

**RICHLAND COUNTY COUNCIL
ADMINISTRATION AND FINANCE COMMITTEE
APRIL 27, 2004
6:00 P.M.**

PRESENT

Kit Smith, Chair; Paul Livingston; Joan Brady; James Tuten, Anthony G. Mizzell

OTHERS PRESENT

L. Gregory Pearce, Doris M. Corley, Susan Brill, Joseph McEachern, Thelma M. Tillis, Bernice G. Scott, T. Cary McSwain, Larry Smith, Amelia Linder, Carrie Neal, Milton Pope, Tony McDonald, Pam Davis, Ashley Bloom, Roxanne Matthews, Michael Byrd, Michielle Cannon-Finch, Marsheika Martin, Janet Claggett

CALL TO ORDER

The meeting was called to order at approximately 6:00 p.m.

APPROVAL OF MINUTES: March 23, 2004

Mr. Livingston moved, seconded by Ms. Brady, to approve the minutes as submitted. The vote in favor was unanimous.

ADOPTION OF AGENDA

Ms. Smith requested to add a Proclamation recognizing Public Works Week

Mr. Livingston moved, seconded by Ms. Brady, to adopt the agenda as amended. The vote in favor was unanimous.

ITEMS FOR ACTION

Detention Center: Annual Contract Renewals

- **Prison Health Services**
- **Inmate Uniform**
- **Food Service Management**
- **Bluff Road Facility: Fire & Security Maintenance**
- **Bluff Road Facility: Housing & Energy Plant**

Ms. Brady moved, seconded by Mr. Tuten, to approve the contract renewals. The vote in favor was unanimous.

EMS: Purchase Orders for FY '04-05 Ms. Brady moved, seconded by Mr. Tuten, to approve this item. The vote in favor was unanimous.

Information Technology: Microsoft Licensing Mr. Livingston moved, seconded by Ms. Brady, to approve this item. The vote in favor was unanimous.

Richland Memorial Hospital Board: Sale of Property Ms. Brady moved, seconded by Mr. Tuten, to approve this item. The vote in favor was unanimous.

Proclamation Honoring Public Works Week – Mr. Livingston moved, seconded by Ms. Brady, to approve the proclamation. The vote in favor was unanimous.

Richland County Council
Administration and Finance Committee
April 27, 2004
Page Two

ITEMS FOR DISCUSSION / INFORMATION

Hazard Mitigation in Richland County – Mr. John Huffman of Council on Government: Fame and Fortune, gave a brief overview.

Pawnshop Processes – Mr. Milton Pope, Assistant County Administrator, briefed the Committee on the process and questions the sale of the business or businesses moving to another location.

The Zoning Administrator stated the Council may want to have those issues come back before Council. Mr. Pope questioned Council for direction with the process.

ADJOURNMENT

The meeting adjourned at approximately 6:18 p.m.

Submitted by,

Kit Smith
Chair

The minutes were transcribed by Marsheika G. Martin

Richland County Council Request of Action

Subject: Pawnshop Ordinance Amendment – Change in Application Data

A. Purpose

Council is requested to consider amending the Richland County Code of Ordinances regarding pawnshops to clarify when pawnshops must go before Council for approval.

B. Background / Discussion

At the April A&F Committee meeting, Milton Pope gave a brief overview of the processes pawnshops follow in order to receive a business license. He asked for Council’s clarification on the process to follow when a change occurs in the application information presented to Council, such as a change in ownership, location, or Sunday hours.

Staff were instructed to respond to individual Council members’ directions. Ms. Scott indicated that she would like changes in pawnshop application information to be brought before Council for their approval.

This ordinance amendment, included on the following pages, would require that any time there is a change in the data presented to Council in the original pawnshop business license application, the pawnshop would be required to go before Council for their approval of the change.

C. Financial Impact

There is no financial impact associated with this request.

D. Alternatives

1. Approve the ordinance amendment as submitted.
2. Do not approve the ordinance amendment as submitted.
3. Make other changes to the ordinance governing pawnshops.

E. Recommendation

This is left to Council’s discretion.

Recommended by: staff Department: Administration Date: 05/12/04

F. Reviews

(Please ***SIGN*** your name, ✓ the appropriate box, and support your recommendation before routing. Thank you!)

