

# **RICHLAND COUNTY**

## **ADMINISTRATION & FINANCE COMMITTEE AGENDA**

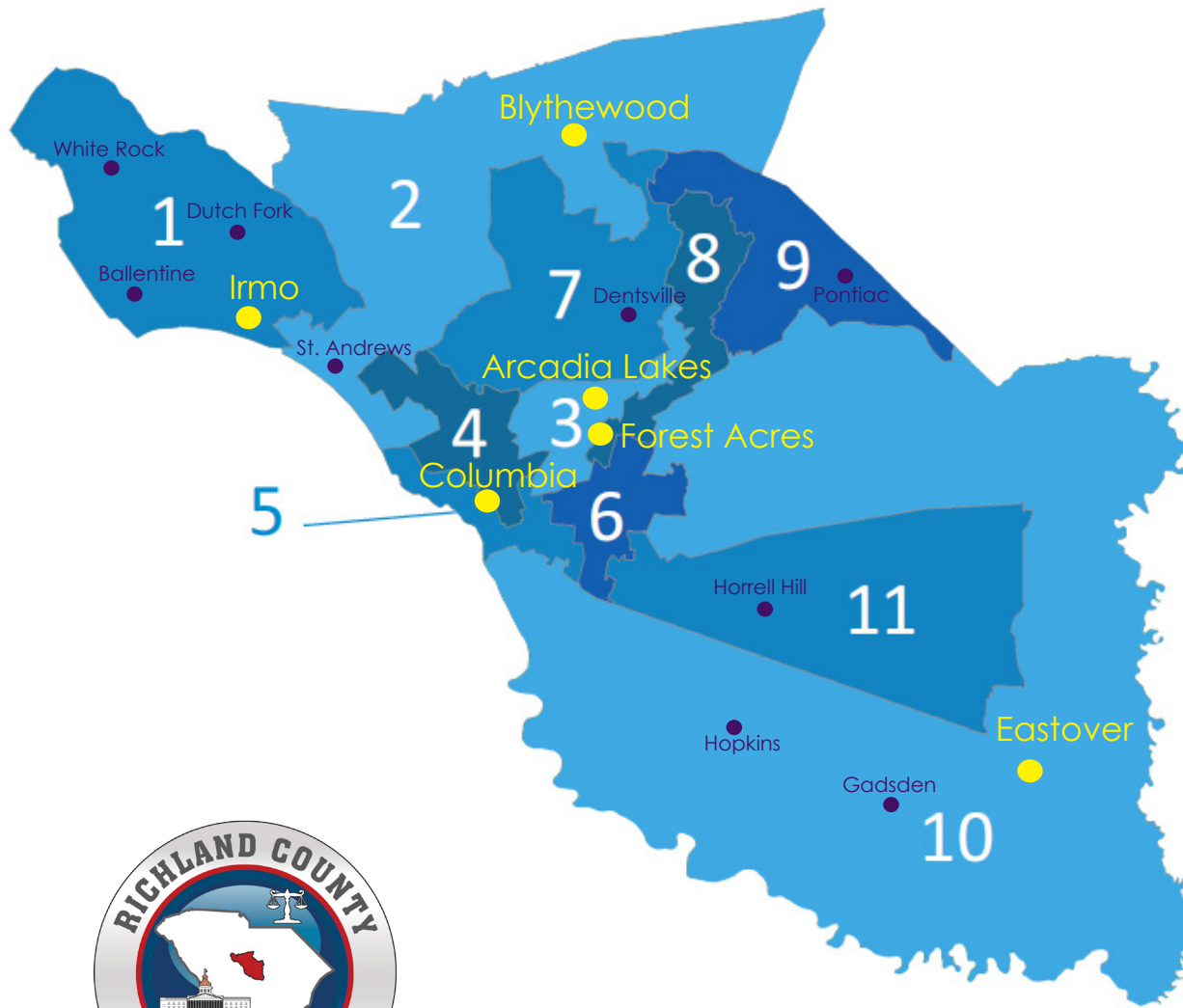


**TUESDAY, APRIL 25, 2017**

**6 P.M.**

**COUNCIL CHAMBERS**

# RICHLAND COUNTY COUNCIL 2017-2018



**VICE CHAIR**  
Bill Malinowski  
District 1



**CHAIR**  
Joyce Dickerson  
District 2



Yvonne McBride  
District 3



Paul Livingston  
District 4



Seth Rose  
District 5



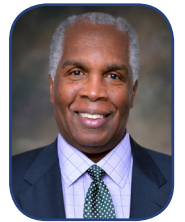
Greg Pearce  
District 6



Gwendolyn Kennedy  
District 7



Jim Manning  
District 8



Calvin "Chip" Jackson  
District 9



Dalhi Myers  
District 10



Norman Jackson  
District 11



Richland County Administration & Finance Committee

April 25, 2017 – 6:00 PM  
Council Chambers  
2020 Hampton Street, Columbia, SC 29201

Bill Malinowski District 1	Paul Livingston District 4	Greg Pearce (Chair) District 6	Jim Manning District 8	Norman Jackson District 11
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1. **CALL TO ORDER** The Honorable Greg Pearce, Chair,  
Administration & Finance Committee
  
2. **APPROVAL OF MINUTES** The Honorable Greg Pearce
  - a. Administration & Finance Committee Meeting: March 28, 2017 [PAGES 4 -8]
  
3. **ADOPTION OF AGENDA** The Honorable Greg Pearce
  
4. **ITEMS FOR ACTION** The Honorable Greg Pearce
  - a. Capital Projects: Authorization of Purchase Contract for 7615 Wilson Blvd [PAGES 9 -12]
  
  - b. FY17 - District 8 Hospitality Tax Allocations [PAGES 13 - 15]
  
5. **ADJOURN**

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Note: Pursuant to Council Rules, Council will record non-electronic roll call voting for all votes that are not unanimous for second and third reading or one time votes; and which are not merely procedural in nature.



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 SOUTH CAROLINA

## ADMINISTRATION & FINANCE COMMITTEE

March 28, 2017  
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

Mr. Pearce called the meeting to order at approximately 6:00 PM

