADY STREET

MARION STREET

PLAT PREPARED FOR

MINTEN PARTNER-SHED
RICHLAND COUNTY COLUMBIA S.C.

BOOK 51 PAGE 3964

WILLIAM WINGFIELD 752
ENWRIGHT SURVEYING, INC.
514 GERVAIS STREET
COLUMBIA S.C. 29201

DECEMBER 16 1986
SEAL NO. 1-2

I HEREBY CERTIFY THAT THE MEASUREMENTS AS SHOWN ON THIS PLAT ARE
CORRECT AND TRUE AND THE MEASUREMENTS ON THIS PLAT ARE
THE SAME AS THE MEASUREMENTS ON THE ORIGINAL SURVEYING
FIELD NOTES AND RECORDS.

William Wingfield

17765-276-8, 14, 15
1A 14717-434Y

PRINTED
44 of 74

A-17643-523

Federal
Map
subject
to

STATE OF SOUTH CAROLINA

TITLE TO REAL ESTATE

COUNTY OF RICHLAND

KNOW ALL MEN BY THESE PRESENTS, that CPB, LLC, a South Carolina limited liability company (hereinafter called "Grantor") in the State aforesaid, for and in consideration of the sum of Four Million Twenty Thousand and 00/100 Dollars (\$4,020,000.00) paid by Capitol Places VI, LLC, a South Carolina limited liability company (hereinafter called "Grantee"), in the State aforesaid (the receipt whereof is hereby acknowledged), has granted, bargained, sold and released, and by these Presents does grant, bargain sell and release, unto the said Grantee, the following property:

All that certain piece, parcel, lot or tract of land, with any improvements therein, situate, lying and being, in the City of Columbia, County of Richland, State of South Carolina, fronting the right of way of Lady Street, being shown and delineated as "Eight Story Stucco Siding Building No. 1321" and "Four Story Building" on a plat prepared for Capitol Places VI, LLC by Inman Land Survey Company, Inc., dated September 5, 2006 and recorded September 14, 2006 in Record Book 1229 at Page 1467, Office of the Register of Deeds for Richland County, and having such boundaries and measurements as shown on the plat described herein, which is specifically incorporated by reference.

This being the same property conveyed to CPB, LLC, by deed of Minter Partnership, dated July 31, 1999 and recorded August 4, 1999 in Record Book 332 at Page 2835, Office of the Register of Deeds for Richland County.

TMS# 11401-01-5 & 7

Grantees' Address: 1217 Hampton Street, Suite A
Columbia, SC 29201

TOGETHER with all and singular the Rights, Members, Hereditaments and Appurtenances to the said Premises belonging, or in anywise incident or appertaining.

TO HAVE AND TO HOLD, all and singular the said premises before mentioned unto the said Grantee forever.

And the said Grantor does hereby bind the Grantor and the Grantor's Successors and Assigns to warrant and forever defend all and singular the said premises unto the said Grantee and the Grantee's and Assigns, against the Grantor and the Grantor's Successors and Assigns, and against every person whomsoever lawfully claiming or to claim the same, or any part thereof.

Book 1231-18
2006085008 09/19/2006 10:20:56 957 Deed
Fee: \$10.00 County Tax: \$4422.00 State Tax: \$10462.00



Richland County Register of Deeds

Audited by Paul Brawley 2007

WITNESS the Grantor's Hand(s) and Seal(s) this 15 day of September, in the year of our Lord Two Thousand Six.

WITNESSETH:

CPB, LLC

Jay G. Baldwin
Jalun

By: [Signature]

Its: Authorized Member

STATE OF SOUTH CAROLINA)

)

ACKNOWLEDGEMENT

COUNTY OF RICHLAND)

)

I, David G. Work, do hereby certify that CPB, LLC, by , its Authorized Member, appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and seal September 15, 2006.

[Signature]
Notary Public for South Carolina
My Commission expires: 10/8/13

Richland County Register of Deeds

Audited by Paul Brawley 2007

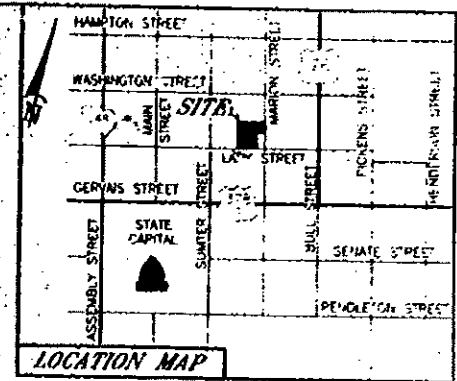
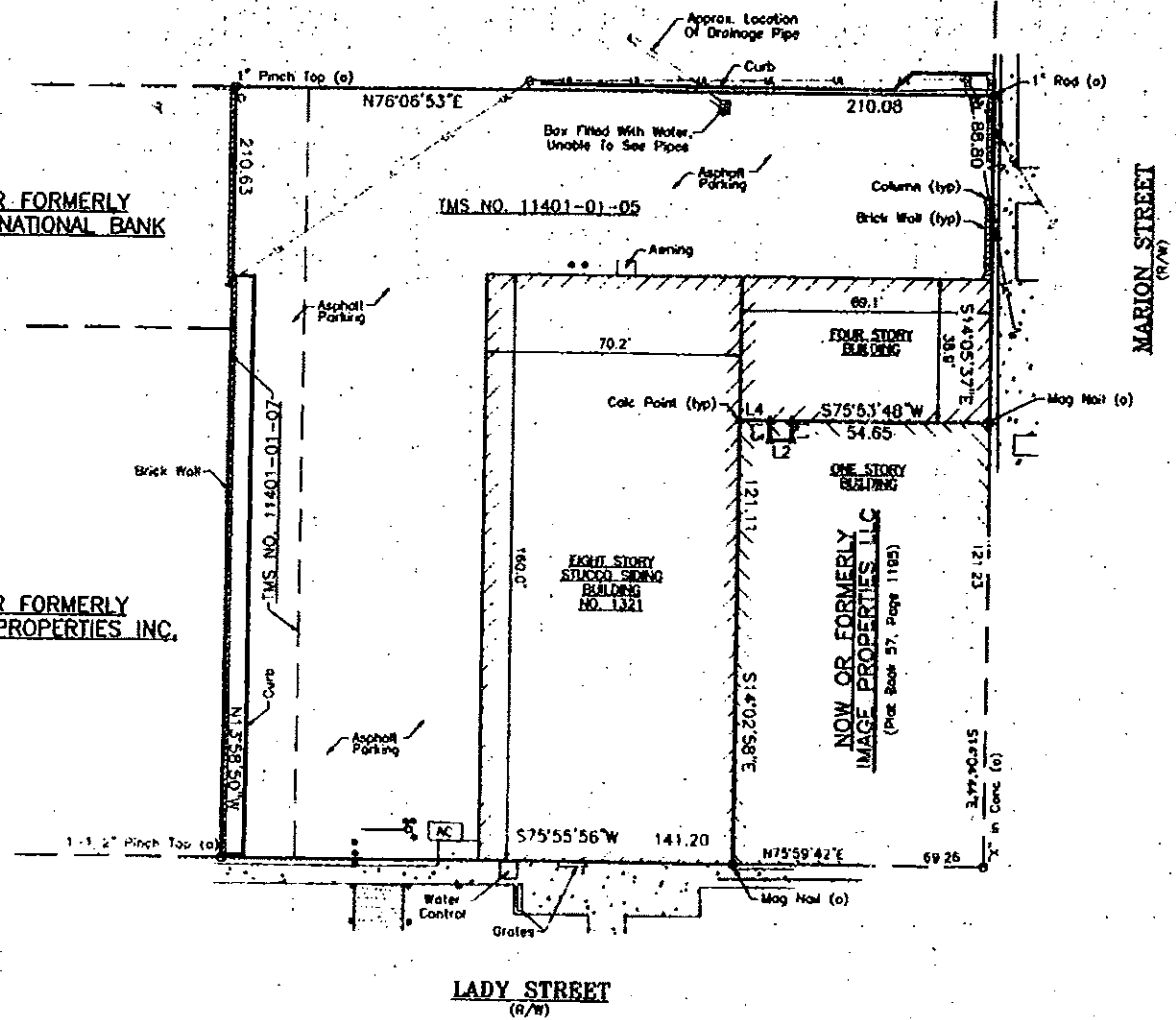
R1229-1467

