

RICHLAND COUNTY
COUNTY COUNCIL AGENDA



Tuesday, JULY 20, 2021

6:00 PM

COUNCIL CHAMBERS

RICHLAND COUNTY COUNCIL 2021



Bill Malinowski
District 1
2018-2022



Derrek Pugh
District 2
2020-2024



Yvonne McBride
District 3
2020-2024



Paul Livingston
District 4
2018-2022



Allison Terracio
District 5
2018-2022



Joe Walker III
District 6
2018-2022



Gretchen Barron
District 7
2020-2024



Overture Walker
District 8
2020-2024



Jessica Mackey
District 9
2020-2024



Cheryl English
District 10
2020-2024



Chakisse Newton
District 11
2018-2022





Richland County Council

Regular Session
July 20, 2021 - 6:00 PM
Council Chambers
2020 Hampton Street, Columbia, SC 29204

1. **CALL TO ORDER**

The Honorable Paul Livingston,
Chair Richland County Council

a. ROLL CALL

2. **INVOCATION**

The Honorable Derrek Pugh

3. **PLEDGE OF ALLEGIANCE**

The Honorable Derrek Pugh

4. **PRESENTATION OF PROCLAMATIONS**

The Honorable Paul Livingston

a. Resolution Recognizing Columbia-Richland Fire Department on being designated as a "Fire Safe SC Community" for Two Consecutive Years

5. **APPROVAL OF MINUTES**

The Honorable Paul Livingston

a. Special Called Meeting: July 6, 2021 [UNDER SEPARATE COVER]

b. Special Called Meeting: July 13, 2021 [PAGES 11-23]

6. **ADOPTION OF AGENDA**

The Honorable Paul Livingston

7. **REPORT OF THE ACTING COUNTY ATTORNEY FOR EXECUTIVE SESSION ITEMS**

Elizabeth McLean,
Acting County Attorney

After Council returns to open session, Council may take action on any item, including any subsection of any section, listed on an executive session agenda or discussed in an executive session during a properly notice meeting.

- a. Legal Advice regarding Convention Center Economic Development Project - Pursuant to SC Code of Laws i.30-4-70(a)(5)
- b. Mercury Fund (Supreme Court Decision regarding tax sale redemption): Update on item involving potential claims – Pursuant to SC Code of Laws §30-4-70(a)(2)
- c. Richland County v. Richland Program Development Team (2019-CP-40-2417) - Legal update pursuant to SC Code of Laws §30-4-70(a)(2)
- d. Richland County’s Road Maintenance Fee in light of Burns v. Greenville County - Legal advice pursuant to SC Code of Laws §30-4-70(a)(2)

8. CITIZEN'S INPUT

The Honorable Paul Livingston

- a. For Items on the Agenda Not Requiring a Public Hearing

9. CITIZEN'S INPUT

The Honorable Paul Livingston

- a. Must Pertain to Richland County Matters Not on the Agenda
(Items for which a public hearing is required or a public hearing has been scheduled cannot be addressed at time.)

10. REPORT OF THE COUNTY ADMINISTRATOR

Leonardo Brown,
County Administrator

- a. Coronavirus Update [**PAGE 24**]

11. REPORT OF THE DEPUTY CLERK OF COUNCIL

Michelle Onley,
Deputy Clerk of Council

- a. SCAC Conference and Institute of Government Classes

12. REPORT OF THE CHAIR

The Honorable Paul Livingston

- a. Personnel Matter: Clerk's Office Personnel

13. APPROVAL OF CONSENT ITEMS

The Honorable Paul Livingston

- a. 21-015MA
Robert C. Lee
RU to GC (.97 Acres)
511 Ross Road
TMS #R17107-03-03 [THIRD READING] [**PAGES 25-26**]

14. THIRD READING

- a. 21-017MA
Kevin Steelman
RU to RS-E (44.64 Acres)
Old Tamah Road
TMS #R03400-02-03, 04 & 05 [PAGS 27-28]

15. FIRST READING ITEMS

- a. Road Maintenance Ordinance [BY TITLE ONLY]

16. REPORT OF ECONOMIC DEVELOPMENT COMMITTEE

The Honorable Yvonne McBride

- a. A Resolution Authorizing and Approving the assignment and assumption of certain property tax incentive agreements by and among Richland County, South Carolina and International Paper Company, and other matters related thereto [PAGES 29-31]

17. REPORT OF RULES & APPOINTMENTS COMMITTEE

The Honorable Bill Malinowski

a. NOTIFICATION OF VACANCIES

1. 1. Accommodations Tax – Five (5) Vacancies (TWO applicants must have a background in the lodging industry, THREE applicants must have a background in the hospitality industry, and ONE applicant will fill an At-large seat)
2. Airport Commission – Two (2) Vacancies (One applicant must reside within the Rosewood, Shandon, or Hollywood-Rose-Hill-Wales Garden neighborhoods)
3. Building Codes Board of Appeals – Six (6) Vacancies (ONE applicant must be from the Architecture Industry, ONE from the GAS Industry, ONE from the Building Industry, ONE from the Contracting Industry & TWO from Fire Industry as alternates)
4. Business Service Center – Four (4) Vacancies (TWO applicants must be from the Business Industry and TWO applicants must be a CPA)
5. Central Midlands Council of Governments – One (1) Vacancy
6. Community Relations Council – One (1) Vacancy
7. Employee Grievance Committee – Six (6) Vacancies (MUST be a Richland County employee; 2 seats are alternates)

8. Hospitality Tax – Three (3) Vacancies (ONE applicant must be from the Restaurant Industry)
9. Internal Audit Committee – Two (2) Vacancies (applicant with CPA preferred)
10. LRADAC – One (1) Vacancy
11. Music Festival – Two (2) Vacancies
12. Planning Commission – Two (2) Vacancies
13. Procurement Review Panel – Two (2) Vacancies – (One applicant must be from the public procurement arena & one applicant must be from the consumer industry)
14. Richland Memorial Hospital Board of Trustees – Two (2) Vacancies
15. River Alliance – One (1) Vacancy
16. Township Auditorium – Two (2) Vacancies
17. Transportation Penny Advisory Committee (TPAC) – Six (6) Vacancies

b. NOTIFICATION OF APPOINTMENTS

1. Airport Commission – Two (2) Vacancies (One applicant must reside within the Rosewood, Shandon, or Hollywood-Rose-Hill-Wales Garden neighborhoods)
 - a. Lynn I. Hutto [**PAGES 32-33**]
 - b. Lindsey Forrest Ott [**PAGES 34-35**]
 - c. Wendy Nipper Homeyer [**PAGES 36-39**]
 - d. Jeffrey Hunter [**PAGES 40-43**]
2. Business Service Center Appeals Board - Four (4) Vacancies (TWO applicants must be from the Business Industry and TWO applicants must be a CPA)
 - a. Coulter R. Templeton [**PAGES 44-45**]
3. Music Festival - Two (2) Vacancies
 - a. Phillip Gilchrist [**PAGES 46-49**]
4. Planning Commission – Three (3) Vacancies
 - a. John K. Baxter [**PAGES 50-51**]

5. Richland Memorial Hospital Board of Trustees – Two (2) Vacancies
 - a. William Alvin McElveen [PAGES 52-59]
 - b. Stacey V. Brennan [PAGES 60-65]
 - c. Virginia L. Crocker [PAGES 66-68]
 - d. Raquel Michelle Richardson Thomas [PAGES 69-75]
 - e. Millisa "Millie" M. Bates [PAGES 76-78]
6. River Alliance - One (1) Vacancy
 - a. Javar A. Juarez [PAGES 79-80]
 - b. Lisa Ellis [PAGES 81-82]
7. Employee Grievance - Six (6) Vacancies (MUST be a Richland County employee; 2 seats are alternates)
 - a. Mark Cheslak [PAGES 83-84]
 - b. Meghan Easler [PAGES 85-86]
 - c. Elizabeth "Katie" Marr [PAGES 87-88]

18. REPORT OF THE CORONAVIRUS AD HOC COMMITTEE

- a. Emergency Rental Assistance Program (1)
- b. Emergency Rental Assistance Program (2) [PAGES 89-133]
- c. American Rescue Plan Initial Proposal for the United States Treasury [PAGES 134-174]

19. REPORT OF THE EMPLOYEE EVALUATION AND OVERSIGHT COMMITTEE

- a. Update on County Attorney Search [EXECUTIVE SESSION]

20. OTHER ITEMS

- a. Department of Public Works - Compound Parking Lot Restoration [PAGES 175-178]
- b. Municipal Solid Waste Management – Collections Contract [PAGES 179-194]

The Honorable Paul Livingston

- c. Transportation Projects Rescoping [PAGES 195-209]
- d. FY22 - District 2 Hospitality Tax Allocations [PAGES 210-211]
- e. A Resolution to appoint and commission Clinton Corley, Jr. as a Code Enforcement Officer for the proper security, general welfare, and convenience of Richland County [PAGES 212]

21. EXECUTIVE SESSION

Elizabeth McLean,
Acting County Attorney

- a. After Council returns to open session, Council may take action on any item, including any subsection of any section, listed on an executive session agenda or discussed in an executive session during a properly notice meeting.

22. MOTION PERIOD

- a. I move to direct the County Administrator to draft a detailed staff augmentation plan aimed at addressing critical County issues, projects and areas of priority. This plan should, at minimum, address:

The Honorable Chakisse Newton

- Critical areas of service adversely impacted by a deficit in staff, subject-matter expertise and/or necessary resources,
- Areas of priority, as established by or in conjunction with Council action(s), adversely impacted by a deficit in staff, subject-matter expertise and/or necessary resources,
- Potential opportunities for augmentation of services, resources and/or subject-matter expertise via:
 - o individuals and/or entities with proven success in areas identified as critical/priority,
 - o community and/or public-private partnerships,
 - o intergovernmental agreements, and/or
 - o any third-party resource(s) that can reasonably provide necessary services and/or facilitation of critical/priority projects

The requested information should move to Council for consideration no more than sixty (60) days from the date of this motion and be presented in hard copy at least 7 days in advance of the meeting at which it is to be discussed. The document should be complete with:

- data, facts and figures to substantiate all claims, assessments and/or recommendations,

- proposed solutions for each area, project or service identified as critical/priority and lacking necessary staff, subject-matter expertise, and/or resources, and
- estimated costs for each proposed solution as derived from quality research

23. ADJOURNMENT



Special Accommodations and Interpreter Services Citizens may be present during any of the County's meetings. If requested, the agenda and backup materials will be made available in alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), as amended and the federal rules and regulations adopted in implementation thereof. Any person who requires a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may request such modification, accommodation, aid or service by contacting the Clerk of Council's office either in person at 2020 Hampton Street, Columbia, SC, by telephone at (803) 576-2061, or TDD at 803-576-2045 no later than 24 hours prior to the scheduled meeting.



Richland County Council
Special Called Meeting
July 13, 2021 – 6:00 PM
Council Chambers

COMMITTEE MEMBERS PRESENT: Paul Livingston Chair, Bill Malinowski, Derrek Pugh, Allison Terracio, Gretchen Barron, Overture Walker, Jesica Mackey, Cheryl English and Chakisse Newton

OTHERS PRESENT: Leonardo Brown, Tamar Black, Angela Weathersby, Ashiya Myers, John Thompson, Lori Thomas, Bill Davis, Dwight Hanna, Randy Pruitt, Kyle Holsclaw, Sandra Haynes, Stacey Hamm, Michael Byrd, Ronaldo Myers, Dale Welch, Dante Roberts, Geo Price, Mike King, Michael Maloney, Jennifer Wladischkin, Judy Carter, Elizabeth McLean and Michelle Onley

1. **CALL TO ORDER** – Mr. Livingston called the meeting to order at approximately 6:00 PM. Mr. Livingston noted that Ms. McBride is not present at tonight’s meeting due to her attendance at the NACo Conference.

2. **INVOCATION** – The Invocation was led by the Honorable Chakisse Newton

3. **PLEDGE OF ALLEGIANCE** – The Pledge of Allegiance was led by the Honorable Chakisse Newton

4. **PRESENTATION**

- a. Memoriam Honoring Councilman Calvin “Chip” Jackson – Ms. Mackey and Mr. Livingston presented Councilman Jackson’s widow and family with a proclamation and framed newspaper article honoring Mr. Jackson’s legacy.

APPROVAL OF MINUTES

5. a. Budget – 2nd Reading: May 27, 2021 – Mr. O. Walker moved, seconded by Ms. Barron, to approve the minutes as distributed.
b. Budget – 3rd Reading: June 10, 2021
c. Regular Session: June 15, 2021
d. Zoning Public Hearing: June 22, 2021

Mr. Malinowski made a substitute motion, seconded by Mr. O. Walker, to approve the May 27th, June 10th, June 15th and June 22nd minutes as distributed.

In Favor: Malinowski, Pugh, Livingston, Terracio, Barron, O. Walker, Mackey and English

Opposed: Newton

Not Present: McBride and J. Walker

The vote was in favor.

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6. **ADOPTION OF AGENDA** – Mr. Pugh moved, seconded by Mr. O. Walker, to adopt the agenda as published.

Mr. Malinowski moved, seconded by Ms. English, to consolidate both Executive Sessions and take the items at the beginning at the meeting.

Ms. Newton stated there is a scrivener’s error on p. 534. The Hospitality Tax allocation amount should be \$10,000.

Mr. Brown stated Item 18(a) “I move to authorize the County Attorney to take any and all necessary action, including condemnation proceedings to acquire ownership of the roadway parcels of Aiken Hunt Circle and Oak Brook Drive that are currently not in the County’s road maintenance program. These parcels are located in the Wildewood Subdivision, and the current owner has been nonresponsive to prior requests by the Department of Public Works to acquire the roadway parcels” needs to be deferred to allow time for staff to obtain an appraisal.

In Favor: Malinowski, Pugh, Livingston, Terracio, Barron, O. Walker, Mackey, English and Newton

Not Present: McBride and J. Walker

The vote in favor was unanimous.

7. **PRESENTATION OF RESOLUTION**

- a. Resolution Recognizing Columbia-Richland Fire Department on being designated as a “Fire Safe SC Community” for Two Consecutive Years – Ms. Terracio moved, seconded by Ms. Barron, to defer the presentation until the July 20th Council meeting.

In Favor: Malinowski, Pugh, Livingston, Terracio, Barron, O. Walker, Mackey, English and Newton

Not Present: McBride and J. Walker

The vote in favor was unanimous.

REPORT OF THE ACTING COUNTY ATTORNEY FOR EXECUTIVE SESSION ITEMS

- 8.

- a. Richland County v. Richland Program Development Team (2019-CP-40-2417) – Legal Update pursuant to SC Code of Laws § 30-4-70(a)(2)
- b. Settlement Agreement with SCDOR (2016-CP-40-3102/2016-001839 – Case NO. 20-ALJ-17-0224-CC) – Legal advice/settlement of legal claims pursuant to SC Code of Laws §30-4-70(a)(2)
- c. Richland County’s Road Maintenance Fee in light of Burns v. Greenville County – Legal advice pursuant to SC Code of Laws § 30-4-70(a)(2)
- d. Clerk’s Office Personnel

Mr. Pugh moved, seconded by Mr. O. Walker, to go into Executive Session.

In Favor: Malinowski, Pugh, Livingston, Terracio, Barron, O. Walker, Mackey, English and Newton

Not Present: McBride and J. Walker

The vote in favor was unanimous.

Council went into Executive Session at approximately 6:28 PM and came out at approximately 9:44 PM

Ms. Terracio moved, seconded by Ms. Newton, to come out of Executive Session.

**Special Called Meeting
July 13, 2021**

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In Favor: Malinowski, Pugh, Livingston, Terracio, Barron, O. Walker, Mackey, English and Newton

Not Present: McBride and J. Walker

The vote in favor was unanimous.

Richland County v. Richland Program Development Team (2016-CP-40-2417) – Mr. Malinowski moved, seconded by Mr. Pugh, to instruct Legal to proceed with the PDT, as discussed in Executive Session.

In Favor: Malinowski, Pugh, Livingston, Barron, O. Walker, Mackey, and English

Opposed: Terracio and Newton

Not Present: McBride and J. Walker

The vote was in favor.

Settlement Agreement with SCDOR (2016-CP-40-3102/2016-001839 – Case No. 20-ALJ-17-0224-CC) – Mr. O. Walker moved, seconded by Ms. English, to approve the settlement agreement with SCDOR, as presented in Executive Session, and authorize the County Administrator to execute the same.

Mr. Malinowski made a substitute motion to follow Legal's recommendation.

The substitute motion died for lack of a second.

In Favor: Pugh, Livingston, Terracio, Barron, O. Walker, Mackey, English and Newton

Opposed: Malinowski

Not Present: McBride and J. Walker

The vote was in favor.

Richland County's Road Maintenance Fee in light of Burns v. Greenville County – No action was taken; received as information.

Clerk's Office Personnel – Ms. Mackey moved, seconded by Ms. Newton, to authorize the Chair to execute the contract agreement, as discussed in Executive Session.

In Favor: Malinowski, Pugh, Livingston, Terracio, Barron, O. Walker, Mackey, English and Newton

Not Present: McBride and J. Walker

The vote in favor was unanimous.

9. **CITIZEN'S INPUT**

- a. For Items on the Agenda Not Requiring a Public – No one signed up to speak.

10. **CITIZEN'S INPUT**

- a. Must Pertain to Richland County Matters Not on the Agenda (Items for which a public hearing is required or a public hearing has been scheduled cannot be addressed at time.) – No one signed up to speak.

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11. **REPORT OF THE COUNTY ADMINISTRATOR**

- a. Coronavirus Update – Mr. Brown noted Richland County moved from a low tier to a moderate tier. He encouraged those that are not vaccinated to become vaccinated and be aware of the protocols in place to reduce the spread of COVID-19. It was noted 45% of Richland County residents have been vaccinated, and 49.2% of SC residents have been vaccinated.

The County has served over 1,200 individuals and approved \$7M under the Emergency Rental Assistance Program. There are still funds available to be disbursed for those in need of rental and utility assistance.

12. **REPORT OF THE DEPUTY CLERK OF COUNCIL** – The Clerk’s Office did not have a report.

13. **REPORT OF THE CHAIR**

- a. Clerk’s Office Personnel – This item was taken up in Executive Session.

14. **OPEN/CLOSE PUBLIC HEARINGS**

- a. An Ordinance Authorizing deed to the City of Columbia for certain parcels on the Three Rivers Greenway/Saluda Riverwalk, Richland County TMS # 07208-03-01 and TMS # 07208-03-02 – No one signed up to speak.

15. **APPROVAL OF CONSENT ITEMS**

- a. 21-015MA, Robert C. Lee, RU to GC (.97 Acres), 511 Ross Road, TMS # R17107-003-03 [SECOND READING]
- b. EMS – Ambulance Purchase
- c. EMS – Fire Tanker Purchase
- d. Department of Public Works – Stormwater NPDES Consultant
- e. Alvin S. Glenn Detention Center –HVAC Maintenance
- f. Community Planning & Development – CDBG/CV FY21 Action Plan Substantial Amendment
- g. Community Planning & Development – 2021-2022 Annual Action Plan
- h. Community Planning & Development – Saint Bernard Project

Ms. Newton moved, seconded by Mr. Pugh, to approve the consent items.

In Favor: Malinowski, Pugh, Livingston, Terracio, Barron, O. Walker, Mackey, English and Newton

Not Present: McBride and J. Walker

The vote in favor was unanimous.

Ms. Newton moved, seconded by Mr. Malinowski, to reconsider the consent items, with the exception of those that require additional readings.

In Favor: Malinowski

Opposed: Pugh, Livingston, Terracio, Barron, O. Walker, Mackey, English and Newton

Not Present: McBride and J. Walker

**Special Called Meeting
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The motion for reconsideration failed.

16. **THIRD READING ITEMS**

- a. An Ordinance Authorizing deed to the City of Columbia for certain parcels on the Three Rivers Greenway/Saluda Riverwalk; Richland County TMS # 07208-03-01 and TMS # 07208-03-02 – Mr. O. Walker moved, seconded by Ms. Newton, to approve this item.

In Favor: Pugh, Livingston, Terracio, Barron, O. Walker, Mackey, English and Newton

Opposed: Malinowski

Not Present: McBride and J. Walker

The vote was in favor.

Ms. Barron moved, seconded by Ms. Terracio, to reconsider this item.

In Favor: Malinowski

Opposed: Pugh, Livingston, Terracio, Barron, O. Walker, Mackey, English and Newton

Not Present: McBride and J. Walker

The motion for reconsideration failed.

17. **SECOND READING ITEMS**

- a. 21-017MA, Kevin Steelman, RU to RS-E (44. 64 Acres), Old Tamah Road, TMS # R03400-02-03, 04 & 05 – Mr. Malinowski noted, during the recent rains, neighbors in a neighboring subdivisions had damage to their homes and yards because barriers were potentially not put up properly. He requested staff to ensure this does not happen with the adjoining property.

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

In Favor: Malinowski, Pugh, Livingston, Terracio, Barron, O. Walker, Mackey, English and Newton

Not Present: McBride and J. Walker

The vote in favor was unanimous.

- b. 21-018MA, DR Horton, RU to RS-E (94 Acres), Hardscrabble Road, TMS # R14600-03-17(p) – Ms. Barron moved, seconded by Ms. Newton, to defer this item until the September 14th Council meeting.

In Favor: Malinowski, Pugh, Livingston, Terracio, Barron, O. Walker, Mackey, English and Newton

Not Present: McBride and J. Walker

The vote in favor was unanimous.

- c. Authorizing the execution and delivery of a fee-in-lieu of ad valorem taxes and incentive agreement by and between Richland County, South Carolina and [Project Mo] to provide for payment of a fee-in-lieu of taxes; authorizing certain infrastructure credits; and other related matters – Mr. O. Walker moved, seconded by Mr. Pugh, to approve this item.

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In Favor: Malinowski, Pugh, Livingston, Terracio, Barron, O. Walker, Mackey, English and Newton

Not Present: McBride and J. Walker

The vote in favor was unanimous.

18. **REPORT OF DEVELOPMENT SERVICES COMMITTEE**

- a. I move to authorize the County Attorney to take any and all necessary actions, including condemnation proceedings, to acquire ownership of the roadway parcels of Aiken Hunt Circle and Oak Brook Drive that are currently not in the County's road maintenance program. These parcels are located in the Wildewood Subdivision, and the current owner has been nonresponsive to prior requests by the Department of Public Works to acquire the roadway parcels. [MACKEY] – This item was deferred during the Adoption of the Agenda.
- b. I move to name June as Pride Month in Richland County – Mr. Malinowski noted he does not see a need to elevate/recognize any individual group above other individuals in the community.

Ms. Terracio moved, seconded by Ms. Newton, to approve this item.

In Favor: Pugh, Livingston, Terracio, Barron, O. Walker, Mackey and Newton

Opposed: Malinowski

Abstain: English

Not Present: McBride and J. Walker

The vote was in favor.

- c. Special Revenue Fund – Hospitality Tax: RC Volleyball Complex – new group seeking Council funding (\$3,950,000) – The committee recommended scheduling a work session.
- d. Special Revenue Fund – Hospitality Tax: SC Kings Foundation Nexx Level Sports Center – new group seeking Council funding (\$9,500,000) – The committee recommended scheduling a work session.
- e. I move to evaluate affordable housing options to include the option of establishing an Affordable Housing Trust Fund for Richland County as a benefit to the public. Housing is considered to be “affordable” when 30% or less of one’s income is spent on housing and utilities. In Richland County, nearly half of renters pay more than a third of their income on rent and utilities [TERRACIO] – The committee recommended scheduling a work session.
- f. Amend the County’s current ordinance, in order to allow lighting on Broad River Road [DICKERSON] – The committee recommended tabling this item.

Items 18(c), (d), (e) and (f) were taken up together.

In Favor: Malinowski, Pugh, Livingston, Terracio, Barron, O. Walker, Mackey, English and Newton

Not Present: McBride and J. Walker

The vote in favor was unanimous.

- g. Municipal Solid Waste Management – Collection Contract – Mr. Malinowski moved, seconded by Ms. Terracio, to extend the existing contract with CWS for one month.

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Mr. Brown noted, in committee, we talked about several items, but there were things we started pulling out of the item.

Mr. Malinowski stated the second part of his motion will be to defer action on any other items listed because we do not have all the information presented to us.

In Favor: Malinowski, Pugh, Livingston, Terracio, Barron, O. Walker, Mackey, English and Newton

Not Present: McBride and J. Walker

The vote in favor was unanimous.

Mr. Maloney stated this is a longstanding contract, and they intend to bring the full contract back to Council in September. They would like to get the RFP started, which would be changes to the contract. These are recommendations for changing things for a positive impact for the delivery of services. The items are so we can have more efficient pick up of good from curbside, cost control in the long-term, to regulate things with the contractors, and performance-based stats as far as penalties.

Mr. Ansell stated, as we operate today, the practice is fairly inefficient. Councilmembers are familiar with some of the complaints we receive. Soil Waste and Recycling is trying to be definitive and allow the property owners, as well as the contractors, the concept of "this is what we have", "this is what we can put out" and "this is what we can collect." When we talking about the bagging and bundling, we are talking about speeding up the process of collections in general. Currently we are using pitchforks with each stop taking minutes, whereas it could take seconds with the recommendations outlined. This will speed up the collection process, add efficiency to the collections contractor, and allow more completion of routes.

Mr. Malinowski noted Council needs to vote on complete information and not just "words". Therefore, until we get a draft of the re-write, review it thoroughly, make recommendations, ask questions, and allow the public to see the information, we should not be moving forward with this matter.

Ms. Newton stated, her understanding is, the reason staff is asking for this now is they need leeway to create a RFP.

Mr. Maloney responded in the affirmative. Staff wants the Chapter 12 re-write to follow the prescriptive changes to the contract. We have found the ordinance does not align with Council's desire for how collection services should be handled.

Ms. Newton inquired if the creation of the RFP time-sensitive, based on the contracts we have.

Mr. Maloney responded the RFP would be issued in August, which would allow them the month of September to look over the specifics and to bring the contract in, with the pricing from the contractors.

Ms. Newton inquired if there is a way to accomplish the objective of starting the RFP draft without obligating Council, and obligating us to do certain things. Her recollection is, as part of the motion, removed the adoption of the updated Richland County Solid Waste Management Plan, so that is not appropriately a part of our conversation. She suggested we remove the first two bullet points (i.e. Updated Solid Waste Management Plan and the approval of the rewrite of Chapter 12). She supports a lot of the items; however, there are others that need further discussion and constituent input.

Mr. Malinowski inquired, if we can extend the contract for one company, why can we not extend the contracts for the other companies until this matter is fully resolved.

Mr. Brown responded he believes it is a possibility. We would have to review the contracts. He noted Mr. Maloney was attempting to address routine service issues. Those may not change without some additional changes from the County.

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Mr. Malinowski moved, seconded by Ms. Newton, to bring this back next week, and excerpt the changes that are needed to move forward with an RFP, and defer the remainder until we receive all of the information.

Mr. Maloney stated everything they put forward are items they believe is important for the RFP. The items Ms. Newton mentioned could be put on as alternatives. They do not feel this is a loss of service, but a better definition of the services.

Ms. Newton stated her recommendation was to assist Mr. Maloney to reach his objective, which is to start the RFP process. She would not like to see the RFP released until Council saw the definition of the terms. She understands once the RFP is written those are terms we will be bound by. She was trying to find an alternative to have staff provide greater specificity through the draft RFP, but by pursuing a bifurcated solution.

Mr. Malinowski inquired if staff would need a contract extension.

Mr. Maloney responded they would not in that timeframe.

Mr. Malinowski made a substitute motion, seconded by Ms. Newton, to come forward at the July 20th Council meeting with more detailed information on what will be needed to advertise an RFP.

Ms. Newton suggested Mr. Maloney be in discussion with Procurement to provide us with the maximum options we have. She noted the procurement process tends not to allow vagaries, but she wants to ensure we are not locked down into things we do not want to do.

Ms. Terracio inquired if staff has been in discussions with the current contractors about expectations.

Mr. Maloney responded they have spoken with the collection contractors. There are general concerns that we would be accepting new proposals, and not just extending contracts. There are two contractors that have indicated there would be a cost reduction with the automation option. There are concerns from the contractors regarding the penalty system, and how that could impact them.

Ms. Barron inquired if some of the other contractors will be ruled out because they do not have the equipment.

Mr. Maloney responded, right now, we require the rear load trucks. All we are requesting is to allow for automation, not for it to be a requirement for a contractor who is doing well with the systems they have in place now.

Ms. Barron inquired if it places a particular contractor at a disadvantage because they are a smaller company.

Mr. Maloney responded it does not put them at a disadvantage for meeting the standards. The pricing from contractor to contractor is not the same.

Ms. Barron noted, it would appear, if you have a smaller company, it places that company at a disadvantage to be able to perform at a higher level. As we move forward, she would like to ensure that everyone has an opportunity to have a fair chance at being able to bid on the project.

Mr. Pugh requested the substitute motion be restated.

Mr. Malinowski stated the substitute motion is to have Mr. Maloney, and his staff, to provide Council the major items that are needed to issue an RFP.

In Favor: Malinowski, Pugh, Livingston, Terracio, Barron, O. Walker, Mackey, English and Newton

Not Present: McBride and J. Walker

The vote in favor was unanimous.

**Special Called Meeting
July 13, 2021**

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19. **REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE**

- a. Department of Public Works – Compound Parking Lot Restoration – Mr. O. Walker stated, it is his understanding, the parking lot restoration would be funded by revenue from the road maintenance fee. There was a recent Supreme Court case that pertained to Greenville County’s road maintenance fund. It is his understanding, Richland County’s program is similar, and he did not know if Council would be comfortable approving this item considering the Supreme Court’s opinion.

Ms. Mackey moved, seconded by Mr. O. Walker, to defer this item until the July 20th Council meeting.

In Favor: Malinowski, Pugh, Livingston, Terracio, Barron, O. Walker, Mackey, English and Newton

Not Present: McBride and J. Walker

The vote in favor was unanimous.

20. **REPORT OF RULES & APPOINTMENTS COMMITTEE**

I. NOTIFICATION OF APPOINTMENTS

- a. Airport Commission – Two Vacancies (One applicant must reside within the Rosewood, Shandon, or Hollywood-Rose Hill-Wales Garden neighborhoods) – This item was held in committee.

- b. Planning Commission – Three (3) Vacancies – Mr. Malinowski stated the committee recommended appointing Mr. John Metts.

In Favor: Malinowski, Pugh, Livingston, Terracio, Barron, O. Walker, Mackey, English and Newton

Not Present: McBride and J. Walker

The vote in favor was unanimous.

- c. Richland Library Board of Trustees – One (1) Vacancy – Mr. Malinowski stated the committee recommended appointing Ms. Brenda B. Branich.

Ms. Terracio made a substitute motion, seconded by Mr. Malinowski, to appoint Ms. Nicole A. Cooke.

In Favor: Malinowski, Terracio and Newton

Opposed: Pugh, Livingston, Barron, O. Walker, Mackey, and English

Not Present: McBride and J. Walker

The substitute motion failed.

In Favor: Pugh, Livingston, Barron, O. Walker, Mackey, English and Newton

Opposed: Malinowski and Terracio

Not Present: McBride and J. Walker

The vote was in favor.

- d. Richland Memorial Hospital Board of Trustees – Two (2) Vacancies – This item was held in committee. The committee directed the liaison to contact the hospital to determine what their needs are for the board.

**Special Called Meeting
July 13, 2021**

- e. Riverbanks Park Commission – One (1) Vacancy – Mr. Malinowski stated the committee recommended appointing Mr. Clifford Bourke, Jr.

In Favor: Malinowski, Pugh, Livingston, Terracio, Barron, O. Walker, Mackey, English and Newton

Not Present: McBride and J. Walker

The vote in favor was unanimous.

21. **REPORT OF THE EMPLOYEE EVALUATION AND OVERSIGHT AD HOC COMMITTEE**

- a. Evaluation Process for the County Administrator – Ms. Newton stated the committee directed Procurement to submit a RFP for firms that could assist Council with the County Administrator’s evaluation.

In Favor: Malinowski, Pugh, Livingston, Terracio, Barron, O. Walker, Mackey, English and Newton

Not Present: McBride and J. Walker

The vote in favor was unanimous.

- b. Clerk to Council Search – Ms. Newton noted we are able to use our existing relationship and agreement with Find Great People to recommence the search. The committee recommended utilizing the existing position for the description to continue the process.

In Favor: Malinowski, Pugh, Livingston, Terracio, Barron, O. Walker, Mackey, English and Newton

Not Present: McBride and J. Walker

The vote in favor was unanimous.

- c. Update on County Attorney Search – Ms. Newton stated Randi Frank presented the committee with several candidates that met, or exceeded, the criteria set for the County Attorney. Those candidates were reviewed and discussed during the last committee meeting. Each member of Council should have received a packet. The committee is requesting that all interested Council members review the candidates, and submit to the consultant a ranked list of candidates by July 17th, so the committee can make recommendations for interviews.

22. **REPORT OF THE TRANSPORTATION AD HOC COMMITTEE**

- a. Spears Creek Church Rd. Project – Mr. O. Walker stated the committee recommended approval of this item.

Mr. Malinowski noted, there were several projects that were approved for descoping. This particular project has now come back with a recommendation that we change the approved descoping, and add approximately 10% to the project to the exclusion of all the other descoped projects. In order to provide fairness for all of the descoped projects, we have to have the Transportation Department determine the amount of funds available and give them all an additional 10% increase.

Mr. Malinowski moved, seconded by Ms. Newton, to approve this project, have the Transportation Department review all the other descoped projects, and add a similar percentage back to those projects to ensure fairness.

Ms. Newton stated she was a proponent of us reevaluating the budget to ensure we had funds for everything. When we started with the Penny process there were a number of roads that went over budget, and now the ones that were left we are trying to sort out. Her concern is that we descoped these projects, and now we are going back and piecemealing the additions. If we have extra money where we can look at

**Special Called Meeting
July 13, 2021**

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all the projects, we should do so, but there should be a process. She wants us to come back with the funds available and make recommendations for those projects.

Mr. Malinowski withdrew his motion.

Ms. Newton made a substitute motion, seconded by Mr. Malinowski, to review the funds available and come back with recommendations on how to equitably fund the descoped projects.

Mr. Livingston stated, when the projects were descoped, they were based on certain criteria. He believes it will be a mistake if we decide every project that has been descoped needs the same percentage. When we descoped them, it was noted some of the projects may have to be revisited when we take a closer look.

Ms. Mackey noted the Spears Creek Church Road Project, when it was descoped, unlike the other projects, there was not a current traffic study done. When Council descoped the project, they were not descoping the project based on the correct data. She believes we need to move forward with this project, and determine which other projects were not done correctly, and do not have the correct data.

Mr. O. Walker stated, when the Transportation Ad Hoc Committee voted to approve this project, we also voted to commission staff to begin to explore a prioritization process for rescoping projects. He noted there is an estimated \$50.2M remaining in the program.

Ms. Steele stated they are close to completing the rescope evaluation, and anticipate having a recommendation in the coming weeks. There are approximately 6 projects staff feels need to be rescoped. Council has approved 2 of the projects (Garners Ferry and Innovista Phase III).

Mr. Maloney noted Spears Creek Church Road is not being restored to the PDT's estimate of \$49M.

Ms. Newton restated her motion, as follows: to direct staff to bring us criteria and a process for evaluating rescoping roads in the Penny Project; taking into consideration any applicable data, information, and budgeting information; and all the remaining roads, including Spears Creek Church Road, be evaluated together.

In Favor: Malinowski, Terracio and Newton

Opposed: Pugh, Livingston, Barron, O. Walker, Mackey and English

Not Present: McBride and J. Walker

The substitute motion failed.

In Favor: Pugh, Livingston, Barron, O. Walker, Mackey and English

Opposed: Malinowski, Terracio and Newton

Not Present: McBride and J. Walker

The vote was in favor.

Ms. Mackey moved, seconded by Ms. English, to bring back the data and prioritize list at the July 20th Council meeting.

In Favor: Malinowski, Pugh, Livingston, Terracio, Barron, O. Walker, Mackey, English and Newton

Not Present: McBride and J. Walker

**Special Called Meeting
July 13, 2021**

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The vote in favor was unanimous.

Ms. Mackey moved, seconded by Ms. Barron, to reconsider this item.

In Favor: Malinowski, Terracio and Newton

Opposed: Pugh, Livingston, Barron, O. Walker, Mackey and English

Not Present: McBride and J. Walker

The motion for reconsideration failed.

23. **REPORT OF THE DETENTION CENTER AD HOC COMMITTEE**

- a. Compensation Recommendation – Ms. Terracio stated the recommendation is to increase the starting salary for detention center officers to \$36,500.

Mr. Malinowski inquired how long the 50 detention center officer positions would be frozen.

Mr. Brown responded the positions will be frozen in perpetuity, until there is another mechanism for additional funds.

Mr. Malinowski noted, an evaluation indicated, the facility could operate effectively with less than 264 budgeted detention officers. He inquired if there is a more exact number.

Mr. Brown stated they do not have a more exact number. We are trying to use those positions to increase the salaries for the individuals that are working there.

Mr. Malinowski stated, on p. 527 of the agenda, it states, “This change would be augmented by a full development of a new career and salary structure... and will be presented at the next Council meeting.

Mr. Brown responded this will be presented to Council after the next Detention Center Ad Hoc Committee meeting.

