

RICHLAND COUNTY COUNCIL

SOUTH CAROLINA

ADMINISTRATION & FINANCE COMMITTEE

September 22, 2015
6:00 PM
County Council Chambers

In accordance with the Freedom of Information Act, a copy of the agenda was sent to radio and TV stations, newspapers, persons requesting notification, and was posted on the bulletin board located in the lobby of the County Administration Building

CALL TO ORDER

Ms. Dixon called the meeting to order at approximately 6:01 PM

APPROVAL OF MINUTES

Regular Session: July 28, 2015 – Ms. Dickerson moved, seconded by Mr. Livingston, to approve the minutes as distributed. The vote in favor was unanimous.

ADOPTION OF AGENDA

Ms. Dickerson moved, seconded by Mr. Livingston, to adopt the agenda as published. The vote in favor was unanimous.

ITEMS FOR ACTION

Amending Section 2-261, Geographic Information System (GIS), so as to eliminate the fees for GIS data – Mr. McDonald stated historically the fee structure was put into place when the GIS system was built. The purpose of the approximately \$30,000 in fees collected is to recoup some of the costs for the County's investment in the hardware and software. There is a provision that allows the County Administrator to waive the fees for a public purpose or a County project. Therefore, the GIS Department, IT Department and Administration not to eliminate the fee structure, but rely on the waiver procedure.

Mr. Washington moved, seconded by Ms. Dickerson, to forward to Council with a recommendation to not approve the ordinance to eliminate the fees for GIS data.

Mr. McDonald stated the GIS data is updated as necessary, but the aerials are updated several years apart.

The vote in favor was unanimous.

Accommodations Tax Grant Reallocation for a Book Festival – Mr. McDonald stated Council appropriated \$9,800 for the Humanities Council, which historically has sponsored the SC Book Festival. Apparently the SC Book Festival is going out of operation; therefore, they will not need the appropriation. A request has been



Council Members Present

Greg Pearce, Chair
District Six

Joyce Dickerson
District Two

Paul Livingston
District Four

Jim Manning
District Eight

Kelvin E. Washington, Sr.
District Ten

Others Present:

Bill Malinowski
Norman Jackson
Torrey Rush
Tony McDonald
Sparty Hammett
Warren Harley
Brandon Madden
Michelle Onley
Larry Smith
Amelia Linder
Roxanne Ancheta
Ismail Ozbek
Daniel Driggers
Quinton Epps
Dwight Hanna
Monique McDaniels
Kim Roberts
Nancy Stone-Collum

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received to transfer the appropriated funds to One Columbia for Arts and History for their Deckle Edge literary festival.

Mr. Livingston moved, seconded by Mr. Washington, to forward to Council with a recommendation to approve the request to reallocate \$9,800 in Accommodations Tax Grant funds that were allocated to the Humanities Council SC for the South Carolina Book Festival to One Columbia for Arts and History for their Deckle Edge literary festival. The vote in favor was unanimous.

Richland County Conservation Department Request to Negotiate Property Purchase/Donation – Mr. Epps stated the Conservation Commission is requesting approval to negotiate the potential purchase of land and acceptance of a donation of an estimated 40-60 acres of land northwest and adjacent to the existing Cabin Branch property for conservation, mitigation and recreational purposes.

Ms. Dickerson moved, seconded by Mr. Livingston, to forward to Council with a recommendation to approve negotiations to purchase several acres and accept a donation of 40 to 60 acres northwest and adjacent to the existing Cabin Branch property for conservation, mitigation and recreational purposes.

Mr. Washington requested the tax revenue information for this property and any future conservation easement the County pursues.

Mr. Epps stated the County is developing this property for ecotourism and agritourism endeavors.

The vote in favor was unanimous.

Conservation Department: Reallocation of Grant Funds – Mr. McDonald stated the Conservation Commission awarded funding to two projects that are not going to be coming to fruition, which left a total of \$26,916 remaining. The Conservation Commission is recommending the funds be re-allocated to the Wiley Kennedy Foundation for pond dam stabilization and trail construction at Bethlehem Nature Wildlife Area.

Mr. Livingston moved, seconded by Ms. Dickerson, to forward to Council with a recommendation to approve the request to reallocate \$26,916 from FY15 funds from two grant projects to benefit Wiley Kennedy Foundation. The vote in favor was unanimous.

Solid Waste – Award of Contract for Solid Waste Engineering Services – Mr. McDonald stated the request is to negotiate and award a contract to Civil & Environmental Consultants, Inc. for the purpose of monitoring and environmental services at the closed portion of the landfill to ensure compliance with SCDHEC regulations.

Ms. Dickerson moved, seconded by Mr. Washington, to forward to Council with a recommendation to approve the negotiation and award of the on-call engineering contract to Civil & Environmental Consultants, Inc. for solid waste permitting and environmental monitoring services for the County's landfill complex. The contract is for five years, renewable on a year-to-year basis.

Mr. McDonald stated there is not a dollar amount identified since the service will be provided on an as-needed basis and will be paid for at an hourly rate.

The vote in favor was unanimous.

Deletion of Chapter 19, Parks and Recreation – Mr. Washington moved, seconded by Mr. Manning, to forward to Council with a recommendation to adopt the ordinance deleting Chapter 19, Parks and Recreation. The vote in favor was unanimous.

Human Resources – Domestic Violence Policy – Mr. McDonald stated the Human Resources Department and Councilwoman Dixon worked together to draft a policy to enhance workplace awareness and capacity to help create a supportive work environment for employees who are impacted by violence.

Mr. Livingston moved, seconded by Ms. Dickerson, to forward to Council with a recommendation to approve the request to institute the domestic violence policy within the County's Human Resources Department guidelines as presented in the agenda packet.

Mr. Malinowski inquired as to whether the Legal Department had reviewed the policy.

Ms. Dixon stated that Legal had reviewed and are in agreement with the policy.

The vote in favor was unanimous.

Sheriff's Department – Budget Amendment for the Purchase of Security Cameras – Mr. McDonald stated this is a request to amend the budget to provide for the purchase of security cameras to be placed throughout the County.

Mr. Washington moved, seconded by Ms. Dickerson, to forward to Council with a recommendation to approve a budget amendment in the amount of \$57,200 for the first year costs to purchase and deploy an additional 33 digital night vision capable cameras boxes (132 total cameras) from Statewide Security by the Sheriff's Department. This approval will allow the technology and technical support to mirror that of Columbia Police Department's cameras.

Major Cowan stated the Sheriff's Department is successfully utilizing 5 cameras currently and also have access to the City's cameras. The cameras requested are mobile; therefore they can have the ability to be moved around in the County. The cameras will be placed in the communities to address specific crime transit issues (i.e. convenience stores that may have a high volume of narcotic or alcohol related activity).

The infrastructure for the security cameras is different than the body cameras. The data for the security cameras will be self-contained in the camera and immediately accessible.

The request will provided 33 boxes and 132 total cameras to the Sheriff's Department at a total cost of \$31,200 for the first year.

Mr. McDonald stated the purchase of the cameras is needed, but the funding of the purchase is problematic. Staff's recommendation is to have the Sheriff's Department absorb the costs of the cameras in the FY15-16 budget or roll discussion into of the purchase into the FY16-17 budget proposal.

Mr. Manning inquired as to when the audit of the last fiscal year will be available for review.

Mr. McDonald stated the audit is typically available by January.

Mr. Washington inquired if the audit would identify the rollover funds.

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Mr. McDonald stated the rollover process has already been completed for FY14-15.

Mr. Pearce made a substitute motion to defer this item and take it up at the 2016 Council Retreat. The motion died for lack of a seconded.

Mr. Manning inquired how the number of cameras requested was formulated.

Major Cowan responded the number was reached based on the number of calls for service in the County and obtaining the best equipment at a minimal cost.

Mr. Washington made a substitute motion, seconded by Ms. Dickerson, to approve this item and direct the Administrator to identify a funding source.

Mr. Livingston made a second substitute motion, seconded by Mr. Pearce, to forward to Council without a recommendation.

FOR

Pearce
Livingston

AGAINST

Dickerson
Washington
Manning

The second substitute motion failed.

FOR

Dickerson
Washington

AGAINST

Pearce
Livingston
Manning

The substitute motion failed.

FOR

Dickerson
Washington
Manning

AGAINST

Pearce
Livingston

The vote was in favor of forwarding this item to Council with a recommendation for approval.

Extension of Lease Agreement for the County Magistrate Office – Mr. Manning moved, seconded by Ms. Dickerson, to forward to Council with a recommendation to approve the request to extend the lease agreement with Woodland Village, LLC for office space for the County’s Waverly Magistrate Office located at 2712 Middleburg Drive through September 14, 2017.

Mr. Malinowski stated according to the documentation in the agenda packet the lease was signed on August 6, 2015 and will commence on September 15, 2015; therefore, it appears this is a done deal.

Mr. McDonald stated typically if a lease is not renewed by the end date, the lease goes month-to-month until the lease is renewed.

Staff recommends moving forward with a 2 year lease renewal, instead of the usual 5 years. The County is moving forward with the capital program to move the magistrates out of leased facilities.

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Mr. Malinowski also expressed concern that the request was not brought to committee in a timely fashion.

Mr. Manning inquired if the wording of the documentation in the agenda packet was inaccurate.

Mr. McDonald stated it is his opinion the wording is not completely accurate because until Council approves the extension it is not an approved extension and would revert to a month-to-month lease.

Mr. Smith stated agreements that are entered into require Council approval; therefore, until Council takes formal action the lease will not become legally binding.

Mr. Manning stated there is still not an accurate paper trail since what staff is stating is not what is reflected in the documents in the agenda packet.

Mr. Manning inquired why it was not reflected the lease was month-to-month pending Council's approval for a two year extension.

Mr. McDonald deferred to Judge Simon for a response to Mr. Manning's inquiry since Judge Simon drafted the ROA for this item.

Mr. Jackson stated his understanding is the lease was negotiated to a certain date. The date notated on the lease is irrelevant until Council takes action and approves the document.

Mr. Harley stated negotiations with the property owner took place during Council's August recess.

Ms. Dickerson requested a clean version of the document prior to it being taken up by full Council.

Mr. Malinowski requested a copy of the original lease that outlines the details.

Mr. McDonald stated typically with an extension the entire lease is not rewritten but an addendum is attached (i.e. "Lease Extension Agreement").

Mr. Harley stated the end time dates is what is reflected in the "Lease Extension Agreement", as well as, the projected dates the document would have been before Council.

POINT OF PERSONAL PRIVILEGE – Mr. Manning questioned why the review section is included in the ROA since the comment is typically "Policy decision left to Council's discretion." Therefore, maybe this section is obsolete and should be removed from the ROA document.

Mr. Pearce recommended that Mr. Manning submit a motion to that effect.

The vote was in favor of forwarding this item to Council with a recommendation for approval.

ITEMS PENDING ANALYSIS: NO ACTION REQUIRED

Motion Regarding the County Administrator Form of Government – No action was taken.

Motion to Review County's Human Resource Policy – No action was taken.

ADJOURNMENT

The meeting adjourned at approximately 6:50 PM.

The Minutes were transcribed by Michelle M. Onley, Deputy Clerk of Council