

**RICHLAND COUNTY COUNCIL
ADMINISTRATION AND FINANCE COMMITTEE
TUESDAY, MARCH 26, 2002
6:00 P.M.**

MEMBERS PRESENT: Anthony Mizzell, Chair; Joan Brady, Paul Livingston, Kit Smith, James Tuten

OTHERS PRESENT: Susan Brill, J.D. "Buddy" Meetze, L. Gregory Pearce, Jr., Joseph McEachern, Bernice Scott, Thelma Tillis, Rodolfo Callwood, Pat Bresnham, Michelle Cannon-Finch, Carrie Tolley, Tony McDonald, Milton Pope, Pam Davis, Ashley Jacobs, Larry Smith, Amelia Linder, Carrie Tolley, Jim Prater, Stephany Snowden, Monique Walters, Marsheika Martin

CALL TO ORDER – The meeting was called to order at approximately 6:03 p.m.

Approval of Minutes – February 26, 2002: Regular Session Meeting

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

Adoption of Agenda

Mr. McSwain stated he wanted to add a few informational items regarding meetings under Items for Discussion/Information.

Mr. Livingston moved, seconded by Mr. Tuten, to adopt the agenda as amended. The vote in favor was unanimous.

I. Items for Action

a. Ordinance Amendment: Conflict of Interest for Boards & Commissions

Mr. Mizzell read the following amendment to the ordinance: *No individual shall be appointed to a board, commission or committee when it is determined that by such appointment the individual will or may obtain an economic interest for him/herself, member of his/her immediate family, an individual with whom s/he is associated, or a business with which s/he is associated.*

A discussion took place.

Ms. Smith moved, seconded by Ms. Brady, to forward to Council with a recommendation for approval to an ordinance amendment to prohibit appointments to boards and commissions when there is or may be an economic conflict of interest. The vote in favor was unanimous.

F. POINT OF PERSONAL PRIVILEGE – Mr. Mizzell informed the Committee that the GIS Department recently won the Pillars of Community Award with the Greater Columbia Chamber of Commerce. He further informed the Committee that Dr. Pat Bresnham has been appointed or is working with several national organizations.

b. IT/GIS

- 1. Multi-Spectral Imagery** – recommend Council authorize staff to negotiate and award a contract to DigitalGlobe in an amount not to exceed \$75,000.00 for the acquisition of multi-spectral imagery for land cover mapping projects.
- 2. Geodetic Control Monumentation** – recommend that Council authorize staff to negotiate and award a contract to Woolpert, LLP in an amount

**Richland County Council
Administration and Finance Committee
Tuesday, March 26, 2002
Page Two**

not to exceed \$265,000.00 for surveying services to establish County Geodetic Control Monumentation.

- 3. Parcel Mapping Consulting** – recommend that Council authorize staff to negotiate and award a contract to NovaLIS Technologies in an amount not to exceed \$85,000.00 for consulting services related to implementing a system to maintain parcels digitally.

Ms. Smith moved, seconded by Ms. Brady, to approve the above items. The vote in favor was unanimous.

c. Council Internal Auditor

Mr. McEachern had requested an Internal Auditor to be employed on a contractual basis and report directly to Council. He requested for an Audit Committee to be formed who would consist the Council Chair, two Committee Chairs and the Finance and Budget Directors.

A discussion took place.

Ms. Smith moved, seconded by Ms. Brady, to recommend that Council authorize staff to issue an RFQ to seek qualified consultants to develop the scope of services in FY 2003 to plan for implementation in FY 2004 and approve the membership of the Audit Committee. The vote in favor was unanimous.

III. Items for Discussion/Information

- a. Joint City/County Meeting** – Mr. McSwain informed Council that the Joint City/County meeting was cancelled. He stated the meeting has been rescheduled for April 30th from 8-10 a.m. at the Clarion.

The Committee forwarded this item to full Council for discussion.

- b. Inter-City Visit to Raleigh** – Mr. McSwain reminded the Committee of the visit to Raleigh scheduled for Tuesday, April 23rd, the same day as the April Committee meetings.

The Committee forwarded this item to full Council for discussion.

