

**RICHLAND COUNTY**  
**ADMINISTRATION & FINANCE**  
**COMMITTEE AGENDA**



**Thursday, NOVEMBER 21, 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

November 21, 2019 - 6:00 PM  
Council Chambers  
2020 Hampton Street, Columbia, SC 29204

1. **CALL TO ORDER** The Honorable Joyce Dickerson
  - a. CALL TO ORDER
2. **APPROVAL OF MINUTES** The Honorable Joyce Dickerson
  - a. Regular Session: October 22, 2019 [**PAGES 6-13**]
3. **APPROVAL OF AGENDA** The Honorable Joyce Dickerson
4. **ITEMS FOR ACTION** The Honorable Joyce Dickerson
  - a. Conversion of Six Part-Time Deputy Coroner Positions to Full-Time Status [**PAGES 14-35**]
  - b. Amend the Hospitality Tax Council Allocation Process [**PAGES 36-45**]
  - c. Intergovernmental Agreement – Town of Eastover - Magistrate Renewal [**PAGES 46-55**]
  - d. Intergovernmental Agreement with the City of Columbia for Murray Point Water system [**PAGES 56-74**] The Honorable Joyce Dickerson
5. **ITEMS PENDING ANALYSIS: NO ACTION REQUIRED**
  - a. Approval of Award for Engineering Services - Kneece Road Sidewalk Design
  - b. Approval of Award for Engineering Services – Longreen Parkway Sidewalk Design The Honorable Joyce Dickerson
6. **ADJOURN**



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## Richland County Council

### ADMINISTRATION AND FINANCE COMMITTEE

October 22, 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

OTHER COUNCIL MEMBERS PRESENT: Chakisse Newton, Allison Terracio, Jim Manning and Paul Livingston

OTHERS PRESENT: Michelle Onley, Larry Smith, Stacey Hamm, Jennifer Wladischkin, John Thompson, Clayton Voignier, Ashiya Myers, Ashley Powell, Angela Weathersby, Leonardo Brown, Dale Welch, Gary Watts, Judy Carter, Sandra Haynes, Chris Eversmann, Michael Niermeier, Stephen Staley, James Hayes, and Tyler Kirk

1. **CALL TO ORDER** – Ms. Dickerson called the meeting to order at approximately 6:00 PM.
2. **APPROVAL OF MINUTES**
  - a. **September 24, 2019** – Ms. Myers moved, seconded by Ms. McBride, to approve the minutes as distributed.

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

The vote in favor was unanimous.

3. **ADOPTION OF AGENDA** – Ms. Dickerson stated the Coroner has another appointment, and has requested Item (e): “Coroner’s Office Position Conversion Request” be moved up on the agenda.

Ms. Myers moved, seconded by Ms. McBride, to adopt the agenda as amended.

In Favor: Malinowski, Walker, Dickerson and McBride

Present but Not Voting: Myers

The vote in favor was unanimous.

4. **ITEMS FOR ACTION**

- a. **Coroner’s Office Position Conversion Request** – Mr. Watts stated approximately 2 ½ years ago, he met with Finance and the County Administrator concerning their part-time employees (i.e. Deputy Coroners) that they were paying as full-time employees. They were receiving the number of hours, but they were not receiving benefits. Therefore, the department was spending tens of thousands of dollars to train these individuals in order for them to receive their State and National certifications, and for them to be accredited and equipped, only to lose them to

other agencies because they were not receiving benefits. We came up with a plan to switch the 18 part-time employees to full-time employees at a rate of three (3) every 6 months. He stated they went through 12 conversions in the last budget process, but the notes were not carried over to this budget process. Therefore, in July, they proceeded with the conversion of three (3) part-time the employees, and it got caught in the quagmire, at that point. During the process of converting the three (3) positions, they lost one. There were three (3) more scheduled to be converted in January 2020, which would have completed the process. To him, it was a situation where we were losing money. Not only were they losing the money to train and equip these individuals, but because they were still considered part-time they would receive overtime pay. The full-time employees are exempt, but the part-time are not. In the long run, it is a money saving event for the County. He believes transferring them to full-time status outweighs the cost of continually training and losing employees to other agencies.

Mr. Hayes stated his concern, when he took the position in June 2017, this item was already in place, and he could find no record that Council had approved the positions, during the budget process. With there not being a record in Biennium I, there was no carryover. Also, when we talk about the fiscal impact, the part-time budget ended the year in the red.

Ms. Myers inquired if the part-time budget ended in the red because they should have been converted to full-time.

Mr. Hayes stated he was not a part of Biennium Budget I, so he does not know the math they did. He is concerned they did not properly budget for that because if they had the item would not have gone in the red. They ended up having to pull money from the salary line item to cover the negative balance in the part-time line item. He stated, when he did the projections for FY20, it looks like the part-time line item is going to end in a deficit of approximately \$100,000.

Ms. Myers stated, if we assume, for argument sake, it is an approved item, what is the budgetary impact, and is it something that is sustainable and affordable.

Mr. Hayes stated the first budgetary impact would be covering the deficit of \$100,000, and that is before the additional impact of other items (i.e. insurance).

Ms. Myers stated, for clarification, the recommendation is for Council to approve the request. Therefore, she is trying to get a handle on what that means for the budget, and where we are going to find the money.

Mr. Hayes stated they would have to use vacancy recovery funds to cover the deficit.

Ms. Myers inquired if the vacancy recovery fund is sufficiently healthy enough to cover what the Coroner is requesting.

Mr. Hayes responded he believes we should be able to handle that.

Ms. Myers stated it would be helpful for Council to have an analysis, as to where the money would come from, what the full fiscal impact would be, and how we plan to sustain it.

Mr. Malinowski inquired, of the parliamentarian, if there are any violations of Richland County policy, when employees are arbitrarily converted from part-time to full-time.

Mr. Smith stated that is more appropriate for the Human Resources to answer. He stated he is not familiar enough with the County's personnel policies and procedures, in terms of how that works. There may also be a question about whether it complies with the Fair Labor Standards Act, which he has not had an opportunity to address.

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October 22, 2019**

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Mr. Malinowski stated he would like those answers before we move any further on this matter.

Mr. Brown stated the part that relates to the Fair Labor Standards Act would not have any impact on whether the County decides to move a position from part-time to full-time. He stated, as it relates to the Affordable Care Act, it would need to be determined, based on the number of hours the individual has routinely worked, if they have met the base period to be eligible for certain benefits.

Mr. Malinowski stated he wondered why Human Resources did not bring it to someone's attention. He stated there seems to be a lot of wrongs in this situation, and when he sees a quote that says, "...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'". He considers that a brazen flaunting of the rules. In reviewing what Mr. Hayes gave us, it said, in looking at Biennium Budget I and II, he was unable to find any reference to any Coroner positions. They were there for the Public Defender, Solicitor, CASA, but nothing from the Coroner. This whole thing seems like a backdoor deal between the Coroner and the previous Administrator.

Mr. Walker inquired if this item is time sensitive.

Mr. Watts stated, as he explained, 12 positions have been converted over the past 2 ½ years. One of the three that was scheduled to be converted on July 1, 2019 was lost because the individual went to another agency. The other two were in the process of being converted, when HR noticed there were some issues with it not being in the budget. Therefore, they are still be paid as part-time employees. There are three additional positions that are scheduled for January 1, 2020.

Mr. Walker stated, because he feels like if some of these questions do not get answered, this thing is going to go sideways in a hurry. There are questions that have been posed to staff; he believes it would be prudent we have the answers to before we tried to make decisions. If we do, in the absence of those answers, it is not going to end very well.

Mr. Walker moved, seconded by Mr. Malinowski, to defer this item to the November committee meeting to allow staff to bring back to the questions that have been posed.

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

The vote in favor was unanimous.

- b. Approval of Award for Engineering Services – Kneece Road Sidewalk Design – Mr. Malinowski moved, seconded by Ms. Dickerson, to approve for discussion.

Mr. Malinowski inquired if there is any type of list for sidewalk requests.

Mr. Eversmann stated, to his knowledge, he does not believe there is a master plan for sidewalks. We deal with sidewalk requests piecemeal from stakeholders (i.e. citizens, school districts, etc.). Once the request is received, the County Engineer then vets it. If there is merit to the project, it is forwarded to the CTC for consideration. If the CTC funds the project, then County staff moves ahead with the procurement.

Mr. Malinowski stated, on the bottom of p. 17 of the agenda packet, it lists several items they cannot put an accurate figure to what the costs will be. Yet, we have an initial estimated cost of \$820,000. These unknown costs would obviously drive the price higher. Under fiscal impact, it



states the CTC has awarded funding for both design and construction of the project. He inquired if that is for the \$820,000 cost, and if so, what happens when these other costs come in and drive the costs up.

Mr. Eversmann stated he believes the contingency was an effort to address those unknowns.

Mr. Staley stated there is a 20% contingency for the unknowns. If we go above that amount, we would go back to the CTC and requested additional funds.

Ms. Myers stated, Ms. Newton, Mr. Malinowski and herself, sat in a meeting where they discussed what Public Works' scope of responsibility was. In that meeting, they were told Public Works built sidewalks for the County, and the road responsibility for Public Works had been pushed to the Penny Tax. Her question is, if that is the case, why would we outsource this sidewalk, and not a Public Works' project.

Mr. Eversmann stated Public Works does not typically build a large sidewalk project. They will repair sidewalks, if sidewalks are damaged or buckled, but they may outsource those repairs too, if it is appropriate. Public Works does not, has not, and would not recommend utilizing in-house labor or design for a project of this magnitude.

Ms. Myers stated, for clarification, we do not use our in-house labor to design or build sidewalks or roads.

Mr. Eversmann responded in the affirmative.

Ms. Myers inquired as to what the Public Works Department's responsibilities are.

Mr. Eversmann responded they are responsible for maintenance and repair, as well as management of projects that are outsourced for design and/or construction.

Ms. Myers stated this is a design/build outsourcing. She stated we are going to pay somebody to manage this.

