



# **RICHLAND COUNTY COUNCIL**

## **ADMINISTRATION AND FINANCE COMMITTEE**

Greg Pearce	Mike Montgomery	Joyce Dickerson, Chair	Paul Livingston	Val Hutchinson
District 6	District 8	District 2	District 4	District 9

**JULY 22, 2008  
5:00 PM**

**2020 Hampton Street  
Council Chambers**

### **CALL TO ORDER**

### **APPROVAL OF MINUTES**

1. Regular Session: June 24, 2008

### **ADOPTION OF AGENDA**

### **ITEMS FOR ACTION**

2. An ordinance amending the Richland County Code of Ordinances, Chapter 2, Administration; Article VII, Boards, Commissions and Committees; Section 2-326, Boards and Commissions created and recognized; so as to create the Detention Center Commission and to provide for its membership, duties and powers
3. Request to approve a contract with Palmetto Posting, Inc. for the purpose of posting of properties on which delinquent ad valorem property taxes are due
4. Request to approve a Memorandum of Understanding with Southeast Rural Community Outreach

Ministries in regards to a \$250,000 allocation from the Local Hospitality Tax Revenue Fund during Fiscal Year 2008-09

5. Sheriff - Request to approve a grant for a full-time Cold Case Investigator, equipment, and supplies (1 new position, no match required)
6. Sheriff - Request to approve a Community Oriented Policing Universal Hiring Program grant (10 new positions and \$588,530 match required)
7. Sheriff - Request to approve a grant for D.A.R.E program supplies (No match or personnel required)
8. Sheriff - Request to approve a grant for a Marijuana Analysis Technician (1 new position, no match required)
9. Sheriff - Request to approve a grant for motorcycle safety and enforcement (2 new positions and \$43,595 match required)
10. Sheriff - Request to approve a Sex Offender Registry Enhancement and Enforcement grant (1 new position and \$33,510 match required)
11. Sheriff - Request to approve a School Resource Officer grant (Continuation of 1 position, no match required)
12. Sheriff - Request to approve a grant for toxicology backlog reduction (No match or personnel required)
13. Sheriff - Request to negotiate and award a design-build contract for the design and construction of the new Region 7 Sheriff's Substation
14. Request to to approve salary adjustments to the Board of Voter Registration Office for 4 full-time appointed Board Members, and 1 full-time appointed Chairperson

#### **ITEMS FOR DISCUSSION / INFORMATION**

15. Discussion regarding the use of carryover funds in annual budgets and millage levy calculations

#### **ADJOURNMENT**



# Richland County Council Request of Action

## **Subject**

Regular Session: June 24, 2008

## **Purpose**

The committee is requested to approve the minutes from the June 24, 2008 A&F Committee meeting.

## **Background / Discussion**

N/A

## **Financial Impact**

N/A

## **Alternatives**

1. Approve the minutes as submitted.
2. Approve the minutes with amendments.
3. Do not approve the minutes.
- 4.
- 5.

## **Recommendation**

It is recommended that the committee approve the minutes.

**Recommended By:** Joe Cronin  
**Department:** Administration

**Date:** 05-20-2008

## **Reviews**

# MINUTES OF



**RICHLAND COUNTY COUNCIL  
ADMINISTRATION AND FINANCE COMMITTEE  
TUESDAY, JUNE 24, 2008  
6:00 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.*

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## **MEMBERS PRESENT**

Chair: Joyce Dickerson  
Member: Valerie Hutchinson  
Member: Paul Livingston  
Member: Mike Montgomery  
Member: L. Gregory Pearce, Jr.

**ALSO PRESENT:** Joseph McEachern, Bernice G. Scott, Norman Jackson, Kit Smith, Bill Malinowski, Michielle Cannon-Finch, Milton Pope, Tony McDonald, Roxanne Matthews, Joe Cronin, Larry Smith, Jennifer Dowden, John Hixon, Sandra Hayes, Geo Price, Jennie Sherry-Linder, Monique Walters, Michelle Onley

## **CALL TO ORDER**

The meeting started at approximately 5:56 p.m.

## **APPROVAL OF MINUTES**

**May 27, 2008 (Regular Session)** – Mr. Pearce moved, seconded by Mr. Montgomery, to approve the minutes as submitted. The vote in favor was unanimous.

## **ADOPTION OF AGENDA**

Mr. Montgomery moved, seconded by Ms. Hutchinson, to approve the agenda as distributed. The vote in favor was unanimous.

**POINT OF PERSONAL PRIVILEGE:** Ms. Dickerson recognized that Keith Bailey, Mayor of Blythewood, was in the audience.

## ITEMS FOR ACTION

**Funding Request: Greater Blythewood Chamber of Commerce (\$300,000)** – Mr. Montgomery moved, seconded by Mr. Livingston, to forward this item to Council with a recommendation for denial. A discussion took place.

The vote in favor was unanimous.

**An Ordinance amending the Richland County Code of Ordinances; Chapter 23, Taxation; Article VI, Local Hospitality Tax; Section 23-69, Distribution of Funds** – Mr. Montgomery moved, seconded by Mr. Pearce, to defer this item until the July committee meeting. A discussion took place.

The vote in favor was unanimous.

**A resolution in support of the issuance by the South Carolina Jobs-Economic Development Authority of its not exceeding \$35,000,000 industrial revenue bonds (South Carolina Electric and Gas Company Project), in one or more series, pursuant to the provisions of Title 41, Chapter 43, of the Code of Laws of South Carolina 1976, as amended** – Ms. Hutchinson moved, seconded by Mr. Livingston, to forward this item to Council with a recommendation for approval. A discussion took place.

The vote in favor was unanimous.

## ITEMS FOR DISCUSSION/INFORMATION

**Request to create a Detention Center Commission** – Mr. Pearce moved, seconded by to place this item on the July committee agenda for action.

**Discussion of employee health care benefits** – This item was resolved in the budget process.

**Discussion regarding the possibility of purchasing the existing Farmers' Market site with the City of Columbia** – This item was held in committee.

**Discussion regarding the use of landfill host fees for economic development initiatives** – This item was held in committee.

**Carryover Funds Policy** – Mr. Montgomery requested that staff bring a report back to the committee next month in regard to Council's legal rights and obligations in reference to the carryover funds of millage agencies.

**ADJOURNMENT**

The meeting adjourned at approximately 6:25 p.m.

Submitted by,

Joyce Dickerson, Chair

The minutes were transcribed by Michelle M. Onley

# Richland County Council Request of Action

## **Subject**

An ordinance amending the Richland County Code of Ordinances, Chapter 2, Administration; Article VII, Boards, Commissions and Committees; Section 2-326, Boards and Commissions created and recognized; so as to create the Detention Center Commission and to provide for its membership, duties and powers

## **Purpose**

Council is requested to direct staff as to its preference with regards to creating a Detention Center Commission.

## **Background / Discussion**

At the March 18, 2008 Richland County Council meeting, Councilman Jackson, during the Motion Period, forwarded the possibility of creating a Detention Center Commission to the A&F Committee.

After researching this motion, staff has determined that there is only one such Commission in the State of South Carolina.

This is the Orangeburg-Calhoun Regional Law Enforcement Commission, which is comprised of members of the City of Orangeburg, Calhoun County, and Orangeburg County.

The ordinance that created the Orangeburg-Calhoun Regional Law Enforcement Commission (OCRLEC) is attached.

The duties of the OCRLEC, per the establishing ordinance, include the following: "The Board of Directors may do all things necessary or convenient for the establishment and maintenance of adequate facilities for law enforcement and incarceration of prisoners....The Board shall have no power to create any indebtedness or obligation against [the parties] without the written consent of the governing body of the respective governmental entities." Further, the Board shall "operate the present facilities and such other facilities as it may lease, acquire, or construct; acquire by gift, purchase, or otherwise all kinds and descriptions of real and personal property; accept gifts, grants, donations, devises, and bequests; enlarge and improve any facility and land on which it is situated that it may acquire or construct; adequately staff and equip the Complex and any facility that it may operate; provide reasonable regulations concerning the facilities maintained by the board; etc."

The Richland County ordinance (title only) is also attached.

Staff is requesting direction from Council with regards to this item. If Council wishes to pursue the creation of a Detention Center Commission, it must direct staff to do so, and provide parameters for the creation of such a Commission, to include, but not be limited to, the powers and duties of the Commission, the number of Commission members, the makeup of the Commission, the funding of the Commission, etc.

## **Financial Impact**

At this time, there is no way to determine the financial impact of this request. The financial impact will be determined, in part, by the powers and duties granted to the Commission.

## **Alternatives**

1. Direct staff to proceed with the creation of a Detention Center Commission.
2. Do not direct staff to proceed with the creation of a Detention Center Commission at this time.
- 3.
- 4.
- 5.

**Recommendation**

This is a policy decision of Council. This item was forwarded by Councilman Norman Jackson during the Motion Period at the March 18, 2008 Richland County Council meeting.

**Recommended By:**

Council Motion (Norman Jackson)

**Department:**

County Coucil

**Date:**

March 18, 2008

**Reviews**

**Finance**

**Reviewed by:** Daniel Driggers

**Date:** 7/14/2008

**Recommend:**No recommendation

**Comments Regarding Recommendation:**

Council's discretion.

**Legal**

**Reviewed by:** Larry Smith

**Date:** 7/18/2008

**Recommend:**No recommendation

**Comments Regarding Recommendation:**

Council's discretion.

**Administration**

**Reviewed by:** J. Milton Pope

**Date:** 7/18/2008

**Recommend:**No

**Comments Regarding Recommendation:**

Recommend denial, Council could however re-constitute the Council Jail Advisory Committee. Outside Legal Counsel supports the position of Administration.

STATE OF SOUTH CAROLINA  
COUNTY COUNCIL FOR RICHLAND COUNTY  
ORDINANCE NO. \_\_\_\_-08HR

AN ORDINANCE AMENDING THE RICHLAND COUNTY CODE OF ORDINANCES, CHAPTER 2, ADMINISTRATION; ARTICLE VII, BOARDS, COMMISSIONS AND COMMITTEES; SECTION 2-326, BOARDS AND COMMISSION CREATED AND RECOGNIZED; SO AS TO CREATE THE DETENTION CENTER COMMISSION AND TO PROVE FOR ITS MEMBERSHIP, DUTIES AND POWERS.

## **Detention Center Commission**

At the March 18, 2008 Richland County Council meeting, Councilman Jackson, during the Motion Period, forwarded the possibility of creating a Detention Center Commission to the A&F Committee.

After researching this motion, staff has determined that there is only one such Commission in the State of South Carolina.

This is the Orangeburg-Calhoun Regional Law Enforcement Commission, which is comprised of members of the City of Orangeburg, Calhoun County, and Orangeburg County.

The ordinance that created the Orangeburg-Calhoun Regional Law Enforcement Commission is attached.

Please advise if Council wishes to pursue this concept further.

**Ordinance 82-4**

**First Reading August 3, 1982**

**Second Reading August 20, 1982**

**Third Reading September 3, 1982**

**Notice of Enactment September 3, 1982**

FILE 02

CALHOUN CIV

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08/28/2002 09:53

Item# 2

Attachment number 2  
Page 2 of 8

*J. C. [Signature]*  
 #ORD-55  
 12 14 PM '82  
 FILED  
 C. B. BANKER  
 CLERK OF COURT  
 CALHOUN COUNTY  
 ST. MATTHEW B. C.

82-4

STATE OF SOUTH CAROLINA  
 CALHOUN COUNTY COUNCIL

A Joint Ordinance To Create The Orangeburg-Calhoun Regional  
 Law Enforcement Commission And To Provide For Its Board Of  
 Directors And Its Duties And Powers.

Effective September 3, 1982

82-4

STATE OF SOUTH CAROLINA  
CALHOUN COUNTY COUNCIL

A Joint Ordinance To Create The Orangeburg-Calhoun Regional Law Enforcement Commission And To Provide For Its Board Of Directors And Its Duties And Powers.

Whereas, Orangeburg City Council, Calhoun County Council, and Orangeburg County Council are in agreement on this ordinance and for it to become effective. Now, Therefore,

Be it ordained by the Orangeburg City Council, Calhoun County Council, and Orangeburg County Council, State of South Carolina:

Section 1. There is hereby created, formed and established the Orangeburg-Calhoun Regional Law Enforcement Commission.

Section 2. The powers and duties of the Commission shall be exercised and performed by a Board of Directors (Board), which shall consist of three (3) members from Orangeburg County, two (2) members from the City of Orangeburg, and two (2) members from Calhoun County, and they shall serve for a term of two (2) years.

Section 3. Initially, the membership of the Board shall be comprised of those persons presently serving on the Orangeburg-Calhoun Law Enforcement Complex Commission. Provided, however, that the members representing Orangeburg County shall not be re-appointed as their respective terms expire until September of 1982 so as to reduce the current five (5) members from Orangeburg County to three (3). As the current terms expire, all vacancies shall be appointed for a two (2) year term, except that this provision shall only apply to Orangeburg County upon the expiration of the terms of the members serving until September of 1982.

**Section 4.** The Board shall annually elect a Chairman, a Vice-Chairman, and such other officers it deems necessary. The Board shall meet upon the call of its Chairman or a majority of its membership, but not less frequently than once per month.

**Section 5.** The Board of Directors may do all things necessary or convenient for the establishment and maintenance of adequate facilities for law enforcement and incarceration of prisoners for the City of Orangeburg, Calhoun County, and Orangeburg County. The Board shall have no power to create any indebtedness or obligation against the City of Orangeburg, Calhoun County, or Orangeburg County without the written consent of the governing body of the respective governmental entities.

**Section 6.** The Board shall be empowered to:

- (a) Adopt such bylaws, rules and regulations for the conduct of its business and expenditure of its funds as it may deem advisable.
- (b) Operate the present facilities and such other facilities as it may lease, acquire or construct.
- (c) Acquire by gift, purchase or otherwise all kinds and descriptions of real and personal property.
- (d) Accept gifts, grants, donations, devises and bequests.
- (e) Enlarge and improve any facility and land on which it is situated that it may acquire or construct.
- (f) Adequately staff and equip the Complex and any facility that it may operate.
- (g) Provide reasonable regulations concerning the facilities maintained by the Board.
- (h) Apply to the Federal Government and any other governmental

agency for a grant of monies to aid in the construction, maintenance and equipment of any facilities.

(i) Dispose of or lease any property, real or personal, that it may possess, provided that it shall not dispose of or lease the Complex or any real estate without first having obtained the consent in writing of the governing bodies of the City of Orangeburg, Calhoun County, and Orangeburg County.

(j) Enter into contracts for the construction and repair of the Complex and any other facilities and to contract for equipment and supplies for the same.

Section 7. The Board shall at all times keep full and accurate account of its actings and doings and of its receipts and expenditures and, at least once annually, a complete audit of the affairs of the Complex shall be made by a qualified public accountant. Copies of the audit shall be filed with the Administrators for each governing body. All monthly, quarterly or semi-annual reports required by the Board shall also be available to the members of each governing body and records of the Complex shall at all times be available for inspection by each governing body or its authorized representative.

Section 8. The Board shall annually provide for a budget, which shall be funded by the governmental entities in a ratio as follows:

Orangeburg County	69.9%
City of Orangeburg	17.1%
Calhoun County	13.0%

07 PAGE 07

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The Board shall submit the annual budget to the administrator of Orangeburg County, who shall submit the budget request to the other administrators of the respective councils. Their consensus shall then be presented to their respective councils. In the event the three governing bodies cannot agree on budget funding, the matter shall be referred to an arbitration panel, one member selected by each governmental entity, but in no event shall the arbitration results be binding until approved by the respective councils.

Section 9. The name of the Complex shall be Orangeburg-Calhoun Regional Law Enforcement Complex.

Section 10. No obligation of the Commission shall ever constitute an indebtedness of the City of Orangeburg, Calhoun County or Orangeburg County within the meaning of any State constitutional provision or statutory limitation and shall never constitute nor give rise to a pecuniary liability of any of the governmental entities or a charge against any of the governmental entities' general credit or taxing powers.

Section 11. This ordinance replaces and is in lieu of any enabling legislation or statutes heretofore creating the Orangeburg-Calhoun Law Enforcement Complex and upon its adoption by the three governing bodies hereby terminates the existence of the Orangeburg-Calhoun Law Enforcement Complex Commission.

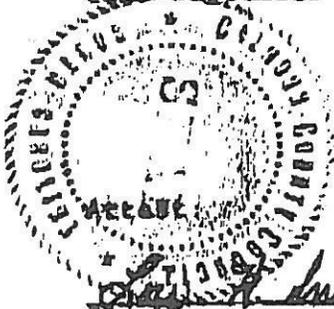
Section 12. This ordinance shall become effective upon the third reading thereof by the Orangeburg City Council, The Calhoun County Council, and the Orangeburg County Council, and shall expire

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After two years from such effective date unless extended by joint action of the respective Councils.

Above ordinance read third time September 3, 1982



Calhoun County Council

By [Signature]  
Chairman

[Signature]  
Clerk

Seal

Read the third time by Orangeburg County Council August 16, 1982



Orangeburg County Council

By [Signature]  
Chairman

[Signature]  
Clerk

Seal

Read the third time by Orangeburg City Council July 20, 1982



Orangeburg City Council

By [Signature]  
Mayor

[Signature]  
Clerk

Seal

08/28/2002 09:53 0000/41272

# Richland County Council Request of Action

## **Subject**

Request to approve a contract with Palmetto Posting, Inc. for the purpose of posting of properties on which delinquent ad valorem property taxes are due

## **Purpose**

County Council is requested to approve a contract with Palmetto Posting, Inc., for the purpose of posting of property, per state law, in Richland County on which delinquent ad valorem property taxes are due. County Council is requested to approve an expenditure of \$20.00 per property posting. Total charges for postings of Richland County Properties are estimated to result in an expenditure of funds over \$100,000.

## **Background / Discussion**

Palmetto Posting, Inc. provided property posting services in a timely, efficient and cost effective manner for the prior tax year. Palmetto Posting, Inc. possesses the unique and singularly available capacity to meet the County's requirements for posting of delinquent properties for this tax year according to statute.

## **Financial Impact**

There is no financial impact to the County's General Fund. All monies expended for the posting of properties come from the Tax Sale Account, 7510, a revenue fund that can only be used for services and notices related to delinquent property taxes.

It is anticipated that the financial impact of this request will be no more than \$130,000.00 to account 7510. This amount has been approved as part of the County Treasurer's authorized budget for Fiscal Year 08-09.

## **Alternatives**

1. Approve the request for the County to enter into a contract with Palmetto Posting, Inc. at rate and cost estimates provided, for the purpose of posting of property in Richland County on which delinquent ad valorem property taxes are due. This request will increase the speed and accuracy of the process for the county and our taxpayers, and will not impact the General Fund.
2. Do not approve.
- 3.
- 4.
- 5.

## **Recommendation**

### **Recommended By:**

David A. Adams

### **Department:**

Treasurer

### **Date:**

July 7, 2008

## **Reviews**

### **Finance**

**Reviewed by:** Daniel Driggers

**Date:** 7/17/2008

**Recommend:** Yes

**Comments Regarding Recommendation:**

Item# 3

**Procurement****Reviewed by:** Rodolfo Callwood**Date:** 7/15/2008**Recommend:**Yes**Comments Regarding Recommendation:**

This is a Sole Source purchase; this Vendor is the only Vendor who knows the locations and understands the requirements to include; the only one presently having the logistical resources to provide exactly what is needed.

**Legal****Reviewed by:** Larry Smith**Date:** 7/17/2008**Recommend:**Yes**Comments Regarding Recommendation:****Administration****Reviewed by:** Tony McDonald**Date:** 7/17/2008**Recommend:**Yes**Comments Regarding Recommendation:**

# Richland County Council Request of Action

## **Subject**

Request to approve a Memorandum of Understanding with Southeast Rural Community Outreach Ministries in regards to a \$250,000 allocation from the Local Hospitality Tax Revenue Fund during Fiscal Year 2008-09

## **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 \$250,000 from the Local Hospitality Tax Revenue Fund during the Fiscal Year 2008-09 budget for the development of a Lower Richland Heritage Corridor.

## **Background / Discussion**

During third reading of the 2008-09 budget, council approved the distribution of \$250,000 from the Local Hospitality Tax Revenue Fund to Southeast Rural Community Outreach Ministries for the purpose of developing a Lower Richland Heritage Corridor.

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 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.

## **Financial Impact**

This MOU between the county and Southeast Rural Community Outreach Ministries outlines how the \$250,000 in hospitality tax dollars approved during the 2008-09 budget process will be spent. There is no financial impact associated with this request.

## **Alternatives**

1. Approve the MOU with Southeast Rural Community Outreach Ministries.
2. Do not approve the MOU.
- 3.
- 4.
- 5.

## **Recommendation**

It is recommended that council approve the signing of an MOU with Southeast Rural Community Outreach Ministries

### **Recommended By:**

Staff

### **Department:**

Administration

### **Date:**

07-08-2008

Item# 4

**Reviews**

**Legal**

**Reviewed by:** Larry Smith

**Date:** 7/18/2008

**Recommend:**No recommendation

**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:** 7/18/2008

**Recommend:**Yes

**Comments Regarding Recommendation:**

Approval of the MOU is consistent with the direction given by the Council when the funds were appropriated from the FY 09 budget. Approval is therefore recommended.



sum of Two Hundred Fifty Thousand (\$250,000.00) Dollars to the Recipient for fiscal year 2008/2009, 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 Recipient will continue to work towards developing the Lower Richland Heritage Corridor by holding annual events at the Harriet Barber House, the Kensington Mansion and the Congaree National Park, and other Lower Richland Heritage Corridor sites.
- 2) Richland County agrees to award the Recipient the sum of Two Hundred Fifty Thousand (\$250,000.00) Dollars for fiscal year 2008/2009. Such funds are to be used as program operating funds and **shall only be applied towards tourism related activities.**
- 3) The Recipient 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 years 2008/2009 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 that the Recipient shall submit a budget plan for the

complete Two Hundred Fifty Thousand (\$250,000.00) Dollar award, which must be approved by Richland County Council before disbursement of any funds.

- 6) The parties understand the Recipient shall submit, on a form provided by Richland County, a report of expenditures and the impact on tourism for the preceding calendar year and a plan for the upcoming calendar year to the County Administrator on or before March 1 of each year. The parties further understand that it is the intent of Richland County to conduct a yearly 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;
- 7) This Agreement shall remain in full force and effect for fiscal years 2008/2009, subject to paragraph 4 above, provided the Recipient 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 or the provisions of this Memorandum of Understanding, Richland County shall have the right to immediately terminate this Memorandum of Understanding.
- 8) The parties hereto expressly agree that the tendering of this award by Richland County and the acceptance thereof by the Recipient 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 Recipient 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 Recipient's performance of any services funded by this award. Further, the Recipient, 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 Recipient shall be the sole responsibility of the Recipient, 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).
- 10) Recipient must at all times during the term of this Memorandum of Understanding be a non-profit corporation in good standing with the South Carolina Secretary of State, and must fully comply with all applicable State, Federal, and local laws, rules and regulations as they apply to non-profit corporations. If, in the sole

opinion of Richland County, Recipient violates this provision, it shall be considered a breach of this Memorandum of Understanding and Richland County shall have the right to immediately terminate this Memorandum of Understanding.

- 11) Recipient must use all awarded Hospitality Tax Funds as provided in its budget approved by Richland County Council. Any changes in funds expenditures must be pre-approved by the Richland County Council before funds disbursement. Expenditure of funds not in accordance with the pre-approved budget or approved by Richland County Council is a breach of this Memorandum of Understanding and Richland County shall have the right to immediately terminate this Memorandum of Understanding.
- 12) Any awarded Hospitality Tax Funds not expended during the fiscal year for which they are awarded shall be promptly returned to Richland County.
- 13) No contract may be awarded to, nor may any awarded Hospitality Tax Funds be used to compensate any relative of any Board Member of Recipient within the second degree of consanguinity or affinity, except with the prior approval of the Richland County Council.
- 14) By accepting the awarded Hospitality Tax funds, Recipient hereby agrees to use the funds only on the following specifically delineated projects. Expenditure of funds not in accordance with the below list or with specific pre-approval of Richland County Council is a breach of this Memorandum of Understanding and Richland County shall have the right to immediately terminate this Memorandum of Understanding.

- a) Congaree Swamp Fest (Kensington Mansion, Harriett Barber House and Congaree National Park)
- b) Christmas Lights Tours (Kensington Mansion, Harriett Barber House and Congaree National Park)
- c) Memorial Day Celebration (Harriett Barber House and Government Cemetery)
- d) Sweet Potato Pie Festival (Kensington Mansion, Harriett Barber House and Congaree National Park)
- e) Heritage Corridor Signage Project (Lower Richland Historic sites)
- f) Heritage Corridor Promotional Projects (statewide)
- g) Black History Celebration (Harriett Barber House)
- h) Kensington Spring Textile Exhibit (Kensington Mansion)
- i) Lower Richland Veterans Day Parade and Celebration (Hopkins Park)

IN WITNESS WHEREOF WE THE UNDERSIGNED have this \_\_\_\_\_ day of \_\_\_\_\_, 2008, set our hand and seal hereon.

SOUTH EAST RURAL COMMUNITY  
OUTREACH MINISTRY

WITNESSES:

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
\_\_\_\_\_

RICHLAND COUNTY

WITNESSES:

\_\_\_\_\_  
Joseph McEachern  
Chairman, Richland County Council

\_\_\_\_\_  
\_\_\_\_\_

# Richland County Council Request of Action

## **Subject**

Sheriff - Request to approve a grant for a full-time Cold Case Investigator, equipment, and supplies (1 new position, no match required)

## **Purpose**

County Council is being requested to approve a grant proposal with new personnel for FY 2008-2009.

## **Background / Discussion**

The Richland County Sheriff's Department has applied for a grant for funds to provide salary, overtime and fringe benefits, funds for outside laboratory testing, equipment and supplies for a full-time investigator to be assigned to the Cold Case Unit. Funds to contract for advanced DNA testing with a certified laboratory and supplies for additional DNA testing at the Richland County Sheriff's Department DNA Laboratory. By providing a dedicated full-time Investigator, combined with additional DNA testing the number of "cold" investigative cases will be reduced.

## **Financial Impact**

Grant Program	Costs	Match
Solving Cold Cases with DNA	\$124,040	\$0
Total Grant Budget Request	\$124,040	\$0

## **Alternatives**

1. Approve the request to fund this program to provide salaries and fringe benefits, supplies and contractual services for a full-time Cold Case Investigator.
2. Do not approve, forfeit funds, and decrease likelihood for future funding.
- 3.
- 4.
- 5.

## **Recommendation**

It is recommended that Council approve the request to approve grant for salaries and fringe benefits and related items for the Solving Cold Cases with DNA.

### **Recommended By:**

Dan Johnson, Chief Deputy

### **Department:**

Sheriff

### **Date:**

06-23-2008

## **Reviews**

### **Grants**

**Reviewed by:** Audrey Shifflett

**Date:** 7/14/2008

**Recommend:** Yes

### **Comments Regarding Recommendation:**

The procedure approved in the FY09 budget process was for all grants with FTEs to come before Council.

Council via the Request of Action process during the fiscal year. This grant does not require matching funds. There is no federal requirement to retain the FTE beyond the grant term.

**Finance**

**Reviewed by:** Daniel Driggers

**Date:** 7/14/2008

**Recommend:**Yes

**Comments Regarding Recommendation:**

**Legal**

**Reviewed by:** Larry Smith

**Date:** 7/17/2008

**Recommend:**No recommendation

**Comments Regarding Recommendation:**

Council's discretion.

**Administration**

**Reviewed by:** J. Milton Pope

**Date:** 7/18/2008

**Recommend:**Yes

**Comments Regarding Recommendation:**

I recommend approval of this item contingent upon an approved financial plan agreed upon by Administration and the Richland County Sheriff's department. The conceptual idea includes a policy whereby the Sheriffs budget would not increase in future years (or minimize the impact on the General Fund) due to the inclusion of new personnel coming off of grants. Administration has met with the Sheriff and he has agreed to the concept and we will present the funding strategy at the first Council meeting in September. The item should to move forward due to the grant funding cycle for Council consideration.

# Richland County Council Request of Action

## **Subject**

Sheriff - Request to approve a Community Oriented Policing Universal Hiring Program grant (10 new positions and \$588,530 match required)

## **Purpose**

County Council is being requested to approve a grant proposal with new personnel for FY 2008-2009.

## **Background / Discussion**

The Richland County Sheriff's Department has applied for a grant from the Office of Community Oriented Policing Universal Hiring Program. This project will provide salaries and fringe benefits for ten (10) sheriff's deputies. These deputies will be deployed in the new Patrol Region 7. Note that grant guidelines limit the federal request to \$75,000 per position over the three- year grant period. The match would increase on a sliding scale over the period.

## **Financial Impact**

Grant Program	Costs	Match
*Estimated breakdown		
Universal Hiring Program-Year 1	\$296,450	\$98,817
Universal Hiring Program-Year 2	\$268,939	\$144,814
<u>Universal Hiring Program-Year 3</u>	<u>\$184,611</u>	<u>\$344,899</u>
Total Grant Budget Request	\$750,000	\$588,530

## **Alternatives**

1. Approve the request to fund this program to provide salaries and fringe benefits for ten (10) deputies to staff Region 7.
2. Do not approve, forfeit funds, and decrease likelihood for future funding.
- 3.
- 4.
- 5.

## **Recommendation**

It is recommended that Council approve the request to approve grant for salaries and fringe benefits for ten (10) deputies.

### **Recommended By:**

Dan Johnson, Chief Deputy

### **Department:**

Sheriff

### **Date:**

06-23-2008

## **Reviews**

### **Grants**

**Reviewed by:** Audrey Shifflett

**Date:** 7/14/2008

**Recommend:**Yes

**Comments Regarding Recommendation:**

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The procedure approved in the FY09 budget process was for all grants with FTEs to come before County Council via the Request of Action process during the fiscal year. This grant requires matching funds during the 3 year term of the program. There is a federal requirement to retain the FTEs for 12 months beyond the end of the grant project term.

**Finance**

**Reviewed by:** Daniel Driggers

**Date:** 7/14/2008

**Recommend:**Yes

**Comments Regarding Recommendation:**

Approval would require the identification of a funding source for matching funds and may require a budget amendment. Acceptance will increase County liability for personnel in future years.

**Legal**

**Reviewed by:** Larry Smith

**Date:** 7/17/2008

**Recommend:**No recommendation

**Comments Regarding Recommendation:**

Council's discretion. I concur with the comments of the Finance Director regarding the County's liability for personnel in future years.

**Administration**

**Reviewed by:** J. Milton Pope

**Date:** 7/18/2008

**Recommend:**Yes

**Comments Regarding Recommendation:**

I recommend approval of this item contingent upon an approved financial plan agreed upon by Administration and the Richland County Sheriff's department. The conceptual idea includes a policy whereby the Sheriffs budget would not increase in future years (or minimize the impact on the General Fund) due to the inclusion of new personnel coming off of grants. Administration has met with the Sheriff and he has agreed to the concept and we will present the funding strategy at the first Council meeting in September. The item should to move forward due to the grant funding cycle for Council consideration.

# Richland County Council Request of Action

## **Subject**

Sheriff - Request to approve a grant for D.A.R.E program supplies (No match or personnel required)

## **Purpose**

County Council is being requested to approve a grant proposal that was not included in the Grant Budget Request for 2008-2009.

## **Background / Discussion**

The Richland County Sheriff's Department has applied for a grant from the Target Foundation for Law Enforcement. This grant will provide funds for D.A.R.E. program supplies, including student workbooks and graduation incentive items at John P. Thomas Elementary.

## **Financial Impact**

Grant Program	Costs	Match
<u>DARE Program Enhancement</u>	<u>\$1,800</u>	
Total Grant Budget Request	\$1,800	\$0

## **Alternatives**

1. Approve the request to fund this program to provide supplies for the D.A.R.E. program at John P. Thomas Elementary in Richland County.
2. Do not approve, forfeit funds, and decrease likelihood for future funding.
- 3.
- 4.
- 5.

## **Recommendation**

It is recommended that Council approve the request to approve grant for D.A.R.E. Program Supplies.

### **Recommended By:**

Dan Johnson, Chief Deputy

### **Department:**

Sheriff

### **Date:**

06-23-2008

## **Reviews**

### **Grants**

**Reviewed by:** Audrey Shifflett

**Date:** 7/14/2008

**Recommend:** Yes

### **Comments Regarding Recommendation:**

This funding opportunity became available after the submission deadline for the FY09 budget process. This program does not require matching funds. There are no FTEs.

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**Finance****Reviewed by:** Daniel Driggers**Date:** 7/14/2008**Recommend:**Yes**Comments Regarding Recommendation:****Legal****Reviewed by:** Larry Smith**Date:** 7/17/2008**Recommend:**Yes**Comments Regarding Recommendation:****Administration****Reviewed by:** J. Milton Pope**Date:** 7/18/2008**Recommend:**Yes**Comments Regarding Recommendation:**

Recommend approval...

# Richland County Council Request of Action

## **Subject**

Sheriff - Request to approve a grant for a Marijuana Analysis Technician (1 new position, no match required)

## **Purpose**

County Council is being requested to approve a grant proposal with new personnel for FY 2008-2009.

## **Background / Discussion**

The Richland County Sheriff's Department has applied for a grant for funds to provide salary and fringe benefits to a full-time Marijuana Analysis Technician for the Richland County Sheriff's Department Forensic Laboratory.

## **Financial Impact**

Grant Program	Costs	Match
<u>Marijuana Analysis Technician</u>	<u>\$54,671</u>	<u>\$0</u>
Total Grant Budget Request	\$54,671	\$0

## **Alternatives**

1. Approve the request to fund this program to provide salaries and fringe benefits for a full-time Marijuana Analysis Technician.
2. Do not approve, forfeit funds, and decrease likelihood for future funding.
- 3.
- 4.
- 5.

## **Recommendation**

It is recommended that Council approve the request to approve grant for salaries and fringe benefits for a Marijuana Analysis Technician.

### **Recommended By:**

Dan Johnson, Chief Deputy

### **Department:**

Sheriff

### **Date:**

06-23-2008

## **Reviews**

### **Grants**

**Reviewed by:** Audrey Shifflett

**Date:** 7/14/2008

**Recommend:** Yes

### **Comments Regarding Recommendation:**

The procedure approved in the FY09 budget process was for all grants with FTEs to come before County Council via the Request of Action process during the fiscal year. This grant does not require matching funds. There is no federal requirement to retain the FTE beyond the grant term.

**Finance****Reviewed by:** Daniel Driggers**Date:** 7/14/2008**Recommend:**Yes**Comments Regarding Recommendation:**

No matching funds required in current year. Council decision to maintain position beyond grant funded year will increase the County liability for personnel.

**Legal****Reviewed by:** Larry Smith**Date:** 7/17/2008**Recommend:**No recommendation**Comments Regarding Recommendation:**

Council's discretion. I concur with the Finance Directors comments regarding the County's liability for personnel increasing beyond the grant funded year.

**Administration****Reviewed by:** J. Milton Pope**Date:** 7/18/2008**Recommend:**Yes**Comments Regarding Recommendation:**

I recommend approval of this item contingent upon an approved financial plan agreed upon by Administration and the Richland County Sheriff's department. The conceptual idea includes a policy whereby the Sheriffs budget would not increase in future years (or minimize the impact on the General Fund) due to the inclusion of new personnel coming off of grants. Administration has met with the Sheriff and he has agreed to the concept and we will present the funding strategy at the first Council meeting in September. The item should to move forward due to the grant funding cycle for Council consideration.

# Richland County Council Request of Action

## **Subject**

Sheriff - Request to approve a grant for motorcycle safety and enforcement (2 new positions and \$43,595 match required)

## **Purpose**

County Council is being requested to approve a grant proposal with new personnel for FY 2008-2009.

## **Background / Discussion**

The Richland County Sheriff's Department has applied for a grant for funds to provide salary and fringe benefits, equipment and supplies for two deputies to be assigned to the Traffic Unit for dedicated motorcycle safety and enforcement. Funds requested are as follows: \$107,040 for personnel costs; \$23,104 for mileage and travel for training; \$85,455 for equipment to include police package motorcycles and accessories and \$2,375.

## **Financial Impact**

Grant Program	Costs	Match
<u>Motorcycle Safety and Enforcement</u>	<u>\$174,379</u>	<u>\$43,595</u>
Total Grant Budget Request	\$174,379	\$43,595

## **Alternatives**

1. Approve the request to fund this program to provide salaries and fringe benefits for two deputies and related equipment, travel and supplies conduct motorcycle safety and enforcement activities.
2. Do not approve, forfeit funds, and decrease likelihood for future funding.
- 3.
- 4.
- 5.

## **Recommendation**

It is recommended that Council approve the request to fund match for this grant for salaries and fringe benefits for two deputies to be assigned to the Traffic Unit for dedicated motorcycle safety and enforcement.

### **Recommended By:**

Dan Johnson, Chief Deputy

### **Department:**

Sheriff

### **Date:**

06-23-2008

## **Reviews**

### **Grants**

**Reviewed by:** Audrey Shifflett

**Date:** 7/14/2008

**Recommend:** Yes

### **Comments Regarding Recommendation:**

The procedure approved in the FY09 budget process was for all grants with FTEs to come before County Council via the Request of Action process during the fiscal year. This grant requires matching funds. There is no Federal

requirement to retain the FTE beyond the grant term.

**Finance**

**Reviewed by:** Daniel Driggers

**Date:** 7/14/2008

**Recommend:**Yes

**Comments Regarding Recommendation:**

Approval would require the identification of a funding source for the required matching funds. Council decision to maintain position beyond grant funded year will increase the future County liability for personnel.

**Legal**

**Reviewed by:** Larry Smith

**Date:** 7/17/2008

**Recommend:**No recommendation

**Comments Regarding Recommendation:**

Council discretion. I concur with the Finance Directors comments that maintaining the position beyond the grant year will increase the future County liability for personnel.

**Administration**

**Reviewed by:** J. Milton Pope

**Date:** 7/18/2008

**Recommend:**Yes

**Comments Regarding Recommendation:**

I recommend approval of this item contingent upon an approved financial plan agreed upon by Administration and the Richland County Sheriff's department. The conceptual idea includes a policy whereby the Sheriffs budget would not increase in future years (or minimize the impact on the General Fund) due to the inclusion of new personnel coming off of grants. Administration has met with the Sheriff and he has agreed to the concept and we will present the funding strategy at the first Council meeting in September. The item should to move forward due to the grant funding cycle for Council consideration.

# Richland County Council Request of Action

## **Subject**

Sheriff - Request to approve a Sex Offender Registry Enhancement and Enforcement grant (1 new position and \$33,510 match required)

## **Purpose**

County Council is being requested to approve a grant proposal that was not included in the Grant Budget Request for 2008-2009.

## **Background / Discussion**

The Richland County Sheriff's Department has applied for a grant from the United States Department of Justice grant entitled "Sex Offender Registry Enhancement and Enforcement" to provide personnel and equipment to assist with compliance of the Adam Walsh Act Requirements. A full-time Investigator will be hired to enforce new standards for those on the Sex Offender Registry. Digital fingerprinting equipment will also be purchased.

## **Financial Impact**

Grant Program	Costs	Match
<u>Sex Offender Registry Investigator</u>	<u>\$100,510</u>	<u>33,510</u>
Total Grant Budget Request	\$100,510	\$33,510

## **Alternatives**

1. Approve the request to fund this program to increase coordination of sex offender registry investigations in Richland County.
2. Do not approve, forfeit funds, and decrease likelihood for future funding.
- 3.
- 4.
- 5.

## **Recommendation**

It is recommended that Council approve the request to approve grant for sex offender registry investigations.

### **Recommended By:**

Dan Johnson, Chief Deputy

### **Department:**

Sheriff

### **Date:**

06-23-2008

## **Reviews**

### **Grants**

**Reviewed by:** Audrey Shifflett

**Date:** 7/14/2008

**Recommend:** Yes

**Comments Regarding Recommendation:**

This funding opportunity became available after the submission deadline for the FY09 budget process. This program requires matching funds. There is no federal requirement to retain the FTE beyond the grant term.

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**Finance****Reviewed by:** Daniel Driggers**Date:** 7/14/2008**Recommend:**Yes**Comments Regarding Recommendation:**

Approval would require the identification of a funding source for the required matching funds and may require a budget amendment. Council decision to maintain position beyond grant funded year will increase the future County liability for personnel.

**Legal****Reviewed by:** Larry Smith**Date:** 7/18/2008 12:00:00 AM**Recommend:**Yes**Comments Regarding Recommendation:**

Council discretion. I concur with the Finance Directors comments regarding the County's liability for personnel increasing in future years beyond the grant year.

**Administration****Reviewed by:** J. Milton Pope**Date:** 7/18/2008 12:00:00 AM**Recommend:**No recommendation**Comments Regarding Recommendation:**

I recommend approval of this item contingent upon an approved financial plan agreed upon by Administration and the Richland County Sheriff's department. The conceptual idea includes a policy whereby the Sheriffs budget would not increase in future years (or minimize the impact on the General Fund) due to the inclusion of new personnel coming off of grants. Administration has met with the Sheriff and he has agreed to the concept and we will present the funding strategy at the first Council meeting in September. The item should to move forward due to the grant funding cycle for Council consideration.

# Richland County Council Request of Action

## **Subject**

Sheriff - Request to approve a School Resource Officer grant (Continuation of 1 position, no match required)

## **Purpose**

County Council is being requested to approve a grant proposal that was not included in the Grant Budget Request for 2008-2009. Please note that this is a continuation of currently approved project. This was not originally requested because there was doubt that the funding source would continue to exist.

## **Background / Discussion**

The Richland County Sheriff's Department has applied for a grant from the South Carolina Department of Public Safety. This program will provide salary, training and supplies for one Investigator to serve as a link between schools and the Gang Unit.

## **Financial Impact**

Grant Program	Costs	Match
SRO-Gang Investigator	\$48,750	
Total Grant Budget Request	\$48,750	\$0

## **Alternatives**

1. Approve the request to fund this program to increase the quality of gang investigations and prevention in Richland County.
2. Do not approve, forfeit funds, and decrease likelihood for future funding.
- 3.
- 4.
- 5.

## **Recommendation**

It is recommended that Council approve the request the grant request.

### **Recommended By:**

Dan Johnson, Chief Deputy

### **Department:**

Sheriff

### **Date:**

06-23-2008

## **Reviews**

### **Grants**

**Reviewed by:** Audrey Shifflett

**Date:** 7/14/2008

**Recommend:** Yes

**Comments Regarding Recommendation:**

This continuation grant opportunity was not available before the submission deadline for the FY09 budget. This grant will continue a current grant-funded FTE for another funding year. There is no matching funds requirement. There is no federal requirement to retain the FTE beyond the grant term.

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**Finance****Reviewed by:** Daniel Driggers**Date:** 7/14/2008**Recommend:**Yes**Comments Regarding Recommendation:**

No matching funds required. Council decision to maintain position beyond grant funded year will increase the future County liability for personnel.

**Legal****Reviewed by:** Larry Smith**Date:** 7/17/2008**Recommend:**No recommendation**Comments Regarding Recommendation:**

I concur with the Finance Directors comments regarding the increase in the County's liability for personnel beyond the grant year with the maintenance of the position.

**Administration****Reviewed by:** J. Milton Pope**Date:** 7/18/2008**Recommend:**Yes**Comments Regarding Recommendation:**

I recommend approval of this item contingent upon an approved financial plan agreed upon by Administration and the Richland County Sheriff's department. The conceptual idea includes a policy whereby the Sheriffs budget would not increase in future years (or minimize the impact on the General Fund) due to the inclusion of new personnel coming off of grants. Administration has met with the Sheriff and he has agreed to the concept and we will present the funding strategy at the first Council meeting in September. The item has to move forward due to the grant funding cycle for Council consideration.

# Richland County Council Request of Action

## **Subject**

Sheriff - Request to approve a grant for toxicology backlog reduction (No match or personnel required)

## **Purpose**

County Council is being requested to approve a grant proposal that was not included in the Grant Budget Request for 2008-2009.

## **Background / Discussion**

The Richland County Sheriff's Department has applied for a grant from the National Institutes of Justice Paul Coverdell Forensic Science Improvement Program. This project will supply funds to subcontract with a private certified laboratory to conduct toxicology sample testing.

## **Financial Impact**

Grant Program	Costs	Match
<u>Toxicology Backlog Reduction</u>	<u>\$95,000</u>	
Total Grant Budget Request	\$95,000	\$0

## **Alternatives**

1. Approve the request to fund this program to decrease the backlog in Toxicology cases in Richland County.
2. Do not approve, forfeit funds, and decrease likelihood for future funding.
- 3.
- 4.
- 5.

## **Recommendation**

It is recommended that Council approve the request to approve grant for Toxicology Backlog Reduction.

### **Recommended By:**

Dan Johnson, Chief Deputy

### **Department:**

Sheriff

### **Date:**

06-23-2008

## **Reviews**

### **Grants**

**Reviewed by:** Audrey Shifflett

**Date:** 7/14/2008

**Recommend:** Yes

### **Comments Regarding Recommendation:**

This funding opportunity became available after the submission deadline for the FY09 budget process. This program does not require matching funds. There are no FTEs.

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**Finance**

**Reviewed by:** Daniel Driggers

**Date:** 7/14/2008

**Recommend:**Yes

**Comments Regarding Recommendation:**

**Legal**

**Reviewed by:** Larry Smith

**Date:** 7/16/2008

**Recommend:**Yes

**Comments Regarding Recommendation:**

**Administration**

**Reviewed by:** J. Milton Pope

**Date:** 7/16/2008

**Recommend:**Yes

**Comments Regarding Recommendation:**

Recommend approval.

# Richland County Council Request of Action

## **Subject**

Sheriff - Request to negotiate and award a design-build contract for the design and construction of the new Region 7 Sheriff's Substation

## **Purpose**

The purpose of this request is to seek County Council's approval to negotiate and award a design-build contract to the vendor that will be the most advantageous to the County in the design and construction of the new Region 7 Sheriff's Substation.

## **Background / Discussion**

The Region 7 Substation will be constructed on a site located off of Screaming Eagle Rd. All necessary geotechnical and phase 1 environmental studies were conducted accordingly to insure that the site was appropriate for the intended use. Upon the County's initial approach to the project on constructing a conventional building, solicitations were sent out to surrounding pre-qualified architectural firms for proposals on professional services. The building was requested to be a scaled down version of the Region 1 Substation with the total square footage around 3,500. As a result of the solicitation only one architectural firm was considered responsive out of four. Further evaluation of the proposal indicated that the cost for conventional construction exceeded the amount of funding available for the project and was determined not meet current or future space needs for this facility.

Research and a close comparative analysis were conducted to determine the quality of all readily available instant structures relative to conventional structures. The manufacturers of this type of structure and their products were evaluated on the basis of durability, versatility, previous structure use, construction time, business location, and dependability in providing a quality structure within budget. A few of the manufacturers evaluated were:

1. Sprung Instant Structures, Inc.
2. Severn Valley Ltd
3. Affordable Instant Structures, Inc.
4. Instant Space Ltd

From the four manufacturers/vendors listed above, only two were found to offer instant structures that were suitable for use. Further evaluation of the top two manufacturers led to the selection of Sprung Instant Structures due to their location and building specifications. Their top competitor, Severn Valley Ltd is headquartered in Europe versus Sprung being located in the United States. As a function of the design and construction process, Sprung Instant Structures referenced a company known as CMark to be their partner in providing the interior and site design as well as construction for this facility. CMark was held in comparison with four other architectural firms by way of solicitation using a series of carefully chosen questions. The names of the firms questioned for comparison were:

1. Design Collaborative
2. DTI
3. CMark
4. Sherer & Associates
5. Hussey, Gay, Bell & Deyoung

The evaluation resulted in CMark being selected as the architectural firm that would provide the most advantageous services to the County. CMark has a strong history of government relations and design-build services with Sprung. Sprung is the inventor and leading direct supplier of the stressed membrane structure. Their buildings are classified as environmentally-friendly because of the reduced construction waste, structural longevity, energy efficiency, and LEED (Leadership in Energy and Environmental Design) certification. Selecting this type of structure has proved to add a substantial amount of square footage to the building for nearly half the cost. The structure carries a 20 year warranty on its outer shell that is equivalent to any metal roof used in conventional construction and a 30 year warranty on all of its structural components. If repair by replacement is necessary, Sprung is replaceable in small sections as opposed to the entire shell which is normal for most other manufacturers of this building type. The Sprung structure is also insulated at several times the normal conventional construction.

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method. Charlotte-Mecklenburg is currently constructing an administration building and 2 housing units utilizing Sprung to increase their housing capacity by 640 inmates at the Sheriff's Detention Center. This innovative approach to construction structurally and contractually can open up multiple new opportunities for the County and prove to be very beneficial in the future.

**Financial Impact**

The funding has been budgeted to cover all cost associated with the design and construction of the substation on this project within the Sheriffs Department budget.

**Alternatives**

1. Approve the negotiation and award of a partial design-build contract to CMark in conjunction with Sprung to successfully complete the design and construction of the substation.
2. Do not approve the negotiation and award of the contract at this time and turn down the opportunity to utilize an innovative structure and implement a new construction method for the County.
- 3.
- 4.
- 5.

**Recommendation**

It is recommended that County Council approve the negotiation and award of a design-build contract to CMark in conjunction with Sprung Instant Structures for the Region 7 Substation project in an amount not to exceed \$446,250.00.

**Recommended By:**

John Mincy

**Department:**

Public Works

**Date:**

07-09-2008

**Reviews**

**Finance**

**Reviewed by:** Daniel Driggers

**Date:** 7/14/2008

**Recommend:**Yes

**Comments Regarding Recommendation:**

Amount is within available budget.

**Procurement**

**Reviewed by:** Rodolfo Callwood

**Date:** 7/15/2008

**Recommend:**Yes

**Comments Regarding Recommendation:**

**Legal**

**Reviewed by:** Larry Smith

**Date:** 7/16/2008

**Recommend:**Yes

**Comments Regarding Recommendation:**

**Administration**

**Reviewed by:** J. Milton Pope

**Date:** 7/16/2008

**Recommend:**Yes

**Comments Regarding Recommendation:**

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Recommend approval...funds are budgeted for the project.

# Richland County Council Request of Action

## **Subject**

Request to to approve salary adjustments to the Board of Voter Registration Office for 4 full-time appointed Board Members, and 1 full-time appointed Chairperson

## **Purpose**

County Council is requested to approve salary adjustments to the Board of Voter Registration Office for 4 full-time appointed Board Members, and 1 full-time appointed Chairperson.

## **Background / Discussion**

The Richland County Board of Voter Registration Board Members express concerns to the County (County Council, County Administrator, and Human Resources Department) relating to salaries of the Board Members and Chairperson should be higher than the current salaries for full-time appointed officials. The Richland County Board Members continue to be a vital asset to Richland County and is highly recommended by the Governor of South Carolina and Richland County Senators to serve in this capacity to ensure proper registration of all Richland County voters in the correct precinct/district in compliance with Federal and state Election laws, and also having an enormous responsibility to the citizens of Richland County to conduct and carry out all elections (including but not limited to COUNCIL & SENATE) according to the Elections Laws of South Carolina. In the past, Board Members have not been compensated equally to the RichlandCounty's Pay and Classification Plan or salaries adjustment. Board Members were overlooked each time a Pay and Classification Plan study was commissioned by the County.

There were two county salary adjustments (1997 and 2006) and at both times Board Members were omitted. The previous Board Chairperson submitted a request to the CountyAdministratorfor salary adjustment in September 1998 and the current Board Chairperson submitted a request in June 2006 but to no avail. There has not been any favorable action taken on this matter to ensure a competitive salary adjustment. The County Administrator, in his assessment, concluded that the Board of Voter Registration is excluded from the County Pay and Classification plan according to County Ordinance Section 2-262 which states "salaries of the following elected officials shall be excluded from the County's pay and classification plan: Auditor, Clerk of Court, Coroner, Probate Judge, Sheriff, and Treasurer." This County Ordinance Section 2-262 is not applicable to appointed Board Members.

In the most recent Pay and Classification Plan Study the Motor Voter Clerk was the only position that was eligible to receive a market adjustment. The table below shows the salary before and after the Class & Comp implementation study. Please note the Motor Voter Clerk's salary now exceed a full-time Board Member who supervise the Motor Voter Clerk position.

<b>Job Title</b>	<b>Old grade</b>	<b>OldPayRangeMidpointNew</b>	<b>PayRangeMidpoint</b>
Board Member	7N	\$27,138	\$27,138 (No Change)
Motor Voter Clerk	5N	\$21,673	\$27,357

As a result of the implementation of the Class & Comp Plan Study, the Motor voter Clerk salary exceeds and the Board Members salary lagging behind and needs to be reviewed to recognize the level of responsibility, to keep pace with the Motor Voter Clerk, and in recognition of their tenure with the County.

Recently, the Board Chairperson conducted a comparison study of CharlestonCounty, and York County Voter Registration and Election, and Richland County Election Director and found these counties having the same job duties, and responsibility whether combined or separate, these counties salaries are far above the Richland County Board of Voter Registration salaries. The comparison was conducted on size of county populations with RichlandCountybeing the larger of the two counties. Source: The South CarolinaAssociation of Counties Wage and Salary Report 2007 and 2008. Please note YorkCountyhas not been updated and could be higher. **Item# 14**

<b>Location</b>	<b>Min</b>	<b>Mid</b>	<b>Max</b>	<b>Position</b>
YorkCounty*	42,334	50,801	59,268	Asst Director
CharlestonCounty	37,356	46,924	56,492	Senior Clerk
RichlandCounty	21,044	27,357	33,670	Board Members
RichlandCountyElection Commission	51,099	66,428	81,758	Election Director
RichlandCountyRegistration	27,316	39,159	51,002	Director/Chairperson

In comparison to other full-time Richland County Appointed Officials and other state offices full-time position in the Board of Registration and Election state offices with the same job duties and responsibilities whether combined or separate, the Board Members are lagging behind in salaries.

**Financial Impact**

Financial impact is what Council decides on what salary the Board Members and Chairperson should be set.

**Alternatives**

1. To approve the request for salary adjustment for Board Members and Chairperson it will keep the Board Members up with the competitive market on salaries so they will not lag behind other appointed officials and Voter Registration and Election Offices in the State.
2. If a salary adjustment is not recommended this will negate the retention and recruitment of talent pool for the Board of Voter Registration.
- 3.
- 4.
- 5.

**Recommendation**

It is recommended that Council approve the request for a salary adjustment for Board Members and Chairperson.

**Recommended By:**

Lillian McBride

**Department:**

Voter Registration

**Date:**

07-08-2008

**Reviews**

**Finance**

**Reviewed by:** Daniel Driggers

**Date:** 7/14/2008

**Recommend:**No recommendation

**Comments Regarding Recommendation:**

Council discretion. Financial impact will varied based on Council decision. I would recommend that a recommendation be develop from the Human Resources Director.

**Legal**

**Reviewed by:** Larry Smith

**Date:** 7/18/2008

**Recommend:**No recommendation

**Comments Regarding Recommendation:**

Council's discretion.

**Administration**

**Reviewed by:** J. Milton Pope

**Date:** 7/18/2008

**Recommend:**No recommendation

**Comments Regarding Recommendation:**

County Council sets the salaries of Elected and Appointed Officials through policy. Elected and Appointed officials received a starting salary level of the past Elected or Appointed Official and they receive CPI increases every fiscal year based upon the figure given to the County by the Budget and Control Board. It is not within Administrations purview/authority to approve any other salary increase unless the Council amends or changes its past policy. If Council is inclined to approve this request I would recommend that a comprehensive study be performed by HR to assure equity with all Elected and Appointed Officials. Please review the HR recommendations that were included in a study provided to Voter Registration. ----- HRD RECOMMENDATION ----- 1. County determine what is the objective relative to the salaries for Chairperson and Board Members. --- 2. County Determine the internal salary hierarchy equity for the Chairperson of Voter Registration versus other Appointed Officials. ----- 3. County determine the internal salary equity for the positions in the Voter Registration department. ----- 4. County determine how salaries for appointed and elected officials will be evaluated and/or determined in the future. ----- 5. County make decision(s) in consideration of long term and consequences if changing the process to establish salaries for appointed officials. ----- 6. Consider authorizing a review or study, involving the appropriate stakeholders, on the feasibility of combining the offices of Voter Registration and Election Commission. Based on the fact it appears all large SC counties with the exception of Richland County have already combined these two offices.

**South Carolina Association of Counties**  
**ANNUAL WAGE AND SALARY SURVEY REPORT**  
 Survey Group: 1

Job Title: **REGISTRATION/ELECTIONS DIRECTOR**

Job Code: **360**

<u>County</u>	<u>Hours</u>	<u>Staff Totals</u>	<u>Pay Range</u>		<u>Actual or Mid-Point</u>	<u>Percent Spread</u>
			<u>Minimum</u>	<u>Maximum</u>		
ABBEVILLE	40.0	1	27,354	41,032	34,193	50%
AIKEN	40.0	1	42,297	59,216	50,756	40%
ANDERSON	37.5	1	33,740	53,937	43,838	59%
BAMBERG	35.0	1	29,912	41,142	35,527	37%
BARNWELL	35.0	1	23,485	32,879	28,182	40%
BEAUFORT	40.0	1			70,000	
BERKELEY	37.5	1	41,375	66,200	53,787	60%
CALHOUN	35.0	1			30,334	
CHARLESTON	40.0	1			83,574	
CHESTER	37.5	1	22,196	31,074	26,635	39%
CHESTERFIELD	37.5	1	25,822	36,150	30,986	39%
COLLETON	40.0	1			43,467	
DARLINGTON	37.5	1	33,072	46,300	39,686	39%
DORCHESTER	40.0	1	47,582	71,374	59,478	50%
FAIRFIELD	35.0	1	30,427	42,598	36,512	40%
FLORENCE	40.0	1			60,000	
GEORGETOWN	37.5	1	34,487	51,731	43,109	50%
GREENVILLE	37.5	1	50,455	76,972	63,713	52%
GREENWOOD	40.0	1	41,288	50,627	45,957	22%
HAMPTON	40.0	1	32,076	48,115	40,095	50%
HORRY	40.0	1	53,887	80,830	67,358	49%
JASPER	40.0	1	39,473	59,209	49,341	49%
KERSHAW	37.5	1	25,641	35,896	30,768	39%
LANCASTER	37.5	1	24,163	38,297	31,230	58%
LAURENS	40.0	1	41,777	46,276	44,026	10%
LEE	35.0	1	25,000	35,000	30,000	40%
LEXINGTON	40.0	1	45,317	63,444	54,380	40%
MARION	0.0		23,665	32,105	27,885	35%
MARLBORO	37.5	1	19,232	25,000	22,116	29%
MCCORMICK	40.0	1			26,516	
NEWBERRY	40.0	1	27,390	38,346	32,868	40%
OCONEE	37.5	1	36,198	54,296	45,247	49%
PICKENS	37.5	1	41,021	61,531	51,276	49%
SALUDA	37.5	1	23,150	36,076	29,613	55%
SPARTANBURG	37.5	1			56,650	
SUMTER	37.5	1	39,001	54,601	46,801	39%
YORK	40.0	1	46,627	65,278	55,952	40%
LOWEST REPORTED SALARIES:			19,232	25,000	22,116	
HIGHEST REPORTED SALARIES:			53,887	80,830	83,574	
ARITHMETIC AVERAGE:			34,237	49,184	43,833	42%

**South Carolina Association of Counties  
ANNUAL WAGE AND SALARY SURVEY REPORT**

Survey Group: 1

Job Title: **REGISTRATION/ELECTIONS ASST DIRECTOR**

Job Code: **361**

<u>County</u>	<u>Hours</u>	<u>Staff Totals</u>	<u>Pay Range</u>		<u>Actual or Mid-Point</u>	<u>Percent Spread</u>
			<u>Minimum</u>	<u>Maximum</u>		
AIKEN	40.0	1	34,741	48,638	41,689	40%
ANDERSON	37.5	1	24,653	39,411	32,032	59%
DARLINGTON	37.5	1	24,933	34,907	29,920	40%
DORCHESTER	40.0	1	27,821	41,730	34,775	49%
FLORENCE	37.5	2	26,625	39,454	33,039	48%
GREENWOOD	37.5	1	30,617	37,502	34,059	22%
LEXINGTON	40.0	1	33,409	46,772	40,090	39%
MARLBORO	37.5	1			20,900	
NEWBERRY	40.0	1	20,044	28,062	24,053	40%
SPARTANBURG	37.5	1	34,378	52,371	43,374	52%
SUMTER	37.5	2	19,509	27,313	23,411	40%
YORK	40.0	1	42,334	59,268	50,801	40%
LOWEST REPORTED SALARIES:			19,509	27,313	20,900	
HIGHEST REPORTED SALARIES:			42,334	59,268	50,801	
ARITHMETIC AVERAGE:			29,005	41,402	34,011	42%

Job Title: **REGISTRATION/ELECTIONS CLERK**

Job Code: **365**

<u>County</u>	<u>Hours</u>	<u>Staff Totals</u>	<u>Pay Range</u>		<u>Actual or Mid-Point</u>	<u>Percent Spread</u>
			<u>Minimum</u>	<u>Maximum</u>		
AIKEN	40.0	1	22,650	31,711	27,180	40%
ANDERSON	37.5	1	16,653	26,622	21,637	59%
BARNWELL	30.0	1			9,320	
BEAUFORT	40.0	4	23,218	32,505	27,861	39%
BERKELEY	37.5	3	17,504	31,402	24,453	79%
CHARLESTON	37.5	6			31,696	
CHEROKEE	40.0	1			26,176	
CHESTER	37.5	1	19,496	26,670	23,083	36%
COLLETON	40.0	1	21,798	30,701	26,249	40%
DORCHESTER	40.0	2	20,761	31,140	25,950	49%
FAIRFIELD	35.0	1	18,353	25,696	22,024	40%
FLORENCE	37.5	1	19,378	28,583	23,980	47%
GEORGETOWN	37.5	1	20,167	30,250	25,208	49%
GREENVILLE	37.5	2	22,846	38,268	30,557	67%
GREENWOOD	37.5	1	24,481	29,972	27,226	22%
LANCASTER	37.5	1	21,000	29,697	25,348	41%
LAURENS	40.0	1	22,217	25,495	23,856	14%
LEXINGTON	40.0	1	24,903	34,864	29,883	39%
MARION	0.0		16,131	21,496	18,813	33%
MCCORMICK	40.0	1			24,327	
OCONEE	37.5	1	22,558	33,857	28,207	50%
ORANGEBURG	37.5	3	21,793	34,410	28,101	57%
PICKENS	37.5	1	20,454	30,682	25,568	50%
SPARTANBURG	37.5	1	19,143	29,161	24,152	52%
SUMTER	37.5	1	18,343	25,680	22,011	39%
UNION	40.0	1			23,178	
YORK	40.0	1	26,591	37,228	31,909	40%
LOWEST REPORTED SALARIES:			16,131	21,496	9,320	
HIGHEST REPORTED SALARIES:			26,591	38,268	31,909	
ARITHMETIC AVERAGE:			20,929	30,276	25,109	44%

**South Carolina Association of Counties  
ANNUAL WAGE AND SALARY SURVEY REPORT**

Survey Group: 1

Job Title: **REGISTRATION/ELECTIONS SENIOR CLERK**

Job Code: **368**

County	Hours	Staff Totals	Pay Range		Actual or Mid-Point	Percent Spread
			Minimum	Maximum		
AIKEN	40.0	1	20,669	28,937	24,803	40%
ANDERSON	37.5	3	18,012	32,391	25,201	79%
BEAUFORT	40.0	1	26,045	36,464	31,254	40%
BERKELEY	37.5	1	25,992	41,587	33,789	59%
CHARLESTON	37.5	1			34,195	
FLORENCE	37.5	1	23,724	35,106	29,415	47%
GREENVILLE	37.5	2	28,023	44,008	36,015	57%
KERSHAW	37.5	1	24,641	34,498	29,569	40%
LEXINGTON	40.0	1	28,305	39,627	33,966	40%
SPARTANBURG	37.5	4	24,431	37,219	30,825	52%
YORK	40.0	1	26,591	37,228	31,909	40%
LOWEST REPORTED SALARIES:			18,012	28,937	24,803	
HIGHEST REPORTED SALARIES:			28,305	44,008	36,015	
ARITHMETIC AVERAGE:			24,643	36,706	30,994	49%

Job Title: **REGISTRATION DIRECTOR**

Job Code: **370**

County	Hours	Staff Totals	Pay Range		Actual or Mid-Point	Percent Spread
			Minimum	Maximum		
CLARENDON	37.5	1	28,780	40,291	34,535	39%
DILLON	37.5	1			26,259	
EDGEFIELD	35.0	1	30,443	42,621	36,532	40%
RICHLAND	37.5	1	27,316	51,002	39,159	86%
WILLIAMSBURG	40.0	1	31,625	39,321	35,473	24%
LOWEST REPORTED SALARIES:			27,316	39,321	26,259	
HIGHEST REPORTED SALARIES:			31,625	51,002	39,159	
ARITHMETIC AVERAGE:			29,541	43,308	34,391	47%

Job Title: **REGISTRATION CLERK**

Job Code: **372**

County	Hours	Staff Totals	Pay Range		Actual or Mid-Point	Percent Spread
			Minimum	Maximum		
ALLENDALE	17.5	1	5,000	8,000	6,500	60%
CHESTERFIELD	37.5	1	16,403	22,965	19,684	40%
CLARENDON	37.5	1	17,871	25,018	21,444	39%
DILLON	37.5	2			19,991	
EDGEFIELD	35.0	1	17,375	24,325	20,850	40%
HAMPTON	40.0	2	21,034	31,553	26,293	50%
JASPER	0.0		8,540	10,932	9,736	28%
RICHLAND	37.5	1	21,044	33,670	27,357	59%
WILLIAMSBURG	40.0	1	21,095	26,228	23,661	24%
LOWEST REPORTED SALARIES:			5,000	8,000	6,500	
HIGHEST REPORTED SALARIES:			21,095	33,670	27,357	
ARITHMETIC AVERAGE:			16,045	22,836	19,501	42%

**South Carolina Association of Counties  
ANNUAL WAGE AND SALARY SURVEY REPORT**

Survey Group: 1

Job Title: **REGISTRATION SENIOR CLERK**

Job Code: **373**

<u>County</u>	<u>Hours</u>	<u>Staff Totals</u>	<u>Pay Range</u>		<u>Actual or Mid-Point</u>	<u>Percent Spread</u>
			<u>Minimum</u>	<u>Maximum</u>		
ALLENDALE	17.5	1	6,000	9,000	7,500	50%
LOWEST REPORTED SALARIES:			6,000	9,000	7,500	
HIGHEST REPORTED SALARIES:			6,000	9,000	7,500	
ARITHMETIC AVERAGE:			6,000	9,000	7,500	50%

Job Title: **ELECTIONS DIRECTOR**

Job Code: **377**

<u>County</u>	<u>Hours</u>	<u>Staff Totals</u>	<u>Pay Range</u>		<u>Actual or Mid-Point</u>	<u>Percent Spread</u>
			<u>Minimum</u>	<u>Maximum</u>		
CHEROKEE	0.0	1			12,315	
DORCHESTER	20.0	1	27,821	41,730	34,775	49%
MCCORMICK	0.0	5			2,341	
RICHLAND	3,705.0	1	51,099	81,758	66,428	59%
LOWEST REPORTED SALARIES:			27,821	41,730	2,341	
HIGHEST REPORTED SALARIES:			51,099	81,758	66,428	
ARITHMETIC AVERAGE:			39,460	61,744	28,964	54%

# Richland County Council Request of Action

## **Subject**

Discussion regarding the use of carryover funds in annual budgets and millage levy calculations

## **Purpose**

Council is requested to discuss the development of a policy regarding the use of carryover funds in annual budgets and millage levy calculations

## **Background / Discussion**

This item was referred to the A&F committee for discussion during the A&F meeting of June 24, 2008. Additional information is attached.

## **Financial Impact**

N/A - Discussion only at this time.

## **Alternatives**

1. N/A - Discussion only at this time.
- 2.
- 3.
- 4.
- 5.

## **Recommendation**

N/A - Discussion only at this time.

**Recommended By:**    **Department:**  
A&F Committee            Council Motion  
Motion

**Date:**  
06-24-2008

## **Reviews**

## Use of Carryover Funds

At the June A& F meeting, Mr. Montgomery requested a legal opinion on whether or not Council had the authority to create a policy on how carryover funds should be used in the annual budget and millage levy calculation. The information below is not intended to provide an opinion on the legal question nor is it intended to be a discussion on the method of calculation of the mill levy. In response to Mr. Montgomery's request, Administration and Finance discussed some options Council may consider in the utilization of those funds. The information below is the outcome of that meeting. Below are two simple options as an example of the utilization of carryover funds. These are intended respond to Council's motion, stimulate discussion and provide information for potential policy creation. The examples assume a budget request that is more than the dollars allowed by the cap.

\$'s generated by base year tax levy	+	(Population Growth + CPI)  Allowable Increase	=	(a) \$'s generated at maximum Allowable tax levy
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a.

Use maximum allowable tax levy plus/minus carryover				
(a)	+/-	Carryover funds	=	Total Allowable Budget
\$ 10,000,000	+	\$ 500,000		\$ 10,500,000

b.

Reduce tax levy by using carryover				
(a)	+/-	Carryover funds	=	Total Allowable Budget
\$ 10,000,000	-	\$ 500,000		\$ 9,500,000

Carryover Funds received by millage agencies can only be used in addition to the sustainable level of reoccurring expenditures approved by Richland County Council. Carryover Funds shall be defined as one-time non-reoccurring cost.

J. Milton Pope  
Richland County Administrator