

RICHLAND COUNTY COUNCIL ADMINISTRATION AND FINANCE COMMITTEE

Kit Smith, Chair
District 5

Mike Montgomery
District 8

Paul Livingston
District 4

Greg Pearce
District 6

Damon Jeter
District 3

*June 26, 2007
5:30 PM*

**Richland County Council Chambers
County Administration Building
2020 Hampton Street**

Call to Order

Approval of Minutes – May 22, 2007: Regular Session Meeting [Pages 4 – 6]

Adoption of Agenda

I. Items for Action

- A. Request to approve a contract with ABL Food Service, Inc. in the amount of \$1,183,695.00 for food service at the Richland County Detention Center**
[Pages 7 – 8]
- B. Request to approve a contract with Taylor Made Ambulances in the amount of \$176,005 to remount five ambulance patient modules on new chassis**
[Pages 9 – 10]
- C. Request to approve purchase orders for the Emergency Services Department**
[Pages 11 – 12]
- D. An ordinance amending the Richland County Code of Ordinances; Chapter 17, Motor Vehicles and Traffic; Article 1, Regulations regarding county owned or leased property; Section 17-2, Parking on county office property; Subparagraph (A)(6); So that the county Finance Department will determine and set the cost for a parking decal**
[Pages 13 – 16]
- E. Request to allow the Procurement Department to negotiate an agreement with Stevens & Wilkinson to provide Architectural/Engineering Services for the Renovation and Addition to the Township Auditorium**
[Pages 17 – 18]

- F. Memorandum of Understanding with Southeast Rural Community Outreach Ministries in regards to an allocation in the amount of \$167,250 from the Local Hospitality Tax Revenue Fund during the Fiscal Year 2008 budget for the development of a Lower Richland Heritage Corridor**
[Pages 19 – 24]
- G. Treasurer’s Office: Request to award a sole-source contract in the amount of \$134,100 to Palmetto Posting for posting tax notices on the premises of delinquent real estate and mobile homes**
[Pages 25 – 27]
- H. Requested to approve \$58,973.00 in unallocated Hospitality Tax funds for Kenneth B. Simmons and Associates to proceed with Task 3 (Park Conceptual Master Planning Services) of the northern Richland County Recreation Complex**
[Pages 28 – 29]
- I. An ordinance amending the Richland County Code of Ordinances, Chapter 2, Administration; Article III, Administrative offices and officers; Division 3, Assistant County Administrator**
[Pages 30 – 35]
- J. Sheriff Starting Salary Program**
[Information will be provided prior to the committee meeting.]

II. Items for Discussion / Information

- A. Procurement update regarding bulk purchasing discounts**

III. Items Pending Analysis

- A. Licensing and location requirements for sexually-oriented businesses**
- B. Incorporation of Ballentine**
- C. Partnership agreement for the sharing of Richland County GIS data**
- D. Reporting and procurement requirements for outside agencies funded by Richland County**
- E. Victim’s Assistance Budget Amendment**
- F. RFQ for Attorneys Providing Outside Legal Services**
- G. Request to Move the Detention Center Under the Control of the Sheriff’s Department**

H. Budget Amendment to change Undesignated Hospitality Tax funds to Reserve Funds

I. Governmental Affairs Liaison

J. Council Discretionary Hospitality Tax Accounts

K. Council Member Salaries

Adjournment

Staffed by: Joe Cronin

MINUTES OF



RICHLAND COUNTY COUNCIL ADMINISTRATION AND FINANCE COMMITTEE TUESDAY, MAY 22, 2007 3:45 P.M.

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.

MEMBERS PRESENT

Chair: Kit Smith
Member: Damon Jeter
Member: Paul Livingston
Member: Mike Montgomery
Member: L. Gregory Pearce, Jr.

ALSO PRESENT: Joe McEachern, Valerie Hutchinson, Bernice G. Scott, Joyce Dickerson, Bill Malinowski, Norman Jackson, Milton Pope, Tony McDonald, Joe Cronin, Larry Smith, Amelia Linder, Teresa Smith, Michael Criss, Geo Price, Pam Davis, Michelle Onley

CALL TO ORDER

The meeting started at approximately 3:48 p.m.

APPROVAL OF MINUTES

April 24, 2007 (Regular Session) – Mr. Pearce moved, seconded by Mr. Livingston, to approve the minutes as submitted. The vote in favor was unanimous.

ADOPTION OF AGENDA

Ms. Smith moved, with unanimous consent, to approve the agenda as submitted. The vote in favor was unanimous.

ITEMS FOR ACTION

Request to Approve Posting of the Civil Rights Act 1968 in County-Occupied Buildings – Mr. Livingston moved, seconded by Mr. Pearce, to forward this item to Council with a recommendation for approval. A discussion took place.

The vote in favor was unanimous.

An Ordinance Providing for Entering into a Tax-Exempt Lease Purchase Transaction of not Exceeding \$3,700,000 and a Sublease with Allen University, to Prescribe the Purposes for which the Proceeds Shall be Expended, to Provide for the Payment Thereof, and Other Matters Pertaining Thereto – Mr. Montgomery moved, seconded by Mr. Livingston, to refer this item to the Bond Committee for a study and recommendation. A discussion took place.

Mr. Livingston proposed the following amendment: to concurrently forward this item to Council without a recommendation.

Mr. Montgomery accepted the amendment.

The vote in favor was unanimous.

Memorandum of Understanding Relating to the Interim Financing of the Central Midlands Regional Transit Authority - Mr. Livingston moved, seconded by Mr. Montgomery, to forward this item to Council with a recommendation for approval. The vote in favor was unanimous.

An Ordinance Amending the Richland County Code of Ordinances; Chapter 18, Offenses; so that all business establishments within the unincorporated areas of Richland County with gasoline or diesel fuel pumps shall require full payment in advance for any quantity of gasoline or diesel sold – Mr. Montgomery moved, seconded by Mr. Pearce, to forward this item to Council with a recommendation for denial. A discussion took place.

The vote in favor was unanimous.

Detention Center: Request to Approve Expenditure in the Amount of \$99,290.00 to Honeywell, Inc. for Full Maintenance Coverage on the Fire and Security System for the Bluff Road Facility – Mr. Montgomery moved, seconded by Mr. Jeter, to forward this item to Council with a recommendation for approval. The vote in favor was unanimous.

Detention Center: Request to Approve the Expenditure in the Amount of \$135,492.00 to W. B. Guimarin & Company, Inc. for Maintenance of the Bluff Road Facility Housing and Energy Plant – Mr. Livingston moved, seconded by Mr. Montgomery, to forward this item to Council with a recommendation for approval. The vote in favor was unanimous.

Sheriff Starting Salary – Mr. Pearce moved, seconded by Mr. Livingston, to defer this item. The vote in favor was unanimous.

ITEMS PENDING ANALYSIS

Incorporation of Ballentine – A discussion took place. Ms. Smith stated she is working on a draft resolution regarding this item. Ms. Smith requested that staff provide the committee with the financial impact that municipalities have on the County, the outlines of intergovernmental agreements, county services being provided to municipalities and the State incorporation statutes.

TIF Timeline – An update was given during Executive Session at the last Council meeting. A hearing date has been set for July 16-18 to consider the case.

Partnership Agreement for the Sharing of Richland County GIS Data – This item is still pending analysis.

Licensing and Location Requirements for Sexually-Oriented Businesses – Staff was requested to bring back recommendations in order to deal with the unlicensed sexually-oriented businesses, businesses that are not eligible to obtain a license and how to enforce code violations.

ADJOURNMENT – Mr. Pearce moved, seconded by Mr. Livingston to adjourn.

The meeting adjourned at approximately 4:26 p.m.

Submitted by,

Kit Smith, Chair

The minutes were transcribed by Michelle M. Onley

Richland County Council Request of Action

Subject: Detention Center Food Service Management

A. Purpose

County Council is requested to approve the expenditure in the amount of \$1,183,695.00 for food service.

B. Background / Discussion

Five years ago the Detention Center privatized its food service for the inmates. The County Ordinance requires a competitive bid process after five years. The Detention Center has completed the RFP process and the successful vendor is ABL. The contracted price of the meals would be 1100 – 1150 inmates per day at a price of \$.94 per meal.

The forecasted meal cost of the Detention Center would be:
ADP (1150 x 3) x \$.94 x 365 = \$1,183,695.00

C. Financial Impact

The estimated expenditure is \$1,183,695.00 to feed an estimated average daily population of 1150 inmates. Also, additional cost would be incurred if the population exceeds 1150 on any given day.

The estimated expenditure is \$1,183,695.00 of the \$4,073,057.00 requested in Account # 2100-5265, Professional Service.

D. Alternatives

1. Award Contract to ABL Food Service.
2. Do not award contract

E. Recommendation

It is recommended that Council approve the negotiation and award the contract to ABL Food Service Inc for the approximate amount of \$1,180,369.50.

Submitted by: Ronaldo Myers **Department:** Detention Center **Date:** May 18, 2007

F. Reviews

Finance

Reviewed by: Daniel Driggers
 Recommend Council approval

Date: 6/12/07
 Recommend Council denial

Comments regarding recommendation: Funds are available in the FY 08 budget

Procurement

Reviewed by: Rodolfo Callwood

Date: 6/13/07

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Legal

Reviewed by: Amelia Linder

Date: 6/13/07

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Administration

Reviewed by: J. Milton Pope

Date: 6-13-07

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Recommend approval... funds are budgeted

Richland County Council Request of Action

Subject: EMS Ambulance Remount Contract

A. Purpose

The purpose of this report is to obtain Council approval to award a contract to Taylor Made Ambulances in the amount of \$176,005 to remount five (5) ambulance patient modules on new chassis.

B Background / Discussion

EMS has ambulances nearing the end of their life cycle. Each year we remount ambulance vehicles by placing the old patient compartment on a new ambulance chassis. The patient compartment can be remounted several times before the entire vehicle needs to be replaced. The ambulance compartments to be remounted were manufactured by Taylor Made Ambulance. In order for the vehicle to be remounted to a “new” status and receive a full new warranty, the vehicles must be remounted and refurbished by Taylor Made Ambulances. The chassis for the remounts were purchased under a previous bid award. The original manufacturer is the only vendor that can return the vehicles to “new” status and reissue the full warranties. This contract is for the removal and refurbishing of the older patient compartments, remounting the patient compartment on the new chassis, returning the entire vehicle to a “new” status and implementing new warranties on the vehicles.

C. Financial Impact

The cost of the remounting is budgeted and is available in EMS account 2210-5313. No other funds are needed.

D. Alternatives

1. Approve the remounting contract to Taylor Made Ambulances.
2. Do not approve the contract.
3. Re-bid the work.

E. Recommendation

It is recommended that Council approve the remounting contract to Taylor Made Ambulances for \$175,005.

Submitted by: Michael A. Byrd **Department:** Emergency Services **Date:** June 5, 2007

F. Reviews

Finance

Reviewed by: Daniel Driggers

Date: 6/12/07

✓ Recommend Council approval Recommend Council denial
Comments regarding recommendation: The available funds are in the FY 07 budget which ends on June 30th therefore approval would require the approval for funds to be rolled over to FY 08 and will show as a use of Fund Balance.

Procurement

Reviewed by: Rodolfo Callwood Date: 6/13/07
✓ Recommend Council approval Recommend Council denial
Comments regarding recommendation:

Legal

Reviewed by: Amelia Linder Date: 6/13/07
✓ Recommend Council approval Recommend Council denial
Comments regarding recommendation:

Administration

Reviewed by: J. Milton Pope Date: 6-13-07
✓ Recommend Council approval Recommend Council denial
Comments regarding recommendation: Recommend approval...funds are available from the FY 07 Budget year.

Richland County Council Request of Action

Subject: Emergency Services Purchase Orders for 2007-2008

A. Purpose

The purpose of this report is to obtain Council approval to award Purchase Orders for services in the 2007-2008-budget year. These services are required for the operations of the Emergency Services Department. These Purchase Orders and Contract approvals are subject to Council's adoption of the 2007-2008 budget.

B. Background / Discussion

The Emergency Services Department uses vendors to provide service for operations. It is necessary to have agreements in place July 1, 2007, so that service will not be interrupted at the start of the new budget year.

<u>VENDOR</u>	<u>SERVICE</u>	<u>ESTIMATED AMOUNT</u>
City of Columbia	EMS/Diesel & Gasoline	\$200,000
Motorola	EMS/Radio Service	\$100,000
Motorola	ETS/911 Equip.Service Agreement	\$125,000
Motorola	FIRE Radio Service	\$120,000

C. Fiscal Impact

Funding is included in the 2007-2008 budget.

D. Alternatives

4. Approve the purchase orders and contracts.
5. Do not approve the purchase orders and contracts.

E. Recommendation

It is recommended that Council approve the purchase orders and contracts for the services so there will not be an interruption of these mission essential services at the beginning of the new budget year.

Submitted by: Michael A. Byrd **Department:** Emergency Services **Date:** June 5, 2007

F. Reviews

Finance

Reviewed by: Daniel Driggers

Date: 6/12/07

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Funds available as stated.

Procurement

Reviewed by: Rodolfo Callwood

Date: 6/13/07

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Legal

Reviewed by: Amelia Linder

Date: 6/14/07

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Administration

Reviewed by: J. Milton Pope

Date: 6/14/07

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Recommend approval...

Richland County Council Request of Action

Subject: Ordinance to Increase Parking Decal Fees

A. Purpose

County Council is requested to change Richland County Code of Ordinances Chapter 17, Motor Vehicles and Traffic; Article I, Regulations Regarding County Owned or Leased Property; Section 17-2(a) (6), Parking on County Office Property; to change the parking decal fee for any second or alternative vehicles from fifty cents (\$0.50) per decal to a fee that is set by the Finance department based on the cost to obtain the parking decals.

B. Background / Discussion

Currently the ordinance states that the first sticker issued to an employee is at no cost, however any decals for a second or alternative vehicle are issued at a cost of \$0.50, with the monies going back into the parking garage enterprise fund. Parking decals currently cost Richland County \$1.27 per decal, and during the period of July 2006 through April 2007 the Finance department issued 151 decals for second or alternative vehicles for total revenue of \$75.50, at the time these decals cost Richland County \$191.77. Per the ordinance, the Finance department is responsible for the issuance of parking decals, the collection of any parking decal fees and ordering additional parking decals, so the Finance department is requesting the ordinance language be changed from \$0.50 per parking decal for second or alternative vehicles to a fee that will be set by the Finance department based on the current cost to obtain parking decals.

C. Financial Impact

The financial impact will be additional parking decal revenue to Richland County which will match the expenditures for additional parking decals in the current year and in future years as the cost to obtain parking decals increases.

D. Alternatives

1. Approve the request to change the language in the Ordinance from \$0.50 per additional parking decal for second or alternative vehicles to a fee that will be set by the Finance department based on the current cost to obtain parking decals.
2. Do not approve the request to change the language in the Ordinance and leave the fee at \$0.50 per parking decal for second or alternative vehicles with the understanding that each parking decal is costing \$0.77 more than the amount we are collecting.

E. Recommendation

It is recommended that Council approve the request to change the language in the Ordinance from \$0.50 per parking decal for second and alternative vehicles to a fee that will be set by

the Finance department based on the current cost to obtain parking decals. This change would allow us to match our fees with expenditures in the operation of the parking garage.

Recommended by: Jon Carpenter

Department: Finance

Date: 6/1/07

F. Reviews

Finance

Reviewed by: Daniel Driggers

Date: 6/12/07

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Recommendation would simply allow the County to recover the cost of providing the decals to employees. The current rate of .50 would be increased to \$1.27 based on the most recent price review. Finance would then periodically review the price of the decals and adjust the fee accordingly. This would only affect additional decals purchased by employees.

Legal

Reviewed by: Amelia Linder

Date: 6/12/07

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Both alternatives appear to be legally sufficient; therefore, this request is at the discretion of County Council.

Administration

Reviewed by: Tony McDonald

Date: 6/13/07

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

STATE OF SOUTH CAROLINA
COUNTY COUNCIL FOR RICHLAND COUNTY
ORDINANCE NO. ____-07HR

AN ORDINANCE AMENDING THE RICHLAND COUNTY CODE OF ORDINANCES; CHAPTER 17, MOTOR VEHICLES AND TRAFFIC; ARTICLE I, REGULATIONS REGARDING COUNTY OWNED OR LEASED PROPERTY; SECTION 17-2, PARKING ON COUNTY OFFICE PROPERTY; SUBPARAGRAPH (A)(6); SO THAT THE COUNTY FINANCE DEPARTMENT WILL DETERMINE AND SET THE COST FOR A PARKING DECAL.

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

SECTION I. The Richland County Code of Ordinances; Chapter 17, Motor Vehicles and Traffic; Article I, Regulations Regarding County Owned or Leased Property; Section 17-2, Parking on County Office Property; Subparagraph (a)(6); is hereby amended to read as follows:

- (6) The first decal will be issued at no charge. This decal shall be placed on the left rear bumper (and left front bumper if two (2) decals are issued). If a decal is desired by an individual for a second or alternative vehicle, the cost per decal will be ~~fifty cents (\$.50)~~ an amount set by the county finance department, based on the current cost to obtain parking decals per decal. This fee will be paid to the ~~county~~ finance department.

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 Ordinances 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 _____, 2007.

RICHLAND COUNTY COUNCIL

BY: _____
Joseph McEachern, Chair

ATTEST THIS THE _____ DAY

OF _____, 2007

Michielle R. Cannon-Finch

Clerk of Council

First Reading:
Second Reading:
Public Hearing:
Third Reading:

Richland County Council Request of Action

Subject: Permission to negotiate an agreement with Stevens & Wilkinson to provide Architectural/Engineering Services for the Renovation and Addition to the Township Auditorium

A. Purpose

County Council is request to grant permission to the Procurement Director to negotiate the cost for the Architectural/Engineering services in providing design, bidding and construction services for the renovation and addition to the Township Auditorium.

B. Background / Discussion

All companies on the qualified listing for Architectural/Engineering services were solicited and only Cummings & McCrady, Inc. and Steven & Wilkinson responded to the County's request for proposal. The responses were evaluated and it was determined that Steven & Wilkinson provided the most advantageous proposal. This professional service is necessary to provide renovations and additions for stage expansion, renovation & service, basement renovation, new additions, minor renovations associated site work, and construction.

C. Financial Impact

The estimated cost of the professional services will be negotiated based on a lump sum fee including reimbursable expenses for the renovations and additions totaling a preliminary construction cost of \$10.7 million. A bond is being issued for the Township renovation project in the amount of \$12 million. Hospitality Tax revenue will service the debt.

D. Alternatives

List the alternatives to the situation. There will always be at least two alternatives:

1. Approve the request to negotiate a contract with Steven & Wilkinson
2. Do not approve permission to negotiate a contract with Steven & Wilkinson and re-solicit the Architectural/Engineering services

E. Recommendation

It is recommended for County Council to approve recommendation #1 and allow the procurement director to negotiate an agreement with Steven & Wilkinson for the renovation and addition to the Township Auditorium.

Recommended by: Rodolfo A. Callwood **Department:** Procurement **Date:** 05/21/07

F. Reviews

Finance

Reviewed by: Daniel Driggers
✓ Recommend Council approval
Comments regarding recommendation:

Date: 6/13/07
 Recommend Council denial

Legal

Reviewed by: Amelia Linder
✓ Recommend Council approval
Comments regarding recommendation:

Date: 6/13/07
 Recommend Council denial

Administration

Reviewed by: Tony McDonald
✓ Recommend Council approval
Comments regarding recommendation:

Date: 6/13/07
 Recommend Council denial

Richland County Council Request of Action

Subject: Southeast Rural Community Outreach Ministries MOU

A. Purpose

Council is requested to approve a Memorandum of Understanding with Southeast Rural Community Outreach Ministries in regards to an allocation in the amount of \$167,250 from the Local Hospitality Tax Revenue Fund during the Fiscal Year 2008 budget for the development of a Lower Richland Heritage Corridor.

B. Background / Discussion

During third reading of the 2008 budget on June 5, 2007, council approved the distribution of \$150,000 from the Local Hospitality Tax Revenue Fund to Southeast Rural Community Outreach Ministries for the purpose of developing a Lower Richland Heritage Corridor. Council also approved an additional \$17,250 from the county promotions fund to the same organization.

Southeast Rural Community Outreach Ministry plans to develop the Lower Richland Heritage Corridor in partnership with the Harriet Barber House, the Kensington Mansion and the Congaree National Park with the annual Congaree Swamp Fest, which will include a museum and community meeting facility that will enhance Richland County's inventory of venues by offering a variety of events that will attract a diverse audience to the historic Harriet Barber House, the Kensington Mansion and the Congaree National Park

As part of the motion approving the use of hospitality tax funds for this project, council also forwarded consideration of a Memorandum of Understanding between the county and Southeast Rural Community Outreach Ministry to the June meeting of the A&F Committee.

It is requested that the committee review the attached MOU prior to sending it forward to the full council for final review and approval.

C. Financial Impact

This MOU between the county and Southeast Rural Community Outreach Ministries outlines how the \$167,250 in hospitality tax dollars approved during the 2008 budget process will be spent. There is no financial impact associated with this request.

D. Alternatives

1. Approve the MOU with Southeast Rural Community Outreach Ministries.
2. Do not approve the MOU.

E. Recommendation

It is recommended that council adopt the MOU with Southeast Rural Community Outreach Ministries

Referred by: Council Motion **Date:** 06/05/2007

F. Reviews

Finance

Reviewed by: Daniel Driggers

Date: 6/12/07

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Council discretion. Funds are not contingent upon MOU.

Legal

Reviewed by: Amelia Linder

Date: 6/12/07

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: This request was made by County Council, and both alternatives are legally sufficient; therefore, this request remains at the discretion of County Council.

Administration

Reviewed by: Tony McDonald

Date: 6/13/07

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Approval of the MOU is consistent with the direction given by the Council when the funds were appropriated from the FY 08 budget. Approval is therefore recommended.

WHEREAS, the Richland County Council, in exchange for the aforementioned contributions and services to the community, has determined that it is appropriate to award the sum of One Hundred Sixty-Seven Thousand Two-Hundred and Fifty (\$167,250.00) Dollars to the Southeast Rural Community Outreach Ministry for fiscal year 2007/2008, from the Local Hospitality Tax Revenue Fund.

NOW, THEREFORE, in consideration of the mutual benefits, covenants and agreements described herein, the parties hereto agree as follows:

- 1) The Southeast Rural Community Outreach Ministry will continue to develop the Lower Richland Heritage Corridor and other annual events at the Harriet Barber House, the Kensington Mansion and the Congaree National Park;
- 2) Richland County agrees to award the Southeast Rural Community Outreach Ministry the sum of One Hundred Fifty Thousand (\$167,250.00) Dollars for fiscal year 2007/2008. Such funds are to be used as program operating funds and shall only be applied towards tourism related activities, as in accordance with §6-1-730, S.C. Code 1976, as amended.
- 3) The Southeast Rural Community Outreach Ministry shall request disbursement of approved funding by writing to the Richland County Budget Department on a quarterly basis, with the quarters being July-September, October-December, January-March and April-June. Such requests shall include a balance sheet and expenditure summary as of the end of the preceding quarter. The requests for disbursements should be mailed to: Richland County Budget Department, Hospitality Tax Disbursements, P.O. Box 192, Columbia, SC 29202;
- 4) The parties hereto understand that the funding for this award is for fiscal year

2007/2008 only, and that the appropriations herein agreed to shall be subject to the availability of funds for Richland County during each fiscal year;

- 5) The parties understand the Southeast Rural Community Outreach Ministry has submitted a plan for expenditures, and shall submit a current report of such expenditures and the impact on tourism to the County Administrator on or before March 1, 2008. The parties further understand that it is the intent of Richland County to conduct a review of the recipient agency herein to determine whether to continue funding of the recipient agency and at what level, contingent on the availability of funds in successive fiscal years;
- 6) The parties understand that Richland County strongly encourages the Southeast Rural Community Outreach Ministry to seek funding from the City of Columbia and any other governmental or private entity in an amount greater than or equal to the amount awarded herein and that such matching funding is vital to the success of the Southeast Rural Community Outreach Ministry.
- 7) This Agreement shall remain in full force and effect for fiscal year 2007/2008 provided the Southeast Rural Community Outreach Ministry continues to carry out its above-stated mission and uses the award for tourism related activities. If at any time Richland County Council finds that the awarded funds are not being used in accordance with Local Hospitality Tax requirements, as provided in applicable State law and the Richland County Code, Chapter 23, Article 6, the County shall advise the Southeast Rural Community Outreach Ministry in writing of the basis of its finding that the awarded funds are not being used in accordance with the aforementioned statute and applicable law. Upon receipt of the written

notice, the Southeast Rural Community Outreach Ministry shall have thirty days to provide a written response and to provide an accounting herein.

- 8) The parties hereto expressly agree that the tendering of this award by Richland County and the acceptance thereof by the Southeast Rural Community Outreach Ministry in no way creates any agency relationship between the parties or any relationship which would subject Richland County to any liability for any acts or omissions of the recipient entity or entities. The Southeast Rural Community Outreach Ministry shall indemnify and hold harmless Richland County, its parent, subsidiaries and affiliates and all their respective directors, council members, officers, agents and employees (hereafter collectively referred to as the "Indemnitee") from liability, damages, losses, costs, expenses, demands, claims, suits, actions and causes of action on account of illness, personal injury or death to employees or any other persons, damage to property of Richland County or others or other loss or liability arising from or in connection with the Southeast Rural Community Outreach Ministry's performance of any services funded by this award. Further, the Southeast Rural Community Outreach Ministry, at its own expense, shall defend any demand, claim, suit, action or cause of action brought against the Indemnitee where such demand, claim, suit, action or cause of action arises from any cause for which the Indemnitee may be entitled to be indemnified and held harmless pursuant to this agreement, arising from or in connection with such demand, claim, suit, action or cause of action; provided, however, that the Indemnitee shall be entitled to participate in such defense.
- 9) Any such employees, volunteers or persons authorized to conduct or carry out the

mission of the Southeast Rural Community Outreach Ministry shall be the sole responsibility of the Southeast Rural Community Outreach Ministry, which shall ensure that such persons comply with all applicable laws, rules, regulations or decisions of any federal, state, county or municipal governmental authority (including all requirements of state, federal or other grant authorities to ensure a drug-free workplace).

IN WITNESS WHEREOF WE THE UNDERSIGNED have this _____ day of _____, 2007, set our hand and seal hereon.

THE SOUTHEAST RURAL
COMMUNITY OUTREACH
MINISTRY:

WITNESSES:

Executive Director

RICHLAND COUNTY COUNCIL

WITNESSES:

Joseph McEachern
Chairman

Richland County Council Request of Action

Subject: Palmetto Posting – Sole Source Vendor

A. Purpose

County Council is requested to approve the expenditure of \$134,100 for a sole-source vendor. This has already been approved for the Tax Collector's 2007-08 budget year. It will be paid out for services rendered in the first 60-75 days of the new fiscal year.

B. Background / Discussion

For the next Fiscal Year (07-08) the Tax Collector's Office has proposed to use a company to "post" our delinquent real estate and mobile homes. Posting property is required by state law when an owner cannot be reached by certified mail. If the mail goes unsigned, a poster is attached to the delinquent property to show that the tax collector has seized the property to go to tax sale.

Our office has been successful in managing the posting process, but two issues led us to look at outsourcing the effort this year. First, the overtime costs associated with the posting process has varied greatly from year to year. Second, the Richland County Tax Collector's Office will sell mobile homes in the December tax sale for the first time in the county's history – it will double the size of the tax sale, and more than double our work.

We have entered into discussions with Palmetto Posting to handle the posting of properties. There are no other businesses who work with governments on this labor-intensive part of the delinquent tax procedure. We have negotiated with them to handle these duties for \$20/per posting – that is the amount that they charge their largest current client, Spartanburg County.

Because of the flat fee, we will be able to anticipate costs more successfully. And, Palmetto Posting's work applying new technologies to this procedure will let the County more efficiently manage this part of our procedure.

This procedure, and the enforcement of mobile homes will reveal mobile homes that have relocated or been destroyed (we estimate up to a third) that can be cleaned off of the tax rolls reducing the costs associated with assessing, billing and collection procedures, and giving the County a more accurate picture of what is on the tax roll.

The posting of properties annually begins on the Monday following the July 4th Holiday. The new budget year begins on July 1st and the posting of properties must begin on July 9th. This will be a very successful project if we can have these payments approved in a very short timeframe.

C. Financial Impact

Expenditures – None

The money paid to Palmetto Posting comes from fees collected by the Delinquent Tax Collector, not from the General Fund.

Revenues –

No new revenue from the posting of real property. Reviewing how this works, and how it worked for Spartanburg County, we believe that this program will assist the Treasurer/Tax Collector's Office to collect an additional \$200,000 - \$300,000 in property taxes for the county and its subdivisions annually.

It will reduce the costs associated with assessing, billing and collection procedures of an estimated 1,000-plus properties that are no longer taxable in Richland County.

D. Alternatives

1. Approve the sole-source contract.
2. Do not approve the contract.

E. Recommendation

It is recommended that council approve the sole-source contract.

Recommended by: David Adams **Department:** Treasurer **Date:** 06/21/2007

F. Reviews

Finance

Reviewed by: Daniel Driggers

Date: 6/21/07

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Procurement

Reviewed by: Rodolfo Callwood

Date: 6/21/07

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Legal

Reviewed by: Amelia Linder

Date: 6/21/07

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Administration

Reviewed by: Tony McDonald

Date: 6/21/07

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Richland County Council Request of Action

Subject: Funding Request: Kenneth B. Simmons and Associates, Task 3, Recreation Complex

A. Purpose

Council is requested to approve \$58,973.00 in unallocated Hospitality Tax funds for Kenneth B. Simmons and Associates to proceed with Task 3 (Park Conceptual Master Planning Services) of the northern Richland County Recreation Complex.

B. Background/Discussion

The Hospitality Tax Ordinance authorizes the development of a 'recreation facility in northern Richland County' that should attract regional visitors. The site, containing approximately 206 acres, for this facility was purchased on June 15, 2006.

Task 1, Public Opinion & Customer Organizations Surveys, has been completed, as has Task 2, Program Definition, Market Assessment and Financial Planning. A brief presentation regarding Task 2 findings was made to Council at the November 14, 2006 Council meeting, and a work session regarding the same was held on June 19, 2007.

At this time, Council is requested to approve **Task 3: Park Conceptual Master Planning Services**, which includes the following items:

Task 3: Park Conceptual Master Planning Services

- Conduct Kick-off Meeting with Presentation of Task 2
- Prepare Long Term / Build Out Master Plan Concepts
- Revise & Finalize Conceptual Master Plan
- Prepare Building Concept Sketches & Elevations
- Assess Utility Infrastructure Requirements
- Prepare Estimates of Capital Improvement Costs
- Present Findings to Project Steering Committee

C. Financial Impact

Kenneth B. Simmons and Associates has quoted \$58,973.00 for the completion of Task 3. The Hospitality Tax account has adequate unallocated funds to cover these expenses.

D. Alternatives

1. Approve Kenneth B. Simmons and Associates to proceed with Task 3, Park Conceptual Master Planning Services, and also approve the allocation of \$58,973.00 in unallocated Hospitality Tax funds.

2. Do not approve Kenneth B. Simmons and Associates to proceed with Task 3. This will prolong the development of the northern Richland County recreation facility.

E. Recommendation

Administration recommends Alternative 1, approve Kenneth B. Simmons and Associates to proceed with Task 3, Park Conceptual Master Planning Services, and also approve the allocation of \$58,973.00 in unallocated Hospitality Tax funds.

Recommended By: J. Milton Pope **Department:** Administration **Date:** 6/11/2007

F. Reviews

Finance

Reviewed by: Daniel Driggers

Date: 6/12/07

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Recommendation not on merits of projects but available funding. Appropriated funds are available in undesignated H-tax funds.

Procurement

Reviewed by: Rodolfo Callwood

Date: 6/13/07

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Legal

Reviewed by: Amelia Linder

Date: 6/13/07

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Administration

Reviewed by: Tony McDonald

Date: 6/13/07

✓ Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Richland County Council Request of Action

Subject: Organization of County Administrator's Office

A. Purpose

The County Council is requested to approve an ordinance amendment that would reaffirm the structure of the County Administrator's Office.

B. Background / Discussion

Currently, the structure of the County Administrator's Office includes three Assistant County Administrator positions, two of which are vacant. The existing County Code provides the following:

“The county administrator may employ such staff and assistants for positions approved through annual budgetary appropriations by county council as are deemed necessary by the county administrator to the performance of his duties.”

Until 2005, only two Assistant positions existed; however, in that year, a third Assistant position was added as the result of a reclassification of an existing position. This reclassification was handled administratively under the authority provided by the Code section cited above and endorsed by the Council annually through the budget process. All three positions are funded in the FY 08 budget, and have been since the 2005 reclassification.

During the development of the FY 08 budget, the Council instructed the County Administrator to bring back an ordinance amendment that specifically authorizes the three Assistant positions. A copy of the existing ordinance is attached for review along with the proposed amendment.

C. Financial Impact

There is no financial impact associated with this item since the three positions are fully funded in the FY 08 budget. No additional funding is required.

D. Alternatives

The following alternatives should be considered:

1. Approve the proposed ordinance amendment which specifically authorizes three Assistant County Administrator positions.
2. Do not approve the proposed ordinance amendment and continue to rely on the existing Code section cited above for structuring the Administrator's Office.

E. Recommendation

It is recommended that the Council approve the proposed ordinance amendment which reflects the actual structure of the Administrator's Office since 2005. This structure has been endorsed by the Council since 2005 through the annual budget process.

Recommended by: J. Milton Pope

Department: Administration

Date: 6/21/07

- (6) To examine regularly at periods fixed by the council the accounts, records and operations of county boards, commissions, departments, offices, and agencies which receive appropriations from the council; to make regular, monthly reports to the council on county fiscal and other affairs as are appropriate; to keep the council fully advised on the financial conditions and future needs of the county; and to make such recommendations on county affairs as he deems necessary;
- (7) To submit to the council at the end of each fiscal year a complete report on the finances and administrative activities of the county for the preceding year; and
- (8) To execute such other powers and duties as may be prescribed from time to time by the council.

(Ord. No. 1858-89, § II, 4-4-89)

Sec. 2-88. Relationships with county employees.

Neither the council nor any of its members shall direct or request the appointment of any person to, or his removal from, office by the county administrator or by any of his subordinates, or in any manner take part in the appointment or removal of officers and employees in the administrative service of the county, except where, by majority vote of council, an inquiry as to the removal of an officer or employee is demanded. Except for the purpose of inquiry, the council and its members shall deal with the administrative service solely through the county administrator, and no member thereof shall give orders to any county employee or subordinate of the county administrator, either publicly or privately.

Sec. 2-89. Bond.

The county administrator shall be bonded to the county in an appropriate amount for the faithful performance of the duties as such officer.

Sec. 2-90. Staff and assistants.

The county administrator may employ such staff and assistants for positions approved through annual budgetary appropriations by county council as are deemed necessary by the county administrator to the performance of his duties. They shall be subject to the county personnel system and their compensation determined accordingly.

Secs. 2-91--2-96. Reserved.

DIVISION 3. ASSISTANT COUNTY ADMINISTRATOR

Sec. 2-97. Position created; selection; appointment.

There is hereby created the position of assistant county administrator. The assistant county administrator shall be selected and appointed by the county administrator and shall serve at the pleasure of the county administrator with no definite term of office assigned.

Sec. 2-98. Qualifications; compensation.

The assistant county administrator shall be appointed solely on the basis of merit including executive and/or administrative qualifications with special emphasis on education, training, experience and knowledge of the duties of the office. Preference will be given to individuals with a graduate degree in the field(s) of public administration, business administration or some other related discipline. The assistant county administrator shall be paid an annual salary as recommended by the county administrator and approved by county council.

Sec. 2-99. Responsibilities, powers and duties.

The duties and responsibilities of the assistant county administrator shall be:

- (1) To serve as assistant to the county administrator;
- (2) To plan and direct budget studies, research projects and manpower needs;

CURRENT ORDINANCE

DRAFT # 2

STATE OF SOUTH CAROLINA
COUNTY COUNCIL FOR RICHLAND COUNTY
ORDINANCE NO. ___-05HR

AN ORDINANCE AMENDING THE RICHLAND COUNTY CODE OF ORDINANCES, CHAPTER 2, ADMINISTRATION; ARTICLE III, ADMINISTRATIVE OFFICES AND OFFICERS; DIVISION 3. ASSISTANT COUNTY ADMINISTRATOR.

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

SECTION I. The Richland County Code of Ordinances, Chapter 2, Administration; Article III, Administrative Offices and Officers; Division 3. Assistant County Administrator; is hereby amended to read as follows:

DIVISION 3. ASSISTANT COUNTY ADMINISTRATORS

Sec. 2-97. Position created; selection; appointment.

There ~~is~~ are hereby created ~~the~~ three (3) positions of assistant county administrator. The assistant county administrators shall be selected and appointed by the county administrator and shall serve at the pleasure of the county administrator with no definite term of office assigned.

Sec. 2-98. Qualifications; compensation.

The assistant county administrators shall be appointed solely on the basis of merit, including executive and/or administrative qualifications with special emphasis on education, training, experience, and knowledge of the duties of the office. Preference will be given to individuals with a graduate degree in the field(s) of public administration, business administration, or some other related discipline. The assistant county administrators shall be paid an annual salary as recommended by the county administrator and approved by county council.

Sec. 2-99. Responsibilities; powers; duties.

The duties and responsibilities of the assistant county administrators shall be:

- (1) To serve as assistant to the county administrator;
- (2) To plan and direct budget studies, research projects and manpower needs;
- (3) To assist in formulating administrative policies;

DRAFT #2

- (4) To represent and speak for the county administrator in meetings with boards, commissions, citizens groups and officials of various public agencies;
- (5) To collect, compile and interpret data on policies, functions, organization structures, forms and procedures relating to the administration of assigned programs;
- (6) To seek legal opinions and prepare recommendations supported by administration research findings;
- (7) To review departmental reports, proposed programs, supplemental appropriation requests, personnel requisitions, overtime reports, etc., and make or direct investigative reports and recommendations as required;
- (8) To prepare correspondence and reports;
- (9) To act for the county administrator in his absence;
- (10) To participate in formulating policies and in developing long range plans; and
- (11) To perform related work as required and as assigned by the county administrator.

Sec. 2-100. Staff and personnel.

The assistant county administrators may, with the approval of the county administrator, employ such staff and assistants for positions approved through annual budgetary appropriations by county council, as are deemed necessary to the performance of the duties of the position. They shall be subject to the county personnel system and their compensation determined accordingly

~~Sec. 2-101. Bond.~~

~~The assistant county administrator shall be bonded to the county in an appropriate amount for the faithful performance of the duties as such officer.~~

Sec. 2-101 – 2-106. Reserved.

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.

DRAFT #2

SECTION III. Conflicting Ordinances 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 _____, 2005.

RICHLAND COUNTY COUNCIL

BY: _____
Anthony G. Mizzell, Chair

ATTEST THIS THE ____ DAY

OF _____, 2005

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: Not required.
Third Reading: