

**RICHLAND COUNTY COUNCIL
ADMINISTRATION AND FINANCE COMMITTEE
MARCH 23, 2004
Immediately following the
D&S Committee Meeting**

PRESENT: Kit Smith, Chair; Paul Livingston; Joan Brady; James Tuten

ABSENT: Anthony G. Mizzell

OTHERS PRESENT: L. Gregory Pearce, Doris M. Corley, Susan Brill, Joseph McEachern, Thelma M. Tillis, Bernice G. Scott, T. Cary McSwain, Larry Smith, Amelia Linder, Carrie Neal, Milton Pope, Tony McDonald, Pam Davis, Ashley Bloom, Roxanne Matthews, Michael Criss, Monique Walters, Marsheika Martin

CALL TO ORDER - The meeting was called to order at approximately 5:15 p.m.

APPROVAL OF MINUTES: **February 24, 2004** - Mr. Livingston moved, seconded by Ms. Brady, to approve the minutes as submitted. The vote in favor was unanimous.

ADOPTION OF AGENDA – Ms. Smith stated Chief Harrell needed to make a presentation regarding grants received by the Sheriff's Department.

Ms. Brady moved, seconded by Mr. Tuten, to adopt the agenda as amended. The vote in favor was unanimous.

PRESENTATION - Chief Harrell reported that the Sheriff's Department received a grant for thirteen (13) JSO's (Judicial Services Officers). The Chief was sad to report that Officer Hollis lost his battle to cancer. He stated information will be sent to Council regarding funeral services.

ITEMS FOR ACTION

Pawn Shop Application - Mr. Livingston moved, seconded by Mr. Tuten, to approve this item and forward to the Special Called Meeting immediately following the Committee meetings. The vote in favor was unanimous.

Benedict College Request for Co-Sponsorship – Mr. Livingston moved, seconded by Mr. Tuten, to forward this item to Council without a recommendation. The vote in favor was unanimous.

Community Development: Fair Housing Resolution – Mr. Livingston moved, seconded by Mr. Tuten, to approve the resolution. The vote in favor was unanimous.

Financial Auditor's Comprehensive Annual Report – Mr. Tuten moved, seconded by Ms. Brady, to forward this item to a Council Work Session on April 6th at 4:00 p.m. The vote in favor was unanimous.

ADJOURNMENT - The meeting adjourned at approximately 5:26 p.m.

Submitted by,

Kit Smith
Chair

The minutes were transcribed by Marsheika G. Martin.

Richland County Council Request of Action

Subject: Contract with Prison Health Services – Inmate Medical Services

A. Purpose

County Council is requested to renew a contract with Prison Health Services in the amount of \$1,554,980 for inmate medical services.

B. Background / Discussion

This is an annual renewal of a contract that was initiated in FY 00/01 for 24 hours medical coverage for the Detention Center. This was brought about because of the need for better medical coverage. Over the years the Detention Center relied on Richland County Emergency Medical Service to transport detainees to Palmetto Richland Memorial Hospital. This was at best a hit and miss situation since non-medical personnel were making decisions that only a medical professional should make. Additionally, the Detention Center tried to recruit nurses to work at the facility, to no avail. Also, to minimize the risk of detainees not receiving proper medical care and attention, the Detention Center thought it was best to contract with a private health care company. The County's Procurement Department solicited a Request for Proposals and the responsive vendor was Prison Health Service.

C. Financial Impact

The estimated expenditure is \$1,554,980 from the Professional Service Account.

D. Alternatives

1. Approve the request to enter into a contract with Prison Health Services in the amount of \$1,554,980.
2. Rebid the contract.

E. Recommendation

It is recommended that Council approve the request to renew the contract with Prison Health Services in the amount of \$1,554,980 for FY 04-05.

Recommended by: Joseph Bochenek Department: Detention Center Date: March 22, 2004

F. Reviews

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

Finance

Reviewed by (Finance Director): Carrie Neal

Date: 4/14/04

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Reviewed by (Budget Director): Daniel Driggers

Date: 4/14/04

✓ Recommend Council approval Recommend Council denial
Comments regarding recommendation: Contingent upon the approval of the FY 05 budget

Procurement

Reviewed by: Rodolfo A. Callwood Date: 4/14/04
✓ Recommend Council approval Recommend Council denial
Comments regarding recommendation:

Legal

Reviewed by: Amelia R. Linder Date: 4-14-04
 Recommend Council approval Recommend Council denial
Comments regarding recommendation: This request is at the discretion of Council.