Mr. Pugh noted the Detention Center is already short staffed, and now we are freezing 50 positions in order to increase the current staffs’ salaries.

Mr. Brown responded the positions being frozen have been vacant for quite some time. We are not taking positions away from the Detention Center.

Ms. Barron stated, for clarification, any current detention officers that are below \$36,500 will have their salary increased to \$36,500.

Mr. Brown stated the salary scale we are developing will address the remaining Detention Center employees.

Ms. Mackey inquired when the increase will go into effect.

Mr. Brown responded it will become effective on the first payroll in August.

In Favor: Malinowski, Pugh, Livingston, Terracio, Barron, O. Walker, Mackey, English and Newton

Not Present: McBride and J. Walker

The vote in favor was unanimous.

**Special Called Meeting
July 13, 2021**

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Ms. Terracio moved, seconded by Ms. Newton, to reconsider this item.

Opposed: Malinowski, Pugh, Livingston, Terracio, Barron, O. Walker, Mackey, English and Newton

Not Present: McBride and J. Walker

The motion for reconsideration failed.

24. **OTHER ITEMS**

- a. FY22 – District 1 Hospitality Tax Allocations
- b. FY22 – District 7 Hospitality Tax Allocations
- c. FY21 – District 11 Hospitality Tax Allocations
- d. FY22 – District 11 Hospitality Tax Allocations

Mr. Malinowski moved, seconded by Ms. Barron, to approve Items 24(a), (b), (c) and (d).

In Favor: Malinowski, Pugh, Livingston, Terracio, Barron, O. Walker, Mackey, English and Newton

Not Present: McBride and J. Walker

The vote in favor was unanimous.

Mr. Malinowski moved, seconded by Ms. Terracio, to reconsider Items 24(a), (b), (c) and (d).

Opposed: Malinowski, Pugh, Livingston, Terracio, Barron, O. Walker, Mackey, English and Newton

Not Present: McBride and J. Walker

The motion for reconsideration failed.

25. **EXECUTIVE SESSION** – There were no additional Executive Session items.

26. **MOTION PERIOD**

- a. All County Council contracts and agreements adopted by a majority vote of full Council will require a majority vote of full Council to amend and/or change [NOTE: This motion should be taken up as soon as possible, and not be addressed with the overall Council Rules update.] [LIVINGSTON] – This item was referred to the Rules and Appointments Committee.
- b. Move to amend Council Rules related to virtual and phone call meeting attendance and have this motion included on the July 20, 2021 Rules and Appointments Committee meeting agenda. [MACKEY] – This item was referred to the Rules and Appointments Committee.
- c. Move to direct staff to evaluate current zoning laws that permit zoning designations for large residential developments to remain in perpetuity and present options to re-evaluate and/or rezone those properties if they are not developed within 7 years. Recommendations should include processes to ensure that zoning and the comprehensive plan remain consistent with the lived character of the community [NEWTON, LIVINGSTON and MALINOWSKI] – This item was referred to the D&S Committee.

27. **ADJOURNMENT** – The meeting adjourned at approximately 11:26 PM.

**Special Called Meeting
July 13, 2021**

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Report of the County Administrator

Regular Session Meeting – July 20, 2021

CORONAVIRUS UPDATE:

1. COVID 19 Statistical Data

The information in the corresponding attachments is specific to Richland County and provides an overview of the prevalence of COVID 19 in Richland County. The source of this information is the South Carolina Department of Health and Environmental Control (SCDHEC).

*Incidence Rate for current reporting period is at 58.21 per 100,000 keeping Richland County's Level of Incidence in the Moderate Tier (51-200), for confirmed cases

*Percent Positive remains below 5% for current reporting period

46.1% of Richland County residents eligible to be vaccinated have completed their vaccination
162,959/353,173

43.6% of South Carolina residents eligible to be vaccinated have completed their vaccination
1,871,017/4,296,148

2. Emergency Rental Assistance Program Statistics

Approved Payments:

Richland County ERAP – RC SCP Approved Payments To Date as of 07/14/2021 AM		
LANDLORD/UTILITIES		
Rental Arrears	Future Rent	Utility Arrears
\$3,977,880.30	\$2,80,492.59	\$720,481.46
TENANTS		
Rental Arrears	Future Rent	Utility Arrears
\$343,671.55	\$275,421.68	\$0.00
OTHER HOUSING RELATED EXPENSES		
	\$0.00	
Applications Approved by SCP To Date: 1412		
Total Funds Approved To Date:		
\$8,137,947.58		

Richland County Council Request for Action

Subject:

21-015MA
Robert C. Lee
RU to GC (.97 Acres)
511 Ross Road
TMS #R17107-03-03

Notes:

First Reading: June 22, 2021
Second Reading: July 13, 2021
Third Reading: July 20, 2021 {Tentative}
Public Hearing: June 22, 2021

STATE OF SOUTH CAROLINA
COUNTY COUNCIL OF RICHLAND COUNTY
ORDINANCE NO. ____-21HR

AN ORDINANCE OF THE COUNTY COUNCIL OF RICHLAND COUNTY, SOUTH CAROLINA, AMENDING THE ZONING MAP OF UNINCORPORATED RICHLAND COUNTY, SOUTH CAROLINA, TO CHANGE THE ZONING DESIGNATION FOR THE REAL PROPERTY DESCRIBED AS TMS # 17107-03-03 FROM RURAL DISTRICT (RU) TO GENERAL COMMERCIAL DISTRICT (GC); AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

Pursuant to the authority granted by the Constitution of the State of South Carolina and the General Assembly of the State of South Carolina, BE IT ENACTED BY RICHLAND COUNTY COUNCIL:

Section I. The Zoning Map of unincorporated Richland County is hereby amended to change the real property described as TMS # 17107-03-03 from Rural district (RU) to General Commercial district (GC) zoning.

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

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

Section IV. Effective Date. This ordinance shall be effective from and after _____, 2021.

RICHLAND COUNTY COUNCIL

By: _____
Paul Livingston, Chair

Attest this _____ day of
_____, 2021

Michelle M. Onley
Deputy Clerk of Council

RICHLAND COUNTY ATTORNEY'S OFFICE

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

Public Hearing: June 22, 2021
First Reading: June 22, 2021
Second Reading: July 13, 2021
Third Reading: July 20, 2021

Richland County Council Request for Action

Subject:

21-017MA
Kevin Steelman
RU to RS-E (44.64 Acres)
Old Tamah Road
TMS #R03400-02-03, 04 & 05

Notes:

First Reading: June 22, 2021
Second Reading: July 13, 2021
Third Reading: July 20, 2021 {Tentative}
Public Hearing: June 22, 2021

STATE OF SOUTH CAROLINA
COUNTY COUNCIL OF RICHLAND COUNTY
ORDINANCE NO. ____-21HR

AN ORDINANCE OF THE COUNTY COUNCIL OF RICHLAND COUNTY, SOUTH CAROLINA, AMENDING THE ZONING MAP OF UNINCORPORATED RICHLAND COUNTY, SOUTH CAROLINA, TO CHANGE THE ZONING DESIGNATION FOR THE REAL PROPERTY DESCRIBED AS TMS # 03400-02-03, 04, AND 05 FROM RURAL DISTRICT (RU) TO RESIDENTIAL SINGLE-FAMILY ESTATE DISTRICT (RS-E); AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

Pursuant to the authority granted by the Constitution of the State of South Carolina and the General Assembly of the State of South Carolina, BE IT ENACTED BY RICHLAND COUNTY COUNCIL:

Section I. The Zoning Map of unincorporated Richland County is hereby amended to change the real property described as TMS # 03400-02-03, 04, and 05 from Rural district (RU) to Residential Single-Family Estate district (RS-E) zoning.

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

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

Section IV. Effective Date. This ordinance shall be effective from and after _____, 2021.

RICHLAND COUNTY COUNCIL

By: _____
Paul Livingston, Chair

Attest this _____ day of
_____, 2021

Michelle M. Onley
Deputy Clerk of Council

RICHLAND COUNTY ATTORNEY'S OFFICE

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

Public Hearing: June 22, 2021
First Reading: June 22, 2021
Second Reading: July 13, 2021
Third Reading: July 20, 2021

SOUTH CAROLINA)
)
RICHLAND COUNTY)

A RESOLUTION

A RESOLUTION AUTHORIZING AND APPROVING THE ASSIGNMENT AND ASSUMPTION OF CERTAIN PROPERTY TAX INCENTIVE AGREEMENTS BY AND AMONG RICHLAND COUNTY, SOUTH CAROLINA AND INTERNATIONAL PAPER COMPANY, AND OTHER MATTERS RELATED THERETO.

WHEREAS, pursuant to the provisions of Title 12, Chapter 44, Code of Laws of South Carolina, 1976 (the “Code”), as amended, Title 4, Chapter 12 of the Code, as amended, and Title 4, Chapter 29 of the Code, as amended, Richland County, South Carolina (the “County”) and International Paper Company, a New York corporation (the “Assignor”) entered into, are parties to, or committed to enter into: (i) a Lease Purchase Agreement dated as of December 1, 1991, as amended by a First Amendment to Lease Purchase Agreement dated as of May 1, 2010 and a Second Amendment to Lease Purchase Agreement dated as of August 31, 2020 (the “1991 Lease Agreement”); (ii) a Lease and Financing Agreement dated as of November 1, 2004, as amended by a First Amendment to Lease and Financing Agreement dated as of August 31, 2020 (the “2004 Lease Agreement”); (iii) a Fee Agreement dated as of December 31, 2013, as amended by a First Amendment to Fee Agreement dated August 31, 2020 (the “2013 Fee Agreement”); (iv) a Fee-in-Lieu of *Ad Valorem* Taxes and Incentive Agreement the County authorized and approved the execution of by an ordinance dated August 31, 2020 (the “2024 Fee Agreement”, and together with the 1991 Lease Agreement, the 2004 Lease Agreement, and the 2013 Fee Agreement, the “Fee Agreements”); and (v) an Infrastructure Credit Agreement dated August 31, 2020 (the “Credit Agreement”, and collectively with the Fee Agreements, the “Agreements”).

WHEREAS, pursuant to the Agreements, Assignor may assign or otherwise transfer Assignor’s obligations, rights, title and interest in and under the Agreements with the consent of the County to such assignment; and

WHEREAS, Assignor desires to assign to Sylvamo North America, LLC, a Delaware limited liability company (the “Assignee”) all of Assignor’s obligations, rights, title and interest in and to the Agreements, and Assignee desires to assume all obligations, rights, title and interest of Assignor thereunder (the “Assignments”); and

WHEREAS, the Assignor and Assignee have requested that the County approve the Assignments in accordance with the provisions of Section 9.6 of the 1991 Lease Agreement, Section 9.1 of the 2004 Lease Agreement, Section 6.4 of the 2013 Fee Agreement, Section 8.6 of the 2024 Fee Agreement, and Section 4.2 of the Credit Agreement.

NOW, THEREFORE, BE IT RESOLVED by the County Council of Richland County, South Carolina (the “County Council”), as follows:

Section 1. Approval of the Assignments. The County Council hereby authorizes, ratifies, approves and consents to the Assignments. This approval shall not be construed as a (i) warrant or guaranty of receipt by Assignee of any benefits under the Agreements, (ii) waiver of default, if any, or (iii) release of Assignor or Assignee from any payment obligations arising and outstanding under the Agreements.

Section 2. Further Assurances. The County Council confirms the authority of the Chair, the County Administrator, the Director of Economic Development, the Clerk to County Council, and various other County officials and staff, acting at the direction of the Chair, the County Administrator, the Director

of Economic Development or Clerk to County Council, as appropriate, to do any and all things necessary or appropriate in connection with this resolution to evidence the County's approval of the Assignments as described in this resolution.

Section 3. *General Repealer.* Any prior ordinance, resolution or order, the terms of which are in conflict with this resolution, is, only to the extent of that conflict, repealed.

Section 4. *Effectiveness.* This resolution is effective immediately upon approval by the County Council following reading before County Council.

RESOLVED the 20th day of July, 2021

RICHLAND COUNTY, SOUTH CAROLINA

Chair, Richland County Council

(SEAL)
Attest:

Clerk to County Council
Richland County, South Carolina



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**APPLICATION FOR SERVICE ON RICHLAND COUNTY
COMMITTEE, BOARD OR COMMISSION**

Applicant MUST reside in Richland County.

Name: Lynn I. Hutto

Home Address: 1740 Carl Road Columbia, SC 29210

Telephone: (home) 803-206-5215 (work) Same

Office Address: 1740 Carl Road Columbia, SC 29210

Email Address: LIH Consulting@sc.rr.com

Educational Background: BA-Journalism - Advertising/Public Relations

Professional Background: Human Resource Professional - 35+ yrs /Non-profit Manager

Male Female Age: 18-25 26-50 Over 50

Name of Committee in which interested: At Large Airport Commission

Reason for interest: Interest in positive growth and image of Columbia, SC as seen by traveling public/global/community.

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:
Ability to communicate verbally and in writing; organizational mgmt; exp in human capital mgmt

Presently serve on any County Committee, Board or Commission? None

Any other information you wish to give? _____

Recommended by Council Member(s): Council woman Gretchen Barron

Hours willing to commit each month: 10-20 hrs/month as needed to serve

CONFLICT OF INTEREST POLICY

It is the policy of Richland County to require disclosure of any personal or financial interest that may be influenced by decisions of the Committee, Board or Commission for which any citizen applies for membership.

Such conflict of interest does not preclude service but shall be disclosed before appointment. The Clerk of Council shall be notified of any change on an annual basis and members of all Committees, Boards or Commissions shall be required to abstain from voting or influencing through discussion or debate, or any other way, decisions of the Committee, Board or Commission affecting those personal and financial interests.

All statements so filed shall be signed and verified by the filer. The verification shall state that the filer has used all reasonable diligence in its preparation, and that to the best of his or her knowledge, it is true and complete.

Any person who willfully files a false or incomplete statement of disclosure or no change of condition, or who willfully fails to make any filing required by this article, shall be subject to such discipline, including censure and disqualification from the Committee, Board or Commission, by majority vote of the council.

Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.

Yes _____ No **XX** _____

STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?

Yes _____ No **XX** _____

If so, describe: N/A


Applicant's Signature

2/25/2021
Date

Return to:
Clerk of Council, Post Office Box 192, Columbia, SC 29202.
For information, call 576-2060.

One form must be submitted for each Committee, Board or Commission on which you wish to serve.

Applications are current for one year.

Staff Use Only	
Date Received: <u>2/25/21</u>	Received by: <u>3/5/21</u>
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file	



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**APPLICATION FOR SERVICE ON RICHLAND COUNTY
COMMITTEE, BOARD OR COMMISSION**

Applicant MUST reside in Richland County.

Name: Lindsey Forrest Ott

Home Address: 136 Castle Road Columbia, SC 29210

Telephone: (home) 803-600-2729 (work) _____

Office Address: 2015 Marion Street Columbia, SC 29201

Email Address: lfott@outlook.com

Educational Background: Ph. D. Education Administration

Professional Background: Director, Clear Dot Charter School

Male Female Age: 18-25 26-50 Over 50

Name of Committee in which interested: Airport Commission

Reason for interest: Pilot, airport Hangar tenant, promotion of aviation to young women in Richland County, promotion of aviation as a course of study to youth.

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:
I am an advocate for women in aviation and exposing young people to aviation as both a hobby and career. As a school leader, I have a platform for promoting KCUB.

Presently serve on any County Committee, Board or Commission? Aviation Commission

Any other information you wish to give? _____

Recommended by Council Member(s): Allision Terracio

Hours willing to commit each month: As Needed

CONFLICT OF INTEREST POLICY

It is the policy of Richland County to require disclosure of any personal or financial interest that may be influenced by decisions of the Committee, Board or Commission for which any citizen applies for membership.

Such conflict of interest does not preclude service but shall be disclosed before appointment. The Clerk of Council shall be notified of any change on an annual basis and members of all Committees, Boards or Commissions shall be required to abstain from voting or influencing through discussion or debate, or any other way, decisions of the Committee, Board or Commission affecting those personal and financial interests.

All statements so filed shall be signed and verified by the filer. The verification shall state that the filer has used all reasonable diligence in its preparation, and that to the best of his or her knowledge, it is true and complete.

Any person who willfully files a false or incomplete statement of disclosure or no change of condition, or who willfully fails to make any filing required by this article, shall be subject to such discipline, including censure and disqualification from the Committee, Board or Commission, by majority vote of the council.

Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.

Yes _____ No **X** _____

STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?

Yes _____ No **X** _____

If so, describe: _____

Lindsey F. Ott 03/05/2021
Applicant's Signature Date

Return to:
Clerk of Council, Post Office Box 192, Columbia, SC 29202.
For information, call 576-2060.

One form must be submitted for each Committee, Board or Commission on which you wish to serve.

Applications are current for one year.

Staff Use Only	
Date Received: <u>3/5/21</u>	Received by: <u>JHUO</u>
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file	



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**APPLICATION FOR SERVICE ON RICHLAND COUNTY
COMMITTEE, BOARD OR COMMISSION**

Applicant MUST reside in Richland County.

Name: Wendy Nipper Homeyer

Home Address: 6107 Martha's Glen Road, Columbia, SC 29209

Telephone: (home) 803-429-9559 (work) 803-429-9559

Office Address: PO Box 8881, Columbia, SC 29202

Email Address: wendy@homeyerstrategy.com

Educational Background: MBA & BS, Marketing & Management, University of South Carolina

Professional Background: Owner of Strategic Communications Firm (resume attached)

Male Female Age: 18-25 26-50 Over 50

Name of Committee in which interested: Airport Commission, At-Large

Reason for interest: See attached.

Your characteristics/qualifications, which would be an asset to Committee, Board or
Commission:

See attached.

Presently serve on any County Committee, Board or Commission? None

Any other information you wish to give? Not at this time

Recommended by Council Member(s): Councilman Joe Walker III

Hours willing to commit each month: 10 hours/month

CONFLICT OF INTEREST POLICY

It is the policy of Richland County to require disclosure of any personal or financial interest that may be influenced by decisions of the Committee, Board or Commission for which any citizen applies for membership.

Such conflict of interest does not preclude service but shall be disclosed before appointment. The Clerk of Council shall be notified of any change on an annual basis and members of all Committees, Boards or Commissions shall be required to abstain from voting or influencing through discussion or debate, or any other way, decisions of the Committee, Board or Commission affecting those personal and financial interests.

All statements so filed shall be signed and verified by the filer. The verification shall state that the filer has used all reasonable diligence in its preparation, and that to the best of his or her knowledge, it is true and complete.

Any person who willfully files a false or incomplete statement of disclosure or no change of condition, or who willfully fails to make any filing required by this article, shall be subject to such discipline, including censure and disqualification from the Committee, Board or Commission, by majority vote of the council.

Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.

Yes _____ No X _____

STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?

Yes _____ No X _____

If so, describe: _____

Wendy J. Apple Stoney 03/04/2021
Applicant's Signature Date

Return to:
Clerk of Council, Post Office Box 192, Columbia, SC 29202.
For information, call 576-2060.

One form must be submitted for each Committee, Board or Commission on which you wish to serve.

Applications are current for one year.

Staff Use Only	
Date Received: <u>3/5/21</u>	Received by: <u>[Signature]</u>
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> On file	

WENDY NIPPER HOMEYER

SUMMARY OF QUALIFICATIONS

MBA-trained, results-driven leader with over 20 years of practiced political, marketing and public affairs experience in business-to-business, business-to-consumer, government-to-citizen, start-up and not-for-profit environments. Experienced with grassroots advocacy and communication with internal and external stakeholders. Strong commitment, vision and leadership. Reputation of excellence and high-quality service to clients of all levels from chief executives to the South Carolina governor to a United States president.

PROFESSIONAL EXPERIENCE

Principal, Homeyer Strategy Group, LLC ~ Columbia, S. C. 2006 – Present

◇ Develop communications success for our clients by customizing strategic, integrated and targeted communications and public affairs programs. ◇ Assist corporate, non-profit and governmental clients mesh their goals with the expectations of multiple audiences such as constituents, donors, customers, shareholders, board members, employees, community leaders and policymakers.

Executive Director, The Original Six Foundation ~ Columbia, S.C. 2011 - 2013

◇ Implemented S.C. Governor Nikki Haley's vision to build a not-for-profit foundation that united public, private and civic leaders and resources to identify and address the challenging issues facing South Carolina's communities in the areas of education, quality of life, and work force readiness. ◇ Directed all levels of the foundation including strategy and planning, organizational development and management, fund development, public relations/advocacy and program development and implementation.

State Director, National Federation of Independent Business (NFIB) ~ Columbia, S.C. 2008 – 2009

◇ Managed NFIB state legislative and public policy programs at all levels of state government, media and the small business community. ◇ Developed, implemented and maintained Statewide Grassroots Activist Network which included more than 6000 organization members. ◇ Established NFIB as the "Voice of Small Business" with news media.

Executive Director, Palmetto Leadership Council Political Action Committee ~ Columbia, S.C. 2004 – 2008

◇ Executed vision of S.C. Speaker of the House of a coordinated and legislatively-active group of business leaders. ◇ Developed and managed the agenda and strategic direction of the organization. ◇ Expanded and developed the Council's statewide membership -- membership increased by 100 percent in first five months.

Public Information Officer, S.C. First Steps to School Readiness ~ Columbia, S.C. 2004 - 2006

◇ Oversaw and coordinated all communications activities, including marketing, public affairs and strategic plans.

Special Assistant to the Deputy Assistant to the President, Office of Global Communications, The White House ~ Washington, D.C. 2002 – 2003

◇ Coordinated strategic communications efforts between government and non-government agencies. ◇ Managed and developed content of the White House web site for international issues. ◇ Facilitated the announcement, development, launch and marketing (internally and externally) of the office. ◇ Advanced site locations for Presidential trips and coordinated national, state and local political and business leaders, U.S. Secret Service and the White House with national and local press.

Executive Assistant to the Deputy Assistant to the President & Director, Office of Media Affairs, The White House ~ Washington, D.C. 2001 – 2002

◇ Served as sole marketing consultant to the office by assisting the development of the strategy and tactics for "outside-the-Beltway" news organizations, talk radio, specialty media and the White House web site. ◇ Spearheaded special project work including developing marketing plans for White House events and projects such as the foundational Presidential Spanish radio address, the completely revamped White House web site and America's Fund for Afghan Children. ◇ Planned and coordinated media affairs events for the President and Vice President. ◇ Approved for a secret-level security clearance.

OTHER

◇ Board Member, The Crescent Society ◇ Member, NFIB/SC ◇ Member, 100 Women Who Care Midlands SC
◇ Volunteer, Junior League of Columbia ◇ Volunteer, American Red Cross

EDUCATION

Master of Business Administration, University of South Carolina 1999

Bachelor of Science, Business Administration, Marketing & Management, University of South Carolina 1995

Reason for Interest

The Richland County Airport Commission is key to supporting Richland County and the surrounding county's economic growth. Just like railroads and highway systems, air transportation systems will play vital roles in determining our region's economic power. Especially today with high demand for goods and services delivered rapidly, airports are and can be magnets for business and trade; and aviation policy can make or break an area's vision of becoming an economic hub.

Making good policy is not easy as it requires extensive understanding of the marketplace dynamics, the economics of airline operations and long-term impact of policy decisions on local business and consumer behavior.

As an external affairs consultant for several Fortune 500 companies and businesses across the state of South Carolina, I have first-hand knowledge of the importance that policy decisions can have on economic growth and sustainability of a local airport. Furthermore, promotion of general aviation in Richland and the surrounding counties is vital to the continued success of a region. As decades-long resident of Richland County, I would like to offer my passion and expertise to my community to ensure our region has the airport system needed to be an engine of economic development.

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:

- MBA-trained, results-driven leader with over 20 years of practiced marketing, public affairs and political experience in business-to-business, business-to-consumer, government-to-citizen, start-up and not-for-profit environments.
- A small business owner who previously represented 5000 small businesses in South Carolina.
- Consulted for Fortune 500 companies in South Carolina, e.g., Lockheed Martin and Dominion Energy.
- Experienced with grassroots advocacy and communication with internal and external stakeholders.
- Strong commitment, vision and leadership.
- Passion to serve: current board member of The Crescent Society and volunteer at the American Red Cross, Junior League of Columbia and 100 Women Who Care Midlands SC.



APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant MUST reside in Richland County.

Name: Dr. Jeffrey Hunter
Home Address: 118 Saskatoon Dr Hopkins, SC 29061
Telephone: (home) 803-622-0570 (work) 803-622-0570
Office Address: 115 Saskatoon Dr Hopkins, SC 29061
Email Address: J.L.H.192596@yahoo.com
Educational Background: Ph.D. Bethany Seminary Dothan, AL
Professional Background: College Professor, Pastor, 50 (63)
Male [X] Female [] Age: 18-25 [] 26-50 [] Over 50 [X]
Name of Committee in which interested: Airport
Reason for interest: Social and economic growth. over 30 years in counseling. Live in Rosewood
Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:
Education: BA, MA, M.Div, Ph.D. over 30 yrs in Planning
Presently serve on any County Committee, Board or Commission? NO
Any other information you wish to give? Military Vet, law enforcement
Recommended by Council Member(s): Chakisse Newton
Hours willing to commit each month: 60

CONFLICT OF INTEREST POLICY

It is the policy of Richland County to require disclosure of any personal or financial interest that may be influenced by decisions of the Committee, Board or Commission for which any citizen applies for membership.

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All statements so filed shall be signed and verified by the filer. The verification shall state that the filer has used all reasonable diligence in its preparation, and that to the best of his or her knowledge, it is true and complete.

Any person who willfully files a false or incomplete statement of disclosure or no change of condition, or who willfully fails to make any filing required by this article, shall be subject to such discipline, including censure and disqualification from the Committee, Board or Commission, by majority vote of the council.

Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.

Yes _____ No _____

STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?

Yes _____ No _____

If so, describe: _____


Applicant's Signature

2-17-21
Date

Return to:
Clerk of Council, Post Office Box 192, Columbia, SC 29202.
For information, call 576-2060.

One form must be submitted for each Committee, Board or Commission on which you wish to serve.

Applications are current for one year.

Staff Use Only	
Date Received: <u>2/18/21</u>	Received by: <u>ununo</u>
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> On file	

JEFFREY L. HUNTER

P.O. BOX 211051

COLUMBIA, S.C. 29221

(803) 622-0570

JLH192596@yahoo.com

EDUCATION:

Benedict College, Columbia, SC – Bachelor of Arts, 1987

Lutheran Theological Seminary, Columbia, SC – Masters of Arts in Religion, 1991

Erskine Theological Seminary, Due West, SC – Masters of Divinity, 1994

Bethany Theological Seminary, Dothan, AL – Doctor of Philosophy in Religion, 1997

PROFESSIONAL EXPERIENCE:

African Methodist Episcopal Church: 110 Pisgah Church Rd Columbia, SC 29203

Ph: (803) 935-0500 – 1988 – Present

Pastor – Duties and Responsibilities:

- . Counseling members of the church
- . Supervising local church organization
- . Provide budget for the local church

Allen University: 1530 Harden Street Columbia, SC 29204

Ph: (803) 254-4165 – 1995 – Present

Professor:

Duties and Responsibilities:

- . Teach the following classes
- . Old Testament
- . New Testament

. The Writings of Paul

. Church Administration

Newberry College: 2100 College Street Newberry, SC 29108

Ph: 1-800-845-4955 – 2004-2008

Professor:

Duties and Responsibilities:

.Instructor for Religious Literature

. Counsel Students

Limestone College: 1115 College Drive, Gaffney, SC 29340

Ph: 1-800-795-7151 – 2006-2008

Professor:

Duties and Responsibilities:

. Instructor for religious Literature

. Counsel Students

South Carolina Department of Correction: 4444 Broad River Rd Columbia, SC 29210

Ph: (803) 896-2893 – 1994-1995

Chaplain:

Duties and Responsibilities:

. Provided Pastoral care

. Counsel the resident of that community

. Public Speaking

U.S Military Service as Infantry Officer, 1985 - 1995



APPLICATION FOR SERVICE ON RICHLAND COUNTY
COMMITTEE, BOARD OR COMMISSION

Applicant **MUST** reside in Richland County.

Name: Coulter R. Templeton
Home Address: 6721 Windwan Drive, Columbia, SC 29209
Telephone: (home) 803 261-3537 (cell) (work) 803 227-4341
Office Address: 1901 Main St., 17th Floor, Columbia, SC 29201
Email Address: coultertempleton@yahoo.com
Educational Background: BS in Applied Professional Sciences
Professional Background: Financial Advisor, Certified Divorce Financial Analyst & Paralegal
Male Female Age: 18-25 26-50 Over 50
Name of Committee in which interested: Business Service Center Appeals Board

Reason for interest: Currently I work as a paralegal for Turner Padgett in their Estate Planning, Probate, Tax and Business department. In the past I have owned 2 businesses. One was a Corporation-Subchapter S as a financial advisor and the other was an LLC as a Certified Divorce Financial Analyst. I have knowledge as a business owner and as an advisor to business owners.
Your characteristics/qualifications, which would be an asset to Committee, Board or

Commission:

In addition to my business knowledge, I also have been trained in ADR (Alternative Dispute Resolution) and have conducted mediations. I am also an experienced Toastmaster. Listening and communication are my top skills.

Presently serve on any County Committee, Board or Commission? No

Any other information you wish to give? I have several certifications in ADR and a Toastmaster.

Recommended by Council Member(s): Not recommended, but as a financial advisor I often shared clients with Dow Knight. He can give his recommendation if he is willing.

Hours willing to commit each month: Uncertain of the hours required, but am willing to give what is needed.

CONFLICT OF INTEREST POLICY

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All statements so filed shall be signed and verified by the filer. The verification shall state that the filer has used all reasonable diligence in its preparation, and that to the best of his or her knowledge, it is true and complete.

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Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.

Yes _____ No X _____

STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?

Yes _____ No X _____

If so, describe: _____

Coultter R. Semple Jr

Applicant's Signature

2/25/21

Date

**Return to:
Clerk of Council, Post Office Box 192, Columbia, SC 29202.
For information, call 576-2060.**

One form must be submitted for each Committee, Board or Commission on which you wish to serve.

Applications are current for one year.

Staff Use Only	
Date Received: _____	Received by: _____
Date Sent to Council: _____	
Status of Application:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file



+
**APPLICATION FOR SERVICE ON RICHLAND COUNTY
COMMITTEE, BOARD OR COMMISSION**

Applicant MUST reside in Richland County.

Name: Phillip Gilchrist

Home Address: 121 North Ridge Road

Telephone: (home) - 803-597-8381 (work) 803-597-8381

Office Address: 121 North Ridge Road

Email Address: phil@truescalerecords.com

Educational Background:

- Spring Valley High School Graduate
- Studied Music at Brevard College
- Studied Music at Claflin University

Professional Background:

- President and CEO of MP Productions
- Executor of TrueScale Records

Male Female

Age: 18- 25 26- 50 Over 50

Name of Committee in which interested: Music Festival Committee

Reason for interest: As a musician and leader in the arts community, I believe it's important that our county remains engaged in the arts while at the same time grooming and inviting the talented capacity we have to share in Richland county to be a part of our arts community. In addition to these things, I collaborate with some of the major music organizations in the world to include Sony Music and Universal. I'm also engaged in the following organization:

- Broadcast Music Inc. (BMI)
- American Society of Composers, Authors and Publishers (ASCAP)
- American Federation of Musicians (AFM)
- Young Entrepreneurs Music Guild
- Musicians For Vets

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission: I have been a musician for 13 years, I studied music in both

highschool and college, I have my own production company and global record label that's based in Richland county and finally I am a lover of music and the arts.

Presently serve on any County Committee, Board or Commission? No

Any other information you wish to give? Just want to thank the members of county council for considering me for this post. If chosen, I look forward to serving.

Recommended by Council Member(s): Councilwoman Mackey

Hours willing to commit each month: I am willing to serve the hours necessary for the opportunity.

CONFLICT OF INTEREST POLICY

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1

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Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.

Yes _____ No _____

STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

Do you have any financial or personal interest in any business or corporation (profit or not-for profit) that could be potentially affected by the actions of the Committee, Board or Commission?

Yes _____ No _____ If so, describe:

Applicant's Signature Date *Phillip Gilchrist* 3/2/21

Return to:
Clerk of Council, Post Office Box 192, Columbia, SC 29202.
For information, call 576-2060.

One form must be submitted for each Committee, Board or Commission on which you wish to serve.

Applications are current for one year.

Staff Use Only

Date Received: Received by: 3/3/21 *John*

Date Sent to Council:

2

Status of Application: Approved Denied On file

Phillip Michael Gilchrist - Phillip's foray into music was when he, at the age of seven, began playing and singing for two churches in his local community. Phillip's study and natural ability in music evolved overtime to embrace performances, producing and composing music that made him an authority in the areas of music producing, composing and arranging.

He is a recording Pop Artist from South Carolina and has produced for and collaborated with musicians across the musical spectrum to include the following genres: Pop, Country, R&B, Hip-Hop, Jazz , Classical and Gospel, in addition to being a multi talented vocalist, instrumentalist and music theory expert.

Phillip is the Founder of MP Productions and the Executor of TrueScale Records. He started MP Productions in 2016 as a full scale music production company, working with up and coming musicians to teach piano, drums, guitar, brass, music production, music composition, music theory, and vocal training. Phillip's belief is that "It is important for a musician to understand how to put it all together, break it down, and put it all back together again with SKILL". "MP Productions strives to perfect the music in "YOU" recognizing that music is an ART... and it is the ARTIST that MP Productions seeks to develop."



In 2019, Phillip took his skills and the principles of masterful recording and producing music to a whole new level by launching a major Record Label in the United States. TrueScale Records is an International Record Label identifying real talent in the music entrepreneurial space with the goal of signing talented musical entrepreneurs.

Phillip's philanthropy and community service are key cornerstones to his companies and his personal involvement and success. Among his philanthropic and involvement activities, he is a musician for the South Carolina United Methodist Conference, the co-founder of Musicians for Vets, a nonprofit organization dedicated to providing music support and training to disabled veterans. In addition, he is a member of the Young Entrepreneurs Music Guild, the American Music Federation, the American Society of Composers, Authors, and Publishers (ASCAP), Broadcast Music, Inc. (BMI) just to name a few.

Phillip believes the next renaissance of the music industry is to complement the streaming world by preserving the integrity of the Independent and Entrepreneurial artist and return the art of music back to its roots...which are the artist, the fans and the listeners!



APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant MUST reside in Richland County.

Name: JOHN K. BAXTER

Home Address: 735 NEAR CREEK DRIVE, BLXTHEWOOD, SC 29016

Telephone: (home) 803-413-7009 (cell) (work) 803-737-1849

Office Address: 955 PARK ST. COLUMBIA, SC 29202

Email Address: JOHNBAXTER06@YAHOO.COM

Educational Background: ASSOCIATE DEGREE ENGINEERING

Professional Background: BAPTIST PASTOR / SC DOT ASSOCIATE ENGINEER

Male Female Age: 18-25 26-50 Over 50

Name of Committee in which interested: PLANNING COMMISSION

Reason for interest: TO CONTINUE TO PROMOTE ECONOMIC DEVELOPMENT GROWTH AND FUTURE PLANNING FOR RICHLAND COUNTY

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission: AS A 20 PLUS YEAR RESIDENCE OF RICHLAND COUNTY, I BRING HONESTY AND COMMITMENT TO THE BETTER THE LIVES OF OUR CITIZENS I HAVE OVER 30 YEARS OF PLANNING WORK HISTORY (LAND SURVEYOR COMPUTER DESIGN, HIGHWAY PLANNING DEVELOPMENT)

Presently serve on any County Committee, Board or Commission? CENTRAL MIDLANDS COUNCIL OF GOVERNMENT

Any other information you wish to give? _____

Recommended by Council Member(s): _____

Hours willing to commit each month: _____

CONFLICT OF INTEREST POLICY

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Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.

Yes _____ No _____

STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?

Yes _____ No _____

If so, describe: _____

John K. Beyer
Applicant's Signature

3/4/2021
Date

Return to:
Clerk of Council, Post Office Box 192, Columbia, SC 29202.
For information, call 576-2060.

One form must be submitted for each Committee, Board or Commission on which you wish to serve.

Applications are current for one year.

Staff Use Only	
Date Received: <u>3/5/21</u>	Received by: <u>John</u>
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file	



**APPLICATION FOR SERVICE ON RICHLAND COUNTY
COMMITTEE, BOARD OR COMMISSION**

Applicant MUST reside in Richland County.

Name: William Alvin McElveen

Home Address: 5 Carol Ct, Ridgeway, S.C.29130 (located in Richland County)

Telephone: (home) 803-543-3972 (work) 803-434-8050

Office Address: Suite 420, 8 Medical Park, Columbia, SC 29203

Email Address: alvin.mcelveen@uscmed.sc.edu

Educational Background: M.D., Medical College of Georgia: 1974

Professional Background: Neurology. Founder/ President: Bradenton Neurology 1979-2015

Assistant Professor of Clinical Neurology, USC School of Medicine: 2016-present

Male Age: Over 50

Name of Committee in which interested: Richland Memorial Hospital Board of Trustees

Reason for interest: Improvement in patient care for Richland County

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission: My Medical knowledge and experience working in hospitals gives me an understanding of the requirements for medical care for the community.

Presently serve on any County Committee, Board or Commission? No

Any other information you wish to give? _____

Recommended by Council Member(s): _____

Hours willing to commit each month: AS my position at USC is part-time, I am not limited
in hours I can contribute.