IV. ADJOURNMENT – The meeting was adjourned at approximately 6:20 p.m.

Submitted by,

Anthony Mizzell
Chair

The minutes were transcribed by Marsheika G. Martin

Richland County Council Request of Action

Subject: Contract Renewal with Richland Pathology Association

A. Purpose

County Council is requested to approve the renewal of the contract with Richland Pathology Association to perform autopsies and postmortem examinations for the Coroner's Office for FY '02-'03 and the encumbrance of funds for these services.

B. Background / Discussion

The contract with Richland Pathology Association went into effect in July, 1992 with the option to renew each year. Richland Pathology Association is the only pathology 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 \$800.00 per autopsy.

C. Financial Impact

Based on the prior year and estimates, I would request an initial amount of \$240,000.00 be approved for autopsy services for FY '02-'03. It is possible that this amount will not be sufficient and will have to be increased during the year.

Documentation:

300 autopsies @\$800.00 = \$240,000.00

D. Alternatives

1. Approve the request to renew the contract with Richland Pathology Association and to encumber initial funds of \$240,000.00 for autopsy services by Richland Pathology Association – will allow autopsies to be done and payment for these services without interruption.
2. Do not approve the contract renewal – autopsies 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 Richland Pathology Association and that funds be encumbered in the amount of \$240,000.00 for autopsy services.

Recommended by: Coroner Gary Watts Department: Coroner Date: 03/18/02

F. Approvals

Finance

Approved by (Finance Director): Carrie H. Tolley

Date: 4/10/02

Comments:

Approved by (Budget Director): Daniel Driggers Date: 04/10/02

Comments: The 2003 budget request includes \$330,000 for Pathology; this will only encumber a portion of those funds. Section C states that it is possible the \$240,000 will not be sufficient. If we believe that the service cost will be materially more than that, I recommend adjusting the proposal to accurately reflect the needs, given the available funds in the budget request. The actual payments for this fiscal year through March are \$196,757.

Procurement

Approved by: Rodolfo A. Callwood Date: April 17, 2002

Comments:

Legal

Approved as to form by: Amelia R. Linder Date: 04/11/02

Comments:

Administration

Approved by: J. Milton Pope Date: 4-11-02

Comments: Administration's recommendation concurs with the Budget Director's recommendation. However, the actual need and appropriation can only be determined in the upcoming budget process with a final decision by County Council.

Richland County Council Request of Action

Subject: Contract for Body Removal Services

A. Purpose

County Council is requested to approve the renewal of the contract with Knight Systems, Inc. for body removal services for the Coroner's Office for FY '02-'03 and the encumbrance of funds for these services.

B. Background / Discussion

The contract with Knight Systems, Inc. is in effect with the option to renew each year. Knight Systems, Inc. performs body removal and transport services for the Coroner's Office.

C. Financial Impact

The number of removals and transports can only be estimated. I would request an initial encumbrance of \$65,000.00 for FY '02-'03. 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 contract and to encumber initial funds of \$65,000.00 to be used for body removal services – will allow body removal services and payment for services without interruption.
2. Do not approve the contract renewal – body recovery will not be performed and/or payment for services will be delayed.

E. Recommendation

It is recommended that Council approve the request for the renewal of the contract with Knight Systems, Inc. and that funds be encumbered in the amount of \$65,000.00 for removal services.

Recommended by: Coroner Gary Watts Department: Coroner Date: 03/18/02

F. Approvals

Finance

Approved by (Finance Director): Carrie H. Tolley Date: 4/10/02

Comments:

Approved by (Budget Director): Daniel Driggers Date: 04/10/02

Comments: The \$65,000 is included in Coroner's 2003 request as a service contract. Section C states that it is possible the funds will not be sufficient. If we believe that the service cost will be materially more than that, I recommend adjusting the proposal and budget request to accurately reflect the needs. The actual payments to Knight's

for this fiscal year through March is \$64,470. Another option is to identify an alternative source or account where additional funds will be available if needed.

Procurement

Approved by: Rodolfo A. Callwood

Date: 04/17/02

Comments: Contract renewal

Legal

Approved as to form by: Amelia R. Linder

Date: 04/17/02

Comments:

Administration

Approved by: J. Milton Pope

Date: 4-17-02

Comments: Recommend approval based upon FY 02-03 funding.

