



## Administration and Finance Committee

Bill Malinowski	Paul Livingston	Greg Pearce (Chair)	Jim Manning	Norman Jackson
District 1	District 4	District 6	District 8	District 11

February 28, 2017 - 6:00 PM

2020 Hampton St.

### **Call to Order**

### **Election of Chair**

### **Approval of Minutes**

- 1 December 20, 2016 [PAGES 4-5]

### **Approval of Agenda**

### **Items for Action**

- 2 Adoption of Amended FY18-FY19 – Budget Calendar [PAGES 6-11]
- 3 Increase Annual Leave for Employees [PAGES 12-16]

- 4 Potential Sale of Property - Contractual Matter (Executive Session) [PAGE 17]
- 5 Council Motion: Conservation Commission Manage Agencies Receiving Hospitality Tax Funds [PAGE 18]

**Adjournment**



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# RICHLAND COUNTY COUNCIL

## SOUTH CAROLINA

### ADMINISTRATION & FINANCE COMMITTEE

December 20, 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 6:00 PM

#### APPROVAL OF MINUTES

**Regular Session: November 17, 2016** – Mr. Livingston moved, seconded by Ms. Myers, to approve the minutes as distributed. The vote in favor was unanimous.

#### ADOPTION OF AGENDA

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

#### ITEMS FOR ACTION

##### **CASA: Memorandum of Agreement with SC Department of Social Services –**

Mr. Malinowski inquired about the legality of the contract since the date on the contract for October.

Mr. Smith stated the contract will not become effective until Richland County executes the document.

Mr. Malinowski also brought to staff's attention missing verbiage in *Article II. Definition of Terms*. In addition, *Article III. E. Monitoring*. needs to be reviewed by staff for accuracy.

Ms. Myers inquired if the contract had been reviewed by Legal.

Mr. Manning moved, seconded by Mr. Livingston, to forward to Council with a recommendation to approve the request to proceed with MOU between Richland County CASA and SCDSS to increase departmental funding to provide augmented support to volunteer Guardian ad Litem. Accessing this funding resource will have tremendous impact for the CASA organization by lending resources to provide heightened volunteer recruitment, training, and support for volunteer Guardian ad Litem at no cost to the



#### Council Members Present

Greg Pearce, Chair  
District Six

Paul Livingston  
District Four

Jim Manning  
District Eight

Dalhi Myers  
District Ten

#### Others Present:

Norman Jackson  
Bill Malinowski  
Julie-Ann Dixon  
Seth Rose  
Michelle Onley  
Gerald Seals  
Kimberly Williams-Roberts  
Janelle Ellis  
Brandon Madden  
Geo Price  
Kevin Bronson  
Brad Farrar  
Larry Smith  
Ashley Powell  
Tracy Hegler  
Jocelyn Jennings  
Daniel Driggers  
Dale Welch

county. These resources will also be used to sustain the 2 Full Time CASA Case Coordinator positions solely funded through these funds. The impact will lead to increased positive permanency for children in foster care as well as increased awareness on the plight of child abuse throughout our community. In addition, to incorporate the changes outlined by Mr. Malinowski and to have legal review the document.

The vote in favor was unanimous.

**Hollywood Hills Sewer Project – Approval of Contractor** – Mr. Manning moved, seconded by Mr. Livingston, to forward this item to Council with a recommendation to approve the award selection to C. R. Jackson, Inc. as the procured and approved contractor for the Hollywood Hills Sewer Project. The bid was selected and approved at the construction rate of \$891,889.75. The vote in favor was unanimous.

**Approval of a Ground Lease and Agreement for Property in the Crane Creek Master Planning Area for the Development of Community Recreational Facilities in the Bookert Heights Neighborhood** – Mr. Livingston moved, seconded by Ms. Myers, to forward to Council with recommendation to approve the ground lease and agreement in the Crane Creek Master Planning area for the development of a public recreational facility on the parcel of property located at the intersection of Blue Ridge Terrace and Dakota Street (TMS # 09504-04-07). Doing so will allow the County to apply for a PARD grant to provide recreational opportunities within the Crane Creek Master Planning area and supporting the implementation of a major catalyst project (Catalyst 4). Should the PARD grant not be secured, it is recommended the lease and agreement be terminated per the terms of the agreement.

Mr. Malinowski inquired about the following language *3.5 – Theft, Burglary or Vandalism: County shall be responsible for losses to County's property or personal injury caused by criminal acts. County shall make any repairs or replacements caused by vandalism improvements.*

Mr. Hegler stated the language should be ...vandalism to the improvements.

Ms. Myers inquired if legal had reviewed the contract.

Ms. Hegler stated a proposed amended contract was distributed to Council at tonight's meeting. The proposed changes by the lessor were received on Friday and staff has reviewed those changes. Legal has not had an opportunity to review the contract. The request is to approve the contract pending legal review, so that staff may move forward on applying for the PARD grant.

The vote in favor was unanimous.

## **ADJOURNMENT**

The meeting adjourned at approximately 6:12 PM.

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

# Richland County Council Request of Action

**Subject:**

Adoption of Amended FY18-FY19 – Budget Calendar



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

**REQUEST OF ACTION SUMMARY SHEET**

Agenda Item No.: 2 Meeting Date: 2/28/2017

To: Chair (TBD), Administration & Finance Committee

From: Daniel Driggers, Director of Finance

Department: Finance

**Item Subject Title:** Adoption of Amended FY18-FY19 – Budget Calendar

**Action Taken by Committee previously:** None. This item is appearing before the Committee for the first time.

- Options:**
1. Proceed with recommending Council approve amending the FY18-FY19 – Budget Calendar as recommended by staff.
    - May 25, 2017 – Special Called Meeting – 2<sup>nd</sup> reading of budget and millage ordinance (Grants only) 6PM.
    - May 30, 2017 – Special Called Meeting – 2<sup>nd</sup> reading of Budget and Millage Ordinance (Non-Grant items) – 6PM.
    - June 8, 2017 – Special Called Meeting – 3<sup>rd</sup> reading and adoption of Budget Ordinance continued – 6PM.
  2. Do not proceed with recommending Council approve amending the FY18-FY19 – Budget Calendar at recommended by staff.
    - May 25, 2017 – Special Called Meeting – 2<sup>nd</sup> reading of budget and millage ordinance (Grants only) 6PM.
    - May 30, 2017 – Special Called Meeting – 2<sup>nd</sup> reading of Budget and Millage Ordinance (Non-Grant items) – 6PM.
    - June 8, 2017 – Special Called Meeting – 3<sup>rd</sup> reading and adoption of Budget Ordinance continued – 6PM.

**Motion Requested Today:**

1. Council approve amending the FY18-FY19 – Budget Calendar at recommended by staff.
  - May 25, 2017 – Special Called Meeting – 2<sup>nd</sup> reading of budget and millage ordinance (Grants only) 6PM.
  - May 30, 2017 – Special Called Meeting – 2<sup>nd</sup> reading of Budget and Millage Ordinance (Non-Grant items) – 6PM.
  - June 8, 2017 – Special Called Meeting – 3<sup>rd</sup> reading and adoption of Budget Ordinance continued – 6PM.

**Staff Recommendation:** Approve motion request.

**Impact of Action:** Operating Budget: N/A

Capital Budget: N/A.

**Funding Amount/Source:** This is a policy decision for Council with no direct financial impact.

**Requested by:** Daniel Driggers, Director of Finance

**Staff Representative:** Daniel Driggers, Director of Finance

**Outside Representative:** None.

**List of Attachments:**

1. Request of Action

2/21/17  
Date Submitted

Brandon Madden  
Approved by the County Administrator’s Office

N/A  
Council District

# Richland County Council Request of Action

**Subject:** FY18-FY19 – Budget Calendar

**A. Purpose**

To resolve meeting conflicts scheduled on the Richland County FY18-FY19 Biennial Budget Calendar. As well as finalize the Biennial Budget Calendar as discussed during the recent Council Retreat.

