

# **RICHLAND COUNTY COUNCIL ADMINISTRATION AND FINANCE COMMITTEE**

Kit Smith  
District 5

Mike Montgomery  
District 8

Paul Livingston  
District 4

Greg Pearce  
District 6

Damon Jeter  
District 3

*January 23, 2007*

*6:00 PM*

*Revised*

**Richland County Council Chambers  
County Administration Building  
2020 Hampton Street**

**Call to Order**

**Election of Chair**

**Approval of Minutes** – November 28, 2006: Regular Session Meeting [Pages 3 – 6]

**Adoption of Agenda**

## **I. Items for Action**

**A. An ordinance amending the Richland County Code of Ordinances, Chapter 2, Administration; Article X, Purchasing; Division 2, Competitive Purchasing Policy; Section 2-598, General Provisions; Subsection (A): So as to exempt certain contracts from the county's requirements under this article**

[Pages 7 – 10]

**B. Ordinance amending the Richland County Code of Ordinances, Chapter 2, Administration; Article VI, Elected and Special Officers; Section 2-262, Salaries of Certain Elected Officials; So as to provide for the salaries of such officials and for subsequent pay increases**

[Pages 11 – 14]

**C. Sheriff's Department: Request to approve a \$25,000 grant from the SC Budget and Control Board for the Graffiti Abatement Program (No match or personnel)**

[Pages 15 – 17]

**D. Animal Shelter MOU (Referred by Council motion)**

[Back up information will be provided to Council prior to the committee meeting.]

## **II. Items for Discussion / Information**

There are no items for discussion/information.

## **III. Items Pending Analysis**

There are no items pending analysis.

## **Adjournment**

Staffed by: Joe Cronin

# MINUTES OF



## RICHLAND COUNTY COUNCIL ADMINISTRATION AND FINANCE COMMITTEE TUESDAY, NOVEMBER 28, 2006 6:00 P.M.

*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.*

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### MEMBERS PRESENT

Chair: Kit Smith  
Member: Paul Livingston  
Member: Joseph McEachern  
Member: Valerie Hutchinson  
Member: Mike Montgomery

**ALSO PRESENT:** Bernice G. Scott, L. Gregory Pearce, Jr., Joyce Dickerson, Michielle Cannon-Finch, Milton Pope, Tony McDonald, Roxanne Matthews, Joe Cronin, Larry Smith, Amelia Linder, Stephany Snowden, Sherry Wright-Moore, Anna Almeida, Geo Price, Michael Criss, John Cloyd, Daniel Driggers, Monique Walters, Michelle Onley

### CALL TO ORDER

The meeting started at approximately 6:01 p.m.

### APPROVAL OF MINUTES

**October 24, 2006 (Regular Session)** – Ms. Hutchinson moved, seconded by Mr. McEachern, to approve the minutes as submitted. The vote in favor was unanimous.

### ADOPTION OF AGENDA

Ms. Smith stated that Item I had been added after the agenda deadline and if committee members took exception to this item being on the agenda they had a right.

Mr. Pope requested that the Recreation Consultant Work Session be added to the agenda. Ms. Smith stated that would be added as Item J.

Mr. McEachern moved, seconded by Mr. Montgomery, to approve the agenda as amended. The vote in favor was unanimous.

**ITEMS FOR ACTION**

**Assessor's Office: Budget Amendment to Increase the Starting Salary for the Vacant Appraiser I Position and Funding for an Additional Appraiser I Position** – Mr. John Cloyd gave a brief explanation of this request.

A discussion took place.

Mr. Livingston moved, seconded by Ms. Hutchinson, to forward the request for the increase in starting salary to Council with a recommendation for approval and to evaluate the additional position in the 2007-2008 budget.

A discussion took place. Mr. Livingston withdrew the motion.

Mr. Livingston moved, seconded by Mr. Hutchinson, to forward this item to Council without a recommendation. The vote in favor was unanimous.

**Approval of Homeless Management Information Systems (HMIS) Grants** – Mr. Montgomery moved, seconded by Mr. McEachern, to forward this item to Council with a recommendation for denial.