Mr. Eversmann stated what is before Council is professional services for design, which includes the surveying, permitting and design work.

Mr. Staley stated the \$820,000 encompasses the design and construction. They have not identified a contractor because they have to have design plans prior to the project being bid out.

Ms. Myers stated she is asking where the County's Public Works Department fits in, with regard to all these projects. She stated we are transitioning the Penny in-house, and if what we are saying is there are no projects this team is responsible for, what is the responsibility of the Public Works Department.

Mr. Eversmann stated Public Works is basically maintenance and repair, when it comes to transportation infrastructure, whether paved roads or sidewalks. In this case, we are looking for management of a project that will be done using engineering firms for the design, and, in the future, private construction contractors for the construction.

Ms. Newton stated, for clarification, the new sidewalks are all done with CTC funding.

Mr. Staley responded in the affirmative.

Ms. Newton stated she would be interested, apart from this, in knowing what, if any, best practices there are, in terms of how we approach sidewalks. She stated sidewalks are a frequent topic of conversation in her area, so maybe she needs to tell her people to get in line and request sidewalks more frequently. If there is any information on how might be able to address that more proactively, she would appreciate it.

Ms. McBride stated we prioritize sidewalks for transportation and infrastructure for the roads, and she thought we were supposed to prioritize these sidewalks and then decide on them, as well. She inquired if they were a part of a prioritization process that Council approved.

Mr. Staley stated, historically, it is based on a first come, first serve call-in. Public Works receives a request from someone asking for a sidewalk, and Public Works' staff then looks at the proximity of the sidewalk to schools, if the sidewalk will connect schools to a park, of if it makes sense to have a sidewalk there for safety reasons. If it meets those criteria, they forward the request to the CTC for approval or denial. Recently, the CTC has approved the requests.

Ms. McBride stated she is concerned because when she first came on Council she was trying to get a sidewalk, and she was told the County did not do sidewalks. Now, she is being asked to vote for sidewalks, so this is very confusing to her.

Mr. Walker stated there seems to be a tight target group, as far as the companies that are bidding on these projects. He inquired if we are that limited in this market. He stated, to see the same 7 names back-to-back in 2 projects, there seems to be a layer between the dollars and the execution of the work. He inquired if we know if this contractor executes in-house the work scoped, or do they sub it out to someone else to do, and they participate simply as a broker.

Ms. Wladischkin stated the contractors typically propose a team approach. There is not many firms, unless it is a large firm, which could have all of the capabilities in-house, so they would propose sub-consultants under themselves.

Mr. Walker stated this is specific to the engineering scope. We are about to award a \$135,000 engineering contract. He would expect that to be handed directly to an engineering firm that specializes in engineering. He inquired if we have vetted that. The other thing that he looked at was the overall budget of this project. When he realized \$451,000 was going into the ground and the rest was buried in soft costs that it seemed to be a recurring theme. He thinks this is somewhere we can improve. He wants to understand if this particular entity self performs this work because this is specifically an engineering scope. He stated he knows 20 different engineering firms that could scope this for us.

Ms. Wladischkin stated they do have engineers. She stated she could get a list of their sub-consultants, if that information would be useful.

Mr. Staley stated they are also a part of the OET on the Transportation Penny projects.

Mr. Walker stated he is aware of that. Hence his diligence. He wants to make sure that as many dollars, as possible, go in the ground, on behalf of the constituents, and all of these soft costs and layered integral consultants are becoming problematic.

Mr. Malinowski inquired if the evaluators, in both projects, were the same persons.

Ms. Wladischkin stated, on this occasion, they were because the projects were done at almost the same time.

Mr. Malinowski inquired if what the evaluators are evaluating these businesses on is the same in each case. On the 2<sup>nd</sup> sidewalk project, the evaluators consistently rated the same businesses at, or below, what they evaluated them as on the 1<sup>st</sup> one. For example, on the 1<sup>st</sup> one, DESA's total was 277. On the 2<sup>nd</sup> one, it was 262, which is quite a big difference. He inquired why there would be a difference, if the evaluators were rating them based on their knowledge of the businesses, and what they are providing.

Ms. Wladischkin stated the evaluators are evaluating the individual proposals that the companies presented. She stated it could be that, in a certain situation, a company better addressed a particular area.

Ms. McBride inquired if the evaluators are staff members or are they external evaluators.

Ms. Wladischkin stated the evaluators could be different for each solicitation. In this case, the 3 evaluators were County staff. They have used external evaluators, in certain circumstances, if there is a particularly interested stakeholder or have a certain area of expertise.

Ms. McBride inquired what staff members evaluated the proposals.

Ms. Wladischkin stated this was Public Works' staff.

Mr. Jackson inquired if it is a blind review.

Ms. Wladischkin responded that it is not.

Mr. Jackson stated, by way of explanation, when you see the name of a company, and you are familiar with them, you may make some assumptions that they can do certain things. If you were not familiar with them, you would not make those assumptions, so the rating may be a little different.

Ms. Dickerson stated she is concerned about how these sidewalks were prioritized, and that we keep outsourcing to the same companies. She wants to make sure that everyone has the opportunity to participate.

Ms. Myers inquired if there is a policy by which we determine where we put sidewalks, and how people apply for a sidewalk.

Mr. Staley stated, historically, the requests have come through the Ombudsman's One Stop System.

Ms. Myers stated, for clarification, we do not have an overarching County plan that tells us where we should be building sidewalks. We wait for citizens to come to us about sidewalks.

Mr. Staley responded in the affirmative.

Ms. Myers suggested, going forward, it would be helpful if we had a process. Then, people would understand what to do to get a sidewalk in their area. In addition, if we had a cost per foot to build a sidewalk, we would be in a better position to evaluate whether what we are doing is reasonable and fair.

Ms. Dickerson stated she does not want to be caught in the trap of having a contingency, and when we get midway in the project we do not have the funding to complete it. She does not understand how these 2 sidewalk projects take priority over the other sidewalks that we have been trying to get for a long time.

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Mr. Walker made a substitute motion, seconded by Mr. Malinowski, to deny the award to DESA and to have the County Administrator work with the Public Works Department to come back to us, at the committee level, with a policy for sidewalk ranking, implementation and construction, as well as, a recommendation on capturing savings by utilizing the Public Works Department moving forward.

Ms. Myers inquired if Mr. Walker's motion is suggesting that we give up the CTC funding for the sidewalks.

Mr. Walker stated the motion was intended to deny the award, as currently presented, and have the Administrator work with internal staff to come back with a policy on how, moving forward, to implement procedures for construction of sidewalks. He suggested to amend the motion to defer the award of the contract.

Mr. Livingston stated, for clarification, the CTC could decide to do something different with these funds.

Mr. Eversmann responded in the affirmative.

Mr. Walker stated, as mentioned earlier, the CTC has recently been willing to do most projects, as presented. Therefore, his motion stands, as amended.

Mr. Smith stated, as he understands this, this is a request to approve this particular contractor. He was trying to find out, from staff, whether it was the denial of the contract to the particular contractor that was recommended. He does not believe it affects the funding.

Mr. Eversmann stated he does not know if it affects the funding. The funds have been awarded, by the CTC, to the County, for the express purpose of these 2 sidewalk projects. They went through the County procurement process for professional services, and came forward with a recommendation for a design firm.

Mr. Smith stated, if Mr. Walker's motion is to deny the contract, there is no requirement that you award it, based on staff's recommendation. It is his understanding; the intent of the motion is to use the CTC funding for the purpose for which they were given to the County, which is to build sidewalks, but not to use this particular contractor. In addition, to have the Administrator to go back and work with staff to create a policy about how we are going to go forward with prioritizing these sidewalks and having our Public Works Department be involved in doing various things, as it relates to these projects.

Ms. Myers made a second substitute motion, seconded by Mr. Walker, to defer this item to the November committee meeting, in order to receive answers to the questions raised, and ensure we do not jeopardize the funding.

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

The vote in favor was unanimous.

- c. Approval of Award for Engineering Services – Longreen Parkway Sidewalk Design – Ms. Myers moved, seconded by Mr. Walker, to defer this item to the November committee meeting.

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

The vote in favor was unanimous.

- d. Quitclaim Deed for Right-of-Way – 1300 Block of Marion Street – Lofts Apartments – Ms. Myers moved, seconded by Ms. Dickerson, to forward to Council with a recommendation to approve the quitclaim deed.

Mr. Malinowski stated, in reviewing the briefing document, the attorneys said they have gone back for years. They do not feel they have any title problem, given the passage of time. Their review determined that the right-of-way was a private right-of-way, and was never a public right-of-way. That being the case, he does not understand why they are coming to Council for action.

Mr. Smith stated, as he understands it, a portion of what Mr. Malinowski said is correct. In addition to that, it appears their research also shows there is an 8' X 8" section of the right-of-way in the County's name. To the extent, that Richland County has any interest in this property, we are giving up whatever interest we may or may not have in the property. As he understands it, when the IRS granted a Historic Preservation Easement to Historic Columbia, the question came up as to whether this was or was not a public right-of-way. We are simply assisting them in clarifying that question.

Mr. Malinowski inquired how much the 8' X 8" is worth.

Mr. Smith stated he could not tell you how much the right-of-way is worth.

In Favor: Myers, Dickerson and McBride

Opposed: Malinowski and Walker

The vote was in favor.

- e. Hospitality Tax Allocation Process – Mr. Walker moved, seconded by Mr. Malinowski, to defer this item until the November committee meeting.

In Favor: Malinowski, Myers, Walker and Dickerson

Present but Not Voting: McBride

The vote in favor was unanimous.

5. **ADJOURNMENT** – The meeting adjourned at approximately 6:53 PM.



