

# RICHLAND COUNTY COUNCIL SOUTH CAROLINA

## ADMINISTRATION & FINANCE COMMITTEE

February 23, 2016  
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 6:01 PM

### ELECTION OF CHAIR

Ms. Dickerson moved, seconded by Mr. Livingston, to nominate Mr. Pearce for the position of Chair.

Ms. Dickerson moved, seconded by Mr. Livingston, to close the floor to nominations. The vote in favor was unanimous.

Mr. Pearce was unanimously elected Chair.

### APPROVAL OF MINUTES

**Regular Session: January 12, 2016** – Ms. Dickerson moved, seconded by Mr. Livingston, to approve the minutes as distributed. The vote in favor was unanimous.

### ADOPTION OF AGENDA

The agenda was adopted unanimously.

### ITEMS FOR ACTION

**Board of Voter Registration & Elections Budget Amendment** – Mr. McDonald stated this item is a request from the Voter Registration and Elections' Director.

Mr. Selph and his staff began having discussions with the Administrator and the Finance Director at the end of the calendar year about an anticipated need for additional funding because of the number of upcoming elections. Mr. Driggers and Mr. McDonald discussed with Mr. Selph reassessing the budget after the first of the year.

At the February 16<sup>th</sup> Council meeting Mr. Washington made a motion to fund Voter Registration and Elections at an additional \$1.2 million, which is the amount originally requested from the Director. However, an alternative funding plan has been proposed



### 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  
Kevin Bronson  
Warren Harley  
Brandon Madden  
Michelle Onley  
Larry Smith  
Roxanne Ancheta  
Daniel Driggers  
Monique McDaniels  
Kim Roberts  
Dwight Hanna  
Brad Farrar  
Ronaldo Myers  
Chad Fosnight  
Cathy Rawls  
Hayden Davis  
Bill Peters  
Janelle Ellis  
Lillian McBride  
Samuel Selph  
John Hixon  
Chris Eversmann

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for the committee's consideration, as follows: to utilize funding reimbursed to the County for individual elections (i.e. City of Columbia, State, and Presidential Preference), which would avoid the use of Fund Balance.

Mr. Rush inquired about the typical reimbursement process.

Mr. McDonald stated an amount is budgeted that is expected to fund the office for a year. Within the budget there are reimbursements that are scheduled to come to the department. The reimbursements typically are put into the General Fund revenue stream because the operations of the department have been funded.

Mr. Rush inquired what is different this year than in other years that have caused this overrun in the budget.

Mr. McDonald stated it is due to the additional elections occurring this year. (i.e. Presidential Preference).

Mr. Rush inquired if a trend comparison was conducted to determine if there were cost overruns in previous years as well.

Mr. McDonald stated the current funding level for the office goes back 2 to 3 years when State legislation merged the offices. The legislation has since been deemed unconstitutional and repealed, but in the legislation there was a formula for funding the merged office. The formula took the average of Greenville and Charleston over a 2-year period to set the level of funding for Richland County.

Mr. Rush inquired if the amount of funds they have today is more than it would have been in similar times.

Mr. McDonald stated he does not believe the amount of funding has ever exceeded the current budget.

Mr. Pearce inquired when the formula was applied to the merged offices, if the majority of the funding went toward salaries and not operations.

Mr. McDonald stated it set the budget for the entire operations, but a large part of it went toward salaries.

Mr. Washington inquired if the ROA and his motion were very similar.

Mr. McDonald replied in the affirmative.

Mr. Washington stated his motion was for \$1,207,274 minus the reimbursements to cover the costs of motherboard batteries, repairing voting equipment, purchase of phones for call center, purchase of 4 printers, Machine Technician I, and legal fees. He inquired if these items were on the ROA submitted by the Elections Director.

Mr. Selph stated most of those items were on the original ROA, but as the situation progressed and the department saw they were coming up short in some of the categories and expenses were added.

Mr. Selph stated his department is required to put out enough machines and have enough poll workers to carry out the election as if everybody on Richland County rolls is coming out to vote. There are 263,000 in Richland County and when Richland County's budget is compared to comparable counties the budget is \$750,000 - \$800,000 short. To run the City of Columbia, Blythewood, Irmo, Arcadia and the Democrat and Republican Presidential Preference elections they were given a budget of \$160,481 for poll workers' salaries. The motherboard batteries necessary for the machines are \$95.00 each.

Mr. Washington inquired about the sources of revenue for the department, besides reimbursements.

Mr. Selph responded the majority of the funding comes from reimbursements.

Mr. Washington further inquired if they have to prepare for 263,000 even if 263,000 voters are not anticipated to vote during the election.

Mr. Selph responded in the affirmative.

Mr. Selph stated the machines are provided by the State of South Carolina and must be serviced by the manufacturer at a cost of \$106,000 per year.

The reimbursements are as follows: City of Columbia - \$147,460; Town of Irmo - \$4,313; Town of Blythewood - \$1,348.

Mr. Livingston moved, seconded by Mr. Manning, to forward this item to Council without a recommendation.

Mr. Livingston stated he wants to be clear on the exact dollar amount of the reimbursements, any possible unspent funding that could be utilized, and a copy of the current budget.

Mr. Selph stated the State will reimburse the County approximately \$185,000 for the each Presidential Preference Primary, which Elections budgeted \$360,000 for.

Mr. Malinowski inquired what the current budget is for the department.

Mr. McDonald stated it is approximately \$1.2 million.

Mr. Malinowski inquired of Mr. Smith what State law dictates regarding reimbursement to the County Elections Commission from municipalities.

Mr. Smith stated he is not aware of a specific statute that sets out what items are reimbursable. The agreements are negotiated between the Election Commission and the municipalities.

Mr. Selph stated he has contracts with the municipalities, but the contracts do not have dollar amounts listed since the municipality pays per cost. The cost does not include the salaries for Elections/Voter Registration staff.

Mr. Driggers stated he could meet with Mr. Selph to determine the true cost for the elections.

Mr. Selph stated the department has not been fully funded and not appropriated the amount they request during the budget process.

Mr. Washington inquired if Mr. Selph worked with Administration on the recommended proposal and will the funding cover the hard costs.

Mr. Selph stated the proposal will not adequately cover the costs.

Mr. Washington made a substitute motion to fund the office at \$1,207,274 minus any reimbursements. The motion died for lack of a second.

Mr. Manning stated he agrees the true costs of the elections need to be charged to the municipalities. He also inquired why we do not know how much the Statement reimbursement will be.

Mr. Selph stated the State has a formula. In addition, the costs fluctuate.

Mr. Manning requested a copy of the formula and why it is nebulous as it is. Since this seems like an unfunded mandate, the State should inform the County how much they are going to give the County for the Presidential Preference Primary. Then Elections could figure out how to conduct the election for that amount.

Mr. Selph stated the City of Columbia reimburses the County for the amount invoiced.

The vote in favor vor.

**Finance Department: Departments Projected to be over budget for FY16** – Mr. Dickerson moved, seconded by Mr. Washington, to defer this item. The vote was in favor.

**Dawson Pond [Executive Session]** – Ms. Dickerson moved, seconded by Mr. Washington, to forward to Council without a recommendation. The vote was in favor.

**Approve The Dock Donation Form EZ Dock, Inc. For Use At the Richland County Rowing Center** – Mr. Manning moved, seconded by Mr. Washington, to forward to Council with a recommendation to accept the generous donation of supplying and installing a floating dock at the Richland County Rowing Center allowing the facility to have access to the waterfront, permitting Columbia Rowing Club to host events, and to allow EZ Dock, Inc. to proceed with the permitting and installation process.

Mr. Washington inquired if there were any restrictions on the donation.

Mr. Madden responded he was not aware of any restrictions, but would consult with Mr. Hixon to insure that is correct before Council approval.

Mr. Malinowski inquired if there was any insurance on the property damaged and/or lost, if not, is this something that could be reimbursed by FEMA.

Mr. Hixon will follow-up with Mr. Malinowski prior to Council approval.

The vote was in favor.

Mr. Washington moved, seconded by Mr. Manning, to reconsider this item. The vote in favor was unanimous.

Mr. Washington moved, seconded by Mr. Manning, to add a hold harmless clause to this item. The vote in favor was unanimous.

**Changes to Policy on Requiring Employees to Sign Documents** – Ms. Dickerson moved, seconded by Mr. Washington, to defer this item to allow the Administrator to work out a suitable recommendation with the Council members that brought this matter forward. The vote was in favor.

**Professional Services/Airport Work Authorization 6, Amendment 1** – Mr. Eversmann stated this item is for the construction inspection, the surveying, the geotechnical testing and other professional services needed to go on concurrent with construction.

Mr. Manning moved, seconded by Ms. Dickerson, to forward to Council with a recommendation to approve the request to authorize executing Work Authorization 6, Amendment 1 for the professional services described herein and further described in detail in the enclosure to this document. This will permit the enhancement airport safety and compliance with FAA-recommended design standards and the completion of an underway project. The vote in favor was unanimous.

**Coroner's Facility Change Order #1** – Mr. Fosnight stated this item is a reallocation of funding from the project contingency into the general contractor's contract. The \$53,870 will be deducted from the project contingency and moved into the contractor's contract.

Mr. Washington moved, seconded by Mr. Manning, to forward to Council with a recommendation to approve the request to reallocate contingency funds to Solid Structure's contract which will allow the required changes to move forward.

Mr. Malinowski inquired if there was a contingency in the original funding.

Mr. Fosnight stated there was a contingency in the project, but there was not a contingency set up in the contractor's contract. Staff is not able to transfer money from the overall project into the contractor's contract.

Mr. Malinowski inquired about the need for the 4 flagpoles.

Mr. Fosnight stated there will be US Flag, the State Flag, the County Flag, and Children's Flag.

Ms. Dickerson made a substitute motion to erect 1 flagpole.

Mr. Manning inquired about how many flagpoles were at other County facilities.

Mr. Fosnight stated there is 1 flagpole slated for the Decker Center. There are 3 flagpoles at the Hamilton-Owens Airport.

Mr. Manning made a substitute motion, seconded by Mr. Pearce, to approve the placement of 3 flagpoles at the Coroner's Facility. The motion failed.

***The committee recessed at approximately 7:01 p.m. and reconvened at approximately 7:27 p.m.***

Ms. Dickerson moved, seconded by Mr. Washington, to forward this item to Council without a recommendation. The vote was in favor.

**Purchase of Property Insurance: Property Insurance Broker One Year Renewal** – Mr. Manning moved, seconded by Ms. Dickerson, to forward to Council with a recommendation to approve the purchase of property insurance for FY17 with Arthur J. Gallagher Risk Management serving as the insurance broker through Travelers Indemnity Company. The vote in favor was unanimous.

**Renewal of the Liability Claims Administrator** – Ms. Dickerson moved, seconded by Mr. Manning, to forward to Council with a recommendation to approve a one year extension to Hewitt Coleman as the County's liability claims administrator. The vote in favor was unanimous.

**Sponsorship Request: 2016 Army Ball and the Official 100<sup>th</sup> Anniversary Kick-Off event** – Mr. Malinowski pointed out the request was originated with a request from constituent, Bill Dukes. While Mr. Dukes does a

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wonderful things for military personnel; however, if every constituent were to make requests Council would be inundated with them.

Ms. Dickerson inquired if all of the funds were spent out of the Hospitality Tax Fund.

Mr. Malinowski inquired if this item is properly before the committee.

Mr. Pearce requested Mr. McDonald to address Mr. Malinowski's question.

Mr. McDonald stated he is not sure of the timeline of this item being placed on the agenda, but it is staff's recommendation not to approve the item due to there being no funds left in the Hospitality Tax Fund.

Mr. Pearce requested the Parliamentarian to advise the Chair if this item is properly before the committee.

Mr. Smith stated items can be placed on the agenda by: (1) Referred from Regular Council via a motion to the appropriate committee; or (2) In exceptional circumstances, where the Chairman believes an item is time sensitive the item can be added to the agenda.

Mr. Smith read into the record Council's rule regarding this matter: "In exceptional circumstances, time-sensitive items received after the deadline may be added to a committee's agenda at the discretion of the committee's Chairperson, provided the addition is made before agendas are printed and distributed."

Mr. Manning moved, seconded by Ms. Dickerson, to forward to Council with a recommend to deny the request.

Ms. Dickerson requested that all information be shared with committee members prior to the meeting.

The vote in favor was unanimous.

**One Year Extension of the City of Columbia-Richland Communication Center Agreement** – Mr. McDonald stated the reason this agreement is only being renewed for a year is there have been discussions/suggestions for improvements and changes. After discussions with Emergency Services, the Sheriff's Department, as well as, the City it was concluded to renew the agreement for one year. This will allow time to evaluate the suggestions and bring back a more definitive recommendation.

Mr. Manning moved, seconded by Ms. Dickerson, to forward to Council with a recommendation to approve the request to extend the CRC 911 IGA for one year. If approved, the extension will be effective July 1, 2016 and will expire on June 30, 2017.

Mr. Malinowski requested dates be included on signed documents. He also inquired as to why the Town of Irmo is not included in list of cities/municipalities that can utilize this system.

Mr. McDonald stated the Town of Irmo and City of Forest Acres have their own 911 service.

Mr. Manning inquired how long the current agreement has been in place.

Mr. McDonald stated this is the second one-year extension on a five-year agreement.

The vote was in favor.

**ITEMS PENDING ANALYSIS: NO ACTION REQUIRED**

**Motion to Limit the Use of Fiscal Agents** – This item was held in committee.

**Motion to Expand Staff Recruitment Efforts** – This item was held in committee.

**Motion Regarding the State's Restrictions on How Hospitality Tax Revenue Can Be Used** – This item was held in committee.

**Motion Regarding Organizations Receiving One-Time Funding** – This item was held in committee.

**ADJOURNMENT**

The meeting adjourned at approximately 7:48 PM.

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