

RICHLAND COUNTY GOVERNMENT



**OFFICE OF THE COUNTY ADMINISTRATOR
COUNTY ADMINISTRATOR'S REPORT OF COUNCIL ACTIONS
COUNCIL MEETING**

May 7, 2013

6:00 p.m.

Amended

Call to Order: Washington

Invocation: Rush

Pledge of Allegiance: Rush

Approval of Minutes:

- a. **Regular Session: April 16, 2013:** Approved as amended to include a reference to the vote of the Council on item 22d of the Minutes.
- b. **Zoning Public Hearing: April 23, 2013:** Approved as published.

Adoption of Agenda: A motion was unanimously approved to add a Report of the Internal Audit Committee to the Agenda as item 29a. The Agenda was unanimously adopted as amended.

Report of the Attorney for Executive Session Items:

- a. **Norfolk Southern vs. Richland County, et. al.** Litigation update was provided as information.
- b. **Samuel Brick vs. Richland County, et. al.** Litigation update was provided as information.

Citizen's Input: No one spoke.

Report of the County Administrator:

- a. **Bark to the Park.** No report provided.
- b. **Transportation Penny Advisory Committee Ex-Officio Recommendations.** Mr. McDonald recommended not appointing two SCDOT representatives to serve on the Committee in an ex-officio capacity. This recommendation was made because the Transportation Director will work closely with SCDOT representatives who will regularly attend meetings to give updates and provide pertinent information as needed. A motion to accept the Administrator's recommendation was unanimously approved. **ACTION: CLERK OF**

COUNCIL, LEGAL, PUBLIC WORKS, ADMINISTRATION

- c. Public Works' Week Proclamation Presentation.** Mr. Hoops informed Council that Public Works' Week will take place from May 19 to May 25, 2013. Several events are scheduled during the week. An invitation was also extended for Council to attend the barbecue luncheon on May 22, 2013. The Proclamation will be presented at a later date. **ACTION: CLERK OF COUNCIL, PUBLIC INFORMATION, PUBLIC WORKS**
- d. Parking Meter Update.** Mr. McDonald updated Council on the meters, which have been removed. The program, which is now permanent, offers two hours of free parking to individuals who conduct business with the County. **ACTION: SPECIAL SERVICES, ADMINISTRATION, SHERIFF'S DEPARTMENT, PUBLIC WORKS**
- e. Budget Timeline.** Mr. McDonald provided Council with a tentative outline of the budget work sessions, which will be held from 4 p.m. to 6 p.m. on the following dates:
- May 5, 2013 - Millage Agencies and Schools
 - May 9, 2013 - General Fund and Grants
 - May 14, 2013 – Special Revenue and Enterprise Funds
 - May 16, 2013 - Hospitality Tax and C&S Agencies

The budget readings are also scheduled for the following dates:

- May 7, 2013 - First Reading
- May 23, 2013 - Public Hearing
- May 30, 2013 - Second Reading
- June 6, 2013 - Third Reading

ACTION: CLERK OF COUNCIL, FINANCE, ADMINISTRATION, PUBLIC INFORMATION

- f. Website Update.** Mr. McDonald stated that the County website is preliminarily complete and almost ready to release. Council members were invited to preview the site by contacting the IT department to arrange a viewing before the website is tentatively launched to the public on May 28, 2013. **ACTION: CLERK OF COUNCIL, INFORMATION TECHNOLOGY, ADMINISTRATION, PUBLIC INFORMATION**
- g. Curtiss-Wright Hangar Update.** Mr. McDonald stated that negotiations have been completed and that a draft agreement will be provided to Council at the May 21, 2013 Council meeting. **ACTION: CLERK OF COUNCIL, ADMINISTRATION, AIRPORT COMMISSION**

Report of the Clerk of Council:

- a. **SCAC Annual Conference Reminder.** Ms. Onley reminded Council of the conference and stated that Council members that would like to attend should contact her to make hotel reservations. **ACTION: CLERK OF COUNCIL**

Report of the Chairman: No report.

Presentations:

- a. **National Tourism Week Proclamation** - Mr. Washington, on behalf of the Council, presented the Proclamation to Ric Luber, President and CEO of the Midlands Authority for Conventions Sports and Tourism.
- b. **Bark to the Park Award** – Ron Roe and Charlotte Berry, Pawmetto Lifeline board members, congratulated the County for raising the highest amount in donations in support of Pawmetto Lifeline. The County, which received two trophies, won the event’s Annual and Corporate awards. The competition included the City of Columbia and Lexington County. **ACTION: PUBLIC INFORMATION**

Open/Close Public Hearings

- a. **An Ordinance Amending the Richland County Code of Ordinances, Chapter 23, Taxation; Article V, Rehabilitated Historic Properties; so as to reflect the 2010 Amendments made to Section 4-9-195 of the South Carolina Code of Laws, 1976, as amended; and to more closely align the County's ordinance with that of the City of Columbia.** Two people spoke.
- b. **A Resolution Authorizing the East Richland County Public Service Commission to incur not exceeding \$10,000,000 of General Obligation indebtedness and other related matters.** Two people spoke.

1. Consent Items

- a. **[Removed From Consent] An Ordinance Amending the Richland County Code of Ordinances, Chapter 23, Taxation; Article V, Rehabilitated Historic Properties; so as to reflect the 2010 Amendments made to Section 4-9-195 of the South Carolina Code of Laws, 1976, as amended; and to more closely align the County's ordinance with that of the City of Columbia [THIRD READING].** Council unanimously gave third reading approval to the text amendment ordinance. Motion for consideration failed. **ACTION: LEGAL, CONSERVATION, AUDITOR, ASSESSOR, TREASURER, ECONOMIC DEVELOPMENT, PLANNING, ADMINISTRATION, CLERK OF COUNCIL**
- b. **Building Safety Month Proclamation.** Council unanimously approved the Proclamation in honor of “Building Safety Month.” **ACTION: CLERK OF**

COUNCIL, BUILDING AND CODES, CLERK OF COUNCIL, PUBLIC INFORMATION

- c. **Lease Agreement with Clemson and Sandhill Research Center.** Council unanimously approved a property rental contract between Richland County and Clemson Institute for Economic & Community Development & Sandhill Research and Education Center. **ACTION: SOLID WASTE, LEGAL**
- d. **[Removed From Consent] Use of Eminent Domain to Acquire Property for Completion of Monticello Road Streetscape Construction.** Council unanimously approved a request to acquire a stairwell and a commercial accessory building for the construction completion of Phase I of the Monticello Road Streetscape Project if the appraised fair market value negotiations are not accepted by the property owner. This item was deferred. **ACTION: COMMUNITY DEVELOPMENT, LEGAL**
- e. **[Removed From Consent] New Road for the Brookfield Subdivision.** Council unanimously approved the Intergovernmental Agreement between the SCDOT and Richland County for a new road for the Brookfield Subdivision. This item was deferred. **ACTION: PUBLIC WORKS, LEGAL**
- f. **Reallocation of Funds for Cemetery Survey.** Council unanimously approved a budget reallocation for Richland County Conservation Commission of \$41,000 from Professional Services to an FY13 grant to Chicora Foundation for the second phase of a county-wide cemetery survey. **ACTION: CONSERVATION, FINANCE**
- g. **Adoption of the following Four Resolutions from the April 2, 2013 Council Meeting**
1. **A Resolution Honoring Ginny Waller as the 2013 recipient of the Francis Marion University and SC Association of Nonprofit Organizations' (SCANPO) Award [MANNING].** Council unanimously approved the Resolution. Motion for reconsideration failed. **ACTION: CLERK OF COUNCIL**
 2. **Resolution honoring Deputy Sheila Aull for heroism in the line of duty; and honoring the Cedar Creek Community for their donation of \$1,500 to purchase additional lifesaving vests for deputies. Motions were made by Councilwoman Dickerson [DICKERSON].** Council unanimously approved the Resolutions. Motion for reconsideration failed. **ACTION: CLERK OF COUNCIL**
 3. **Resolution to recognize Richland County as a Purple Heart County [WASHINGTON].** Council unanimously approved the Resolution. Motion for reconsideration failed. **ACTION: CLERK OF COUNCIL**

4. **Resolution recognizing Cameron Wesley as the first African American Postmaster in the Town of Whitmire [JACKSON].** Council unanimously approved the Resolution. Motion for reconsideration failed. **ACTION: CLERK OF COUNCIL**
- h. **Agencies funded by Richland County discussing budgetary decisions are subject to have Richland County staff present.** Council unanimously approved the motion to defer to the County Administrator's discretion on matters of this nature. **ACTION: ADMINISTRATION, LEGAL, FINANCE**
- i. **[Removed From Consent] An Ordinance Amending the Fiscal Year 2012-2013 General Fund Annual Budget to approve and appropriate \$324,000 of General Fund Unassigned Balance for Legal Services in the Legal Department [FIRST READING].** A motion was unanimously approved to pay Columbia Venture's and SLBE's invoices for legal services. A second motion was approved to defer action on the Election Commission's invoice pending additional information provided by the Legal Department. **CLERK OF COUNCIL, LEGAL, FINANCE, ADMINISTRATION**
- j. **[Removed From Consent] Request funds to purchase 12 1/2 acres of land adjacent to Friarsgate Park in District 1.** Council unanimously approved a motion to forward this item to the budget meetings. **ACTION: PLANNING, ADMINISTRATION, FINANCE**
- k. **[Removed From Consent] Richland County Sheriff's Department Sole Source Purchase iRobot PackBot.** Council unanimously approved the request for a sole source purchase in the amount of \$138,839 for one (1) iRobot PackBot robot platform for the Sheriff's Department Bomb Squad. Motion for reconsideration failed. **ACTION: SHERIFF'S DEPARTMENT, PROCUREMENT, FINANCE**
- l. **An Ordinance Amending the Fiscal Year 2012-2013 General Fund Annual Budget to approve and appropriate \$63,801 of General Fund Unassigned Balance for purchase of equipment for the Richland County Treasurer's Office [FIRST READING].** Council unanimously gave first reading approval to replace an expensive and changing banking lockbox services processing station to purchase a used OPEX-AS3690 Scanner, RTLFiRST Software, Installation and Maintenance for Lockbox Services. **ACTION: LEGAL, TREASURER'S OFFICE, PROCUREMENT, FINANCE**
- m. **Reallocation of Appearance Commission Funding for Hilton Field Improvements.** Council unanimously approved the request to approve a FY13 budget amendment for the Appearance Commission to reallocate funds as a grant to Columbia Green for landscaping improvements at Hilton Field on Ft. Jackson. **ACTION: CONSERVATION, FIANANCE, GRANTS**

- n. **[Removed From Consent] An Ordinance Approving a budget for and the distribution of the revenues from the one percent (1%) Sales and Use Tax for transportation projects for Fiscal Year 2013-2014 and other matters related thereto [FIRST READING].** Council unanimously gave first reading approval to adopt an ordinance approving a budget for and the distribution of the revenues from the one percent (1%) Sales and Use Tax (Transportation Penny) for transportation projects for fiscal year 2013-2014 and other matters related thereto. **CLERK OF COUNCIL, LEGAL, FINANCE, ADMINISTRATION**

2. First Reading Items

- a. **An Ordinance to raise revenue, make appropriations, and adopt a budget for Richland County, South Carolina for Fiscal Year beginning July 1, 2013 and ending June 30, 2014.** Council unanimously gave first reading approval to the ordinance by title only. **ACTION: CLERK OF COUNCIL, FINANCE, LEGAL, ADMINISTRATION**
- b. **An Ordinance Authorizing the levying of ad valorem property taxes, which, together with the prior year's carryover and other State levies and any additional amount appropriated by the Richland County Council prior to July 1, 2013, will provide sufficient revenues for the operations of Richland County Government during the period from July 1, 2013, through June 30, 2014.** Council unanimously gave approval to the ordinance by title only. **ACTION: CLERK OF COUNCIL, AUDITOR, ASSESSOR, TREASURER, FINANCE, LEGAL**
- c. **An Ordinance Authorizing the East Richland County Public Service Commission to incur not exceeding \$10,000,000 of General Obligation indebtedness and the levy of ad valorem property taxes in the East Richland County Public Service District to pay debt service thereon.** Council unanimously gave approval to the ordinance. **ACTION: CLERK OF COUNCIL, AUDITOR, ASSESSOR, TREASURER, FINANCE, LEGAL**

3. Other Items

- a. **A Resolution Authorizing the East Richland County Public Service Commission to incur not exceeding \$10,000,000 of General Obligation indebtedness and other related matters.** Council unanimously approved the Resolution. **ACTION: CLERK OF COUNCIL, FINANCE, LEGAL**
- b. **Report of the Decker Center Ad Hoc Committee.**
- a. **Project Manager Contract Approval.** Mr. Manning reported that the total price of the project is approximately \$450,000 less than initial cost estimates, and that the negotiated contract with Brownstone Construction Group has been completed. A motion was unanimously approved to accept the Committee's recommendation to approve the final negotiated contract in the

amount of \$881,000 pending the approval of the County Administrator and the Legal Department. **ACTION: ADMINISTRATION, LEGAL, FINANCE, PROCUREMENT**

c. **Report of the Jail Ad Hoc Committee.** Mr. Rose reported that the Committee made the following recommendations:

- 1) Implement a gradual career ladder for detention officers that offers steps toward promotions and pay incentives;
- 2) Hire an additional mental health employee;
- 3) Conduct an independent internal audit/study of jail operations and management that is to begin immediately.