A discussion took place. Mr. Montgomery withdrew the motion.

Mr. Montgomery moved, seconded by Mr. McEachern, to forward this item to Council with a recommendation for approval. The vote in favor was unanimous.

**Farmers' Market Independent Construction Manager** – Mr. Livingston moved, seconded by Mr. Montgomery, to forward this item to Council with a recommendation for approval. The vote in favor was unanimous.

**Public Hearing and Resolution in Support of JEDA Bond Issue for Palmetto Health Alliance** – Ms. Hutchinson moved, seconded by Mr. Montgomery, to forward this item to Council with a recommendation for approval. The vote in favor was unanimous.

**Industrial Park Account: Budget Amendment (\$50,000)** – Mr. Livingston moved, seconded by Ms. Hutchinson, to forward this item to Council with a recommendation for approval. The vote in favor was unanimous.

**Software Purchase for Human Resources/Finance** – Ms. Hutchinson moved, seconded by Mr. Livingston, to forward this item to Council with a recommendation for approval. The vote in favor was unanimous.

**Microsoft Licensing** – Mr. Livingston moved, seconded by Mr. Montgomery, to forward this item to Council with a recommendation for approval. The vote in favor was unanimous.

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**Funding for Columbia City Ballet (\$5,000)** – Mr. Livingston moved, seconded by Ms. Hutchinson, to forward this item to Council without a recommendation.

A discussion took place.

**POINT OF ORDER** – Mr. McEachern inquired if Council had previously voted on this item.

Mr. McEachern made a substitute motion to forward this item to Council with a recommendation for denial, seconded by Mr. Montgomery. The vote in favor was unanimous.

**Funding for All-American Community Idol/Columbia Festival of Arts (\$159,000)** –

A discussion took place.

Mr. McEachern moved, seconded by Mr. Hutchinson, to forward this item to Council without a recommendation and to have staff's recommendations available at the Council meeting.

Mr. Livingston moved to forward this item to Council with a recommendation for approval and to have staff's recommendations available at the Council meeting. The motion died for lack of a second.

The vote in favor was unanimous.

**Recreation Consultant Work Session** – Mr. McEachern moved, seconded by Mr. Montgomery, to hold a work session on December 12<sup>th</sup> at a time to be determined by staff. A discussion took place.

Mr. McEachern withdrew the motion.

Mr. McEachern moved, seconded by Mr. Montgomery, to schedule a work session on December 5<sup>th</sup> at 4:00 p.m. and reserve a place on the Council agenda for a report on this item. The vote in favor was unanimous.

**ITEMS FOR DISCUSSION/INFORMATION**

**Update on Personnel Policies and Procedures** – Mr. Pope suggested that this item be taken up during the Council Retreat.

**Adoption of Financial Plan** – Mr. Pope stated that this item will be taken up at the next committee meeting.

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**Recreation Items:**

- 1. Recreation Bond (\$26,000,000)**
- 2. Bible Way Foundation/Recreation Commission Property**

A discussion took place.

Mr. Montgomery moved, seconded by Mr. McEachern, to direct staff to work with the Recreation Commission on the issues set forth in the budget proviso and bring back a report and proposal, in order that a Council work session may be scheduled. The vote in favor was unanimous.

**December A&F Committee Meeting Date** – Mr. Livingston moved, seconded by Mr. McEachern, to not hold a committee meeting in December and place all urgent items on the Council agenda in January. The vote in favor was unanimous.

**ADJOURNMENT** – The meeting adjourned at approximately 6:57.

Submitted by,

Kit Smith, Chair

The minutes were transcribed by Michelle M. Onley

## Richland County Council Request for Action

**Subject:** Amendment to County Code of Ordinances (Purchasing)

### A. Purpose

County Council is requested to consider an amendment to the County Code that would allow for greater flexibility for County Council to act outside the parameters of the Purchasing Ordinance when Council finds the situation merits such action.