### APPROVAL OF MINUTES

**Regular Session: February 28, 2016** – Mr. Malinowski moved, seconded by Mr. Manning, to approve the minutes as distributed. The vote in favor was unanimous.

### ADOPTION OF AGENDA

Mr. Manning moved, seconded by Mr. Malinowski, to adopt the agenda as published. The vote in favor was unanimous.

### ITEMS FOR ACTION

**Solid Waste Department: Authorization to Increase Purchase Order Over \$100,000** – Mr. Pearce stated the Solid Waste Department is requesting approval to increase their authorization from \$99,000 to \$199,000.

Mr. Braswell stated the vendor the Solid Waste utilizes, eCycle Secure, began charging for transportation in Spring 2016 and has increased the rates. Richland County residents are also dropping off more e-waste than in the past. Solid Waste and Recycling is currently working with Procurement to draft a RFP to solicit a new vendor. In the meantime, there is not a space to store e-waste and need to continue to use the current vendor.

Mr. Malinowski inquired if there is a charge for dropping off these type of items at the drop off centers.

Mr. Braswell stated there is no charge for the residents and the County does not accept commercial electronic waste.

Mr. Malinowski inquired why there is no a charge since these are special services.



### Council Members Present

Greg Pearce, Chair  
District Six

Bill Malinowski  
District One

Paul Livingston  
District Four

Jim Manning  
District Eight

Norman Jackson  
District Eleven

### Others Present:

Calvin "Chip" Jackson  
Gwendolyn Kennedy  
Yvonne McBride  
Michelle Onley  
Gerald Seals  
Kimberly Williams-Roberts  
Janelle Ellis  
Brandon Madden  
Geo Price  
Kevin Bronson  
Larry Smith  
Daniel Driggers  
Beverly Harris  
Sandra Yudice  
Ismail Ozbek  
Dwight Hanna  
Art Braswell  
Terry Wise  
Brad Farrar  
Marlin Henderson  
Kecia Lara

## Administration & Finance Committee

Tuesday, March 28, 2017

Page Two

Mr. Braswell stated there is no charge for any of the items taken at the drop off centers that are recycled (i.e. electronics, tires, etc.). The citizens indirectly pay through the annual solid waste fee.

Mr. Malinowski inquired as to what gaylords are.

Mr. Braswell stated they are the large cardboard boxes (3 ½ x 4) to put loose electronic items in. The larger items are put on pallets and shrink wrapped and shipped off.

Mr. Livingston inquired if there were sufficient funds in the Solid Waste budget to increase the purchase order authorization without having to do a budget amendment.

Mr. Braswell stated \$228,000 was budgeted for the year; therefore, there are sufficient funds available.

Mr. Livingston moved, seconded by Mr. N. Jackson, to forward to Council with a recommendation to approve the request to increase the purchase order for electronic waste management from \$99,000 to \$199,000.

Mr. Pearce stated for the record that if a fee was charged for this service it would likely result in illegal dumping.

The vote in favor was unanimous.

**Solid Waste Department: Award of the Class 2 Solid Waste Disposal Contract** – Mr. Pearce stated the request is for an award of a contract for C&D and yard waste disposal.

Mr. Braswell stated the recommendation is to award the contract to Waste Management, who was the lowest bidder.

Mr. Livingston moved, seconded by Mr. Malinowski, to forward this item to Council with a recommendation to award the contract for disposal of Class 2 waste to Waste Management.

Mr. Malinowski inquired as to why this item was not brought to Council sooner considering the contract expired in October 2016.

Mr. Braswell stated he was not here at that time, but he will ensure it does not happen in the future.

The vote in favor was unanimous.

**Solid Waste Department: Award of the contract for a Solid Waste Collection Route Management System** –

Mr. Braswell stated Richland County has been providing curbside service collection since 1984. The services include household, recyclables, yard waste and bulk items. There are currently 4 contracted haulers that service the County. Measuring hauler performance has been problematic since the inception of the curbside program. The County has used daily monitoring by staff and complaints by customers. The management system being proposed offers:

- To improve customer service
- To allow the County to track hauler collection performance
- A reduction in the number of calls received regarding missed pickups
- Record of when the roll carts are tipped
- Better management of recycling participation
- Real time feedback

**Administration & Finance Committee**  
**Tuesday, March 28, 2017**  
**Page Three**

- More efficient operation for the haulers
- Monitoring of driver performance
- Improve safety
- Better communication between driver and dispatch

Mr. Braswell stated the installation of the equipment is \$1,016,500. There is a \$9,800 monthly maintenance fee, which will be evenly split between the County and the haulers. The County will continue to own the equipment once it is in place. If the County changes haulers the equipment will come back to the County and it will be installed on the new trucks.

The system will pay for itself since hauler payments are based on the number of roll carts in service and being tipped and the system will give an accurate accounting of the carts tipped. The system will assist the haulers in determining the most efficient route for collection and track driver performance, which will save the haulers money. The haulers' savings will then be passed on to the County. In addition, the haulers will be responsible for maintaining the equipment once it has been installed.

Mr. Malinowski inquired about the costs of a roll cart.

Ms. Henderson stated the cost is approximately \$50.00.

Mr. Malinowski inquired if the County is paying half of the costs listed on the chart provided in the agenda packet.

Mr. Braswell stated the County will pay the initial fee of \$1,016,500 to set up the system and then pay ½ of the cumulative total.

Mr. Malinowski inquired about the GPS tracking for staff vehicles.

Mr. Braswell stated the GPS tracking is for County staff that follows the trucks.

Mr. Malinowski inquired if Christy Swofford was still with the County.

It was determined that she is no longer with the County.

Mr. Malinowski stated this system was recommended over a year ago by 2 out of 3 people that are no longer with the County. He inquired if there was a concern about there being new or better technology available now.

Mr. Braswell stated Fleetmind has a strong R&D staff, which keeps on top of any changes in software.

Mr. Manning stated in Seattle there were big recycling and yard waste containers and small garbage containers.

Mr. Malinowski inquired about the savings to the County.

Mr. Braswell stated the savings are the reduction in haulers payments due to accurate collection information and the savings to the haulers that should be reflected in their contracts.

Mr. Pearce inquired if the collection of solid waste is important to the citizens of Richland County and one of the top priorities to the County.