CONFLICT OF INTEREST POLICY

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Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.

Yes _____ No X _____

STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?

Yes _____ No X _____

If so, describe: _____

V. Collins-McKee MD
Applicant's Signature

February 3, 2021
Date

Return to:
Clerk of Council, Post Office Box 192, Columbia, SC 29202.
For information, call 576-2060.

One form must be submitted for each Committee, Board or Commission on which you wish to serve.

Applications are current for one year.

Staff Use Only	
Date Received: <u>2/8/21</u>	Received by: <u>[Signature]</u>
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file	

MIKE FANNING
SENATOR, CHESTER, FAIRFIELD, & YORK COUNTIES
SENATORIAL DISTRICT 17

COMMITTEES:
AGRICULTURE AND NATURAL RESOURCES
CORRECTIONS AND PENOLOGY
FISH, GAME AND FORESTRY
GENERAL
JUDICIARY



COLUMBIA ADDRESS:
606 GRESSETTE SENATE BLDG
POST OFFICE BOX 142
COLUMBIA, SC 29202
TEL: (803) 212-6024
FAX: (803) 212-6299
EMAIL: MIKEFANNING@SCSENATE.GOV

HOME ADDRESS:
7825 CAMP WELFARE RD
GREAT FALLS, SC 29055

February 5, 2021

Richland County Council
PO Box 192
Columbia, SC 29202

Dear Members:

I am writing to recommend that you consider Dr. Alvin McElveen for one of the open positions on the Richland Hospital Board of Trustees this year. I have been a friend of Dr. McElveen's family for many years and feel that he could be a tremendous asset to the medical community by serving on the Board.

Dr. McElveen was the founding partner of a very successful neurology practice in Florida for over 35 years. He also owned and directed a clinical research business and participated in over 150 clinical trials over 25 years. Dr. McElveen was very active in his community through serving on committees in the hospitals in the community and volunteer work with the Epilepsy Foundation of SW Florida for over 25 years. Since retiring from private practice, he served as the Director of the USC Neurology Department Memory Clinic at Richland Memorial Hospital for five years. He and his family moved back to South Carolina in 2015 to be near Mrs. McElveen's family who are from Fairfield County.

Dr. McElveen lives in the Blythewood community in Richland County, and I believe that representation from a physician in this part of the county (and near adjoining Fairfield County) would be very helpful to both counties - due to the continued growth in this northeastern portion part of Richland County.

I am pleased to be able to offer this recommendation to you and sincerely hope that you will strongly consider Dr. McElveen for this position. Please don't hesitate to contact me if you have any questions or if I can provide further information.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael W. Fanning".

Senator Michael W. Fanning, Ph.D.
District 17: Chester, Fairfield, & York Counties
502 Gressette Bldg., P.O. Box 142
Columbia, South Carolina 29202
803-212-6108 (office) * 803-212-6299 (fax)

WILLIAM ALVIN McELVEEN, M.D.

UNIVERSITY OF SOUTH CAROLINA
Department of Neurology
8 Medical Park
Suite 420
Columbia, SC 29203
Telephone: 803-434 -8050
Personal Cell: 803-543-3972

EDUCATION

Emory University: Atlanta, GA
Dates attended: 1967-70
Major: PHYSICS
Honor Societies: Sigma Pi Sigma (National Physics Honor Society)
 Alpha Epsilon Upsilon

Medical College of Georgia: Augusta, GA
Dates Attended: 1970-74
Degree Obtained: M.D.

POSTGRADUATE TRAINING

Tucson Hospitals Medical Education Program: Tucson, AZ
Internship in Internal Medicine: July, 1974-June, 1975
Resident in Internal Medicine: July, 1975-June, 1976

University of Arizona Department of Neurology
Neurology Resident: July, 1976-June, 1978
Chief Resident, Neurology: July, 1978-June, 1979

Multiple Sclerosis Comprehensive Treatment Training Program
University of Texas Southwestern Medical School June, 2002

PRACTICE POSITION

Bradenton Neurology, Inc. Bradenton, FL 1979-2015 Founder and President

Bradenton Research Center, Bradenton, FL. Principal Investigator 2004-present

UNIVERSITY OF SOUTH CAROLINA
Department of Neurology
Assistant Professor of Clinical Neurology
December, 2016-present

BOARD CERTIFICATION

Diplomate of the American Board of Psychiatry and Neurology, a Member of American Board of Medical Specialties
Specialty of Neurology, April, 1981
Subspecialty of Vascular Neurology, May, 2005. Recertification May, 2015

Certified, American Board of Independent Medical Examiners, 1996, 2001, 2006, 2011

ACADEMIC POSITION

Assistant Clinical Professor of Neurology
University of South Florida, Tampa, FL, Aug, 1981- July, 1985

Neurology Faculty: Manatee Memorial Hospital Residency Training Program, May, 2011-Nov, 2015

Assistant Professor of Clinical Neurology
Director, Memory Disorders Clinic
University of South Carolina School of Medicine
Department of Neurology, Dec 1, 2016-present

HOSPITAL STAFF APPOINTMENTS

Manatee Memorial Hospital, Bradenton, FL: Active Staff 1979-2015

Lakewood Ranch Medical Center, Bradenton, FL: Active Staff 2005-2015
Medical Director, Stroke Unit, 2009-2015

Blake Medical Center, Bradenton, FL: Active Staff 1979- 2009
Medical Director, Stroke Program, Blake Medical Center, 2004-2009

Palmetto Richland Hospital, Active Staff, Columbia, SC: 2017-present

COMMITTEE ACTIVITIES

Manatee Memorial Hospital: Medical Executive Committee 1981-83

Manatee Memorial Hospital: Emergency Management Committee 1981-89

Blake Medical Center, Bradenton, FL: Chairman, Neurosciences Committee 2004-2009

PROFESSIONAL ORGANIZATIONS

PROFESS Investigators Advisory Panel 2005

Epilepsy Foundation of Southwest Florida: Professional Advisory Board
Director, Manatee County Epilepsy Foundation Clinic: 1979-2015

American Academy of Neurology: Active 1981-1998. Fellow 1998-present
American Academy of Neurology: Critical Care and Emergency Neurology Section
American Academy of Neurology: Stroke and Vascular Neurology Section
American Academy of Neurology: Multiple Sclerosis Section

January 11, 2021

American Stroke Association: 2004-present
Florida Medical Association: 1979-present
Manatee County Medical Society: 1979-2015
American Medical Association: 1979-present
American Society of NeuroImaging: 2000-2010
American Academy of Physicians and Investigators: 2006-2015

LICENSURE

Florida: ME 0033896
South Carolina: MD 13324

CLINICAL TRIALS

Pincipal Investigator for over 100 clinical trials for pharmaceutical firms including Pfizer, Biogen, Lilly, AZT, Novartis, Bayer, Martek, Takeda, Merck, Roche, Eisai, Glaxo Smith Kline, Ortho McNeil, Allergan, Osmotica, Elan, Genzyme, Grifols, Otsuka, UCB, BioMS, Abbott-Solvay, NINDS/NIH, TEVA

AWARDS

AMA Physician Recognition Award: 1982, 1985, 1988, 1991, 1994, 1997, 2000, 2004
AMA Physician Recognition Award with Commendation: 2007, 2010

Epilepsy Foundation of Southwest Florida Outstanding Patient Service Award, 1994

Fellow, American Academy of Neurology, 1998

Strathmore's Who's Who, 1999

Guide To Top Doctors, 1999, 2006: Center for the Study of Services

Marquis "Who's Who in Medicine and Healthcare", 2000-2001

Gold Quill Award for Medical Writing, Manatee Memorial Hospital, November 21, 2000

Voted "Top Doctors Gulf Coast" Best Physicians Neurology, 2009

Top Doctor, US News and World Report 2011

PUBLICATIONS

McElveen WA. "Post-Herpetic Neuralgia": eMedicine Journal: Neurology [serial online]. April, 2001, volume 2, number 4. Available at <http://www.emedicine.com>

McElveen, WA. "Cerebral Venous Thrombosis": eMedicine Journal: Neurology [serial online]. January 2001, volume 2, number 1. Available at <http://www.emedicine.com>

Dworkin RH et al. "Pregabalin for the Treatment of Postherpetic Neuralgia" Neurology: 2003; 60:1274-1283 (Investigator)

January 11, 2021

McElveen, WA and Alway, D. "Ischemic Stroke and Transient Ischemic Attack: Evaluation and Management" Stroke Essentials for Primary Care Humana Press. 2009

McElveen, WA "Cerebral Venous Thrombosis and Stroke" Stroke Essentials for Primary Care Humana Press. 2009

McElveen, WA and Macko, R. "Ischemic Stroke and Transient Ischemic Attack: Acute Management" Stroke Recovery and Rehabilitation. 2009.

McElveen, WA "Management of Sinovenous Thrombosis" Stroke: A Practical Approach Lippincott Williams & Wilkins. 2009

W McElveen, D Vossler, B Williams, A. Laurenza, A Patten, F Bibbiani. Clinical Laboratory Evaluation and TAEs Related to Cardiac, Hepatic, and Renal Disorders: Perampanel PGTCs Phase III Study 332. Poster Session #: 1.195 American Epilepsy Society. Philadelphia, PA December 5, 2015

CONTINUING EDUCATION PRESENTATIONS

MRI Fellowship Program, CME certification by American Society of Neuroimaging. June 29, 2002, Orlando, FL

MRI Fellowship Program, CME certification by American Society of Neuroimaging, "MRI in Multiple Sclerosis" February 8-9, 2003, Sarasota, FL

Stroke Certification Program, CME certification by Blake Medical Center, "Tools of the Trade...Neurological Assessment" March 9, 2005, Bradenton, FL

Optimizing Stroke Service Line Management, WRG Research, Inc "The Physician as Champion for Stroke Unit" June 21, 2007, Arlington, VA

MRI Fellowship Program, CME certification by American Society of Neuroimaging, MRI Case Presentations. August 2, 2008, Orlando, FL

Anatomy and Physiology 101 for Attorneys National Business Institute, July 26, 2013, Orlando, FL

Alzheimer's University of South Carolina Grand Rounds, Columbia, SC, February 2018

Alzheimer's: The Symptoms and Management. Alzheimer's Association Research Conference: The Power of You. Columbia, SC. November 9, 2019

Dementias: Where we are in 2019 University of South Carolina Grand Rounds, Columbia, SC. February 20, 2019

Aging and the Brain. Palmetto Health Geriatric Symposium, Columbia, SC May 3, 20119

OTHER PROFESSIONAL ACTIVITIES

Reviewer: Elsevier Publications

INC Research: Scientific Protocol Optimization Site Advocacy Group committee member

REFERENCES

Souvik Sen, M.D.
Professor and Chairman Neurology Department
USC School of Medicine
8 Medical Park, Suite 420
Columbia, SC 29203

Hamilton Peters, M.D.
USC School of Medicine
8 Medical Park, Suite 420
Columbia, SC 29203

Mike Williams (former CEO, Fairfield Memorial Hospital)
2174 Smallstown Road
Winnsboro, SC 29180



APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant MUST reside in Richland County.

Name: Stacey V. Brennan, MD

Home Address: 207 King Street, Columbia, SC 29205

Telephone: (home) cell: 803-331-3763 (work) 615-782-4662

Office Address: Work from Home

Email Address: max_field@msn.com (personal) or stacey.brennan@cgsadmin.com (work)

Educational Background: BA, Penn State; MD, University of Pittsburgh; Residency, Richland Memorial Hospital – USC School of Medicine

Professional Background: Family Physician and Medicare Contractor Medical Director; Chief

Medical Officer, Jurisdiction B DME Contract, CGS Administrators, LLC

Male D Female X Age: 18-25 D 26-50 D Over 50 X

Name of Committee in which interested: Richland Memorial Hospital Board of Trustees

Reason for interest: Please see attachment

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:

As a family physician trained at RMH and Richland County resident since 1978, I possess understanding and experience that would benefit the membership of the Board of Trustees. I chose to live in Richland County out of anywhere in the US at the threshold of

my medical career, and have remained loyal to and supportive of all that Richland Memorial has brought to my community. I am quite familiar with the outreach and mission of this hospital. As well, since leaving private practice, my years working with commercial insurers, SC Medicaid and Medicare have given me special perspectives which I may offer in my interactions with the other members of the Board.

Presently serve on any County Committee, Board or Commission? No.

Any other information you wish to give? Please see my attached resume.

Recommended by Council Member(s): Allison Terracio

Hours willing to commit each month: As needed

CONFLICT OF INTEREST POLICY

It is the policy of Richland County to require disclosure of any personal or financial interest that may be influenced by decisions of the Committee, Board or Commission for which any citizen applies for membership.
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Such conflict of interest does not preclude service but shall be disclosed before appointment. The Clerk of Council shall be notified of any change on an annual basis and members of all Committees, Boards or Commissions shall be required to abstain from voting or influencing through discussion or debate, or any other way, decisions of the Committee, Board or Commission affecting those personal and financial interests.

All statements so filed shall be signed and verified by the filer. The verification shall state that the filer has used all reasonable diligence in its preparation, and that to the best of his or her knowledge, it is true and complete.

Any person who willfully files a false or incomplete statement of disclosure or no change of condition, or who willfully fails to make any filing required by this article, shall be subject to such discipline, including censure and disqualification from the Committee, Board or Commission, by majority vote of the council.

Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.

Yes _____ No X _____

STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?

Yes _____ No X _____

If so, describe: _____


Applicant's Signature

03/01/2021
Date

**Return to:
Clerk of Council, Post Office Box 192, Columbia, SC 29202.
For information, call 576-2060.**

One form must be submitted for each Committee, Board or Commission on which you wish to serve.

Applications are current for one year.

Staff Use Only	
Date Received: <u>3/4/21</u>	Received by: <u>[Signature]</u>
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved	<input type="checkbox"/> Denied <input type="checkbox"/> On file

Reason for my interest in serving on the Richland Memorial Hospital Board of Trustees

Stacey V. Brennan MD

As a medical student in the mid 70's, I was directly involved in remarkable changes in the delivery of health care in the US. During this time, there were major life-saving improvements, including the initiation of the CT scan, the coronary artery bypass graft operation and the invention of H2 antagonists (i.e., cimetidine). As well, health care became a right, and was no longer considered a privilege. Next, the importance of the primary care physician came to the forefront of the nation with the organization of the American Academy of Family Practice and the initiation of Family Medicine Residencies. Richland Memorial Hospital (RMH) offered one of the country's finest and first family medicine residencies, and was a part of a state-wide network which received significant funding by the legislature. I matched with the residency here, and with my husband who sought a career in architecture, drove in the heat of June to Columbia, at the time an "all-American city". At the time, RMH had combined with the USC School of Medicine to educate students and residents of many specialties. Some of the best teachers in medicine and surgery were and still are here, and I met many dedicated employees - nurses, administrators, therapists and support people – then, and such dedicated essential workers are here still. RMH has changed its name as a result of associations necessary to survive, but has not changed in its mission to provide the best health care to all of the residents, young and old, of Richland County. For 17 years after I graduated from my residency, I admitted my patients to Richland Memorial, received newborns to my practice from there, met my patients in the ER at night, referred patients to specialists on staff, and supported the hospital with my time serving in the department of family medicine. I have missed it since I have been working in administrative medicine. Now it is time for me to "pay back" those who gave me their time and expertise which led to my successful and satisfying career.

Stacey Van Pelt Brennan, MD, FAAFP

207 King Street, Columbia, SC 29205

Cell 803-331-3763

Work 615-782-4662

max_field@msn.com or stacey.brennan@cgsadmin.com

Industry Experience

I have been a physician for over 40 years, with 22 years of experience as a medical director. Most recently, I have been the DME MAC Jurisdiction B Medical Director (DMD) for CGS Administrators, LLC (CGS), a subsidiary of Blue Cross Blue Shield of South Carolina, since July 2016.

My current responsibilities as a DMD include authoring new or modifying existing durable medical equipment and prosthetics, orthotics and supplies (DMEPOS) Local Coverage Determinations (LCDs) for Fee for Service Medicare beneficiaries under The Centers for Medicare and Medicaid Services (CMS). I also provide policy interpretation and coverage determinations as determined based upon LCDs, National Coverage Determinations (NCDs) and Manuals/Laws for suppliers, providers and internal associates. I participate in correct coding of devices as well as pricing determinations. The Jurisdiction B DME contract pays claims for over 6.5 million beneficiaries residing in seven Midwestern states. Although I work remotely from my home in Columbia, SC, my corporate office is in Nashville, Tennessee.

Past Experience in Government Programs

Prior to joining CGS Administrators, I served in the same role for National Government Services, a subsidiary of Anthem from 2010 until 2016. From November 2009 to December 2010, I served as the medical director in the State Sponsored Business Division for WellPoint (Anthem) in Managed Care Medicaid where I was the West Virginia (Unicare) and South Carolina (BlueChoice Medicaid) Medical Director, working in medical management for their Medicaid enrollees.

My work with Medicare contracts started in 2004 when I served as the Medicare Region C DMERC DMD. At the same time, I assumed the role (part-time) as the Medical Director of InStil Health Insurance Company, which oversaw Medicare Advantage (Part C) and Part D Plan products and a Tricare Management Activity contract acting under Humana, all while employed at PalmettoGBA in Columbia. After this contract in DMEPOS ended, I served as Contractor Medical Director of the QIC West Part B/DME for fourteen months (an appeals contractor for CMS). In 2006, I moved to the Medicare Part A and RHHI contract for the Fiscal Intermediary, PalmettoGBA, overseeing Part A (mostly hospital) medical policies for NC and SC, home health and hospice.

Past Experience in Managed Care

I left private practice in 1998 to serve full time as the Medical Director of HMO Blue, and later as the State of South Carolina Employees Health Plan and Federal Employees Plan Medical Director for South Carolina, until 2004.

Stacey Van Pelt Brennan, MD, FAAFP

207 King Street, Columbia, SC 29205

Cell 803-331-3763

Work 615-782-4662

max_field@msn.com or stacey.brennan@cgsadmin.com

Education and Training

Bachelor of General Arts and Science, cum Laude

The Pennsylvania State University, 1974

Medical Doctorate

University of Pittsburgh School of Medicine, 1978

Family Practice Residency, Richland Memorial Hospital

Affiliated with the University of South Carolina School of Medicine, 1978-1981

Chief Medical Resident, 1981

Board Certification, American Board of Family Medicine

Initial 1981; Recertified 1987, 1993, 1999, 2005, 2012

Fellow, American Academy of Family Medicine

Licensure: Active standing as Medical Doctor with the Board of Medical Examiners, the State of South Carolina, since 1979. License number is SC9300. NPI is 1609996727.

Other career experiences:

Baptist Home Care of South Carolina

Medical Director, Home Health Agency

1992-1996

South Carolina Episcopal Home at Still Hopes, and Brian Center

Medical Director of Skilled Nursing Facilities

1989-1991

College Physician and Clinic Director, Columbia College

1981-2002

Private Practice locations, South Carolina 1981-1998

Baptist Physician Partners, 1333 Taylor St, Columbia, SC 29201

Harbison Medical Associates, Columbia, SC 29212

Family Practice Associates of Columbia, Two Notch Rd., Columbia, SC 29223

Dept. of Family Medicine, Richland Memorial Hospital Family Practice Center, Columbia, SC 29203

Springwood Lake Family Practice Center, Columbia, SC 29223

Stacey Van Pelt Brennan, MD, FAAFP

207 King Street, Columbia, SC 29205

Cell 803-331-3763

Work 615-782-4662

max_field@msn.com or stacey.brennan@cgsadmin.com

Professional Memberships

- SC Academy of Family Physicians
- American Academy of Family Physicians
- Columbia Medical Society

Professional and Community Activities

- SC Academy of Family Physicians; Committee on Legislation and Government, 1998-2007, 2010, 2020-; Membership Committee, 1990-1995; Chair, Committee on Minority Health, 1986-1988
- Columbia Medical Society; Executive Committee Member, 1995-1998, 2008-2015; Secretary, 2009-2011, Vice President, 1996
- SC Medical Association CME Committee, 1998-2004, 2007- 2009.
- Baptist Medical Center of Columbia; Departmental Vice Chief or Chief, 1992-1998
- Richland Memorial Hospital, Columbia; Family Practice Clinical Department, Chair, 1986-1987
- SC Medical Care Foundation; Family Practice Peer Review Committee, 1984-1990
- Volunteer Physician, Columbia Free Medical Clinic, and organizing founder.
- Richland County School District I, Health Education Advisory Committee, 1988 – 1996, 1999– 2002; Medical Advisory Committee, 1996 – 1998.
- Member, Board of Directors, Children’s Chance (advocacy group for children with cancer), November 2000 - 2002
- Member, Board of Directors, Adoption Center of South Carolina, Inc., 1993 – 1996
- Board Member, AIDS Benefit Foundation, 2000-2004
- Chair, School Improvement Council, Dreher High School, 2000 – 2002
- Member, Educational Foundations, A.C. Moore Elementary School and Hand Middle School (President, 1994 – 1997)
- Member of the Board of Trustees (2013-2020) and Chair (2016-2019) of the Presbyterian Communities of South Carolina (PCSC), a CCRC with six locations in South Carolina
- Member of Board, PCSC Foundation, 2021+

Personal Activities and Interests

With my husband Jim, I have had the pleasure of supporting several community-wide organizations and charities through the years, including The SC Philharmonic, The Animal Mission, Family Promise, Harvest Hope, The American Heart Association, Historic Columbia, SC ETV, The Columbia Art Museum and The University of SC School of Music. As a woman physician, mother and grandmother interested in the health of our community, and career opportunities for women, I have participated in activities of support for Richland County First Steps, Planned Parenthood of the South Atlantic, The Girl Scouts of SC Mountains to Midlands, WREN and Women in Leadership. I am very involved in my church, Shandon Presbyterian, serving as an elder, a trustee, a Sunday School teacher, and member of the Chancel Choir. I enjoy gardening, traveling and spending time with my wonderful grandchildren.



**APPLICATION FOR SERVICE ON RICHLAND COUNTY
COMMITTEE, BOARD OR COMMISSION**

Applicant MUST reside in Richland County.

Name: Virginia L. Crocker

Home Address: 23 Millponf Columbia, South Carolina 292904

Telephone: (home) 803.960.0267 (work) 803.896.5100

Office Address: Public Service Commission 101 Executive Center, Suite 100 Columbia 20210

Email Address: vcrocker@sc.rr.com

Educational Background: BA Columbia College Speech and Drama

Professional Background: Former Legislator, Workers Compensation Commissioner

Male Female Age: 18-25 26-50 Over 50

Name of Committee in which interested: Richland Memorial Hospital, Riverbanks Park

Reason for interest: Prior service on the hospital Board, Hospitality Development interest
I'm happy to serve in any capacity

Your characteristics/qualifications, which would be an asset to Committee, Board or
Commission:
Prior public service throughout my career both in elected positions and appointed positions

Presently serve on any County Committee, Board or Commission? no

Any other information you wish to give? _____

Recommended by Council Member(s): _____

Hours willing to commit each month: Whatever is required

CONFLICT OF INTEREST POLICY

It is the policy of Richland County to require disclosure of any personal or financial interest that may be influenced by decisions of the Committee, Board or Commission for which any citizen applies for membership.

Because of my employment as a Senior Paralegal at the Public Service Commission of South C. I am under the Judicial Code of Conduct which does not allow me to request donations from anyone.

Such conflict of interest does not preclude service but shall be disclosed before appointment. The Clerk of Council shall be notified of any change on an annual basis and members of all Committees, Boards or Commissions shall be required to abstain from voting or influencing through discussion or debate, or any other way, decisions of the Committee, Board or Commission affecting those personal and financial interests.

All statements so filed shall be signed and verified by the filer. The verification shall state that the filer has used all reasonable diligence in its preparation, and that to the best of his or her knowledge, it is true and complete.

Any person who willfully files a false or incomplete statement of disclosure or no change of condition, or who willfully fails to make any filing required by this article, shall be subject to such discipline, including censure and disqualification from the Committee, Board or Commission, by majority vote of the council.

Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.

Yes _____ No ^x _____

STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?

Yes _____ No ^x _____

If so, describe: _____


Virginia L. Crocker

Applicant's Signature

February 23, 2021

Date

Return to:
Clerk of Council, Post Office Box 192, Columbia, SC 29202.
For information, call 576-2060.

One form must be submitted for each Committee, Board or Commission on which you wish to serve.

Virginia L. Crocker

Applications are current for one year.

Staff Use Only	
Date Received: <u>3/5/21</u>	Received by: <u>JHUW</u>
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file	

VIRGINIA LEAMAN CROCKER
803.738.9322 Home

VCROCKER@SC.RR.COM
803.960.0267 Cell

Virginia Crocker is a native of Clinton, South Carolina and a graduate of Columbia College with a degree in Speech and Drama and a minor in Political Science. Upon graduation from Columbia College, she joined the staff of Governor John C. West. She then served as a member of the South Carolina House of Representatives representing Laurens County from 1978 through 1984. While serving in the House, she was Assistant Director of Admissions and Director of Special Projects at Presbyterian College in Clinton. In the House, she served on the Labor, Commerce, and Industry Committee, the State House Committee; and as House Majority Whip. She was awarded the Legislator of the Year Award from both the South Carolina Education Association and the South Carolina School Boards Association for her contribution to the Education Improvement act of 1984. She is an honorary alumna of Presbyterian College.

Governor Richard W. Riley appointed her to the Workers' Compensation Commission in 1984 where she served until 1992. While on the Commission, she served as Vice-Chair and was instrumental in reforming the policies and procedures of the Commission and writing the current rules and regulations.

In 1996 she was named Executive Director of the House Democratic Caucus where she worked with then Caucus Leader, Representative Jim Hodges. In 1998, she joined Representative Hodges' campaign staff. In January 1999, Governor Hodges appointed her to his staff in the position of Director of Intergovernmental and Community Relations; where she served throughout his term.

She is a former member of the Board of Visitors of Presbyterian College and Columbia College. Additionally, she served as the Governor's representative on the Board of the North Carolina Healthcare Information and Communication Alliance, Inc. In 1999 she received the South Carolina Rural Health Association's Presidential Award of Merit for her work in improving healthcare in rural South Carolina. In 2002, Governor Jim Hodges appointed her to the State Commission on National and Community Service and the State Museum Board of Trustees. Additionally, Richland County Council appointed her to serve as a Trustee of Palmetto Richland Memorial Hospital Board. She is also a former member of the South Carolina Independent College and University Board of Trustees.

In 2004, she worked with the Democratic Party of South Carolina coordinating South Carolina's first Democratic Presidential Preference Primary and then served on the campaign staff of Inez Tenenbaum for the United States Senate. In 2006 she coordinated disaster relief for the Gulf Coast Evacuees of Hurricanes Katrina and Rita in the State of South Carolina through the South Carolina Emergency Management Division.

In 2007, she returned to the South Carolina Workers' Compensation Commission as Judicial Director where she served until 2014 when she left the Commission to serve as a mediator. She was awarded the Friend of the Little Man by the Injured Workers' Advocates of South Carolina in 2014. She currently serves as a member of the Voorhees College Board of Trustees and the Palmetto Health Foundation Board of Directors.

As a result of the statewide devastation of the October, 2015 record rainfall, she was asked by the Mayor of Columbia and the Director of the State Emergency Management Division to assist in coordinating the recovery efforts in collaboration with South Carolina Emergency Management, the City of Columbia, State Government; and all volunteer organizations involved in the recovery effort. She currently serves as the United Way of the Midlands representative on the LongTerm Recovery Group (LTRG). She currently serves as Senior Paralegal at the Public Service Commission of South Carolina.



APPLICATION FOR SERVICE
COMMITTEE, BOARD OR

ON RICHLAND COUNTY
COMMISSION

Applicant MUST reside in Richland County.

Name: Raquel Michelle Richardson Thomas

Home Address: 617 Lady Street Columbia SC 29201

Telephone: (home) 443-695-0301 (work) 803-470-6273

Office Address: n/a

Email Address: raquelmrichardson@gmail.com

Educational Background: Bachelor of Business Marketing and Master of Business Administration

Professional Background: Local Business Owner, Business and Leadership Coach, Professor,
Author

Male Female Age: 18-25 26-50 Over 50

Name of Committee in which interested: Richland Memorial Hospital Board of Trustees

Reason for interest: As a community builder and advocate I want to focus on population health, community health initiatives and become an active voice for underserved communities as it pertains to living healthy lives.

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:
Community builder and advocate, business background, strategic, organized, team oriented, philanthropist, effective communicator,

Presently serve on any County Committee, Board or Commission? No

Any other information you wish to give?

Recommended by Council Member(s): Paul Livingston

Hours willing to commit each month: 20 (Flexible)

CONFLICT OF INTEREST POLICY

It is the policy of Richland County to require disclosure of any personal or financial interest that may be influenced by decisions of the Committee, Board or Commission for which any citizen applies for membership.

Such conflict of interest does not preclude service but shall be disclosed before appointment. The Clerk of Council shall be notified of any change on an annual basis and members of all

through discussion or debate, or any other way, decisions of the Committee, Board or Commission affecting those personal and financial interests.

All statements so filed shall be signed and verified by the filer. The verification shall state that the filer has used all reasonable diligence in its preparation, and that to the best of his or her knowledge, it is true and complete.

Any person who willfully files a false or incomplete statement of disclosure or no change of condition, or who willfully fails to make any filing required by this article, shall be subject to such discipline, including censure and disqualification from the Committee, Board or Commission, by majority vote of the council.

Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.

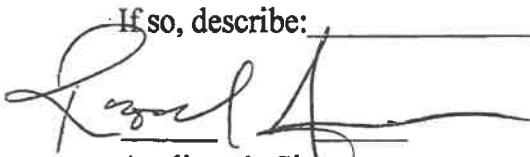
Yes _____ No x _____

STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?

Yes x _____ No x _____

If so, describe: _____



Applicant's Signature

Date 12/11/2020

**Return to:
Clerk of Council, Post Office Box 192, Columbia, SC 29202.
For information, call 576-2060.**

One form must be submitted for each Committee, Board or Commission on which you wish to serve.

Applications are current for one year.

Date Received: 12/11/20

Received by:
MMO

Date Sent to Council:

Status of Application: Approved Denied On file

2

Raquel M. R. Thomas

617 Lady Street ▶ Columbia, SC 29201 ▶ Cell: 443.695.0301 ▶ Raquel@raquelmrthomas.com ▶ www.raquelmrthomas.com

ESTABLISHED BUSINESS & LEADERSHIP CONSULTANT, COACH, INSTRUCTOR, and AUTHOR

Career history includes automotive industry corporate management, business and leadership coach, experience with business investments, business ownership of Dream Catchers Corporation, R6 Enterprises and former owner of Children of Tomorrow Corp, College Professor, Certified Coach, Speaker and Trainer, Political Candidate School Board Commissioner

Business and Leadership Consultant ▶ Professor ▶ Instructor ▶ Childcare Education ▶ Business and Leadership Coach ▶ Business Organization and Structure Consultation ▶ Management ▶ Corporate Communications ▶ Customer Service ▶ Retail Marketing ▶ Business Development ▶ Author

Results: Driven professional offering progressive experience in business, leadership and entrepreneurship. Business professor/instructor, primary and secondary education curriculum creator, retail sales and wholesale experience, automotive sales and retail marketing. Provide real life experience for business college students. Maximize company sales and revenue growth. Develops marketing initiatives to maximize company's revenue growth. Motivates, unites, and drives high performance teams to achieve company goals within time and budget constraints.

SELECT ACCOMPLISHMENTS

- Creator of Young Bosses Entrepreneurs summer camp for youth participants providing business, leadership and entrepreneurship training.
- Produced and launched The Business Bootcamp Conference for youth and adult entrepreneurs.
- Creator of Wizzievile Adventures Kid entrepreneur book series with state standards for career and college readiness.
- Developed professional trainings for corporations, communities, and youth.
- Created entrepreneurship and leadership curriculum for youth and adult students with interactive business workbook.
- Created and launched early childcare program with learning curriculum approved by the state of Maryland.
- Improved childcare revenue in 2016 87% year over year.
- Created Dream Catchers Academy master entrepreneurship online course for students nationally and internationally.
- Self-published seven books of literature and provide manuscript publishing consultation to clients.
- Improved the Baltimore Metro dealerships 2013 overall sales 5.2% vs. 2012; respectively compared to 3.7% increase in regional overall sales. Accomplished in 2013 a 16.9% market share increase vs. 14% in 2012.
- Increased Baltimore Metro dealerships sales efficiency in 2013 to 114% vs. 107% in 2012 increasing the Baltimore Metro total sales volume compared to competitors.
- Achieved 105.1% of wholesale target in 2013 generating over \$5.7 million in revenue for Baltimore Metro dealerships.

PROFESSIONAL SUMMARY

Allen University & Benedict College, Professor

2019-Current

Professor for the Division of Business and Entrepreneurship with the primary function of preparing business students for the world of free enterprise. Provide advisement for students preparing for graduation as their academic advisor. Assist with preparing and presenting course materials provided by the college with a real-world component as an active entrepreneur. Develop syllabi, facilitate lectures, assign course work and supervise test/skill assessments. Founder of Women in Business Association for all women on campus.

Dream Catchers Corporation, Owner/Coach/Author/Instructor/Consultant **2013-Current**
Certified business and leadership coach training corporate offices, professionals, entrepreneurs and small businesses. Business and entrepreneurship curricula focused. Business leadership coaching and training with a concentration in diversity and inclusion, professional development training and business leadership for corporations. Concentration of building and selling businesses. Producer of business conferences and master classes. Producer of learning academies and online learning courses. Consultant for self-publishing authors of fiction and non-fiction literature.

Children of Tomorrow Learning Center & Child Care, Corp, Owner **2014-2018**
Created and launched curriculum within childcare facility. Managed staff and all human resource functions. Responsible for yearly budget for all programs throughout the school year and summer program. Improved profitability by 87% in 2016. Tripled childcare enrollment from 2015 to 2016. Accomplished level II of Maryland Excels Certification and maintain 100% staff credentialing with the state of Maryland.

TOYOTA, Central Atlantic Regional Headquarters, Regional Sales Manager Toyota **2009-2014**
Improved the Baltimore Metro dealership profitability over \$5.7 million in 2013. Created dealership sales plans based on inventory availability. Budgeted finances for sales training and created learning curriculums to enhance product knowledge. Provided feedback regarding dealership advertising and marketing plans to maximize inventory and regional incentives. Analyzed and reviewed sales reports to assist dealerships with identifying opportunities to increase market share. Worked with dealerships to ensure product knowledge, training/certification and customer satisfaction.

TOYOTA, Central Atlantic Regional Headquarters, Regional Sales Manager Scion **2009-2009**
Developed dealership marketing initiatives to successfully sale inventory. Promoted and coordinated marketing events to maximize sales and to create brand awareness with attendance averaging 250 guests. Created contracts with numerous marketing vendors to enhanced marketing events not exceeding a \$20,000 budget per event. Supported community services to build relationships within the community and developed brand representation.

TOYOTA, Central Atlantic Regional Headquarters, Regional Service & Parts Manager **2007-2009**
Ensured dealer participation in marketing programs to achieve district product and sales objectives. Supported the achievement of regional customer satisfaction and retention goals by reviewing and providing best practices to dealers. Monitored dealer warranty expense and goodwill claims within the district.

TOYOTA, Toyota Motor Sales, USA, Inc., Management Trainee **2006-2007**
Handled dispute resolution with Lexus customers to ensure customer loyalty. Supported marketing promotions for service and parts operations. Traveled and managed dealership conferences with Toyota senior representatives. Conducted dealership audits and consultations for Toyota Rent a Car throughout the USA. Forecasted sales objectives by vehicle line to ensure dealer orders met market demands.

TOYOTA, Priority Toyota, New and Used Inventory Sales Consultant **2004-2006**
Maximized company retail sales and revenue growth. Supported monthly marketing concentrated vehicles. Accomplished individual sales objectives per month. Responsible for achieving sales certification and assisted with organizing staff training. Worked effectively with sales management staff to attain sales objectives.

