

**RICHLAND COUNTY COUNCIL
ADMINISTRATION AND FINANCE COMMITTEE
TUESDAY, MAY 22, 2001
6:00 P.M.**

MEMBERS PRESENT: Joseph McEachern, Chair; Paul Livingston; Anthony G. Mizzell; Joan Brady; James Tuten

OTHERS PRESENT: J.D. "Buddy" Meetze, Susan Brill, L. Gregory Pearce, Jr., Bernice G. Scott, Thelma Tillis, T. Cary McSwain, Tony McDonald, Milton Pope, Michielle Cannon-Finch, Pam Davis, Ralph Pearson, Darren Gore, Larry Smith, Monique Walters, Marsheika Martin, Mullen Taylor, Amelia Linder, Stephany Snowden, Janet Claggett, John Hicks, Mike Byrd

CALL TO ORDER

Mr. McEachern called the meeting to order at approximately 6:00 p.m.

APPROVAL OF MINUTES

April 24, 2001: Regular Session Meeting
April 30, 2001: Special Called Meeting

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

ADOPTION OF AGENDA

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

I. ITEMS FOR ACTION

a. Local Option Sales Tax: Should We or Shouldn't We?

Mr. Mizzell and Pam Davis, Research Analyst, gave a brief presentation was given regarding why Richland County should consider the local options sales tax.

A discussion took place.

Mr. Livingston moved, seconded by Mr. Mizzell, to forward this item to Council and direct the Chairperson to appoint a four-member committee to provide Council with a recommendation and an action plan for proceeding.

A discussion took place.

Mr. McSwain cautioned the Committee of the time constraint and the need to move this forward in order for the issue to get on the ballots. He recommended not waiting an entire month

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before bringing this issue back to the Committee. He requested a report back to full Council for a vote and that way the work would be done much quicker.

The vote in favor was unanimous.

b. Auditor's Office: Funds for Mailing Tax Bills

Mr. Mizzell moved, seconded by Mr. Tuten, to approve the purchase of 534,000 pre-printed tax notices required for property tax billing from Data-Tec in the amount of \$54,763.38. The vote in favor was unanimous.

c. City Center Business Improvement District

Mr. Ed Garrison, Vice-Chair of Business Improvement District, briefed Council on the improvements to businesses in the downtown area.

Mr. Pete Cannon, an associate, explained the process of the function of the district.

Mr. Mizzell moved, seconded by Mr. Livingston to discuss this item during a Budget Work Session before forwarding to full Council. The vote in favor was unanimous.

d. Emergency Services

1. **Purchase Orders** – request to approve the purchase orders/contracts with different vendors for the services provided. City of Columbia in the amount of \$74,000.00; Motorola in the amount of \$45,000.00; SCANA in the amount of \$117,000, Carolina Occupational in the amount of \$37,000.00
2. **Ambulance Chassis Purchase** – requested to approve the purchase of five ambulance chassis from Covenant Distributors, Inc. in the amount of \$137,500.00
3. **Ambulance Remount Procurement** – Request to approve the contract renewal to Professional Fabrication in the amount of \$53,808.00 for remounting ambulance vehicles.

Mr. Mizzell moved, seconded by Mr. Livingston, to approve the above items. The vote in favor was unanimous.

e. Information Technology

1. **Quality Assurance for Data Conversion Project** – request authorization of staff to negotiate and award a contract for Quality Assurance services to be performed during the upcoming parcel data conversion project in an amount not to exceed \$250,000.00.
2. **University of South Carolina Geography Department Contract** – Request approval of the renewal of an existing contract in the amount of \$36,085.00 with

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the University of South Carolina Geography Department for graduate student and faculty assistance on two County projects:

3. providing analysis and technical support in developing geographic solutions to surface water-related problems, and developing an internet-based data request and packaging applications.

Mr. Mizzell moved, seconded by Mr. Livingston, to approve the above items. The vote in favor was unanimous.

ADJOURNMENT

The meeting adjourned at approximately 7:10 p.m.

Submitted by,

Joseph McEachern
Chair

The minutes were transcribed by Marsheika G. Martin

Richland County Council Request of Action

Subject: Contract Renewals for Year 2001-2002

A. Purpose

Council is requested to approve the renewal of various contracts for services in the 2001-2002 budget year. These services are required for the operations of various Richland County departments. The yearly amount of each expenditure will exceed \$30,000.00, requiring County Council's approval. All expenditures have been included in the Administrator's Budget for 2001-2002.

B. Background / Discussion

The contracts listed below require renewals. County Council Approval is necessary to renew the contracts for one additional year in accordance with contract terms and conditions.

