



RICHLAND COUNTY COUNCIL

ADMINISTRATION AND FINANCE COMMITTEE

Damon Jeter	Gwendolyn Kennedy	Greg Pearce (Chair)	Jim Manning	Seth Rose
District 3	District 7	District 6	District 8	District 5

**JULY 26, 2011
6:00 PM**

2020 Hampton Street, Columbia, South Carolina

CALL TO ORDER

APPROVAL OF MINUTES

1. Regular Session: June 28, 2011 [pages 5-7]

ADOPTION OF AGENDA

ITEMS FOR ACTION

2. Clerk of Council Office Analysis [page 9]
3. Contract Renewal for Detention Center Fire and Security System [pages 11-12]

4. Contract Renewal for Detention Center Food Services [pages 14-15]
5. Contract Renewal for Detention Center HVAC System [pages 17-18]
6. Coroner request for approval to renew contract with Professional Pathology Services [pages 20-21]
7. National Aviation Week Proclamation [pages 23-25]
8. Sheriff Department Grant Position Pick Up- Lab Compliance Technician [pages 27-29]
9. Sheriff Department Grant Position Pick Up- Motorcycle Safety Education and Enforcement [pages 31-33]

ITEMS PENDING ANALYSIS: NO ACTION REQUIRED

10. a. Richland County has dismissed the Clerk of Council effective March 31, 2011 and is currently without a Clerk. I motion to start the process for the search for a Clerk of Council immediately (Jackson, May 2011)
 - b. Based on the new sewer planned for the Lower Richland County area and the possibility of assistance being provided to Low/Middle Income Households (LMIH) I move that staff create an ordinance that sets forth criteria for qualifications to receive assistance and that it will apply equally to all LMIH throughout Richland County (Malinowski, November 2010)
 - c. To donate the Woodrow Wilson Home and Hampton-Preston Mansion to a non-profit organization that can handle its historic values and solicit funding from a larger area of funders. Or create such organization and turn over all title and responsibility (Jackson, May 2011)
 - d. There are many issues with the Hospitality Tax use with the current program Richland County has in place. Based on that fact, I move that the Hospitality Tax Committee and Richland County Council review this grant program so that it can be re-vamped with an emphasis on funding projects and programs that bring in true tourists, not community events that pull the majority of their attendees from Richland County residents (Malinowski, June 2011)
 - e. Motion to increase the current starting salary of Detention Officers from \$25,745 to the average salary of the seven largest SC Counties (\$28,890 in 2009). This \$3,145 increase would assist the Detention Center in recruiting and retaining quality employees; reduce the number of vacancies; and reduce or eliminate the need for scheduled overtime (Jackson, June 2011)

ADJOURNMENT



Richland County Council Request of Action

Subject

Regular Session: June 28, 2011 [pages 5-7]

Reviews

MINUTES OF



RICHLAND COUNTY COUNCIL ADMINISTRATION AND FINANCE COMMITTEE TUESDAY, JUNE 28, 2011 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: L. Gregory Pearce, Jr.
Member: Damon Jeter
Member: Gwendolyn Davis Kennedy
Member: Jim Manning
Member: Seth Rose

ALSO PRESENT: Paul Livingston, Bill Malinowski, Valerie Hutchinson, Norman Jackson, Joyce Dickerson, Jim Manning, Milton Pope, Tony McDonald, Sparty Hammett, Randy Cherry, Larry Smith, Stephany Snowden, Tamara King, Valeria Jackson, Dwight Hanna, Tammy O'Berry, Rodolfo Callwood, Andy Metts, David Adams, John Hixson, Pam Davis, Michael Byrd, Daniel Driggers, Monique Walters, Michelle Onley

CALL TO ORDER

The meeting started at approximately 6:09 p.m.

APPROVAL OF MINUTES

May 24, 2011 (Regular Session) – Mr. Jeter moved, seconded by Mr. Manning, to approve the minutes as distributed. The vote in favor was unanimous.

ADOPTION OF AGENDA

Mr. Manning moved, seconded by Ms. Kennedy, to adopt the agenda as distributed. The vote in favor was unanimous.

ITEMS FOR ACTION

Annual Action Plan for Community Development Department Funds Approval of Budgets Request – Mr. Manning moved, seconded by Ms. Kennedy, to forward this item to Council with a recommendation to approve Alternative #1: “Approve the FY11-12 estimated budgets for CDBG and HOME to be found in the FY11-12 Action Plan due by August 15, 2011. These funds are grant funds from the US Department of HUD.” A discussion took place.

The vote in favor was unanimous.

Disposition of Woodrow Wilson Boyhood Home and Hampton-Preston Mansion – Mr. Jeter moved, seconded by Mr. Rose, to table until Historic Columbia Foundation completes their review of options for funding. A discussion took place.

The vote in favor was unanimous.

Hazard Risk Assessment and Hazard Mitigation Plan – Mr. Rose moved, seconded by Ms. Kennedy, to forward this item to Council with a recommendation to approve Alternative #1: “Approve the request to adopt by resolution the All Natural Hazards Risk Assessment and Hazard Mitigation Plan.” The vote in favor was unanimous.

Motion to Review Hospitality Tax Grant Program – Mr. Jeter moved, seconded by Mr. Rose, to hold this item in committee and allow the Hospitality Tax Committee to study this item and bring back recommendations and to direct the Chair to appoint Council members to also participate in the study. The vote in favor was unanimous.

Richland County Judicial Center Jury Deliberation and Associated Bathroom ADA Renovations – Mr. Manning moved, seconded by Ms. Kennedy, to forward this item to Council with a recommendation to approve Alternative #1: “Authorize the Procurement Director to enter into a contract with Lindler Construction Company, Inc., the lowest responsive and responsible bidder whose bid complies materially with the specifications and requirements as publicized. The vote in favor was unanimous.

Richland County Laurens Street Garage Revitalization-Phase Three – Mr. Rose moved, seconded by Mr. Jeter, to forward this item to Council with a recommendation to approve Alternative #1: “Authorize Procurement and Support Services Departments to enter into and award a contract with Carolina Restoration and Waterproofing Incorporated, who has been determined to be the most responsive responder for the sum of \$149,798 plus an approximate 5% contingency of \$8,380 giving a total project construction cost of \$158,178.” The vote in favor was unanimous.

Setoff Debt GEAR Participation for applicable Direct Report County Departments – Mr. Rose moved, seconded by Mr. Jeter, to forward this item to Council with a recommendation to approve Alternative #1: “Approve the MOU’s to authorize all applicable direct report Richland County departments to use the Debt Setoff and GEAR

Programs offered by the South Carolina Association of Counties to collect delinquent money owed to Richland County for all applicable debt.” The vote in favor was unanimous.

Setoff Debt GEAR Participation for Treasurer/Tax Collector – Mr. Rose moved, seconded by Ms. Kennedy, to forward this item to Council with a recommendation to approve Alternative #1: “Approve the Resolution to authorize the Treasurer/Tax Collector Office to sue the Debt Setoff and GEAR Programs offered by the South Carolina Association of Counties to collect delinquent money owed to Richland County for applicable debt.” The vote in favor was unanimous.

Sheriff’s Headquarters Parking Lot Revitalization Project – Ms. Kennedy moved, seconded by Mr. Rose, to forward this item to Council with a recommendation for Alternative #1: “Authorize the Procurement Director to enter into a contract with the Lane Construction Corporation doing Business as REA Contracting the lowest responsive and responsible bidder whose bid complies materially with the specifications and requirements as publicized.” The vote in favor was unanimous.

Veterans Treatment Court Grant and Required Match – Ms. Kennedy moved, seconded by Mr. Rose, to forward this item to Council with a recommendation to approve Alternative #1: “Approve the request to accept the Drug Court Program Office funds, if awarded and the matching funds.” The vote in favor was unanimous.