Richland County Council Request of Action

Subject: Richland Memorial Board Appointments: Ordinance Amendment

A. Purpose

County Council is requested to amend the ordinance establishing when the terms of the Richland Memorial Hospital Board of Trustees appointments, changing the terms from fiscal year to calendar year.

B. Background / Discussion

Exerpts from a letter from Elizabeth H. McCullough, Chair of the Richland Memorial Hospital Board of Trustee, to Ms. Kit Smith, requesting this change.

“At the November 2001 meeting of the Richland Memorial Hospital Board of Trustees, the Board discussed and supported a motion to request Richland County Council to review and consider changing the time of year in which appointments to the Richland Board are made. This change would result in the terms of the Richland Board members running on a calendar year basis, January 1 through December 31.

“In the past, appointments to the Richland Memorial Hospital Board of Trustees have been made in June of each year, with the corresponding terms running from July 1 through June 30.

“Of the five Class R Members appointed to the Palmetto Health Board, four are RMH Board members and one is from the Palmetto Richland Medical Staff. The Class R board members’ terms on the Palmetto Health Board run from January to December. It would be most helpful if the terms of the Trustees on the Richland Memorial Hospital Board could correspond with the terms of the other elected Directors of the Palmetto Health Board.

“In order to accommodate this change, if implemented, the Richland Board would request that County Council also allow each tenure to be extended until December 31. Current members would need to extend their terms an additional six months before their terms of service would expire. The Richland Board could then maintain a sufficient number of Trustees to conduct business.”

C. Financial Impact

There is no financial impact associated with this request.

D. Alternatives

1. Approve the request to change the terms of appointments from fiscal years to calendar years.
2. Do not approve the request and keep the terms of appointments on their current fiscal year basis.

E. Recommendation

This is left to Council's discretion.

Recommended by: staff Department: Administration Date: 04/02/02

F. Approvals

Finance

Approved by (Finance Director): Carrie H. Tolley Date: 4/10/02
Comments:

Approved by (Budget Director): Daniel Driggers Date: 04/10/02
Comments:

Legal

Approved as to form by: Amelia R. Linder Date: 04/11/02
Comments:

Administration

Approved by: Tony McDonald Date: 4/11/02
Comments: Recommend approval.

**STATE OF SOUTH CAROLINA
COUNTY COUNCIL FOR RICHLAND COUNTY
ORDINANCE NO. ____-02HR**

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; SUBPARAGRAPH (d), THE BOARD OF TRUSTEES OF THE RICHLAND MEMORIAL HOSPITAL.

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

SECTION I. The Richland County Code of Ordinances, Chapter 2, Administration; Article VII, Boards, Commissions and Committees; Section 2-326, Boards and commissions created and recognized; Subparagraph (d), The Board of Trustees of the Richland Memorial Hospital is hereby amended to read as follows:

(d) *The Board of Trustees of the Richland Memorial Hospital.*

- (1) The board shall consist of 14 members and the chief and vice chief of staff shall serve ex officio. Each member of the board shall be appointed by the County Council for a term of four years, or until his or her successor is appointed. Provided, however, the terms of all current board members shall expire on December 31st of the last year of their current term. Thereafter, each term of office shall begin on January 1st of the first year and expire on December 31st of the fourth year.
- (2) The board shall perform all duties provided by law.

SECTION II. Severability. If any section, subsection, or clause of this Ordinance shall be held by a court of competent jurisdiction to be unconstitutional or otherwise invalid, such finding shall not affect the validity of the remaining sections, subsections, and clauses of this Ordinance.

SECTION III. Conflicting Ordinances Repealed. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION IV. Effective Date. This Ordinance shall be enforced from and after _____, 2002.

RICHLAND COUNTY COUNCIL

BY: _____
Joseph McEachern, Chair

ATTEST this the ____ day of
_____, 2002

Michielle R. Cannon-Finch
Clerk of Council

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

Richland County Council Request of Action

Subject: Consolidated Plan for Entitlement Program

A. Purpose

Council is requested to approve the Consolidated Plan after the thirty (30) day public comment period has been concluded in order to receive federal grant funds for the Entitlement Program.

B. Background / Discussion

Council has already received copies of the draft Consolidated Plan which is now in the thirty day citizen comment period. The comment period ends May 5, 2002, and written comments are to be submitted to Sherry Wright Moore by that date. Council must approve the Plan before submitting to HUD.