Administration

Reviewed by: J. Milton Pope Date: 4-18-04
✓ Recommend Council approval Recommend Council denial
Comments regarding recommendation:

Richland County Council Request of Action

Subject: Contract with Robinson Textiles – Inmate Uniforms

A. Purpose

County Council is requested to award a contract to Robinson Textiles in the amount of \$50,000 for inmate uniforms. This contract is on annual renewable terms.

B. Background / Discussion

In an effort to control cost and get the best price for detainee uniforms, the Detention Center requested the Procurement Department to advertise a Request for Proposal to see which company offered quality prisoner uniforms at the best price. Out of the six companies that responded to the RFP, Robinson Textiles won the bid for prison uniforms. Robinson Textiles met all specification concerning inmate shirts and pants. However, due to the volume of purchases, Procurement recommends that this be placed on an open purchase order, and extended as needed. Funding for the contract has been requested in the FY 04-05 budget.

C. Financial Impact

The estimated expenditure for the next fiscal year is \$50,000.

D. Alternatives

1. Approve the request to award the bid to Robinson Textiles in the amount of \$50,000 for FY 04-05.
2. Rebid the contract.

E. Recommendation

It is recommended that Council approve the request to award the bid to Robinson Textiles in the amount of \$50,000 for the FY 03-04.

Recommended by: Joseph Bochenek Department: Detention Center Date: March 21, 2004

F. Reviews

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

Finance

Reviewed by (Finance Director): Carrie Neal Date: 4/14/04
✓ Recommend Council approval Recommend Council denial
Comments regarding recommendation:

Reviewed by (Budget Director): Daniel Driggers Date: 4/14/04
✓ Recommend Council approval Recommend Council denial
Comments regarding recommendation: Contingent upon the approval of the FY 05 budget

Procurement

Reviewed by: Rodolfo A. Callwood

Date: 4/14/04

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Legal

Reviewed by: Amelia R. Linder

Date: 4-14-04

Recommend Council approval

Recommend Council denial

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

Administration

Reviewed by: J. Milton Pope

Date: 4-18-04

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Richland County Council Request of Action

Subject: Contract with Aramark – Food Service Management

A. Purpose

County Council is requested to renew the Food Service Management Contract with Aramark in the amount of \$966,893 for food service at the Alvin S. Glenn Detention Center. The County has a 5-year agreement with Aramark with annual renewable terms.

B. Background / Discussion

This is annual renewal for food service for the Alvin S. Glenn Detention Center. Aramark Correctional Service has provided the Detention Center with quality food service for the past two years.

C. Financial Impact

The estimated expenditure is \$966,893 to feed an estimated average daily population of 889 inmates. Also, additional cost would be incurred if the population exceeds 850 on any given day. Funding for the contract has been requested in the FY 04-05 budget.

D. Alternatives

1. Renew the Aramark Food Service Management contract.
2. Rebid the contract.

E. Recommendation

It is recommended that Council approve the negotiations and award the contract to Aramark Correctional Service, Inc. for the approximate amount of \$966,893 in the FY 04-05 budget.

Recommended by: Joseph Bochenek Department: Detention Center Date: March 21, 2004

F. Reviews

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

Finance

Reviewed by (Finance Director): Carrie Neal

Date: 4/14/04

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Reviewed by (Budget Director): Daniel Driggers

Date: 4/14/04

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Contingent upon the approval of the FY 05 budget

Procurement

Reviewed by: Rodolfo A. Callwood

Date: 4/14/04

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Legal

Reviewed by: Amelia R. Linder

Date: 4-14-04

Recommend Council approval

Recommend Council denial

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

Administration

Reviewed by: J. Milton Pope

Date: 4-18-04

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Richland County Council Request of Action

Subject: Contract with Honeywell, Inc. – Bluff Rd. Facility Maintenance

A. Purpose

County Council is requested to approve the expenditure in the amount of \$90,195 for full maintenance coverage on the fire and security system for the Bluff Road Facility.

B. Background / Discussion

Honeywell, Inc. is the only company that could provide combined and full coverage on the fire and security systems. This request was first made during the 94-95 FY budget process. Council has renewed the Honeywell, Inc. contract each year since the 94-95 FY. Funding for the contract has been requested in the FY 04-05 budget.

C. Financial Impact

The estimated expenditure is \$90,195 of the \$289,065 requested in the Service Contracts Account.

D. Alternatives

1. Approve the request to renew the contract to Honeywell, Inc. in the amount of \$90,195 for FY 04-05.
2. Do not approve the contract for the expenditure of maintenance coverage on the fire and security system for the Bluff Road Facility.

E. Recommendation

It is recommended that Council approve the request to renew the contract for Honeywell, Inc. in the amount of \$90,195 for FY 04-05.

Recommended by: Joseph Bochenek Department: Detention Center Date: March 21, 2004

F. Reviews

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

Finance

Reviewed by (Finance Director): Carrie Neal Date: 4/15/04
✓ Recommend Council approval Recommend Council denial
Comments regarding recommendation:

Reviewed by (Budget Director): Daniel Driggers Date: 4/15/04
✓ Recommend Council approval Recommend Council denial
Comments regarding recommendation: Contingent upon the approval of the FY 05 budget

Procurement

Reviewed by: Rodolfo A. Callwood

Date: 4/19/04

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Legal

Reviewed by: Amelia R. Linder

Date: 04/15/04

Recommend Council approval

Recommend Council denial

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

Administration

Reviewed by: J. Milton Pope

Date: 4-18-04

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Richland County Council Request of Action

Subject: Contract with W. B. Guimarin & Co. – Bluff Road Facility Housing & Energy Plant

A. Purpose

County Council is requested to approve the expenditure in the amount of \$92,880.00 for maintenance of the Bluff Road Facility Housing and Energy Plant.

B. Background / Discussion

W. B. Guimarin & Company Inc. is not the only company that can service the equipment, but is a preference as the original installer. Other companies can provide service, but at a higher rate and must learn the system. This request was first made during the 94-95 FY budget process. Council has renewed the W. B. Guimarin & Company contract each year since the 94-95 FY. Funding for the contract has been requested in the FY 04-05 budget.

C. Financial Impact

The estimated expenditure is \$92,880.00 from the Service Contracts Account.

D. Alternatives

1. Approve the request to renew the contract to W. B. Guimarin & Company in the amount of \$92,880.00 for FY 04-05.
2. Do not approve the contract for the expenditure of maintenance for W. B. Guimarin & Company.

E. Recommendation

It is recommended that Council approve the request to renew the contract for W. B. Guimarin & Company in the amount of \$92,880.00 for FY 04-05.

Recommended by: Joseph Bochenek Department: Detention Center Date: March 21, 2004

F. Reviews

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

Finance

Reviewed by (Finance Director): Carrie Neal

Date: 4/20/04

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Reviewed by (Budget Director): Daniel Driggers

Date: 4/20/04

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Procurement

Reviewed by: Rodolfo A. Callwood

Date: 4/22/04

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Legal

Reviewed by: Amelia R. Linder

Date: 04/22/04

Recommend Council approval

Recommend Council denial

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

Administration

Reviewed by: J. Milton Pope

Date: 4-22-04

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Richland County Council Request of Action

Subject: Emergency Services Purchase Orders for 2004-2005

A. Purpose

Council is requested to award Purchase Orders for services in the 2004-2005-budget year. These services are required for the operations of the Emergency Services Department. The yearly amount of the expenditures will exceed \$30,000 so Council's approval is required. These Purchase Orders and Contract approvals are subject to Council's adoption of the 2004-2005 budgets.

B. Background / Discussion

The Emergency Services Department uses vendors to provide service for operations. When a purchase order or contract for service exceeds \$30,000, Council's approval is required. It is necessary to have agreements in place July 1, 2004, so that service will not be interrupted at the start of the new budget year.

<u>VENDOR</u>	<u>SERVICE</u>	<u>ESTIMATED AMOUNT</u>
City of Columbia	Diesel & Gasoline	\$90,000.00
Medtronic Physio-Control	EKG/Defibrillator maintenance	\$38,544.00
Motorola	EMS Radio Service	\$72,000.00
Motorola	FIRE Radio Service	\$200,000.00
Motorola	911 Equipment Maintenance	\$57,805.92

C. Financial Impact

Funding is included in the 2004-2005 budget.

D. Alternatives

1. Approve the purchase orders and contracts.
2. Do not approve the purchase orders and contracts.

E. Recommendation

It is recommended that Council approve the purchase orders and contracts for the services so there will not be an interruption of these mission essential services at the beginning of the new budget year.

Recommended by: Michael A. Byrd Department: Emergency Services Date 03-06-03

F. Reviews

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

Finance

Reviewed by (Finance Director): Carrie Neal

Date: 4/14/04

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Reviewed by (Budget Director): Daniel Driggers Date: 4/14/04
✓ Recommend Council approval Recommend Council denial
Comments regarding recommendation: Contingent upon the approval of the FY 05 budget.

Procurement

Reviewed by: Rodolfo A. Callwood Date: 4/14/04
✓ Recommend Council approval Recommend Council denial
Comments regarding recommendation:

Legal

Reviewed by: Amelia R. Linder Date: 4-14-04
 Recommend Council approval Recommend Council denial
Comments regarding recommendation: This request is at the discretion of Council.

Administration

Reviewed by: J. Milton Pope Date: 4-18-04
✓ Recommend Council approval Recommend Council denial
Comments regarding recommendation:

Richland County Council Request of Action

Subject: Microsoft Licensing - Countywide

A. Purpose

County Council is requested to approve the purchasing of Microsoft licenses in an amount not to exceed \$310,000 to comply with federal copyright law.

B. Background / Discussion

The Richland County Wide Area Network and Local Area Networks (WAN/LAN) currently consist of 56 servers and 900 personal computers (PCs). In January 2004, the IT Department performed a County-wide inventory to update the computer inventory database.

In order to comply with federal copyright law, Richland County must have Microsoft licenses for all County servers and all County PCs. Licensing is required for Microsoft operating systems, database systems, as well as software applications (such as MS Office and Outlook).

In the last several years, Microsoft modified its licensing requirements, and it greatly increased its enforcement efforts. Richland County and all of the other Microsoft business customers were forced to adapt to Microsoft's new licensing requirements. In October 2001, Microsoft announced the new Enterprise Agreement (EA) program, which greatly simplifies copyright compliance, license tracking, and acceptable proofs during audits. The EA from Microsoft is the best license option for the County, and it is also the least expensive. Therefore, Richland County is now enrolled in Microsoft's Enterprise Agreement for licensing.

If Richland County were to decide not to participate in the copyright compliance program, the County would put itself at risk for fines and penalties of up to \$150,000 per violation. A Microsoft representative contacted Richland County in 2001 requesting that a Microsoft inventory summary sheet be filled out and turned in to them, and now Microsoft monitors the copyright compliance of the County. If Richland County were to drop out of the Enterprise Agreement, it is expected that the County would receive a Software Audit Notice from the Business Software Alliance (BSA), often nicknamed the "Software Police".

For the current fiscal year, the IT Department is requesting County Council's permission to spend up to \$310,000 as the final year payment of a three-year Microsoft Enterprise Agreement, from the vendor ASAP SOFTWARE, on South Carolina State Contract. The necessary funds are appropriated and available in the current fiscal year in account 1870.5471.

The IT Department will be negotiating a new license agreement in the upcoming fiscal year.

C. Financial Impact

This request will cost the County \$310,000, which is available in the IT Department's licensing account.

D. Alternatives

1. Approve the request to purchase Microsoft licenses from vendor ASAP SOFTWARE on South Carolina State Contract in an amount not to exceed \$310,000. This would fulfill the County’s current obligations in the Microsoft copyright compliance program.
2. Do not approve the request. This would mean that the County chooses not to participate in the copyright compliance program.

E. Recommendation

It is recommended that Council approve the request to purchase Microsoft licenses from vendor ASAP SOFTWARE on South Carolina State Contract in an amount not to exceed \$310,000.

Recommended by: Janet Claggett Department: Information Tech. Date: 04/09/04

F. Reviews

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

Finance

Reviewed by (Finance Director): Carrie Neal Date: 4/14/04
✓ Recommend Council approval Recommend Council denial
Comments regarding recommendation:

Reviewed by (Budget Director): Daniel Driggers Date: 4/15/04
✓ Recommend Council approval Recommend Council denial
Comments regarding recommendation:

Legal

Reviewed by: Amelia R. Linder Date: 04/15/04
 Recommend Council approval Recommend Council denial
Comments regarding recommendation: This request is at the discretion of Council.

Administration

Reviewed by: Tony McDonald Date: 4/15/04
✓ Recommend Council approval Recommend Council denial
Comments regarding recommendation:

Richland County Council Request of Action

Subject: Richland Memorial Hospital: Property Sale

A. Purpose

County Council is requested to approve a Resolution (see attached) to authorize the Richland Memorial Hospital Board to sell its property, located at 215 Greenfield Road, off of Two Notch.

B. Background / Discussion

See the letter delivered on April 14th from the Board to the County Administrator on the following pages.

C. Financial Impact

There is no financial impact to the County associated with this request.

D. Alternatives

1. Approve the Resolution to authorize the Richland Memorial Hospital Board to sell their property at 215 Greenfield Road.
2. Do not approve the Resolution to authorize the sale of the property.

E. Recommendation

It is recommended that County Council approve the Resolution to authorize the sale of this property.

Recommended by: Howard P. West Department: Palmetto Health Date: 04/14/04

F. Reviews

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

Finance

Reviewed by (Finance Director): Carrie Neal Date: 4/15/04
✓ Recommend Council approval Recommend Council denial
Comments regarding recommendation:

Reviewed by (Budget Director): Daniel Driggers Date: 4/15/04
 Recommend Council approval Recommend Council denial
Comments regarding recommendation: No recommendation

Legal

Reviewed by: Amelia R. Linder Date: 04/15/04
 Recommend Council approval Recommend Council denial
Comments regarding recommendation: This request is at the discretion of Council.