### B. Background / Discussion

The County Code (Section 2-590 et seq.) in its present form delineates a strict set of procedures for the competitive bidding process. In recent months, several occasions have arisen where it appears that County Council could have benefited from discretion from the rigidity of the present ordinance. In furtherance of that goal, we have drafted an amendment to the County Code which would allow County Council to contract outside of the Purchasing Ordinance if an ordinance is passed specifically expressing the intent to do so. This amendment would allow for greater flexibility in certain situations while also providing for checks and balances in the form of the ordinance process.

### C. Financial Impact

There is no known financial impact associated with this request.

### D. Alternatives

1. Approve the ordinance amendment.
2. Deny the ordinance amendment.

### E. Recommendation

Recommend approval of the amendment.

**Recommended by:** Larry Smith

**Department:** Legal

**Date:** 1/9/07

### F. Reviews

#### Finance

Reviewed by: Daniel Driggers

Date: 1/19/07

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: No recommendation...this is a policy decision for Council based on input from Legal and Procurement.

**Procurement**

Reviewed by: Rodolfo Callwood

✓ Recommend Council approval

Comments regarding recommendation:

Date: 1/19/07

Recommend Council denial

**Legal**

Reviewed by: Amelia Linder

✓ Recommend Council approval

Comments regarding recommendation:

Date: 1/19/07

Recommend Council denial

**Administration**

Reviewed by: Tony McDonald

✓ Recommend Council approval

Comments regarding recommendation: Recommend approval based on input from the County Attorney and Procurement Director.

Date: 1/19/07

Recommend Council denial

STATE OF SOUTH CAROLINA  
COUNTY COUNCIL FOR RICHLAND COUNTY  
ORDINANCE NO. \_\_\_\_-07HR

AN ORDINANCE AMENDING THE RICHLAND COUNTY CODE OF ORDINANCES, CHAPTER 2, ADMINISTRATION, ARTICLE X, PURCHASING; DIVISION 2, COMPETITIVE PURCHASING POLICY; SECTION 2-598, GENERAL PROVISIONS; SUBSECTION (A); SO AS TO EXEMPT CERTAIN CONTRACTS FROM THE COUNTY'S REQUIREMENTS UNDER THIS ARTICLE.

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

SECTION I. The Richland County Code of Ordinances, Chapter 2, "Administration", Article X, "Purchasing", Division 2, "Competitive Purchasing Policy"; Section 2-598, General Provisions; Subsection (a); is hereby amended by the deletion of the language contained therein and the substitution of the following language:

Sec. 2-598. General Provisions.

(a) All public purchases shall be made in a manner which provides for the greatest economy for the taxpayer, the fairest selection of vendor, and the prevention of conflicts of interest. Towards this end, it shall be the policy of the county that, whenever practical, leases, goods, and services required by county agencies shall be procured through a competitive purchasing policy which may be achieved through competitive bidding or through requests for proposals; provided, however, contracts that are specifically approved by a county ordinance are exempt from the provisions of this Article.

Professional services shall be procured as set forth in section 2-600 of this Code, unless otherwise prohibited by law.

The method of contracting known as "design/build" wherein the successful vendor shall perform a "turnkey" project to include all architectural, engineering, construction and other services necessary to provide a complete facility, is expressly authorized. The contractor shall identify the architects and engineers he proposes to use in his bid or proposal and shall coordinate all activities of said architects, engineers, designers, subcontractors, suppliers and others involved in the project to provide a completed facility meeting contract requirements, and shall insure compliance with all other applicable county, state or federal laws. When the "design/build" concept is utilized through competitive bidding or requests for proposal, then the requirements that architectural and engineering services be procured under section 2-600 of this division shall be waived.

The "design/build" method of contracting shall only be employed when the county council determines that the utilization of such method is in the best interest of the county.

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 \_\_\_\_\_, 2007.

RICHLAND COUNTY COUNCIL

BY: \_\_\_\_\_  
\_\_\_\_\_, Chair

ATTEST THIS THE \_\_\_\_\_ DAY

OF \_\_\_\_\_, 2007

\_\_\_\_\_  
Michielle R. Cannon-Finch  
Clerk of Council

RICHLAND COUNTY ATTORNEY'S OFFICE

\_\_\_\_\_  
Approved As To LEGAL Form Only  
No Opinion Rendered As To Content

First Reading:  
Second Reading:  
Public Hearing:  
Third Reading:

## Richland County Council Request of Action

**Subject:** Ordinance amendment that would add the Probate Judge to the list of elected officials who receive a re-election salary increase at the time the new term of office begins.

### **A. Purpose**

The County Council is requested to approve an ordinance amendment that would add the Probate Judge to the list of elected officials who receive a re-election salary increase at the time the new term of office begins.

### **B. Background / Discussion**

In 2000, the County Council adopted a pay plan for elected officials, to include annual salary increases, because the County's elected officials are not covered by the Performance Enhancement Program (PEP) by which all other County employees receive pay increases. The elected officials' pay plan includes the Auditor, Treasurer, Clerk of Court, Coroner and Sheriff, and provides for annual increases equal to the Consumer Price Index (CPI) for the year the increase is given. The plan further calls for an additional 5 percent increase upon the re-election of each elected official included in the plan.

The Probate Judge was not included in the plan because, as provided by State law, the Probate Judge's salary adjustments track State employee salary increases each year, which are determined by the State. The Probate Judge has requested, however, that her position should be included in the elected officials pay plan, but only for the 5 percent increase upon re-election to office. The Probate Judge has further requested that the inclusion of her position, if approved by the Council, be made retroactive, meaning that she would receive two 5 percent increases, one for her re-election in 2002 and one for her re-election in 2006.

### **C. Financial Impact**

The cost to include the Probate Judge in the elected officials pay plan, for re-election increases only, and to make the application of the plan retroactive is approximately \$17,000. If the plan is not applied retroactively and is applied from this year (2007) forward, the cost is approximately \$4,400.

### **D. Alternatives**

The following alternatives should be considered:

1. Approve the request to include the Probate Judge in the elected officials pay plan, for re-election increases only, and apply the plan retroactively.
2. Approve the request to include the Probate Judge in the elected officials pay plan, for re-election increases only, but not apply the plan retroactively.
3. Do not approve the request to include the Probate Judge in the elected officials pay plan.



STATE OF SOUTH CAROLINA  
COUNTY COUNCIL FOR RICHLAND COUNTY  
ORDINANCE NO. \_\_\_\_-07HR

AN ORDINANCE AMENDING THE RICHLAND COUNTY CODE OF ORDINANCES, CHAPTER 2, ADMINISTRATION; ARTICLE VI, ELECTED AND SPECIAL OFFICERS; SECTION 2-262, SALARIES OF CERTAIN ELECTED OFFICIALS; SO AS TO PROVIDE FOR THE SALARIES OF SUCH OFFICIALS AND FOR SUBSEQUENT PAY INCREASES.

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

SECTION 1. The Richland County Code of Ordinances, Chapter 2, Administration, Article VI, Elected and Special Officers, Section 2-262, "Salaries of Certain Elected Officials," is hereby amended to read as follows:

Sec. 2-262. Salaries of certain elected officials.

(a) ~~This section shall apply to the following elected officials: auditor, clerk of court, coroner, sheriff, and treasurer. These officials shall be excluded from the County's pay and classification plan: auditor, clerk of court, coroner, probate judge, sheriff, and treasurer.~~

(b) The salary of the auditor, clerk of court, coroner, sheriff, and treasurer shall be determined through the County's budget process, and does not include any supplemental appropriations from the state of South Carolina or from any other source.

(c) Each year the elected officials listed in (b), above, shall receive a pay increase commensurate with the percentage increase of the Consumer Price Index (CPI) over the previous year, which number is distributed to the County from the State Department of Revenue through the South Carolina Association of Counties for budgetary purposes, but not to exceed 4% for that year; provided, however, elected officials' salaries shall be reviewed at the same time that other County positions are reviewed for market comparisons, but in no event longer than three years. If it is determined that an elected official's salary is higher than others surveyed in similar sized counties, the elected official shall not receive a CPI pay increase for the first year following such review. Pay increases, when applicable, shall take effect starting with the first pay period in July.

(d) Upon re-election, the elected officials listed in (a), above, shall receive a 5% pay increase, which shall take effect at the beginning of the new term of office.

(e) A newly elected official, or an individual appointed to fill an existing term of office, shall receive the salary of the previous incumbent, but shall not receive the 5% pay increase that re-elected officials receive.

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 enforced from and after \_\_\_\_\_, 2007.

RICHLAND COUNTY COUNCIL

BY: \_\_\_\_\_  
Joseph McEachern, Chair

ATTEST this the \_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
Michielle R. Cannon-Finch  
Clerk of Council

RICHLAND COUNTY ATTORNEY'S OFFICE

\_\_\_\_\_  
Approved As To LEGAL Form Only  
No Opinion Rendered As To Content

First Reading:  
Second Reading:  
Public Hearing:  
Third Reading:

## Richland County Council Request of Action

**Subject:** Sheriff's Department: Grant Match Approval/No Personnel/No Match

### A. Purpose

County Council is requested to approve 1 grant in the amount of \$25,000. There is no match request for this program.

### B. Background / Discussion

This application became available after the grant budget request was submitted and there was no longer an avenue to request additional funds. A grant application was made to the SC Budget and Control Board for graffiti abatement, and educational supplies. This grant has no personnel, or match fund requirements. A general synopsis of the program is attached. A full copy of the application may be obtained from the Grant Development Manager, Ms. Audrey Shifflett.

These projects were designed to a direct need within our agency and the communities in which we serve.

### C. Financial Impact

	<b>Amount</b>
Match funding request	\$0
<b>Total</b>	<b>\$0</b>

### D. Alternatives

4. Accept the grant award.
5. Do not approve and refuse to accept the grant.

### E. Recommendation

The Sheriff's Department recommends that Council approve the grants amounting to 25,000.00

**Recommended by:** Hubert F. Harrell, Chief Deputy    **Dept.:** Sheriff's    **Date:** 01-17-07

### F. Reviews

#### Grants

Reviewed by: Audrey Shifflett

Date: 01-17-07

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: This is a grant from the State Competitive Grants Committee; the proposal was recommended to the committee by Senator Joel

Lourie. All funds will be used for paint and equipment to clean graffiti and “gang tags” in the County. Full grant narrative follows below.

**Finance**

Reviewed by: Daniel Driggers

Date: 1/18/07

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

**Legal**

Reviewed by: Amelia R. Linder

Date: 1/19/07

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

**Administration**

Reviewed by: Tony McDonald

Date: 1/19/07

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

## **Graffiti Abatement Program (GAP)**

The Richland County Sheriff's Department (RCSD) requests \$25,000 to implement a graffiti removal, education, and enforcement program in Richland County. Graffiti trashes our community, and when left unmonitored, becomes prevalent. Various communities have gang activity, and graffiti is a problem. Graffiti lowers property values, invites criminal activity beyond the vandalism, and ultimately lowers the economic health of our community. Furthermore, certain types of graffiti contain messages and threats from gang members. This and all other types of such vandalism need to be documented and removed as soon as possible. We will educate our communities about graffiti, tagging, and vandalism through an educational component that will be used for presentations to churches, schools, and community organizations. Our agency will enforce the laws regarding the defacement of private and public property to the fullest extent of the law, so citizens will know the consequences of these actions.

Program implementation requires a trailer with a mounted, heated, belt-driven pressure washer, a water tank, paint and paint removal supplies, paint accessories such as rollers and gloves, one high powered pressure washer, and graffiti/gang educational DVDs (totaling approximately \$25,000). There are no personnel costs associated with this program funding request. The Community Action Team and the Gang Unit of the Richland County Sheriff's Department will be the primary leaders of this project, and will utilize the Richland County Sheriff's Department's volunteer alumni association for project implementation. The proposed project period is January 1, 2007 through June 30, 2007. The equipment and educational supplies will be ordered and received by March 2007. Abatement and educational presentations will start no later than April 2007 and continue throughout the project period with a June 30, 2007 end date. Documentation will be maintained of educational presentations and abatement during the project period, and a final report will be submitted to the State of South Carolina through the Budget and Control Board before the end of June 2007.