The Plan must be submitted to HUD by May 15, 2002. HUD will then consider the Plan for approval. If and when approved, Richland County will receive notification to proceed with the programs outlined in the Plan, beginning July 1, 2002.

C. Financial Impact

By approving this Consolidated Plan, following the thirty-day public comment period, Richland County will receive approximately \$2.5 million in federal funds for a Community Development Department. Additional staff will be needed to administer this program; and administration funds are included to cover this cost. (Grant funds include the cost of administration.)

D. Alternatives

1. Approve the Consolidated Plan following the thirty-day public comment period and receive substantial federal grant funds to create a Community Development Department that will implement programs outlined in the Plan to improve the quality of life for eligible citizens.
2. Do not approve the Consolidated Plan and lose federal grant dollars and the opportunity to improve the quality of life for eligible citizens.

E. Recommendation

It is recommended that the Committee forward this item on to Council for consideration of approval following the thirty-day public comment period.

Recommended by: Sherry Wright Moore Department: Admin/Grants Date: 4/15/02

F. Approvals

Finance

Approved by (Finance Director): Carrie H. Tolley
Comments:

Date: 4/17/02

Approved by (Budget Director): Daniel Driggers
Comments:

Date: 4/17/02

Grants

Approved by: see recommendation/approval above
Comments:

Date:

Legal

Approved as to form by: Amelia R. Linder
Comments:

Date: 04/18/02

Administration

Approved by: Tony McDonald

Date: 4/18/02

Comments: Recommend that the Consolidated Plan be forwarded to the full Council for approval at the Council's May 7 meeting. By this time, the public comment period will have ended (May 5), and any comments received can be incorporated by the Council as appropriate. This schedule will allow for any last minute adjustments to the Plan and submittal of the Plan to HUD by the prescribed deadline, which is May 15.

Richland County Council Request of Action

Subject: Fair Housing Resolution

A. Purpose

The purpose of this report is to request County Council's approval to adopt a Fair Housing Resolution. Once adopted, the Resolution will be published in local newspapers for the citizens of Richland County.

B. Background / Discussion

Richland County annually applies for and receives Community Development Block Grant (CDBG) funds for community and economic development projects. As a result of receiving these grant funds, the County certifies (by signing the grant award agreement) that it would undertake actions to affirmatively further fair housing during the grant period.

This fair housing action will satisfy the requirements of the CDBG program. By advertising this action, it will make the Richland County citizens aware of the efforts being made by the County regarding this matter.

C. Financial Impact

There will be advertising costs, but these costs will be covered by the grant. No County funds will be needed.

D. Alternatives

1. Adopt the attached fair housing resolution so that the County remains in compliance with the federal requirements of the CDBG program.
2. Do not adopt the resolution and risk not receiving future CDBG grant funds due to non-compliance.

E. Recommendation

Adopt the fair housing resolution so that the County satisfies its duty to affirmatively further fair housing.

Recommended by: Sherry Wright Moore Dept: Grants Coordinator Date: April 9, 2002

F. Approvals

Finance

Approved by (Finance Director): Carrie H. Tolley

Date: 4/11/02

Comments:

Approved by (Budget Director): Daniel Driggers

Date: 04/10/02

Comments:

Grants

Approved by: see recommendation above
Comments:

Date:

Legal

Approved as to form by: Amelia R. Linder
Comments:

Date: 04/11/02

Administration

Approved by: Tony McDonald
Comments: Recommend approval.

Date: 4/12/02

STATE OF SOUTH CAROLINA)
)
COUNTY OF RICHLAND)

FAIR HOUSING RESOLUTION

**A RESOLUTION AFFIRMING RICHLAND COUNTY'S
COMMITMENT TO FAIR HOUSING**

WHEREAS, the Richland County Council desires that its citizens be afforded the opportunity to attain a decent, safe, and sound living environment; and

WHEREAS, the Richland County Council rejects discrimination in the provision of housing on the basis of race, religion, color, sex, national origin, familial status, or disability; and

WHEREAS, the Richland County Council desires that every citizen be afforded the opportunity to select a home of his or her choice;

NOW, THEREFORE, BE IT RESOLVED, that in order to accomplish these objectives, the Richland County Council hereby takes the following actions:

1. The Richland County Council does hereby appoint the County Administrator as the Fair Housing Administrator; and
2. Said Fair Housing Administrator shall receive and review any and all grievances concerning discrimination in the provision of housing within the unincorporated areas of Richland County; and
3. Said Fair Housing Administrator shall forward all such unresolved grievances to the State Human Affairs Commission; and
4. Said Administrator will encourage all local realtors, homeowners, and contractors to provide for nondiscrimination in the provision of housing within the unincorporated areas of Richland County.