GALLUP STRENGTHS

Relator, Focus, Achiever, Futuristic and Strategic

AWARDS & Organizations

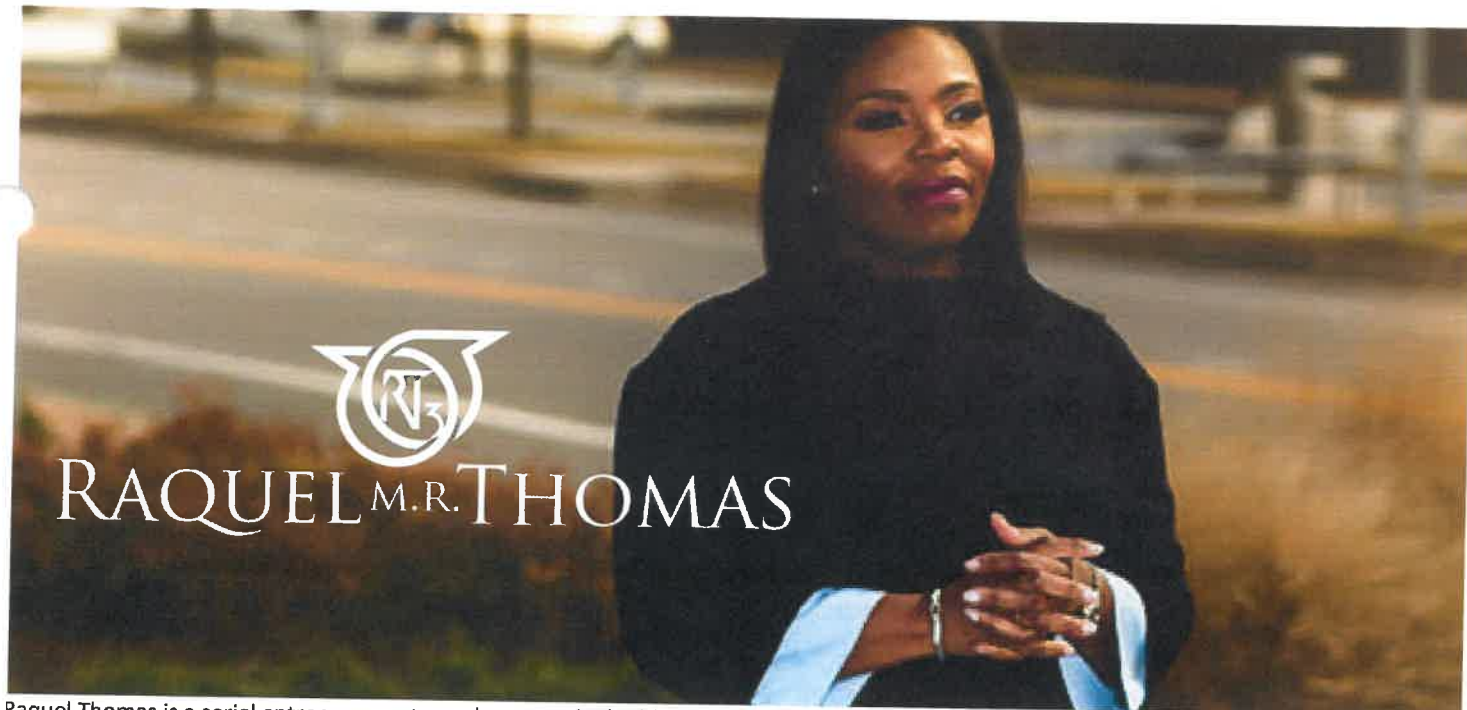
John C. Maxwell Certified Coach, Speaker, and Trainer, Benedict College Business Advisory Board of the Tyrone Adam Burroughs School of Business & Entrepreneurship, Core Team Committee United Way of the Midlands, Member of Junior League of Columbia, Founder of Women in Business Association at Allen University, Founder of Business Boot Camp Conference, Executive Director and founder of Dream Catchers Foundation, Director of Emerge SC, Board Member of W. J. Keenan Leadership Career Magnet Program, Board Member of South Carolina Black Pages, Director and Member of Youth Services South Carolina Black Pride, Board Member of The Gathering, 20 Under 40 Award Black Pages South Carolina, Maryland Excels Level II Childcare Center, Maryland State Department of Education Credential, National Association of Professional Women -VIP Woman of the Year Circle, National Association of Professional Women – Award of Excellence and Dedication, The Obsidian Award, Collegiate Basketball Player

CREDENTIALS

Master of Business Administration, University of Maryland University College; 2010

Bachelor of Science Business Marketing, Virginia State University; 2005

Certification of Business Leadership, John C. Maxwell; 2018



RAQUEL M.R. THOMAS

Raquel Thomas is a serial entrepreneur turned community builder and servant. A native of Columbia, South Carolina, Raquel took a broken childhood and used it to fuel her passion and purpose. A former high school athlete turned collegiate athletic scholar; Raquel's first love was basketball. She lettered in 4 sports at Dreher High School in Columbia to include: basketball, volleyball, soccer and track & field. Raquel graduated from Virginia State University with a degree in Business Marketing and went on to earn a Master's in Business Administration from the University of Maryland University College.

After graduating, Raquel went to work for the automotive giant Toyota Motor Sales, Inc. as a Regional Sales Manager. At Toyota, Raquel worked with the Baltimore Metro dealerships to increase profitability and to identify opportunities to increase market share. After 8 years at Toyota, Raquel decided to venture into entrepreneurship and opened her first daycare, Children of Tomorrow Learning Center & Child Care. A year later, she opened DMR Fashion, a retail store for children, women and men whose clothing provides messages to empower individuals to become their best. Simultaneously, Raquel opened The Museum Shop, an upscale urban clothing retail store in Washington, DC. Raquel is also a published author of seven Best Selling Books.

Raquel's passion for children and her community continued to tug at her heartstrings so she created Dream Catchers Foundation where she teaches the youth entrepreneurship. Dream Catchers Foundation is a non-profit organization for children who dare to dream. The Foundation's mission is to teach and demonstrate to children that dreamers can catch their dreams by living healthy, productive, goal driven lives. Raquel hosts free seminars and events for children throughout the year to include her annual summer camp and Young Bosses Entrepreneur Camp.

After over a decade of working and living in the DMV area, in 2017, Raquel decided to move back to Columbia, SC to enrich the very community she was raised in. Now a resident of Columbia, SC, Raquel continues to run several successful businesses and recently opened a Southern Soul Food Restaurant Called the Gold Den. A mother of two, Raquel is focused on building her community.



Raquel has dedicated her life to enriching, empowering and equipping women and children. She is the author of seven books, to include *What Becomes of a Broken Soul*, *Shifting into Purpose: The Journey to Entrepreneurship* a workbook for novice entrepreneurs and the children's series of 5 books *Wizzieville Adventures*. Raquel teaches entrepreneurship and business at several colleges and universities. As a community builder, Raquel has been recognized by the National Association of Professional Women as the VIP Woman of the Year and earned an Award of Achievement and has been recognized by SC Black Pages as a Top 20 Under 40 Professional. Raquel also serves as a Board Member of Benedict College Business Program, a member of Junior League, Keenan High School Magnet Program Advisory Board and is a mentor at the Department of Juvenile Justice and more.



APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant MUST reside in Richland County.

Name: Millisa M. Bates (Millie)
Home Address: 1534 Idalia Drive, Columbia 29206
Telephone: (home) 803.917.1175 (work) 803.777.2424
Office Address: USC Biological Sciences, 700 Sumter St. #401, 29208
Email Address: millie.m.bates@gmail.com
Educational Background: MS. Biology, MBA Moore School
Professional Background: Biosciences (research, sales, teaching). Resume attached
Male Female Age: 18-25 26-50 Over 50
Name of Committee in which interested: Richland Memorial Hospital
Reason for interest: I am now able to volunteer my time and assets. Also I was my husband's caregiver and navigated local hospitals as well as Wake Forest and MD Anderson
Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:
I have a biosciences background, worked in medical research and medical sales. Currently in my 13th year in Biological Sciences teaching
Presently serve on any County Committee, Board or Commission? N/A
Any other information you wish to give? Resume attached
Recommended by Council Member(s): N/A
Hours willing to commit each month: whatever needed

CONFLICT OF INTEREST POLICY

It is the policy of Richland County to require disclosure of any personal or financial interest that may be influenced by decisions of the Committee, Board or Commission for which any citizen applies for membership.

Such conflict of interest does not preclude service but shall be disclosed before appointment. The Clerk of Council shall be notified of any change on an annual basis and members of all Committees, Boards or Commissions shall be required to abstain from voting or influencing through discussion or debate, or any other way, decisions of the Committee, Board or Commission affecting those personal and financial interests.

All statements so filed shall be signed and verified by the filer. The verification shall state that the filer has used all reasonable diligence in its preparation, and that to the best of his or her knowledge, it is true and complete.

Any person who willfully files a false or incomplete statement of disclosure or no change of condition, or who willfully fails to make any filing required by this article, shall be subject to such discipline, including censure and disqualification from the Committee, Board or Commission, by majority vote of the council.

Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.

Yes _____ No

STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?

Yes _____ No

If so, describe: _____

Melissa M. Batts 3/4/21
Applicant's Signature Date

Return to:
Clerk of Council, Post Office Box 192, Columbia, SC 29202.
For information, call 576-2060.

One form must be submitted for each Committee, Board or Commission on which you wish to serve.

Applications are current for one year.

Staff Use Only	
Date Received: <u>3/5/21</u>	Received by: <u>John W</u>
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved 77 <input checked="" type="checkbox"/> Denied <input type="checkbox"/> On file	

Millisa Marcengill Bates
1534 Idalia Drive Columbia, SC 29206
+1 (803) 917-1175 millie.m.bates@gmail.com

PROFESSIONAL SUMMARY

MBA with International Business certificate and graduate degree in Biology

EXPERIENCE

UNIVERSITY OF SOUTH CAROLINA

Columbia, SC USA

Adjunct Professor, Department of Biology

January 2009 – present

Serve as lecturer and lab coordinator for introductory Biology course and Anatomy and Physiology.

- Lecture, Instruct and coordinate lab sections, order all supplies, supervise teaching assistants
- Introduced technology curriculum changes that have led to overall higher averages and student success
- Effectively communicate science concepts to non-science audience; Overall instructor evaluation 2020: 4.7 on a 5.0 scale.

SONOCO

Hartsville, SC USA

Global Expansion Strategy Consulting Project, MBA

January 2014-May 2014

Created a go-to-market strategy for entering a South East Asian market with a competitive intelligence team

- Worked with Director of Marketing to research market segmentation and business acquisition opportunities
- Explored new partnerships in target market to increase market share by millions of dollars

AMERICAN RED CROSS

Washington, DC USA

Territory Manager, Tissue Services

August 1996 – January 2005

Managed competitive, multi-state territory marketing various surgical products to decision makers within hospitals and physician offices.

- Recognized as “Top Sales Performer” and consistently achieved sales goals in excess of \$500,000
- Supervisory experience as a Senior sales representative, training and working along with the sales team
- Determined territory breakdown and identified growth by segmenting hospitals’ specialties and bed size

CAROLINAS MEDICAL CENTER

Charlotte, NC USA

Research Technician II

August 1994 – August 1996

Provided research support for the Emergency Medicine Department focused primarily on heart studies. Basic science research in the laboratory created synergy with clinical studies in the hospital.

- Led various projects involving small animal studies, biochemical assays and tissue analyses.
- Cultured cells for fluorescence microscopy studies.
- Presented research at *International Society for Heart Research* London, Ontario.

EDUCATION

MOORE SCHOOL OF BUSINESS, University of South Carolina

Columbia, SC USA

Master of Business Administration, International Business certificate

August 2014

Jim Hodges Scholar to China, Honor Society

UNIVERSITY OF NORTH CAROLINA

Charlotte, NC USA

Master of Science, Biology

August 1994

Published thesis research in *Journal of Molecular & Cellular Cardiology*

ERSKINE COLLEGE

Due West, SC USA

Bachelor of Science, Biology

May 1992

Class President, Omicron Delta Kappa Honor Society, Distinguished Student Service Award

IT SKILLS

MS Office

COMMUNITY INVOLVEMENT Athletic Booster Club, Basketball Coach, Rosewood Elementary Foundation Board Member, Montessori Children’s House Board Member, Presbyterian Women’s Council



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**APPLICATION FOR SERVICE ON RICHLAND COUNTY
COMMITTEE, BOARD OR COMMISSION**

Applicant MUST reside in Richland County.

Name: Javar A. Juarez

Home Address: 1924 Spotswood Drive Columbia, SC 29210

Telephone: (home) 803-331-8397 (work) _____

Office Address: _____

Email Address: BroadRiverBA@gmail.com

Educational Background: Liberal Arts Major Benedict College Columbia, SC

Professional Background: Licensed insurance agent, business owner, non-profit director

Male Female Age: 18-25 26-50 Over 50

Name of Committee in which interested: River Alliance Board

Reason for interest: As Director of the Broad River Business Alliance and resident of Broad River Road River Road; I am actively pursuing development of the Greenway expansion and gaining public support

Your characteristics/qualifications, which would be an asset to Committee, Board or

Commission:

I provide strong public interaction, social media, web organization and can sponsor/host meetings with local businesses in my network

I am working with private industry investors, realtors and developers to maximize the potential of future projects around the greenbelt.

Presently serve on any County Committee, Board or Commission? Director BRBA

Any other information you wish to give? my objective is to help the River Alliance Achieve its goals in a timely fashion

Recommended by Council Member(s): n/a

Hours willing to commit each month: 60

CONFLICT OF INTEREST POLICY

It is the policy of Richland County to require disclosure of any personal or financial interest that may be influenced by decisions of the Committee, Board or Commission for which any citizen applies for membership.

Such conflict of interest does not preclude service but shall be disclosed before appointment. The Clerk of Council shall be notified of any change on an annual basis and members of all

Committees, Boards or Commissions shall be required to abstain from voting or influencing through discussion or debate, or any other way, decisions of the Committee, Board or Commission affecting those personal and financial interests.

All statements so filed shall be signed and verified by the filer. The verification shall state that the filer has used all reasonable diligence in its preparation, and that to the best of his or her knowledge, it is true and complete.

Any person who willfully files a false or incomplete statement of disclosure or no change of condition, or who willfully fails to make any filing required by this article, shall be subject to such discipline, including censure and disqualification from the Committee, Board or Commission, by majority vote of the council.

Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.

Yes _____ No _____

STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?

Yes _____ No _____

If so, describe: _____



Applicant's Signature

11/03/2020

Date

**Return to:
Clerk of Council, Post Office Box 192, Columbia, SC 29202.
For information, call 576-2060.**

One form must be submitted for each Committee, Board or Commission on which you wish to serve.

Applications are current for one year.

Staff Use Only	
Date Received: <u>11/4/20</u>	Received by: <u>hmo</u>
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved	<input type="checkbox"/> Denied <input type="checkbox"/> On file



APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant MUST reside in Richland County.

Name: Lisa Ellis

Home Address: 7025 John Edward Street, Columbia, SC 29209

Telephone: (home) (803) 231-8528 (work) (803) 691-4090

Office Address: 10901 Wilson Boulevard, Blythewood, SC 29016

Email Address: leellis75@yahoo.com

Educational Background: BA- English, MS- Forest Resources, MA- Organizational Leadership

Professional Background: High school teacher ; Director of Student Activities

Male Female Age: 18-25 26-50 Over 50

Name of Committee in which interested: River Alliance Board

Reason for interest: Our rivers are precious, and I want to make sure they are taken care of.

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:

I have an advanced degree in running an organization. Strong characteristics include attention to detail, event planning, and strong oral & written skills.

Presently serve on any County Committee, Board or Commission? no

Any other information you wish to give? I am ready to serve Richland County.

Recommended by Council Member(s): _____

Hours willing to commit each month: 5-10 hours

CONFLICT OF INTEREST POLICY

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Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.

Yes _____ No ✓ _____

STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?

Yes _____ No ✓ _____

If so, describe: _____

Lisa Ellis
Applicant's Signature

2/25/2021
Date

Return to:
Clerk of Council, Post Office Box 192, Columbia, SC 29202.
For information, call 576-2060.

One form must be submitted for each Committee, Board or Commission on which you wish to serve.

Applications are current for one year.

Staff Use Only	
Date Received: _____	Received by: _____
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved	<input type="checkbox"/> Denied <input type="checkbox"/> On file



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**APPLICATION FOR SERVICE ON RICHLAND COUNTY
COMMITTEE, BOARD OR COMMISSION**

Must be a Richland County Employee

Name: Mark Cheslak
Home Address: 4216 Sandwood Dr. Columbia, SC 29206
Telephone: (home) 803 787-4500 (work) 803 576-2655
Office Address: Assessors Office 2020 Hampton St. Columbia SC 29204
Email Address: cheslak.mark@richlandcounty.sc.gov
Educational Background: B.S. Business Administration, The Citadel
Professional Background: Shift manager Milliken Textile Corp., 1979-7'87, RE Appraiser '87-present
Male Female Age: 18-25 26-50 Over 50
Name of Committee in which interested: Employee Grievance Committee
Reason for interest: Satisfy a need for Richland County

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:

Impartial. Open to hearing all concerns.

Presently serve on any County Committee, Board or Commission? No

Any other information you wish to give? NO

Recommended by Council Member(s): None

Hours willing to commit each month: All necessary

CONFLICT OF INTEREST POLICY

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All statements so filed shall be signed and verified by the filer. The verification shall state that the filer has used all reasonable diligence in its preparation, and that to the best of his or her knowledge, it is true and complete.

Any person who willfully files a false or incomplete statement of disclosure or no change of condition, or who willfully fails to make any filing required by this article, shall be subject to such discipline, including censure and disqualification from the Committee, Board or Commission, by majority vote of the council.

Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.

Yes _____ No ✓ _____

STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?

Yes _____ No ✓ _____

If so, describe: _____

Mark Chalaf
Applicant's Signature

04/06/2021
Date

Return to:
Clerk of Council, Post Office Box 192, Columbia, SC 29202.
For information, call 576-2060.

One form must be submitted for each Committee, Board or Commission on which you wish to serve.

Applications are current for one year.

Staff Use Only	
Date Received: <u>4/6/21</u>	Received by: <u>Juno</u>
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file	



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**APPLICATION FOR SERVICE ON RICHLAND COUNTY
COMMITTEE, BOARD OR COMMISSION**

Applicant MUST reside in Richland County.

Name: Meghan Easter
Home Address: 201 Brickling Rd. Irmo, SC 29063
Telephone: (home) 803-605-2406 (work) 803-576-1604
Office Address: 2020 Hampton St.
Email Address: easterfamily4@gmail.com
Educational Background: Associates
Professional Background: IT - Programmer
Male Female Age: 18-25 26-50 Over 50
Name of Committee in which interested: Grievance Committee
Reason for interest: Employee Relations

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:

Presently serve on any County Committee, Board or Commission? no

Any other information you wish to give? _____

Recommended by Council Member(s): _____

Hours willing to commit each month: open

CONFLICT OF INTEREST POLICY

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All statements so filed shall be signed and verified by the filer. The verification shall state that the filer has used all reasonable diligence in its preparation, and that to the best of his or her knowledge, it is true and complete.

Any person who willfully files a false or incomplete statement of disclosure or no change of condition, or who willfully fails to make any filing required by this article, shall be subject to such discipline, including censure and disqualification from the Committee, Board or Commission, by majority vote of the council.

Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.

Yes _____ No _____

STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?

Yes _____ No _____

If so, describe: _____

Lyh Easle
Applicant's Signature

6-3-21
Date

Return to:
Clerk of Council, Post Office Box 192, Columbia, SC 29202.
For information, call 576-2060.

One form must be submitted for each Committee, Board or Commission on which you wish to serve.

Applications are current for one year.

Staff Use Only	
Date Received: <u>6/3/21</u>	Received by: <u>ANNM</u>
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved 86 of 212 <input checked="" type="checkbox"/> Denied <input type="checkbox"/> On file	



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**APPLICATION FOR SERVICE ON RICHLAND COUNTY
COMMITTEE, BOARD OR COMMISSION**

Must be a Richland County Employee

Name: Elizabeth Kate Marr "Katie"

Home Address: 6500 Queens Way Drive, Columbia, SC 29209

Telephone: (home) 803-360-8646 (work) 803-576-2867

Office Address: 2020 Hampton Street

Email Address: Marr.katie@richlandcountysc.gov

Educational Background: Masters in Criminal Justice

Professional Background: Owner of Title Company for 13 years, Assessors Office since 2013 -Interim Assessor

Male Female Age: 18-25 26-50 Over 50

Name of Committee in which interested: Grievance Committee

Reason for interest: I work for Richland County and it would be a good way for me to give back to the County and represent Richland County.

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:
I believe that I can be impartial and objective while serving on this Committee and have an understanding of working within voluntary Committees.

Presently serve on any County Committee, Board or Commission? No

Any other information you wish to give? Previously served as a Guardian Ad Litem case worker (nka CASA)

Recommended by Council Member(s): _____

Hours willing to commit each month: The amount of hours needed to serve my commitment

CONFLICT OF INTEREST POLICY

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**APPLICATION FOR SERVICE ON RICHLAND COUNTY
COMMITTEE, BOARD OR COMMISSION**

Applicant MUST reside in Richland County.

Name: Kyle Hughes

Home Address: 354 Bowhunter Dr, Blythewood SC 29016

Telephone: (home) 843-457-5953 (work) 803-576-2282

Office Address: 2020 Hampton St, Suite 1050, Columbia SC 29202

Email Address: hughes.kyle@richlandcountysc.gov

Educational Background: Some college

Professional Background: Local Government, Pharmacy, Banking

Male Female Age: 18-25 26-50 Over 50

Name of Committee in which interested: Grievance Committee

Reason for interest: I would like the opportunity to meet and work with new people outside of my primary job duties with Richland County.

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:

I believe being an Eagle Scout/lifelong scouter as well as my diverse job history will bring a strong moral compass and different experiences to the committee.

Presently serve on any County Committee, Board or Commission? no

Any other information you wish to give? As a newer employee, I can be a "fresh pair of eyes".

Recommended by Council Member(s): _____

Hours willing to commit each month: 15

CONFLICT OF INTEREST POLICY

It is the policy of Richland County to require disclosure of any personal or financial interest that may be influenced by decisions of the Committee, Board or Commission for which any citizen applies for membership.

Request for Administrative Action

ATTENTION					
COUNTY ADMINISTRATOR		ASSISTANT COUNTY ADMINISTRATOR		NAME:	
REQUESTOR INFORMATION					
Name				Extension	
Department					
Date					
Department Director Review:					
DOCUMENT INFORMATION					
Document Title					
	For Information Only			For Signature	
Synopsis					
1. Is this a contract and/or a contract amendment?		Yes		No	
2. Has the contract been reviewed by the County Attorney's Office?		Yes		No	
<i>If you answered no, all contracts must be reviewed by the County Attorney's office. Do not submit your document until after review.</i>					
3. Has the contract/amendment been reviewed and approved by Council?		Yes		No	
<i>If you answered no, provide an explanation below. Cite/attach relevant County ordinance, procurement code, and/or contract terms.</i>					
Explanation					
Related Council Action					
Meeting Date	Synopsis of Action		Minutes Approved		
ADMINISTRATION					
Comments					
Signature				Date	

COVID-19 EMERGENCY RENTAL ASSISTANCE 2

POLICIES AND PROCEDURES



Richland County Emergency Relocation Assistance Program
Community Planning & Development
2020 Hampton Rd
Columbia, South Carolina 29204
Telephone (803) 576-2168
www.richlandcountysc.gov
Revised: 076-09-718-2021

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General Provisions

This manual provides the policies and procedures of Richland County in its administration of the COVID-19 Emergency Rental Assistance program 2 (ERA2) established by section 3201 funded of through the American Rescue Plan (ARP) Consolidated Appropriations Act of 2021, (CAA), 2021, Pub. L. No. 1176-2 (March 11, 2021)260. This document provides standard concepts, definitions and procedures that enable staff to understand and effectively administer the ERA2 program. This manual is designed as a tool for staff to use as a reference and resource. This manual will be updated as needed to reflect changes in policies and procedures as well as new Treasury regulations, ~~notices~~notices, and other guidance.

The ERA2 program makes available not less than 40 percent of the total allocation of \$912,948,573,859.60547.40 in ERA2 funds provided directly to Richland County through the ARPCAA and administered by the U.S. Treasury. Treasury will pay to Richland County additional amounts in tranches up to the full amount of the County's total allocation in accordance with a procedure established by Treasury, provided that Richland County must have obligated not less than 75 percent of the funds already disbursed by Treasury prior to the disbursement of additional amounts. These funds are to assist households that are unable to pay rent and/or utilities due to the COVID-19 pandemic. Through an application process Richland County will offer aid to income eligible households located within the geographical boundaries of the county who have been economically impacted during the COVID-19 pandemic through job loss, furlough or reduction in hours or pay.

ERA2 is a grant program wherein rental or utility payments are made on behalf of an income-eligible household ~~for a maximum period of 182 months (with an additional 3 months possible)~~ of assistance under ERA1 and ERA2 combined to maintain housing and/or to reduce rental and utility payment delinquency in arrears as a result of the economic downturn during the COVID-19 pandemic.

Emergency assistance will be available for monthly rent payments, ~~utility payments,~~ rental arrearages, ~~and utility~~ and home energy cost arrearages, and certain other expenses. At least 8590% of the ERA funds received by Richland County will be used for these purposes. The remaining funds will be used for housing stability services, including case management or other services related to the COVID-19 pandemic, and the administration of the program.

Given the challenges presented by the COVID-19 pandemic, the U.S Treasury has granted the County flexibility as to the particular form of documentation required, including permitting photocopies or digital photographs of documents, e-mails, or attestations from employers, landlords, caseworkers, or others with knowledge of the household's circumstances. The County must require all applications for assistance to include an attestation from the applicant that all information included is correct and complete.

Available Assistance

Type of Assistance

Richland County is providing ERA grants to eligible households through an application process. The funding provided will assist with the following:

- a. Rent;
- b. Rental arrears;
- ~~c. Utilities and home energy costs;~~
- ~~d.c.~~ c. Utilities and home energy arrears; and

e.d. Other expenses related to housing incurred directly or indirectly due to the pandemic

ARP Act requires that other expenses must be related to housing but does not require that they be incurred due to the COVID-19 outbreak. Other expenses related to housing include relocation expenses (including prospective relocation expenses), such as rental security deposits, and rental fees, which may include application or screening fees. It can also include reasonable accrued late fees (if not included in rental or utility arrears) and internet service provided to the rental unit. Internet service provided to a residence is related to housing and is in many cases a vital service that allows renters to engage in distance learning, telework, and telemedicine and to obtain government services such as access to the ERA2 program.

All payments for housing-related expenses must be supported by documentary evidence such as a bill, invoice, or evidence of payment to the provider of the service. If a housing related expense is included in a bundle or an invoice that is not itemized (for example, internet services bundled together with telephone and cable television services) and obtaining an itemized invoice would be unduly burdensome, the County may apply reasonable procedures for determining the portion of the expense that is appropriate to be covered by ERA2. The Act requires that other expenses must be related to housing and be incurred due directly or indirectly due to COVID-19. Such expenses include relocation expenses and rental fees which may include rental security deposits, rental fees (which may include application or screening fees if a household has been temporarily or permanently displaced due to the COVID-19 outbreak; reasonable accrued late fees (if not included in rental or utility arrears and if incurred due to COVID-19); and Internet service provided to the rental unit. For internet services to qualify, the applicant must request internet services to be eligible and must attest that the internet service provided to their residence is related to housing and is being used to engage in distance learning, telework, telemedicine or to obtain government services. All payments for housing-related expenses must be supported by documentary evidence such as a bill, invoice, or evidence of payment to the provider of the service.

Utilities and home energy costs are separately stated charges related to the occupancy of rental property. Accordingly, utilities include separately stated electricity, gas, water and sewer, trash removal and energy costs, such as fuel oil. Telecommunication services (telephone and cable) delivered to the rental dwelling are not considered to be utilities. Utilities that are covered by the landlord within rent will be treated as rent.

The cost of a hotel or motel room occupied by an eligible household may be covered using ERA2 assistance within the category of “other expenses related to housing incurred due, directly or indirectly, to the COVID-19 outbreak” provided that:

- a. The household has been temporarily or permanently displaced from its primary residence or does not have a permanent residence elsewhere;
- b. The total months of assistance provided to the household do not exceed 12 months (plus an additional three months if necessary to ensure housing stability for the household); and
- c. Documentation of the hotel or motel stay is provided and the other applicable requirements provided in the statute and the currentse FAQs are met.

The cost of the hotel or motel stay would not include expenses incidental to the charge for the room.

In addition, financial assistance to households that are renting their residence under a “rent-to-own” agreement, under which the renter has the option (or obligation) to purchase the property at the end of the lease term, provided that a member of his or her household:

- a. Is not a signor or co-signor to the mortgage on the property;
- b. Does not hold the deed or title to the property; and
- c. Has not exercised the option to purchase.

Rental payments for either the manufactured home and/or the parcel of land the manufactured home occupies are eligible for financial assistance under ERA~~2P~~. Households renting manufactured housing and/or the parcel of land the manufactured home occupies may also receive assistance for utilities and other expenses related to housing

Program administrators shall determine the duration and amount of rental assistance provided to eligible households based on application information, monthly rent and utilities due, and amount in arrears. This duration and assistance amount will be designed to ensure households are provided with the maximum benefit possible. Prospective rent assistance will be provided up to a maximum of 3 months at a time, before recertification of income and/or reapplication is required, for a period not to exceed ~~182~~ months ~~of assistance under ERA1 and ERA2 combined~~ ~~except that the County may provide assistance for an additional 3 months only if necessary to ensure housing stability for a household subject to availability of funds~~. Rental and utility arrears may be paid in full.

Terms of Assistance

Rental or utility assistance will include:

- a. Monthly Payment made on behalf of eligible household to landlord/property management agent or utility provider for 3 months’ rent and utilities up to a maximum of ~~182~~ months ~~of assistance under ERA1 and ERA2 combined~~; or
- b. Monthly Arrears Payment made on behalf of eligible household to landlord/property management agent or utility provider for rent or utilities accrued after March 13, 2020; or
- c. Monthly payment combination of items a. and b. made on behalf of eligible household to landlord/property management agent or utility provider.

~~Three months supplemental assistance may be provided to ensure housing stability for a household after the initial 12-month period. The County Special Case Panel (SCP) (see definition below at page 16) must review and approve each case of supplemental assistance.~~

Emergency rental assistance will not be paid directly to households except in cases where the landlord does not agree to participate in the program ~~or is unresponsive to attempts to gather information from the landlord~~. *The U.S. Treasury directs that the County must make reasonable efforts to obtain the cooperation of landlords and utility providers to accept payments from the ERA program. Outreach will be considered complete if a request for participation is sent in writing, by certified mail, to the landlord or utility provider, and the addressee does not respond to the request within ~~seven~~14 calendar days after mailing; or, if the grantee has made at least three attempts by phone or email over a ~~five~~10 calendar-day period to request the landlord or utility provider’s participation; or a landlord confirms in writing that the landlord does not wish to participate. The final outreach attempt or notice to the landlord must be*

documented. The cost of contacting landlords would be an eligible administrative cost. The payments will be made by Richland County to the bona fide landlord/property management agent or company.

After all reasonable efforts have failed to obtain the cooperation of the landlord and/or utility provider, the County shall make payments directly to the household following the payment process found in Step 3: Approval and Payment below.

With respect to landlords that receive funds under the ERA2 program for prospective rent, the County is required to prohibit the landlord from evicting the tenant for nonpayment of rent during the period covered by the assistance. In addition, with respect to landlords that receive funds for rental arrears, to promote the purpose of the program the County encourages that landlords refrain from evicting the tenant for nonpayment of rent for some period of time, consistent with applicable law. In all cases, Treasury strongly encourages grantees to require landlords that receive funds under the ERA, as a condition of receiving the funds, not to evict tenants for nonpayment of rent for 30 to 90 days longer than the period covered by the rental assistance.

Commented [MK1]: Does Richland County have the legal authority to enforce this Treasury recommendation?

Utility payments will be made by Richland County directly to the respective utility company.

Emergency rental assistance shall be paid by the date specified on the current lease agreement. In the event the applicant cannot provide a lease due to legitimate reasons (as determined by the County), and provides self-attestation, HUD's Fair Market Rental Rates (web site - huduser.gov) will be utilized in order to determine the appropriate allocation amount of funds.

- The allocation of these funds are conditional upon the landlord's agreement to accept the Fair Market Rate amount to satisfy arrears.

The emergency rental assistance program will log all payments made on behalf of eligible households.

Applications

Applicants

An applicant may be either a renter or landlord.

Applicant shall provide the following information to be considered as an eligible household:

1. Name and contact information.
2. Address – An applicant household must reside in a rental property located within the geographical boundaries of Richland County.
3. Status – renter or landlord.
4. Copy of current lease agreement or self-attestation in the absence of a lease agreement.
5. Household Income – must be below 80% of the area median income (AMI).
6. Rental payment status – In arrears or prospective?
7. Impact of Covid-19 – Is there economic hardship? How?

Eligibility

Household

A Household is defined as one or more individuals who are obligated to pay rent on a residential dwelling. The occupants may be a single family, one person living alone, two or more families living together, or any other group of persons who share living arrangements. Therefore, household occupant information must include, at a minimum, the following:

1. Full names and ages of all occupants (whether related or unrelated) living in the residence; and
2. Signature of the primary applicant(s), certifying that the information provided related to the annual household income and occupants is correct.

The term “eligible household” means a household of 1 or more individuals who are obligated to pay rent on a residential dwelling and:

1. One or more individuals within the household has
 - a. qualified for unemployment benefits or
 - b. experienced a reduction in household income, incurred significant costs, or experienced other financial hardship during or due, directly or indirectly, to the ~~new~~ pandemic ~~disease~~ (COVID-19) outbreak, which the applicant shall attest in writing (see Justifying Economic Hardship below); and
2. One or more individuals within the household can demonstrate a risk of experiencing homelessness or housing instability, which may include—
 - a. a past due utility or rent notice or eviction notice; or
 - b. unsafe or unhealthy living conditions (which may include overcrowding); or
 - c. any other evidence of such risk, as determined by the eligible grantee involved (see Justifying Homeless and Housing Instability below); and
3. The household has a low-income family household (as such term is defined in section 3(b) of the United States Housing Act of 1937 (42 U.S.C. 1437a(b)). The definition of “low-income families” in 42 U.S.C. 1437a(b) is “those families whose incomes do not exceed income that is not more than 80 per centum of the area median income for the area, as determined by the Secretary [of Housing and Urban Development] with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80 per centum of the median for the area on the basis of the Secretary’s findings that such variations are necessary because of prevailing levels of construction costs are unusually high or low family incomes.

Occupancy

Applicant must provide proof of occupancy.

All occupancy documentation must show services were provided anytime during the billing period of the COVID-19 pandemic period beginning March 13, 2020-to present, in the applicant or co-applicant's name, and the subject address.

Acceptable proof includes:

1. The applicable lease, signed by the applicant and the landlord or sublessor, that identifies the unit where the applicant resides and establishes the rental payment amount; or
2. If the household does not have a signed lease, documentation of residence may include an attestation by a landlord who can be identified as the verified owner or management agent of the unit; or
- 1-3. Copy of electric, gas, or water bill. The bill must confirm that service was provided anytime during the billing period of the pandemic, beginning March 13, 2020 to present; or
- 2-4. Letter from electric, gas, or water company. The letter must confirm that service was provided during the billing period of the pandemic; or

3.5. Other qualified documents may be presented for consideration of proof of occupancy, which include but are not limited to a voter registration card from the time of the pandemic or a driver's license from the time of the pandemic.

Justifying Economic Hardship

Applicant households must submit documentation confirming economic hardship due, directly or indirectly, to or during the COVID-19 pandemic.

The County must document that one or more members of the applicant's household either:

1. qualified for unemployment benefits or
 - a. If relying on this determination, the applicant will submit a signed attestation or other relevant documentation regarding the household member's qualification for unemployment benefits.
2. experienced a reduction in household income, incurred significant costs, or experienced other financial hardship due, directly or indirectly, to the COVID-19 outbreak.
 - a. If relying on this determination, the applicant will submit a signed attestation that one or more members of the household meets this condition.

Treasury encourages and the County relies on self-certification of applicants regarding whether their financial hardship meets these statutory eligibility requirements. Further, because the standard in ERA2 is broader than the standard in ERA1, any applicant that self-certifies that it meets the standard in ERA1 meets the standard for purposes of ERA2.

Acceptable documentation sources are:

- ~~1. If workplace closure or reduced hours due to COVID-19, including lay-off, termination, loss of working hours, income reduction resulting from business closure or other employer economic impacts of COVID-19:
 - A copy of household member(s) notification of job loss/termination from employer during the eligible pandemic period (March 13, 2020 to present); or
 - A copy of household member(s) notification of furlough from employer during the eligible pandemic period (March 13, 2020 to present); or
 - A copy of household member(s) notification confirming reduction in hours and/or pay during the eligible pandemic period (March 13, 2020 to present); or
 - A copy of household member(s) application during the eligible pandemic period (March 13, 2020 to present) and/or approval for Unemployment Insurance benefits; or
 - A signed self-certification that includes the name of the household member who is self-employed, the name and nature of the business, and narrative confirming economic impact on self-employment during eligible pandemic period (March 13, 2020 to present).~~
- ~~2. Documentation of sickness with COVID-19 or caring for a household or family member who is sick with COVID-19;~~
- ~~3. Documentation of extraordinary out-of-pocket childcare expenses due to school closures, medical expenses, or health care expenditures stemming from COVID-19 infection of the tenant or a member of the tenant's household who is ill with COVID-19;~~
- ~~4. Documentation of compliance with a recommendation from a government health authority to stay home, self-quarantine, or avoid congregating with others during the state of emergency;~~
- ~~5. Documentation of Reasonable expenditures stemming from government ordered emergency measures; and~~

~~6.—Documentation of any additional factors relevant to the tenant’s reduction in income as a result of the COVID-19 emergency.~~

Justifying Homeless and Housing Instability

The Act requires that one or more individuals within the household can demonstrate a risk of experiencing homelessness or housing instability, which may include:

1. a past due utility or rent notice or eviction notice,
2. unsafe or unhealthy living conditions (which may include overcrowding), or
3. any other evidence of risk, as determined by the County grantee.

The first criteria the applicant would either submit a copy of a past due utility or rent notice or eviction since March 13, 2021 or attest to the same in the on-line application form.

The second criteria the applicant would attest to living in an unsafe or unhealthy living condition with documentation attached such as photographs, other documentation and/or an attestation from a third party that the household is living in an unsafe or unhealthy living condition.