**NOW OR FORMERLY
PALMETTO CITIZENS FEDERAL
CREDIT UNION**
(Record Book 862, Page 1266)

NOW OR FORMERLY
REPUBLIC NATIONAL BANK

NOW OR FORMERLY
JESSAMINE PROPERTIES INC.

NOW OR FORMERLY
IMAGE PROPERTIES, LLC
(Plat Book 57, Page 1183)



Book 1229-1467
2006/09/05 09:30:00 00' 00" 00" 00"
Fee: \$14.00 County Tax: \$0.00 State Tax: \$0.00
2006/09/05 09:30:00 00' 00" 00" 00"
Richard P. Inman

- NOTES:**
1. THIS PROPERTY IS POSSIBLY SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD NOT SHOWN HEREON.
 2. THIS PROPERTY MIGHT HAVE UNDERGROUND UTILITIES THAT ARE NOT VISIBLE AT THE SURFACE.
 3. NO FLOOD ZONE INSPECTION AT THIS TIME.
- REFERENCES:**
1. PLAT PREPARED FOR UNITER PARTNERSHIP, BY WILLIAM WINGFIELD, DATED DECEMBER 16, 1986, AND RECORDED IN THE OFFICE OF REGISTER OF DEEDS FOR RICHLAND COUNTY IN PLAT BOOK 51, PAGE 3964.
 2. PLAT PREPARED FOR IMAGE PROPERTIES, BY LANDRUTH SURVEYING, INC., DATED SEPTEMBER 17, 1997 AND RECORDED IN PLAT BOOK 57, PAGE 1183.

SYMBOL LEGEND

- BB Catch Basin Grate
- Bolt
- Service Pole
- Light Pole
- Access Control
- Satellite Dish
- Concrete
- ▨ Asphalt
- Overhead Utility Line

LINE	LENGTH	BEARING
L1	5.21	N14°06'12"W
L2	6.13	S75°53'48"W
L3	5.21	S14°06'12"E
L4	6.42	N75°53'48"E

PLAT PREPARED FOR:
CAPITOL PLACES VI, LLC
RICHLAND COUNTY, COLUMBIA, SOUTH CAROLINA

DATE: SEPTEMBER 5, 2006

SURVEY NO.: G08070

BOOK 231-37 T.M.S. NO. 11401-01-05 & 07 S.F. 140 No. 23

INMAN LAND SURVEYING COMPANY, INC.
2223 BULL STREET COLUMBIA SOUTH CAROLINA 29201
PHONE 252-1797 FAX 252-1798

I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF, THE SURVEY SHOWN HEREIN WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE MINIMUM STANDARDS MANUAL FOR THE PRACTICE OF LAND SURVEYING IN SOUTH CAROLINA, AND MEETS OR EXCEEDS THE REQUIREMENTS FOR A CLASS "B" SURVEY AS SPECIFIED THEREIN. ALSO THERE ARE NO VISIBLE ENCROACHMENTS OR PROJECTIONS OTHER THAN SHOWN.

Richard P. Inman
RICHARD P. INMAN
P.L.S. NO. 23385



Agenda Briefing

To: Committee Chair Joyce Dickerson and Members of the Committee
Prepared by: James Hayes, Director
Department: Office of Budget and Grants Management
Date Prepared: October 08, 2019 **Meeting Date:** October 22, 2019

Legal Review	Elizabeth McLean via email	Date:	October 10, 2019
Finance Review	Stacey Hamm via email	Date:	October 10, 2019
Approved for Council consideration:	County Administrator	Leonardo Brown, MBA, CPM	
Committee	Administration & Finance		
Subject:	Amend the Hospitality Tax Council Allocation Process		

Recommended Action:

Staff recommends all projects receiving Hospitality Tax (H-tax) funding be compliant with all applicable requirements.

Motion Requested:

Move to authorize staff to revise applicable procedures to ensure the compliance of all projects receiving H-tax funds as allocated by County Council.

Request for Council Reconsideration: Yes

Fiscal Impact:

There is no fiscal impact as funding has already been approved by Council.

Motion of Origin:

“I Move that all first time grantees who are wanting funding from Council H-Tax Allocations must first apply through Zoom Grants with the Office of Budget and Grants Management to ensure their project is H-tax Compliant before Staff completes a Request for Action and it gets on the Council Agenda for Council approval.”

Council Member	Paul Livingston, District 4
Meeting	Regular Session
Date	September 17, 2019

Discussion:

First-time requestors are not required to submit an application via the Zoom Grants web application to be considered for funding via Hospitality Tax (H-tax) allocations. Currently, County Council members submit their allocations; staff prepares a Request of Action for Council's consideration; Council considers the request, then votes to approve or deny. Upon approval, staff contacts the grantee to provide a link to upload their information into Zoom Grants.

Staff vets grantee submissions to confirm projects are H-tax compliant. Additionally, staff assists grantees when they submit documents for payment requests to ensure expenditures are also H-tax compliant. If a grantee submits expenditures for payment which are non-compliant, staff helps the grantee to identify those items which are eligible.

By amending the current allocation process to require an application via Zoom Grants, staff can audit the proposed project to verify its compliance with H-tax guidelines prior to submitting a Request of Action to the County Council.

Attachments:

1. Hospitality Tax FY20 Grant Guidelines



GUIDELINES FOR RICHLAND COUNTY PROMOTIONS HOSPITALITY TAX FUND

FY 2020 (July 1, 2019 - June 30, 2020)

Grant Due: February 4, 2019, before 11:59 PM

Application must be submitted in ZoomGrants

Grant cycle will open December 3, 2018 in ZoomGrants

County Promotion Grants are funded through Hospitality Tax (H-Tax) revenues collected in **unincorporated** Richland County as well as incorporated municipal areas of the Town of Irmo which lie in Richland County and the entire incorporated municipal area of the Town of Eastover. These funds may be used for tourism related events and programs in Richland County, with a priority of funding projects in those areas where H-Tax funds are collected. Please pay close attention to grant guidelines as they explain organization and program eligibility as well as funding priorities.

On May 6, 2003, Richland County Council passed an ordinance establishing a two-percent (2%) H-Tax on all prepared food and beverages sold in the unincorporated areas of Richland County. The proceeds from this tax are to be used for the dedicated purpose of promoting tourism in Richland County. The County Promotions program is a competitive grants program that provides H-Tax funds to eligible organizations.

ALLOCATION REQUIREMENTS

During FY19, Richland County awarded \$347,516 in grants through the County Promotions process. County Promotions award amounts ranged from \$1,000 to \$42,000. The amount available for FY20 grants is subject to change through County's budget process.