SIGNED AND SEALED this ____ day of _____, 2002, having been duly adopted by the Richland County Council on the ____ day of _____, 2002.

Joseph McEachern, Chair
Richland County Council

ATTEST this ____ day of _____, 2002

Michielle R. Cannon-Finch
Clerk of Council

Richland County Council Request of Action

Subject: 800 MHz Radio Packages

A. Purpose

Council is requested to authorize the purchase of forty-nine (49) 800MHz radio packages for marked patrol vehicles.

B. Background/Discussion

The Richland County Sheriff's Department has purchased 43 marked Crown Victoria's. Each vehicle needs to be outfitted with an 800 MHz radio in order to receive calls for service. The remaining six radios will be used either as spares or to replace vehicles that currently have 400MHz radios in them.

This will also mark the final completion of the 800 MHz build-out for our patrol vehicles.

C. Financial Impact

Each package is approximately \$3000, for a total of \$147,000.00. The funds necessary for this purchase was budgeted in this fiscal year.

(The funds for these equipment packages are in two separate accounts: twenty-eight (28) radio units will be ordered from 1890390.5313, totaling \$84,000.00; and twenty-one (21) radio units will be ordered from 8244.5313, totaling \$63,000.00.)

D. Alternatives

1. Approve the purchase of the radio packages for the patrol vehicles.
2. Do not approve the purchase, preventing calls to be received in the vehicles.

E. Recommendation

It is recommended that Council approve the request to purchase the 49 800MHz radio packages.

Recommended by: Chief Hubert Harrell Department: RCSD Date: 04/03/02

F. Approvals

Finance

Approved by (Finance Director): Carrie H. Tolley Date: 4/10/02
Comments:

Approved by (Budget Director): Daniel Driggers Date: 04/10/02
Comments:

Procurement

Approved by: Rodolfo A. Callwood Date: 04/17/02
Comments: Radios will be purchased from Motorola off the state contract.

Legal

Approved as to form by: Amelia R. Linder

Date: 04/17/02

Comments:

Administration

Approved by: J. Milton Pope

Date: 4-17-02

Comments: Recommend approval, funds have been budgeted for this request.

Richland County Council Request of Action

Subject: Light Bar Packages

A. Purpose

Council is requested to authorize the purchase of thirty (30) emergency signaling packages for marked patrol vehicles.

B. Background/Discussion

The Richland County Sheriff's Department has purchased 43 marked Crown Victorias. Thirty (30) of these will not have appropriate emergency signaling equipment (light bars), and thirteen (13) of the vehicles will be outfitted with used light bars.

C. Financial Impact

Each package is approximately \$1,100 for a total of \$33,000.00. The funds necessary for this purchase was budgeted for this fiscal year. (The funds for these equipment packages are in 2010.5313.)

D. Alternatives

Emergency signaling equipment is required by law in the operation of emergency vehicles and are therefore a necessary purchase.

E. Recommendation

It is recommended that Council approve the request to purchase thirty (30) emergency signaling packages.

Recommended by: Chief Hubert Harrell Department: RCSD Date: 04/03/02

F. Approvals

Finance

Approved by (Finance Director): Carrie H. Tolley Date: 4/10/02
Comments:

Approved by (Budget Director): Daniel Driggers Date: 04/10/02
Comments: Approved based on budgeted funds

Procurement

Approved by: Rodolfo A. Callwood Date: 04/17/02
Comments: The emergency signaling packages will be purchase from Palmetto Distributors with whom we have a contract for Whallen Emergency Signal Lights

Legal

Approved as to form by: Amelia R. Linder Date: 04/17/02
Comments:

Administration

Approved by: J. Milton Pope

Date: 4-17-02

Comments: Approved based on budgeted funds