Responses from RFP to Employee and Retiree Group Benefit Services – Ms. Kennedy moved, seconded by Mr. Rose, to forward this item to Council without a recommendation. The vote was in favor.

ITEMS PENDING ANALYSIS: NO ACTION REQUIRED

Richland County has dismissed the Clerk of Council effective March 31, 2011 and so is currently without a Clerk. I motion to start the process for the search for a Clerk of Council immediately [JACKSON] – Mr. Manning would like for the record to reflect that the term “dismissed” is not accurate.

ADJOURNMENT

The meeting adjourned at approximately 6:34 p.m.

Submitted by,

L. Gregory Pearce, Jr., Chair

The minutes were transcribed by Michelle M. Onley

Richland County Council Request of Action

Subject

Clerk of Council Office Analysis [page 9]

Reviews

Council and Committee Members:

Please note that you already have a copy of the recently completed study of the Clerk of Council's office conducted by USC. This document will form the basis of the committee's discussion regarding this matter. If you do not have your copy, please request one from the Clerk of Council's office prior to the committee meeting scheduled on July 26, 2011

Richland County Council Request of Action

Subject

Contract Renewal for Detention Center Fire and Security System [pages 11-12]

Reviews

Richland County Council Request of Action

Subject: Contract Renewal for Detention Center Fire and Security System

A. Purpose

County Council is requested to approve the expenditure in the amount of \$333,161.62 for full maintenance coverage on the fire and security system for the Bluff Road Facility.

B. Background / Discussion

Honeywell, Inc. provides full coverage on the fire and security systems. This request was first made during the 94-95 FY budget process. Council has renewed the Honeywell, Inc. contract each year since 94-95 FY. Funding for the contract has been requested in the FY 11/12 budget. This vender continues to provide excellent service.

Honeywell provide service to the security and fire system to the facility. The security system consists of motion detectors, cameras, door alarms, and control panels. The fire system consists of the sprinklers, smoke evacuators, and detectors.

C. Financial Impact

The estimated expenditure is \$333,161.62 of the \$534,571.00 requested in Account #2100-5226, Service Contracts.

D. Alternatives

1. Approve the request to renew the contract to Honeywell, Inc. for \$333,161.62 for FY 11/12.
2. Do not approve contract for the expenditure of maintenance coverage on the fire and security system for the Bluff Road Facility.

E. Recommendation

It is recommended that Council approve the request to renew the contract for Honeywell, Inc. for \$333,161.62 for FY 11/12.

Recommended by: Ronaldo D. Myers Department: Detention Center Date: July 1, 2011

F. Reviews

(Please **SIGN** your name, ✓ the appropriate box, and support your recommendation before routing. Thank you!)

Finance

Reviewed by: Daniel Driggers

Date: 7/11/11

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Available funds are included in the FY12 adopted budget to support the recommendation. Therefore I would recommend approval based the review and recommendation of the Detention Center Director for vendor and program selection.

Procurement

Reviewed by: Rodolfo Callwood

Date: 7/12/11

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Legal

Reviewed by: Larry Smith

Date:

Recommend Council approval

Recommend Council denial

Comments regarding recommendation:

Administration

Reviewed by: Sparty Hammett

Date: 7/18/11

Recommend Council approval

Recommend Council denial

Comments regarding recommendation: Recommend approval of the renewal of the annual contract with Honeywell, Inc. for full maintenance coverage on the fire and security system for the ASGDC.

Richland County Council Request of Action

Subject

Contract Renewal for Detention Center Food Services [pages 14-15]

Reviews

Richland County Council Request Of Action

Subject: **Contract Renewal for Detention Center Food Services**

A. Purpose

County Council is requested to approve the expenditure for \$1,578,396.72 for food service.

B. Background/Discussion

This is annual renewal for food service for the Alvin S. Glenn Detention Center. ABL has provided the Detention Center with quality food service for the past year.

ABL Food Service is responsible to provide the inmates housed at the detention facility a nutritious meal. This also includes special diets for medical and religious purposes. ABL will service approximately 1,225,400 meals for FY 11/12.

C. Financial Impact

The estimated expenditure is \$1,578,396.72 of the \$5,637,835.00 requested in Account # 2100-5265, Professional Service. Also, additional cost would be incurred if the population exceeds 1150 on any given day.

D. Alternatives

1. Renew the ABL Food Service Management Contact.
2. Do not renew contract

E. Recommendation

It is recommended that Council approve the negotiations and renew the contract to ABL Food Service Inc for the approximate amount of \$1,578,396.72

Recommended by: Ronaldo D. Myers Department: Detention Center Date: July 1, 2011

F. Reviews

(Please ***SIGN*** your name, ✓ the appropriate box, and support your recommendation before routing. Thank you!)

Finance

Reviewed by: Daniel Driggers

Date: 7/11/11

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: Available funds are included in the FY12 adopted budget to support the recommendation. Therefore I would recommend approval based the review and recommendation of the Detention Center Director for vendor and program selection.

Procurement

Reviewed by: Rodolfo Callwood

Date: 7/12/11

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

Legal

Reviewed by: Larry Smith

Date:

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

Administration

Reviewed by: Sparty Hammett

Date: 7/18/11

Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: Recommend approval of renewal of contract with ABL Food Service to provide service at the Detention Center.

Richland County Council Request of Action

Subject

Contract Renewal for Detention Center HVAC System [pages 17-18]

Reviews

Richland County Council Request of Action

Subject: Contract Renewal for Detention Center HVAC System

A. Purpose

County Council is requested to approve the expenditure of \$170,823.36 on maintenance for the Bluff Road Facility Housing and Energy Plant.

B. Background / Discussion

W.B. Guimarin & Company Inc. is not the only company that can service the equipment, but is a preference as the original installer. Other companies can provide service, but at a higher rate and must learn the system. This request was first made during the 94/95 FY budget process. Council has renewed the W.B. Guimarin & Company contract each year since the 94/95 FY. Funding for the contract has been requested in the FY 11/12 budget.

The company provides services to heating ventilation, air conditions (HVAC) system at the Detention Center. The service is needed to ensure the environment is climate controlled. This aids the officers in managing the inmate population.

C. Financial Impact

The estimated expenditure is \$170,823.36 of the \$534,571.00 requested in Account #2100-5226, Service Contracts.

D. Alternatives

1. Approve the request to renew the contract to W. B. Guimarin & Company in the amount of \$170,823.36 for FY 11/12.
2. Do not approve contract for the expenditure of maintenance to the Bluff Road Housing and Energy Plant from W.B. Guimarin & Company in the amount of \$170,823.36 for FY 11/12.

E. Recommendation

It is recommended that Council approve the request to renew the contract for W.B. Guimarin & Company in the amount of \$170,823.36.

Recommended by: Ronaldo D. Myers Department: Detention Center Date: July 1, 2011

F. Reviews

(Please **SIGN** your name, ✓ the appropriate box, and support your recommendation before routing. Thank you!)

FinanceReviewed by: Daniel Driggers

Date: 7/11/11

 Recommend Council approval Recommend Council denial Council Discretion (please explain if checked)

Comments regarding recommendation: Available funds are included in the FY12 adopted budget to support the recommendation. Therefore I would recommend approval based the review and recommendation of the Detention Center Director for vendor and program selection.