For the amounts distributed under the County Promotions program, funds will be distributed with a goal of seventy-five percent (75%) dedicated to **organizations and projects that generate tourism in the unincorporated areas of Richland County and in municipal areas where Hospitality Tax revenues are collected by the county.** These shall include:

- a. Organizations that are physically located in the areas where the county collects Hospitality Tax revenues, provided the organization also sponsors projects or events within those areas;
- b. Organizations that are not physically located in the areas where the county collects Hospitality Tax Revenues; however, the organization sponsors projects or events within those areas; and
- c. Regional marketing organizations whose primary mission is to bring tourists to the region, including the areas where the county collects Hospitality Tax Revenues.

25% of County promotions funds will be allocated to organizations and projects in the incorporated areas of Richland County (Arcadia Lakes, Blythewood, City of Columbia and Forest Acres).

COUNTY PROMOTIONS GRANT PROCESS

To be considered for funding, an application must be submitted in ZoomGrants by the published funding deadline, February 4, 2019, 11:59 PM. Once all applications for H-Tax County Promotions Grant funds are received by Richland County and eligibility is verified, they will be forwarded to the Hospitality Tax Advisory Committee (Committee) for review.

Applicants will be required to deliver a four (4) minute **presentation** on their program to the Committee in March/April. The date will be announced as soon as possible.

The Committee will review and score each application based on the evaluation measures described below. Applications will be ranked based on the scores and the Committee will determine funding recommendations. The Committee will submit its funding recommendations to the County for review by County Council. County Council makes all funding

decisions; however, the Council relies heavily on the recommendations of the Committee. Funding of all projects is entirely dependent upon H-Tax funds being received by Richland County.

COUNTY PROMOTIONS GRANT TIMELINE

Request for applications:	December 3, 2018 – February 4, 2019
Application due date:	February 4, 2019, 11:59 PM
HTax Committee meeting & applicant presentations:	February 5 2019, TBD
County budget process:	April – June 2019
Budget Public Hearing	June 4, 2019 (date subject to change)
Grant award notifications:	June 2019
Grant Period:	July 1, 2019 - June 30, 2020 (if awarded)
Mid-Year Reports:	Due by January 31, 2020 (if awarded)
Final Reports:	Due by July 31, 2020 (if awarded)

ORGANIZATION ELIGIBILITY REQUIREMENTS

- Applicant organizations **must** have been in existence for at **least one (1) year prior** to requesting funds.
- Applicants must provide proof of their non-profit status or fall into one of the following categories:
 - Organizations exempt from federal income tax under Section 501(C)(3) of the Internal Revenue Code and whose primary goal is to attract additional visitors through tourism promotion. The letter of exemption from the Internal Revenue Service must accompany your proposal.
 - Destination Marketing Organizations, which are recognized non-profit organizations charged with the responsibility of marketing tourism for their specific municipalities, counties or regions, such as Chambers of Commerce, Convention and Visitors Bureaus and Regional Tourism Commissions.
 - The Town of Eastover and the Town of Irmo may also apply for funds.
- Richland County will not award H-Tax funds to individuals, fraternal organizations, or organizations that support and/or endorse political campaigns.
- Religious organizations may receive funding; however, Richland County may not sponsor nor provide financial support to a religious organization in a manner which would actively involve it in a religious activity (i.e. public funds must not be used for a religious purpose). Thus, any funds provided must be solely utilized for secular purposes and the principal or primary goal of the sponsored activity must not be to advance religion.
- Grantee organizations may not re-grant County funds to other organizations. All funds must be spent on direct program expenditures by the organization that is granted the allocation.
- Council approved that beginning in FY17 all organizations that use a fiscal agent to administer grant funded projects through the Hospitality Tax grant program can only do so for one fiscal year, after which they must have a 501 (c) (3) tax exempt status to receive future Hospitality Tax grant funds from the County.

CRITERIA FOR PROJECT ELIGIBILITY

As required by the Hospitality Tax Ordinance, projects to be funded by Hospitality Tax funds must result in **the attraction of tourists to Richland County.**

Per SC Code of Laws SECTION 6-1-730, projects must fall under one of the following to qualify for H-Tax funds:

(A) The revenue generated by the hospitality tax must be used exclusively for the following purposes:

- (1) tourism-related buildings including, but not limited to, civic centers, coliseums, and aquariums;
- (2) tourism-related cultural, recreational, or historic facilities;
- (3) beach access and re-nourishment;
- (4) highways, roads, streets, and bridges providing access to tourist destinations;
- (5) advertisements and promotions related to tourism development; or
- (6) water and sewer infrastructure to serve tourism-related demand.

(B)(1) In a county in which at least nine hundred thousand dollars in accommodations taxes is collected annually pursuant to Section 12-36-920, the revenues of the hospitality tax authorized in this article may be used for the operation and maintenance of those items provided in (A)(1) through (6) including police, fire protection, emergency medical services, and emergency-preparedness operations directly attendant to those facilities.

(2) In a county in which less than nine hundred thousand dollars in accommodations taxes is collected annually pursuant to Section 12-36-920, an amount not to exceed fifty percent of the revenue in the preceding fiscal

year of the local accommodations tax authorized pursuant to this article may be used for the additional purposes provided in item (1) of this subsection.

SECTION 6-1-760 states that "tourist" means a person who does not reside in but rather enters temporarily, for reasons of recreation or leisure, the jurisdictional boundaries of a municipality for a municipal project or the immediate area of the project for a county project.

Priority will be given to projects that demonstrate a benefit to **unincorporated** Richland County or regional marketing efforts that draw tourists to the area, especially those areas where Richland County collects Hospitality Tax (Unincorporated Richland County, Town of Eastover and the Richland County portions of the Town of Irmo).

If you are not sure if your program or organization is located in incorporated or unincorporated Richland County, please call the Grants Office for assistance at (803)576-1514

Each application/proposed project will be reviewed individually to determine the potential impact it will have for tourism in unincorporated Richland County.

FUNDING PRIORITIES

Priority will be given to projects that:

- Promote dining at restaurants, cafeterias, and other eating and drinking establishments where Richland County collects Hospitality Tax (Unincorporated Richland County, Town of Eastover and the Richland County portions of the Town of Irmo);
- Generate overnight stay in **unincorporated** Richland County's lodging facilities; and
- Promote and highlight **unincorporated** Richland County's historic and cultural venues, recreational facilities and events and the uniqueness and flavor of the local community.

Funds will be distributed with a goal of **seventy-five percent (75%) dedicated to organizations and projects that generate tourism in the unincorporated areas of Richland County and in municipal areas where Hospitality Tax revenues are collected by the county** (Unincorporated Richland County, Town of Eastover and the Richland County portions of the Town of Irmo). Richland County does not receive H-Tax revenue from incorporated areas.

APPLICATION COMPONENTS

Applications must be submitted in ZoomGrants through Richland County's website:

<https://zoomgrants.com/gprop.asp?donorid=2236&limited=1146>.

Please answer each question in the space provided on the application. All answers should be concise and to the point. No item should be left blank. Answers such as "See Attached" and "N/A" are not acceptable. Incomplete applications will not be reviewed by the H-Tax Committee.

The application must be initialed electronically by the organization's Executive Director or Board Chair in the ZoomGrants system. If your organization is volunteer driven and does not have an Executive Director, please note this in the application.

Total Meal and Overnight Justification - In this section of the application, estimate the number of meals that will be consumed in restaurants and overnight stays in the **unincorporated** areas of the County. Take the following items into consideration when making your estimations and provide a justification explaining how you came up with this number:

- How many people will attend your event?
- Of these, how many people live in the incorporated areas of Richland County? These attendees will more likely eat at home or in restaurants closer to where they live? Richland County does not collect H-Tax in the City of Columbia, Forest Acres, Arcadia Lakes or Blythewood.
- How many of these people live in the unincorporated areas? Only a small portion of these may actually eat out. How many will eat at home?
- How many tourists are attending your event? How many hotel rooms are booked for your event? These are the people who will eat meals out.
- Estimate total hotel room nights will be booked due to your event. Are these rooms located in the unincorporated areas of the County? How will you track this number?

If awarded, organizations will be asked to provide actual attendance and tourism numbers as well as estimated meal and room numbers in their final report.

Program Locations – Provide the (full address) street number and street name of your program location. This helps the County track locations of incorporated and unincorporated events.

Project Description - Describe the project in its totality or at completion of the presently known ultimate stage, and/or the portion, phase or section of the total project for which funding is now being requested.

- Include a thorough, but concise description (Who, what, when, where and why).
- Include information about innovative ideas, community support and partnerships.
- Describe coordination that has been completed or will be needed with other organizations: if they are engaged in similar activities, or if they will be expected to be the beneficiary of this project.

Economic Impact - In this section, provide the income (sponsorship, grants, tickets, food sales and any other income generated from the event as well as expenses for FY17, FY18 and FY19. You must include this information even if the event did not receive H-Tax dollars in the past. If this is a new event, please place zeros in the years in which the event did not take place.

How Will Your Organization Use Income, If Any, Generated by This Program/Event? Describe how your organization uses any income that is generated from your event or project. If the net proceeds are zero, then indicate that the program/events do not generate income in this section.

Benefit to Tourism – How does your event promote and highlight **unincorporated** Richland County’s historic and cultural venues, recreational facilities and events and the uniqueness and flavor of the local community? Describe how your project will impact tourism in Richland County? Include support with data and other records or history. How are you working with local hotels and other hospitality businesses?

Benefit to Community – Describe how your project will benefit the community and Richland County. Include support with data and other records or history.

Project Marketing Plan – Outline your marketing, advertising and promotional plans for your program. How will you track visitors and overnight stays? What methods are you using to track all visitors and count the number of tourists and residents that attend your event or participate in your program?

Previous Success/Organization Capability – Describe how your organization has successfully managed this program or similar programs in the past. Describe your organization’s capacity for managing the program described.

BUDGET/ELIGIBLE EXPENDITURES

H-Tax County Promotions grant funds must be used for tourism related expenses in the following categories only:

- Advertising/Promotions/Marketing (including designing, printing, postage for items mailed to attract tourist). At least **70%** of marketing expenses must be paid to advertise outside of Richland County.
- Security/Emergency Services (Fire Marshalls, police, sheriff deputies, etc.)
- Entertainment/Speakers/Guest Artist Instructor - Entertainment expenses should be no more than **50%** of the total requested amount of the grant.
- Venue fees or rentals
- Transportation or accommodations
- Food or beverages
- Staging or fencing
- **20%** of operational and maintenance of tourism related buildings and cultural, recreational, or historic facilities

Some of the expenditures NOT eligible are: Items given to tourists once they are here (T-shirts, cups, trophies. etc.), gift cards, insurance or licenses, invoices outside the funding year, salaries (other than previously mentioned) or decorations.

All grant funds must be expended by the recipient organization. *Re-granting* or *sub-granting* of funds is **NOT** allowed.

Expenditures **must** be consistent with the application budget. Only goods and services that comply with the H-Tax Guidelines and State Law are permitted. Project or event vendors will not be paid directly by Richland County.

The budget should reflect in financial terms the actual costs of achieving the objectives of the project(s) you propose in your application. A budget form is provided for you as part of the application.

Amounts listed in the County H-Tax Request column should total the amount of funds requested in the application. Please make sure that all expenses in County column fit the expense criteria mentioned above. Eligible expenses for H-Tax grants are different from A-Tax grants. Note that there are blank spaces to provide additional expense categories as all budgets are not the same. Feel free to use these additional spaces for other categories not listed such as rentals or transportation.

Hospitality Tax Grant funds can account for up to **50%** of the total cost of the program/event you are applying for. Applicants must provide **50%** of the total cost of the project as either in-kind or cash match.

Budget Narrative/Justification (H-Tax Grant Funds Only) - Please include a detailed description for each category included in the budget. For example:

- Marketing/Advertising – \$5,000 for 6 billboards located in Charleston, Greenville, Aiken, Myrtle Beach and Rock Hill. \$1,000 for TV ads on WIS. \$2,500 radio ads on Clear Channel
- Security/Emergency Services: \$100 fire marshal, \$300 Richland County Sheriff's Deputies
- Entertainment: \$9,000 for 3 bands
- Rentals: \$2,000 tents, \$500 sound system, \$1,000 stage

Budget Tips:

- Budgets **MUST** be entered on the budget section of the application and **MUST** include a narrative for H-Tax expenditures. This tells Richland County in detail how you plan to spend the grant funds.
- Grant funds should be used for tourism marketing first above any other expense. See the list of eligible expenditures above for more information.
- Be as detailed as possible in your budget narrative. If awarded, this information will be compared to your payment requests. Items in your payment requests must appear in your application budget.
- Signage and banners used at your event, directional signage, programs, volunteer T-shirts, and other items handed out at your event **do not** count as marketing expenses.

PROCUREMENT NOTICE: Organizations receiving **\$50,000** or more in H-Tax funds will be required to follow County Procurement Code when spending County H-Tax funds. Your expenditures will not run through the County's Procurement Office, but they will need to be procured based on the County's Code. Education materials will be sent to organizations prior to the grant due date and a training session will be held to provide education and the opportunity to ask questions. County staff will conduct audits during the year to ensure organization compliance. In the meantime, organizations may contact the Grants Manager for more information.

STATEMENT OF ASSURANCES

By providing electronic initials and submitting the H-Tax County Promotions application, your organization is agreeing to the following 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, based on race, color, national origin, religion, age, sex, ancestry, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, veteran status, military discharge status, citizenship status or reprisal or retaliation for prior civil rights activity 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 on race, color, national origin, religion, age, sex, ancestry, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, veteran status, military discharge status, citizenship status or reprisal or retaliation for prior civil rights 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.

APPLICATION EVALUATION

The Committee will use the following evaluation criteria to evaluate applications and proposed projects. The individual factors are important in project evaluation, as they are an indication of the degree to which the proposed project will contribute to the tourism in Richland County. Please ensure that you review these factors and include the elements in your application. These factors, with their corresponding point values, are:

Project Design and Benefit to Community:

55 points maximum

Benefit to Tourism (20) - Does the project promote tourism in the areas of the County in which Richland County H-Taxes are collected? Will it promote a positive image for the County? Will it attract visitors, build new audiences and encourage tourism expansion in the areas of the County in which Richland County H-Taxes are collected? Will it increase awareness of the County's amenities, history, facilities, and natural environment in the areas of the County in which Richland County H-Taxes are collected?

Reliable Tracking Mechanism and Marketing Plan (15) – How will visitors and tourists would be tracked? (surveys, wristbands, ticketing, and etc.) Are these methods viable? Does the marketing plan describe how the organization will reach tourists? Are at least 70% of the ads or other marketing expenses targeted outside the Columbia/Richland County area? Is the expected number of tourists in line with the organization's marketing plan?