The final criteria would only be used if the applicant cannot meet either of the first two criteria. The applicant would submit any other evidence supporting homeless or housing instability in the application. The evidence presented by the applicant will be considered by the County. This would be reviewed and decided on a case-by-case basis by the Special Case Panel (SCP). Examples of other evidence of risk include overcrowding, moving frequently, staying with relatives, or spending the bulk of household income on housing.

Duplication of Benefits

The statute creating the ERA1 ~~p~~Program requires that ERA payments not be duplicative of any other federally funded rental assistance provided to an eligible household. ERA2 does not make that same requirement, but Treasury does urge that grantees to “minimize the provision of duplicative assistance.” Therefore, Richland County will still require aAll applicants ~~ss~~ must provide a signed self-certification (electronic accepted) that includes the names of household members and a narrative confirming that no other federal rental assistance has been received during the eligible pandemic period (March 13, 2020 to present). The program may verify the accuracy of all self-certifications.

WARNING: ANY PERSON WHO KNOWINGLY MAKES A FALSE CLAIM OR STATEMENT MAY BE SUBJECT TO CIVIL OR CRIMINAL PENALTIES UNDER 18 U.S.C. 287, 1001 AND 31 U.S.C 3729.

Income Determination

For ERA2, the County will use the same income determination methodology that it used for ERA1. In addition, if a household is a single family that the County determined met the income requirement for eligibility under ERA1, the County considers the household to be eligible under ERA2, unless the County becomes aware of any reason the household does not meet the requirement for ERA2.

With respects to each household applying for assistance, the County uses one of five methods. The two methods are:

1. the Department of Housing and Urban Development’s (HUD) definition of “annual income” in 24 CFR 5.609; or

2. using adjusted gross income as defined for purposes of reporting under Internal Revenue Service Form 1040 series for individual federal annual income tax purposes; or
3. Using categorical eligibility; or
4. Using fact-specific proxy; or
5. Using written attestation without further documentation.

The County is required to have a reasonable basis under the circumstances for determining income. Except as discussed below, this requires a written attestation from the applicant as to household income and also documentation available to the applicant to support the determination of income, such as paystubs, W-2s or other wage statements, tax filings, bank statements demonstrating regular income, or an attestation from an employer. As discussed below, under certain circumstances, a grantee may rely on a written attestation from the applicant without further documentation of household income. The County has the discretion to provide waivers or exceptions to this documentation requirement to accommodate disabilities, extenuating circumstances related to the pandemic, or a lack of technological access. In these cases, the SCP is responsible for making the required determination regarding the applicant's household income and documenting that determination. If possible and practical, the County will partner with state unemployment departments or entities that administer federal benefits with income requirements to assist with the verification process, consistent with applicable law.

Categorical Eligibility: If an applicant's household income has been verified to be at or below 80 percent of the area median income (for ERA1) or if an applicant's household has been verified as a low-income family as defined in section 3(b) of the United States Housing Act of 1937 (42 U.S.C. 1437a(b)) (for ERA2) in connection with another local, state, or federal government assistance program, grantees are permitted to rely on a determination letter from the government agency that verified the applicant's household income or status as a low-income family, provided that the determination for such program was made on or after January 1, 2020.

Fact-specific proxy: The County may rely on a written attestation from the applicant as to household income if the grantee also uses any reasonable fact-specific proxy for household income, such as reliance on data regarding average incomes in the household's geographic area.

Written Attestation Without Further Documentation: To the extent that a household's income, or a portion thereof, is not verifiable due to the impact of COVID-19 (for example, because a place of employment has closed) or has been received in cash, or if the household has no qualifying income, the County will accept a written attestation from the applicant regarding household income. If a written attestation without further documentation of income (or a fact-specific proxy as described above) is relied on, the County will reassess household income for such household every three months. In appropriate cases, grantees may rely on an attestation from a caseworker or other professional with knowledge of a household's circumstances to certify that an applicant's household income qualifies for assistance.

Income is determined in each household in 2 possible ways (household income):

1. The household's total income for calendar year 2020, as determined using the adjusted gross income (AGI) as defined for purposes of reporting under the IRS Form 1040 series for individual Federal annual income tax purposes, or
2. Sufficient confirmation, as determined by the Secretary of the Treasury, of the household's monthly income at the time of application for such assistance.
 - a. County will consider all current income received

- ~~b. Applicant using the monthly income method must provide self-certification of their income amounts in addition to any other income documentation available.~~
- ~~c. For household incomes determined using this method, income eligibility must be reconsidered every 3 months. Households may reapply for additional assistance at the end of the three-month period, if needed, and if the overall time limit for assistance is not exceeded.~~

To determine program eligibility, all sources of income for each household member over the age of 18 and the exact amounts earned from each income source must be accurately documented through one of the methods described above. The primary applicant(s) are also required to certify by signature that the information provided regarding household members is correct. The primary applicant is responsible to provide this documentation as part of eligibility consideration.

Eligible households must be at or below the 80% of area median income (AMI) or “Low Income” limits for confirmed household size, and priority will be given to those applicants at or below 50% of AMI or “Very Low.” See chart below.

Annual Income Limits

2020 MAXIMUM TOTAL HOUSEHOLD INCOME LIMITS
Effective April 1, 2021 for Richland County, SC

Family Size	Extremely Low Income	Very Low Income	Low Income
	Equal to or less than 30% of Area Median (\$)	31% to 50% of Area Median (\$)	51% to 80% of Area Median (\$)
1	15,300	25,450	40,700
2	17,450	29,050	46,500
3	21,720	32,700	52,300
4	26,200	36,300	58,100
5	30,680	39,250	62,750
6	35,160	42,150	67,400
7	39,640	45,050	72,050
8	44,120	47,950	76,700

Data Source: <https://www.huduser.gov/portal/datasets/il/il2020/2020summary.odn>

Priority Assistance

Renter households that qualify as very low income (less than 50% AMI) and/or households in which one or more member is unemployed and has been unemployed for 90 days will be given priority. The program will disburse funds on a rolling weekly basis. At the time of disbursement, recipients that are very low income and/or households in which one or more member is unemployed and has been unemployed for 90 days will have their funds disbursed first. Remaining funds will then be disbursed to qualified low income applicants.

Implementation Procedures

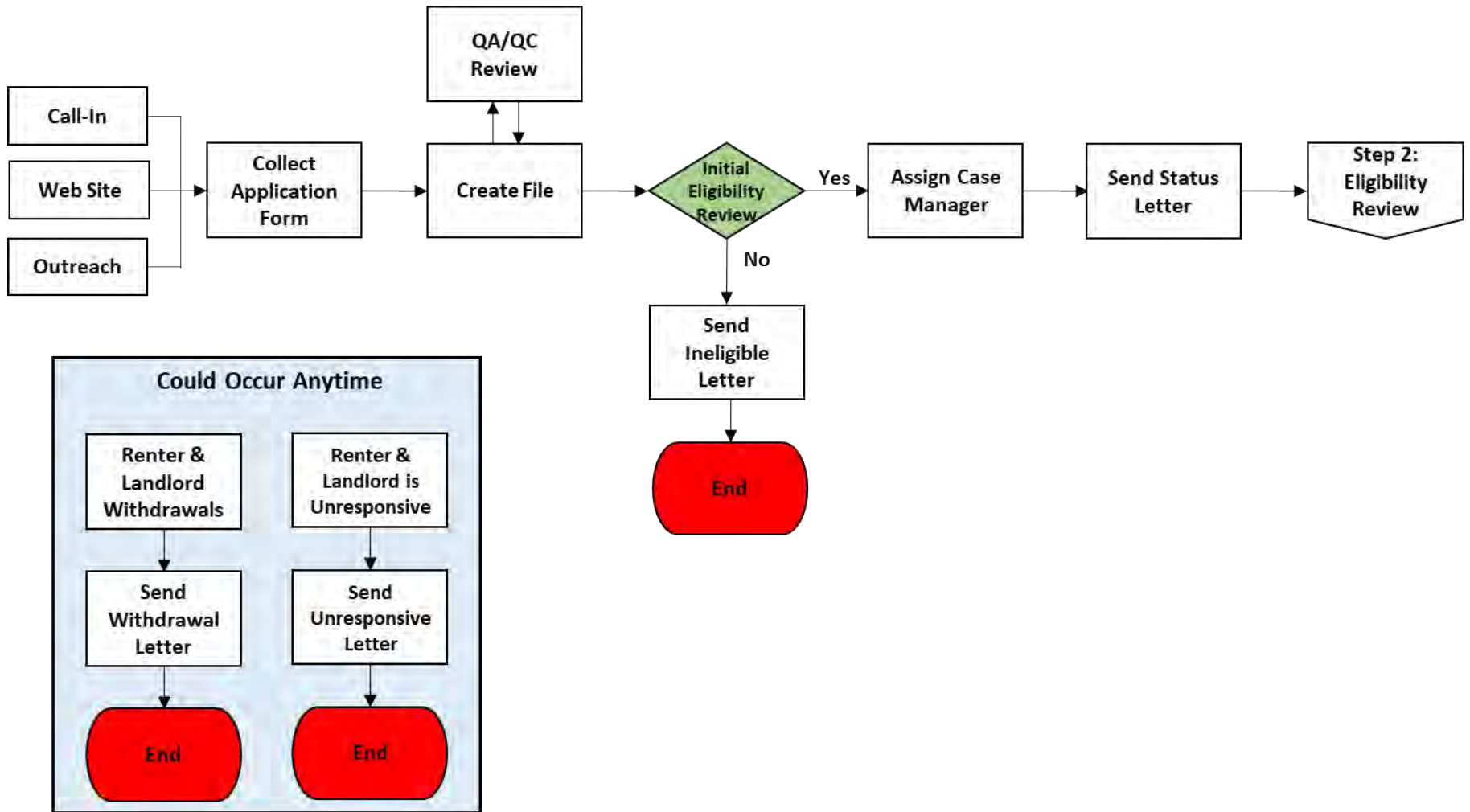
Richland County recognizes the immediacy of the COVID-19 crisis and will automate as much of the ERA program as possible. This will help ensure eligible applicants receive the assistance they need as promptly as possible.

Richland County will identify and utilize the appropriate information management system, which will provide efficiency and effectiveness in both application processing, and compliance with all federal/state/local program regulatory requisites.

Prior to starting the intake phase of the program, Richland County will develop and implement a public information campaign to notify and educate potential applicants that a program exists, the eligibility requirements, and how and when County residents and their landlords can apply.

Richland County will follow a three-step process to implement the program:

Step 1: Intake



Intake Policy

The purpose of the intake phase is to collect applications, required documents, and forms from applicants (tenants and landlords). The full intake phase will allow for the applicant to submit all required and relevant documentation to establish eligibility for funding and determine an award amount. Once an applicant has submitted all required documentation and forms, a case manager will be assigned to the application and a confirmation notice will be sent to the applicant. Intake specialists will respond to inquiries and assist applicants with completion of the applications either via phone, email, and if necessary, regular mail.

The ERA program will include safeguards for the protection of personally identifiable information (PII) for all applicants. All staff members who process application information are trained in dealing with PII. Applications, documents, and forms will be stored in the system of record and can only be accessed by staff members.

Procedures

Applicants will be able to submit an application in the following ways:

1. The Richland County website (<http://www.richlandcountysc.gov/>) will provide an application web-link: <https://portal.neighborlysoftware.com/erap-richlandcountysc/Participant>
2. Directly online @: <https://portal.neighborlysoftware.com/erap-richlandcountysc/Participant>
3. Via phone: The Application Call Center hotline number is: **855-216-9198**.
 - a. The hotline will allow the prospective applicant to speak directly with an intake staff member.
4. Richland County Government
 - a. Staff members of the Department of Government and Community Services will provide walk-in application services to residents.
 - i. The walk-in service will allow prospective applicants in person assistance.
5. Richland County Library System
 - a. The Richland County Library will make its personnel, facilities, and technology available to assist residents in submitting their applications virtually or in person.

Application Status

All applicant information will be entered into the system at the time of application. Applicant household's initial eligibility for emergency rental assistance will be determined upon first consultation, but the County will not move forward with submission of a completed application until all required information and documents are provided. After the application is complete and submitted, program staff will review application information and provide an eligibility determination as quickly as is practicable. All applicant household's information and supporting documentation will be recorded in the system to demonstrate eligibility/ineligibility for this program.

At any time during the process, if an applicant becomes unresponsive then the intake specialist or eligibility specialist (depending on when the applicant becomes unresponsive) will have the system send an unresponsive letter to the applicant and mark the applicant's file in the system as unresponsive. Unresponsiveness is defined as an applicant not responding to requests for documents, emails and phone calls for a period of three consecutive calendar weeks.

At any time during the process, if an applicant indicates a desire to voluntarily withdraw from the program to the intake specialist or eligibility specialist (depending upon when the applicant indicates their desire to withdraw) will ask the applicant to submit a withdrawal letter (not required, but always good for documentation), have the system send a withdrawal letter, and mark the applicant's file in the system as an applicant voluntary withdrawal from the program.

Richland County will ensure timely communication of application status to those who have submitted applications. An auto-generated notice will be sent to each applicant if the application is incomplete and documents or forms are still needed to be submitted to complete the intake phase. Only after all required documents and forms have been submitted by the applicant will a case manager be assigned to the application to verify program eligibility. At this time, an auto-generated notice will be sent to the applicant that their application is complete and will be reviewed for program eligibility.

While the program application process will be paperless, ERA program personnel in the ERA Center will aid persons who might have difficulty using or accessing the internet with a wide range of methods available.

Initial Eligibility Review

The Richland County information management system, will conduct an automatic review of the application and ensure applicant is in preliminary compliance with the following:

- Rental location is within the geographical boundaries of Richland County.
- Self-reported income is within program eligibility limitations.
- Applicant is either a Renter or Landlord of record.
- Applicant provides a copy of current lease agreement or self-attestation in the absence of a lease agreement.
- Applicant certifies they have been financially impacted by COVID-19 which has negatively impacted their ability to make rental and/or utility payments.

An approved applicant file shall contain all submitted information and documentation necessary to meet all required eligibility criteria and contain completed forms, documentation, and necessary information for all members of an applicant household. Once the verification process is completed and if basic applicant eligibility is established, the Lead Eligibility Specialist will approve the pre-application in the Richland County Information System and an email will be generated to the applicant. This email will notify the applicant of their initial eligibility and include:

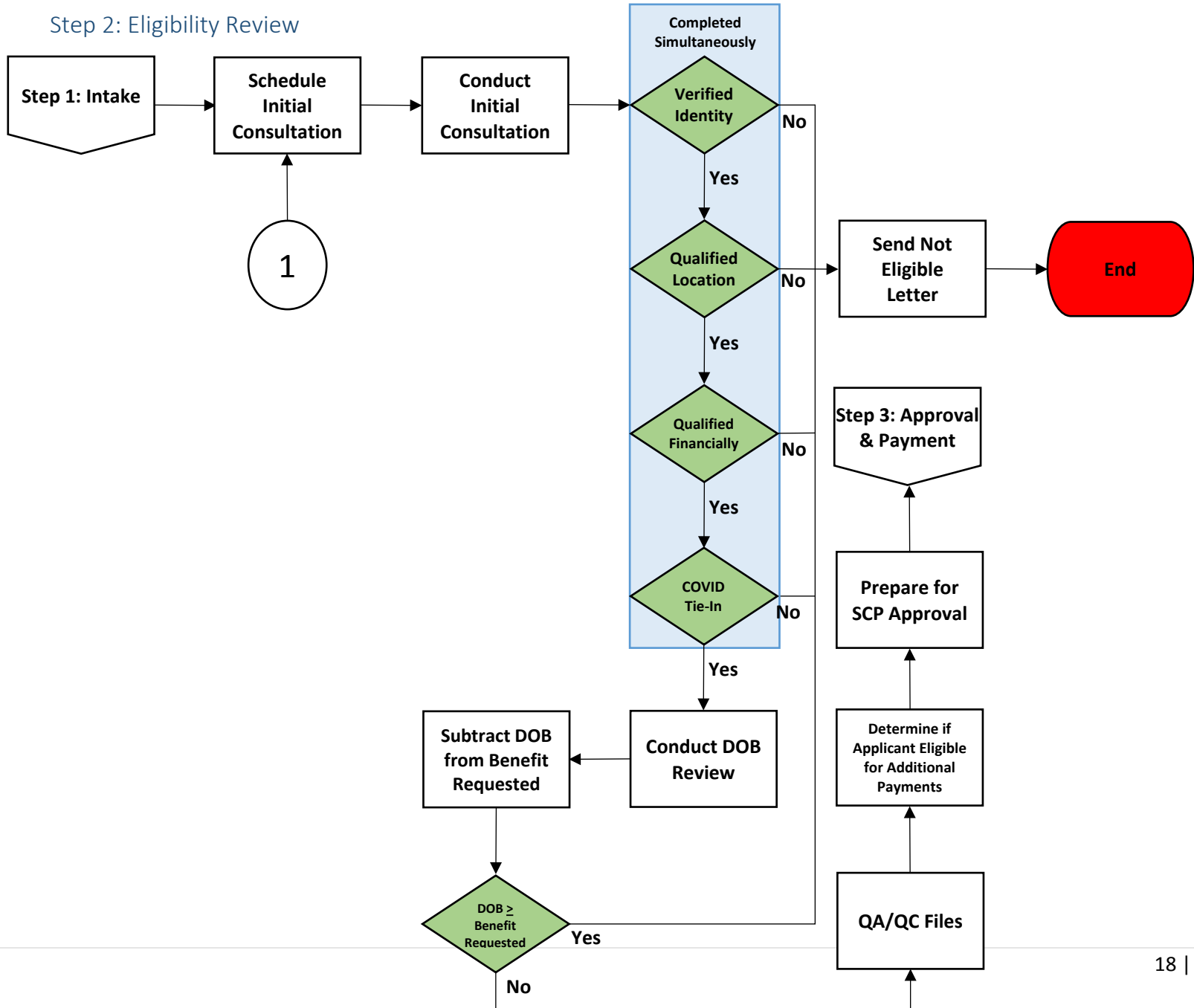
1. Applicant Username.
2. Temporary Password.
3. Website link to their specific application.
4. The program hotline number and any associated program personnel identification.
5. The Program Manager's contact information:
 - Michael King – 803-731-8363 - King.Michael@richlandcountysc.gov

If the applicant does not have email and/or internet access, program personnel will contact the applicant at the phone number(s) they provided and will provide documentation with the above-mentioned information follow-up via U.S. Mail.

Applicants who do not qualify for assistance will be notified via phone at the number(s) they provided and will be sent a follow-up denial letter via U.S. Mail, which will cite the specific basis for the denial.

- a) A denied applicant system file shall contain all submitted information and documentation, as well as the reason for denial (ex: over income limits, incomplete information, reside outside Richland County).
- b) The denial letter will also provide the applicant the process for appealing the denial and any other available information regarding additional and/or supplemental assistance resources.

Step 2: Eligibility Review



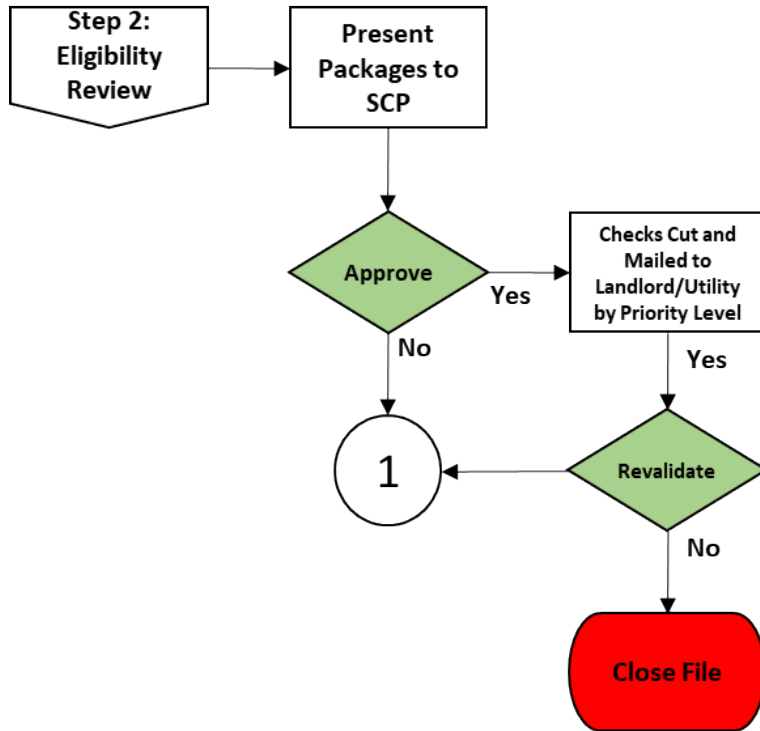
This section outlines the procedure to apply the eligibility requirements from the CAA as laid out in the statute and in the eligibility section of this document.

The following are threshold requirements, which must be met in order for an applicant to be eligible for assistance. Eligibility does not assure assistance, since it is expected that there will be more eligible applicants than can be served with available funds. In each given week that funds are not available to serve all eligible applicants, renter households that qualify as very low income (less than 50% AMI) and/or households in which one or more member is unemployed and has been unemployed for 90 days will have their funds disbursed first.

Eligibility Review Procedure

1. After the initial eligibility review is completed, the assigned case manager will begin the formal eligibility review process:
2. During the formal eligibility review process the case manager will verify:
 - a. Identity of applicant;
 - b. Eligible location of residence;
 - c. Income Qualification; and
 - d. Negative Impact from COVID-19.
3. Applicants who do not qualify for assistance after the formal eligibility review process will be notified via email or mail which will cite the specific basis for the denial.
 - a. The denial letter will also provide the applicant the process for appealing the denial and any other available information regarding additional and/or supplemental assistance resources.
4. After eligibility is verified, case manager will conduct a duplication of benefits analysis, based on self-certifications from the applicant.
 - a. Once the duplication of benefits analysis is completed and the applicant still has identified unmet needs, the case manager will recommend the applicant for approval and will identify the eligible amount for rent and for each eligible utility.
 - b. The case manager will mark the file for revalidation in 2.5 months until the applicant reaches their 182-month payment limit.
 - ~~c. If the applicant reaches their 12-month payment limit, the case manager can recommend an additional three months of payments if the case manager can verify that not extending the rental assistance by three additional months would cause a housing instability for the household.~~
5. The file is then reviewed by the case manager's team leader, verified, and submitted for approval by the SCP.
6. The Eligibility Manager will prepare and maintain an up to date project spreadsheet which will provide information on all applications recommended for SCP review and approval. The Eligibility Manager will ensure the spreadsheet does not contain applicant PII prior to submission to the SCP for batch approval.

Step 3: Approval and Payment



Payment Procedure

1. The SCP will review the spreadsheet submitted for approval. The spreadsheet will contain:
 - a. Case number;
 - b. Verified size of Household;
 - c. Verified household Income;
 - d. Level of income;
 - e. If the household has one or more members is unemployed and has been unemployed for 90 days;
 - f. Negative impact from COVID;
 - g. Amount of rental assistance;
 - h. Amount of utility assistance;
 - i. Duplication of Benefits findings; and
 - j. Combined number of months of assistance provided.
2. The SCP will approve or disapprove each application. The SCP may batch approve if no objection is raised by a member of the SCP.
3. For those applications not approved by the SCP, the application will go back to the case manager to address whatever issues the SCP raised.
4. For those applications approved, the spreadsheet will go back to the Eligibility Manager. The Eligibility Manager will provide the required data to the Richland County Finance Department in order for checks to be issued to the respective landlords and utilities. The Eligibility Manager will submit the spreadsheet with a completed request for payment form to Richland County Budget and Grants Management for payment by the County.

Each week, Richland County Finance will provide the Eligibility Manager with a list of the payments made on behalf of the household and to whom the payment was made.

Program Oversight

Oversight Committee Policy

The Richland County ERA Program Oversight Committee will provide policy and overall program oversight of the Richland County ERA Program.

The Oversight Committee will review the following:

- Any proposed changes to the ERA Program Policy & Procedures (P&P) Manual;
- Any matter that must go to the County Administrator or Council to include contracts and change orders;
- Any appeals from actions taken by the Special Case Panel (SCP); and
- Program status reports.

Policy Scope

This policy is applicable to all ongoing activities of Richland County ERA Program as detailed in ERA P&P Manual Guidebook.

Procedures

The Oversight Committee will consist of an Assistant County Administrator (Chair), the County Ombudsman, and the Richland County Legislative Coordinator. It will meet as the chair requires.

Special Case Panel Policy

The Richland County ERA Program will consider and respond to citizen concerns, suggestions, requests and other issues pertaining to its ERA program by using a Special Case Panel (SCP).

The SCP must review the following:

- Any requested action outside of the current policies and procedures;
- Approvals of applications recommended for approval by the eligibility manager.

Policy Scope

This policy is applicable to all ongoing activities of Richland County ERA Program as detailed in the Richland County ERA Program Policy & Procedures Manual.

Procedures

The SCP will consist of the Director of GCS (Chair), the Local Disaster Recovery Manager (LDRM), and the Director of RCESD. It will follow the process detailed in ERA Citizen Concerns, Requests, Suggestions, and Appeals Policy. As stated in ERA Program Citizen Concerns, Requests, Suggestions, and Appeals Policy, a decision memorandum or equivalent will set forth the Panel's findings on each matter it considers.

Appeals

Richland County will utilize the model established for the Advisory Committee and the Special Case Panel for the ERA Programs as is utilized for the Richland County CDBG-DR program for Appeals.

Citizen Concerns, Requests, Suggestions, and Appeals Policy

During the activities of the ERA Program, many decisions will be made involving each application. These decisions will be made based on Richland County's interpretation of:

1. Applicable federal and state statutes,
2. The Code of Federal Regulations,
3. State and local codes and ordinances,
4. Local guidelines, and
5. The Richland County ERA Program Policies & Procedures Manual.

During these Program activities and decisions, it is possible that citizens may wish to present a concern, suggestion or request related to the Program and/or one or more of its decisions. In addition, once they receive a response to their issue, they may believe they have a legitimate reason to appeal that response. To allow for such circumstances, Richland County will allow citizens to submit their issues for consideration through the SCP. The aim of the County will be to always attempt to resolve such issues in a manner that is both sensitive to the citizen's needs and achieves a result fully compliant with all applicable laws, regulations, and local codes and ordinances. The goal of the County and SCP are to provide:

1. An opportunity for citizens to receive a response to and/or resolve their issues in a timely manner, usually within fifteen (15) business days, if feasible, and
2. The right for citizens who participate in this process to appeal adverse program decisions, which involve:
 - a. An eligibility and/or priority determination or
 - b. Special circumstances where citizens have a demonstrable hardship.

Citizens may submit a written concern, suggestion, appeal or request by email at King.Michael@richlandcountysc.gov or by postal mail to: Richland County Disaster Recovery, Assistant Director King, 1410 Laurens Street, Columbia, SC 29204.

A citizen's right and process for appealing a response will be provided in a written response to each citizen who submits a concern, suggestion, or request.

Policy Scope

This policy is applicable to all ongoing activities of Richland County ERA Program as detailed in this Policy and Procedure Manual.

Procedures

The procedures for this policy are as follows:

1. Notice of citizen's right to convey a concern, suggestion, or request; the right to appeal a decision response; and the process for conveying a concern, suggestion or request, or starting an appeal, will be made available to all citizen applicants of the ERA Program, and posted on the website.
2. The SCP will consist of the Director of GCS (Chair), the Local Disaster Recovery Manager (LDRM), and the Director of RCESD.

3. Citizens may choose to convey their concerns, suggestions, and requests:
 - a. Informally through a verbal conversation with their case manager, or
 - b. Formerly using a written or electronic document, which is emailed or postal mailed to the ERA Program.

Complaints/Concerns/Suggestions/Requests may be submitted in the following ways:

Mail:

Richland County Disaster Recovery
Attn: Assistant Director King
1410 Laurens Street
Columbia, SC 29204

Email: King.Michael@richlandcountysc.gov

Phone: 803-731-8362

4. The ERA Program Manager will review all concerns, suggestions, requests, and appeals and decide if the issue can be resolved without further scrutiny or if it should be escalated to the SCP.
5. The SCP will receive and review all citizen concerns, suggestions, and requests forwarded by the ERA Program Manager at its weekly meeting at the Richland County Administration Building.
6. The SCP will attempt to resolve each citizen's issue and/or provide them with a decision response in a timely manner, usually within fifteen (15) business days of hearing the issue, if feasible.
7. When considering citizen concerns, suggestions and requests, the SCP will utilize the following process:
 - a. All SCP members will review information provided by each citizen to ensure they fully understand all aspects of the citizen's issue and viewpoints;
 - b. All SCP members will review all policies, if any, relevant to the citizen's issue and viewpoints and any other related information provided by the ERA Program Manager;
 - c. The SCP will meet to weigh each citizen's issue, viewpoints, policy implications, the ERA Program Manager and Legal Counsel's analysis, if any, and make a decision by majority vote;
 - d. The ERA Program Manager or designee will document each SCP meeting, decision and rationale in a Decision Memorandum and send it to the Director of GCS for their review and approval; and
 - e. Once the SCP decision has been approved, the ERA Program Manager or designee will communicate the decision in a response to each citizen, inform them of their right to appeal, and fully explain the appeal process.
8. Citizens will be informed that they have the right to appeal the decision of the SCP if they have reason to believe their case was not handled according to applicable law, regulations, Program policy or if they have new information, which has an impact on the case. This appeal should be sent to the ERA Program Manager via email or postal mail using the same communication information provided above within 10 business days of the date of denial. The ERA Program Manager will forward all appeals and the associated case folders to the ERA Oversight Committee. The goal of the ERA Oversight Committee will be to decide on the appeal and respond to the citizen in a timely manner, usually within fifteen (15) business days of receipt of the appeal, if feasible.
 - a. The ERA Oversight Committee will consist of an Assistant County Administrator (Chair), the County Ombudsman, and the Richland County Legislative Coordinator.
9. The ERA Oversight Committee's decision is final.

10. The ERA Program Manager and/or assignee will maintain case files on all citizen concerns, suggestions, and requests to include the date input was received/case opened, citizen name, input summary, follow up activities, a reference to the Decision Memorandum for the case and the date the case was closed.

Disclosures

Conflict of Interest

No COVID-19 ERA funding will be provided to any member of the governing body of Richland County, nor any designee of the County or the operating agency who is in a decision making capacity in connection with the administration of this program; no member of the above organizations shall have any interest, direct or indirect, in the proceeds from a grant from this program.

**U.S. Department of the Treasury
Emergency Rental Assistance
Frequently Asked Questions**

Revised May 7, 2021

The Department of the Treasury (Treasury) is providing these frequently asked questions (FAQs) as guidance regarding the requirements of the Emergency Rental Assistance program established by section 501 of Division N of the Consolidated Appropriations Act, 2021, Pub. L. No. 116-260 (Dec. 27, 2020) (ERA1) and the Emergency Rental Assistance program established by section 3201 of the American Rescue Plan Act of 2021, Pub. L. No. 117-2 (March 11, 2021) (ERA2). These FAQs apply to both ERA1 and ERA2, except where differences are specifically noted. References in these FAQs to “the ERA” apply to both ERA1 and ERA2. These FAQs will be supplemented by additional guidance.¹

1. Who is eligible to receive assistance in the ERA and how should a grantee document the eligibility of a household?

A grantee may only use the funds provided in the ERA to provide financial assistance and housing stability services to eligible households. To be eligible, a household must be obligated to pay rent on a residential dwelling and the grantee must determine that:

- i. for ERA1:
 - a. one or more individuals within the household has qualified for unemployment benefits or experienced a reduction in household income, incurred significant costs, or experienced other financial hardship due, directly or indirectly, to the COVID-19 outbreak;
 - b. one or more individuals within the household can demonstrate a risk of experiencing homelessness or housing instability; and
 - c. the household has a household income at or below 80% of area median income.
- ii. for ERA2:
 - a. one or more individuals within the household has qualified for unemployment benefits or experienced a reduction in household income, incurred significant

¹ On January 19, 2021, initial FAQs were released for ERA1. On February 22, 2021, the initial FAQs were revised to, among other things, clarify program requirements and provide additional flexibility with respect to documenting the eligibility of households. On March 16, 2021, FAQ 7 was revised to add rental security deposits as a permissible relocation expense and clarify that application or screening fees are permissible rental fees and FAQs 26–28 were added. On March 25, 2021, FAQ 29 was added. On May 7, 2021, these FAQs were revised to provide initial guidance for ERA2, to clarify differences between ERA1 and ERA2, and to clarify how ERA should be used to promote housing stability for eligible households.

costs, or experienced other financial hardship during or due, directly or indirectly, to the coronavirus pandemic;

- b. one or more individuals within the household can demonstrate a risk of experiencing homelessness or housing instability; and
- c. the household is a low-income family (as such term is defined in section 3(b) of the United States Housing Act of 1937 (42 U.S.C. 1437a(b)).²

While there are some differences in eligibility between ERA1 and ERA2, the eligibility requirements are very similar, and Treasury is seeking to implement ERA2 consistently with ERA1, to the extent possible, reduce administrative burdens for grantees.

The FAQs below describe the documentation requirements for each of these conditions of eligibility. These requirements provide for various means of documentation so that grantees may extend this emergency assistance to vulnerable populations without imposing undue documentation burdens. As described below, given the challenges presented by the COVID-19 pandemic, grantees may be flexible as to the particular form of documentation they require, including by permitting photocopies or digital photographs of documents, e-mails, or attestations from employers, landlords, caseworkers, or others with knowledge of the household's circumstances. Treasury strongly encourages grantees to avoid establishing documentation requirements that are likely to be barriers to participation for eligible households, including those with irregular incomes such as those operating small business or gig workers whose income is reported on Internal Revenue Service Form 1099. However, grantees must require all applications for assistance to include an attestation from the applicant that all information included is correct and complete.

In all cases, grantees must document their policies and procedures for determining a household's eligibility to include policies and procedures for determining the prioritization of households in compliance with the statute and maintain records of their determinations. Grantees must also have controls in place to ensure compliance with their policies and procedures and prevent fraud. Grantees must specify in their policies and procedures under what circumstances they will accept written attestations from the applicant without further documentation to determine any aspect of eligibility or the amount of assistance, and in such cases, grantees must have in place reasonable validation or fraud-prevention procedures to prevent abuse.

² As of the date of these FAQs, the definition of "low-income families" in 42 U.S.C. 1437a(b) is "those families whose incomes do not exceed 80 per centum of the median income for the area, as determined by the Secretary [of Housing and Urban Development] with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80 per centum of the median for the area on the basis of the Secretary's findings that such variations are necessary because of prevailing levels of construction costs or unusually high or low family incomes."

2. How should applicants document that a member of the household has qualified for unemployment benefits, experienced a reduction in income, incurred significant costs, or experienced other financial hardship during or due to the COVID-19 outbreak?

A grantee must document that one or more members of the applicant’s household either (i) qualified for unemployment benefits or (ii) (a) for ERA1, experienced a reduction in household income, incurred significant costs, or experienced other financial hardship due, directly or indirectly, to the COVID-19 outbreak or (b) for ERA2, experienced a reduction in household income, incurred significant costs, or experienced other financial hardship during or due, directly or indirectly, to the coronavirus pandemic.³ If the grantee is relying on clause (i) for this determination, or if the grantee is relying on clause (ii) in ERA2, the grantee is permitted to rely on either a written attestation signed by the applicant or other relevant documentation regarding the household member’s qualification for unemployment benefits. If the grantee is relying on clause (ii) for this determination in ERA1, the statute requires the grantee to obtain a written attestation signed by the applicant that one or more members of the household meets this condition.

While grantees relying on clause (ii) in ERA1 must show financial hardship “due, directly or indirectly, to” COVID-19, grantees in ERA2 are also permitted to rely on financial hardship “during” the pandemic. It may be difficult for some grantees to establish whether a financial hardship experienced during the pandemic is due to the COVID-19 outbreak. Therefore, Treasury strongly encourages grantees to rely on the self-certification of applicants with regard to whether their financial hardship meets these statutory eligibility requirements. Further, because the standard in ERA2 is broader than the standard in ERA1, any applicant that self-certifies that it meets the standard in ERA1 should be considered to meet the standard for purposes of ERA2.

3. How should a grantee determine that an individual within a household is at risk of experiencing homelessness or housing instability?

The statutes establishing ERA1 and ERA2 both require that one or more individuals within the household can demonstrate a risk of experiencing homelessness or housing instability, which may include (i) a past due utility or rent notice or eviction notice, (ii) unsafe or unhealthy living conditions (which may include overcrowding), or (iii) any other evidence of risk, as determined by the grantee. Grantees may establish additional criteria for determining whether a household satisfies this requirement, and should adopt policies and procedures addressing how they will determine the presence of unsafe or unhealthy living conditions and what evidence of risk to accept in order to support their determination that a household satisfies this requirement.

4. The statutes establishing ERA1 and ERA2 limit eligibility to households based on certain income criteria. How is household income defined for purposes of the ERA? How will income be documented and verified?

Definition of Income: With respect to each household applying for assistance, grantees may choose between using the Department of Housing and Urban Development’s (HUD) definition

³ Treasury is interpreting the two different statutory terms (“the COVID-19 outbreak” and “the coronavirus pandemic”) as having the same meaning.

of “annual income” in 24 CFR 5.609⁴ and using adjusted gross income as defined for purposes of reporting under Internal Revenue Service Form 1040 series for individual federal annual income tax purposes.

Methods for Income Determination: The statute establishing ERA1 provides that grantees may determine income eligibility based on either (i) the household’s total income for calendar year 2020, or (ii) sufficient confirmation of the household’s monthly income at the time of application, as determined by the Secretary of the Treasury (Secretary).

If a grantee in ERA1 uses a household’s monthly income to determine eligibility, the grantee should review the monthly income information provided at the time of application and extrapolate over a 12-month period to determine whether household income exceeds 80 percent of area median income. For example, if the applicant provides income information for two months, the grantee should multiply it by six to determine the annual amount. If a household qualifies based on monthly income, the grantee must redetermine the household income eligibility every three months for the duration of assistance.

For ERA2, if a grantee uses the same income determination methodology that it used in ERA1, it is presumed to be in compliance with relevant program requirements; if a grantee chooses to use a different methodology for ERA2 than it used for ERA1, the methodology should be reasonable and consistent with all applicable ERA2 requirements. In addition, if a household is a single family that the grantee determined met the income requirement for eligibility under ERA1, the grantee may consider the household to be eligible under ERA2, unless the grantee becomes aware of any reason the household does not meet the requirements for ERA2. Finally, if multiple families from the same household receive funding under an ERA2 program, the grantee should ensure that there is no duplication of the assistance provided.

Documentation of Income Determination: Grantees in ERA1 and ERA2 must have a reasonable basis under the circumstances for determining income. Except as discussed below, this generally requires a written attestation from the applicant as to household income and also documentation available to the applicant to support the determination of income, such as paystubs, W-2s or other wage statements, tax filings, bank statements demonstrating regular income, or an attestation from an employer. As discussed below, under certain circumstances, a grantee may rely on a written attestation from the applicant without further documentation of household income. Grantees have discretion to provide waivers or exceptions to this documentation requirement to accommodate disabilities, extenuating circumstances related to the pandemic, or a lack of technological access. In these cases, the grantee is still responsible for making the required determination regarding the applicant’s household income and documenting that determination. Treasury encourages grantees to partner with state unemployment departments or entities that administer federal benefits with income requirements to assist with the verification process, consistent with applicable law.

Categorical Eligibility: If an applicant’s household income has been verified to be at or below 80 percent of the area median income (for ERA1) or if an applicant’s household has been verified as a low-income family as defined in section 3(b) of the United States Housing Act of 1937

⁴ See https://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=24:1.1.1.1.5#se24.1.5_1609.

(42 U.S.C. 1437a(b)) (for ERA2) in connection with another local, state, or federal government assistance program, grantees are permitted to rely on a determination letter from the government agency that verified the applicant's household income or status as a low-income family, provided that the determination for such program was made on or after January 1, 2020.

Fact-specific proxy: A grantee may rely on a written attestation from the applicant as to household income if the grantee also uses any reasonable fact-specific proxy for household income, such as reliance on data regarding average incomes in the household's geographic area.

Written Attestation Without Further Documentation: To the extent that a household's income, or a portion thereof, is not verifiable due to the impact of COVID-19 (for example, because a place of employment has closed) or has been received in cash, or if the household has no qualifying income, grantees may accept a written attestation from the applicant regarding household income. If a written attestation without further documentation of income (or a fact-specific proxy as described above) is relied on, the grantee must reassess household income for such household every three months. In appropriate cases, grantees may rely on an attestation from a caseworker or other professional with knowledge of a household's circumstances to certify that an applicant's household income qualifies for assistance.

Definition of Area Median Income: For purposes of ERA1, the area median income for a household is the same as the income limits for families published in accordance with 42 U.S.C. 1437a(b)(2), available under the heading for "Access Individual Income Limits Areas" at <https://www.huduser.gov/portal/datasets/il.html>.⁵

5. ERA funds may be used for rent and rental arrears. How should a grantee document where an applicant resides and the amount of rent or rental arrears owed?

Grantees must obtain, if available, a current lease, signed by the applicant and the landlord or sublessor that identifies the unit where the applicant resides and establishes the rental payment amount. If a household does not have a signed lease, documentation of residence may include evidence of paying utilities for the residential unit, an attestation by a landlord who can be identified as the verified owner or management agent of the unit, or other reasonable documentation as determined by the grantee. In the absence of a signed lease, evidence of the amount of a rental payment may include bank statements, check stubs, or other documentation that reasonably establishes a pattern of paying rent, a written attestation by a landlord who can be verified as the legitimate owner or management agent of the unit, or other reasonable documentation as defined by the grantee in its policies and procedures.

Written Attestation: If an applicant is able to provide satisfactory evidence of residence but is unable to present adequate documentation of the amount of the rental obligation, grantees may accept a written attestation from the applicant to support the payment of assistance up to a monthly maximum of 100% of the greater of the Fair Market Rent or the Small Area Fair Market Rent for the area in which the applicant resides, as most recently determined by HUD and made

⁵ Specifically, 80% of area median income is the same as "low income." For the purpose of prioritizing rental assistance as described in FAQ 22 below, pursuant to section 501(c)(4)(A) of Subdivision N of the ERA1 statute, 80 percent of the area median income for the household is the same as the "very low-income limit" for the area in question.

available at <https://www.huduser.gov/portal/datasets/fmr.html>. In this case, the applicant must also attest that the household has not received, and does not anticipate receiving, another source of public or private subsidy or assistance for the rental costs that are the subject of the attestation. This limited payment is intended to provide the most vulnerable households the opportunity to gather additional documentation of the amount of the rental obligation or to negotiate with landlords in order to avoid eviction. The assistance described in this paragraph may only be provided for three months at a time, and a grantee must obtain evidence of rent owed consistent with the above after three months in order to provide further assistance to such a household; Treasury expects that in most cases the household would be able to provide documentation of the amount of the rental obligation in any applications for further assistance.

6. ERA funds may be used for “utilities and home energy costs” and “utilities and home energy costs arrears.” How are those terms defined and how should those costs be documented?

Utilities and home energy costs are separately stated charges related to the occupancy of rental property. Accordingly, utilities and home energy costs include separately stated electricity, gas, water and sewer, trash removal, and energy costs, such as fuel oil. Payments to public utilities are permitted.

All payments for utilities and home energy costs should be supported by a bill, invoice, or evidence of payment to the provider of the utility or home energy service.

Utilities and home energy costs that are covered by the landlord will be treated as rent.

7. The statutes establishing ERA1 and ERA2 allow the funds to be used for certain “other expenses,” as defined by the Secretary. What are some examples of these “other expenses”?

ERA1 funds used for “other expenses” must be related to housing and “incurred due, directly or indirectly, to the novel coronavirus disease (COVID-19) outbreak”. In contrast, ERA2 requires that “other expenses” be “related to housing” but does not require that they be incurred due to the COVID-19 outbreak.

For both ERA1 and ERA2, other expenses related to housing include relocation expenses (including prospective relocation expenses), such as rental security deposits, and rental fees, which may include application or screening fees. It can also include reasonable accrued late fees (if not included in rental or utility arrears), and Internet service provided to the rental unit. Internet service provided to a residence is related to housing and is in many cases a vital service that allows renters to engage in distance learning, telework, and telemedicine and obtain government services. However, given that coverage of Internet would reduce the amount of funds available for rental assistance, grantees should adopt policies that govern in what circumstances that they will determine that covering this cost would be appropriate.

All payments for housing-related expenses must be supported by documentary evidence such as a bill, invoice, or evidence of payment to the provider of the service. If a housing-related expense is included in a bundle or an invoice that is not itemized (for example, internet services

bundled together with telephone and cable television services) and obtaining an itemized invoice would be unduly burdensome, grantees may establish and apply reasonable procedures for determining the portion of the expense that is appropriate to be covered by ERA. As discussed in FAQ 26 below, under certain circumstances, the cost of a hotel stay may also be covered as an “other expense.”

8. Must a beneficiary of the rental assistance program have rental arrears?

No. The statutes establishing ERA1 and ERA2 permit the enrollment of households for only prospective benefits. For ERA1, if an applicant has rental arrears, the grantee may not make commitments for prospective rent payments unless it has also provided assistance to reduce the rental arrears; this requirement does not apply to ERA2.

9. May a grantee provide assistance for arrears that have accrued before the date of enactment of the statute?

Yes, but not before March 13, 2020, the date of the emergency declaration pursuant to section 501(b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5191(b).

10. Is there a limit on how many months of financial assistance a tenant can receive?

Yes. In ERA1, an eligible household may receive up to twelve (12) months of assistance (plus an additional three (3) months if necessary to ensure housing stability for the household, subject to the availability of funds). The aggregate amount of financial assistance an eligible household may receive under ERA2, when combined with financial assistance under ERA1, must not exceed 18 months.

In ERA1, financial assistance for prospective rent payments is limited to three months based on any application by or on behalf of the household, except that the household may receive assistance for prospective rent payments for additional months (i) subject to the availability of remaining funds currently allocated to the grantee, and (ii) based on a subsequent application for additional assistance. In no case may an eligible household receive more than 18 months of assistance under ERA1 and ERA2, combined.

11. Must a grantee pay for all of a household’s rental or utility arrears?

No. The full payment of arrears is allowed up to the limits established by the statutes, as described in FAQ 10 above. A grantee may structure a program to provide less than full coverage of arrears.

12. What outreach should be made by a grantee to a landlord or utility provider before determining that the landlord or utility provider will not accept direct payment from the grantee?

Treasury expects that in general, rental and utility assistance can be provided most effectively and efficiently when the landlord or utility provider participates in the program. However, in

cases where a landlord or utility provider does not participate in the program, the only way to achieve the statutory purpose is to provide assistance directly to the eligible household.

In ERA1, grantees must make reasonable efforts to obtain the cooperation of landlords and utility providers to accept payments from the ERA program. Outreach will be considered complete if (i) a request for participation is sent in writing, by mail, to the landlord or utility provider, and the addressee does not respond to the request within seven calendar days after mailing; (ii) the grantee has made at least three attempts by phone, text, or e-mail over a five calendar-day period to request the landlord or utility provider's participation; or (iii) a landlord confirms in writing that the landlord does not wish to participate. The final outreach attempt or notice to the landlord must be documented. The cost of contacting landlords would be an eligible administrative cost.

ERA2 does not require grantees to seek the cooperation of the landlord or utility provider before providing assistance directly to the tenant. However, if an ERA2 grantee chooses to seek the cooperation of landlords or utility providers before providing assistance directly to tenants, Treasury strongly encourages the grantee to apply the same ERA1 requirements as described above.

13. Is there a requirement that the eligible household have been in its current rental home when the public health emergency with respect to COVID-19 was declared?

No. There is no requirement regarding the length of tenure in the current unit.

14. What data should a grantee collect regarding households to which it provides rental assistance in order to comply with Treasury's reporting and recordkeeping requirements?

Treasury will provide instructions at a later time as to what information grantees must report to Treasury and how this information must be reported. At a minimum, in order to ensure that Treasury is able to fulfill its reporting requirements and its ongoing monitoring and oversight responsibilities, grantees should anticipate the need to collect from households and retain records on the following:

- Address of the rental unit;
- For landlords and utility providers, the name, address, and Social Security number, tax identification number or DUNS number;
- Amount and percentage of monthly rent covered by ERA assistance;
- Amount and percentage of separately stated utility and home energy costs covered by ERA assistance;
- Total amount of each type of assistance provided to each household (*i.e.*, rent, rental arrears, utilities and home energy costs, utilities and home energy costs arrears, and other expenses related to housing incurred due directly or indirectly to the COVID-19 outbreak);
- Amount of outstanding rental arrears for each household;
- Number of months of rental payments and number of months of utility or home energy cost payments for which ERA assistance is provided;
- Household income and number of individuals in the household; and

- Gender, race, and ethnicity of the primary applicant for assistance.

Grantees should also collect information as to the number of applications received in order to be able to report to Treasury the acceptance rate of applicants for assistance.

Treasury's Office of Inspector General may require the collection of additional information in order to fulfill its oversight and monitoring requirements.⁶ Treasury will provide additional information regarding reporting to Treasury at a future date. Grantees under ERA1 must comply with the requirement in section 501(g)(4) of Division N of the Consolidated Appropriations Act, 2021, to establish data privacy and security requirements for information they collect; grantees under ERA2 are also encouraged to comply with those requirements.⁷

The assistance listing number assigned to the ERA is 21.023.

15. The statute establishing ERA1 requires that payments not be duplicative of any other federally funded rental assistance provided to an eligible household. Are tenants of federally subsidized housing, e.g., Low Income Housing Credit, Public Housing, or Indian Housing Block Grant-assisted properties, eligible for the ERA?

An eligible household that occupies a federally subsidized residential or mixed-use property or receives federal rental assistance may receive assistance in the ERA, provided that ERA1 funds are not applied to costs that have been or will be reimbursed under any other federal assistance. Grantees are required to comply with Title VI of the Civil Rights Act and should evaluate whether their policies and practices regarding assistance to households that occupy federally subsidized residential or mixed-use properties or receive federal rental assistance comply with Title VI. With respect to ERA2, grantees must not refuse to provide assistance to households on the basis that they occupy such properties or receive such assistance, due to the disproportionate effect such a refusal could have on populations intended to receive assistance under the ERA and the potential for such a practice to violate applicable law, including Title VI.

If an eligible household participates in a HUD-assisted rental program or lives in certain federally assisted properties (e.g., a Housing Choice Voucher, Public Housing, or Project-Based Rental Assistance) and the tenant rent is adjusted according to changes in income, the renter household may receive ERA1 assistance for the tenant-owed portion of rent or utilities that is not subsidized. Grantees are encouraged to confirm that the participant has already reported any income loss or financial hardship to the Public Housing Authority or property manager and completed an interim re-examination before assistance is provided.

⁶ Note that this FAQ is not intended to address all reporting requirements that will apply to the ERA but rather to note for grantees information that they should anticipate needing to collect from households with respect to the provision of rental assistance.

⁷ Specifically, the statute establishing ERA1 requires grantees to establish data privacy and security requirements for certain information regarding applicants that (i) include appropriate measures to ensure that the privacy of the individuals and households is protected; (ii) provide that the information, including any personally identifiable information, is collected and used only for the purpose of submitting reports to Treasury; and (iii) provide confidentiality protections for data collected about any individuals who are survivors of intimate partner violence, sexual assault, or stalking.

Treasury encourages grantees to enter into partnerships with owners of federally subsidized housing to implement methods of meeting the statutory requirement to prioritize assistance to households with income that does not exceed 50 percent of the area median income for the household, or where one or more individuals within the household are unemployed as of the date of the application for assistance and have not been employed for the 90-day period preceding such date.

Pursuant to section 501(k)(3)(B) of Subdivision N of the Consolidated Appropriations Act, 2021, and 2 CFR 200.403, when providing ERA1 assistance, the grantee must review the household's income and sources of assistance to confirm that the ERA1 assistance does not duplicate any other assistance, including federal, state, or local assistance provided for the same costs. Grantees may rely on an attestation from the applicant regarding non-duplication with other government assistance in providing assistance to a household. Grantees with overlapping or contiguous jurisdictions are particularly encouraged to coordinate and participate in joint administrative solutions to meet this requirement. The requirement described in this paragraph does not apply to ERA2; however, to maximize program efficacy, Treasury encourages grantees to minimize the provision of duplicative assistance.

16. In ERA1, may a Tribe or Tribally Designated Housing Entity (TDHE) provide assistance to Tribal members living outside Tribal lands?

Yes. Tribal members living outside Tribal lands may receive ERA1 funds from their Tribe or TDHE, provided they are not already receiving ERA assistance from another Tribe or TDHE, state, or local government.

17. In ERA1, may a Tribe or TDHE provide assistance to non-Tribal members living on Tribal lands?

Yes. A Tribe or TDHE may provide ERA1 funds to non-Tribal members living on Tribal lands, provided these individuals are not already receiving ERA assistance from another Tribe or TDHE, state, or local government.

18. May a grantee provide assistance to households for which the grantee is the landlord?

Yes. A grantee may provide assistance to households for which the grantee is the landlord, provided that the grantee complies with the all provisions of the statute establishing ERA1 or ERA2, as applicable, the award terms, and applicable ERA guidance issued by Treasury, and (for purposes of ERA1) that no preferences beyond those outlined in the Consolidated Appropriations Act, 2021, are given to households that reside in the grantee's own properties.

19. May a grantee provide assistance to a renter household with respect to utility or energy costs without also covering rent?

Yes. A grantee is not required to provide assistance with respect to rent in order to provide assistance with respect to utility or energy costs. For ERA1, the limitations in section 501(c)(2)(B) of Division N of the Consolidated Appropriations Act, 2021, limiting assistance for prospective rent payments do not apply to the provision of utilities or home energy costs.

20. May a grantee provide ERA assistance to homeowners to cover their mortgage, utility, or energy costs?

No. ERA assistance may be provided only to eligible households, which is defined by statute to include only households that are obligated to pay rent on a residential dwelling. However, homeowners may be eligible for assistance under programs using funds under the Homeowner Assistance Fund, which was established by Treasury under the American Rescue Plan Act of 2021.

21. May grantees administer ERA programs by using contractors, subrecipients, or intergovernmental cooperation agreements?

Yes. Grantees may use ERA payments to make subawards to other entities, including non-profit organizations and local governments, to administer ERA programs on behalf of the grantees. The subrecipient monitoring and management requirements set forth in 2 CFR 200.331-333 will apply to such entities. Grantees may also enter into contracts using ERA payments for goods or services to implement ERA programs. Grantees must comply with the procurement standards set forth in 2 CFR 200.317-327 in entering into such contracts. Grantees are encouraged to achieve administrative efficiency and fiduciary responsibility by collaborating with other grantees in joint administrative solutions to deploying ERA resources.

22. ERA requires a prioritization of assistance for households with incomes less than 50% of area median income or households with one or more individuals that have not been employed for the 90-day period preceding the date of application. How should grantees prioritize assistance?

Grantees should establish a preference system for assistance that prioritizes assistance to households with incomes less than 50% area median income and to households with one or more members that have been unemployed for at least 90 days. Grantees should document the preference system they plan to use and should inform all applicants about available preferences.

Treasury will require grantees to report to Treasury on the methods they have established to implement this prioritization of assistance and to publicly post a description of their prioritization methods, including on their program web page if one exists, by July 15, 2021.

23. ERA1 and ERA2 both allow for up to 10 percent of the funds received by a grantee to be used for certain housing stability services. What are some examples of these services?

ERA1 and ERA2 have different requirements for housing stability services.

Under ERA1, these funds may be used to provide eligible households with case management and other services related to the COVID-19 outbreak, as defined by the Secretary, intended to help keep households stably housed.

Under ERA2, these services do not have to be related to the COVID-19 outbreak.

For purposes of ERA1 and ERA2, housing stability services include those that enable eligible households to maintain or obtain housing. Such services may include housing counseling, fair

housing counseling, case management related to housing stability, housing related services for survivors of domestic abuse or human trafficking, legal services or attorney’s fees related to eviction proceedings and maintaining housing stability, and specialized services for individuals with disabilities or seniors that supports their ability to access or maintain housing. Grantees using ERA funds for housing stability services must maintain records regarding such services and the amount of funds provided to them.

24. Are grantees required to remit interest earned on ERA payments made by Treasury?

No. ERA payments made by Treasury to states, territories, and the District of Columbia are not subject to the requirement of the Cash Management Improvement Act and Treasury’s implementing regulations at 31 CFR part 205 to remit interest to Treasury. ERA payments made by Treasury to local governments, Tribes, and TDHEs are not subject to the requirement of 2 CFR 200.305(b)(8)–(9) to maintain balances in an interest-bearing account and remit payments to Treasury.

25. When may Treasury recoup ERA funds from a grantee?

Treasury may recoup ERA funds from a grantee if the grantee does not comply with the applicable limitations on the use of those funds.

26. May rental assistance be provided to temporarily displaced households living in hotels or motels?

Yes. The cost of a hotel or motel room occupied by an eligible household may be covered using ERA assistance within the category of certain “other expenses related to housing” (as described in FAQ 7) provided that:

- i. the household has been temporarily or permanently displaced from its primary residence or does not have a permanent residence elsewhere;
- ii. the total months of assistance provided to the household do not exceed the applicable time limit described in FAQ 10; and
- iii. documentation of the hotel or motel stay is provided and the other applicable requirements provided in the statute and these FAQs are met.

The cost of the hotel or motel stay would not include expenses incidental to the charge for the room.

Grantees covering the cost of such stays must develop policies and procedures detailing under what circumstances they would provide assistance to cover such stays. In doing so, grantees should consider the cost effectiveness of offering assistance for this purpose as compared to other uses. If a household is eligible for an existing program with narrower eligibility criteria that can provide similar assistance for hotel or motel stays, such as the HUD Emergency Solutions Grant program or FEMA Public Assistance, grantees should utilize such programs prior to providing similar assistance under the ERA program.

27. May a renter subject to a “rent-to-own” agreement with a landlord be eligible for ERA assistance?

A grantee may provide financial assistance to households that are renting their residence under a “rent-to-own” agreement, under which the renter has the option (or obligation) to purchase the property at the end of the lease term, provided that a member of his or her household:

- i. is not a signor or co-signor to the mortgage on the property;
- ii. does not hold the deed or title to the property; and
- iii. has not exercised the option to purchase.

Homeowners may be eligible for assistance under programs using funds under the Homeowner Assistance Fund, which was established by Treasury under the American Rescue Plan Act of 2021.

28. Under what circumstances may households living in manufactured housing (mobile homes) receive assistance?

Rental payments for either the manufactured home and/or the parcel of land the manufactured home occupies are eligible for financial assistance under ERA programs. Households renting manufactured housing and/or the parcel of land the manufactured home occupies may also receive assistance for utilities and other expenses related to housing, as detailed in FAQ 7 above. This principle also applies to mooring fees for water-based dwellings (houseboats).

29. What are the applicable limitations on administrative expenses?

Under ERA1, not more than 10 percent of the amount paid to a grantee may be used for administrative costs attributable to providing financial assistance and housing stability services to eligible households. Under ERA2, not more than 15 percent of the amount paid to a grantee may be used for administrative costs attributable to providing financial assistance, housing stability services, and other affordable rental housing and eviction prevention activities.

The revised award term for ERA1 issued by Treasury permits recipients to use funds provided to cover both direct and indirect costs. A grantee may permit a subrecipient to incur more than 10 or 15 percent, as applicable, of the amount of the subaward issued to that subrecipient as long as the total of all administrative costs incurred by the grantee and all subrecipients, whether as direct or indirect costs, does not exceed 10 or 15 percent, as applicable, of the total amount of the award provided to the grantee from Treasury.)

Further, the revised award term for ERA1 no longer requires grantees to deduct administrative costs charged to the award from the amount available for housing stability services. Rather, any direct and indirect administrative costs in ERA1 or ERA2 must be allocated by the grantee to either the provision of financial assistance or the provision of housing stability services. As required by the applicable statutes, not more than 10 percent of funds received by a grantee may be used to provide eligible households with housing stability services (discussed in FAQ 23). To the extent administrative costs are not readily allocable to one or the other of these categories,

the grantee may assume an allocation of the relevant costs of 90 percent to financial assistance and 10 percent to housing stability services.

Grantees may apply their negotiated indirect cost rate to the award, but only to the extent that the total of the amount charged pursuant to that rate and the amount of direct costs charged to the award does not exceed 10 percent of the amount of the award.

30. Should grantees provide tenants the option to apply directly for ERA assistance, rather than only accepting applications for assistance from landlords and owners of dwellings?

For ERA1, Treasury strongly encourages grantees to provide an option for tenants to apply directly for funding, rather than only accepting applications for assistance from landlords and owners of dwellings. For ERA2, grantees are required to allow tenants to apply directly for assistance, even if the landlord or owner chooses not to participate, consistent with the statutory requirement for the funds to be used to provide financial assistance to eligible households.

See FAQ 12 for additional information on grantees providing assistance to landlords and tenants.

31. How should grantees ensure that recipients use ERA funds only for permissible purposes?

Grantees should require recipients of funds under ERA programs, including tenants and landlords, to commit in writing to use ERA assistance only for the intended purpose before issuing a payment. Grantees are not required to obtain documentation evidencing the use of ERA program funds by tenants and landlords. Grantees are expected to apply reasonable fraud-prevention procedures and to investigate and address potential instances of fraud or the misuse of funds that they become aware of.

32. Can grantees prohibit landlords from pursuing eviction for nonpayment of rent for some period after receiving ERA assistance?

With respect to landlords that receive funds under an ERA program for prospective rent, the grantee must prohibit the landlord from evicting the tenant for nonpayment of rent during the period covered by the assistance.

In addition, with respect to landlords that receive funds for rental arrears, to promote the purpose of the program the grantee is encouraged to prohibit the landlord from evicting the tenant for nonpayment of rent for some period of time, consistent with applicable law.

In all cases, Treasury strongly encourages grantees to require landlords that receive funds under the ERA, as a condition of receiving the funds, not to evict tenants for nonpayment of rent for 30 to 90 days longer than the period covered by the rental assistance.

33. How can grantees work with other grantees to make their ERA programs consistent?

Treasury encourages different grantees to collaborate to develop consistent terms of their ERA programs, in order to reduce burdens for entities including landlords with properties in multiple jurisdictions.

34. Should a grantee require that a landlord initiate an eviction proceeding in order to apply for assistance under an ERA program?

No.

35. How can ERA assistance be used to support an eligible household moving to a new home?

ERA funds may be used to provide assistance to eligible households to cover prospective relocation assistance, rent, and utility or home energy costs, including after an eviction. Treasury encourages grantees to provide prospective support to help ensure housing stability. See FAQ 7 (regarding qualifying relocation expenses) and FAQ 10 (regarding time limits on assistance).

SEC. 3201. EMERGENCY RENTAL ASSISTANCE.

(a) FUNDING.—

(1) APPROPRIATION.—In addition to amounts otherwise available, there is appropriated to the Secretary of the Treasury for fiscal year 2021, out of any money in the Treasury not otherwise appropriated, \$21,550,000,000, to remain available until September 30, 2027, for making payments to eligible grantees under this section—

(2) RESERVATION OF FUNDS.—Of the amount appropriated under paragraph (1), the Secretary shall reserve—

(A) \$305,000,000 for making payments under this section to the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, the Commonwealth of the Northern Mariana Islands, and American Samoa;

(B) \$30,000,000 for costs of the Secretary for the administration of emergency rental assistance programs and technical assistance to recipients of any grants made by the Secretary to provide financial and other assistance to renters;

(C) \$3,000,000 for administrative expenses of the Inspector General relating to oversight of funds provided in this section; and

(D) \$2,500,000,000 for payments to high-need grantees as provided in this section.

(b) ALLOCATION OF FUNDS TO ELIGIBLE GRANTEEES.—

(1) ALLOCATION FOR STATES AND UNITS OF LOCAL GOVERNMENT.—

(A) IN GENERAL.—The amount appropriated under paragraph (1) of subsection (a) that remains after the application of paragraph (2) of such subsection shall be allocated to eligible grantees described in subparagraphs (A) and (B) of subsection (f)(1) in the same manner as the amount appropriated under section 501 of subtitle A of title V of division N of the Consolidated Appropriations Act, 2021 ([Public Law 116–260](#)) is allocated to States and units of local government under subsection (b)(1) of such section, except that section 501(b) of such subtitle A shall be applied—

(i) without regard to clause (i) of paragraph (1)(A);

(ii) by deeming the amount appropriated under paragraph (1) of subsection (a) of this Act that remains after the application of paragraph (2) of such subsection to be the amount deemed to apply for purposes of applying clause (ii) of section 501(b)(1)(A) of such subtitle A;

(iii) by substituting “\$152,000,000” for “\$200,000,000” each place such term appears;

(iv) in subclause (I) of such section 501(b)(1)(A)(v), by substituting “under section 3201 of the American Rescue Plan Act of 2021” for “under section 501 of subtitle A of title V of division N of the Consolidated Appropriations Act, 2021”; and

(v) in subclause (II) of such section 501(b)(1)(A)(v), by substituting “local government elects to receive funds from the Secretary under section 3201 of the American Rescue Plan Act of 2021 and will use the funds in a manner consistent with such section” for “local government elects to receive funds from the Secretary under section 501 of subtitle A of title V of division N of the Consolidated Appropriations Act, 2021 and will use the funds in a manner consistent with such section”.

(B) PRO RATA ADJUSTMENT.—The Secretary shall make pro rata adjustments in the amounts of the allocations determined under subparagraph (A) of this paragraph for entities described in such subparagraph as necessary to ensure that the total amount of allocations made pursuant to such subparagraph does not exceed the remainder appropriated amount described in such subparagraph.

(2) ALLOCATIONS FOR TERRITORIES.—The amount reserved under subsection (a)(2)(A) shall be allocated to eligible grantees described in subsection (f)(1)(C) in the same manner as the amount appropriated under section 501(a)(2)(A) of subtitle A of title V of division N of the Consolidated Appropriations Act, 2021 ([Public Law 116–260](#)) is allocated under section 501(b)(3) of such subtitle A to eligible grantees described under subparagraph (C) of such section 501(b)(3), except that section 501(b)(3) of such subtitle A shall be applied—

(A) in subparagraph (A), by inserting “of section 3201 of the American Rescue Plan Act of 2021” after “the amount reserved under subsection (a)(2)(A)”; and

(B) in clause (i) of subparagraph (B), by substituting “the amount equal to 0.3 percent of the amount appropriated under subsection (a)(1)” with “the amount equal to 0.3 percent of the amount appropriated under subsection (a)(1) of section 3201 of the American Rescue Plan Act of 2021”.

(3) HIGH-NEED GRANTEEES.—The Secretary shall allocate funds reserved under subsection (a)(2)(D) to eligible grantees with a high need for assistance under this section, with the number of very low-income renter households paying more than 50 percent of income on rent or living in substandard or overcrowded conditions, rental market costs, and change in employment since February 2020 used as the factors for allocating funds.

(c) PAYMENT SCHEDULE.—

(1) IN GENERAL.—The Secretary shall pay all eligible grantees not less than 40 percent of each such eligible grantee’s total allocation provided under subsection (b) within 60 days of enactment of this Act.

(2) SUBSEQUENT PAYMENTS.—The Secretary shall pay to eligible grantees additional amounts in tranches up to the full amount of each such eligible grantee’s total allocation in

accordance with a procedure established by the Secretary, provided that any such procedure established by the Secretary shall require that an eligible grantee must have obligated not less than 75 percent of the funds already disbursed by the Secretary pursuant to this section prior to disbursement of additional amounts.

(d) USE OF FUNDS.—

(1) IN GENERAL.—An eligible grantee shall only use the funds provided from payments made under this section as follows:

(A) FINANCIAL ASSISTANCE.—

(i) IN GENERAL.—Subject to clause (ii) of this subparagraph, funds received by an eligible grantee from payments made under this section shall be used to provide financial assistance to eligible households, not to exceed 18 months, including the payment of—

(I) rent;

(II) rental arrears;

(III) utilities and home energy costs;

(IV) utilities and home energy costs arrears; and

(V) other expenses related to housing, as defined by the Secretary.

(ii) LIMITATION.—The aggregate amount of financial assistance an eligible household may receive under this section, when combined with financial assistance provided under section 501 of subtitle A of title V of division N of the Consolidated Appropriations Act, 2021 ([Public Law 116-260](#)), shall not exceed 18 months.

(B) HOUSING STABILITY SERVICES.—Not more than 10 percent of funds received by an eligible grantee from payments made under this section may be used to provide case management and other services intended to help keep households stably housed.

(C) ADMINISTRATIVE COSTS.—Not more than 15 percent of the total amount paid to an eligible grantee under this section may be used for administrative costs attributable to providing financial assistance, housing stability services, and other affordable rental housing and eviction prevention activities, including for data collection and reporting requirements related to such funds.

(D) OTHER AFFORDABLE RENTAL HOUSING AND EVICTION PREVENTION ACTIVITIES.—An eligible grantee may use any funds from payments made under this section that are unobligated on October 1, 2022, for purposes in addition to those specified in this paragraph, provided that—

(i) such other purposes are affordable rental housing and eviction prevention purposes, as defined by the Secretary, serving very low-income families (as such term is defined in section 3(b) of the United States Housing Act of 1937 ([42 U.S.C. 1437a\(b\)](#))); and

(ii) prior to obligating any funds for such purposes, the eligible grantee has obligated not less than 75 percent of the total funds allocated to such eligible grantee in accordance with this section.

(2) DISTRIBUTION OF ASSISTANCE.—Amounts appropriated under subsection (a)(1) of this section shall be subject to the same terms and conditions that apply under paragraph (4) of section 501(c) of subtitle A of title V of division N of the Consolidated Appropriations Act, 2021 ([Public Law 116–260](#)) to amounts appropriated under subsection (a)(1) of such section 501.

(e) REALLOCATION OF FUNDS.—

(1) IN GENERAL.—Beginning March 31, 2022, the Secretary shall reallocate funds allocated to eligible grantees in accordance with subsection (b) but not yet paid in accordance with subsection (c)(2) according to a procedure established by the Secretary.

(2) ELIGIBILITY FOR REALLOCATED FUNDS.—The Secretary shall require an eligible grantee to have obligated 50 percent of the total amount of funds allocated to such eligible grantee under subsection (b) to be eligible to receive funds reallocated under paragraph (1) of this subsection.

(3) PAYMENT OF REALLOCATED FUNDS BY THE SECRETARY.—The Secretary shall pay to each eligible grantee eligible for a payment of reallocated funds described in paragraph (2) of this subsection the amount allocated to such eligible grantee in accordance with the procedure established by the Secretary in accordance with paragraph (1) of this subsection.

(4) USE OF REALLOCATED FUNDS.—Eligible grantees may use any funds received in accordance with this subsection only for purposes specified in paragraph (1) of subsection (d).

(f) DEFINITIONS.—In this section:

(1) ELIGIBLE GRANTEE.—The term “eligible grantee” means any of the following:

(A) The 50 States of the United States and the District of Columbia.

(B) A unit of local government (as defined in paragraph (5)).

(C) The Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, the Commonwealth of the Northern Mariana Islands, and American Samoa.

(2) ELIGIBLE HOUSEHOLD.—The term “eligible household” means a household of 1 or more individuals who are obligated to pay rent on a residential dwelling and with respect to which the eligible grantee involved determines that—

(A) 1 or more individuals within the household has—

(i) qualified for unemployment benefits; or

(ii) experienced a reduction in household income, incurred significant costs, or experienced other financial hardship during or due, directly or indirectly, to the coronavirus pandemic;

(B) 1 or more individuals within the household can demonstrate a risk of experiencing homelessness or housing instability; and

(C) the household is a low-income family (as such term is defined in section 3(b) of the United States Housing Act of 1937 ([42 U.S.C. 1437a\(b\)](#))).

(3) INSPECTOR GENERAL.—The term “Inspector General” means the Inspector General of the Department of the Treasury.

(4) SECRETARY.—The term “Secretary” means the Secretary of the Treasury.

(5) UNIT OF LOCAL GOVERNMENT.—The term “unit of local government” has the meaning given such term in section 501 of subtitle A of title V of division N of the Consolidated Appropriations Act, 2021 ([Public Law 116–260](#)).

(g) AVAILABILITY.—Funds provided to an eligible grantee under a payment made under this section shall remain available through September 30, 2025.

(h) EXTENSION OF AVAILABILITY UNDER PROGRAM FOR EXISTING FUNDING.—Paragraph (1) of section 501(e) of subtitle A of title V of division N of the Consolidated Appropriations Act, 2021 ([Public Law 116–260](#)) is amended by striking “December 31, 2021” and inserting “September 30, 2022”.



Agenda Briefing

Prepared by:	Lori Thomas	Title:	Assistant Co Administrator	
Department:	Administration	Division:		
Date Prepared:	July 06, 2021	Meeting Date:	July 13, 2021	
Legal Review	Elizabeth McLean via email	Date:	July 08, 2021	
Budget Review	James Hayes via email	Date:	July 08, 2021	
Finance Review	Stacey Hamm Via email	Date:	July 06, 2021	
Approved for consideration:	County Administrator	Leonardo Brown, MBA, CPM		
Committee	Coronavirus Ad Hoc			
Subject:	American Rescue Plan Initial Proposal for the United States Treasury			

STAFF’S RECOMMENDED ACTION:

Staff recommends a motion to approve the initial proposal report for submission to the United States Treasury and the initial uses that are compliant with current US Treasury guidance.

Request for Council Reconsideration: Yes

FIDUCIARY:

Are funds allocated in the department’s current fiscal year budget?		Yes		No
If no, is a budget amendment necessary?		Yes	<input checked="" type="checkbox"/>	No

ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:

ARP funding must be used in accordance with guidance from the United States Treasury. Council will be updated as additional guidance and final rules for use are issued.

COUNTY ATTORNEY’S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:

None.

REGULATORY COMPLIANCE:

Department of the Treasury

31 CFR Part 35

RIN 1505–AC77

Coronavirus State and Local Fiscal Recovery Funds

ACTION: Interim final rule.

MOTION OF ORIGIN:

There is no associated Council motion of origin.

Council Member	
Meeting	
Date	

STRATEGIC & GENERATIVE DISCUSSION:

The approval of an initial proposal for broad uses of the American Rescue Plan funds is necessary to meet the first reporting period required by the United States Treasury. The plan is meant to be as broad in scope as possible to allow the County flexibility in its allocation of funds as more up-to-date information and final rules are issued.

Once complete guidance is available, specific determinations on projects and allocations can be determined. In the initial phase, staff recommends funding of \$1,706,439 to lump sum agencies who experienced impacts and service increases due to COVID-19, and \$325,000 for the Richland County Recreation Commission for maintenance of the Parklane tennis courts to promote outdoor activities that emerged as safe activities during the pandemic.

ADDITIONAL COMMENTS FOR CONSIDERATION:

None.

ATTACHMENTS:

1. Richland County initial response report for American Rescue Plan allocations as required by US Treasury
2. ARP Considerations Presentation

AMERICAN RESCUE PLAN
FUNDING FOR RICHLAND COUNTY



Richland County's Proposal for
American Rescue Plan Funding
July 2021

LEONARDO BROWN
County Administrator



2020 Hampton St., Suite 4036
Columbia, SC 29204

LORI THOMAS
Assistant County Administrator



www.RichlandCountySC.gov



(803) 576-2100

EXECUTIVE SUMMARY

The County is working to develop a comprehensive plan to allocate funding received through the American Rescue Plan Act. The goal is to use funding in manner that will respond to the most urgent needs of the community, enabling emergence from the public health crisis in a strong, stable position for the its residents.

This coronavirus stimulus package includes funding for a national COVID-19 vaccination program, food assistance, emergency childcare, small businesses, unemployment benefits, rental assistance, and public transit funding to help schools re-open safely.

Most notably, the American Rescue Plan provides \$65 billion in direct aid to counties out of \$350 billion in emergency funding for state, local and territorial governments to support the essential local government workers who have been on the front-line of the pandemic response.

Given the magnitude of the opportunity that this funding represents, we believe it is critical for citizens of the community who have experienced the impacts of the COVID-19 crisis firsthand to have an opportunity to share their priorities with the County.

Richland County
Appropriation of the
American Rescue Plan
\$80,756,312

KEY COMPONENTS OF THE AMERICAN RESCUE PLAN

The American Rescue Plan document in its entirety is over 600 pages and provides \$1.9

trillion dollars of appropriations affecting every state and many federal agencies. The central focus for counties is the \$350 billion included for state and local assistance. The bill includes:

- \$200 billion for states & territories – allocated based on unemployment levels
- \$130 billion for counties and all other municipalities
 - \$65B for counties – allocated based on population, \$65B for all other municipalities—allocated on a modified CDBG formula
- \$20 billion for Native American tribes

ELIGIBLE USES

- Response to the public health emergency with respect to COVID-19 or its negative economic impacts, including assistance to households, small businesses and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality
- Respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers of the county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work.
- Provision of government services to the extent of the reduction in revenue of such state/county/locality
- Investment in water, sewer, or broadband infrastructure



REQUIREMENTS TO RECEIVE THE FUNDING



- Local government (state) must certify that it needs federal assistance, and
- That the local government (state) will use the funds for the designated purposes defined under the bill.
- Fifty (50) percent of county funds would be delivered within 60 days of Treasury receipt of certification.
- Treasury may offer further guidance following a period of feedback through July 16, 2021.
- \$83 billion to support multiple employer pension plans experiencing fiscal shortfalls.

RICHLAND COUNTY PROPOSED CONSIDERATIONS FOR FUND USE

Richland County continues to consider allowable opportunities for use of the \$80,576,312 allocated to the county. Options considered would benefit citizens throughout the County to provide immediate and future opportunities to ensure mitigation of the COVID-19 pandemic. In considering opportunities, the County seeks to respond with measures that are within the guidance of the provision of funding:

- To allocate resources for mental health, including suicide, burnout, special needs, substance abuse, etc.
- To provide assistance with homelessness services and support.
- To address community behavioral health needs made worse by COVID-19.

- To evaluate the provision of broadband infrastructure throughout the County.
- To review the possibilities of providing assistance to nonprofits to address community impacts of the pandemic.
- To improve Richland County infrastructure, which includes but is not limited to water, sewer, flood control, drainage, etc.
- To evaluate the replacement of public sector revenue loss and provide funding for those whose jobs were essential in responding to the public health emergency.
- To consider measures to reverse the negative impact of the pandemic on the business community.
- To access and review the best method to assist equity-focus services in the disproportionately impacted areas of the county.

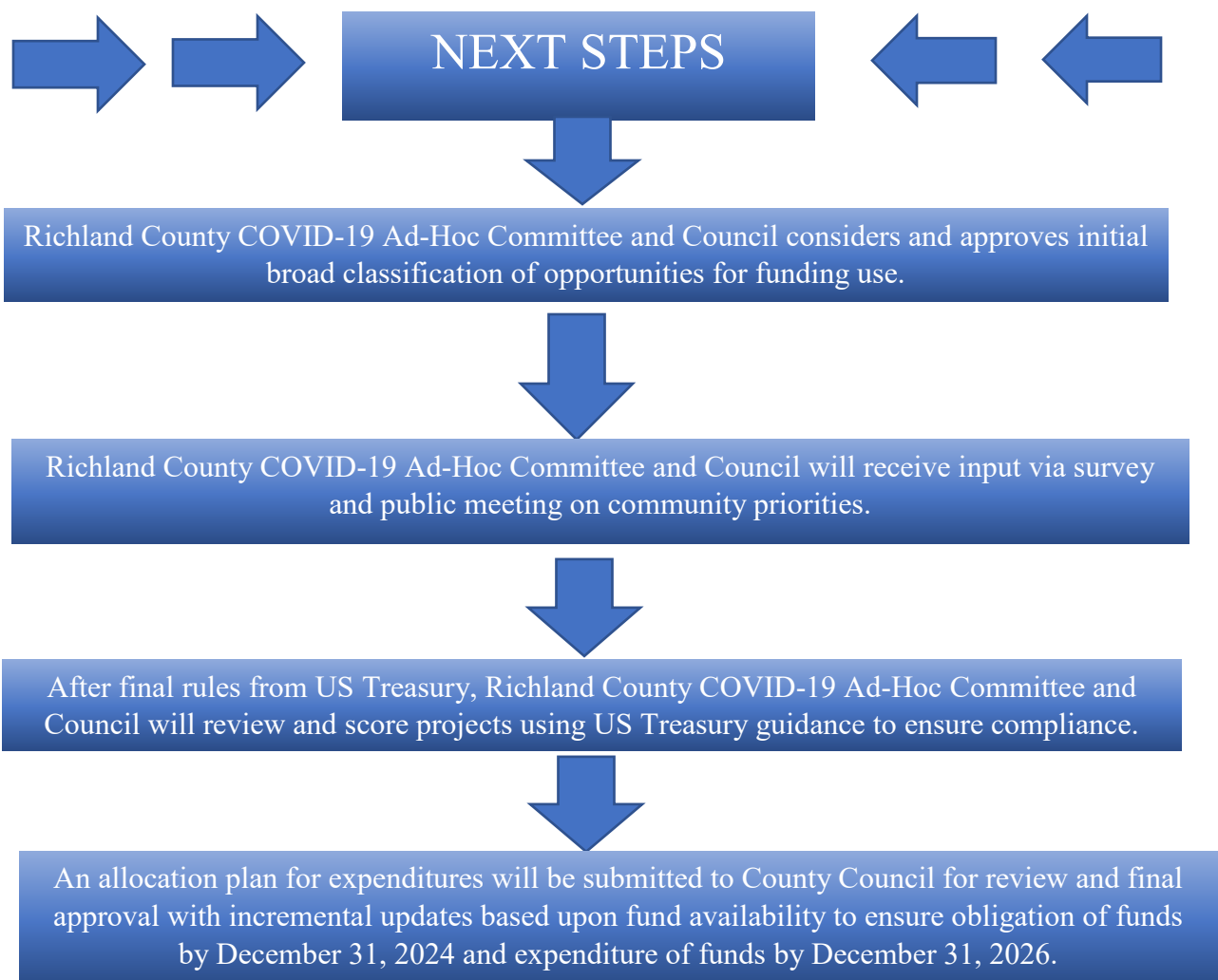
PERIOD OF PUBLIC INPUT

Richland County is committed to hearing opinions from its citizens on uses of the American Rescue Plan funds. The public input period began on June 26 and will continue until August 25, 2021. A public meeting to accept comments will be held July 19, 2021 to hear from those who would rather speak than send in their opinions.

Council will consider these comments as they set priorities for use of the American Rescue Plan funds.

Funds Allocation to Date

In the initial phase, staff recommends funding of \$1,706,439 to lump sum agencies who experienced impacts and service increases due to COVID-19, and \$325,000 for the Richland County Recreation Commission for maintenance of Parklane tennis courts to promote outdoor activities that emerged as safe activities during the pandemic. A list of sub recipients is in Appendix A.



Timeline



*** Note: These are initial phase dates and are subject to change based on Federal guidance.**

Summary

The COVID-19 pandemic brought about unexpected consequences to the operation of the Richland County government including:

- Reduced local government revenues, especially sales tax, but also hotel occupancy taxes, mortgage-recording taxes, among other local fees;
- Higher spending necessary to respond to the health emergency;
- The loss of state reimbursement; and

The potential of significant losses for small businesses on our main streets threatened jobs and the tax base of the community and continues to cause concern as our County recovers.

From the onset, Richland County has participated in testing, tracing and quarantining operations and provided PPE to first responders and community members at large. Small business grant programs administered by the County helped the economy begin reopening safely in a modified fashion as our country waited for vaccine approval and availability. Upon availability, the County provided support to enable distribution of vaccines to essential workers and the general population of the Richland County and surrounding area.

All of these efforts were embraced to support Richland County citizens in a time of crisis even as the county's own viability was threatened by:

- Declining local revenues as tourism, business related fees and courts and the associated costs ceased;
- Costs increased for services in response to the health emergency; and
- Business for many in the community continue to modify operations with ongoing impacts that may not fully be realized

In response to this unprecedented economic threat, Richland County have been consistent in their call for direct federal aid. The American Rescue Plan is a key component in addressing the challenges that face counties as they work to mitigate the pandemic and its negative impacts on local economies.

Appendix A

Lump Sum Distribution Sub Recipients

SUB RECIPIENT	ALLOCATION
Antioch Senior Center	\$40,000
Capital Senior Center/Lourie Center	\$180,000
Clemson University Extension	\$46,663
Columbia Urban League	\$100,000
Communities in Schools	\$70,000
Greater Columbia Community Relations	\$95,250
Palmetto AIDS Life Support	\$70,000
SC HIV AIDS Council	\$71,480
Senior Resources	\$548,046
Transitions Homeless Center	\$200,000
Wiley Kennedy	\$60,000
St John Baptist Church	\$75,000
Mental Illness Recovery Center	\$150,000

RECOMMENDATIONS FOR AMERICAN RESCUE PLAN FUND ALLOCATIONS



RICHLAND COUNTY ALLOCATION

- Richland County's Allocation of American Rescue Plan funding is \$80,576, 312.
- \$40,288,156 was received in May, 2021.
- \$40,288,156 should be received in May, 2022.



ELIGIBLE FUND USES

- On May 18, 2021, the US Treasury issued interim final rules for use of ARP funds.
- Treasury is accepting questions and feedback on uses until July 16, 2021.
- Updated frequently asked questions are issued periodically during the feedback period.
- After July 16, 2021, final rules for use will be issued.



ELIGIBLE FUND USE

- **Support public health response**: Fund COVID-19 mitigation efforts, medical expenses, behavioral health care and certain county public health, public safety, human services and other related staff
- **Address negative economic impacts**: Respond to economic harms to workers, families, small businesses, impacted industries and rehiring of public sector workers (including county staff)
- **Replace public sector revenue loss**: Use funds to provide government services to the extent of the reduction in revenue experienced during the pandemic – *this provision allows a much broader use of funds*



ELIGIBLE FUND USE

- **Premium pay for essential workers**: Offer additional compensation, up to \$13 per hour in additional wages, to those – both county employees and other essential workers in the community – who have faced and continue to face the greatest health risks due to their service.
- Counties should prioritize low- and moderate-income persons, with additional written justification needed for workers above 150 percent of the residing state’s average annual wage for all occupations or their residing county’s average annual wage, whichever is higher. *Funds can be used retroactively back to January 27, 2020.*
- **Water, sewer and broadband infrastructure**: Make necessary investments to improve access to clean drinking water, invest in wastewater and stormwater infrastructure and provide unserved or underserved locations with new or expanded broadband access



KEY DATES FOR CONSIDERATION

- FUNDS MAY COVER COSTS FROM MARCH 3, 2021 THROUGH DECEMBER 24, 2024
- The covered period begins March 3, 2021 and ends on December 31, 2024, with *a few important distinctions and exceptions to the covered period*:
 - Funds must be **INCURRED** (i.e. obligated) by December 31, 2024
 - Funds must be **EXPENDED** with all **WORK PERFORMED** and **COMPLETED** by December 31, 2026



KEY DATES FOR CONSIDERATION

- INTERIM REPORTS
- Counties are required to submit one Interim Report, which will include the county's expenditures by category at the summary level
- The Interim Report will cover spending from the date the county receives Funds to July 31, 2021
 - The Interim Report will include broad plans for spending by the County.
 - *The Interim Report is due by August 31, 2021*



HOW FUNDS CANNOT BE USED

- Funds cannot be used to reduce taxes
- Funds cannot be used to fund pension plans
- Funds cannot be saved for rainy day fund or reserves
- **Funds cannot be used for non-federal match** when barred by another federal regulation or statute, including EPA's Clean Water SRF, Drinking Water SRF, Economic Development Administration or Medicaid



HOW FUNDS CANNOT BE USED

- Funding debt service, including costs associated with tax anticipation notes
- Legal settlement or judgements
- General infrastructure spending outside of water, sewer and broadband investments or above the amount allocated under “revenue loss” recoupment provision
- General economic development or workforce development activities, unless they directly address negative economic impacts of the public health emergency or related to the “revenue loss” provision



ALLOWABLE FUND USES

- Support Public Health Response
- Address Negative Economic Impacts
- Premium Pay For Essential Workers
- Payroll Expenses For Public Health & Safety Employees
- Replace Public Sector Revenue Loss
- Water & Sewer Infrastructure
- Broadband Infrastructure

*Most flexible funds Richland County's Lost Revenue Estimate - \$28 million



CITIZEN INPUT

- The County has solicited citizen input on funding uses
 - Survey – online and paper available
 - E-mail
 - Public meeting - July 19, 2021 – 3:00 pm



RICHLAND COUNTY CONSIDERATIONS

- Per Council Motion, Lump Sum Agencies eligible uses are \$1,706,439.
- Per Council Motion, RCRC funding for tennis court maintenance \$325,000
- Premium pay for essential workers are recommended at approximately \$4,000,000
- Building maintenance at 2000/2020 recommended
 - HVAC \$2.95 million
 - Roof \$2.10 million
- Water and Sewer projects – to forego issuance of additional debt
- Broadband projects – Collaborative effort with State



RICHLAND COUNTY CONSIDERATIONS (IF ELIGIBLE)

- Emergency Operations Improvements
- Investment in staff



FLEXIBILITY

- The County has the ability to modify its plan for spending as guidance and project costs are adjusted to ensure that all available funds are committed and expended by the program deadlines.





QUESTIONS

RECOMMENDATIONS FOR AMERICAN RESCUE PLAN FUND ALLOCATIONS



RICHLAND COUNTY ALLOCATION

- Richland County's Allocation of American Rescue Plan funding is \$80,576, 312.
- \$40,288,156 was received in May, 2021.
- \$40,288,156 should be received in May, 2022.



ELIGIBLE FUND USES

- On May 18, 2021, the US Treasury issued interim final rules for use of ARP funds.
- Treasury is accepting questions and feedback on uses until July 16, 2021.
- Updated frequently asked questions are issued periodically during the feedback period.
- After July 16, 2021, final rules for use will be issued.



ELIGIBLE FUND USE

- **Support public health response**: Fund COVID-19 mitigation efforts, medical expenses, behavioral health care and certain county public health, public safety, human services and other related staff
- **Address negative economic impacts**: Respond to economic harms to workers, families, small businesses, impacted industries and rehiring of public sector workers (including county staff)
- **Replace public sector revenue loss**: Use funds to provide government services to the extent of the reduction in revenue experienced during the pandemic – *this provision allows a much broader use of funds*



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ALLOWABLE FUND USES

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RICHLAND COUNTY CONSIDERATIONS (IF ELIGIBLE)

- Emergency Operations Improvements
- Investment in staff



FLEXIBILITY

- The County has the ability to modify its plan for spending as guidance and project costs are adjusted to ensure that all available funds are committed and expended by the program deadlines.





QUESTIONS

Richland County Council Request for Action

Subject:

Department of Public Works - Compound Parking Lot Restoration

Notes:

June 22, 2021 – The A&F Committee recommended Council approve the award of a contract for engineering services for the DPW Compound Parking Lot Restoration Project to Michael Baker International.



Agenda Briefing

Prepared by:	Jennifer Wladischkin	Title:	Procurement Manager
Department:	Finance	Division:	Procurement
Department:	Public Works	Davison:	Engineering
Date Prepared:	June 2, 2021	Meeting Date:	June 22, 2021
Legal Review	Elizabeth McLean via email	Date:	June 14, 2021
Budget Review	James Hayes via email	Date:	June 14, 2021
Finance Review	Stacey Hamm via email	Date:	June 10, 2021
Approved for consideration:	Assistant County Administrator	John M. Thompson, Ph.D., MBA, CPM	
Committee	Administration & Finance		
Subject:	Approval of award of Engineering Services; DPW Compound Parking Lot Restoration		

STAFF'S RECOMMENDED ACTION:

Staff recommends approval of the award of a contract for engineering services for the DPW Compound Parking Lot Restoration Project to Michael Baker International.

REQUEST FOR COUNCIL RECONSIDERATION: Yes

FIDUCIARY:

Are funds allocated in the department's current fiscal year budget?	<input checked="" type="checkbox"/>	Yes		No
If no, is a budget amendment necessary?		Yes		No

ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:

This project will be paid for through the Road Maintenance Fund. These funds are in the current operating budget 1216302000.530700 and are encumbered on requisition R2101062.

COUNTY ATTORNEY'S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:

None.

REGULATORY COMPLIANCE:

None.

MOTION OF ORIGIN:

There is no associated Council motion of origin.

Council Member	
Meeting	
Date	

STRATEGIC & GENERATIVE DISCUSSION:

This project is to provide Engineering Services for the restoration and improvement of the Department of Public Works (DPW) Main Compound located at 400 Powell Road (see attached Site Map). This project will consist of pavement restoration of the approximate 25,000 SF parking lot and driveways, design of an additional entrance off of Powell Road separating vehicles being serviced at First Vehicle Services from DPW administration traffic, design of two (2) state of the art security gates for both entrances, and finally restripe the parking areas to be more efficient and therefore gaining additional parking spaces. Ancillary services will include field survey of the existing property, geotechnical evaluations and recommendations for repair of failing pavement areas, and also pavement designs for the new pavement.

Request for Proposals RC-408-P-2021 was issued and there were three (3) responses. An evaluation team scored each submittal and Michael Baker International was the highest ranked offeror.

ADDITIONAL COMMENTS FOR CONSIDERATION:

None

ATTACHMENTS:

1. Site Exhibit



Richland County, SC

Legend

Roads	SCDOT	Parcels
Other	Interstate	
County Paved	Proposed	
County Unpaved	None	
Private / Other	Residential Complex	

Richland County Public Works
400 Powell Rd
Map Page: 34D3

1 inch = 175 feet



DISCLAIMER: This is a product of the Richland County Public Works Department. The data depicted here have been developed with extensive cooperation from other county departments, as well as other federal, state and local governments agencies. Reasonable efforts have been made to ensure the accuracy of this map. Richland County expressly disclaims responsibility for damages or liability that may arise from the use of this map.

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 Richland County Public Works
 400 Powell Rd.
 Columbia, SC 29203



Richland County Council Request for Action

Subject:

Municipal Solid Waste Management – Collections Contract

Notes:

June 22, 2021 – The D&S Committee forwarded this item to Council without a recommendation.



Agenda Briefing Addendum

Prepared by:	John Ansell	Title:	General Manager
Department:	Department of Public Works	Division:	Solid Waste & Recycling
Contributor:	Mike Maloney, PE	Title:	Director
Contributor:	Chris Eversmann, PE	Title:	Deputy Director
Date Prepared:	July 15, 2021	Meeting Date:	July 13, 2021
Approved for Consideration:	Assistant County Administrator	John M. Thompson, Ph.D., MBA, CPM	
Meeting:	Special Called		
Agenda Item:	18e: Municipal Solid Waste Management – Collections Contract		

COUNCIL INQUIRY #1:

Council has requested additional information on the necessary items to be approved to facilitate the Request For Proposal.

Reply:

1. Limit Bulk Item pick-ups by Appointment to four items per collection; Necessary Services Item 7.
2. Provide limitations on yard waste; Necessary Services Item 8.
3. Allow for automated collection vehicles; Necessary Services Item 16, and Proposal Cost, Alt #2.
4. Create meaningful penalties including customer service performance; Necessary Services Item 31.
5. Require that yardwaste picked up weekly in the residential / small business curbside collection program be bagged, bundled, or boxed ; Necessary Services Proposal Cost, Alternative #1

ATTACHMENTS:

1. Necessary Services of the Contractor
2. Proposal Cost Form
3. Sample Service Area Map

Necessary Services of the Contractor
Residential / Small Business Curbside Collection Program
Richland County, South Carolina
Service Area # ____

- 1) Contractor shall provide Curbside Collection Service for Service Area # ____ representing approximately __, __ households or eligible small businesses (“household/s”).
- 2) A map of Service Area # ____ included.
- 3) Current Level of Service breakdown:
 - Standard (Curbside): ____ / 1.0 Multiplier
 - Enhanced (“Backyard”): ____ / 1.8 Multiplier
 - Enhanced (Disabled): ____ / 1.0 Multiplier
- 4) Enhanced (“Backyard”) service shall apply to the placement of Garbage and Recycling Roll Carts only; yard waste, bulk items, and white goods shall be placed curbside.
- 5) Monthly quantities (past 12-month period):
 - Garbage / Median: ____ tons / Range: ____ - ____ tons
 - Recycling / Median: ____ tons / Range: ____ - ____ tons
 - Yard waste / Median: ____ tons / Range: ____ - ____ tons / Seasonal peaks in March and December of each year
 - Bulk item / White goods appointments: Average: __ per month (past six months)
- 6) Curbside collection frequency shall be defined as follows:
 - Garbage – Once each week (typically one 90 gallon roll cart per household)
 - Recycling – Once every other week (typically one 90 gallon roll cart per household)
 - Yard waste – Once each week (must collect the entire amount at curbside during each stop)
 - Bulk Items / White Goods – By appointment
- 7) Per customer volume limitations:
 - Garbage (Household) – One Roll Cart with occasional additional bags
 - Garbage (Eligible Business) – Up to two Roll Carts with occasional additional bags
 - Recycling – One Roll Cart (contents shall NOT be bagged)
 - Yard waste – (See paragraph below)
 - Bulk Items / White Goods – Four items per appointment

- 8) Yard waste – Weekly placement of yard waste at curbside shall be of a volume not to exceed:
- The volume equivalent of two, 90 gallon Roll Carts, or
 - The volume equivalent of six, 30 gallon yard waste bags, or
 - A pile measuring approximately 6' (length) x 3' (width) X 2' (height)
- Branches shall not exceed 4" in diameter and 4' in length. Yard waste may be loose / placed in piles.
- 9) Contract shall begin January 1, 20__ and end no later than December 31, 20__ unless extended by action of County Council.
- 10) There are approximately __ miles of roads to be serviced under the contract for this Collection Area. This equates to about __ households per Collection Service Area mile. A route address list (Excel file) is provided. It shall be the sole responsibility of the respondent to familiarize themselves with Service Area # __ Collection Service routes.
- 11) Unless determined otherwise by the County, all solid waste and recyclables collected shall be delivered to the listed facilities:
- Garbage – Richland County Landfill, Inc, Screaming Eagle Road near Elgin, SC
 - Recyclables – Sonoco Recycling, Idlewilde Blvd, Columbia, SC
 - Yard waste – L&L Landfill, Screaming Eagle Rd, Elgin, SC
 - Bulk items – L&L Landfill, Screaming Eagle Rd, Elgin, SC or
 - White Goods – Richland County Class Two Landfill, 1070 Caughman Road North, Columbia, SC
 - Disposal costs are the sole responsibility of Richland County and are not to be reflected in proposal collection costs.
- 12) All routes shall begin no earlier than 7:00 a.m. and end no later than 7:30 p.m. on designated collection days.
- 13) All existing collection service routes shall remain the same until approved otherwise by the County. Route information is available on request.
- 14) There are / are not subdivisions requiring enhanced collection (“backyard”) service in this Service Area.
- 15) Collection vehicles must be equipped with RFID / GPS monitoring equipment provided by the County. The Collector shall use the system on all collection trucks at all times when in service. The Collector shall be responsible for all installation costs, repairs, and replacement of the equipment for the term of this contract and any extensions thereof. Please see sample

contract for more details. Failure to use equipment in the prescribed manner shall be cause for a financial penalty.

- 16) The Collection vehicles shall be the dual tipper, rear loader type or automated collection vehicles that provide benefit to the County and designed for collection of municipal solid waste. All vehicles and systems used shall first be approved in writing by Richland County Solid Waste General Manager. The respondent shall demonstrate that the entire compactor unit meets all applicable ANSI standards for solid waste collection / compaction vehicles.
- 17) A list of all proposed collection trucks with compactor bodies must be submitted to include the truck make, model, year, owner as well as the compactor body make, model, year, capacity. Some service sites may require a small compactor truck (pickup truck size). Specify the quantities of each type of vehicle that will be used for the contract. Any deviation once the contract is awarded may be considered a breach of contract.
- 18) All collection vehicles shall be uniformly marked with the contractor's name, logo (if available) and a unique identification number. All such collection vehicles shall be maintained in good working condition and all safety measures in place. Collection vehicles with oil, fuel, hydraulic or leachate leaks shall be taken out of service upon discovery of such leaks.
- 19) All employees shall wear the same style and color uniform with the company and employee name on the front.
- 20) Drivers of collection vehicles used shall comply with all federal, state and local laws.
- 21) All vehicles used for collection and transportation under this contract shall be compliant with all federal, state and local laws.
- 22) Costs for repair or replacement of Garbage or Recycling Roll Carts that are damaged or destroyed due to Contractor negligence shall be assessed to the Contractor.
- 23) Submit a proposed list of contract staff (by category / job title) that you plan utilize to meet the service requirements of this Service Area and all of its collection routes. Provide an organization chart for all employee positions to be utilized under this contract up to the area or regional manager(s) and maintenance staff.
- 24) Prepare and submit a plan for how the Company will be able to manage Yard waste collection during high volume / peak months (typically March and December).
- 25) Prepare and submit a plan of action detailing how the Company will prepare and initiate curbside service such that the households are minimally impacted.

- 26) Based on the employment of the County's Fleet Mind[®] System, prepare and submit a detailed operations plan that would be used to ensure that missed collections will be minimized and promptly corrected. Timely communication with County staff must be addressed. Include how your employees will be trained on County collection rules and County procedure and how those employees will be monitored to ensure compliance. Describe how route completions will be monitored and assured.
- 27) All companies responding to this solicitation shall be registered and in good standing with the SC Secretary of State.
- 28) The Annual Consumer Price Index (CPI) Adjustment shall be the percentage adjustment, positive or negative, to the Unit Collection Rate (the Price) effective January 1 of each calendar year based on the Bureau of Labor Statistics published CPI-U All Items, December to December Unadjusted.
- 29) There is no fuel adjustment schedule.
- 30) Companies having a curbside collection service operations center within 50 miles (straight line) of Richland County may be given special consideration in this contract award.
- 31) Damages / Financial penalties ("fines") for non-performance shall be levied as follows:

Overall Performance Penalty. This penalty is assessed based from the Haulers Report Card. A score determined by the Contracting Official Representative (COR) based on valid customer complaints. This penalty is assessed when the Contractor's overall scoring exceeds the County standard of 0.30 valid complaints per 100 households per month. The penalty will be assessed each month and the amount withheld from the monthly payment to the Contractor.

- First offense – Written warning / no financial penalty
- Second consecutive offense – 0.5% penalty assessed to monthly payment
- Third consecutive offense – 1.5% penalty assessed to monthly payment
- Fourth consecutive offense, 2.5% penalty assessed to monthly payment
- Fifth consecutive offense, 3.5% penalty assessed to monthly payment

Failure to use the Fleet Mind[®] System:

- First offense – \$250.00 per vehicle / collection day
- Second offense – \$500.00 per vehicle / collection day
- Third offense – \$1,000.00 per vehicle / collection day
- Fourth offense – Termination of Contract

Early collection start (prior to 7:00 a.m.) and unauthorized late collection (typically after 7:30 PM) on the scheduled day of collection:

- First offense – \$250.00
- Second offense – \$500.00
- Third offense – \$1,000.00
- Fourth offense – Termination of Contract

Failure to accurately represent to the COR that collections were completed per the established schedule:

- First offense – \$250.00
- Second offense – \$500.00
- Third offense – \$1,000.00
- Fourth offense – Termination of Contract

Failure to maintain the established daily collection schedule and failing to request a variance by 4:30 p.m. of the scheduled collection day from the COR shall be a fine of \$50.00 per dwelling unit not collected on the scheduled day. Each day following the scheduled collection day that the dwelling has not been serviced shall be deemed a separate offense and subject to an additional \$50.00 per dwelling unit fine.

Failure to report uncompleted routes to the COR:

- First offense – \$250.00
- Second offense – \$500.00
- Third offense – \$1,000.00

This fine is in addition to those listed above.

Failure to remedy within twenty-four (24) hours after notification of a complaint which is found to be justified by the COR will be \$50 for each complaint for each day in which the complaint is not resolved.

Failure to immediately pick up, clean and or remove leaking or spilling solid waste and vehicle fluids leakage will be \$100 for each occurrence per day.

Failure to maintain a vehicle in accordance with the specifications after one warning by the COR will be \$100.00 fine per truck per day. If a vehicle is banned from the County for failed maintenance and is brought back into the County without written authorization from the COR, the COR may fine the Contractor \$1,000 for each separate occurrence.

Mixing commercial, industrial or other local governments' recyclables, garbage, and yard waste with the County authorized household recyclables, garbage, and yard waste or mixing recyclables, garbage, and yard waste within the collection area shall result in the following fines:

- First offense – \$1,000.00
- Second offense – \$2,000.00
- Third offense – \$5,000.00
- Fourth offense – Termination of the Contract

TEMPLATE

Proposal Cost Alternate

All Contractors shall provide costs for the following Cost Alternates:

Proposal Cost Alternate # 1

Yard waste being bagged, bundled or boxed. Established yard waste volume limitations are unchanged from the basic proposal scope of services. Larger branches may be neatly stacked at curbside and not bundled in order to maintain ease of lifting.

Proposal Cost Alternate # 2

Automated, single arm collection trucks permitted to be included in the Fleet Mix. All other provisions included therein remain unchanged from the basic proposal scope of services.

The County may choose to approve either, both, or none of the listed proposal cost alternates. In the event of both cost alternates are approved, final, combined costs shall be determined by negotiation.

Richland County
 Department of Public Works (DPW)
 Solid Waste & Recycling Division (SWR)
 Residential / Small Business Curbside Collection Program Cost Proposal Form (SAMPLE)
 Service Area # _____

Basic Proposal

Level of Service	# Customer Roll Carts	Unit Collection Rate / Roll Cart (\$)	Multiplier	Total Monthly Cost (\$) by Level of Service	Comments
Standard	16,572	\$ 25.67	1.0	\$ 425,403.24	
Enhanced	345		1.8	\$ 15,941.07	
Enhanced - Disabled	153		1.0	\$ 3,927.51	
Total Service Area Cost				\$ 445,271.82	

Proposal Cost Alternate 1

Level of Service	# Customer Roll Carts	Unit Collection Rate / Roll Cart (\$)	Multiplier	Total Monthly Cost (\$) by Level of Service	Comments
Standard	16,572	\$ 22.36	1.0	\$ 370,549.92	
Enhanced	345		1.8	\$ 13,885.56	
Enhanced - Disabled	153		1.0	\$ 3,421.08	
Total Service Area Cost				\$ 387,856.56	

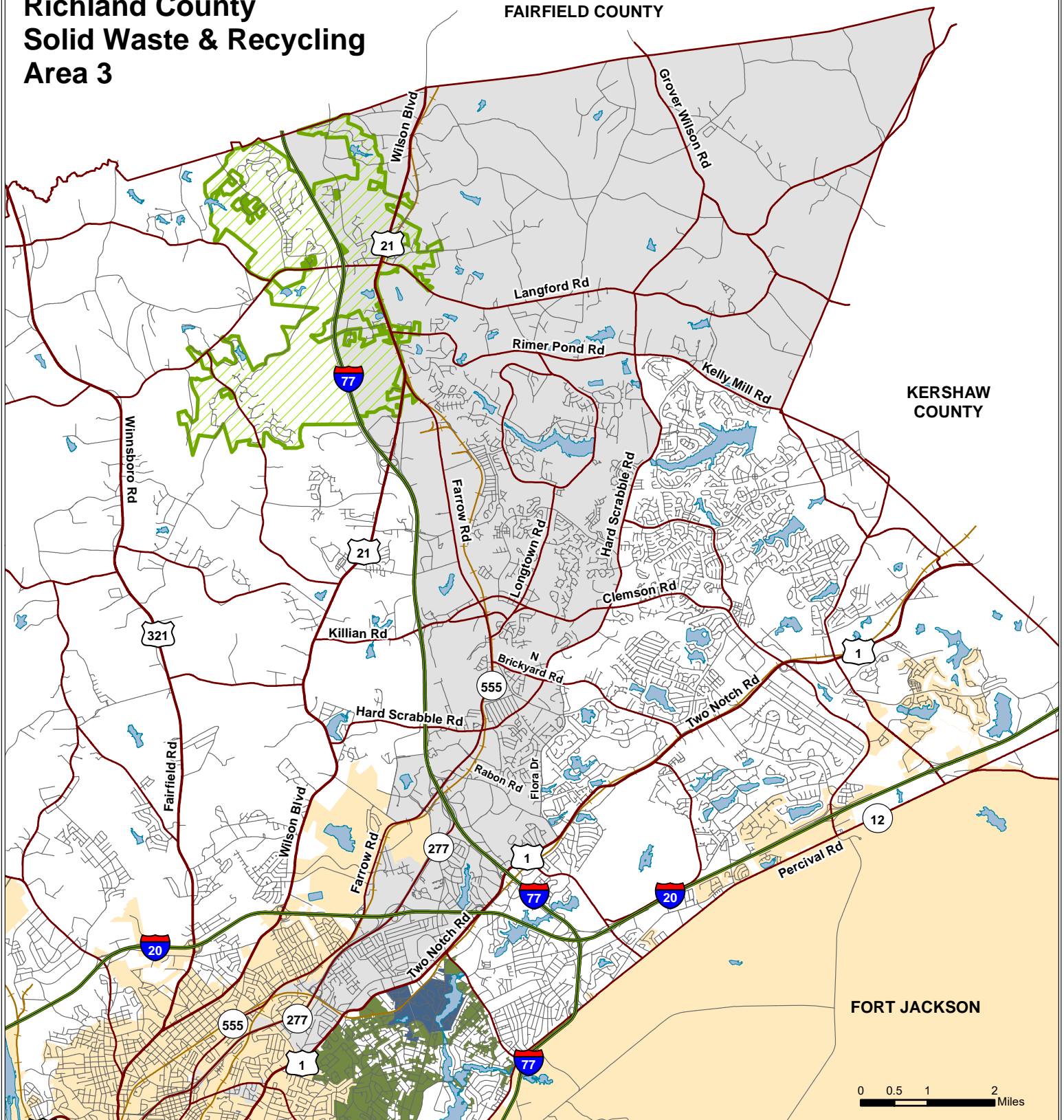
Proposal Cost Alternate 2

Level of Service	# Customer Roll Carts	Unit Collection Rate / Roll Cart (\$)	Multiplier	Total Monthly Cost (\$) by Level of Service	Comments
Standard	16,572	\$ 19.75	1.0	\$ 327,297.00	
Enhanced	345		1.8	\$ 12,264.75	
Enhanced - Disabled	153		1.0	\$ 3,021.75	
Total Service Area Cost				\$ 342,583.50	

Note - Numbers reflecting roll carts and rates are provided for illustration purposes only.

(ATTACHMENT 'A')

Richland County Solid Waste & Recycling Area 3



Legend

- Area 3
- Municipalities**
- Blythewood (RC Collection)
- Columbia
- Arcadia Lakes
- Forest Acres



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Richland County Public Works
400 Powell Rd.
Columbia, SC 29203



Agenda Briefing

Prepared by:	Michael Maloney, P.E.	Title:	Director
Department:	Public Works	Division:	Solid Waste & Recycling
Date Prepared:	June 07, 2021	Meeting Date:	June 22, 2021
Legal Review	Elizabeth McLean via email	Date:	June 14, 2021
Budget Review	James Hayes via email	Date:	June 10, 2021
Finance Review	Stacey Hamm via email	Date:	June 14, 2021
Approved for consideration:	Assistant County Administrator	John M. Thompson, Ph.D., MBA, CPM	
Committee	Development & Services		
Subject:	Solid Waste and Recycling(SWR) Collections Contract - Staff recommendations		

STAFF’S RECOMMENDED ACTION:

It is recommended that County Council approve the following list of recommendations pertaining to Richland County SWR Collections Contracts as presented in the County Council Work Session on June 3, 2021:

- Adoption of the updated Richland County Solid Waste Management Plan (separate AB);
- Approval of a re-write of Chapter 12 of the *Richland County Code of Ordinances* (to be presented subsequently);
- Place reasonable limits on the volume of yard waste to be picked up weekly in the residential / small business curbside collection program (to be reflected in the re-write of Chapter 12 and upcoming residential / small business curbside collection contracts);
- Require that yard waste picked up weekly in the residential / small business curbside collection program be bagged, bundled, or boxed (to be reflected in the re-write of Chapter 12 and upcoming residential / small business curbside collection contracts);
- Delegate recycling program commodity determinations to the County Administrator;
- Approve use of automated collection trucks in future residential / small business curbside curbside collection contracts;
- Limit Bulk Item pick-ups by Appointment to four items per collection;
- Seek County Council approval annually for Solid Waste Rates and Fees;
- Permit high performing Curbside Collection Contractors to be allowed to contract for three areas;
- Create meaningful penalties based on monthly Hauler Report Card performance;
- Move collection contract area lines for poor performance and/or create new areas due to growth.

- Adjust Curbside Collection Contract term from five years to three years, plus two, one-year extensions.

Approve a negotiated one-month contract extension of the CWS Collection Area #3.

Request for Council Reconsideration: Yes

FIDUCIARY:

Are funds allocated in the department’s current fiscal year budget?	<input checked="" type="checkbox"/>	Yes		No
If no, is a budget amendment necessary?		Yes		No

ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:

These recommendations that pertain to the residential / small business curbside collection program are made in order to improve quality, efficiency and otherwise contain costs in future contracts / renegotiations.

COUNTY ATTORNEY’S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:

None.

REGULATORY COMPLIANCE:

The recommendations that directly pertain to regulatory compliance follow:

- Adoption of the updated Richland County Solid Waste Management Plan – This item is covered in a separate Agenda Brief (AB).
- Approval of a re-write of Chapter 12 of the Richland County Code of Ordinances – An extensively re-written ordinance will to be presented subsequently to County Council for their consideration and adoption.

MOTION OF ORIGIN:

There is no associated Council motion of origin.

Council Member	
Meeting	
Date	

STRATEGIC & GENERATIVE DISCUSSION:

These recommendations were presented in detail during the Work Session of June 3, 2021. Specifically:

- Place reasonable limits on the volume of yard waste to be picked up weekly in the residential / small business curbside collection program – These limits are, generally, in practice; this will codify them and begin the process of ensuring consistency between our ordinance and contracts. These limits will be reflected in the re-write of Chapter 12 and upcoming residential / small business curbside collection contracts.
- Require that yard waste picked up weekly in the residential / small business curbside collection program be bagged, bundled, or boxed – It is acknowledged that this is a significant portion of the residential / small business curbside collection program. It will be reflected in the re-write of Chapter 12 and upcoming residential / small business curbside collection contracts. This will greatly enhance the efficiency of this process and will enable future costs to be contained.
- Delegate recycling program commodity determinations to the County Administrator – This authority is not currently defined; we recommend that it be and that this decision reside with the County Administrator as recommended by the Director of Public Works and the Solid Waste & Recycling General Manager based on market conditions.
- Approve use of automated collection trucks in future residential / small business curbside curbside collection programs. This will offer the collection contractors an efficiency option that will enable them to enhance staff safety, reduce staffing levels, and speed up collection. There may be, however, some short term added expense to the County in modernization of our roll cart inventory.
- Limit Bulk Item pick-ups by Appointment to four items per collection – Like limitations on yard waste volumes, this reasonable limitation reflects practical limits already in effect.
- Seek County Council approval annually for Solid Waste Rates and Fees – Small, incremental increases in program fees will enable better financial and Solid Waste Fund management.
- Permit high performing Curbside Collection Contractors to be allowed to contract for three areas – promoting the expanded contract beyond the current two-area limitation will provide an added incentive for high performing Curbside Collection Contractors,
- Create meaningful penalties based on monthly Hauler Report Card performance – Current contract penalties are, in the judgment of the staff, insufficient incentive for improved performance.
- Move collection contract area boundary lines for poor performance and/or create new areas due to population growth – The flexibility to adjust and/or add collection area boundaries will provide incentive for higher quality performance. This will also provide new opportunities for small and minority owned businesses.

- Adjust Curbside Collection Contract term from five years to three years, plus two, one-year extensions. This will provide both the financial stability for the contractors and will allow financial flexibility for the County.

Approve a negotiated one-month extension of the CWS Collection Area #3 to match the Waste Management contract terminations of 2/28/2022 for Collection Areas #1 & #6. This will provide all prospective contractors an equal amount of time to prepare for the new contract start date.

ADDITIONAL COMMENTS FOR CONSIDERATION:

Discussion on efficiencies variation among communities of varying densities of service areas.

- City of Greenville and their lower cost of \$16.50 /month.
 - *Answer -The city of Greenville has 28 square miles. Richland County unincorporated is 602 square miles. Greenville is much smaller, condensed with many customers per square mile and requires many fewer miles travelled per pick-up. With all the communities there are varying degrees of true Enterprise versus partial funding from General Fund and/or Waste Services Millages.*
- Richland County's high level of service at \$26.98/month comparison with more expensive Counties:
 - Lexington County at \$33/month, does not offer bulk item pickup in the price. They charge \$35 per bulk item to be picked up curbside.
 - Horry County at \$35/month, does not offer bulk item pickup in the price, and only has trash pickup in rural areas.
 - *Answer – The Richland County Managed SW&R provides an economy of scale as compared with the couple of Counties that provide some level of what we provide. Richland County has been working in a deficit for a number of years. The prior rate increase may have brought rates up to 2020 expense levels, but does not build a fund balance for the continued operation nor cover capital expenses that are needed for the long term operation. Revenue will need to be reviewed annually to offset the CPI adjustments to our major contract expenses as well as other inflation factors contributing to our overall cost.*

Customer Service and our most vulnerable

- How to serve the elderly and underserved within our County.
 - *Answer – Richland County SWR will continue to require special pick-up services for those with medical needs, even with automation in the system. This contract requirement will not change.*
 - *For yard waste - Using bags, bundles or cardboard boxes will limit the amount of materials per collection, and will help the resident gauge yard waste volume until the next week.*

- *Should the resident's yard waste exceed the capacity of our collection service, they may use one of our drop centers. County attendants will unload materials for those in need.*

Minority Owned and Locally Owned Business Opportunities

- How to promote business opportunities with Solid Waste and Recycling
 - Answer –
 1. *We request the authority to create new service areas providing opportunism for MBE and SBE to participate.*
 2. *We request the authority to move collection area lines to provide the High performing contractor additional growth to their collection area.*
 3. *We will directly solicit bids from MBE/SBE's for ongoing contract work.*

ATTACHMENTS:

None.



Agenda Briefing

Prepared by:	Mike Maloney, PE	Title:	Acting Director
Contributor:	Allison Steele, PE	Title	Assistant Director
Department:	Transportation Penny	Division:	
Date Prepared:	July 15, 2021	Meeting Date:	July 20, 2021
Legal Review	Elizabeth McLean via email	Date:	July 15, 2021
Budget Review	Stacey Hamm via email	Date:	July 15, 2021
Finance Review	James Hayes via email	Date:	July 15, 2021
Approved for consideration:	Assistant County Administrator	John M. Thompson, Ph.D., MBA, CPM	
Subject:	Transportation Projects Rescoping		

STAFF’S RECOMMENDED ACTION:

Staff recommends approval the following rescopes:

1. Broad River Road Widening not to exceed \$39.7 million dollars.
2. Screaming Eagle/Percival Road Intersection not to exceed \$3.1 million dollars.
3. Shop Road Widening not to exceed \$46.5 million dollars.

Staff presents our process for adding scope to the following projects.

Request for Council Reconsideration: Yes

FIDUCIARY:

Are funds allocated in the department’s current fiscal year budget?		Yes	<input checked="" type="checkbox"/>	No
If no, is a budget amendment necessary?		Yes	<input checked="" type="checkbox"/>	No

ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:

There are currently funds available to complete a portion of work on each project; however, the department does not have complete funding available for the entirety of each project. This funding will be requested in future fiscal years as taxes are collected and distributed to Richland County.

COUNTY ATTORNEY’S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:

REGULATORY COMPLIANCE:

None applicable.

MOTION OF ORIGIN:

“...to have staff bring back the data and prioritized list at the next Council meeting.”

Council Member	Jesica Mackey, District 9
Meeting	Special Called
Date	July 13, 2021

STRATEGIC & GENERATIVE DISCUSSION:

When these projects were originally evaluated for descoping, they were done so based on three criteria: safety, capacity, and economic development. They were evaluated to determine what portion of their original scopes could be completed within their original referendum amounts to address these criteria.

Because safety is the top priority on Transportation projects, several projects were descoped to only address this criteria because the referendum did not provide enough funding to address the capacity or economic development criteria. A few projects were not descoped because there was no opportunity to remove any scope and still have the project address any of the three criteria.

After these projects were reviewed and descoped, it was estimated that there would be approximately \$56.5M in reserve funds. This number includes savings from the descopes along with funding leftover from completed projects. Council approved the descoping plan in June 2020 with the stipulation that descoped projects be re-evaluated as they progressed to determine if they warranted being rescoped via use of the \$56.5M reserve funds.

Staff has completed the re-evaluation of the descoped projects and recommend the rescoping of three projects. Three other projects have previously approved by Council for rescoping: Garners Ferry\Harmon Intersection Improvement, Innovista Ph. 3, and Spears Creek Church Rd. Widening.

Rescoping Evaluation Process:

1. **Staff Review of Road Conditions** – The Transportation Department reviewed each project’s accident rates and level of service (LOS). The majority of the projects re-evaluated did not have failing capacity (LOS E or F) issues and their safety issues were already being addressed in their descoping plan. There were only three projects whose safety issues were already being addressed in their descoping plan but that had failing capacities that could be addressed if assigned funding out of the \$56.5M reserve funds.
 - a. Broad River Rd. Widening
 - b. Screaming Eagle\Percival Intersection
 - c. Shop Rd. Widening

2. **Staff Review of Cost** - Table 3 in the attached Rescope Plan shows the original referendum amounts, the original PDT estimates, the descope estimates for those projects recommended to remain descoped, and the rescope estimates on those projects recommended to be rescoped. This includes the three projects that were already approved by Council to rescope. This Plan anticipates that, after rescoping these three additional projects, there will still be approximately \$15.2M remaining in reserve funds. These reserve funds should remain in reserve to provide a contingency to cover any unforeseen circumstances that may arise on remaining projects.
 - a. Available Referendum Total Plus Leftover Funds - \$277,182,063
 - b. Original PDT Estimate Total - \$420,008,768
 - c. Rescoping Plan Total - \$261,903,056
3. **Detailed Traffic Study** - Staff will continue to work with the OET to provide value engineering on the rescoped projects and incorporate any additional cost savings that may be available while still addressing safety and capacity. This is similar to the results we obtained from Spears Creek Church Road where our consultants found a specific segment of the road needing the additional widening to five lanes rather than the entirety.
4. **Contingency** - We recommend to keep the \$15.2M in contingency at this stage of the projects due to rising construction costs and the potential for unforeseen conditions. As most of the projects near completion, this contingency may be reduced.
5. **Grants** - Projects in design phase or corridors heavily reduced in scope that will allow for additional roadway improvements are candidates for grants. The Transportation Department will continue to seek funding beyond the Penny to assist with the projects.

ADDITIONAL COMMENTS FOR CONSIDERATION:

The attached Rescope Plan shows:

- A breakdown of each project that was re-evaluated for possible rescoping
- The list of projects that were not originally descoped, therefore not rescoped
- Spears Creek Church Rd. analysis for comparison
- Funding information for each re-evaluated project

ATTACHMENTS:

1. Rescope Plan

ATTACHMENT 1 - RESCOPING INFORMATION

Table 1 below lists the projects that have not yet moved to construction that were descoped in order to bring the program back to within referendum. Table 2 below lists the projects that were not originally descoped and therefore were not evaluated for rescoping.

Table 1 - List of Descoped Projects and Recommended Rescoped Projects

Project	Rescope Recommendation
Atlas Rd. Widening	N
Bluff Rd. Widening Ph. 2	N
Broad River Rd. Widening	Y
Clemson\Sparkleberry Intersection	N
Garners Ferry\Harmon Intersection	Y (Already Approved By Council)
Innovista Ph. 3	Y (Already Approved By Council)
Lower Richland Blvd. Widening	N (Recommend Wait Until Traffic Study Is Updated)
Neighborhood Improvement Projects	N
Pineview Rd. Widening	N
Polo Rd. Widening	N
Screaming Eagle\Percival Intersection	Y
Shop Rd. Extension Ph. 2	N
Shop Rd. Widening	Y
Spears Creek Church Rd.	Y Partial (Already Approved By Council)

Rescoping of three of these projects has already been approved by Council: Garners Ferry\Harmon Intersection, Spears Creek Church Rd., and Innovista Ph. 3.

Table 2 – List of Projects Not Descoped or Rescoped

Blythewood Area Improvements	I-20 Interchange	Resurfacing Program
Blythewood Rd. Widening	Kelly Mill Rd.	Sidewalks
Bull\Elmwood Intersection	Commerce Dr.	Bikeways
Leesburg Rd. Widening	Dirt Road Program	Greenways

Table 3 – Project Cost Data

Project	Referendum	Original Estimate	Descope Estimate	Rescope Estimate
Atlas Rd. Widening	\$17,600,000	\$45,308,464	\$36,300,000	
Bluff Rd. Widening 2	*8,800,000	\$40,341,854	\$3,500,000	
Broad River Widening	\$29,000,000	\$39,663,756		\$39,663,756
Clemson\Sparkleberry	\$5,100,000	\$12,780,946	\$12,500,000	
Garners Ferry\Harmon	2,600,000	\$1,583,878		\$1,583,878
Innovista Ph. 3	*\$5,700,000	\$23,907,450		\$4,088,663
Lower Richland Blvd.	\$6,100,000	\$6,708,092	\$5,000,000	
NIPs	\$52,554,158	\$54,750,456	\$35,100,000	
Pineview Rd. Widening	\$18,200,000	\$39,927,057	\$8,000,000	
Polo Rd. Widening	\$13,875,853	\$15,865,241	\$10,600,000	
Screaming Eagle\Percival	\$1,000,000	\$3,105,147		\$3,105,147
Shop Rd. Ext. 2	*\$42,300,000	\$40,112,788	\$27,000,000	
Shop Rd. Widening	\$33,100,000	\$46,461,612		\$46,461,612
Spears Creek Church Rd.	\$26,600,000	\$49,492,027		\$29,000,000
TOTALS	\$262,530,011	\$420,008,768	\$138,000,000	\$123,903,056
Balance - past projects	\$14,652,052			
New Total	\$277,182,063			
Descope/Rescope Total	\$261,903,056			
Reserve Balance	\$15,279,007			

There was an approximate \$14,652,052 leftover from completed projects, which added to the referendum amount brings the dollar amount available to \$277,182,063.

Atlas Rd. Widening

Original Scope – For the section between Bluff Rd. and Shop Rd., widen the 2-lane section to 3 lanes, and for the section between Shop Rd. and Garners Ferry, widen the 2-lane section to 5 lanes. Install bike lanes and sidewalks along entire length.

Descope - For the section between Shop Rd. and Garners Ferry, widen the 2-lane section to 5 lanes. For the section between Bluff Rd. and Shop Rd., do not perform any widening but only include pedestrian improvements.

Rescope Evaluation – Section between Bluff Rd. and Shop Rd.

- LOS is adequate in design year with the current 2-lane configuration. Adding a third lane would not improve the LOS.
- According to crash data, there were 16 crashes in a 3.6-year period.
 - No fatalities
 - 7 Rear End Collisions – 3-lane section would address these types of crashes
 - 2 Angle Collision - 3-lane section would not address these types of crashes
 - 2 Backed Into Collision - 3-lane section would not address these types of crashes
 - 5 No Collision W/ Motor Vehicle - 3-lane section would not address these types of crashes
- Of the 7 rear-end collisions, none reported any injuries. The small number of these types of collisions along with zero number of injuries provides justification to keep this section of roadway descope.

Recommendation – Do not rescope.

Bluff Rd. Widening Ph. 2

Original Scope – Widen Bluff Rd. from 4 lanes to 5 lanes and install bicycle and pedestrian accommodations between National Guard Rd. and S. Beltline Rd.

Descope – Do not perform any widening or bike\pedestrian improvements. Only perform resurfacing and 6 intersection improvements as needed between National Guard Rd. and Mauney Dr.

- Market Rd.
- Eden St.
- Bluff Industrial Blvd.
- Simmons St.
- Southern Dr.
- Mauney Dr.

Rescope Evaluation –

- Widening to 5 lanes would offer no benefit to the LOS; however, performing the 6 intersection improvements would improve the LOS at these intersections.
- According to crash data, there were 244 crashes in a 3.8-year period between National Guard Rd. and Mauney Dr.
 - 1 Fatality
 - 103 Rear End Collisions – 5-lane section would address these types of crashes
 - 99 Angle Collision - 5-lane section would not address these types of crashes
 - 16 Sideswipe Collisions - 5-lane section would not address these types of crashes
 - 1 Head-On Collision - 5-lane section may address these types of crashes
 - 25 No Collision W/ Motor Vehicle - 5-lane section would not address these types of crashes
- A significant number of the crashes occurred at the intersections. Performing the intersection improvements would provide significant improvement and reduce the number of rear-end collisions and angle collisions. Improvements to be completed include:
 - Installing new turning lanes where there currently are none, as necessary
 - Extending the length of existing turning lanes, as necessary
 - Removing sight distance obstacles
 - Performing access management (this can be performed along entire corridor)

Recommendation – Do not rescope.

Broad River Rd. Widening

Original Scope – Widen the roadway from 2 lanes to 5 lanes between Royal Tower Drive and Dutch Fork Road, and install bike lanes and sidewalks. Also widen the road from 3 lanes to 3 lanes between Dutch Fork Rd. and I-26 (Exit 97). This second portion of the project was removed by Council in March 2017 due to lack of funding and public input.

Descoped – Only widen the road to 3 lanes between Royal Tower Dr. and Dutch Fork Rd. and install turning lanes as necessary at the intersections in the corridor. Bike lanes and sidewalks would still be included.

Rescope Evaluation –

- Overall, the roadway corridor will function at an LOS E in the design year. The traffic study also contains LOS information at 15 intersections that were analyzed.
 - Currently, 8 of the intersections have at least one leg that functions at an LOS of E or F.
 - In the 20 year design, if no work is performed, these same 8 intersections will still have a failing LOS, but none of the other 7 intersections will move into a failing LOS.
 - It is anticipated that by performing intersection improvements at the 8 intersections (including lengthening turning bays, installing new turning lanes, and installing traffic signals where warranted), these intersections will function adequately in the design year.
- In a 3-year period, there were 250 crashes, with 161 of the crashes occurring at the 15 studied intersections. Widening the road to 3 or more lanes would address most these types of collisions.
 - 1 fatality
 - 151 Rear-End Collisions
 - 61 Angle Collisions
 - 9 Sideswipe Collisions
 - 6 Head-On Collisions

Recommendation – Rescope to widen the road from 2 lanes to 5 lanes between Royal Tower Dr. and Dutch Fork Rd. and install bike lanes and sidewalks.

Lower Richland Blvd. Widening

Original Scope - Widening the road from 2 lanes to 5 lanes between Rabbit Run and Garners Ferry Rd. and install bike lanes and sidewalks.

Descope – Do not widen the roadway. Only perform intersection work at Garners Ferry Rd. and install sidewalks from Rabbit Run to Garners Ferry Rd.

Rescope Evaluation –

- LOS for the corridor was not evaluated, but the LOS for the intersections with Rabbit Run and Garners Ferry Rd. was evaluated.
 - LOS at Rabbit Run will be adequate in year 2042
 - LOS at Garners Ferry Rd. will be adequate in year 2042 in the PM but will be inadequate in the AM.
 - A Murphy's Gas Station was recently built at the intersection of Lower Richland and Garners Ferry, and as part of this construction the lanes along Lower Richland Blvd. were updated to meet SCDOT standards. Staff has directed the OET to re-analyze this area to see how it functions with the new lane layout.
- In a 3.5-year period, there were 17 reported crashes in this corridor, and the majority of these took place at or near Garners Ferry Rd.
 - 0 fatalities
 - 11 Rear-End Collisions
 - 4 Angle Collisions
 - 1 Sideswipe Collision
 - 1 Run-Off Road Collision

Recommendation – Do not rescope to widen the road to 5 lanes. Once the OET finishes its analysis, perform any remaining intersection improvements at Garners Ferry Rd. that may still be needed, and install sidewalks from Rabbit Run Rd. to Garners Ferry Rd.

Pineview Rd. Widening

Original Scope – Widen the road from 2 lanes to 3 lanes between Bluff Rd. and Shop Rd, widen the road from 2 lanes to 5 lanes between Shop Rd. and Garners Ferry Rd., perform intersection improvements at Shop Rd., and install bike lanes and sidewalks the entire length.

Descope – Only widen the road between Shop Rd. and Garners Ferry Rd. and only widen it to 3 lanes, and do not install bike lanes or sidewalks due to the area being light industrial\commercial.

Rescope Evaluation –

- Pineview between Bluff Rd. and Shop Rd.
 - LOS is adequate currently and will be in design year 2041.
 - In a 3.2-year period, there were 7 reported crashes in this section of roadway.
 - 4 Run Off Road Collisions
 - 2 Angle Collisions
 - 1 Rear-End Collision
 - 1 Other
- Pineview between Shop Rd. and Garners Ferry Rd.
 - LOS in this section for both current and design year 2041 is a D in the AM and E in the PM. Due to the construction of the Shop Road Extension, it is anticipated that traffic along this section of Pineview Rd. will decrease, thus improving the LOS.
 - In a 3.2-year period, there were 54 crashes in this section of roadway.
 - 0 fatalities
 - 29 Rear-End Collisions
 - 1 Sidewalk Collision
 - 9 Angle Collisions
 - 11 Run Off Road Collisions
 - 4 Other

Recommendation – Do not rescope.

- The section between Bluff Rd. and Shop Rd. currently has an adequate capacity and does not demonstrate a significant safety issue.
- The section between Shop Rd. and Garners Ferry Rd. only has an inadequate capacity during the PM, which is expected to improve once the Shop Rd. Extension Ph. 2 project is complete. The recommended widening to 3 lanes will address the majority of the safety issues.

Polo Rd. Widening

Original Scope – Widen the roadway from 2 lanes to 3 lanes from Two Notch Rd. to Mallet Hill Rd, and install sidewalks and bikeways.

Descope – Do not widen the entire road but only perform intersection improvements as needed through the corridor. Install sidewalks and bikeways.

Rescope Evaluation –

- The current and design year LOS is adequate for this roadway corridor.
- The design year LOS for several intersections in this corridor will be failing.
- In a 3.7-year period, there were 74 crashes in this section of roadway, with 88% of them occurring at an intersection.
 - 0 fatalities
 - 27 Angle Collisions
 - 25 Rear-End Collisions
 - 16 No Collisions with Motor Vehicle
 - 3 Head-On Collisions
 - 3 Sideswipe Collisions

Recommendation – Do not rescope.

Shop Rd. Widening

Original Scope – Widen the roadway from 2 lanes to 5 lanes, and install bike lanes and sidewalks.

Descoped – Widen the roadway from 2 lanes to 3 lanes, and install sidewalks and bike lanes.

Rescope Evaluation –

- Overall, the roadway corridor will function at an LOS E in the design year. The traffic study also contains LOS information at 7 intersections that were analyzed.
 - Currently, 4 of the intersections have at least one leg that functions at an LOS of E or F.
 - After widening the road and installing missing turning lanes at the intersections, 4 of the intersections will still have at least one leg that functions at an LOS of E or F in year 2042.
 - In order to improve these intersections, traffic signals would need to be installed.
- In a 3.9-year period, there were 82 reported crashes.
 - 2 fatalities
 - 38 Rear-End Collisions
 - 20 Angle Collisions
 - 6 Sideswipe Collisions
 - 15 Run Off Road Collisions
 - 3 Other
- A significant number of the crashes occurred at intersections. Performing the intersection improvements would provide significant improvement and reduce the number of rear-end collisions and angle collisions. Improvements to be completed include:
 - Installing new turning lanes where there currently are none, as necessary
 - Extending the length of existing turning lanes, as necessary
 - Installing traffic signals, as necessary
 - Removing sight distance obstacles
 - Performing access management (this can be performed along entire corridor)

Recommendation - Rescope to widen the road to 5 lanes.

Clemson\Sparkleberry Intersection

This project was only descope to remove sidewalks because sidewalks were not called for in the referendum. It is recommended to keep this project descope.

Spears Creek Church Rd. Widening

Original Scope - Widen Spears Creek Church Rd. from 2 lanes to 5 lanes between Two Notch Rd. and Percival Rd.

Descope – Widen the road from 2 lanes to 3 lanes from Two Notch Rd. to Jacobs Mill Pond Rd.\I-20 Ramp

Partial Rescope – Widen the road from 2 lanes to 3 lanes from Two Notch Rd. to Earth Rd. and widen from 2 lanes to 5 lanes from Earth Rd. to I-20 Ramp

Rescope Evaluation –

- In the design year 2047, a 3-lane roadway section from Two Notch Rd. to Earth Rd. will function at a LOS D
- In the design year 2047, a 3-lane roadway section from Earth Rd. to I-20 will function at a LOS F
- In a 3-year period, there were 96 crashes between Two Notch Rd. and the I-20 Ramp
 - 64 Rear-End Collisions
 - 15 Angle Collisions
 - 3 Head-On Collisions
 - 4 Sideswipe Collisions
 - 10 No Collision with Motor Vehicles

Screaming Eagle\Percival Intersection

Original Scope – Close the free-flow right-turning lane from Percival Rd., realign the intersection to bring it to a right angle, widen both roads to provide left and right turn lanes, and install a new traffic signal.

Descope – Do not close the free-flow right lane or realign the intersection, only add a turning lane as needed, and install the traffic signal.

Rescope Evaluation –

- Overall, 3 out of 4 legs of this intersection have an adequate LOS. Vehicles turning left from Screaming Eagle onto Percival are the only ones to experience a failing LOS.
- In a 3.2-year period, there were 5 reported crashes.
 - 0 fatalities
 - 1 Angle Collision
 - 1 Rear-End Collision
 - 3 Out of Control Collisions

Recommendation – Partial rescope. Do not close the free-flow right lane or realign the intersection, but install any additional turning lanes as required by SCDOT's new 2021 Roadway Design Manual as part of the traffic signal installation.

Shop Rd. Extension Ph. 2

Original Scope – Build a new 2-lane roadway from Longwood Rd. to Garners Ferry Rd.

Descoped – There is already an existing road (Montgomery Ln.) in the vicinity of this proposed new road location that ties into Old Hopkins Rd, which ultimately ties into Garners Ferry Rd. The descoped plan for this project is to start the new 2-lane roadway at Longwood Rd. as originally planned, but tie it into Montgomery Ln. instead of installing it all the way to Garners Ferry Ln. This would eliminate the need to install two new railroad crossings and would eliminate the need to close and/or relocate a portion of Montgomery Ln. and would cut down on ROW costs. The descoped would also include making any needed improvements along Montgomery Ln. and Old Hopkins Rd.

Rescope Evaluation –

- Because this is a new roadway, there is no traffic study or crash data to analyze.

Recommendation – Do not rescope.

Neighborhood Improvement Projects

Projects were only descoped to remove landscaped medians and lighting, and it is recommended to keep these descoped.



REQUEST OF ACTION

Subject: FY22 - District 2 Hospitality Tax Allocations

A. Purpose

County Council is being requested to approve a total allocation of **\$10,000** for District 2.

B. Background / Discussion

For the 2021 - 2022 Fiscal Year, County Council approved designating the Hospitality Discretionary account funding totaling \$82,425.00 for each district Council member. The details of these motions are listed below:

Motion List (3rd reading) for FY17: Hospitality Tax discretionary account guidelines are as follows: (a) Establish a H-Tax discretionary account for each Council District; (b) Fund the account at the amount of \$164,850.00; (c) Council members will recommend Agencies to be funded by their allocation. Agencies and projects must meet all of the requirements in order to be eligible to receive H-Tax funds; (d) All Council recommendation for appropriations of allocations to Agencies after the beginning of the fiscal year will still be required to be taken back to Council for approval by the full Council prior to the commitment of funding. This would only require one vote.

Motion List (3rd reading) for FY22, Special Called Meeting – June 10, 2021: Establish Hospitality Tax discretionary accounts for each district in FY22 at the amount of \$82,425. Move that all unallocated district specific H-Tax funding for FY20-21 be carried over and added to any additional funding for FY21-22.

Pursuant to Budget Memorandum 2017-1 and the third reading of the budget for FY22 each district Council member was approved \$82,425.00 to allocate funds to Hospitality Tax eligible organizations of their own discretion. As it relates to this request, District 11 H-Tax discretionary account breakdown and its potential impact is listed below:

Initial Discretionary Account Funding		\$ 82,425
FY2021 Remaining		\$0
	Captain's Hope	\$ 5,000
	Nova Fest	\$5,000
Total Allocation		\$ 10,000
Remaining Balance		\$72,425

C. Legislative / Chronological History

- 3rd Reading of the Budget – June 8, 2017
- Regular Session - May 15, 2018
- 3rd Reading of Budget FY19 June 21 ,2018
- 3rd Reading of the Budget FY20 June 10, 2019
- 3rd Reading of the Budget FY21 June 11, 2020

D. Alternatives

1. Consider the request and approve the allocation.
2. Consider the request and do not approve the allocation.

E. Final Recommendation

Staff does not have a recommendation regarding this as it is a financial policy decision of County Council. The funding is available to cover the request. Staff will proceed as directed.

STATE OF SOUTH CAROLINA)
)
COUNTY OF RICHLAND)

**A RESOLUTION OF THE
RICHLAND COUNTY COUNCIL**

**A RESOLUTION TO APPOINT AND COMMISSION CLINTON CORLEY, JR.
AS A CODE ENFORCEMENT OFFICER FOR THE PROPER SECURITY,
GENERAL WELFARE, AND CONVENIENCE OF RICHLAND COUNTY.**

WHEREAS, the Richland County Council, in the exercise of its general police power, is empowered to protect the health and safety of the residents of Richland County; and

WHEREAS, the Richland County Council is further authorized by Section 4-9-145 of the Code of Laws of South Carolina 1976, as amended, to appoint and commission as many code enforcement officers as may be necessary for the proper security, general welfare, and convenience of the County;

NOW, THEREFORE, BE IT RESOLVED THAT Clinton Corley, Jr. is hereby appointed and commissioned a Code Enforcement Officer of Richland County for the purpose of providing for the proper security, general welfare, and convenience of the County, replete with all the powers and duties conferred by law upon constables, in addition to such duties as may be imposed upon him by the governing body of this County, including the enforcement of the County’s animal control regulations, and the use of an ordinance summons, and with all the powers and duties conferred pursuant to the provisions of Section 4-9-145 of the Code of Laws of South Carolina 1976, as amended. Provided, however, Clinton Corley, Jr. shall not perform any custodial arrests in the exercise of his duties as a code enforcement officer. This appointment shall remain in effect only until such time as Clinton Corley, Jr. is no longer employed by Richland County to enforce the County’s animal control regulations.

ADOPTED THIS THE 20TH DAY OF JULY, 2021.

Paul Livingston, Chair
Richland County Council

Attest: _____
Michelle Onley
Interim Clerk of Council

SPECIAL CALLED MEETING MINUTES

JULY 6, 2021



Richland County
Special Called
July 6, 2021 – 4:00PM
Zoom Meeting
2020 Hampton Street, Columbia, SC 29201

MEMBERS PRESENT: Mr. Livingston, Chair, Yvonne. McBride Vice-Chair, Bill Malinowski, Derrek Pugh, Allison Terracio, Joe Walker, Gretchen Barron, Overture Walker, Jesica Mackey, Cheryl English, and Chakisse Newton

OTHERS PRESENT: Michelle Onley, Kyle Holsclaw, Stacey Hamm, Tamar Black, Sandra Hayes, William Bilton, Lori Thomas, Ashiya Myers, Leonardo Brown, Judy Carter, Chris Cowan, Dale Welch, Randy Pruitt, Elizabeth McLean, Dr. John Thompson, Geonard Price, Zachary Cavanaugh, Harry Polis, and James Hayes.

1. **CALL TO ORDER** – Mr. Livingston called the meeting to order at approximately 4:01.
2. **ADOPTION OF AGENDA** – Ms. Terracio, seconded by Ms. Barron, to approve the agenda as published.

Mr. Malinowski stated, for the record, he does not believe this item is properly before us since Council did not vote to hold Zoom meetings. Therefore, we are picking up where we left off and there is no need for a meeting and/or vote.

In Favor: Pugh, McBride, Livingston, Terracio, J. Walker, Barron, O. Walker, Mackey, and English.

Opposed: Malinowski

Not Present: Newton

The vote was in favor.

3. **TO OFFICALLY TAKE ACTION TO RESUME IN-PERSON COUNCIL MEETINGS EFFECTIVE JULY 13, 2021** – Ms. Barron moved, seconded by Mr. Pugh, to resume all regularly scheduled Council meetings in-person and to allow staff, and other individuals, to convene at alternate locations to maximize public participation.

Mr. Livingston moved, seconded by Mr. Malinowski, to divide the question.

In Favor: Malinowski, Pugh, McBride, Livingston, Terracio, J. Walker, Barron, O. Walker, Mackey, and English,

Not Present: Newton.

The vote was in favor.

Mr. Livingston stated the motion before us is to resume in-person Council meetings on July 13th.

**Special Called
July 6th, 2021**

Ms. Barron moved, seconded by Ms. Terracio, to resume in-person Council meetings effective July 13th.

Ms. Mackey stated, for clarification, we are moving forward with the Administrator's reopening plan presented in the Coronavirus Ad Hoc Committee meeting.

Ms. Barron responded in the affirmative.

Ms. English stated she has a question regarding safety, and the number of person's unvaccinated. She noted Richland County is only 42%, and people with disabilities are at a higher risk of contracting the virus. We need to ensure that all the safety protocols are in place.

Ms. McBride stated she did not recall the reopening plan being presented to full Council.

Ms. Barron stated Mr. Brown reported out the plan to reopen on July 13th. In addition, Chambers has been outfitted to protect staff, Councilmembers and speakers at the podiums. The amount of people allowed in Chambers will be limited. She noted the intent of her motion was to have staff to be able to participate remotely to maximize public participation in Chambers.

Mr. Brown stated everyone entering the facility will go through a security protocol. Chambers will be cleaned and sanitized. Seats will have stickers noting the seating capacity is limited to 61 persons. Face coverings will be required due to being in an enclosed space for more the 15 minutes. Councilmembers, staff seated at the desk, and the speakers at the podium will have barriers on both sides. They are working on a hybrid approach to allow citizens to participate in person or virtually.

Ms. McBride inquired if Councilmembers could Zoom into the meetings.

Mr. Brown responded in the affirmative.

Mr. Malinowski responded Councilmembers would have to make that decision, and not Mr. Brown, based on Council Rules. He noted Council would have to decide to forgo the Rules, unless it was a Special Called meeting we are not allowed to call in. He stated Council will need to decide if they are going to allow remote participation, and how.

Mr. O. Walker inquired if Mr. Brown's plan is to return to in-person meeting, and also to allow the public and Councilmembers the option to attend the meetings virtually.

Ms. Brown responded his plan anticipates adding a resource the County did not previously have.

Mr. Walker inquired if the motion is to go back to in-person meetings, or to approve the plan, which would allow the option for Councilmembers and the public to attend virtually.

Ms. Barron responded her intent was to hold in-person meetings, with the capability of the public having an option to call-in and participate.

Mr. O. Walker offered an amendment to allow Councilmember to attend virtually.

Ms. Barron responded she did not know if she could agree, based on Council Rules.

Ms. McLean responded this would have to be addressed in Council Rules, unless it is a Special Called meeting.

**Special Called
July 6th, 2021**

Ms. Newton inquired, if whatever allows Council to attend by Zoom now, would extend with the return on July 13th.

Ms. McLean responded what allowed Council to meet via Zoom were circumstances, and Council Rules were never addressed. FOIA and the Supreme Court put in emergency provisions to allow us to meet remotely and bypass the normal rules. In a typical situation, and going back to a regular course of business, the rules will need to be addressed to set the exact parameters.

In Favor: Malinowski, Pugh, McBride, Livingston, Terracio, J. Walker, Barron, Mackey and Newton,

Opposed: O. Walker and English

The vote was in favor.

Mr. J. Walker moved, seconded by Mr. Malinowski, for reconsideration.

In favor: McBride, O. Walker, and English

Opposed: Malinowski, Pugh, Livingston, Barron, Mackey and Newton

Present but Not voting: Terracio

The motion for reconsideration failed.

Ms. Barron stated, for clarification, her motion was to allow staff to attend from alternate locations (i.e. Zoom) to allow maximum public participation, per Mr. Brown's plan.

Mr. Livingston noted Council should allow the Administrator to instruct his staff how to move forward.

4. **ADJOURNMENT** – The meeting adjourned at approximately 4:37PM.