Administration

Reviewed by: Tony McDonald

✓ Recommend Council approval

Comments regarding recommendation:

Date: 4/15/04

Recommend Council denial



Howard P. West

SENIOR VICE PRESIDENT & GENERAL COUNSEL

HAND DELIVERED 4-14-04

April 14, 2004

Mr. Cary McSwain
Richland County Administrator
P.O. Box 192
2020 Hampton Street,
4th Floor – Room 4058
Columbia, SC 2

**RE: Richland Memorial Hospital Proposed Sale of Property
Located at 215 Greenfield Road, Columbia, South Carolina**

Dear Cary:

At its meeting on Monday, April 12, 2004, the Richland Memorial Hospital Board of Trustees voted to sell property located at 215 Greenfield Road in Columbia, South Carolina. The RMH Board purchased this property in 1994 for use by patients enrolled in the Palmetto SeniorCare Program. The apartments were modified to meet certain DHEC requirements and other code requirements in order for Palmetto SeniorCare patients to occupy those apartments on an interim basis. Changes in the healthcare reimbursement system and other regulatory requirements made it more cost effective and functional for Palmetto SeniorCare patients to be housed in nursing homes or assisted living facilities when appropriate. Accordingly, the property is now vacant and Palmetto Health has no anticipated use for the property.

Property Description:

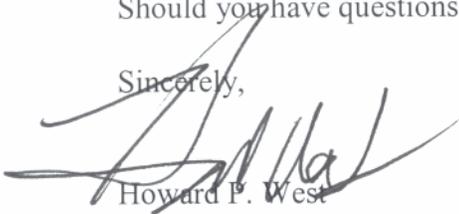
- The property is located at 215 Greenfield Road, Columbia, South Carolina (Off Two Notch Road)
- The property consists of eight, two-bedroom apartments located on approximately one acre of land.
- The property was appraised at 430,000.00 in February, 2004 (Appraisal Report enclosed).

The Richland Memorial Hospital Board of Trustees request that the Richland County Council take this matter up with the appropriate Richland County Council Committee as soon as practical. The Richland Memorial Hospital Board of Trustees is recommending that Richland

County Council authorize the sale of this property. The property has not yet been advertised as being for sale; therefore, a sale's contract has not been negotiated.

Should you have questions, please do not hesitate to contact me at 296-2124.

Sincerely,

A handwritten signature in black ink, appearing to read "H. West", written over the typed name.

Howard P. West
Senior Vice President & General Counsel

/mrm

Enclosure (Appraisal Report)

c: Greg Pearce

State of South Carolina)
)
County of Richland)

**A Resolution of the
Richland County Council**

**A Resolution to Approve Richland Memorial Hospital
Board of Trustees' Sale of Property Located At
215 Greenfield Road, TMS #19804-01-23.**

WHEREAS, in 1994 the Richland Memorial Hospital Board of Trustees purchased a parcel of real property located at 215 Greenfield Road, in Richland County, South Carolina, identified as TMS #19804-01-23; and

WHEREAS, the property consists of eight, two-bedroom apartments located on approximately one acre of land; and

WHEREAS, the property is now vacant and there is no anticipated future use for the apartments; and

WHEREAS, this real estate is currently appraised at \$430,000.00, and the Richland Memorial Hospital Board of Trustees desires to sell the property; and

WHEREAS, the Richland Memorial Hospital Board of Trustees has asked Richland County Council to approve the sale of this property at 215 Greenfield Road; and

WHEREAS, Richland County Council finds that the sale of this property is in the best interest of all concerned;

NOW, THEREFORE, BE IT RESOLVED that the Richland County Council does hereby approve Richland Memorial Hospital Board of Trustees' sale of property located at 215 Greenfield Road in the County of Richland, and which is identified as TMS #19804-01-23.

ADOPTED THIS the ____ day of May, 2004.

Bernice G. Scott, Chair
Richland County Council

Attest: _____
Michielle R. Cannon-Finch
Clerk of Council

**Hazard Mitigation in Richland County:
What Has Been Done And What Remains To Be Done**

In 2000 the federal government passed the Stafford Act, also known as the Disaster Mitigation Assistance 2000 Act, DMA2K. This law mandated that for local governments including school districts, water and sewer districts, recreation commissions to receive 75% financing for disaster mitigation (for both preparation and clean up of natural disasters, not chemical spills or terrorism) local governments would have to prepare plans satisfactory to the Federal Emergency Management Agency within the Department of Homeland Security.