Benefit to Community (10) - How will this project benefit the citizens of Richland County? Will the project benefit unincorporated Richland County? Who will attend the event? How many visitors will the event serve? A visitor is defined by someone who travels at least 50 miles to attend the event.

Community Support and Partnerships (10) - Does the project have broad-based community appeal or support? What is the evidence of need for this project in the County? What kind and degree of partnership does the project exhibit? Does it exhibit volunteer involvement or inter-jurisdictional, corporate, business, and/or civic support?

Economic Impact and Accountability

45 points maximum

Budget (5) – Are all expenses that are to be paid with H-Tax funds eligible expenses? Did the budget and justification provide enough detail to show how funds will be spent? Does the applicant provide 50% in cash or in-kind match?

Expected H-Tax Revenue Generated (15) - What are the projected direct and indirect dollar expenditures by visitors/tourists? What is the estimated number of meals consumed? Are any overnight stays anticipated? Will this program drive business to those businesses that collect and remit Richland County H-Tax in the unincorporated areas of the County as well as Eastover and Richland portions of Irmo?

Reasonable Cost/Benefit Ratio (15) - Does the benefit of the project (i.e. number of tourists estimated; expected revenue generated) exceed the cost of the project? Is this project "worth" its cost?

Management Capability (10) - Does the applicant organization demonstrate an ability to successfully complete the project through effective business practices in the areas of finance, administration, marketing, and production? If this organization has received County Hospitality Tax funding previously, was the project successful?

APPLICATION PACKAGE

In order to be considered for funding, applicants must submit a **complete** application package for the H-Tax grant program. Incomplete applications will not be considered. Complete applications include:

1) Completed application: You can complete the application at:

<http://www.richlandonline.com/Government/Departments/Grants/Hospitality-Tax>

- Answer all questions and complete each section. "N/A" and "See Attached" are not valid responses.
- Electronic initials by board chair and the executive director - If your organization does not have an Executive Director, please note this in the application.

2) Project budget and narrative (form included in the application)

3) Required Attachments:

- **IRS determination letter** indicating the organization's 501 c 3 charitable status
- **Proof of current registration as a charity with the SC Secretary of State's Office.** Visit <http://www.sos.sc.gov/PublicCharities> for more information.
- **Current list of board of directors**
- **Most recent 990 tax return or 990 post-card**
- **Richland County business license or business license assessment survey form** (this form shows that a business license is not needed for your organization).

Note: You must submit one full 990 form (scheduled and attachments) with your application.

Incomplete applications will not be evaluated by the Committee. County Council approved a motion in May 2011 that stated that late and incomplete applications will not be sent to the grant committees for review.

Please submit only the required elements of your application, any additional brochures and handouts will be discarded.

Grant cycle will open December 4, 2018 in ZoomGrants. Applications are due by 11:59 PM on Monday, February 4, 2019 in ZoomGrants Emailed or faxed applications **will not** be accepted. **Applications must be received by 11:59 PM in ZoomGrants or they will not be considered for funding by the Committee.**

AWARD NOTIFICATION

The Grants Manager will notify all applicant organizations of the funding outcome in writing in June 2019. Awards will be available for reimbursement beginning July 1, 2019. Final reports for the previous fiscal year, if applicable, must be received before FY20 payments are released.

REPORTING REQUIREMENTS

Richland County requires grantees to complete a mid-year and/or a final report for H-Tax funds. Grantees are required to submit proof of grant expenditures (invoices and proof of payment).

Grantees are asked to report on attendance, room and meal numbers, event success or failure as well as the impact on Richland County, especially the unincorporated areas. Each grantee will receive a copy of a link to the reporting documents with their award packet.

GRANT ACKNOWLEDGEMENT

Grantees must acknowledge the receipt of H-Tax funding by including the Richland County Government logo, or by stating that funds were provided by Richland County Government Hospitality Tax Funds on all program/project advertising, marketing and promotional materials. Examples of this must be included in your final report.

Freedom of Information Act NOTICE

Please be advised that all materials submitted for H-Tax grant funding are subject to disclosure based on the Freedom of Information Act (FOIA).

CONTACT

Steven Gaither, Grants Manager, PO Box 192, Columbia, SC 29202, (803)576-15148 Gaither.Steven@richlandcountysc.gov



Agenda Briefing

To: Committee Chair Joyce Dickerson and Members of the Committee

Prepared by: Gary Watts, Coroner

Department: Richland County Coroner's Office

Date Prepared: September 26, 2019

Meeting Date: October 22, 2019

Legal Review	Elizabeth McLean via email	Date:	October 14, 2019
Budget Review	James Hayes via email	Date:	October 17, 2019
Finance Review	Stacey Hamm via email	Date:	September 30, 2019
Approved for Council consideration:	Assistant County Administrator	John M. Thompson, Ph.D.	

Committee Administration & Finance

Subject: Conversion of Six Part-Time Deputy Coroner Positions to Full-Time Status

Recommended Action:

Richland County Coroner's Office recommends the conversion of six part-time Deputy Coroner positions to full-time status for budget year 2019-2020. Two of the six part-time to full-time conversions were already in process for July 1st, but they are still showing as part-time employees on our payroll. Approval of these last six conversions would complete the process of converting a total of 18 non-exempt part-time Deputy Coroners to exempt full-time Deputy Coroners as agreed upon with the previous Administration.

Motion Requested:

Move to approve the Coroner's Office recommendation of converting six part-time Deputy Coroner positions to full-time status.

Request for Council Reconsideration: Yes

Fiscal Impact:

There would be a minimum fiscal impact of \$46,063.68. The salaries might not change, but once the employees are converted to full time status, the County would offer benefits. The minimum insurance coverage offered for medical, dental, vision and life is \$11,515.92 per employee if they select the benefit and could be more if they choose family/dependents. Two of the employees are already getting insurance benefits, but the other four would receive benefits. All but one of the part-time employees are in the retirement system already so that wouldn't change unless their hours are more.

However, it should be noted that Budget has expressed concern about this request as the Coroner's Office ended last year with a negative balance for its part-time employee line item.

Motion of Origin:

There is no associated Council motion of origin.

Council Member	
Meeting	
Date	

Discussion:

The Coroner’s Office is spending a large amount of money to train and equip part-time Deputy Coroners. Once trained and equipped, they then leave to join other agencies that are offering full-time employment with benefits. In 2017, then Administrator Gerald Seals granted the Coroner’s Office authority to convert three positions on a bi-annual basis every six months (in July and January) until a total of 18 conversions were completed. It was determined that paying the non-exempt part-time deputy coroners for full-time hours plus any time over the 75 hours in a pay period would essentially negate any additional financial impact on the county because those employees would become exempt full-time employees. There would just be a reallocation of funds from the part-time line item to the full-time line item in the department’s budget. Also, it is the Coroner’s understanding that if a part-time employee consistently works full-time hours for a year-long period, the county is obligated to offer him/her insurance benefits after that time requirement is met.

It is logical to continue these conversions to increase the retention rate, and, in doing so, ensuring the Coroner’s Office is prepared to better serve the citizens of Richland County by providing services to them rather than spending most of the department’s time training employees for other agencies.