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

<b>Legal Review</b>	Elizabeth McLean via email	<b>Date:</b>	October 14, 2019
<b>Budget Review</b>	James Hayes via email	<b>Date:</b>	October 17, 2019
<b>Finance Review</b>	Stacey Hamm via email	<b>Date:</b>	September 30, 2019
<b>Approved for Council consideration:</b>	Assistant County Administrator	John M. Thompson, Ph.D.	
<b>Committee</b>	Administration & Finance		
<b>Subject:</b>	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 1<sup>st</sup>, 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
4. Budget Analysis of Coroner Position Conversion
5. Email communication from Dwight Hanna to County Administrator Leonardo Brown

**CATHY RAWLS**

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**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

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

Copy please

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**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

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**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

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**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

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**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

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**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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto:Thompson.John@RichlandCountySC.gov)

---

**From:** JAMES HAYES <[HAYES.JAMES@richlandcountysc.gov](mailto:HAYES.JAMES@richlandcountysc.gov)>  
**Sent:** Thursday, September 19, 2019 3:20 PM  
**To:** JOHN THOMPSON <[THOMPSON.JOHN@richlandcountysc.gov](mailto:THOMPSON.JOHN@richlandcountysc.gov)>

**Cc:** LEONARDO BROWN <[BROWN.LEONARDO@richlandcountysc.gov](mailto: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](mailto: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](mailto:Thompson.John@RichlandCountySC.gov)

---

**From:** JAMES HAYES <[HAYES.JAMES@richlandcountysc.gov](mailto:HAYES.JAMES@richlandcountysc.gov)>

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

**To:** JOHN THOMPSON <[THOMPSON.JOHN@richlandcountysc.gov](mailto:THOMPSON.JOHN@richlandcountysc.gov)>

**Cc:** LEONARDO BROWN <[BROWN.LEONARDO@richlandcountysc.gov](mailto: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](mailto:THOMPSON.JOHN@richlandcountysc.gov)>

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

**To:** JAMES HAYES <[HAYES.JAMES@richlandcountysc.gov](mailto:HAYES.JAMES@richlandcountysc.gov)>

**Cc:** LEONARDO BROWN <[BROWN.LEONARDO@richlandcountysc.gov](mailto: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](mailto:Thompson.John@RichlandCountySC.gov)

---

**From:** LEONARDO BROWN <[BROWN.LEONARDO@richlandcountysc.gov](mailto:BROWN.LEONARDO@richlandcountysc.gov)>  
**Sent:** Friday, August 23, 2019 8:29 AM  
**To:** JOHN THOMPSON <[THOMPSON.JOHN@richlandcountysc.gov](mailto:THOMPSON.JOHN@richlandcountysc.gov)>; JAMES HAYES <[HAYES.JAMES@richlandcountysc.gov](mailto: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  
Richland County Government  
County Administration Office  
[brown.leonardo@richlandcountysc.gov](mailto:brown.leonardo@richlandcountysc.gov)

P 803-576-2054 O 803-576-2059

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Columbia, SC 29204  
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***"Striving for Excellence"***

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**From:** JOHN THOMPSON <[THOMPSON.JOHN@richlandcountysc.gov](mailto:THOMPSON.JOHN@richlandcountysc.gov)>  
**Sent:** Thursday, August 22, 2019 6:49 PM  
**To:** JAMES HAYES <[HAYES.JAMES@richlandcountysc.gov](mailto:HAYES.JAMES@richlandcountysc.gov)>  
**Cc:** LEONARDO BROWN <[BROWN.LEONARDO@richlandcountysc.gov](mailto: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

**John M. Thompson, Ph.D., MBA, CPM**  
Assistant County Administrator  
Richland County Government  
Office of the County Administrator  
[Thompson.John@RichlandCountySC.gov](mailto:Thompson.John@RichlandCountySC.gov)  
**P** [803-576-2054](tel:803-576-2054) **F** [803-576-2137](tel:803-576-2137)  
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On Aug 22, 2019, at 6:36 PM, JAMES HAYES <[HAYES.JAMES@richlandcountysc.gov](mailto: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  
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](mailto:THOMPSON.JOHN@richlandcountysc.gov)>

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

**To:** SHEREKA JACKSON <[JACKSON.SHEREKA@richlandcountysc.gov](mailto:JACKSON.SHEREKA@richlandcountysc.gov)>; JAMES HAYES <[HAYES.JAMES@richlandcountysc.gov](mailto:HAYES.JAMES@richlandcountysc.gov)>  
**Cc:** DWIGHT HANNA <[HANNA.DWIGHT@richlandcountysc.gov](mailto: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**

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

[Thompson.John@RichlandCountySC.gov](mailto:Thompson.John@RichlandCountySC.gov)

---

**From:** SHEREKA JACKSON <[JACKSON.SHEREKA@richlandcountysc.gov](mailto:JACKSON.SHEREKA@richlandcountysc.gov)>  
**Sent:** Thursday, August 22, 2019 3:52 PM  
**To:** JOHN THOMPSON <[THOMPSON.JOHN@richlandcountysc.gov](mailto:THOMPSON.JOHN@richlandcountysc.gov)>  
**Cc:** DWIGHT HANNA <[HANNA.DWIGHT@richlandcountysc.gov](mailto: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  
Richland County Government  
Human Resource Services

[jackson.shereka@richlandcountysc.gov](mailto:jackson.shereka@richlandcountysc.gov)

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**From:** JOHN THOMPSON <[THOMPSON.JOHN@richlandcountysc.gov](mailto:THOMPSON.JOHN@richlandcountysc.gov)>  
**Sent:** Thursday, August 22, 2019 3:37 PM  
**To:** SHEREKA JACKSON <[JACKSON.SHEREKA@richlandcountysc.gov](mailto:JACKSON.SHEREKA@richlandcountysc.gov)>  
**Cc:** DWIGHT HANNA <[HANNA.DWIGHT@richlandcountysc.gov](mailto: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

**John M. Thompson, Ph.D., MBA, CPM**  
Assistant County Administrator  
Richland County Government  
Office of the County Administrator  
[Thompson.John@RichlandCountySC.gov](mailto:Thompson.John@RichlandCountySC.gov)  
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<SKM\_C65819082218310.pdf>



**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

## Coroner Personnel Analysis

Projected Surplus Salaries	69,085.00	
Projected Deficit Part-time	(107,174.00)	
Projected Additional Costs per Finance	(46,064.00)	
<b>Total</b>	<b>(84,153.00)</b>	-

The Coroner's Office is currently projected to have a deficit in PT even without any conversion; the deficit would loom larger upon conversion with the additional costs factored in by Finance for health insurance costs. The projected surplus in salaries would offset it some.

## Coroner Personnel Analysis-Salaries

Salaries Budget	1,068,320.00
Additonal funds from TRS	62,000.00
YTD Actual Expenditures	380,635.00
Projected additional Need Thru 06/30	680,600.00
Projected Balance 06/30	69,085.00

## Coroner Personnel Analysis-Part-Time

Part Time Budget	259,296.00
Additonal funds from TRS	80,000.00
YTD Actual Expenditures	137,710.00
Projected additional Need Thru 06/30	308,760.00
Projected Balance 06/30	(107,174.00)

The Total Rewards Funds will be added to the Coroner's Budget

**ASHIYA MYERS**

---

**From:** DWIGHT HANNA  
**Sent:** Friday, November 15, 2019 10:13 AM  
**To:** DWIGHT HANNA; LEONARDO BROWN; JAMES HAYES  
**Cc:** ASHIYA MYERS  
**Subject:** Re: 10|22 Administration and Finance Committee Follow-up

Mr. Brown,

To be clear on the HR policy question, I am not aware of there being a HR policy which would speak to this as a violation.

But again, it has been the practice and my clear understanding Council approves new positions.

T. Dwight Hanna, IPMA-HR SCP, CCP, SHRM-SCP, ADAC, CBP

"The most important thing in communication is hearing what isn't said."  
- Peter Drucker

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

**From:** DWIGHT HANNA <HANNA.DWIGHT@richlandcountysc.gov>  
**Date:** 11/15/19 10:02 AM (GMT-05:00)  
**To:** LEONARDO BROWN <BROWN.LEONARDO@richlandcountysc.gov>, JAMES HAYES <HAYES.JAMES@richlandcountysc.gov>  
**Cc:** ASHIYA MYERS <MYERS.ASHIYA@richlandcountysc.gov>  
**Subject:** Re: 10|22 Administration and Finance Committee Follow-up

Mr. Brown,

As it relates, to number 2 and number 3 - historically Council has approved [new] full time positions. The Administrator may approve a reclassification of a full time position approved by Council to another job classification.

As it relates to part time employees, there us no conversion policy - from part time to full time position. Richland County part jobs are not budgeted and funded "positions". Part time employees are paid from a funds budgeted in part time line item. The part time funds are approved by Council during the budget. And the Administrator and Director of HR can designate part time slots within the budget approved by Council.

T. Dwight Hanna, IPMA-HR SCP, CCP, SHRM-SCP, ADAC, CBP

"The most important thing in communication is hearing what isn't said."  
- Peter Drucker

Sent from my Verizon, Samsung Galaxy smartphone



----- Original message -----

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

Date: 11/13/19 8:42 AM (GMT-05:00)

To: DWIGHT HANNA <HANNA.DWIGHT@richlandcountysc.gov>, JAMES HAYES  
<HAYES.JAMES@richlandcountysc.gov>

Cc: ASHIYA MYERS <MYERS.ASHIYA@richlandcountysc.gov>

Subject: FW: 10|22 Administration and Finance Committee Follow-up

Good morning Mr. Hanna and Mr. Hayes,

Please review the email below for context.

Mr. Hayes, concerning the Coroner's Office positions, will you please respond to item 1. today?

Mr. Hanna, concerning the Coroner's Office positions, will you please respond to items 2. and 3. today?