In 2003, Central Midlands signed a contract with the Emergency Management Division of the S. C. Adjutant General's Office to prepare a regional plan. That planning process is now well advanced with satisfactory cooperation from local governments in all four counties of the region.

I am enclosing a list of both the regional Core Planning Team representing the region as a whole to direct the entire planning effort and the Richland County Risk Assessment and Hazard Mitigation Planning Committee to prepare and submit materials for risk assessment and the eventual preparation of Action Plans for each local jurisdiction.

I have been assigned to prepare the regional plan and assist each local government with the fashioning of its own Action Plan. In April I will submit a draft of the plan to the Core Planning Team and ask for comment. Then I will send the draft to the EMD for its comment. With their approval I will then give the plan to participating jurisdictions for their review. They will make modifications as they see fit and then submit a preliminary letter of support for EMD and FEMA. Then each local government will be asked to adopt the plan by resolution in August 2004.

With the plan adoption and formal status given by FEMA a local government will be able to apply for funds to implement its Action Plan included in the regional document.

Each year the Core Planning Team will have to update the plan and once every five years revise it comprehensively. Local governments not participating in the first year can do so in subsequent years.

I appreciate all the help that Mr. Michael Byrd has given me to make this as good a plan as it can be for Richland County. Their help and the Administrator's willingness to run some articles letting the public know that the plan is ready for draft review and comment will be a great help to the process this spring and summer.

If you have questions, please let me know.

John A. Huffman, AICP
Planner and Grants Administrator March 22, 2004

**Table I-A
Project Planning Timeline for Major Work Element**

Step 1	Establish the Core Planning Team	Complete from 1/1/03 to 1/31/03
Step 2	Gather Data and Hazard Information in Each County	Complete from 2/1/03 to 9/30/03
Step 3	Appoint and Establish County Based Hazard and Risk Assessment Comm.	Complete from 9/3/03 to 12/31/03
Step 4	Hold First Public Meeting in Each County	Complete from 12/1/03 to 12/31/03
Step 6	Prepare Body of Plan Identifying Hazards and Linking Them to Mitigation Measures	Complete from 1/1/04 to 3/31/04
Step 7	Devise Action Plan for Prioritizing and Implementing Mitigation Measures	Complete from 3/31/04 to 4/30/04
Step 8	Prepare Procedure to Update the Plan and Keep Viable	Complete from 4/30/04 to 5/31/04
Step 9	Finish First Draft and Hold Final Public Meeting	Complete 6/1/04 to 6/30/04
Step 10	Make Final Revisions and Submit to EPD with letters of support from Local Govern.	Complete from 7/1/04 to 7/15/04

**Table I-B
Central Midlands Regional Risk Assessment and Hazard Mitigation Committee**

Name	Organization
Ronald Scarboro	City of West Columbia
Tom Barber	Newberry County
H .E. Edwards, Jr.	Town of Lexington
Donnie Shields	City of Forest Acres
Ben Baxley	Town of Springdale
Mike Byrd	Richland County
Neil Ellis	Lexington County
Howard Lederfind	City of Columbia
Ken Knudsen	City of Cayce
Phyllis Watkins	Fairfield County

Table I-C
Richland County Risk Assessment And Hazard Mitigation
Planning Committee

Name	Organization	Name	Organization
Milton Morris	Benedict College	Robert Allen	Richland County Recreation Commis.
Robert Chestnut	Richland School Dist 1	Randy Mahan	SCANA/SCE&G
Larry Johnson	Columbia Emergency Operations	Howard Lederfind	Columbia Emergen. Operations
John Hanson	Town of Irmo	Judy Spell	Columbia/Richland 911 Committee
Fred Hoose	Lex. School Dist. 5	Susan Cutter	USC Geography Department
Kyle Oden	S. C. Emergency Mgmt Division	Donnie Shields	City of Forest Acres
Freddy Vang	S. C. Dept of Natural Resources	Christopher Campbell	Mayor of Eastover
Michael A. Byrd	Richland County Emergency Services	Mike Dawson	River Alliance
Robert E. Davis	Richland School District 2	J. Donald Dial	Alpine Utilities
Richard W. Thomas	Mayor of Arcadia Lakes	Jim Cagney	S. C. Dept of Transportation
Stan Jones	Palmetto Utilities	Roland Ballow	Mayor of Blythewood
Paul Livingston	Midlands Technical College		

Goals of Richland County

1. Develop better data for the county for the county relating to type, impact, location, and cost of the mitigation of natural disasters occurring in Richland County.
2. Increase the county's internal capacity to initiate and sustain emergency response operations during and after a natural disaster and thereby mitigate the effects of hazardous events.
3. Enhance existing or design new policies and/or programs in the county to reduce the potential damaging effects of hazards without hindering other community goals or impeding hazard mitigation programming in the county.
4. Protect the most vulnerable populations, buildings, and critical facilities in the County through the implementation of cost-effective, environmentally sound, and technically feasible mitigation projects.
5. Protect the public health, safety, and welfare by increasing the public awareness of existing hazards and by fostering both individual and public responsibility in the mitigation of risks caused by natural hazards.
6. Increase understanding of all residents in the county about the natural hazards threatening local areas and the techniques available to minimize vulnerability to those hazards.
7. Maintain the economic vitality of the county in the face of natural disasters.
8. Ensure that the residents of the county will have secure homes, institutions, and place of employment that are now vulnerable to natural disasters.
9. Ensure that the availability and functioning of the infrastructure of the county will not be significantly disrupted by a natural disaster.
10. Inventory and map all structures in flood plains and assess properties that are or may be repetitive loss properties.

Action Plan For Unincorporated Richland County, Sc

Natural hazards ranked by priority in unincorporated Richland County:

1. Forest fires/wild fires
2. Flooding
3. Winter snow and ice storms
4. Thunderstorms/summer storms with accompanying hail, wind, and lightning
5. Hurricanes
6. Tornadoes
7. Earthquakes
8. Drought/heat

This is not intended to be an exclusive list of natural hazards that threaten the county. These are the most important natural hazards as rated by Richland County participants in the planning process.

Proposed Projects

The following are the proposed projects to be undertaken, continued in unincorporated Richland County for hazard mitigation during 2004 – 2005.

Abbreviations for types of mitigation are as follows:

- ES Emergency Services Activities
- GIS Geographical Information Systems
- NB Natural and Beneficial Functions/Resource Preservation Activities
- PA Preventive Activities
- PI Public Information Activities
- PP Property Protection Activities
- SP Structural Projects

Key plan umbrella goals are enumerated in Section VII.

Type	Type of Hazard	Activity	Lead Agent	Finance Source	Local Goals Addressed	Priority (1 highest, 4 lowest)
ES	Forest Fire/Wild Fires	Improved suppression response (tankers, dry chemicals)	Richland County	Capital Improve. Budget	2, 3, 7, 8, and 9	1
PA	Forest Fire/Wild Fires	Regulate open burning by permit (Red flag alerts)	Richland County	Operating budget	3 and 8	2
PA	Forest Fire/Wild Fires	Fire Code enforcement, inspections	Richland County	Operating budgets	2, 5, and 8	1
PP	Forest Fire/Wild Fires	Construct dry hydrant program in rural areas of county	Richland County, Columbia, Winnsboro	Capital Improve. Budgets	2, 3, 7, 8, and 9	1
GIS	Forest Fire/Wild Fires	Use GIS capacity to map, record wild fires, all hazard events	Richland County	Operating Budget	1 and 10	1
PA	Flooding	Maintain & upgrade warning siren system for Lake Murray Dam	SCANA	Capital Improve. Budget	2, 5, and 8	1
PA	Flooding	Enforce county zoning to restrict development in flood-plains	Richland County	Operating Budget	2, 5, and 8	1

Type	Type of Hazard	Activity	Lead Agent	Finance Source	Local Goals Addressed	Priority (1 highest, 4 lowest)
PI	Flooding	Declare May of each year to be Flood Awareness Month	Richland County	Operating Budget	2, 5, and 8	2
PP	Flooding	Coordinate with other local gov'ts in county to make stream channel imp.	Richland County, municipalities in county	Capital Improve. Budgets	2, 3, 7, 8, and 9	3
SP	Flooding	Replace structurally obsolete bridges	Richland County, towns SCDOT	Capital Improve. Budgets	2, 3, 7, 8, and 9	2
PA	Flooding	Identify & contact all repetitive loss properties	Richland County, towns in county	Operating Budgets	1, 5, and 10	1
PA	Flooding	Ensure that the FEMA Elevation Certificate is properly completed before issuance on property in flood areas	Richland County, towns in county	Operating Budgets	2, 5, 8, and 10	1
PA	Flooding	Undertake Planning to participate in Community Rating System	Richland County, towns in county	Operating Budgets	2, 5, 8, and 10	1
PP	Winter Snow & Ice Storms	Power line easement clearance	Richland County, SCANA Electric Coops.	Electric utility providers	2, 3, 7, 8, and 9	1
ES	Winter Snow & Ice Storms	Debris removal and road clearance work	Richland County Public Works and SCDOT	Rich. County Public Works & SCDOT Operating Budgets	2, 3, 7, 8, and 9	1