Attachments:

1. Email communication between Dr. Yúdice and Coroner Watts dated from April 13, 2017 thru April 26, 2017. (Also includes email from Coroner Watts to Dr. Thompson when this was forwarded to him dated September 11, 2019.)
2. Email communication from James Hayes to Coroner Watts dated December 18, 2018 thru December 24, 2018.
3. Email communication from James Hayes to County Administrator Leonardo Brown and Assistant County Administration Dr. John Thompson

CATHY RAWLS

From: GARY WATTS
Sent: Wednesday, September 11, 2019 12:02 PM
To: JOHN THOMPSON
Cc: CATHY RAWLS
Subject: FW: Coroner budget

Dr. Thompson,

Here is the email trail between myself and Dr. Yudice in 2017 regarding the conversion of our part-time employees to full time. This took us through the 2019 budget year. When Mr. Seals left, the continuation of the plan for our last part-time employees in budget year 2019-2020 never got sent out in writing.

I hope this helps and I appreciate your efforts in getting this conversion plan completed.

Gary Watts

From: GARY WATTS
Sent: Wednesday, April 26, 2017 1:59 PM
To: CATHY RAWLS <RAWLSC@rcgov.us>
Subject: FW: Coroner budget

Copy please

From: SANDRA YUDICE
Sent: Wednesday, April 26, 2017 1:13 PM
To: GARY WATTS
Cc: DONALD WOODWARD; SCOTT WEST; KAREN MAGSINO
Subject: RE: Coroner budget

Yes and according to budget staff, it's included in the budget.

The conversion plan is as follows:

- FY 2018 (6 PT to 6 FT):
 - 3 starting July 2017
 - 3 starting January 2018
- FY 2019 (6 PT to 6 FT):
 - 3 starting July 2018
 - 3 starting January 2019

From: GARY WATTS
Sent: Wednesday, April 26, 2017 11:49 AM
To: SANDRA YUDICE
Subject: RE: Coroner budget

Sandra,

Good morning, I was just checking to see if Mr. Seals has signed off on our implantation plan?

Thanks,
Gary

From: SANDRA YUDICE
Sent: Monday, April 17, 2017 6:54 PM
To: GARY WATTS
Subject: RE: Coroner budget

Yes. I just sent the plan to Mr. Seals for his review. I'll let you know later. Thanks for asking. Sandra

From: GARY WATTS
Sent: Monday, April 17, 2017 4:58 PM
To: SANDRA YUDICE
Subject: Re: Coroner budget

Any word from Mr. Woodward yet on our FTE conversions

Sent from my iPhone

On Apr 13, 2017, at 20:19, GARY WATTS <WATTSG@rcgov.us> wrote:

Thank you for your help. Look forward to hearing from you

Sent from my iPhone

On Apr 13, 2017, at 19:52, SANDRA YUDICE <YUDICES@rcgov.us> wrote:

Exactly. The vehicle replacement program will take care of all vehicles in the county's fleet and elected officials who have assigned vehicles will have control up to the amount approved through the budget. In your case will be the amounts submitted in the request for each fiscal year of the biennium budget.

On the conversion of PT positions to FT. I'll meet with the budget staff tomorrow and inform them that Mr. Seals authorized this change in the budget.

Please let me know if you have additional questions.

Thanks.

Sandra

From: GARY WATTS
Sent: Thursday, April 13, 2017 7:06 PM
To: SANDRA YUDICE
Subject: Re: Coroner budget

Just making sure I understand in reference to the vehicles. You are saying that the amount requested in our budget will be the amount approved through the county

vehicle replacement program, and I will not need to do anything else about vehicles.

Sent from my iPhone

On Apr 13, 2017, at 18:53, SANDRA YUDICE <YUDICES@rcgov.us> wrote:

Mr. Watts,

On the vehicles request submitted, you see \$0 in the recommended columns for FY 2018 and 2019. Please note that the county is establishing a Vehicle Replacement Program. Vehicles will be funded and replaced through that program instead of individual elected officials' budgets. Please be assured that you will have control over the replacement of the vehicles up to the amount requested in your budget submittal and approved through the budget.

Please let me know if you have any questions.

Thank you.

Sandra E. Yúdice, Ph.D.
Assistant County Administrator
Richland County Government
2020 Hampton St., Suite 4069
P.O. Box 192
Columbia, SC 29204

Phone: (803) 576-2057 | Fax: (803) 576-2137 | yudices@rcgov.us

"The mission of the government of Richland County, South Carolina, is to provide essential services, efficiently and effectively, in order to improve the quality of life for its citizens."

From: SANDRA YUDICE
Sent: Thursday, April 13, 2017 2:00 PM
To: GARY WATTS
Subject: Coroner budget
Importance: High

Good afternoon Mr. Watts,

In an effort to reconcile your budget request submittal to former Chief Financial Officer Daniel Driggers with the proposed budget from the County Administrator, I'm asking to review the attached Excel file to ensure that the budget team processed your final budget request as submitted.

I'm also requesting your prompt assistance on this matter and to send back the Excel file with any pertinent notations/revisions by 5 p.m. today, if possible.

Thank you.

Sandra E. Yúdice, Ph.D.
Assistant County Administrator
Richland County Government
2020 Hampton St., Suite 4069
P.O. Box 192
Columbia, SC 29204
Phone: (803) 576-2057 | Fax: (803) 576-2137 | yudices@rcgov.us

“The mission of the government of Richland County, South Carolina, is to provide essential services, efficiently and effectively, in order to improve the quality of life for its citizens.”

CATHY RAWLS

From: JAMES HAYES
Sent: Monday, December 24, 2018 8:42 PM
To: GARY WATTS
Subject: Re: New Positions FY18

I thought the net impact on the budget was zero; because the budget was these positions would is currently in your part time line item?; thus it's a matter of re-allocation. Please advise

Sent from my iPad

On Dec 24, 2018, at 2:43 PM, GARY WATTS <WATTS.GARY@richlandcountysc.gov> wrote:

Please make sure it is included. We did not add it our numbers this process because I was under the impression it was already set. Thanks and let me know if you need anything else

Sent from my iPhone

On Dec 18, 2018, at 10:00 AM, JAMES HAYES <HAYES.JAMES@richlandcountysc.gov> wrote:

Ok; thanks; please keep in mind that this was for Biennium Budget I; it needed to be requested again for Council approval for the upcoming Biennium if you desired for it continue

James Hayes, CGFO
Director of Budget and Grants Management
Richland County Administration
2020 Hampton Street
Columbia SC 29201
803-576-2095(W)
803-576-2138(F)

From: GARY WATTS
Sent: Tuesday, December 18, 2018 9:45 AM
To: JAMES HAYES <HAYES.JAMES@richlandcountysc.gov>
Subject: Re: New Positions FY18

Three every six months July 1, January 1 through the budget process

Sent from my iPhone

On Dec 18, 2018, at 9:30 AM, JAMES HAYES <HAYES.JAMES@richlandcountysc.gov> wrote:

How many? I apologize that's what I really wanted to know; Since that Budget was passed before I came upstairs; there a few things that I need clarification on.

Thanks

James Hayes, CGFO
Director of Budget and Grants Management
Richland County Administration
2020 Hampton Street
Columbia SC 29201
803-576-2095(W)
803-576-2138(F)

From: GARY WATTS
Sent: Tuesday, December 18, 2018 9:30 AM
To: JAMES HAYES <HAYES.JAMES@richlandcountysc.gov>
Subject: Re: New Positions FY18

Yes

Sent from my iPhone

On Dec 18, 2018, at 9:15 AM, JAMES HAYES
<HAYES.JAMES@richlandcountysc.gov> wrote:

I have a question; I know Brandon told me you all got approval for new positions in Year 2 of the Biennium which is this year but did you also get new positions in year 1, FY18?