**Administration & Finance Committee**  
**Tuesday, March 28, 2017**  
**Page Four**

Mr. Braswell answered in the affirmative.

Mr. Pearce inquired if this 6-month pilot project was conducted by the County employees and if it is staff's professional recommendation this program will improve the solid waste collection of the County.

Mr. Manning moved, seconded by Mr. Livingston, to forward to Council with a recommendation to award the contract for the Route Management System to Fleetmind.

Ms. Dickerson stated she has an issue with the debris left behind after the haulers pick up.

The vote was in favor.

**Solicitor's Office: Approval of Victim of Crime Act (VOCA) Special Solicitation Grant** – Mr. Bilton, Solicitor's Office, stated the final award of the Victim of Crime Act (VOCA) Special Solicitation Grant was received. The Department of Public Safety reduced the grant to \$134,626.00. Staff's recommendation is to reduce the request to \$134,626.00.

Mr. Bilton stated the General Assembly funded prosecutor's offices for domestic violence prosecution in both General Sessions and Summary Court. In essence this means law enforcement officers will no longer be acting as prosecutors in the Summary Court. The Solicitor's Office requested 3 Victim's Advocates and an Administrative Assistant. The Administrative Assistant was cut out; therefore, the reduction in the amount of the grant.

Mr. Livingston moved, seconded by Mr. Manning, to forward to Council with a recommendation to approve the request to ensure that crime victims of Domestic Violence and sex related offenses are provided with proper advocacy before, during and after the court process.

Mr. Malinowski inquired if the 3 Victim's Advocate employees are currently on the payroll.

Mr. Bilton stated the award will take effect on April 1, 2017.

The vote in favor was unanimous.

**Board of Voter Registration & Elections: Budget Amendment to conduct the State House of Representatives District 70 Special Election** – Mr. Selph stated the recent passing of Representative Neal necessitated a special election for the House of Representatives District 70 seat. The request in the amount of approximately \$40,000 is to conduct this election. There are 13,900 eligible voters for this election.

Mr. Pearce stated the documentation in the agenda states the request is for \$105,864.59.

Mr. Manning moved to approve \$40,000.

Mr. Selph stated the budget amendment is for \$40,090.

Mr. Pearce clarified the amount of the being requested.

Mr. Manning moved, seconded by Mr. Livingston, to forward to Council with a recommendation to approve the request to amend the budget in the amount of \$40,090 for the Board of Voter Registration & Elections Department for the purpose of being in compliance with State law to carry out all elections held in Richland County.



Ms. Dickerson requested a breakdown of the budget be provided to her.

Mr. Malinowski inquired why throughout the document it refers to Sumter and Richland County.

Mr. Selph stated the document should only refer to the costs associated with conducting the elections in Richland County.

Mr. Manning stated he will be voting against the item to ensure it is not on the consent agenda at the Council meeting.

The vote was in favor.

**Human Resources: Increase Annual Leave for Employees** – Mr. Pearce stated there were various options provided by Mr. Hanna at last month’s committee meeting.

Mr. Manning stated currently Richland County has 12 holidays, which is slightly under the State average of 12.3 and Lexington County currently has 13 holidays.

Mr. Manning moved, seconded by Mr. Malinowski, to forward to Council with a recommendation for approval the Lexington County Vacation Accrual/Annual Leave Plan as follows:

0-5 Years	5-10 Years	10-15 Years	15-20 Years	20+ Years
10	15	20	20	20

In addition, to add an optional “holiday” of the employee’s choosing (i.e. birthday) to the County’s holiday calendar.

Mr. N. Jackson stated he made a previous motion to assist with recruitment purposes. The County did not have a recruitment edge with the current leave policy in place. Following the State’s leave policy would assist the County with recruitment.

Mr. N. Jackson made a substitute motion to adopt the State’s annual leave accrual. The motion died for a lack of a second.

The vote was in favor of the original motion.

**ADJOURNMENT**

The meeting adjourned at approximately 6:40 PM.

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



**RICHLAND COUNTY  
GOVERNMENT**  
Office of the County Administrator

**REQUEST OF ACTION SUMMARY SHEET**

Agenda Item No.: 4a Meeting Date: April 25, 2017

To: Greg Pearce, Chair, Administration and Finance Committee  
From: Chad Fosnight, Capital Projects Manager  
Department: Administration

**Item Subject Title:** Capital Projects: Authorization of Purchase Contract for 7615 Wilson Blvd

**Action Taken by** None.

**Committee previously:**

**Options:** 1. Approve the request to authorize the purchase of property at 7615 Wilson Blvd.

2. Do not approve the request to purchase the property.

**Motion Requested** Approve the request to purchase the property at 7615 Wilson Blvd.

**Today:**

**Staff Recommendation:** It is recommended that Council approve the request to purchase the property at 7615 Wilson Blvd.

**Impact of Action:** Operating Budget: None.

Capital Budget: The recommended purchase price based on the proposed purchase agreement for 7615 Wilson Blvd is \$350,000. A renovation estimate has been completed and totals \$347,000, bringing the total request to \$697,000.

**Funding** The funds for both the purchase and renovation of this facility is already  
**Amount/Source:** allocated in the Magistrates budget.

**Requested by:** Capital Projects Division

**Staff Representative:** Chad Fosnight, Manager of Capital Projects

**Outside Representative:** None.

**List of Attachments:**

1. Detailed Request of Action

4/17/17  
Date Submitted

Brandon Madden  
Approved by the County Administrator's Office

7  
Council District



## **REQUEST OF ACTION**

**Subject:** Capital Projects: Authorization of Purchase Contract for 7615 Wilson Blvd

### **A. Purpose**

County Council is requested to authorize the purchase contract for 7615 Wilson Blvd. This property has been identified as a high priority property for the Magistrate Court as they look to find permanent locations for all the Magistrate courts that are currently in leased facilities.

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

Currently, the Dentsville Magistrate is temporarily housed in the Central Court facility located at 1400 Huger Street, Columbia. The Dentsville Magistrate was relocated to the Huger Street location in order to vacate the property located at 2500 Decker Boulevard to make way for the demolition of the property for the Decker Center Facility. The Decker Center Facility will house Central Court, divisions of the Sherriff's office, and the new Community Center.

The Upper Township District Magistrate office, which is currently located at 4919 Rhett Avenue, Columbia, SC, is in an inadequate old house, offering no courtroom space, at a cost of \$24,000 in rent per year.

The Hopkins District Magistrate moved to the Huger Street property as a temporary relocation due to the dilapidated, inadequate state of the Hopkins Magistrate office that was located at 6108 Cabin Creek Road, Hopkins, SC.

All three offices are slated to be replaced with County owned facilities. The funds for all three are already allocated and therefore, the projects may begin. The current Central Court facility has been relocated to the Decker Center on Decker Blvd, following the complete renovation of this facility. Failure to provide Dentsville, Hopkins and Upper Township with district offices in a timely manner may cause operational problems for the court.

This ROA is for the purchase of 7615 Wilson Blvd for use by the Upper Township Magistrate. A facility analysis has been completed on this property by the County's Support Services department. While the analysis noted items that need to be addressed in the renovation, nothing of a serious nature that couldn't be addressed during the renovation was noted.

Additionally, a cost estimate for the renovation of the facility has been completed. The cost estimate takes into consideration the July 28<sup>th</sup> approval by Council for the renovation of these magistrates facilities to utilize a Design/Build delivery method.

A solicitation for a design/build contractor closes on April 19<sup>th</sup>. Once this contractor is on board, a standard design can be developed which is intended to be used across all new Magistrate facilities.

The recommended purchase price based on the proposed purchase agreement for 7615 Wilson Blvd is \$350,000. A renovation estimate has been completed and totals \$347,000, bringing the total request to \$697,000. The funds for both the purchase and renovation of this facility is already allocated in the Magistrates budget.

<b>Property Purchase</b>		
7615 Wilson Blvd	\$	350,000
<b>Renovation Estimate</b>		
7615 Wilson Blvd	\$	347,000
<b>Total Project</b>	<b>\$</b>	<b>697,000</b>

The table below illustrates the Magistrate Offices the County owns versus the Magistrate Offices the County is currently renting.

<b>Magistrate Office</b>	<b>Rent</b>	<b>Own</b>
201 John Mark Dial Drive (Bond)		✓
1400 Huger Street (Central)		✓
3875 Lucius Road (Columbia)		✓
118A McNulty Street (Blythewood)		✓
1400 Huger Street (Dentsville)		✓
1019 Beatty Road (Dutch Fork)		✓
501 Main Street (Eastover)		✓
1400 Huger Street (Hopkins)		✓
1403 Caroline Road (Lykesland)	✓	
1601 Shop Road STE B (Olympia)	✓	
10509 Two Notch Road, Suite D (Pontiac)	✓	
4919 Rhett Avenue (Upper Township)	✓	
2712 Middleburg Drive, Ste. 106 (Waverly)	✓	

**C. Legislative / Chronological History**

On July 28<sup>th</sup> the Administration and Finance committee recommended approval of a Design/Build delivery method for the Magistrate facilities. At the July 28<sup>th</sup> Special Called Council meeting, Council accepted this recommendation and approved the use of Design/Build for these projects.

**D. Alternatives**

1. Approve the request to authorize the purchase of property at 7615 Wilson Blvd.
2. Do not approve the request to purchase the property and risk losing both properties.

**E. Recommendation**

It is recommended that Council approve the request to purchase the property at 7615 Wilson Blvd.



**RICHLAND COUNTY  
GOVERNMENT**  
Office of the County Administrator

**REQUEST OF ACTION SUMMARY SHEET**

Agenda Item No.: 4b Meeting Date: April 25, 2017

To: Greg Pearce, Chair, Administration and Finance Committee  
From: Donald Woodward, Budget Manager  
Department: Finance Department

**Item Subject Title:** FY17 - District 8 Hospitality Tax Allocations

**Action Taken by** None.

**Committee previously:**

- Options:**
1. Consider the request and approve the allocation of \$2,000 to the Columbia City Ballet and \$2,000 to the Columbia Classical Ballet.
  2. Consider the request and do not approve the allocation of \$2,000 to the Columbia City Ballet and \$2,000 to the Columbia Classical Ballet.

**Motion Requested Today:** 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.

**Staff Recommendation:** Financial policy decision of Council.

**Impact of Action:** Operating Budget: None.

Capital Budget: None.

**Funding Amount/Source:** The \$4,000 will come from the H-Tax discretionary account

**Requested by:** Councilmember Jim Manning c/o Finance Department

**Staff Representative:** Donald Woodward, Budget Manager

**Outside Representative:** None.

**List of Attachments:**

1. Detailed Request of Action

4/17/17  
Date Submitted

Brandon Madden  
Approved by the County Administrator's Office

8  
Council District



**REQUEST OF ACTION**

**Subject:** FY17 - District 8 Hospitality Tax Allocations

**A. Purpose**

County Council is being requested to approve the allocation of \$2,000 to the Columbia City Ballet and \$2,000 to the Columbia Classical Ballet per the request of County Councilman Jim Manning, District 8.

**B. Background / Discussion**

For the current Fiscal Year (2016-2017), County Council approved designating the Hospitality Discretionary account funding totaling \$164,395.45 for each district Council member as list below:

**Motion List (3<sup>rd</sup> 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 \$164,395.45; (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.

Pursuant to Motion 56 of FY17 Motion list (3<sup>rd</sup> reading) each district Council member was approved \$164,395.45 to allocate funds to Hospitality Tax eligible organizations of their own discretion. As it relates to this request, Mr. Manning’s H-Tax discretionary account breakdown and its potential impact is listed below:

Initial discretionary account funding	\$164,395.45
Funding allocated through FY17 budget process	\$158,395.45
<b>Current account balance</b>	<b>\$6,000.00</b>
Columbia City Ballet	\$2,000.00
Columbia Classical Ballet	\$2,000.00
<b>Remaining balance</b>	<b>\$2,000.00</b>

**C. Legislative / Chronological History**

- 3<sup>rd</sup> Reading of the Budget – June 9, 2016

**D. Alternatives**

1. Consider the request and approve the allocations.

2. Consider the request and do not approve the allocations.

**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.