Contractor	Fiscal Year 01-02 Estimate	Department Description
Amick Equipment	\$171,820.00	Solid Waste Roll Carts
Atlantic Technologies	\$49,987.00	Information Tech Digital Imagery
City of Columbia	\$97,700.00	Emergency Services Fuel for Vehicles
Coburg Dairy	\$88,091.00	RCDC Milk & Milk Products
Consolidated Services	\$67,700.00	Various Departments Records Storage Srvc
Emergency Correctional Physician	\$71,500.00	RCDC Physician Services
Elliott Davis & Company	\$75,500.00	Various Departments Auditing Services
Florence & Hutchinson	\$39,096.00	Public Works Engineering Services
Floyd Abrams	\$50,159.00	Various Departments Architectural Services
First Vehicle Services	\$1,197,707.00	Various Departments Vehicle Maintenance
Fuelman of the Carolinas	\$411,084.00	Various Departments Fuel Card Purchases
Hammett Consulting	\$50,000.00	Administration Management Study
Honeywell	\$72,598.00	Various Departments Fire Equipment Maint
Hussey Gay Bell & DeYoung	\$92,625.00	Various Departments Engineering Svcs
Knight Systems	\$46,000.00	Coroner Body Removal
Leon Campbell	\$59,008.00	Various Departments Engineering Svcs

Contractor	Fiscal Year 01-02 Estimate	Department Description
Loveless & Loveless	\$150,000.00	Solid Waste C & D Disposal
Low Country Billing	\$200,000.00	EMS Billing Services
Merita Bread	\$44,100.00	RCDC Bread/Bread Products
Motorola	\$34,692.00	EMS 911 Service Agreement
Motorola	\$46,866.00	Sheriff Equip Srvc Agreement
Ogden Environmental	\$151,759.00	Public Works Engineering Services
Palmetto Distributors	\$48,000.00	Various Departments Light Bars
Power Engineering	\$879,056.00	Utilities - BRWWTP Engineering Services
Power Engineering	\$65,715.00	Public Works Various Engineering
Professional Fabrications	\$228,245.00	EMS Ambulance Remount
Richland Pathology	\$85,000.00	Coroner Postmortem Autopsy
Robinson Textiles	\$44,000.00	Detention Center Inmate Clothing
SCANA	\$228,000.00	Various Departments Radio Service
United Way of the Midlands	\$113,282.00	Administration Adolescence Pregnancy Prevention
Unisource	\$40,000.00	Detention Center Janitorial Supplies
Vulcan (Tarmac)	\$92,881.00	Various Departments Stone/Crusher Run
WB Guimarin & Company	\$76,680.00	Const & Facility Maintenance Agreement Energy Plant Equipment
Whitaker Container Services	\$386,146.00	Solid Waste Mr. Bunkys
Whitaker Container Services	\$147,630.00	Solid Waste Tire Disposal
Wright Johnson	\$40,000.00	Detention Center Uniforms
York International Corp	\$32,622	Const & Facility Maint on Cooling System

C. Financial Impact

The funding for contracts shown was approved in the 2000-2001 Budget.

D. Alternatives

1. Approve contract renewals
2. Disapprove contract renewals and re-solicit

E. Recommendation

It is recommended that Council approve the renewal of contracts.

Recommended by: Rodolfo A. Callwood Department: Procurement Date 05-15-01

F. Approvals

Finance

Approved by: Darren P. Gore Date: 05/16/01
Comments:

Procurement

Approved by: Rodolfo A. Callwood Date: 05/15/01
Comments: Any project over thirty thousand dollars requires Council approval prior to renewal.

Grants

Approved by: Date:
Comments:

Legal

Approved as to form by: Amelia R. Linder Date: 05/17/01
Comments:

Administration

Approved by: Tony McDonald Date: 5/21/01
Comments: Recommend approval of the renewal of the contracts listed above, contingent upon continued funding in the FY 2001-02 budget.

** See following page for vendors, service, departments, and other related information.

Vender	Service	Year Awarded	FY 99/00 Contract Amount	FY 00/01 Renewal Amount	FY 00/01 Budget Amount	Department
First Vehicle Services	Fleet Maintenance	FY 97/98	\$1,253,057.00	\$1,310.382.00	\$ 1,310.382.00	Public Work
Office Depot	Office Supplies	FY 98/99	\$ 274,686.00	Budgeted per Dept	Budgeted per Dept	Various
SCDHEC	Mosquito Control	Open	\$75,000.00	\$80,000.00	\$80,000.00	Health Dept
Corley Const	Removal of Debris	FY 97/98	\$95,000.00	\$60,000.00	\$60,000.00	Planning
Knight Systems	Body Removal	FY 98/99	\$58,522.32	\$33,000.00	\$33,000.00	Coroner
Floyd Abrams	Consulting Services	FY 97/98	\$19,292.50	PER PROJECT	PER PROJECT	Public Work
Florence and Hutcheson	Consulting Services	FY 97/98	\$33,646.64	PER PROJECT	PER PROJECT	Public Work
F & ME	Consulting Services	FY 96/97	\$83,490.33	PER PROJECT	PER PROJECT	Public Work
LPA GROUP	Consulting Services	FY 97/98	\$58,981.80	PER PROJECT	PER PROJECT	Public Work
Power Engineering	Consulting Services	FY 97/98	\$57,815.38	PER PROJECT	PER PROJECT	Public Work
Leon Campbell and Associates	Consulting Services	FY 97/98	\$59,312.00	PER PROJECT	PER PROJECT	Public Work

Richland County Council Request of Action

Subject: Jail Expansion: Engineering Design & Construction

A. Purpose

County Council is requested to authorize staff to negotiate and enter into a contract for the engineering design and construction for the expansion of the Alvin S. Glenn Detention Center with CGA Facilities and Service Incorporation.

