



Richland County Council
ADMINISTRATION AND FINANCE COMMITTEE
MINUTES

April 25, 2023 – 6:00 PM

Council Chambers

2020 Hampton Street, Columbia, SC 29204

COUNCIL MEMBERS PRESENT: Jessica Mackey, Chair; Jason Branham, Yvonne McBride, Paul Livingston, and Don Weaver
(enter the meeting at 6:12 PM)

OTHERS PRESENT: Allison Terracio, Overture Walker, Cheryl English, Leonardo Brown, Aric Jensen, Ashiya Myers, Stacey Hamm, Michelle Onley, Angela Weathersby, Lori Thomas, Abhijit Deshpande, Jennifer Wladischkin, Anette Kirylo, Kyle Holsclaw, Patrick Wright, Tamar Black, Dale Welch, Geo Price, Bill Davis, Bill Peters, Jani Hussain, Sarah Harris, and Michael Byrd

1. **CALL TO ORDER** – Chairwoman Jessica Mackey called the meeting to order at approximately 6:00 PM.

2. **APPROVAL OF MINUTES**

a. **March 28, 2023** – Mr. Livingston moved to approve the minutes as distributed, seconded by Mr. Branham

In Favor: Branham, McBride, Livingston, and Mackey

Not Present: Weaver

The vote in favor was unanimous.

3. **ADOPTION OF AGENDA** – Mr. Livingston moved to adopt the agenda as published, seconded by Ms. McBride.

In Favor: Branham, McBride, Livingston, and Mackey

Not Present: Weaver

The vote in favor was unanimous.

4. **ITEMS FOR ACTION**

a. **Utilities – Purchase of Roll-Off Truck** – The County Administrator, Leonardo Brown, stated the Utilities Department seeks approval to purchase a Kenworth roll-off truck from National Auto Group. The purchase will be through a co-op procurement process. The new roll-off truck is needed to haul wastewater sludge to the landfill. Utilities currently have two trucks: one manual roll-off truck and one automatic dump truck. The existing roll-off truck is thirteen years old, and parts are no longer readily available, causing it to be out of service for an extended period, resulting in the use of sludge-hauling contractors and affecting the department's operating budget.

Ms. McBride moved to forward to Council with a recommendation to approve the purchase of a roll-off truck from National Auto Fleet Group, seconded by Mr. Livingston.

Mr. Livingston stated this item is similar to the County purchasing something off the State contract; therefore, it has already been vetted.

Mr. Brown responded it meets procurement standards because it has gone through a cooperative, and the cooperative meets all of the appropriate standards.

In Favor: Branham, McBride, Livingston, and Mackey

Not Present: Weaver

The vote in favor was unanimous.

- b. Operational Services – 2020 Hampton St. Roof Replacement Project – Solicitation RC-565-B-23 – Mr. Brown noted there was a solicitation, and three submissions were received. Frizzell Const. Co., Inc. d/b/a Summit BSR Roofing was the lowest, responsive, and responsible bidder. The existing roof at 2000 and 2020 Hampton has exceeded its serviceable lifespan of 20 years. It is believed the roof is original to the building, which was constructed in 1990. Council members may have received calls from time to time regarding leakage through the roof. The leaks reflect that the roof has exceeded its useful life. The replacement process is anticipated to take 3-4 months to complete once the notice to proceed has been issued to the contractor and the materials have been delivered to the site. The key steps include removing the current roofing system, assessing the condition of the structural metal decking, and installing the new roofing system if found to be acceptable. They believe a contingency is needed to address the older-style roofing if the roofing system is metal.

Ms. Mackey inquired if we anticipated an impact on the 2000 and 2020 Hampton Street staff during the roof replacement.

Mr. Bill Peters, Interim Operational Services Director, responded there would be minimal impact on the daily operations of both buildings.

Ms. Mackey inquired if the lowest bidder was the best choice for this project.

Mr. Brown stated that to be responsive; the vendor would have to meet the needs. The lowest responsible bidder means they had the pricing and met the needs they were solicited for.

Ms. Jennifer Wladischkin, Procurement Director, responded Mr. Brown was correct. When they did the bid process, there was a minimum standard that all bidders had to meet, and all bidders met at least the minimum standard.

Ms. McBride moved to forward to Council with a recommendation to approve the award of a contract to Frizzell Const. Co., Inc. d/b/a Summit BSR Roofing, for construction and installation of a replacement roofing system at 2000 and 2020 Hampton Street, seconded by Mr. Branham.

In Favor: Branham, McBride, Livingston, and Mackey

Not Present: Weaver

The vote in favor was unanimous.

- c. Procurement & Contracting – Approval to Award Contract for Emergency Generator at the Coroner’s Office – Mr. Brown stated the Coroner’s Office is a 24-hour, 7-day-a-week operation. As a result of them dealing with bodies, the facility must always have power. It currently does not have a backup generator. This particular request is to allow the procurement of a backup generator so the office is never without power. Staff requests the award of a contract to DNB Electric, Inc. for the construction and installation of an emergency generator at the Coroner’s Office. The project involves relocating the power service coming into the building to a more suitable and appropriate location and installing an automatic transfer switch, which detects power outages and switches to generator power. He noted the funds are available in the Coroner’s Office’s budget.

Ms. McBride inquired if the Coroner’s Office ever had a backup system.

Mr. Brown replied this would be a new system. It is his understanding it was contemplated but never initiated.

Mr. Branham stated it saddened him it was going to take 40 weeks to get the generator delivered and then six months for the project to be completed. He inquired if there was the potential for another vendor to get this done faster.

Mr. Brown expressed that sometimes we are not on the priority list, and as a result, we are at the mercy of the providers.

Ms. Wladischkin responded we have seen several supply chain issues with HVAC projects, generators, and other electrical components. We are experiencing extensive lead times on those types of items.

Mr. Branham noted he is looking forward to the Coroner’s Office being able to step up its capabilities, especially due to the nature of its business. He commended whoever was responsible for this and the roof replacement project.

Ms. Mackey indicated the funding is available for this project and the roof replacement project but will not be completed until after the fiscal year has ended. She inquired if the funds would be expended this fiscal year or if we are carrying over the funds because the expense has been approved.

Mr. Brown responded when you have a completed process: quotes, RFPs, answered solicitations, a decision made, and funds available, the funds can be encumbered. While they have not been spent, everything is there for them to be spent. Everything has been done, but we do not have the materials or resources on hand to exchange for the goods and services, thus allowing it to carry over.

Ms. Wladischkin acknowledged the funds are encumbered on a requisition. At the end of the fiscal year, they will be rolled forward into next year. Should those projects extend beyond the next fiscal year, they will continue to roll until they have been expended for the purpose Council has approved them for.

Ms. Mackey noted it is good to understand how funds not expended by a department are carried over.

Mr. Livingston moved to forward to Council with a recommendation to approve the award of a contract to DNB Electric, Inc. for the construction and installation of an emergency generator at the Coroner's Office, seconded by Ms. McBride.

In Favor: Branham, McBride, Livingston, Weaver, and Mackey

The vote in favor was unanimous.

- d. Direct the County Administrator to create a new IGA regarding the Alvin S. Glenn Detention Center Inmate Per Diem rate. Richland County is operating on fees that were implemented effective July 1, 2018 and but did not go into effect until July 1, 2019 due to the 90-day notice requirement pursuant to the agreement. The agreement in effect at that time was to have the fee only increase \$10 per year until it reached 95% of the actual cost to the County. We are currently losing thousands of dollars per year the way this is being handled.

Richland County should not have taxpayers pay for outside entities who placed individuals in the County Detention Center, as that is the responsibility of the placing entity. Every entity who places an individual in the Alvin S. Glenn Detention Center should have an IGA with Richland County that reflects the current rate they will be paying as well as the fact rates are subject to change upward or downward on an annual basis. Those IGA's should also be worded as an annual agreement with up to so many extension years and the 90-day notice needs to be either reduced or more closely followed by staff. [MALINOWSKI - May 3, 2022] – Mr. Brown indicated staff is requesting the committee to move Items 4(d) and 4(e) to the committee(s) recommended by staff. He noted there are committees that more directly address these areas. In addition, Council Rule 4.7(b)(4) states if action is not taken within a certain period, those items “go away.” These items are not dead but require an additional timeframe. Moving them to another committee gives that committee a fresh start, and we believe the items will be addressed within the 90-day timeframe.

Ms. McBride inquired if we are limited because we are past the 90-days.

Mr. Brown replied we are past the 90-days and no action has been taken. We want to make sure the item does not die, and there is a committee that focuses specifically on these areas.

Ms. McBride stated that this is an Administration and Finance issue in this case. She noted she is torn between the financial and programmatic parts of Item 4(d).

Mr. Weaver inquired how long we are stuck at 95%. Could we go to 100% next year?

Mr. Brown replied that we want to be reimbursed for the costs, so there is no limitation. When we present the documents, it will reflect what we feel is the appropriate rate. At that point, the committee, and ultimately Council, can decide what amount they want to proceed with.

Mr. Livingston requested the Administrator to research and look at the possibility of funding the Detention Center through a millage instead of the General Fund.

For clarification, Ms. Mackey stated this item was originally a motion by former Councilman Malinowski on May 3, 2022, was sent to the A&F Committee, and has sat here. The Detention Center Ad Hoc Committee has been meeting. They plan to address things at the Detention Center; therefore, staff recommends sending this item to the Detention Center Ad Hoc Committee.

Mr. Livingston moved to forward this item to the Detention Center Ad Hoc Committee, seconded by Mr. Weaver.

In Favor: Branham, Livingston, Weaver, and Mackey

Opposed: McBride

The vote was in favor.

- e. Any agency receiving funds from Richland County must provide an accounting for those funds prior to a request for funds in the next fiscal year budget. REASON: Accountability is a must for taxpayer dollars [MALINOWSKI - June 7, 2022] – Mr. Weaver moved to forward this item to the Community Impact Grants Committee, seconded by Mr. Livingston.

In Favor: Branham, McBride, Livingston, Weaver, and Mackey

The vote in favor was unanimous.

5. **ADJOURNMENT** – Mr. Livingston moved to adjourn the meeting, seconded by Ms. McBride.

In Favor: Branham, McBride, Livingston, Weaver, and Mackey

The vote in favor was unanimous.

The meeting adjourned at approximately 6:24 PM.