**B. Background / Discussion**

There are two Council meetings conflicting with the Budget Calendar (draft).

May 23, 2017 – Administration & Finance Committee meeting is scheduled for 6PM.

June 6, 2017 – Regular Session Council meeting is scheduled for 6PM.

**C. Legislative / Chronological History**

These are Council Member requests. Therefore, there is no Legislative history.

**D. Alternatives**

1. Amend the dates of the budget calendar.
  
2. Do not amend the dates of the budget calendar.

**E. Final Recommendation**

Amend the dates of the budget calendar per the following dates:

- May 25, 2017 – Special Called Meeting – 2<sup>nd</sup> reading of budget and millage ordinance (Grants only) 6PM.
  
- May 30, 2017 – Special Called Meeting – 2<sup>nd</sup> reading of Budget and Millage Ordinance (Non-Grant items) – 6PM.
  
- June 8, 2017 – Special Called Meeting – 3<sup>rd</sup> reading and adoption of Budget Ordinance continued – 6PM.



## **Budget Calendar for Fiscal Year 2018 – 2019**

October 3, 2016	Biennial Budget Presentation to Council Members
November 4	Preliminary Property Tax Revenue Estimates
November 4	Biennial Budget Presentation to Department Directors & Elected Officials
November 10	Biennial Budget Memo to Departments communicating Council priorities
November 10	Budget parameters sent to Departments
December 9	Other Revenues Review
<b>January 3, 2017</b>	All Internal Department Budget Worksheets are due to Finance Office
January 10	Discretionary, Hospitality, Accommodation and Contractual & Statutory Grant requests due to Budget Manager
January 10 – February 3	Budget Meetings with Budget Team and Department Directors to review individual departmental requests.
February 3	Discretionary, Hospitality, Accommodation and Contractual & Statutory Grant requests due to Budget Manager
March 2	Recommended Budget Presentation, First Admin Review
March 23	Revenue Update Review
March 30	Recommended Budget Presentation, Second Admin Review
April 13	Recommended Budget Finalized
April 27	Council Work Session: Presentation of Recommended Budget by County Administrator; First Reading of County budget and millage ordinances (title only) by Council
May 2	Council Work Session 4-6pm (General Fund)
May 3	Millage Agency Budget Requests are due to Richland County Finance Office
May 9	Council Work Session 4-6pm (Special Rev., Enterprise, & Millage Agencies)
May 11	Council Work Session 4-6pm (Grants)
May 18	Public Hearing – 6pm
May 25	Special Called Meeting – 2 <sup>nd</sup> reading of Budget and Millage Ordinance (Grants Only) – 6pm

May 30	Special Called Meeting – 2 <sup>nd</sup> reading of Budget and Millage Ordinance continued (All non-grant items) – 6pm
June 8	Special Called Meeting – 3 <sup>rd</sup> reading and adoption of Budget Ordinance – 6pm
July 1	Begin new fiscal year with implementation of adopted budget
July 6	Special Called Meeting – 3 <sup>rd</sup> reading and adoption of 2 <sup>nd</sup> Fiscal Year Budget

# Richland County Council Request of Action

**Subject:**

Increase Annual Leave for Employees



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

**REQUEST OF ACTION SUMMARY SHEET**

Agenda Item No.: 3 Meeting Date: 2/28/2017

To: Chair (TBD), Administration & Finance Committee

From: Dwight Hanna, Director of Human Resources

Department: Human Resources

**Item Subject Title:** Increase Annual Leave for Employees

**Action Taken by Committee previously:** None. This item is appearing before the Committee for the first time.

**Options:**

1. Proceed with recommending Council approve the request to increase annual leave for Richland County employees as follows:

0-5 years of employment: 10 days  
5-10 years of employment: 15 days  
10-15 years of employment: 20 days  
15+ years of employment: 25 days

2. Proceed with recommending Council approve a modified request to increase annual leave for Richland County employees.

3. Do not proceed with recommending Council approve the request to increase annual leave for Richland County employees.

**Motion Requested Today:** Recommend that Council approve the request to increase annual leave for Richland County employees as follows:

0-5 years of employment: 10 days  
5-10 years of employment: 15 days  
10-15 years of employment: 20 days  
15+ years of employment: 25 days

**Staff Recommendation:** Approve motion request.

**Impact of Action:** Operating Budget: N/A

Capital Budget: N/A.

**Funding Amount/Source:** This is a policy decision for Council with no direct financial impact.

**Requested by:** Dwight Hanna, Director of Human Resources

**Staff Representative:** Dwight Hanna, Director of Human Resources

**Outside Representative:** None.

**List of Attachments:**

1. Request of Action

2/3/17  
Date Submitted

Brandon Madden  
Approved by the County Administrator's Office

N/A  
Council District

# Richland County Council Request of Action

**Subject:** Increase Annual Leave for Employees

**A. Purpose**

To bring leave accrual rates for Richland County employees into closer alignment with the rates provided to employees of local and comparable government organizations.

**B. Background / Discussion**

Currently, leave accrual rates for Richland County employees are lower than rates provided to employee of the State of South Carolina, Lexington County, Greenville County, Charleston County, York County and City of Columbia.

Bringing Richland County’s annual leave into line with those of other local/regional government offices will enable the County to be more competitive in the job market. It will also boost the performance, morale, and retention rates for the County’s current employees; and it will do so without adding any cost to the County budget.

Studies have shown that overwork is tied to increased stress levels, tiredness, health issues, and – due to all of the above – job safety issues. However, employees who take occasional vacations and spend time with their loved ones tend to be happier, healthier, and more satisfied with their jobs. This, in turn, leads to higher job performance and retention rates.

**C. Legislative / Chronological History**

The chart below compares the current leave accrual rate for Richland County employees to the accrual rates for State of South Carolina, Lexington County, Greenville County, Charleston County, York County and City of Columbia:

	Vacation Accrual				
	0-5 years	5-10 years	10-15 years	15-20 years	20+ years
<b>Richland County</b>	10	10	15	15	20
<b>State of SC</b>	15	15	16.25 at 10 years, increases each year up to 30 days per year		
<b>Lexington County</b>	10	15	20	20	20
<b>Greenville County</b>	12	15	19	19	25
<b>Charleston County</b>	10	15	20	25	25
<b>York County</b>	12	12	15	15	18
<b>City of Columbia</b>	10	11 days at 5 years, increases by one day each year up to 25 days per year			

**D. Alternatives**

1. Approve the request to increase annual leave for Richland County employees as recommended below.
2. Modify the request to increase annual leave for Richland County employees.
3. Do not approve the request to increase annual leave for Richland County employees.

**E. Final Recommendation**

It is recommended that Council approve the request to increase annual leave for Richland County employees as follows:

- 0-5 years of employment: 10 days
- 5-10 years of employment: 15 days
- 10-15 years of employment: 20 days
- 15+ years of employment: 25 days

## Richland County Council Request of Action

**Subject:**

Potential Sale of Property - Contractual Matter (Executive Session)

**Notes:**

This item involves a contractual matter to be discussed in Executive Session.

## Richland County Council Request of Action

**Subject:**

Council Motion: Conservation Commission to Manage Agencies Receiving Hospitality Tax Funds

**NOTE:**

**CONSERVATION COMMISSION'S MISSION:** The RCCC is charged with promoting the protection of the county's natural, historical, and cultural resources and promoting nature-based recreation and eco- and heritage tourism. The commission does this by negotiating voluntary protection strategies with landowners through conservation easements and land acquisition, and through grant programs and special projects.