A motion was unanimously approved to forward Nos. 1 and 2 to the budget meetings. A second motion was unanimously approved to recommend that the consultant include psychological evaluations for Detention Center employees as part of its internal audit of the jail (No. 3).

The next Jail Ad Hoc Committee meeting will be held after the findings of the audit have been completed. **ACTION: CLERK OF COUNCIL, ADMINISTRATION**

d. **Small Local Business Enterprise ("SLBE") Program.** Mr. Callwood provided a report to Council with updated recommendations. A motion was unanimously approved to defer the item. Staff was directed to highlight the additional information provided in the revised version of recommendations for comparison purposes. **ACTION: LEGAL, PROCUREMENT, CLERK OF COUNCIL, ADMINISTRATION**

e. **Report of the Internal Audit Committee.** Mr. Washington reported that the Internal Audit Committee recommended that audits be conducted for the following departments, in order of priority, and include Freedom of Information Act (FOIA) and timekeeping policies for each:

- 1) Procurement
- 2) Public Works
- 3) Utilities
- 4) Information Technology
- 5) Legal

A motion was unanimously approved to approve the Committee's recommendations. **ACTION: CLERK OF COUNCIL, ADMINISTRATION**

4. **Citizen's Input.** No one spoke.

5. **Executive Session.** Was held immediately following the Adoption of the Agenda because private attorneys appeared on both items.

6. **Motion Period:**

- a. **Resolution in Support of "Relook of Award for Upgrade" to the Medal of Honor for Silver Star recipient Colonel William P. Collier, Jr., USA (Ret.) [WASHINGTON].** Council unanimously approved the Resolution. Motion for reconsideration failed. **ACTION: CLERK OF COUNCIL, ADMINISTRATION**
- b. **Resolution Honoring Verna Hatten's 100th Birthday [DICKERSON].** Council unanimously approved the Resolution. Motion for reconsideration failed. **ACTION: CLERK OF COUNCIL**
- c. **Move that all outside agencies in the Contractual & Statutory portion of the Richland County budget be required to submit a written annual report due no later than January 31st of each year that provides a full accounting as to how County appropriations were spent during the previous fiscal year ending on June 30th. Currently, no such accounting has been requested nor is required by ordinance. Certain agency exemptions from this policy may be granted at County Council's discretion upon written request of the agency [PEARCE].** This item was forwarded to the budget meetings. **ACTION: CLERK OF COUNCIL, FINANCE, LEGAL, ADMINISTRATION**
- d. **I move that we immediately fund the new facilities that have been completed and waiting to be staffed and operated at the Recreation Commission [JACKSON & DICKERSON].** This item was forwarded to the May 28, 2013 A&F Committee meeting. **ACTION: CLERK OF COUNCIL, FINANCE, RECREATION COMMISSION, ADMINISTRATION**
- e. **Move that the Recreation Commission provide County Council a detailed, line item, park by park financial analysis of funds they deem necessary to open the parks they maintain that they are unable to open within their existing County millage allocation.**

In addition, I would request that the Recreation Commission provide County Council a detailed report on all cost saving measures initiated to address their financial shortfalls. These data should be prepared and presented to Council prior to consideration of additional funding for the Recreation Commission [PEARCE]. This item was forwarded to the May 28, 2013 A&F Committee meeting. **ACTION: CLERK OF COUNCIL, FINANCE, RECREATION COMMISSION, AUDITOR, ASSESSOR, ADMINISTRATION**

- f. **All agencies that receive funding from Richland County should all submit a copy of their 990 along with their request [DIXON].** This item was forwarded to the May 28, 2013 A&F Committee meeting. **ACTION: CLERK OF**

**COUNCIL, FINANCE, RECREATION COMMISSION, AUDITOR,
ASSESSOR, ADMINISTRATION**

7. Adjournment: Council adjourned at 8:25 p.m.