

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

Kit Smith, Chair  
District 5

Mike Montgomery  
District 8

Paul Livingston  
District 4

Joseph McEachern  
District 7

Valerie Hutchinson  
District 9

*Special Called Meeting  
October 3, 2005  
4:30 pm*

**Fourth Floor Back Conference Room  
County Administration Building  
2020 Hampton Street**

## **Call to Order**

## **Adoption of Agenda**

### **I. Items for Action**

#### **A. Sheriff's Requests**

##### **1. Expenditure Request**

[Pages 2 - 3]

##### **2. Ordinance Authorizing the Collection of a Special Duty Administrative Service Fee**

[Pages 4 - 7]

##### **3. SRO Budget Amendment**

[Pages 8 - 10]

##### **4. Victim's Assistance Budget Amendment**

[Pages 11 - 12]

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

There are no items for discussion/information.

### **IV. Items Pending Analysis**

There are no items pending analysis.

## **Adjournment**

Staffed by: Joe Cronin

# Richland County Council Request of Action

**Subject:** Sheriff's Department: Expenditure Request

## A. Purpose

Pursuant to Ordinance Number 069-04HR, sec 22a, the Sheriff submits a one-time Material Project equipment expenditure using funds from Special Duty Administrative Fees collected in FY2004/2005.

## B. Background / Discussion

The Sheriff's Department would like to purchase 10 Portable Radios and 100 Tasers from the Sheriff's Special Duty Administrative fees. The portable radios are necessary to outfit reserve deputies when they are on duty. The tasers will be issued to line deputies and provide them with a non-lethal alternative in combative situations. There is no adverse impact on the general fund.

## C. Financial Impact

Potable Radios (10 @ \$4000 ea)	\$ 40,000
Tasers (100 @ \$1,000 ea)	\$127,000
<b>Total</b>	<b>\$167,000</b>

## D. Alternatives

1. Approve the request as set forth in the Ordinance.
2. Do not approve the request.

## E. Recommendation

The Sheriff's Department recommends that Council approve this request.

**Recommended by:** Hubert F. Harrell, Chief Deputy      **Department:** Sheriff's Department  
**Date:** 9/14/2005

## F. Reviews

### Finance

Reviewed by (Finance Dir.): Carrie Neal

✓ Recommend Council approval

Comments regarding recommendation:

Date: 9/28/2005

Recommend Council denial

Reviewed by (Budget Dir.): Daniel Driggers

✓ Recommend Council approval

Date: 9/28/05

Recommend Council denial

Comments regarding recommendation: Approval would require a budget amendment to increase sheriff budget using GF-fund balance as revenue source. Total net \$ booked from fee for FY 05 is \$409,154. Council previously allocated \$200,000 from fee to increase sheriff fuel account.

**Legal**

Reviewed by: Amelia Linder

Date: 9/29/05

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Both alternatives appear to be legally sufficient; therefore this request is at the discretion of Council.

**Administration**

Reviewed by: Administration

Date: 9-30-05

Recommend Council approval

Recommend Council Denial

Comments regarding recommendation: Recommend approval of the request to purchase equipment. Recommend, if the Council chooses to approve this request, that sufficient amounts of these funds first be applied to the Sheriff's fuel deficit ending FY04/05. Any remaining funds under the Council's Ordinance could be used to fund this request **OR** the Council could fund this entire request from current 05/06 Fund Balance. The latter is not recommended.

## Richland County Council Request of Action

**Subject:** Sheriff's Department: Ordinance Authorizing the Collection of a Special Duty Administrative Service Fee

### A. Purpose

County Council is requested to approve a Budget Amendment for the General Fund Annual Budget (Ordinance No. 038-05HR) to add a \$5.00 per hour administrative services fee to Sheriff Department Assignments for "Special Duty" agreements.

### B. Background / Discussion

In FY 2004/2005 county council authorized the Sheriff to collect a \$5.00 per hour "Administrative Fee" from all Special Duty Assignments to offset costs associated with the use of county equipment and administrative costs necessary to manage the program. The Sheriff is requesting that Council reauthorize collection of the fee for FY 2005-06. Consistent with the ordinance, the funds collected from the administrative fee will be used to offset petrol, lubricants, and other administrative costs. The Sheriff anticipates that approximately \$370,000 will be collected in 2005-2006.

### C. Financial Impact

Because the administrative service fees are paid by those contracting with the Department, there is no direct financial impact to the County.

### D. Alternatives

1. Approve the Sheriff's request to allow the program to continue as well as provide some relief for program expenses.
2. Do not approve the request, which may cause adverse effects on the budget.

### E. Recommendation

The Sheriff's Department recommends that Council approve this request.

**Recommended by:** Hubert F. Harrell, Chief Deputy

**Department:** Sheriff's Department

**Date:** 9/14/2005

### F. Reviews

#### Finance

Reviewed by (Finance Dir.): Carrie Neal

Recommend Council approval

Comments regarding recommendation:

Date: 9/28/2005

Recommend Council denial

Reviewed by (Budget Dir.): Daniel Driggers      Date: 9/28/05

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Approval would require two budget amendments; one to establish the fee and one to allocate the funds and increase the sheriff budget. This appears to increase the sheriff fuel budget by \$370,000. There is currently another budget amendment before council to increase the sheriff fuel by \$242,000. Together, these two budget amendments would add \$612,000 to the Sheriff's 2005-2006 fuel account.

### **Legal**

Reviewed by: Amelia Linder

Date: 9/29/05

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Both alternatives appear to be legally sufficient. However, it should be noted that the goal of collecting the administrative fee has changed from last year – FROM: “The goal of collecting this revenue in fiscal year 2005 will be to offset a projected shortfall in petrol oil & lubricants; however, should any additional budget shortfalls appear as a result of cost cutting measures during fiscal year 2005, and provided that surplus administrative services fees have been collected and deposited as Sheriff Administrative Fee revenue in the General Fund, the Sheriff has the option to request additional budget amendment(s) with the excess fees as supporting revenue to offset the budget shortfall.” TO: “The goal of collecting this revenue in fiscal year 2005-2006 will be to offset the cost of the additional use of petrol oil and lubricants, and for the cost of administrative management of special duty assignments.”

### **Administration**

Reviewed by: Administration

Date: 9-30-05

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Recommend approval of the two budget amendments; one to establish the fee and one to allocate the funds and increase the Sheriff's budget. Recommend the approval of the ordinance with an amendment that any request for un-allocated funds be made prior to the end of any given fiscal year with enough notice to pass a Budget Amendment. Further recommend approval of the Budget Amendment to address a \$242,000 projected fuel deficit for FY 05/06.

STATE OF SOUTH CAROLINA  
COUNTY COUNCIL FOR RICHLAND COUNTY  
ORDINANCE NO. \_\_\_\_-05HR

AN ORDINANCE AMENDING THE FISCAL YEAR 2005-2006 GENERAL FUND ANNUAL BUDGET (ORDINANCE NO. 038-05HR) TO ADD A \$5.00 PER HOUR ADMINISTRATIVE SERVICES FEE TO SHERIFF DEPARTMENT ASSIGNMENTS FOR "SPECIAL DUTY" AGREEMENTS. THIS WILL AUTHORIZE THE CHARGE, COLLECTION, AND DISPOSITION OF THE STATED FEE.

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 fiscal year 2005-2006 General Fund Annual Budget (Ordinance No. 038-05HR) is hereby amended to establish a \$5.00 per hour administrative services fee for Sheriff Department assignments for "special duty" agreements, as follows:

Section 22a. Richland County hereby enacts the implementation of an Administrative Service Fee of \$5.00 per hour, to be collected by the Sheriff from parties who request special duty services, and which are authorized by the Sheriff, beginning July 1, 2005, and for the duration of fiscal year 2005-2006 only. Funds collected by the Sheriff that are derived from the \$5.00 per hour administrative fee for special duty services shall be deposited directly into a Sheriff Administrative Fee revenue account in the General Fund. The goal of collecting this revenue in fiscal year 2005-2006 will be to offset the cost of the additional use of petrol oil and lubricants, and for the cost of administrative management of special duty assignments. The Sheriff and the Finance Director will assess the status of fees collected to date at the end of fiscal year 2006. The fees are not for the purpose of supplanting the Sheriff General Fund Operating Budget. Other options at the discretion of the Sheriff and County Council for possible consideration at year end are as follows: continue the fee for subsequent fiscal years, encumber a portion of the General Fund Balance for one-time, material projects not planned for but supported by excess fees collected and not spent.

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 \_\_\_\_\_, 2005.

RICHLAND COUNTY COUNCIL

BY: \_\_\_\_\_

Anthony G. Mizzell, Chair

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

OF \_\_\_\_\_, 2005

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

RICHLAND COUNTY ATTORNEY'S OFFICE

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

# Richland County Council Request of Action

**Subject:** Sheriff's Department: SRO Budget Amendment

## A. Purpose

County Council is requested to approve a Budget Amendment to allow the Sheriff's Department to transfer into its budget the amount of \$ 219,736 from funds received from School Districts 1, 2, Richland/ Lexington 5 and Heathwood Hall, to reimburse the incidental costs of providing School Resource Officers.

## B. Background / Discussion

The Sheriff's Department has contracted with each of the above school districts and expects to collect \$573,704 collectively, from the School Districts, which are intended to share the costs of providing School Resource Officers. The Sheriff is requesting that the following line items be reimbursed from these funds to offset the costs incurred by this program;

- Line Item 2010.5221.1 (Radio Service) \$49,248  
Provides for 800mhz radio usage by SRO's.
  
- Line Item 2010.5262 (Beepers and Cell Phones) \$57,888  
Provides for Nextel usage on campus and communications between schools without tying up radio circuits.
  
- Line Item 2010.5244 (Uniforms and Equipment) \$42,600  
Each Deputy is provided a replacement uniform each year  
As well as replacement of depleted equipment.
  
- Line Item 2010.5264 (Employee Training) \$70,000  
Provides for SRO re-certification, DARE re-certification  
And D.A.R.E training.

Inclusion of these funds into the budget will allow the Sheriff to continue normal law enforcement operations without a drain on his resources, and continue to provide critical security for our schools.

## C. Financial Impact

Line Item 2010.5221.1	\$ 49,248
Line Item 2010.5262	\$57,888
Line Item 2010.5244	\$42,600
Line Item 2010.5264	\$70,000
<b>Total</b>	<b>\$219,736</b>



**D. Alternatives**

1. Approve the request and allow the Sheriff to continue normal operations without a drain on his allocated resources.
2. Do not approve the request and cause the Sheriff to defer other duties and obligations to continue the program

**E. Recommendation**

The Sheriff’s Department recommends that Council approve this request.

**Recommended by:** Hubert F. Harrell, Chief Deputy      **Department:** Sheriff’s Department  
**Date:** 9/14/2005

**F. Reviews**

**Finance**

Reviewed by (Finance Dir.): Carrie Neal      Date: 9/28/2005  
 Recommend Council approval       Recommend Council denial  
Comments regarding recommendation:

Reviewed by (Budget Dir.): Daniel Driggers      Date: 9/28/05  
 Recommend Council approval       Recommend Council denial  
Comments regarding recommendation: Recommendation based on the fact that approval would authorize the use of FY 06 SRO funds; however, these funds were approved during the budget process as a revenue source to the GF in the amount of \$540k. If Council approves the request it would require a budget amendment with two actions: one - increase the sheriff budget by \$219,736 and two – identify and appropriate other funds to cover general fund revenue shortfall. Additional note: Below is a reconciliation of booked SRO funds for FY 05:

Budget		\$822,650
\$ Booked	637,292	
Reimbursed to sheriff	<u>(404,261)</u>	
Net \$ Booked		<u>233,031</u>
Surplus (shortfall) to Budget		(589,619)

**Legal**

Reviewed by: Amelia Linder      Date: 9/29/05  
 Recommend Council approval       Recommend Council denial  
Comments regarding recommendation: If this request is approved, an ordinance will be needed – with three readings and a public hearing. In addition, it is recommended that a funding source be identified so the general fund will not be out of balance.

**Administration**

Reviewed by: Administration

Date: 9-30-05

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Please review Budget Directors comments further, the Sheriff's Department was asked to fully budget all SRO cost in their FY 05/06 budget request.

## Richland County Council Request of Action

**Subject:** Sheriff's Department: Victim's Assistance Budget Amendment

### **A. Purpose**

County Council is requested to approve a budget amendment to the Sheriff's Department budget in the amount of \$250,471 for the purpose of establishing a supplemental budget for the Victims Assistance Program 2010730.

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

The Victims Assistance Program funding has experienced a shortfall resulting in drastic reductions in funds made available to keep the program solvent. The Sheriff's Department is allocated \$238,544 for the year, which are less than half the funds needed to continue current obligations. In order to continue to provide responsible and effective service to victims the Sheriff is requesting that he be allowed to supplement his program with \$ 250,471 from SRO funds received from the School Districts.

The infusion of these funds will allow the current program to continue to provide critical services to victims without personnel layoffs or reduction of services. Although this far less than is needed to continue to address all of the needs of the community, it at least will allow for minimum impact on current services.

### **C. Financial Impact**

There is no financial impact to the Victims Assistance Surcharge or Victims Assistance Assessment accounts. The funds will be provided from the Sheriff's SRO funds currently held in an escrow account.

### **D. Alternatives**

1. Approve the request and allow critical services to continue as mandated by SC Code.
2. Allow current funds provided, to be expended, and fail to meet mandated requirements.

### **E. Recommendation**

It is recommended that Council approve this request to supplement the Victims Assistance Program for this fiscal year, therefore enabling the Sheriff's Department to meet its mandates and allow time for the Victims Services Program to become solvent.

**Recommended by:** Hubert F. Harrell, Chief Deputy

**Department:** Sheriff's Department

**Date:** 9/14/2005

## F. Reviews

### Finance

Reviewed by (Finance Dir.): Carrie Neal

Date: 9/28/2005

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Reviewed by (Budget Dir.): Daniel Driggers

Date: 9/28/05

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Recommendation based on the fact that approval would authorize the use of FY 06 SRO funds; however, these funds were approved during the budget process as a revenue source to the General Fund in the amount of \$540k. During budget process, Council limited victims assistance program funding to the level of expected revenue; therefore, we would recommend that funding for the entire program be evaluated. If Council approves the request, it would require a budget amendment with two actions: one – transfer \$250,471 from general fund to victim’s assistance and increase the sheriff’s victim assistance budget by \$250,471, and two – identify and appropriate other funds to cover general fund revenue shortfall. Additional note: Below is a reconciliation of booked SRO funds for FY 05:

Budget		\$822,650
\$ Booked	637,292	
Reimbursed to sheriff	<u>(404,261)</u>	
Net \$ Booked		<u>233,031</u>
Surplus(shortfall) to Budget		<u>(589,619)</u>

### Legal

Reviewed by: Amelia Linder

Date: 9/29/05

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: If this request is approved, an ordinance will be needed – with three readings and a public hearing. In addition, it is recommended that a funding source be identified so the general fund will not be out of balance.

### Administration

Reviewed by: Adminstration

Date: 9-30-05

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Recommend denial, see Budget Directors comments. Further all VA Departments were instructed by action of Council to absorb additional funding in their operating budgets.