Finance

Reviewed by (Finance Director): Carrie H. Neal Date: 5/12/2004
✓ Recommend Council approval Recommend Council denial
Comments regarding recommendation:

Reviewed by (Budget Director): Daniel Driggers Date: 5/12/04

✓ Recommend Council approval
Comments regarding recommendation:

Recommend Council denial

Legal

Reviewed by: Amelia R. Linder

Date: 5/12/04

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: This request is best left to the discretion of Council.

Administration

Reviewed by: J. Milton Pope

Date: 5-13-04

X Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

STATE OF SOUTH CAROLINA
COUNTY COUNCIL FOR RICHLAND COUNTY
ORDINANCE NO. ___-04HR

AN ORDINANCE AMENDING THE RICHLAND COUNTY CODE OF ORDINANCES; CHAPTER 16, LICENSES AND MISCELLANEOUS BUSINESS REGULATIONS; ARTICLE I. IN GENERAL; SECTION 16-19. CLASSIFICATION RATE SCHEDULES; SO AS TO ADD ADDITIONAL REQUIREMENTS FOR PAWNSHOPS AND PAWNBROKERS.

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

SECTION I. The Richland County Code of Ordinances; Chapter 16, Licenses and Miscellaneous Business Regulations; Article I. In General; Section 16-19. Classification rate schedules; is hereby amended to include additional requirements for pawnshops and pawnbrokers under the alphabetized letter heading of “P”, such language to read as follows:

A. Code	SIC Code	B. Business	C. Rate
O55	6145	PAWNSHOPS AND PAWNBROKERS:	Finance companies rate
		Application to be accompanied by a \$1,000.00 bond and approved by county council before a license is issued. Any pawnshop remaining open on Sunday shall pay an additional \$330. <u>A new application shall be submitted to and approved by county council prior to a change of ownership, a change in the address or location of the pawnshop, and/or a change in the operating hours so as to allow the pawn shop to be open on Sunday.</u>	

SECTION II. Severability. If any section, subsection, or clause of this ordinance shall be deemed unconstitutional or otherwise invalid, the validity of the remaining sections, subsections, and clauses shall not be affected thereby.

SECTION III. Conflicting Ordinances. 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 _____, 2004.

RICHLAND COUNTY COUNCIL

BY: _____
Bernice G. Scott, Chair

ATTEST THIS THE _____ DAY OF _____, 2004.

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: “Impediments to Fair Housing Study” for 2004 thru 2009

A. Purpose

County Council is requested to accept the “Impediments to Fair Housing Study” and authorize staff to move forward with efforts to address the recommendations proposed in the study.

B. Background / Discussion

Acceptance of the “Impediments to Fair Housing Study” acknowledges that the report’s content is the result of information gathered by a consultant on behalf of Richland County Government. Further, acceptance conveys that Council recognizes the need to implement a Fair Housing Plan to address the impediments identified in the study.

The County will take action to protect all county residents against unfair housing practices. Steps that may be taken could include strengthening the language in existing ordinance(s); creating a fair housing ordinance; countywide distribution of the study; and annual events to affirm the County’s commitment to fair and affordable housing.

As an Entitlement community, the County is required to conduct a “Study of Impediments to Fair Housing Choice” every five years. The company J-Quad and Associates, LTD was secured, and the report was completed March 5, 2004. The document was reviewed by the Community Development Department and Administration and was finalized for presentation to Council on April 30, 2004.

C. Financial Impact

There is no fiscal impact to Richland County in accepting the study.

D. Alternatives

1. Approve the request to accept the study and be in compliance with the Department of Housing and Urban Development’s mandate to study impediments to fair housing in Richland County.
2. Do not approve the Analysis of Impediments to Fair Housing in Richland County as written and make recommendations that will lead to an acceptable study.

E. Recommendation

It is recommended that Council accept the “Study of Impediments to Fair Housing Choice” as presented and authorize staff to move forward with efforts to address the recommendations in the study. The Study will be effective through May 2009.

Recommended by: Jocelyn Jennings Department: Community Develop. Date: 5/4/04

F. Reviews

(Please ***SIGN*** your name, ✓ the appropriate box, and support your recommendation before routing. Thank you!)