ProcurementReviewed by: Rodolfo Callwood

Date: 7/12/11

 Recommend Council approval Recommend Council denial Council Discretion (please explain if checked)

Comments regarding recommendation: W.B. Guimarin manufactures' most of the equipment, parts and supplies for the HVAC system and although other companies could maintain the system, they would have to initially purchase the equipment and parts from Guimarin to provide to the county with a markup. Guimarin is familiar with every nut and bolt and the entire length of the pipes. They are very familiar with the requirements of the Detention Center. Guimarin have been awarded the bid on the separate phases of construction in their discipline.

LegalReviewed by: Larry Smith

Date:

 Recommend Council approval Recommend Council denial Council Discretion (please explain if checked)

Comments regarding recommendation:

Administration

Reviewed by: Sparty Hammett

Date: 7/19/11

 Recommend Council approval Recommend Council denial Council Discretion (please explain if checked)

Comments regarding recommendation: Recommend approval of the request to renew the contract to W. B. Guimarin & Company for maintenance of the HVAC system at the ASGDC.

Richland County Council Request of Action

Subject

Coroner request for approval to renew contract with Professional Pathology Services [pages 20-21]

Reviews

Richland County Council Request of Action

Subject: Coroner – 2400-Request for approval to renew contract with Professional Pathology Services, PC for FY '11-'12

A: Purpose:

Council is requested to approve the renewal of the contract with Professional Pathology Services, PC to perform autopsies and postmortem examination for the Coroner's Office for FY '11-'12 and the encumbrance of funds for these services.

B. Background/Discussion:

The contract with Professional Pathology Services, PC went into effect in July 1992 with the option to renew each year. This pathology group is the only group that can meet the specifications of the Coroner's Office to perform autopsy services. Therefore, it is requested that the contract be approved as a sole-source service provided to the county. The contract should provide for autopsy services by this group at a cost of \$950.00 per autopsy and \$100.00 per forensic consult exam.

C. Financial Impact:

Based on prior years and estimates, I would request an initial amount of \$270,000.00 be approved for autopsy and forensic consult exam services for FY '11-'12. It is possible that this amount will not be sufficient and will have to be increased during the year.

D. Alternatives:

1. Approve the request to renew the contract with Professional Pathology Services, PC and to encumber initial funds of \$270,000.00 for autopsy and exam services by Professional Pathology Services, PC.

2. Do not approve.

Approval of this request to renew the contract with Professional Pathology Services, PC and to encumber the funds requested will allow autopsies and forensic consult exams to be done and payment for these services without interruption.

If this request is not approved, autopsies and forensic consult exams will not be done and/or payment for autopsy services will be delayed.

E. Recommendation

It is recommended that Council approve the request for the renewal of the contract with Professional Pathology Services, PC and that funds be encumbered in the amount of \$270,000.00 for autopsy services.

Recommended by: Coroner Gary Watts Department: Coroner-2400 Date: 06/21/2011

F. Reviews

Finance

Reviewed by: Daniel Driggers Date: 7/11/11

Recommend Council approval Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: Available funds are included in the FY12 adopted budget to support the recommendation. Therefore I would recommend approval based the review and recommendation of the Coroner for vendor and program selection.

Procurement

Reviewed by: Rodolfo Callwood Date: 7/12/12

Recommend Council approval Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

Legal

Reviewed by: Larry Smith Date:

Recommend Council approval Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

Administration

Reviewed by: Sparty Hammett Date: 7/18/11

Recommend Council approval Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: Recommend the renewal of the contract with Professional Pathology Services, PC to perform autopsies and postmortem examinations for the Coroner's Office.

Richland County Council Request of Action

Subject

National Aviation Week Proclamation [pages 23-25]

Reviews

Richland County Council Request of Action

Subject: National Aviation Week 2011 proclamation

A. Purpose

To recommend to the Richland County Council to proclaim August 14 – 20, 2011 as National Aviation Week in Richland County and issue a suitable proclamation.

B. Background / Discussion

President Franklin Delano Roosevelt first established National Aviation Day in 1939 to coincide with the birthday of Orville Wright. This celebration was subsequently expanded to National Aviation Week to include August 19th of each year.

Richland County Council is the owner one of the premier general aviation reliever airports in the State which provides a vital transportation hub and economic engine for the County and region.

It is appropriate, therefore, that the Council promote aviation at its airport during this annual celebration. A proclamation has been drafted and provided for consideration and issuance.

C. Financial Impact

There is no financial impact from the issuance of this proclamation. However, the annual economic impact of the Jim Hamilton – LB Owens Airport (CUB) was analyzed as part of a statewide aviation economic impact study in 2005 and estimated at \$14.8 Million.

D. Alternatives

The alternatives available to County Council follow:

1. Approve and issue the proclamation.
2. Do not approve and issue the proclamation.

E. Recommendation

It is recommended that Council approve the request to proclaim August 14 – 20, 2011 as National Aviation Week in Richland County and issue a suitable proclamation.

Recommended by:	Department:	Date:
Christopher S. Eversmann, PE	Airport	July 12, 2011

F. Reviews

(Please ***SIGN*** your name, ✓ the appropriate box, and support your recommendation before routing. Thank you!)

Finance

Reviewed by: Daniel Driggers

Date: 7/13/11

✓ Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

Legal

Reviewed by: Larry Smith

Date:

✓ Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation:

Administration

Reviewed by: Tony McDonald

Date: 7/14/11

✓ Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: Recommend approval in an effort to promote aviation and to highlight the County's Jim Hamilton - L.B. Owens Airport.

Richland County Council Proclamation:

Whereas, Orville Wright, and his brother Wilbur, invented the first airplane to achieve powered, sustained, heavier-than-air, controlled human flight; and

Whereas, The Wright Flyer was first flown by Orville for a length of 120 feet in 12 seconds, at a speed of 6.8 miles per hour over the ground at Kill Devil Hill, North Carolina in December 1903; and

Whereas, Aviation has revolutionized all aspects of modern world history and impacts all of our lives on a daily basis; and

Whereas, The first pilot, Orville Wright, was born on August 19, 1871; and

Whereas, President Franklin Delano Roosevelt first established National Aviation Day in 1939 to coincide with the birthday of Orville Wright; and

Whereas, This celebration was subsequently expanded to National Aviation Week to include August 19th of each year; and

Whereas, Richland County enjoys a direct and significant connection to these aviation pioneers through the Curtiss – Wright Hangar which still stands and is included on the National Register of Historic Places; and

Whereas, The Owens Field Municipal Airport, named in honor of Columbia’s “Flying Mayor” Dr LB Owens, was first opened in 1930 and has provided a base for commercial, military, and general aviation in Richland County over the course of its 81 year history; and

Whereas, Under the guidance of the Richland County Airport Commission, the Jim Hamilton – LB Owens Airport today is one of the premier general aviation reliever airports in the State and provides a vital transportation hub and economic engine for the County and region.

Now, therefore, the Richland County Council takes pride in proclaiming August 14th through the 20th, 2011 as

NATIONAL AVIATION WEEK

We hereby encourage the promotion of education, awareness, and advancements of aviation and airports.

Richland County Council Request of Action

Subject

Sheriff Department Grant Position Pick Up- Lab Compliance Technician [pages 27-29]

Reviews

Richland County Council Request of Action

Subject: Approve for a Sheriff's Department Grant Position Pick-up Request-Lab Compliance Technician

A. Purpose

County Council is being requested to transfer one FTE position from grant funds to the Sheriff's Department budget:

- Lab Compliance Technician (Grant 8630)

B. Background / Discussion

The Richland County Sheriff's Department received the Marijuana Analysis Backlog Reduction grant from the South Carolina Department of Public Safety in October 2008 and has received continuation funding for the following two years, which is the maximum allowable funding period under this program. The purpose of this project was to reduce the number of backlogged marijuana analysis cases and decrease casework turnaround time. This project has successfully reduced the backlog of marijuana cases waiting to be analyzed by the Richland County Forensic Laboratory by 98% and reduced the waiting period for case results from twelve days to three. To date, the Lab Technician has analyzed 4,603 cases. Continued funding of this position is critical to the daily functioning of the Forensic Laboratory.

This position was on the pick-up list provided to Council as part of the regular budget process in January 2011. This list is included for review. Richland County Finance advised that an ROA be completed for this position since funds were not allocated during the regular FY11 budget process.

C. Financial Impact

The County is requested to fund \$44,250 needed for the Laboratory Technician position.

Grant Program	Grant Amount	Match
Lab Technician position (Salary & Fringe October 2011-June 2012)	\$44,250	\$0
<hr/> Total Grant Budget Request	<hr/> \$44,250	<hr/> \$0

D. Alternatives

1. Approve the request to fund the position from the Marijuana Analysis Backlog Reduction grant (8630) to Sheriff's Department funds.
2. Do not approve and the Department may be forced to eliminate this mission-critical position.

E. Recommendation

It is recommended that Council approve the request to transfer the grant positions to the Sheriff’s Department Budget.

Recommended by: Deputy Chief Steve Birnie

Dept: Sheriff’s Department

Date: 7/5/11

F. Reviews

(Please ***SIGN*** your name, ✓ the appropriate box, and support your recommendation before routing. Thank you!)

Finance

Reviewed by: Daniel Driggers

Date:

Recommend Council approval

Recommend Council denial

✓ Council Discretion (please explain if checked)

Comments regarding recommendation: The Recommendation is based on no funding source identified or recommended and not on the merits of the program. Therefore approval would require the identification of funding source and may require a budget amendment. Council may consider the use of General Fund Balance as a funding option source if approved.

Grants

Reviewed by: Sara Salley

Date:

✓ Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: Approval is recommended once a funding source is identified.

Legal

Reviewed by: Larry Smith

Date:

✓ Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: Approval is subject to the identification of a funding source and the approval of a budget amendment if General Fund Balance is used to fund the salary and benefits.

Administration

Reviewed by: Sparty Hammett

Date: 7/19/11

✓ Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: Recommend approval of retaining the position with the Sheriff’s Department identifying funding within their existing budget.

RCSD 2012

Full Time FTE's Positions to be picked up FY 2012

**Deputy Sheriff (10): December 31, 2011- \$217,500 (Salary and fringes x 10 for 6 months);
COPS Universal Hiring grant**

**Deputy Sheriff (2): September 30, 2011- \$71,250 (Salary and fringes x 2 for 9 months);
Motorcycle Safety grant**

**Lab Compliance Technician (1): September 30, 2011; \$44,250 (Salary and fringes for 9
months); Marijuana Analysis grant**

Richland County Council Request of Action

Subject

Sheriff Department Grant Position Pick Up- Motorcycle Safety Education and Enforcement [pages 31-33]

Reviews

Richland County Council Request of Action

Subject: Approve for a Sheriff's Department Grant Position Pick-up Request- Two Deputy Sheriff's Motorcycle Safety Education and Enforcement

A. Purpose

County Council is being requested to transfer two FTE positions from grant funds to the Sheriff's Department budget:

- Deputy Sheriff (2)- Grant 8639

B. Background / Discussion

The Richland County Sheriff's Department received the Motorcycle Safety Education and Enforcement grant from the South Carolina Department of Public Safety in October 2008 and has received continuation funding for the following two years, which is the maximum allowable funding period under this program. The purpose of this project was to reduce the number of traffic crashes, injuries and fatalities in high crash and traffic areas of Richland County by deploying specially trained traffic officers equipped with police motorcycles. This project has been successful in that the number of crashes in Richland County has been in a steady decline the past three years. The project placed a particular focus on driving under the influence prevention and enforcement and deputies assigned to the project made 94 arrests for DUI since the inception of the project.

These positions were on the pick-up list provided to Council as part of the regular budget process in January 2011. This list is included for review. Richland County Finance advised that an ROA be completed for this position since funds were not allocated during the regular FY11 budget process.

C. Financial Impact

The County is requested to fund the \$71,250 needed for the Deputy Sheriff positions.

Grant Program	Grant Amount	Match
Deputy Sheriff positions (Salary & Fringe October 2011-June 2012)	\$71,250	\$0
<hr/> Total Grant Budget Request	<hr/> \$71,250	<hr/> \$0

D. Alternatives

1. Approve the request to fund the position from the Motorcycle Education and Enforcement grant (8639) to Sheriff's Department funds.
2. Do not approve and the Department may be forced to eliminate this mission-critical position.

E. Recommendation

It is recommended that Council approve the request to transfer the grant positions to the Sheriff's Department Budget.

Recommended by: Deputy Chief Steve Birnie

Dept: Sheriff's Department

Date: 7/5/11

F. Reviews

(Please ***SIGN*** your name, ✓ the appropriate box, and support your recommendation before routing. Thank you!)

Finance

Reviewed by: Daniel Driggers

Date: 7/12/11

Recommend Council approval

Recommend Council denial

✓ Council Discretion (please explain if checked)

Comments regarding recommendation: The Recommendation is based on no funding source identified or recommended and not on the merits of the program. Therefore approval would require the identification of funding source and may require a budget amendment. Council may consider the use of General Fund Balance as a funding option source if approved.

Grants

Reviewed by: Sara Salley

Date:

✓ Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: Approval is recommended once a funding source is identified.

Legal

Reviewed by: Larry Smith

Date:

✓ Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: Approval is subject to Council identifying an appropriate funding source the approval of a budget amendment to cover the salary and benefits for the positions.

Administration

Reviewed by: Sparty Hammett

Date: 7/19/11

✓ Recommend Council approval

Recommend Council denial

Council Discretion (please explain if checked)

Comments regarding recommendation: Recommend approval of retaining the positions with the Sheriff's Department identifying funding within their existing budget.

RCSD 2012

Full Time FTE's Positions to be picked up FY 2012

**Deputy Sheriff (10): December 31, 2011- \$217,500 (Salary and fringes x 10 for 6 months);
COPS Universal Hiring grant**

**Deputy Sheriff (2): September 30, 2011- \$71,250 (Salary and fringes x 2 for 9 months);
Motorcycle Safety grant**

**Lab Compliance Technician (1): September 30, 2011; \$44,250 (Salary and fringes for 9
months); Marijuana Analysis grant**

Items Pending Analysis

Subject

- a. Richland County has dismissed the Clerk of Council effective March 31, 2011 and is currently without a Clerk. I motion to start the process for the search for a Clerk of Council immediately (Jackson, May 2011)
- b. Based on the new sewer planned for the Lower Richland County area and the possibility of assistance being provided to Low/Middle Income Households (LMIH) I move that staff create an ordinance that sets forth criteria for qualifications to receive assistance and that it will apply equally to all LMIH throughout Richland County (Malinowski, November 2010)
- c. To donate the Woodrow Wilson Home and Hampton-Preston Mansion to a non-profit organization that can handle its historic values and solicit funding from a larger area of funders. Or create such organization and turn over all title and responsibility (Jackson, May 2011)
- d. There are many issues with the Hospitality Tax use with the current program Richland County has in place. Based on that fact, I move that the Hospitality Tax Committee and Richland County Council review this grant program so that it can be re-vamped with an emphasis on funding projects and programs that bring in true tourists, not community events that pull the majority of their attendees from Richland County residents (Malinowski, June 2011)
- e. Motion to increase the current starting salary of Detention Officers from \$25,745 to the average salary of the seven largest SC Counties (\$28,890 in 2009). This \$3,145 increase would assist the Detention Center in recruiting and retaining quality employees; reduce the number of vacancies; and reduce or eliminate the need for scheduled overtime (Jackson, June 2011)

Reviews