B. Background / Discussion

The Detention Center has been cited for overcrowding by the Inspection and Operation Review Division of South Carolina Department of Corrections for the past four years. The rated capacity for the facility is 836 bed; currently the Detention Center Average Daily Population (ADP) is 860.

Additionally, the Department is in the candidacy stage for American Correctional Association (ACA) Accreditation. The bed utilization is a vital part of the accreditation process. According to ACA standards, a facility should always have 10% of its bed space available to maintain a flexible classification system.

When the Bluff Road Facility was built, the consulting firm CGA Facilities and Services, Incorporated conducted a population growth analysis of the Detention Center. They forecasted that the Detention Center would have an ADP of 1050 detainees; we are far below that forecasted amount.

County Council has approved a resolution for the expansion of the Alvin S. Glenn Detention Center. CGA Facilities and Services Inc. has provided engineering service for the initial construction of the Detention Center.

Additionally, CGA Facilities and Services have assisted the Detention Center with the preliminary engineering report for the expansion of the facility. This preliminary report was submitted to the Department of Corrections and approved. The final detailed engineering design is awaiting Council decision.

C. Financial Impact

The estimated cost of the jail expansion is approximate \$11,525,687.00. The professional services fee, which is included in the total project, is \$652,397.00. This fee is traditionally 6%-8% percent of the cost of the project.

D. Alternatives

1. Award the engineering service contract to CGA Facilities and Services
2. Award the engineering service contract to another engineering firm. All preliminary engineering work will be wasted, and the entire DOC process will have to start over with a new preliminary engineering report.

E. Recommendation

It is recommended that Council approve the negotiations and award the contract to CGA Facilities and Service Inc. for the approximate amount of \$652,397.00

Recommended by: Joseph Bochenek Department: Detention Center Date: 05/14/01

F. Approvals

Finance

Approved by: Darren P. Gore Date: 06/08/01

Comments: Approved by Reimbursement Resolution. Bond proceeds will be used to reimburse County expenditures in FY 2002.

Procurement

Approved by: Rodolfo A. Callwood Date: June 11, 2001

Comments:

Grants

Approved by: Date:

Comments:

Legal

Approved as to form by: Amelia R. Linder Date: 06/12/01

Comments:

Administration

Approved by: J. Milton Pope Date: 6-12-01

Comments:

Richland County Council Request of Action

Subject: Columbia Museum of Art: Budget Transfer

A. Purpose

County Council is requested to authorize the transfer of funds to assist the Columbia Museum of Art in meeting their budget shortfall.

B. Background / Discussion

To make the Museum accessible to *all* Richland County citizens, the Museum offers free admission to the public twelve Saturdays a year, once each month. This program was designed to allow residents who may not otherwise be able to afford a visit to the museum to have access to its benefits. The cost associated with this program is approximately \$42,000.

The Museum is requesting that the County assist the Museum in covering the cost of this program as it benefits all County residents. The County's assistance with this program would help ease the financial strains that the Museum is currently experiencing.

C. Financial Impact

The County has allocated \$50,000 to the Salvation Army, of which only \$12,500 has been spent. The remaining balance, \$37,500, may be used to help cover the cost of the Museum's "free Saturdays" program. These funds are available because Council appropriated the \$50,000 to the Salvation Army contingent upon the City of Columbia's appropriation of funding for this purpose as well. The City has not made this funding appropriation to the Salvation Army, thus "freeing" the remaining funds of \$37,500.

D. Alternatives

1. Re-allocate the \$37,500 from the Salvation Army to the Columbia Museum of Art.
2. Find other funding sources and provide some other amount of funding, at Council's discretion, to the Museum.
3. Match the City of Columbia's contribution to the Museum, if any, with the funding source to be determined.
4. Do not provide any funding to the Museum.

E. Recommendation

It is recommended that Council approve the re-allocation of \$37,500, from funds previously designated for the Salvation Army, to assist the Columbia Museum of Art in providing the "free Saturdays" program to Richland County residents.

Recommended by: Admin. Staff Department: Administrator's Office Date: 06/21/01

F. Approvals

Finance

Approved by:

Date:

Comments:

Procurement

Approved by:

Date:

Comments:

Grants

Approved by:

Date:

Comments:

Legal

Approved by:

Date:

Comments:

Administration

Approved by:

Date:

Comments: