

**RICHLAND COUNTY COUNCIL
ADMINISTRATION AND FINANCE COMMITTEE
Tuesday, June 25, 2002
6:00 p.m.**

MEMBERS PRESENT: Joan Brady, Paul Livingston, James Tuten

ABSENT: Anthony Mizzell and Kit Smith

OTHER PRESENT: Bernice G. Scott, Thelma M. Tillis, Joseph McEachern, J.D. "Buddy" Meetze, L. Gregory Pearce, Jr., Susan Brill, Pam Davis, Roxanne Matthews, Michael Criss, T. Cary McSwain, Larry Smith, Amelia Linder, Milton Pope, Tony McDonald, Michielle Cannon-Finch, Marsheika Martin, Carrie Neal, Ashley Jacobs, Chris Eversmann

CALL TO ORDER – Mr. Livingston called the meeting to order at approximately 6:05 p.m.

APPROVAL OF MINUTES – May 28, 2002 – Ms. Brady moved, seconded by Mr. Tuten, to approve the minutes. The vote in favor was unanimous.

ADOPTION OF AGENDA – Mr. Tuten moved, seconded by Ms. Brady, to adopt the agenda as submitted. The vote in favor was unanimous.

I. ITEMS FOR ACTION

a. Legal: Ordinance Amendment re: Hazardous Waste Penalty

Ms. Brady moved, seconded by Mr. Tuten, to approve an amendment to the Code of Ordinances (Chapter 13, Section 13-2(b)), to delete references to specific editions of the various building codes, and to amend Section 13-13(a) so as to increase the penalty amount up to \$500.00 violations under the chapter. The vote in favor was unanimous.

b. Legal: Ordinance Amendment re: Animal and Fowl Penalty

Ms. Brady moved, seconded by Mr. Tuten, to approve an ordinance amendment to Chapter 5, Animals and Fowl, to increase the penalty amount from \$200.00 to \$500.00 for violations under this chapter. The vote in favor was unanimous.

c. EMS: Domestic Preparedness Grant

Mr. Tuten moved, seconded by Ms. Brady, to approve the acceptance of a grant award for a trailer and decontamination tent. The vote in favor was unanimous.

d. Public Works: Engineering Services

Ms. Brady moved, seconded by Mr. Livingston, to approve the selection of an engineering firm for various utility projects in Richland County. The vote in favor was unanimous.

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II. Items Pending Analysis – There were no items pending at this time.

III. ITEMS FOR DISCUSSION/INFORMATION

- a. Conservation Commission: Bond Issuance** – A request to approve a bond in the amount of \$2 million for the purpose of providing funding for the mission of the Conservation Commission established by Richland County Council.

Ms. Brill recommended sending this item back to staff to work on revenue sources.

Mr. Tuten moved, seconded by Ms. Brady, to refer this item back to Administration and Finance Committee in order for staff to come up with other revenue sources. The vote in favor was unanimous.

b. Busby Street Redevelopment Project

Mr. McSwain gave a brief overview of the project.

Mr. Freddie Johnson II, Manager of the F.A. Johnson Consulting Group, briefed the Council on the project as well.

A discussion took place.

Ms. Brady moved, seconded by Mr. Tuten, to refer this item to full Council for informational purposes only. The vote in favor was unanimous.

ADJOURNMENT – The meeting adjourned at approximately 6:20 p.m.

Submitted by,

Paul Livingston

The minutes were transcribed by Marsheika G. Martin

Richland County Council Request of Action

Subject: Conversion of Regular Retirement to Police Retirement

A. Purpose

The purpose of this report is to request the County Council's consideration of a budget amendment appropriating \$90,000 from the General Fund fund balance for the conversion of several employees' service time from Regular Retirement to Police Retirement.

B. Background/Discussion

In December of 2000, the County Council agreed to convert approximately ten years of service with Richland County for the former Coroner from Regular Retirement to Police Retirement under the South Carolina Retirement System. The conversion was for service time from 1978, when the former Coroner first took office, to 1988, when the Coroner's position was officially determined by the S. C. Retirement System to be eligible for Police Retirement. From that point forward, the position has remained under the Police Officers Retirement System.

The Council approved the Coroner's request to convert the ten years in question and authorized payment of approximately \$32,000 for the conversion. At the same time, the Council directed the staff to develop a policy which could apply to other employees whose retirement circumstances may be similar to those of the Coroner's.

Based on the parameters that were established when the Council approved the Coroner's request, the staff developed the following guidelines for considering future requests for conversion of Regular Retirement to Police Retirement:

1. The employee must currently be a member of the Police Officers Retirement System.
2. The employee must have had previous service under the Regular Retirement System while in the same (or similar) job that he or she currently holds.
3. The amount of time that can be converted cannot exceed ten (10) years.
4. All service time to be converted must have been with Richland County Government; service time with other employers is not eligible.
5. Any employee who is eligible and wishes to take advantage of this benefit must apply for the conversion no later than December 31, 2001.

Using these criteria, it has been determined that nine employees qualify for the conversion at a total cost of \$90,000. It was expressed to the Council at the time this program was approved that funding would have to be appropriated once it was determined how many employees qualify and how much the conversion would cost. Since that information has now been determined, it is requested that the Council approve a budget amendment appropriating \$90,000 from the General Fund fund balance in order to fund the retirement conversions.

C. Alternatives

1. Approve the proposed budget amendment in the amount of \$90,000, allowing the conversion of Regular Retirement service time to Police Retirement service time for the nine employees who have been determined to qualify for this benefit.
2. Approve a budget amendment for a lesser amount and only pay a portion of the conversion costs for the qualifying employees. This alternative, however, is inconsistent with the benefit offered to the former Coroner and is inconsistent with the Council's directive to staff to apply this same benefit to other employees who qualify.
3. Do not pay for the cost of conversion for the qualifying employees and thereby eliminate the need for a budget amendment. As with alternative 2, this alternative is inconsistent with the benefit offered to the former Coroner and is inconsistent with the Council's directive to staff to apply this same benefit to other employees who qualify.

D. Financial Impact

The cost to the County to pay this benefit to qualified employees is \$90,000. Payment will require an appropriation from the General Fund fund balance in that amount.

E. Recommendation

Based on the Council's previous approval of the Coroner's request, it is recommended that the Council approve the proposed budget amendment in the amount of \$90,000 for the conversion of Regular Retirement to Police Retirement for the nine employees who have been determined to qualify.

Recommended by: Tony McDonald Department: Administration Date: 06/20/02

F. Approvals

Finance

Approved by (Finance Director): Carrie H. Tolley Date: 6/20/02
Comments:

Approved by (Budget Director): Daniel Driggers Date: 06/20/02
Comments: Use of fund balance should be approved with caution. Council has directed that the General Fund undesignated balance be maintained at a level sufficient to fund 4 months of expenditures or approximately \$29.2 million. Undesignated fund balance at 6/30/01 was \$19.7 million or sufficient to fund 2.7 months of expenditures.

Legal

Approved as to form by: Amelia R. Linder Date: 06-20-02
Comments: This action, if approved, would require an ordinance to amend the budget.

Administration

Approved by: see above recommendation Date:
Comments:

Richland County Council Request of Action

Subject: Treasurer's Office Budget Amendment

A. Purpose

Council is requested to approve a budget amendment of \$35,218.00 for the Treasurer's budget.

B. Background/Discussion

During the budget process for FY 2002/2003, there was a reduction of \$35,218.00 in the Treasurer's budget. This reduction was for salaries and wages and part time employees. This reduction will severely restrict the services rendered by the Treasurer's office for the good of the public and county. This is funding which needs to be restored to the budget. County council is requested to approve a budget amendment to restore these funds to the FY 2002/2003 treasurer's budget.

C. Financial Impact

There will be no impact to the General Fund, the funding will come from unappropriated revenue from taxes at tax sale.

D. Alternatives

1. Approve the request for the budget amendment.
2. Deny the request for a budget amendment.

E. Recommendation

It is recommended that County Council approve the budget amendment for Treasurer's FY 2002/2003 budget.

Recommended by: Cornelia S. Pasky, Treasurer Date: 07/17/02

F. Approvals

Finance

Approved by (Finance Director): Carrie H. Neal

Date: 7/18/02

Comments:

Approved by (Budget Director): Daniel Driggers

Date: 7/19/02

Comments: The reduction above was applied during the budget process to maintain a balanced budget and minimize the tax increase. All departments affected by the reduction were asked to identify the dollars within the appropriated amount in order to reduce the overall county operation dollars required. The amendment will be covering recurring operating cost in the GF with non-recurring GF revenue, therefore additional revenue source will need to be identified for fiscal year 2004.

Legal

Approved as to form by: Amelia R. Linder

Date: 07/19/02

Comments:

Administration

Approved by: Tony McDonald

Date: 7/19/02

Comments:

**STATE OF SOUTH CAROLINA
COUNTY COUNCIL FOR RICHLAND COUNTY
ORDINANCE NO.**

AN ORDINANCE AMENDING THE FISCAL YEAR 2002 – 2003 GENERAL FUND BUDGET TO ADD THIRTY FIVE THOUSAND TWO HUNDRED EIGHTEEN DOLLARS (\$35,218) FROM UNDESIGNATED, UNRESERVED TAXES AT TAX SALE FUND BALANCE TO PROVIDE ADDITIONAL FUNDS TO COVER OPERATING COST FOR THE TREASURER GENERAL FUND DEPARTMENT OVER AND ABOVE THE ORIGINAL 2002 – 2003 APPROPRIATION. THIS WILL NOT IMPACT ANY GENERAL FUND REVENUE BUT WILL SHOW AS A TRANSFER IN FROM TAXES AT TAX SALE FUND.

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

Section 1. That the amount of Thirty Five Thousand Two Hundred Eighteen Dollars (\$35,218) from undesignated, unreserved, Taxes at Tax Sale Fund balance is hereby appropriated to the FY 2002 – 2003 Treasurer General Fund budget. This appropriation will show as a transfer out of the Taxes at Tax Sale Fund and a transfer in to the General Fund. Therefore, the Fiscal Year 2002 –2003 General Fund budget is amended as follows:

REVENUE

Revenue appropriated July 1, 2002 as amended:	88,046,352
Transfer in from Taxes at Tax Sale:	<u>35,218</u>
Total General Fund Revenue As Amended:	<u>88,081,570</u>

EXPENDITURES

Expenditures appropriated July 1, 2002 as amended:	88,046,352
Increase to Treasurer General Fund Department Budget:	<u>35,218</u>
Total General Fund Expenditure As Amended:	<u>88,081,570</u>

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 Ordinance 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 the date of third reading.

RICHLAND COUNTY COUNCIL

Joseph McEachern, Chairman

Attest this the _____ day of _____, 2002

Michielle Cannon-Finch, Clerk of Council

Richland County Council Request of Action

Subject: Conservation Commission Bond Issuance

A. Purpose

County Council is requested to approve a bond in the amount of \$2 million for the purpose of providing funding for the mission of the Conservation Commission established by Richland County Council.

B. Background / Discussion

The Richland County Conservation Commission was formed in 1998 by County Council to address natural and historic resource concerns of Richland County citizens. The Commission seeks to utilize voluntary protection methods to protect and conserve natural and historical resources for Richland County citizens, natural habitat for flora and fauna, and agricultural lands for the farming community for this and future generations.

Because there are the public benefits of improved water quality, air quality, and open space associated with individual property owners conserving their land, the Commission requests from Council a bond of \$2 million in order to fund the initiatives and mission of the Commission. Through use of voluntary conservation techniques such as conservation easements, purchase of development rights, an historic trust revolving fund and limited funds for purchase, the Commission can maximize these funds for the greatest health and quality of life benefits to its citizens.

The issue has been discussed and deferred by County Council. **The Congaree Land Trust, Historic Columbia Foundation, and Palmetto Conservation Foundation have asked for reconsideration of this issue.**

C. Financial Impact

The cost to the County would be the cost of issuing a \$2 million bond and related interest costs.

D. Alternatives

1. Approve the issuance of a \$2 million bond for the Conservation Commission’s mission.
2. Approve the issuance of a lesser bond amount to meet budget constraints and scale back the mission of the Conservation Commission.
3. Deny the request for a bond in the amount of \$2 million, thus severely restricting the Commission’s ability to fulfill its purpose. If the bond is not issued, the Conservation Commission would consider disbanding, as the lack of financial resources would be detrimental to the Commission and its ability to fulfill its duties.

E. Recommendation

It is recommended that Council approve the request to issue a \$2 million bond in order to utilize voluntary protection methods to protect and conserve natural and historical resources

for Richland County citizens, natural habitat for flora and fauna, and agricultural lands for the farming community for this and future generations.

Recommended by: Ken Simmons, Chair RC Conservation Commission Date: 06/11/02

F. Approvals

Finance

Approved by (Finance Director): Carrie H. Tolley Date: 6/12/02

Comments:

Approved by (Budget Director): Daniel Driggers Date: 6/17/02

Comments:

Legal

Approved as to form by: Amelia R. Linder Date: 06-18-02

Comments:

Administration

Forwarded to Council by: The Richland County Conservation Commission

Date: 6-21-02

The Conservation Commission (a board appointed by County Council) has proposed the passage of a two million dollar bond for conservation purposes in Richland County.

Joan Brady

Bernice Scott

Susan Brill

Kit Smith

Paul Livingston

Thelma Tillis

J. D. "Buddy" Meetze

Jim Tuten

Greg Pearce

ATTEST this ____ day of _____, 2002

Michielle Cannon-Finch
Clerk of Council

STATE OF SOUTH CAROLINA)
)
COUNTY OF RICHLAND)

A RESOLUTION

**A RESOLUTION HONORING THE EMPLOYEES OF
THE CORONER'S OFFICE**

WHEREAS, the employees of the Coroner's Office include Gary Watts as Coroner and Christine Benson, Nancy Bowen, Ann Davis, Ted Kennedy, Cathy Rawls, William Stevens; and

WHEREAS, the employees of the Coroner's Office are actively engaged in the pursuit of investigating every unattended death in Richland County and solving the puzzles that they represent as well as rendering assistance and counseling to the families who are involved to help them cope with their loss; and

WHEREAS, the employees of the Coroner's Office successfully pursue their mission as seen by the tremendous increase in the number of cases investigated from 2000 to 2001 and by the development and implementation of an innovative new program, Community Awareness Response and Education (C.A.R.E.) designed to both provide groups from school children to seniors with age-appropriate information about preventing accidental deaths and to provide a more cohesive, solid support structure for people who find themselves in bewildering and frightening circumstances they neither anticipated nor were prepared for; and

WHEREAS, the employees of the Coroner's Office are outstanding in the performance of their duties, including showing finesse in their customer service skills by handling with tact and courtesy the delicate situations they often find themselves in and showing their great concern for life by doggedly tracking down the answers to the questions that arise when life is cut unexpectedly short;

NOW, THEREFORE, BE IT RESOLVED that the Richland County Council wishes, as part of Public Safety Month of September 2002, to honor the employees of the Coroner's Office for their outstanding service to the citizens, residents, and visitors of Richland County.

SIGNED AND SEALED this ____ day of _____, 2002, having been duly adopted by the Richland County Council on the ____ day of _____, 2002.

Joseph McEachern, Chair
Richland County Council

ATTEST this ____ day of _____, 2002

Michielle Cannon-Finch, Clerk of Council

STATE OF SOUTH CAROLINA)
)
COUNTY OF RICHLAND)

A RESOLUTION

A RESOLUTION HONORING CAPTAIN WILLIAM REFO

WHEREAS, Captain William Refo began his career in law enforcement in 1967, serving in various capacities with the City of Columbia and City of Forest Acres; and

WHEREAS, Captain William Refo began his career in Corrections in 1986 with the South Carolina Department of Corrections at the Central Corrections Institute (CCI) working in the Special Housing Unit (Super Max) after eleven years of active duty with the Navy; and

WHEREAS, Captain William Refo joined Richland County’s Detention Center on Huger Street in 1987 and a year later was honored by being chosen as the Detention Center’s Officer of the Year; and

WHEREAS, Captain William Refo’s outstanding performance was recognized with several promotions: in 1989 to Sergeant as Population Manager; in 1993 to Lieutenant as Transition Coordinator, and in 1994 to Captain and has served in various capacities, currently as Security Division Manager; and

WHEREAS, obtaining the distinction of becoming a Certified Jail Manager recognized by the American Jail Association and others in the corrections field represents the increasingly professional nature of this employment field and reflects a corrections officer’s commitment to and excellence in this profession; and

WHEREAS, Captain William Refo achieved the honor and title of Certified Jail Manager in May 2002, becoming one of five Certified Jail Managers at the Alvin S. Glenn Detention Center and one of ten in the state of South Carolina;

NOW, THEREFORE, BE IT RESOLVED that the Richland County Council wishes, as part of Public Safety Month of September 2002, to honor Captain William Refo for his outstanding accomplishment in becoming a Certified Jail Manager.

SIGNED AND SEALED this ____ day of _____, 2002, having been duly adopted by the Richland County Council on the ____ day of _____, 2002.

Joseph McEachern, Chair
Richland County Council

ATTEST this ____ day of _____, 2002

Michielle Cannon-Finch, Clerk of Council

STATE OF SOUTH CAROLINA)
)
COUNTY OF RICHLAND)

A RESOLUTION

**A RESOLUTION HONORING THE EMPLOYEES OF
THE EMERGENCY SERVICES DEPARTMENT**

WHEREAS, the employees of the Emergency Services Department include a variety of Administration staff, Emergency Medical Technicians, Paramedics, Code Investigators, Crew Leaders, Fire Marshals, Specialists, and others; and

WHEREAS, the employees of the Emergency Services Department are actively engaged in preventing emergencies and disasters from occurring, educating others on how to do the same, and responding immediately and effectively when emergencies and disasters do occur; and

WHEREAS, the employees of the Emergency Services Department successfully pursue their mission by participating in extensive preparation and continuing education courses, to enhance and maintain their skills in their profession, including a grant-awarded FEMA Emergency Management Training course in West Virginia with various emergency personnel in the Richland County community; and

WHEREAS, the employees of the Emergency Services Department are outstanding in the performance of their duties, including showing finesse in their customer service skills by handling with tact and courtesy the delicate situations they often find themselves in and showing their great concern for the people of Richland County by committing their lives to their protection; and

NOW, THEREFORE, BE IT RESOLVED that the Richland County Council wishes, as part of Public Safety Month of September 2002, to honor the employees of the Emergency Services Department for their outstanding service to the citizens, residents, and visitors of Richland County.

SIGNED AND SEALED this ____ day of _____, 2002, having been duly adopted by the Richland County Council on the ____ day of _____, 2002.

Joseph McEachern, Chair
Richland County Council

ATTEST this ____ day of _____, 2002

Michielle Cannon-Finch, Clerk of Council

STATE OF SOUTH CAROLINA)
)
COUNTY OF RICHLAND)

A RESOLUTION

A RESOLUTION HONORING DON DAVIS

WHEREAS, Don Davis began his career in Richland County’s Emergency Services Department in 1986 but has been affiliated with the department since the early 1970s, and has been a certified EMT since 1977; and

WHEREAS, Don Davis has tenacity that goes beyond that of most ordinary people: he has actively sought to become a paramedic for many years, completing the paramedic program on several occasions and passed the course, only to have missed the mark for final certification as a paramedic, and yet despite these setbacks he is undaunted and is confident that one day he will wear the patch of paramedic; and

WHEREAS, Don Davis’ character reflects all that is good and virtuous: dedicated – never saying no and seeking only the gratification of his department, humble – seeing the value and dignity in any task no matter how menial it may appear to others, strong – overcoming life’s inevitable setbacks to continue ever forward, meek – never boasting despite 24 years of EMS service and always asking how he can help, merciful – taking special interest in saving the lives of the most helpless: newborns, and selfless – never asking “why me?” and focusing instead on others and their needs; and

WHEREAS, Don Davis has been nominated for the SC Department of Health & Environmental Control’s Division of Emergency Medical Services distinction of Intermediate Emergency Medical Technician of the Year, an award which is an honor even to be considered for and represents the great regard in which the nominee is held by his peers;

NOW, THEREFORE, BE IT RESOLVED that the Richland County Council wishes, as part of Public Safety Month of September 2002, to honor Don Davis for his tremendous persistence, his commitment to caring for others, and his nomination for the Intermediate Emergency Medical Technician of the Year award.

SIGNED AND SEALED this ____ day of _____, 2002, having been duly adopted by the Richland County Council on the ____ day of _____, 2002.

Joseph McEachern, Chair
Richland County Council

ATTEST this ____ day of _____, 2002

Michielle Cannon-Finch, Clerk of Council

STATE OF SOUTH CAROLINA)
)
COUNTY OF RICHLAND)

A RESOLUTION

**A RESOLUTION HONORING THE EMPLOYEES OF
THE PUBLIC WORKS DEPARTMENT**

WHEREAS, the Public Works Department include employees in the Solid Waste Division, Utilities Division, Roads and Drainage Division, Facilities Maintenance Division, and Special Services Division; and

WHEREAS, the employees of the Public Works Department are actively engaged in maintaining the safety of the roads, water, sewer, and sanitation in Richland County; and

WHEREAS, the employees of the Public Works Department successfully pursue their mission by improving their skills and expertise with large equipment through participation in an annual Public Works Rodeo, competing against others in their profession across the state, the region, and the nation; and

WHEREAS, the employees of the Public Works Department are outstanding in the performance of their duties, including their commitment to a job well done, most especially in adverse weather conditions which are most treacherous to the safety of residents, who depend upon these loyal employees more than ever at these times; and

NOW, THEREFORE, BE IT RESOLVED that the Richland County Council wishes, as part of Public Safety Month of September 2002, to honor the employees of the Public Works Department for their outstanding and loyal service to the citizens, residents, and visitors of Richland County.

SIGNED AND SEALED this ____ day of _____, 2002, having been duly adopted by the Richland County Council on the ____ day of _____, 2002.

Joseph McEachern, Chair
Richland County Council

ATTEST this ____ day of _____, 2002

Michielle Cannon-Finch, Clerk of Council