James Hayes, CGFO
Director of Budget and Grants Management
Richland County Administration
2020 Hampton Street
Columbia SC 29201
803-576-2095(W)
803-576-2138(F)

ASHIYA MYERS

From: JAMES HAYES
Sent: Friday, September 20, 2019 4:36 PM
To: JOHN THOMPSON
Cc: LEONARDO BROWN
Subject: RE: HR Inquiry - Coroner's Office
Attachments: Administrative Memorandum 7-1 Revised.pdf

Dr. Thompson,

I went back and reviewed the Council minutes during Biennium Budget I a couple of years ago and I was unable to find any reference to any Coroner positions; I saw discussions regarding the Public Defender, the Solicitor, and CASA but I did not see the Coroner unless I just missed it but I don't believe I did based off the attached; this is a memo sent out by then Administration team highlighting new positions approved by Council and you will note the absence of the Coroner positions; I do really believe this was a work around between the Coroner and Mr. Seals; again not accusing anyone of anything nefarious but I am just saying the Coroner positions were approved in a route different than the normal route. He will have to bring this before Council and they are going to want an explanation as you can imagine.

James Hayes, CGFO
 Director of Budget and Grants Management
 Richland County Administration
 2020 Hampton Street
 Columbia SC 29201
 803-576-2095(W)
 803-576-2138(F)

From: JOHN THOMPSON <THOMPSON.JOHN@richlandcountysc.gov>
Sent: Thursday, September 19, 2019 3:22 PM
To: JAMES HAYES <HAYES.JAMES@richlandcountysc.gov>
Cc: LEONARDO BROWN <BROWN.LEONARDO@richlandcountysc.gov>
Subject: RE: HR Inquiry - Coroner's Office

James: No need for an apology. I am very aware of your busy schedule. I await your response on tomorrow. Thank you, sir!

John

John M. Thompson, Ph.D., MBA, CPM

Assistant County Administrator
 Richland County Government
 Office of the County Administrator
 803-576-2054
Thompson.John@RichlandCountySC.gov

From: JAMES HAYES <HAYES.JAMES@richlandcountysc.gov>
Sent: Thursday, September 19, 2019 3:20 PM
To: JOHN THOMPSON <THOMPSON.JOHN@richlandcountysc.gov>

Cc: LEONARDO BROWN <BROWN.LEONARDO@richlandcountysc.gov>

Subject: Re: HR Inquiry - Coroner's Office

Dr. Thompson

My apologies on the delay. Allow me to do one final check and I will respond afterwards tomorrow

On Sep 19, 2019, at 3:18 PM, JOHN THOMPSON <THOMPSON.JOHN@richlandcountysc.gov> wrote:

James: I am following up with you on the Coroner's matter. Any developments? If not, I will advise the Coroner to submit his request as a briefing document for Council's attention. Thank you.

John M. Thompson, Ph.D., MBA, CPM

Assistant County Administrator

Richland County Government

Office of the County Administrator

803-576-2054

Thompson.John@RichlandCountySC.gov

From: JAMES HAYES <HAYES.JAMES@richlandcountysc.gov>

Sent: Monday, September 9, 2019 12:59 PM

To: JOHN THOMPSON <THOMPSON.JOHN@richlandcountysc.gov>

Cc: LEONARDO BROWN <BROWN.LEONARDO@richlandcountysc.gov>

Subject: RE: HR Inquiry - Coroner's Office

Thanks Dr. Thompson, as I said I have not been able to find any Council approval but I will drill down a little further and report back later this week; If Council did not approve officially then yes this would have to be brought to Council's attention and official approval would have to be given for the additional four positions and then possibly a Budget amendment to cover the salary shortfall.

James Hayes, CGFO

Director of Budget and Grants Management

Richland County Administration

2020 Hampton Street

Columbia SC 29201

803-576-2095(W)

803-576-2138(F)

From: JOHN THOMPSON <THOMPSON.JOHN@richlandcountysc.gov>

Sent: Monday, September 9, 2019 11:58 AM

To: JAMES HAYES <HAYES.JAMES@richlandcountysc.gov>

Cc: LEONARDO BROWN <BROWN.LEONARDO@richlandcountysc.gov>

Subject: RE: HR Inquiry - Coroner's Office

James: Coroner Watts just called following up on the conversion of the part time positions to full time. As you mentioned, he discussed that Administrator Seals allowed him to convert three positions at a time to full time on a biannual basis beginning in 2017. To date, he has converted 12 part time positions to full time. He states that he has four more positions that need to be converted and that he is already paying them the full time salary. He claims that he has money in his budget for this action, but I understand that you object to this notion.

As a next step, please advise on the authority that Seals used to approve these 12 conversions. Also, please enlighten me on the protocol to get Council's approval for the last four converted positions. Is this simply a briefing document? Moreover, if this requires a budget amendment, as you anticipate, please let me know the steps to take to make it happen.

Best,
John

John M. Thompson, Ph.D., MBA, CPM

Assistant County Administrator
Richland County Government
Office of the County Administrator
803-576-2054

Thompson.John@RichlandCountySC.gov

From: LEONARDO BROWN <BROWN.LEONARDO@richlandcountysc.gov>
Sent: Friday, August 23, 2019 8:29 AM
To: JOHN THOMPSON <THOMPSON.JOHN@richlandcountysc.gov>; JAMES HAYES <HAYES.JAMES@richlandcountysc.gov>
Subject: RE: HR Inquiry - Coroner's Office

Thank you very much Mr. Hayes for the information. I know that you want to meet with me on several budget matters, and this seems like another one that we will need to add to our discussion. I appreciate you being patient, and I look forward to meeting with you very soon. Thank you for working to protect the integrity of the budget process; I agree that clear and direct approval from Council is mandatory. We will work through this budget issue and many others together and with a unified approach centered on clear, transparent, and direct communication.

LEONARDO BROWN, MBA, CPM

County Administrator
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County Administration Office
brown.leonardo@richlandcountysc.gov

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"Striving for Excellence"

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From: JOHN THOMPSON <THOMPSON.JOHN@richlandcountysc.gov>
Sent: Thursday, August 22, 2019 6:49 PM
To: JAMES HAYES <HAYES.JAMES@richlandcountysc.gov>
Cc: LEONARDO BROWN <BROWN.LEONARDO@richlandcountysc.gov>
Subject: Re: HR Inquiry - Coroner's Office

James: I appreciate your diligence and very thorough explanation. I am interested in learning more from your discovery, which will help us to determine if we need to take some sort of retrospective action based on past decisions. Moreover, please educate me on a path forward regarding the current request and advise on a timeline in completing the mission successfully.

Thank you,
John

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Office of the County Administrator
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On Aug 22, 2019, at 6:36 PM, JAMES HAYES <HAYES.JAMES@richlandcountysc.gov> wrote:

Mr. Brown and Dr. Thompson

Just to be clear; I have been meaning to speak with you all about these positions but I don't think you all can move forward with these positions; I don't think Council ever gave approval for these positions to be converted to full time; I believe based off my research and just speaking to the coroner himself who told me that the funds have always been available in their PT object code they proceeded to pay these deputy coroners out of the PT object code but they essentially worked the same number of hours as the FTEs because "he had to do something since you all were not going to give me the positions" I am thinking that there was sort of plan worked out between then Administrator Seals and the Coroner; again; this is not accuse anyone of wrongdoing or anything negative but I am attaching the documents from Biennium Budget I which preceded me; I was promoted after this Budget was passed and I maintained it but I did

not build it; it's not my Budget. These documents do not show any new positions being recommended from the Administrator's Budget for the Coroner's Office. Perhaps and this pure speculation on my part; Mr. Seals worked out something with the Coroner after the fact; I will also go and check the minutes to see if Council passed something outside of the Administrator's recommendation but if that was the case it should have on the list the Budget analysts at the time recorded

Additionally, when we did the FY19 Budget amendment; I had on my list the positions approved by Council for the amendment and I did not submit anything to Council from the Coroner(no one mentioned anything to me); However, the Assistant to the County Administrator at the time Brandon Madden made a list of new positions and it did have on it the coroner positions; again after the Budget was approved, I am definitely not accusing anyone of any wrong doing but I know I did not have them on my new positions list for FY19 but of course if they already had approval from the original budget they would not have needed it but like I said I have not said anything in staff records to indicate we submitted something to Council for approval but I will go back and check the minutes. The individuals who were involved in Biennium Budget I are no longer here and I don't feel comfortable pursuing without hard evidence Council gave approval. My job as I have told all of My administration officials is to protect you all so that's what I am trying to do here.

Attachment Page one is the New positions list in the recommended Biennium Budget Book I which would have been the Administrator's recommended Budget; page two is the list created by the Budget staff given to me after taking the position showing the new positions; please notice the absence of Coroner positions showing as recommended or approved; finally, an email exchange between Dr. Yudice and an official from the Coroner's office during the Budget process of Biennium Budget I; so this makes me think there may have been some type of conversion plan worked out outside of the Budget process; but again, I always thought Council had to give approval for all FTEs even if they are going to be converted from part-time.

Again, My focal point has to stay true to form and provide you all with the very best information so you all can make good decisions and this has been my intent here; I will continue to research to see if I find something that shows Council has given approval and even though these positions have been moved forward with the last two years; I don't want to give the idea it's ok to move forward again if we never should have in the first place.

James Hayes, CGFO
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803-576-2138(F)

From: JOHN THOMPSON <THOMPSON.JOHN@richlandcountysc.gov>

Sent: Thursday, August 22, 2019 4:30 PM

To: SHEREKA JACKSON <JACKSON.SHEREKA@richlandcountysc.gov>; JAMES HAYES <HAYES.JAMES@richlandcountysc.gov>
Cc: DWIGHT HANNA <HANNA.DWIGHT@richlandcountysc.gov>
Subject: RE: HR Inquiry - Coroner's Office

Thank you, Shereka!

James: Please see the e-mail chain below beginning with my message about the Coroner's desire to convert two employees from PT to FT. In light of Administrator Brown's directive at Monday's meeting regarding the matter in general, please move this item forward to HR as soon as possible. Let me know if you have any questions or concerns. Thank you.

John M. Thompson, Ph.D., MBA, CPM

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From: SHEREKA JACKSON <JACKSON.SHEREKA@richlandcountysc.gov>
Sent: Thursday, August 22, 2019 3:52 PM
To: JOHN THOMPSON <THOMPSON.JOHN@richlandcountysc.gov>
Cc: DWIGHT HANNA <HANNA.DWIGHT@richlandcountysc.gov>
Subject: RE: HR Inquiry - Coroner's Office
Importance: High

Good Afternoon Dr. Thompson,

The positions must be approved by Mr. Hayes first. Once I receive approval from budget, I will complete PCC sheets for payroll to "create" the position numbers and process the PAFs.

Regards,

SHEREKA C. JACKSON

Compensation & Employment Coordinator
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Human Resource Services

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From: JOHN THOMPSON <THOMPSON.JOHN@richlandcountysc.gov>
Sent: Thursday, August 22, 2019 3:37 PM
To: SHEREKA JACKSON <JACKSON.SHEREKA@richlandcountysc.gov>
Cc: DWIGHT HANNA <HANNA.DWIGHT@richlandcountysc.gov>
Subject: HR Inquiry - Coroner's Office

Shereka: Administrator Brown and I are meeting with Coroner Watts. He mentioned two PT employees are supposed to be converted to FT. The employees are Shawn Sears and Rachel Manly. Please excuse the spelling.

Please advise where we are in the process with getting these folks full time status.

Thank you,
John

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**RICHLAND COUNTY
GOVERNMENT**
Office of the County Administrator

Administrative Memorandum 7-1 (Revised)

To: Director of Human Resources Dwight Hanna
Acting Finance Director Kevin Bronson
From: County Administrator Gerald Seals
CC: Sandra Yúdice, Assistant County Administrator
James Hayes, Director of the Office of Management and Budget
Date: July 6, 2017
Subject: Biennium Budget I: New Positions for Fiscal Year 2017-2018

This memorandum transmits the new positions for fiscal year 2017-2018 as approved by Council during its Biennium Budget I deliberations. The table below outlines the new positions.

Department	Position Title	Vacancy Start Date	Salary per Vacancy Start Date
Sheriff	Patrol Deputy	July 1, 2017	\$46,318
Sheriff	Patrol Deputy	July 1, 2017	\$46,318
Sheriff	Patrol Deputy	July 1, 2017	\$46,318
Sheriff	Patrol Deputy	July 1, 2017	\$46,318
Sheriff	Patrol Deputy	July 1, 2017	\$46,318
Victim Assistance – Solicitor	Victim Witness Advocate	July 1, 2017	\$50,636
Conservation Commission	Land / Park Manager	July 1, 2017	\$47,088
Broad River Sewer System	Accountant I	July 1, 2017	\$41,724
Human Resources	ADAAA/Title VI Coordinator	January 1, 2018	\$24,902*
Human Resources	Benefits Coordinator	January 1, 2018	\$21,839*
Human Resources	HRIS Analyst	January 1, 2018	\$24,902*
County Attorney	Transactional Attorney	January 1, 2018	\$47,684*
County Attorney	Transactional Attorney	January 1, 2018	\$47,684*
County Attorney	Transactional Attorney	January 1, 2018	\$47,684*
Council Services	Assistant to Clerk of Council	January 1, 2018	\$16,268*
Council Services	Assistant to Clerk of Council	January 1, 2018	\$16,268*
Public Information	Public Outreach Coordinator	January 1, 2018	\$20,862*
Public Information	Public Outreach Coordinator	January 1, 2018	\$20,862*

Public Information	Assistant Public Information Officer	July 1, 2017	\$71,827*
Emergency Services	Paramedic (position 182)	July 1, 2017	\$36,639*
Emergency Services	Paramedic (position 183)	July 1, 2017	\$36,639*
Emergency Services	Paramedic (position 184)	July 1, 2017	\$36,639*
Emergency Services	Emergency Medical Technician (position 186)	July 1, 2017	\$30,114*
Emergency Services	Emergency Medical Technician (position 187)	July 1, 2017	\$30,114*
Emergency Services	Emergency Medical Technician (position 188)	July 1, 2017	\$30,114*
Auditor	Business Tax Specialist	August 1, 2017	\$32,907*
Administration (Office of Management & Budget)	Budget Analyst	January 1, 2018	\$21,839*
Administration (Office of Risk Management)	Safety Officer	January 1, 2018	\$26,823*
Administration (Office of Risk Management)	Claims Assistant	October 1, 2017	\$32,228*

***Position will be funded out of the Non-departmental budget**

Upon my direction (see attached email dated June 6, 2017), eight over hires were authorized in fiscal year 2017 for the Emergency Services Department. The approval of the new positions as outlined in the table above for the Emergency Services Department will amend the number of over hires from eight (8) to two (2).

In the Spirit of Excellence,

Gerald Seals
County Administrator