Finance

Reviewed by (Finance Director): Carrie H. Neal Date: 5/12/2004
✓ Recommend Council approval Recommend Council denial
Comments regarding recommendation:

Reviewed by (Budget Director): Daniel Driggers Date: 5/12/04
✓ Recommend Council approval Recommend Council denial
Comments regarding recommendation:

Legal

Reviewed by: Amelia R. Linder Date: 5/12/04
✓ Recommend Council approval Recommend Council denial
Comments regarding recommendation: Recommend that staff bring back to Council their recommendations for addressing any noted impediments, including recommendations on the amendment and/or adoption of any ordinances.

Administration

Reviewed by: Tony McDonald Date: 5/12/04
✓ Recommend Council approval Recommend Council denial
Comments regarding recommendation:

Richland County Council Request of Action

Subject: Contract Renewal for Body Removal And Transport Services

A. Purpose

Council is requested to approve the encumbrance of funds in the amount of \$60,000.00 for Knight Systems, Inc. to perform removal and transport services for the Coroner's Office for FY'04-'05.

B. Background / Discussion

The contract with Knight Systems, Inc. was renewed in FY '03-'04 for a firm, fixed rate. Knight Systems, Inc. has agreed to perform removal and transport services under the same terms of the current contract.

C. Financial Impact

Knight Systems, Inc. has agreed to a firm, fixed rate as follows:

- \$55,000.00 - FY '03-'04
- \$60,000.00 - FY '04-'05
- \$65,000.00 - FY '05-'06

Payment is to be made in 12 monthly payments of \$4,583.33 ('03-'04), \$5,000.00 ('04-'05), and \$5,416.66 ('05-'06) respectively.

D. Alternatives

1. Approve the request to encumber funds in the amount of \$60,000.00 for FY '04-'05. Doing so will allow for payment for removal and transport services without interruption of service.
2. Do not approve this request, resulting in payment for removal and transportation services being delayed.

E. Recommendation

It is recommended that Council approve the request for funds to be encumbered in the amount of \$60,000.00 for removal and transport services for FY '04-'05. Funding for this request is included in the 2004-2005 budget and is contingent upon the passage of the budget.

Recommended by: Coroner Gary Watts Department: Coroner Date: 5/07/04

F. Reviews

(Please **SIGN** your name, ✓ the appropriate box, and support your recommendation before routing. Thank you!)

Finance

Reviewed by (Finance Director): Carrie Neal

Date: 5/12/2004

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Reviewed by (Budget Director): Daniel Driggers Date: 5/12/04
✓ Recommend Council approval Recommend Council denial
Comments regarding recommendation: Contingent on the adoption of the FY 05 budget.

Procurement

Reviewed by: (Procurement Director): Rodolfo Callwood Date: 5/19/04
✓ Recommend Council approval Recommend Council denial
Comments regarding recommendation:

Legal

Reviewed by: Amelia R. Linder Date: 05/19/04
 Recommend Council approval Recommend Council denial
Comments regarding recommendation: This request is at the discretion of Council.

Administration

Reviewed by: J. Milton Pope Date: 5-19-04
✓ Recommend Council approval Recommend Council denial
Comments regarding recommendation:

Richland County Council Request of Action

Subject: Contract Renewal With Professional Pathology Services, PC

A. Purpose

Council is requested to approve the renewal of the contract with Professional Pathology Services, PC to perform autopsies and postmortem examination for the Coroner's Office for FY '04-'05 and the encumbrance of funds for these services.

B. Background / Discussion

The contract with Professional Pathology Services, PC went into effect in July 1992 with the option to renew each year. This pathology group is the only group that can meet the specifications of the Coroner's Office to perform autopsy services. Therefore, it is requested that the contract be approved as a sole-source service provided to the county. The contract should provide for autopsy services by this group at a cost of \$850.00 per autopsy and \$100.00 per forensic consult exam.

C. Financial Impact

Based on the prior year and estimates, an initial amount of \$270,000.00 is requested for autopsy and forensic consult exam services for FY '04-'05. It is possible this amount will not be sufficient and will have to be increased during the year. Funding for this request is included in the 2004-2005 budget and is contingent upon the passage of the budget.

D. Alternatives

1. Approve the request to renew the contract with Professional Pathology Services, PC and to encumber initial funds of \$270,000.00 for autopsy and exam services by Professional Pathology Services, PC.

Approval of this request to renew the contract with Professional Pathology Services, PC and to encumber the funds requested will allow autopsies and forensic consult exams to be done and payment for these services without interruption.

2. Do not approve the request. Autopsies and forensic consult exams will not be done and/or payment for autopsy services will be delayed.

E. Recommendation

It is recommended that Council approve the request for the renewal of the contract with Professional Pathology Services, PC and that funds be encumbered in the amount of \$270,000.00 for autopsy services.

Recommended by: Coroner Gary Watts

Department: Coroner

Date: 5/07/04

F. Reviews

(Please **SIGN** your name, ✓ the appropriate box, and support your recommendation before routing. Thank you!)

Finance

Reviewed by (Finance Director): Carrie Neal Date: 5/12/2004
✓ Recommend Council approval Recommend Council denial
Comments regarding recommendation:

Reviewed by (Budget Director): Daniel Driggers Date: 5/12/04
✓ Recommend Council approval Recommend Council denial
Comments regarding recommendation: Contingent on the adoption of the FY 05 budget

Procurement

Reviewed by:(Procurement Director): Rodolfo Callwood Date: 5/19/04
✓ Recommend Council approval Recommend Council denial
Comments regarding recommendation:

Legal

Reviewed by: Amelia R. Linder Date: 05/19/04
 Recommend Council approval Recommend Council denial
Comments regarding recommendation: This request is at the discretion of Council.

Administration

Reviewed by: J. Milton Pope Date: 5-19-04
✓ Recommend Council approval Recommend Council denial
Comments regarding recommendation:

Richland County Council Request of Action

Subject: Detention Center Budget Amendment: FY 03-04

A. Purpose

County Council is requested to approve a budget amendment to the Detention Center's budget in the amount of \$403,155.44 for the purpose of providing additional funding to cover a budget shortfall.

B. Background / Discussion

Over the years, the staffing needs of the facility have increased tremendously. Additional responsibilities were given to the Detention Center such as Bond Court Security, County Preliminary Hearing, Prisoner Shuttle Service, and increased staffing needs for better security in housing unit for high security inmates. **(See Justification and Staffing Requirements, below.)**

In trying to determine the Detention Center's staffing needs, a staffing analysis, developed by the National Institute of Corrections, was conducted by the newly appointed Detention Center Director and staff. After conducting the staffing analysis, the appropriate level of staff was determined to be 312 employees. Of these, 272 were Detention officers, and others were support personnel, i.e. maintenance workers, Administrative Support staff and pre-trial personnel.

Because the Detention Center has historically had high employee turnover and difficulty in hiring correctional officers, the overtime expenditure, in the past, could be funded with transfers from the salary line item accounts. This cannot be accomplished with the current staffing conditions. The employee turnover rate has increased significantly, thus there are no lapse funds to help offset the overtime expenditure.

JUSTIFICATION AND STAFFING REQUIREMENTS

The following posts are presently staffed by pulling personnel from other areas of the Detention Center or staffed by personnel working overtime.

- The Detention Center added an additional post to the two existing posts in Unit Z. This officer is used to make continuous safety and security checks 24 hours a day, 7 days a week. A total of **5 officers** are needed to man this additional post.

- One officer is used as a Shuttle Driver to drive discharged inmates (without other transportation) to the bus stop downtown 24 hours a day, 7 days a week. This officer takes discharged inmates to the bus stop downtown at least once each half hour when inmates need rides. This post is filled by officers being pulled from other areas of the facility or by officers working overtime. A total of **5 officers** are needed to man this post.

- Two officers are used to relieve other officers on posts for two fifteen minute breaks and one thirty minute meal break during the twelve hour shift on day shifts. Without these officers, breaks on the day shifts cannot be given. When hallway/escort officers are used for this duty, officers do not get true breaks because the officer on break becomes the hallway/escort officer and must respond to hallway/escort duties while on break. These two officers are normally overtime officers. To man these daytime posts **4 officers** are needed.
- One officer was pulled from security duties to operate the inmates' Law Library and run the inmates' library. This officer works Monday – Friday escorting inmates to and from the Law Library and supervises them while they are on the computer. During other times, the officer operates the inmates' library by moving books to and from the housing units. To man this post, **1 officer** is needed.
- One officer was pulled from security duties to be utilized in the Maintenance Section supervising inmates cleaning the building. This officer works Monday – Friday and is responsible for supervising inmates who are cleaning the building and waxing floors. To man this post, **1 officer** is needed or the job needs to be reclassified to a maintenance job.
- Two officers pulling security duty in Richland County's Bond Court work approximately 18 hours per day, 7 days a week. When not actually working Bond Court, these officers are usually used to relieve other officers for breaks and/or meals in the housing units. Officers presently working the County's Bond Court are pulled from our hallway/escort posts, limiting the number of officers available to respond to emergencies in the facility. To limit this overtime Monday – Friday (excluding holidays), supervisors working day shifts are pulled for this duty when available, thus pulling them from their normal duties. These officers basically work anytime needed by the Court 24 hours a day, 7 days a week. To man these two posts, **10 officers** are needed.
- One officer is needed to work inmate movement duties for County Prelims and security duties for Probation Hearings and to conduct video conferencing. Both take place on the day shifts Monday – Friday and occupy officers for approximately 8 to 12 hours. The officers used for these duties are pulled from other posts or officers working overtime. To man this post, **1 officer** would be needed Monday-Friday.
- Officers also are used for Hospital Security. These officers are pulled from working posts or officers working overtime. Our policy calls for two officers to escort each inmate taken to the hospital: two officers are needed so officers can leave the inmate's room to go to restrooms, etc. Due to the large number of inmates going to the hospital (during the period 12/29/03 – 01/02/04, five inmates are in the hospital) this calls for a total of 10 officers to watch the five inmates. However due to other post requirements and overtime concerns, one officer is assigned to each inmate, and there is one extra officer (rover) who goes between rooms to relieve assigned officers for breaks. Overtime personnel cover hospital duty.

- Annual in-service training is a requirement for local jail and detention facility. This 24 hour mandatory training is required by state standards.

In an effort to reduce total overtime expenditure, the Detention Center recommended 27 new detention officers and 4 sergeants be added in it FY 05/06 budget. Also, the department continues to scrutinize why and where overtime is being worked.

C. Financial Impact

This would be an additional funding \$403,155.44 increase to the Detention Center’s FY 04/05 budget. The department cannot offset the financial impact. The amendment is needed for the facility to continue to operate and staff the facility at safe, secure, and humane levels.

D. Alternatives

1. Approve the \$403,155.44 amendment to the Detention Center budget to address the facility’s overcrowding and to continue to operate the facility at safe and secure levels.
2. Do not approve budget amendment. Service levels will decrease to un-recommended levels or operating deficits will continue.

E. Recommendation

It is recommended that Council approve the budget amendment of \$403,155.44 for the current fiscal year.

Recommended by: Joseph Bochenek Department: Detention Center Date: May 14, 2004

F. Reviews

(Please ***SIGN*** your name, ✓ the appropriate box, and support your recommendation before routing. Thank you!)

Finance

Reviewed by (Finance Director): Carrie H. Neal Date: 5/19/2004

Recommend Council approval Recommend Council denial

Comments regarding recommendation: at the discretion of Council - possibly consider other sources of funds within the total budget before increasing bottom line.

Reviewed by (Budget Director): Daniel Driggers Date: 5/19/04

Recommend Council approval Recommend Council denial

Comments regarding recommendation: Recommendation is based on the fact that approval would result in a use of fund balance. Recommend that available funds be identified within the current appropriated general fund budget to cover excess operating costs without increasing total funding level.

Legal

Reviewed by: Amelia R. Linder Date: 05/19/04

Recommend Council approval Recommend Council denial

Comments regarding recommendation: This request is at the discretion of Council.

Administration

Reviewed by: J. Milton Pope

✓ Recommend Council approval

Comments regarding recommendation:

Date: 5-19-04

Recommend Council denial