Type	Type of Hazard	Activity	Lead Agent	Finance Source	Local Goals Addressed	Priority (1 highest, 4 lowest)
ES	Winter Snow & Ice Storms	Use bus and van transit system for emergency shelters, evacuation & communicat. capacity	Central Midlands Transit System, DART system, etc.	CMRTA and DART budgets	3, 4, 7, and 8	1
ES	Winter Snow & Ice Storms	Procure and Use electric generators at critical facilities	Richland County, school districts, cities, recreation comm.	Capital Improve. budgets	2, 3, 7, 8, and 9	1
SP	Thunderstorms (Hail, Wind, Lightning)	Install surge protectors in critical facilities	Richland County, school districts, cities	Capital Improve. Budgets	2, 3, 7, 8, and 9	1
PA	Thunderstorms (Hail, Wind, Lightning)	Adopt procedure to suspend operations during lightning storms	Richland County	Operating Budget	2, 3, 4, 5, and 8	2
PA	Thunderstorms (Hail, Wind, Lightning)	Clear power line and utility easements of debris	SCANA, Electric Coops	Public Works Operating Budgets	2, 3, 7, 8, and 9	1
PA	Thunderstorms (Hail, Wind, Lightning)	Remove taller trees near critical facilities	Richland County, Electric Coops, SCANA	Public Works Operating Budget	2, 3, 7, 8, and 9	2
ES	Hurricanes	Develop Portable Water Treatment Facilities	Richland Utilities, Columbia	Capital Improve. Budget	2, 3, 7, 8, and 9	2
SP	Hurricanes	Replace water storage tanks and pumps as needed	Water providers in county	Capital Improve. Budgets	2, 3, 7, 8, and 9	2
SP	Hurricanes	Add capacity at solid waste disposal facilities serving the county to handle more debris	Richland County and solid waste contractors	Capital Improve. Budgets	2, 3, 7, 8, and 9	2

Type	Type of Hazard	Activity	Lead Agent	Finance Source	Local Goals Addressed	Priority (1 highest, 4 lowest)
SP	Tornadoes	“Harden” utility services especially in highly vulnerable areas	Richland County	Capital Improve. Budget	2, 3, 7, 8, and 9	1
PA	Tornadoes	Conduct engineering strength studies of critical facil.	Richland County	Capital Improve. Budget	2, 3, 4, and 8	1
ES	Tornadoes	Emergency response chain saw project and other efforts to remove debris	Richland County, SCANA, Electric Coops, and towns in county	Capital Improve. Budgets	2, 3, 7, 8, and 9	1
ES	Tornadoes	Install safe rooms in critical facilities especially those with vulnerable populations	Richland County	Capital Improve. Budget	2, 3, 7, 8, and 9	2
GIS	Tornadoes	Establish GIS mapping of all hazard events by location, effect, and time	Richland County, Columbia, other municip.	Capital Improve. Budgets	1 and 10	3
PA	Earthquake	Conduct earthquake impact analysis on critical facilities in Rich. County	Richland County, City of Columbia	Public Works Depts.’ Capital Budgets	2, 3, 4, and 8	1
PA	Earthquake	Work with SCANA to ensure that the Lake Murray Dam withstands future events	Richland County and SCANA	Operating Budget	2, 3, 4, and 8	1
ES	Earthquake causing dam failure	Ensure that warning signal system works for rapid evacu. from lands downstream of Lake Dam	SCANA	Operating Budget	2, 3, 4, and 8	1
PA	Earthquake causing dam failure	Develop clearly marked and explained evacuation routes for dam failure	Richland County, City of Columbia, Irmo, SCANA	Capital Improve. Budgets	2, 3, 4, and 8	1

Type	Type of Hazard	Activity	Lead Agent	Finance Source	Local Goals Addressed	Priority (1 highest, 4 lowest)
PI	Earthquake	Develop speakers bureau about earthquake and other natural disaster threats to the county	Richland County, SCANA, towns cities	Operating Budget	2, 4, 5, 6, and 8	1
PA	Drought	Develop and publicize water conservation practices to respond to drought declarations	County of Richland	Operating Budget	5 and 6	1
PA	Drought	Amend state drought legislation to stiffen penalties & clarify laws	SC General Assembly	Operating Budget	1, 5, and 6	3
NB	Drought	Develop a county water well program in vulnerable fringe areas of county	Richland County, City of Columbia	Capital Budgets of Public Works Programs	2, 3, 4, 7, 8, and 9	2
NB	Drought	Institute a drought water storage program for fire suppression	Richland County, City of Columbia	Capital Budgets of Public Works Programs	2, 3, 4, 7, 8, and 9	1
PA	Drought	Develop and publicize water conservation practices to respond to drought declarations	Richland County	Operating Budget	1, 5, and 6	1