**LEONARDO BROWN, MBA, CPM**

County Administrator

Richland County Government

County Administration Office

[brown.leonardo@richlandcountysc.gov](mailto:brown.leonardo@richlandcountysc.gov)

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---

**From:** ASHIYA MYERS  
**Sent:** Tuesday, October 22, 2019 7:19 PM  
**To:** LEONARDO BROWN <[BROWN.LEONARDO@richlandcountysc.gov](mailto:BROWN.LEONARDO@richlandcountysc.gov)>; ASHLEY POWELL <[POWELL.ASHLEY@richlandcountysc.gov](mailto:POWELL.ASHLEY@richlandcountysc.gov)>  
**Subject:** 10|22 Administration and Finance Committee Follow-up

Good Evening, Mr. Brown, Ms. Powell, and Dr. Thompson,

I noted several requests from the October 22<sup>nd</sup> Administration & Finance committee's discussion that I felt were prudent to share with you for appropriate assignment:

During its discussion of the Coroner's Office position conversion request, the Committee requested the following:

1. A detailed, financial/budgetary analysis of the fiscal impact of the conversion;
2. Any potential violations of the County's Human Resources' policies regarding "arbitrary conversions of part time positions to full time positions;" and
3. Any County Human Resources' or other policies regarding position conversions.

During its discussion of the sidewalk designs for Kneece Rd and Longreen Parkway, the following was requested:

1. Development of a definitive process by which sidewalks are proposed/applied for, brought before Council, and funded;
2. Methodology to ensure costs associated with projects are primarily for hard costs instead for soft costs;
3. What, if any, best practices exist to govern a proactive approach to sidewalk construction;
4. Definitive cost per foot for the construction of sidewalks; and
5. If denial of the awarding of a contract leads to the loss of funding from the CTC for a defined project.

This information was requested to be provided by the November Administration and Finance committee. Information for November committees is due to Administration by November 7, 2019.

Sincerely,

**Ashiya A. Myers, MAT**

Assistant to the County Administrator

Richland County Government

Administration

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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

<b>Legal Review</b>	Elizabeth McLean via email	<b>Date:</b>	October 10, 2019
<b>Finance Review</b>	Stacey Hamm via email	<b>Date:</b>	October 10, 2019
<b>Approved for Council consideration:</b>	County Administrator	Leonardo Brown, MBA, CPM	
<b>Committee</b>	Administration & Finance		
<b>Subject:</b>	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.”

<b>Council Member</b>	Paul Livingston, District 4
<b>Meeting</b>	Regular Session
<b>Date</b>	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](mailto:Gaither.Steven@richlandcountysc.gov)



Agenda Briefing

**To:** Committee Chair Joyce Dickerson and Members of the Committee  
**Prepared by:** Ashiya A. Myers, Assistant to the County Administrator  
**Department:** Administration  
**Date Prepared:** October 08, 2019 **Meeting Date:** November 21, 2019

<b>Legal Review</b>	Elizabeth McLean via email	<b>Date:</b>	November 15, 2019
<b>Budget Review</b>	James Hayes via email	<b>Date:</b>	November 15, 2019
<b>Finance Review</b>	Stacey Hamm via email	<b>Date:</b>	November 14, 2019
<b>Other Review:</b>	Chief Magistrate Tomothy Edmond	<b>Date:</b>	October 23, 2019
<b>Approved for Council consideration:</b>	County Administrator	Leonardo Brown, MBA, CPM	
<b>Committee</b>	Administration and Finance Committee		
<b>Subject:</b>	Intergovernmental Agreement – Town of Eastover - Magistrate Renewal		

**Recommended Action:**

Chief Magistrate Edmond recommends approving the renewal of the Intergovernmental Agreement (IGA) with the Town of Eastover for the Town of Eastover Municipal Judge.

**Motion Requested:**

Move to accept the Chief Magistrate’s recommendation to renew the Intergovernmental Agreement with the Town of Eastover for the Town of Eastover Municipal Judge.

**Request for Council Reconsideration:**  Yes

**Fiscal Impact:**

There is no fiscal impact to the County. Per the IGA, the Town of Eastover shall pay all compensation for Judge Simons’s services as a Town of Eastover Municipal Judge, including, but not limited to, FICA and State retirement.

**Motion of Origin:**

There is no associated Council motion of origin.

<b>Council Member</b>	
<b>Meeting</b>	
<b>Date</b>	

**Discussion:**

On September 18, 2019, Town of Eastover Mayor Geraldene Robinson requested that Donald J. Simons continue to serve as the Town of Eastover Municipal Judge. Judge Simons has served since September 4, 2015. The terms of the agreement state Judge Simons's term is "not to exceed four years and until his successor is appointed and qualified;" therefore, the agreement must be amended, modified, or changed by written agreement.

Chief Magistrate Tomothy Edmond has reviewed the agreement and agrees it is consistent with other, related agreements.

**Attachments:**

1. Intergovernmental Agreement executed September 04, 2015
2. Unexecuted Intergovernmental Agreement

**STATE OF SOUTH CAROLINA**  
**COUNTY OF RICHLAND**

**INTERGOVERNMENTAL  
SERVICE CONTRACT**

This Agreement made and entered in to between the COUNTY OF RICHLAND, a political subdivision of the State of South Carolina, hereinafter referred to as the "County", and the TOWN OF EASTOVER, a political subdivision of the State of South Carolina, hereinafter referred to as the "Town".

WHEREAS, the Town is desirous of providing an efficient and effective municipal court system utilizing the most qualified judicial personnel available;

WHEREAS, the Town desires to utilize the services of Richland County Magistrate, Donald J. Simons for the position of Town of Eastover Municipal Judge; and

WHEREAS, the County is willing to permit Donald J. Simons to serve as the Town of Eastover Municipal Court Judge; and

WHEREAS, The County and the Town are authorized to enter into the Agreement by virtue of the provisions of Sections 4-9-40 and 14-25-25 of the South Carolina Code of Laws of 1976, as amended, and as authorized by Order of South Carolina Supreme Court dated May 25, 2001.

NOW, THEREFORE, it is mutually agreed by and between the Town and County as follows:

1. Judge Donald J. Simons shall serve as the Town of Eastover Municipal Court Judge.
2. Judge Donald J. Simons shall perform all functions and provide such services to the Town as have been customarily rendered by the Town's Municipal Court Judge, consisting of but not limited to conducting bench and jury trials, issuing arrest warrants, setting bonds, and such other duties and functions as shall be mutually agreed upon by the parties. The provision of such services shall be in a time and manner so as not to interfere with Judge Donald J. Simons' regular duties with Richland County.
3. While actually performing the functions and duties of the Municipal Judge, Donald J. Simons shall be totally responsible and dedicated to the benefit and objectives of the judicial system of the Town, without interference from or influence by County, its employees, or its Council.
4. In order to compensate the County for the services of Richland County Magistrate, Donald J. Simons serving as Town of Eastover Municipal Judge, the Town shall pay the County the sum Three Hundred Fifty-Five and 05/100 (\$355.05) Dollars per month or prorated portion thereof, plus the employer's share of FICA, State Retirement, and any other sums customarily paid by an employer, calculated on the monthly amount paid, said sum being due on or before the last day of the month of each and every month that said judicial services are rendered. Said sum shall constitute the total compensation to Donald J. Simons for services as Municipal Judge. The County shall be responsible for all required deductions and reporting all sums for withholding, social security,



unemployment, and any other deductions on the sums paid for the judicial services of Judge Donald J. Simons.

5. All compensation for Richland County Magistrate Donald J. Simons' services as a Town of Eastover Municipal Judge, including but not limited to FICA and State retirement, shall be paid by the Town according to paragraph 4, above. The sums paid to the County for the services of Richland County Magistrate Donald J. Simons less the deductions set forth herein, shall be duly paid to Donald J. Simons. In the event that Richland County Magistrate Donald J. Simons services as Town of Eastover Municipal Judge terminate for any reason, this Agreement shall automatically terminate, the compensation paid by the Town to the County pursuant to this agreement shall cease, and no further payments pursuant to this Agreement shall be made to Richland County Magistrate Donald J. Simons. It is further understood and agreed by the parties and by Donald J. Simons as evidenced by his consenting signature below, that for the purposes of determining Richland County Magistrate Donald J. Simons' salary under S. C. Code 22-8-40(j) only, no monies paid pursuant to the Agreement shall constitute Richland County Magistrate Donald J. Simons' salary from Richland County, but shall be considered merely as a pass through payment from the Town for services rendered as Town of Eastover Municipal Judge pursuant to this Agreement. As such, cessation of payments pursuant to this Agreement shall not constitute a reduction of salary under S. C. Code 22-8-40(j) and the County shall not be required to pay Donald J. Simons any monies to compensate for the loss of monies associated with the cessation of his services as a Town of Eastover Municipal Judge and of this Agreement.
6. This agreement may be terminated, at any time, by the Town, the County, or Judge Donald J. Simons by giving all parties thirty (30) days written notice of termination.
7. The Agreement may be amended, modified, or changed only by written agreement of the Council of Richland County and Council of the Town of Eastover, except that the Town reserves the right to alter or change, from time to time, the compensation rendered to Judge Donald J. Simons for his services to the Town, without further approval of the County. Any such change in compensation shall be timely reported to the County by the Town.
8. The Town shall be responsible for defending any and all claims, demands, and/or actions brought against the Town and/or Judge Donald J. Simons arising out of or from any act(s) and/or omission(s) on the part of Judge Donald J. Simons during the course of providing such judicial services to the Town.
9. The assignment of Judge Donald J. Simons as Municipal Judge for the Town shall be made by the Chief Summary Court Judge for Richland County in accordance with the terms of this Agreement. Additionally, the Town shall comply with the requirements of S. C. Code Ann. Section 14-25-145 (2004), and in particular (i) shall pursuant to

subsection (A) appoint Magistrate Simons to serve for a set term "not to exceed four years and until his successor is appointed and qualified"; and (ii) shall pursuant to subsection (B) "notify South Carolina Court Administration of" the appointment of Magistrate Judge Donald J. Simons as Municipal Judge for the Town of Eastover.

(Remainder of page left intentionally blank.)

IN WITNESS WHEREOF WE THE UNDERSIGNED have this 4th day of September 2015, set our hand and seal hereon.

RICHLAND COUNTY

WITNESSES

[Signature]

[Signature]

By: Chairman

[Signature]

Its: \_\_\_\_\_

TOWN OF EASTOVER

[Signature]

[Signature]

By: Mayor

[Signature]

Its: \_\_\_\_\_

I So Consent and Agree:

[Signature]  
Donald J. Simons  
Richland County Magistrate

Richland County Attorney's Office

[Signature]

Approved As To LEGAL Form Only.

No Opinion Rendered As To Content.

Richland County Council, Chairman

Mr./Madame Chair:

Pursuant to Item number seven of the Intergovernmental Service Agreement (ISA) between Richland County Council and Eastover Town Council, signed and dated September 4, 2015, regarding services to the Town to be provided by Judge Donald J. Simons, the Town, with the agreement of Judge Simons, has changed Judge Simons' compensation to be paid to the Richland County under item number four of the ISA, as follows:

1. \$1,200.00 yearly salary
2. \$74.40 Fica Company
3. \$17.40 Medicare Company

Total: \$1,291.80 Cost to the Town of Eastover

Respectfully submitted by:

Geraldene Robinson, Mayor Eastover, SC

Cc: Judge Simons

File

Encl: ISA, Compensation change document signed by Judge Simons

STATE OF SOUTH CAROLINA	)	
	)	INTERGOVERNMENTAL
COUNTY OF RICHLAND	)	SERVICE AGREEMENT
		(Magistrate)

This Agreement made and entered into by and between the County of Richland, a political subdivision of the State of South Carolina, hereinafter referred to as the “County”, and the Town of Eastover, a political subdivision of the State of South Carolina, hereinafter referred to as the “Town”;

**WHEREAS**, the Town is desirous of providing an efficient and effective municipal court system utilizing the most qualified judicial personnel available;

**WHEREAS**, the Town desires to utilize the services of Richland County Magistrate Donald J. Simons for the position of Town of Eastover Municipal Judge;

**WHEREAS**, the County is willing to permit Judge Donald J. Simons to serve as the Town of Eastover Municipal Judge; and

**WHEREAS**, the County and Town are authorized to enter into this Agreement by virtue of the provisions of Sections 4-9-40 and 14-25-25 of the South Carolina Code of Laws 1976, as amended, and as authorized by Order of the South Carolina Supreme Court dated May 25, 2001.

**NOW, THEREFORE**, it is mutually agreed by and between the Town and County as follows:

1. Judge Donald J. Simons shall serve as the Town of Eastover Municipal Court Judge.
2. Judge Donald J. Simons shall perform all functions and provide such services to the Town as have been customarily rendered by the Town’s Municipal Judge, consisting of, but not limited to conducting bench and jury trials, issuing arrest warrants, setting bonds, and such other duties and functions as shall be mutually agreed upon by the parties. The provision of such services shall be in a time and manner so as not to interfere with Judge Donald J. Simons’ regular duties with Richland County.
3. While actually performing the functions and duties of the Municipal Judge, Donald J. Simons shall be totally responsible and dedicated to the benefit and objectives of the judicial system of the Town, without interference from or influence by the County, its employees, or its Council.

4. In order to compensate the County for the services of Richland County Magistrate Donald J. Simons serving as Town of Eastover Municipal Judge, the Town shall pay the County the sum of One Hundred Dollars (\$100.00) per month or prorated portion thereof, plus the employer's share of FICA, State Retirement at the rate of 15.56% to increase 1% every July 1<sup>st</sup> through 2023, and any other sums customarily paid by an employer, calculated on the monthly amount paid, said sum being due on or before the last day of each and every month that said judicial services are rendered. Said sum shall constitute the total compensation to Donald J. Simons for services as Municipal Judge. The County shall be responsible for all required deductions and reporting all sums for withholding, social security, unemployment and any other deductions on the sums paid for the judicial services of Judge Donald J. Simons.
  
5. All compensation for Richland County Magistrate Donald J. Simons' services as a Town of Eastover Municipal Judge, including but not limited to FICA and state retirement, shall be paid by the Town according to paragraph 4, above. The sums paid to the County for the services of Richland County Magistrate Donald J. Simons less the deductions set forth herein, shall be duly paid to Donald J. Simons. In the event that Richland County Magistrate Donald J. Simons serves as Town of Eastover Municipal Judge terminate for any reason, this Agreement shall automatically terminate, the compensation paid by the Town to the County pursuant to this Agreement shall cease, and no further payments pursuant to this Agreement shall be made to Richland County Magistrate Donald J. Simons. It is further understood and agreed by the parties and by Donald J. Simons as evidenced by his consenting signature below, that for the purposes of determining Richland County Magistrate, Donald J. Simons' salary under S.C. Code §22-8-40(j) only, no monies paid pursuant to this Agreement shall constitute Richland County Magistrate Donald J. Simons' salary from Richland County, but shall be considered merely as a pass through payment from the Town for services rendered as a Town of Eastover Municipal Judge pursuant to this Agreement. As such, cessation of payments pursuant to this Agreement shall not constitute a reduction of salary under S.C. Code §22-8-40(j) and the County shall not be required to pay any monies to compensate for the loss of monies associated with the cessation of his services as a Town of Eastover Municipal Judge and of this Agreement.
  
6. This Agreement may be terminated, at any time, by the Town, the County, or Judge Donald J. Simons by giving all other parties thirty (30) days written notice of termination.

7. This agreement may be amended, modified or changed only by written agreement of the Council of Richland County and Council of the Town of Eastover; except that, the Town reserves the right to alter or change, from time to time, the compensation rendered to Judge Donald J. Simons for his services to the Town without further approval of the County. Any such change in compensation shall be timely reported to the County by the Town.
8. The Town shall be responsible for defending any and all claims, demands, and/or actions brought against the Town and/or Judge Donald J. Simons arising out of or from any act(s) and/or omission(s) on the part of Judge Donald J. Simons during the course of providing such judicial services to the Town.
9. The assignment of Judge Donald J. Simons as Municipal Judge for the Town shall be made by the Chief Summary Court Judge for Richland County in accordance with the terms of this Agreement. Additionally, the Town shall comply with the requirements of S.C. Code Ann. Section 14-25-15 (2004), and in particular (i) shall pursuant to subsection (A) appoint Magistrate to serve for a set term “not to exceed four years and until his successor is appointed and qualified”; and (ii) shall pursuant to subsection (B) “notify South Carolina Court Administration of” the appointment of Magistrate Judge Donald J. Simons as Municipal Judge for the Town of Eastover.

{Remainder of page left intentionally blank.}

IN WITNESS WHEREOF WE THE UNDERSIGNED have this \_\_\_\_\_day of \_\_\_\_\_, 2019,  
set our hand and seal hereon.

RICHLAND COUNTY

WITNESSES:

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

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

TOWN OF EASTOVER

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

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

I So Consent and Agree:

\_\_\_\_\_  
Richland County Magistrate

**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:** Jessica Mancine, Manager of Administration  
**Department:** Utilities  
**Date Prepared:** November 07, 2019      **Meeting Date:** November 21, 2019

<b>Legal Review</b>	Elizabeth McLean via email	<b>Date:</b>	November 15, 2019
<b>Budget Review</b>	James Hayes via email	<b>Date:</b>	November 13, 2019
<b>Finance Review</b>	Stacey Hamm via email	<b>Date:</b>	November 14, 2019
<b>Other Review:</b>	City of Columbia	<b>Date:</b>	October 16, 2019
<b>Approved for Council consideration:</b>	Assistant County Administrator	John M. Thompson, Ph.D., MBA, CPM	
<b>Committee</b>	Administration & Finance		
<b>Subject:</b>	Intergovernmental Agreement with the City of Columbia for Murray Point Water system.		

**Recommended Action:**

Staff recommends approval of the Intergovernmental agreement (IGA) with the City of Columbia for bulk water purchase.

**Motion Requested:**

Move to approve staff's recommendation.

**Request for Council Reconsideration:**  Yes

**Fiscal Impact:**

The anticipated cost to connect the City of Columbia's water system with the Murray Point subdivision network will be approximately \$70,000. There is also an associated monthly cost based on the usage. We estimate we will break even if we do not increase the usage rate; however, if the City of Columbia increases its bulk water rate in July, we will need to increase the rate. Funding is available in the Utilities Department's construction budget for the connection of the new line to City of Columbia

**Motion of Origin:**

Please see attachment 1.

<b>Council Member</b>	Bill Malinowski, District 1
<b>Meeting</b>	Special Called Meeting
<b>Date</b>	October 02, 2018



**Discussion:**

The White Rock Water System is currently the only water distribution network in the Broad River Utility System. The water system serves the Murray Point neighborhood located in District 1 of Richland County (see attached map of the service area – **Figure 1**). The system is approximately 30 years old and served water to the neighborhood via a well system. The system serves 14 customers who are billed at a base rate for first 1,000 gallons and a subsequent rate for each additional gallon (rates below).

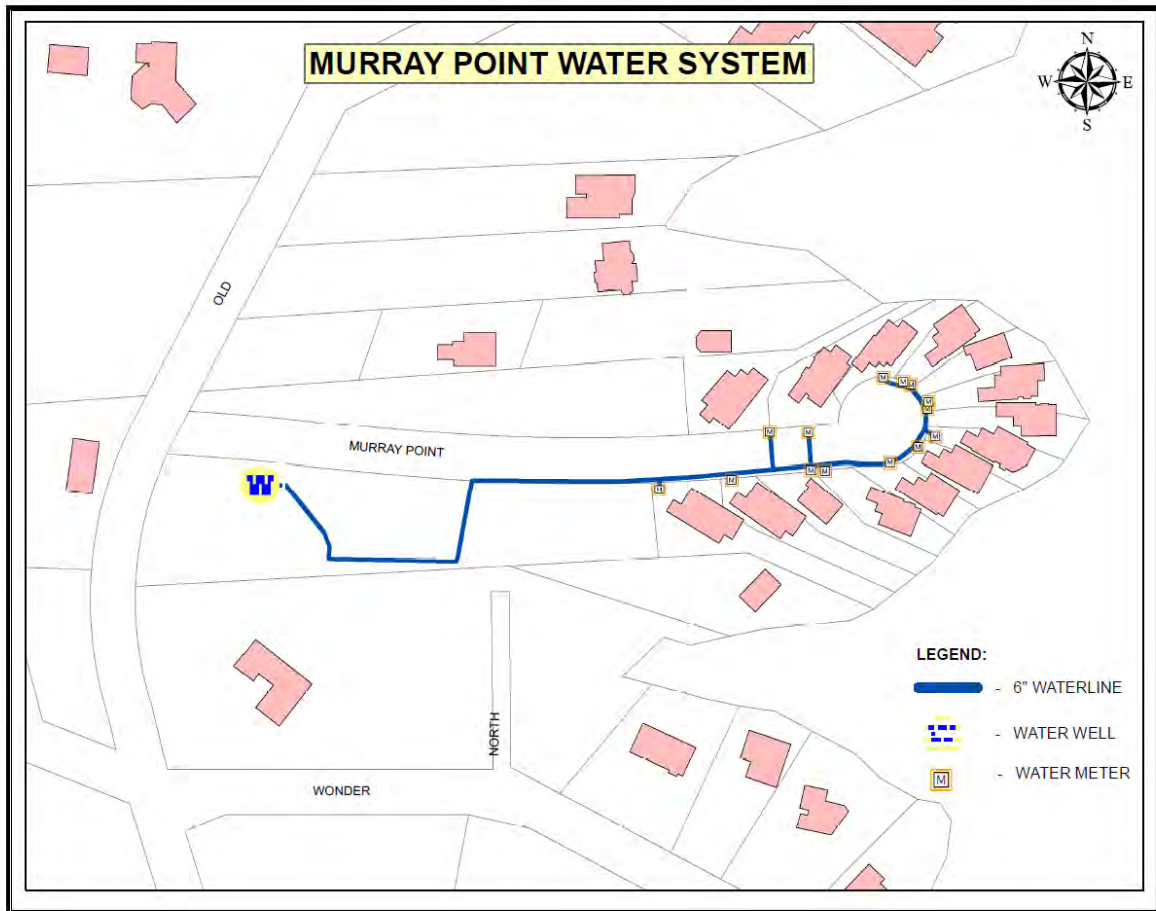
	<b>Current Rate</b>
1 <sup>st</sup> 1,000 gallons – base	\$20.00
Next 8,000 gallons	\$4.67/1,000 gallons
Next 11,000 gallons	\$4.37/1,000 gallons
Next 10,000 gallons	\$4.12/1,000 gallons
Next 30,000 gallons	\$3.87/1,000 gallons
Next 60,000 gallons	\$3.87/1,000 gallons

Since July 2018, the Murray Point Subdivision has been temporarily connected to the City of Columbia (dba Columbia Water) due to drying out of the well. On September 25, 2018, the Richland County Utilities staff recommended approval of purchasing water from the City of Columbia at the Industrial Bulk Rate and presented several options to review committee. Since then, we received approval to move forward with Intergovernmental agreement with City of Columbia for bulk water purchasing. The Richland County Attorney’s Office has reviewed the agreement.

The City of Columbia increased its rates in July 2019 and informed their customers of the next phase rate increase in July 2020. The July 2020 rate increase will require Richland County Utilities to increase the base rate by \$5 and additional gallons usage rate for the Murray Point residents by 30% to cover the bulk rate costs, operation, and maintenance of the system.

	<b>Current Rate</b>
1 <sup>st</sup> 1,000 gallons – base	\$25.00
Next 8,000 gallons	\$6.07/1,000 gallons
Next 11,000 gallons	\$5.68/1,000 gallons
Next 10,000 gallons	\$5.35/1,000 gallons
Next 30,000 gallons	\$5.03/1,000 gallons
Next 60,000 gallons	\$5.03/1,000 gallons

**Figure 1: Murray Point Water System Service Area**



**Attachments:**

1. Excerpt of Richland County Council Special Called Meeting – October 02, 2018
2. Email Correspondence with the City of Columbia
3. Intergovernmental Agreement for Bulk Water Sale

Mr. Livingston inquired about how many test we may have to do.

Dr. Yudice stated the discussion in committee was to identify up to \$70,000. The recommendation will be to go with the company that charges \$210/per test.

Mr. Malinowski inquired as to what happens once the test is done.

Dr. Yudice stated she believes we will have to talk to Westinghouse, depending on the results, and have an action plan with them.

Ms. Myers stated she was at the meeting last night. Westinghouse did not unequivocally say they would not pay. They said they are discussing it, and we said the reason we are not holding off until they make a decision is because people have water they are drinking that we need to make sure is safe. It is a health and safety issue, but we made it clear to Westinghouse that we would unequivocally expect them to pay for these items. This is not meant to be a freebie for Westinghouse. They were not happy that is what we were asking for, but they certainly did not say they would not pay. That is why she likes the friendly amendment.

Mr. Livingston inquired if we can include a letter requesting Westinghouse to pay for the test.

Mr. Pearce accepted Mr. Livingston’s friendly amendment to include a letter requesting Westinghouse to pay for the test.

In Favor: Malinowski, C. Jackson, Myers, Pearce, Kennedy, Manning, Dickerson, N. Jackson, Livingston, Rose and McBride

- d. Council Motion: To resolve the water contamination issues in the Lower Richland community and put the citizens at ease I move that Richland County move forward with the water system already approved with partnership with Westinghouse nuclear energy plant, International Paper, SCE&G and others to provide seed funds as they all have contributed to water quality in the area [N. JACKSON] – Mr. Pearce stated the recommendation of the committee is to direct the Utility Director to explore the potential of receiving seed money to expedite this project.

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

Opposed: Rose

The vote was in favor.

- e. Upgrading the Murray Point Lane Water System (aka White Rock Water System) – Mr. Malinowski stated he received a call from one of the people that lives in this area, and they inquired if there will be any citizen input regarding this matter.

Mr. Khan stated there is no formal requirement for a public hearing, but if Council would like a public hearing one could be scheduled.

Mr. Malinowski stated he informed the individual there likely would not be a public hearing, but would

determine if that were the case. In addition, they would like to be provided the potential rates to be charged vs. Columbia resident rates.

Mr. Khan stated they could provide a comparison table of the City of Columbia rates, the County's current rates, and the future proposed rates to Mr. Malinowski and/or the citizens.

Mr. Malinowski moved, seconded by Mr. Livingston, to approve this item.

In Favor: Malinowski, C. Jackson, Myers, Pearce, Kennedy, Dickerson, N. Jackson, Livingston, Rose and McBride

The vote in favor was unanimous.

16. **REPORT OF ADMINISTRATION AND FINANCE COMMITTEE**

- a. County Council is requested to approve the award of the contract for the Fountain Lake Rd. Paving Project to Armstrong Contractors, LLC – Mr. Livingston stated the committee's recommendation is for approval of this item.

In Favor: C. Jackson, Myers, Pearce, Kennedy, Dickerson, N. Jackson, Livingston, Rose and McBride

Opposed: Malinowski

Mr. N. Jackson moved, seconded by Mr. Livingston, to reconsider this item.

In Favor: Malinowski

Opposed: C. Jackson, Myers, Pearce, Kennedy, Dickerson, N. Jackson, Livingston, Rose and McBride

The motion for reconsideration failed.

- b. Hospitality Tax Funding for EdVenture – Mr. Livingston stated the committee recommended approval of this item.

Mr. Malinowski inquired, for the record, if the employee responsible for costing the County taxpayers' \$58,000 have been disciplined.

Dr. Yudice stated her understanding is the employee has been disciplined and removed from handling grant matters.

In Favor: Malinowski, C. Jackson, Myers, Pearce, Kennedy, Dickerson, N. Jackson, Livingston, Rose and McBride

The vote in favor was unanimous.

- c. Council Motion: Move forward with review of the SE & NE Sport Complex plans to promote tourism and

**Special Called  
October 2, 2018**

**-20-**

**ASHIYA MYERS**

---

**From:** BRAD FARRAR  
**Sent:** Wednesday, October 30, 2019 3:59 PM  
**To:** TARIQ HUSSAIN  
**Cc:** LARRY SMITH; JOHN THOMPSON; IFEOLU IDOWU; Jessica Mancine  
**Subject:** FW: [EXTERNAL] RE: Murray Point Wholesale Water Service Agreement - City Legal Approved  
**Attachments:** Murray Point\_Wholesale Agreement\_City Legal Approved\_101119.pdf

Tariq,

The attached appears to contain the changes the County recommended some time ago, and I have no further recommendations as to this agreement. It should be ready for the County's consideration and execution. Thanks.

Bradley T. Farrar  
Chief Deputy County Attorney  
Richland County Attorney's Office  
2020 Hampton Street, Room 4018  
Post Office Box 192  
Columbia, South Carolina 29202  
(803) 576-2076 (fax) (803) 576-2139  
[bradfarrar@richlandonline.com](mailto:bradfarrar@richlandonline.com) or [FARRARB@rcgov.us](mailto:FARRARB@rcgov.us)

ATTORNEY-CLIENT OR OTHER PRIVILEGED COMMUNICATION NOT FOR DISSEMINATION BEYOND ORIGINAL ADDRESSEE(S) AND ORIGINAL COPIED RECIPIENT(S).

---

**From:** LARRY SMITH  
**Sent:** Wednesday, October 30, 2019 3:45 PM  
**To:** BRAD FARRAR  
**Subject:** FW: [EXTERNAL] RE: Murray Point Wholesale Water Service Agreement - City Legal Approved

FYI

---

**From:** TARIQ HUSSAIN <HUSSAIN.TARIQ@richlandcountysc.gov>  
**Sent:** Friday, October 18, 2019 3:42 AM  
**To:** LARRY SMITH <SMITH.LARRY@richlandcountysc.gov>  
**Cc:** JOHN THOMPSON <THOMPSON.JOHN@richlandcountysc.gov>; IFEOLU IDOWU <IDOWU.IFEOLU@richlandcountysc.gov>; Jessica Mancine <Mancine.Jessica@richlandcountysc.gov>  
**Subject:** FW: [EXTERNAL] RE: Murray Point Wholesale Water Service Agreement - City Legal Approved

Mr. Larry,

I have attached the revised copy (Brad changes) from City of Columbia for the Murray Point whole sale service agreement. The RC Utilities team reviewed and agree with the agreement. Please review and let us know if there are any changes. We will submit it to Dr. Thompson with the briefing document to present it to the D&S.

City would like this agreement signed by RCA to present it to City Council by November 19<sup>th</sup> meeting for approval and execution.

Thanks for all the support.

**Jani Tariq Hussain**

Deputy Director

P 803-401-0045

[HUSSAIN.TARIQ@richlandcountysc.gov](mailto:HUSSAIN.TARIQ@richlandcountysc.gov)



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**From:** Shealy, Clint E [<mailto:Clint.Shealy@columbiasc.gov>]

**Sent:** Wednesday, October 16, 2019 3:27 PM

**To:** JOHN THOMPSON <[THOMPSON.JOHN@richlandcountysc.gov](mailto:THOMPSON.JOHN@richlandcountysc.gov)>; TARIQ HUSSAIN <[HUSSAIN.TARIQ@richlandcountysc.gov](mailto:HUSSAIN.TARIQ@richlandcountysc.gov)>

**Cc:** Wright, Patrick <[Patrick.Wright@columbiasc.gov](mailto:Patrick.Wright@columbiasc.gov)>; Jaco, Joey D <[Joey.Jaco@columbiasc.gov](mailto:Joey.Jaco@columbiasc.gov)>

**Subject:** Re: [EXTERNAL] RE: Murray Point Wholesale Water Service Agreement - City Legal Approved

Hi Dr. Thompson,

Hope you are well. We are hopeful to take before Council on our next meeting which is November 19th.

Do you think you will be able to get your Council approval and get a signed copy back to me by then?

Thanks.

**Clint E. Shealy, P.E.**

**Assistant City Manager**

**Columbia Water**

300 Laurel Street | Columbia, SC 29201

Email: [clint.shealy@columbiasc.gov](mailto:clint.shealy@columbiasc.gov)

Phone: (803)733-8682

Cell: (803) 240-6350

----- Original message -----

**From:** JOHN THOMPSON <[THOMPSON.JOHN@richlandcountysc.gov](mailto:THOMPSON.JOHN@richlandcountysc.gov)>

**Date:** 10/16/19 11:02 AM (GMT-05:00)

**To:** "Shealy, Clint E" <[Clint.Shealy@columbiasc.gov](mailto:Clint.Shealy@columbiasc.gov)>, TARIQ HUSSAIN <[HUSSAIN.TARIQ@richlandcountysc.gov](mailto:HUSSAIN.TARIQ@richlandcountysc.gov)>

**Cc:** "Wright, Patrick" <[Patrick.Wright@columbiasc.gov](mailto:Patrick.Wright@columbiasc.gov)>, "Jaco, Joey D" <[Joey.Jaco@columbiasc.gov](mailto:Joey.Jaco@columbiasc.gov)>

**Subject:** [EXTERNAL] RE: Murray Point Wholesale Water Service Agreement - City Legal Approved

**CAUTION:** This email originated outside of the organization. Do not click links or open attachments from unknown senders or suspicious emails. Never enter a username or password on a site that you did not knowingly access.

Good morning, Clint,

Thank you for your follow up. When are you planning to take it before City Council?

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](mailto:Thompson.John@RichlandCountySC.gov)

---

**From:** Shealy, Clint E <[Clint.Shealy@columbiasc.gov](mailto:Clint.Shealy@columbiasc.gov)>  
**Sent:** Tuesday, October 15, 2019 6:46 PM  
**To:** JOHN THOMPSON <[THOMPSON.JOHN@richlandcountysc.gov](mailto:THOMPSON.JOHN@richlandcountysc.gov)>; TARIQ HUSSAIN <[HUSSAIN.TARIQ@richlandcountysc.gov](mailto:HUSSAIN.TARIQ@richlandcountysc.gov)>  
**Cc:** Wright, Patrick <[Patrick.Wright@columbiasc.gov](mailto:Patrick.Wright@columbiasc.gov)>; Jaco, Joey D <[Joey.Jaco@columbiasc.gov](mailto:Joey.Jaco@columbiasc.gov)>  
**Subject:** Murray Point Wholesale Water Service Agreement - City Legal Approved

Good evening Dr. Thompson and Jani,

Please find attached the referenced agreement with the requested changes. This document has been approved and stamped by City Legal staff and is ready for approval by our respective governing bodies. Please let me know if you have any questions. Thank you.



**Clint E. Shealy, P.E.**  
**Assistant City Manager**

**Columbia Water**

300 Laurel Street | Columbia, SC 29201  
Email: [clint.shealy@columbiasc.gov](mailto:clint.shealy@columbiasc.gov)  
Phone: (803)733-8682  
Cell: (803) 240-6350

[ColumbiaSCWater.Net](http://ColumbiaSCWater.Net)  
[ColumbiaSC.Net](http://ColumbiaSC.Net)

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**City of Columbia E-Mail Address Change Notice:**

The City of Columbia will be updating our e-mail address format and moving from **columbiasc.net** to **columbiasc.gov**. Please make note and update contact information accordingly.

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delivery points acceptable to the parties. Columbia and County shall have free access to the metering equipment.

3. In the event County requires service delivery points in addition to the current service delivery point(s), County shall construct, not at Columbia's expense, any water main extensions and appurtenances of appropriate size, required to provide water to the service delivery points, and County shall own any water main extensions and appurtenances it may construct. In accordance with paragraphs 7 and 10 of this Agreement, such water main extensions shall be installed within easements and in accordance with plans approved by County. County shall obtain all approvals from the South Carolina Department of Health and Environmental Control or any federal or other state entities required to construct, operate and maintain the system.

4. Columbia shall read the metering equipment installed at the service delivery point at periodic intervals of approximately thirty (30) days to determine the amount of water provided by Columbia to County. The volume of water measured through the metering equipment shall be used to calculate monthly service charges. Monthly service charges for water supplied and billed to County are to be paid on or before the due date indicated on the monthly bill. If monthly service charges for water supplied and billed to County are fifteen (15) days in arrears, Columbia shall have the right, thirty (30) days after the mailing of written notice of the default to County, to terminate this Agreement and cease furnishing water to County.

5. County shall pay to Columbia monthly service charges for all water provided under the terms of this Agreement in accordance with the rates set forth in Appendix "A", which is attached hereto and incorporated herein by specific reference thereto.

6. The rates specified in Paragraph 5, Appendix A, above, may be increased or decreased by Columbia City Council, from time to time, by Ordinance, in its sole and exclusive discretion.

7. Installation, ownership, operation and maintenance of any and all portions of the water distribution system past the service delivery points shall be the sole responsibility of County, at no cost to Columbia.

8. County shall have the exclusive right to assess and collect any tap-on fees and service charges for any connections to any portions of the water distribution systems that are located past the service delivery points.

9. Columbia shall use reasonable diligence to provide a regular and uninterrupted supply of water to the service delivery points, but shall not be liable to County for damages, breach of contract or other variations of service occasioned by any cause whatsoever. Such causes may include by way of illustration, but not limitation, acts of God or of the public enemy, acts of any federal, state or local government in either its sovereign or contractual capacity, fires, droughts, floods, epidemics, quarantine restrictions, strikes, failure or breakdown of transmission or other facilities, or temporary interruptions of water service. Columbia shall notify County as soon as is practicable in advance of any reduction in the amount of water made available to County. In the event the City restricts water use during a water shortage as provided for by City Ordinance Sec. 23-70, such restrictions shall apply equally to County and City of Columbia customers affected by the water shortage and subject to the restrictions. Upon receiving such notice from Columbia, County shall, within twenty-four (24) hours, initiate adequate measures to reduce its water demands from Columbia to an amount identified by Columbia. Columbia reserves the right, at any time without notice to County or its customers, to shut the water off its mains for the purpose of making repairs, performing maintenance or installing lines, mains hydrants or other connections.

No claims shall be made against Columbia by County by reason of the breakage of any service pipe or service cock, or from any other damage that may result from shutting off water for repairing, laying or relaying mains, hydrants or other connections. Columbia shall assume no responsibility, financially or otherwise, for water quantity or quality past the service delivery points, including responsibility for compliance with all state and/or federal regulations relating to drinking water.

10. This Agreement shall be effective once signed by the parties and shall be in effect unless terminated by either party upon the terminating party giving ninety (90) days' written notice of its termination of the Agreement to the other party.

11. The parties agree that this Agreement supersedes all previous agreements between the parties for the sale of bulk water for the Service Area described in Exhibit A, and all such previous agreements shall be of no effect upon the execution of this Agreement.

12. Waiver of any breach of this Agreement shall not constitute waiver of any subsequent breach hereof. Neither party shall assign this Agreement or transfer any rights and obligations hereunder without written consent of the other party. Such consent will not be unreasonably withheld by Columbia or County. This Agreement may not be amended or modified unless such amendments or modifications are in writing and signed by the parties hereto.

13. Any notice as may be required herein shall be sufficient, if in writing and sent by certified U.S. mail with sufficient postage affixed thereto, to the following addresses, unless otherwise changed by written notice:

City of Columbia	Attention:	City Manager Post Office Box 147 Columbia, SC 29217	Copy to:	City Attorney Post Office Box 667 Columbia, SC 29202
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COUNTY	Attention:	County Administrator Post Office Box 192 Columbia, SC 29202	Copy to:	County Attorney Post Office Box 192 Columbia, SC 29202
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14. If any one or more of the terms of this Agreement should be determined by a court of competent jurisdiction to be contrary to law, Columbia and County agree to amend such term or terms to bring the Agreement in compliance with law if such term or terms are essential to the validity or operation of this Agreement. Otherwise such terms shall be deemed severable from the remaining terms of this Agreement and shall in no way affect the validity of the other terms of this Agreement.

15. Ambiguities in the terms of this Agreement, if any, shall not be construed against Columbia or County. Jurisdiction of any action brought by Columbia or County under this Agreement shall be in the Court of Common Pleas with venue in Richland County.

16. This Agreement contains the entire agreement between the parties and shall be binding upon the parties, their respective successors and assigns, as may be applicable to the particular entity.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by duly authorized officials the date first written above.

WITNESSES:

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

COUNTY

By: \_\_\_\_\_

ITS: \_\_\_\_\_

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

WITNESSES:

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

CITY OF COLUMBIA

By: \_\_\_\_\_

ITS: \_\_\_\_\_

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

APPROVED AS TO FORM  
  
\_\_\_\_\_  
Legal Department City of Columbia, SC

APPENDIX A  
RATE ORDINANCE



**ORDINANCE NO.: 2019-039**

*Amending the 1998 Code of Ordinances of the City of Columbia, South Carolina, Chapter 23, Utilities and Engineering, Article V, Water and Sewer Rates, Sec. 23-143 Water service rates and Sec. 23-149 Sewer service rates*

BE IT ORDAINED by the Mayor and Council this 18th day of June, 2019, that the 1998 Code of Ordinances of the City of Columbia, South Carolina, Chapter 23, Utilities and Engineering, Article V, Water and Sewer Rates, Sec. 23-143 Water service rates and Sec. 23-149 Sewer service rates, are amended to read as follows:

**Sec. 23-143. Water service rates.**

Generally. Except as otherwise provided by contract, monthly water service charges shall be as follows:

Monthly Water Use (cubic feet)	Meter Size (inches)	In City	Out of City
Minimum--300	3/4"	8.12	13.81
	1"	13.56	23.05
	1.5"	20.31	34.53
	2"	32.49	55.24
	3"	65.00	110.49
	4"	101.55	172.63
	6"	203.35	345.69
	8"	324.96	552.43
	10"	645.21	1096.85

Additional charge per 100 cubic feet

Volumetric Charges are based on the customer category.

Monthly Water Use (cubic feet)	In City	Out of City
<b>Residential:</b>		
Next 9,700	2.91	4.96
Next 90,000	2.77	4.71
Over 100,000	2.62	4.45
<b>Irrigation:</b>		
Next 9,700	4.96	8.43
Next 90,000	4.71	8.02
Over 100,000	4.45	7.58
<b>All others:</b>		
Next 9,700	2.77	4.71
Next 90,000	2.62	4.45
Over 100,000	2.45	4.18

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ORIGINAL STAMPED IN RED

**Sec. 23-149. Sewer service rates.**

(a) Generally. Except as otherwise provided by contract, the monthly sewer service charge shall be as follows:

Size of Meter (inches)	Monthly Sewer Service Charge	
	In City	Out of City
5/8	8.12	13.81
1	8.12	13.81
1½	8.12	13.81
2	13.00	22.09
3	25.99	44.18
4	40.62	69.04
6	81.24	138.11
8	129.99	220.97
10	203.10	345.27

Monthly Water Use (cubic feet)	Monthly Sewer Service Charge	
	In City	Out of City
Each 100 cubic feet	4.22	7.18

(b) Consumers using water cooling towers for air conditioning. Consumers using water cooling towers for air conditioning systems shall be given a credit of 30 cubic feet per ton per month during the service periods commencing in the months of April through October. The minimum charge shall be:

Size of Meter (inches)	Out of City	
	In City	Out of City
5/8	13.17	16.75
1	18.57	24.53
1½	23.96	32.30
2	34.75	47.80
3	56.31	78.87
4	99.44	140.99
6	207.25	296.30
8	293.48	420.55
10	646.54	929.21

(c) Surcharge for excess BOD or suspended solids. If any person discharges into the sanitary sewerage system a waste containing BOD concentration or suspended solids in excess of 300 milligrams per liter, then such person shall pay an additional cost according to rates determined by the city council. This monthly surcharge will be assessed on each pound of BOD and each pound of suspended solids in excess of 300 milligrams per liter as follows:

	BOD Rate	Suspended Solids Rate
Effective July 1, 1998	\$0.08	\$0.06
Effective July 1, 1999	0.11	0.08
Effective July 1, 2000	0.14	0.10
Effective July 1, 2001	0.17	0.12
Effective July 1, 2002	0.20	0.14

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STAMPED IN RED

- (d) *Limitation on charge on single-family residences.* Maximum sewer charge on single-family residences during the service periods commencing in the months of April through October will be 1,400 cubic feet.
- (e) *Apartments and trailer parks.* Sewer rates for apartment buildings and trailer parks shall be the base rate of a single-family residence per dwelling unit plus a base fee based on meter connection size plus the rate per 100 cubic feet as reflected by water consumption.
- (f) *Hotels, motels, dormitories and roominghouses.* Sewer rates for hotels, motels, dormitories and roominghouses shall be one-half the base rate of a single-family residence per room plus a base fee based on meter connection size plus the rate per 100 cubic feet as reflected by water consumption.
- (g) *Contaminated groundwater.* Separate meters for discharges of contaminated groundwater are required. In city or out of city customers discharging contaminated ground water shall pay the out of city base monthly sewer service charge times one and one-half plus the out of city monthly sewer service charge for each 100 cubic feet times one and one-half.

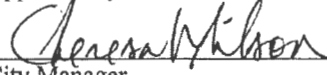
This ordinance is effective as of July 1, 2019.

Requested by:


Mayor and City Council

  
Mayor

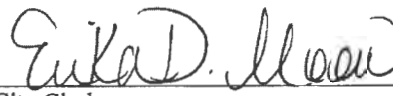
Approved by:

  
City Manager

Approved as to form:

  
City Attorney

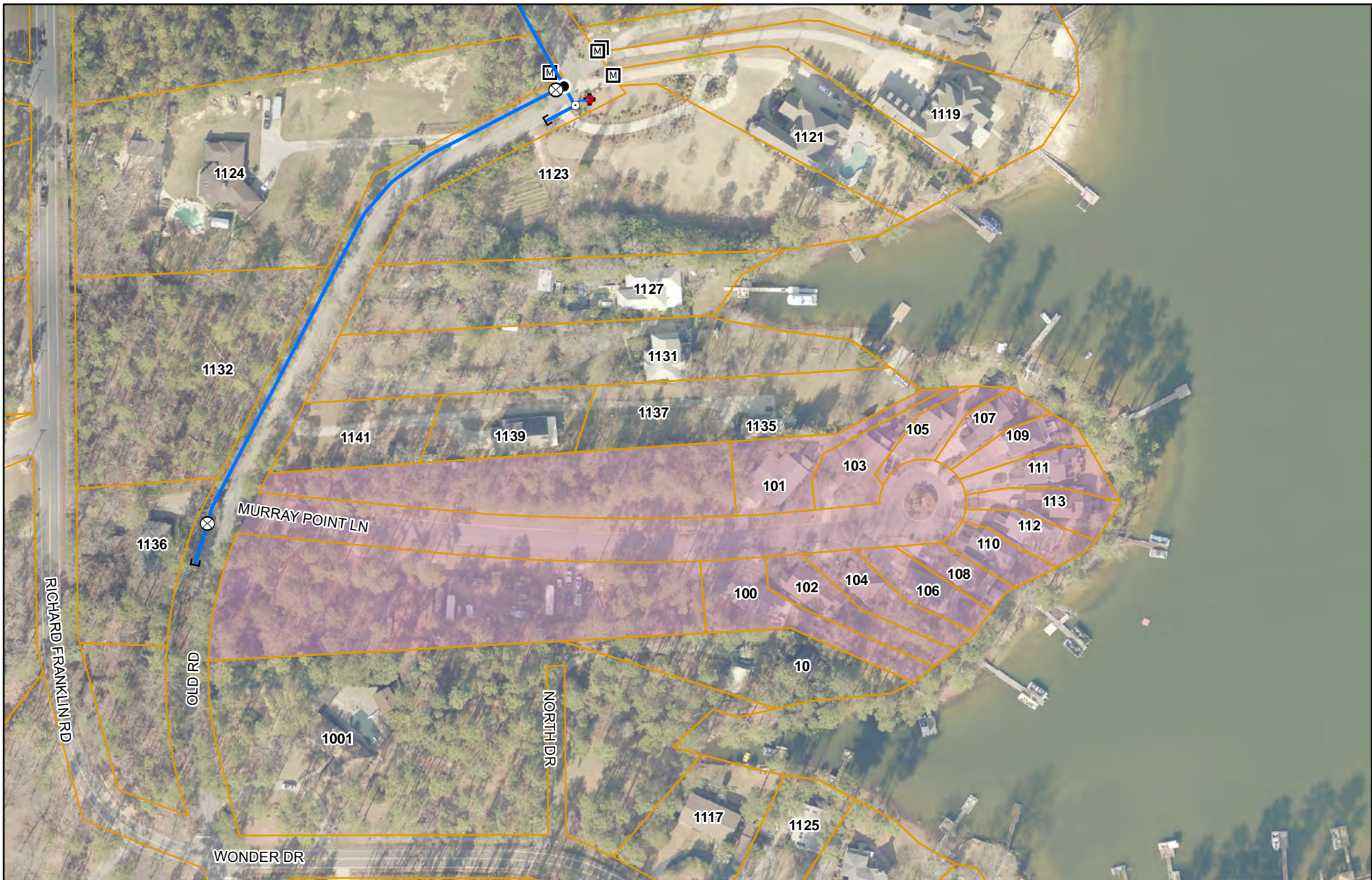
ATTEST:

  
City Clerk

Public Hearing: 6/11/2019  
Introduced: 6/11/2019  
Final Reading: 6/18/2019



EXHIBIT A

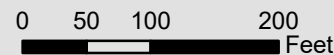


SAV: MAR 4, 2019  
 CW2020\Production\Map\Project\Location\_Maps\Murray\_Point\_Ln

Fitting Type	
Water Hydrant	Tap
Water System Valve	Bend
Water Meter	Cap
City of Columbia Water Distribution Line	City of Columbia Water Lateral Line
123 Tax Parcel w/ Address #	Service Area



1 inch = 150 feet



## Exhibit A Murray Point Ln

Prepared For: Columbia Water