



## **Agenda Briefing**

**To:** Chair Livingston and Honorable Members of the Council  
**Prepared by:** James Hayes, Director  
**Department:** Budget and Grants Management  
**Subject:** April 15, 2021 Budget Work Session Companion Document

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1. **Councilwoman Y. McBride:** Are any of the Victim Assistance amounts Statutory? Victim's Assistance, what is the required funding level for the Victim's assistance Program? What transfers out from the general fund are statutory requirements?

**Answer:** Director Hayes researched: In speaking with an official from a State Office that handles Victims Assistance; it was explained that Counties must have VA Programs and the funding for that is the Fees and Assessments that are charged for those programs; there is currently no requirement for Counties to supplement those funds. The County could have the participating departments use their already appropriated General Fund Dollars to supplement the Program as we must have a VA Program

2. **Councilman P. Livingston:** All Fund Balances for all of the district sources associated.

**See ATTACHMENT # 1**

3. **Councilwoman C. Newton:** How much longer is the Convention Center Debt financed for?

**Answer: Stacey Hamm, Director of Finance** - It looks like the 2012 COP for the Convention Center will be paid off in June 2022.

From City of Columbia CAFR:

"\$24,260,000 Certificates of Participation Series 2012 Payable from revenues derived by the City from tourism development fees Annual principal installments of \$2,225,000 to \$2,660,000 through June 1, 2022 Interest rate: 2.29%"

4. **Councilwoman Y. McBride:** Is the use of fund balance amount listed for Stormwater the total fund balance? Is that fund balance kept within mandatory minimums?

**Answer: Director of Budget & Grants Management, James Hayes:** The amounts listed during the meeting were the intended amount of fund balance to be used during the upcoming fiscal year. There is no mandatory minimum fund balance kept for Stormwater.

5. **Councilman P. Livingston:** For what reason is the road maintenance fee projected to reduce in FY22 as opposed to FY21?

Road Maintenance fees were over budgeted in FY21, The FY22 amount more closely reflects the revenue received.

6. **Councilwoman A. Terracio:** Justification for the change in the Conservation Funds as well as the Soil and Water District funding. Ability to use funds associated with the Conservation Commission and the Water and Soil district funding.

**Answer: Director of Budget & Grants Management, James Hayes:** . It is Administrations recommendation that the remaining funds from 2018-2020 be used to operate the parks for FY 22 and the balance plus any remainder be applied to FY 2023. During FY 2023 we would recommend we begin to transfer back to the GF unspent funds annually OR reduce the funding allocation to a more appropriate amount in accordance with historical spending.

Year	Remaining Balance
2018	\$ 74,807.23
2019	\$109,275.79
2020	\$ 85,916.04
Total Completed Years	\$269,999.06
2021 YTD Balance	\$ 85,916.04

7. **Councilwoman Y. McBride:** Heathwood Academy and the appropriation of funds; the spending/use of Public funds for Private Schools. (The amount of funds are \$43,000) Legal to take a look at the public funds for Heathwood Academy.

**Answer: Director of Budget & Grants Management, James Hayes:** Legal will have a response to this question by next week.

8. **Councilwoman Y. Terracio:** Conservation Commission, instructed that according the ordinance, the Commission money the district cannot be paid with the millage, what is the relationship between the millage and other funds and how they work together?

Projects and activities only? Is that similar to use of Penny Funds?

**Answer: Assistant County Administrator, Lori Thomas:** We did ask legal regarding the use of the funds from the Millage and if they could specifically be explained. As the ordinance is written, the funds can be used to support projects and activities of the Commission.

**Councilwomen Y. Terracio:** Projects and activities; is it something similar to Penny Funds?

**Answer: Assistant County Administrator, Lori Thomas:** We may need to compare ordinances to some of the other entities as well to give and idea on how that structure works. If Ms. McLain is on she may be able to give information as well.

The Neighborhood Redevelopment funds are also set up the same way and they are used to fund activities other than just projects. Information will be double checked with legal as well.

**Answer: Director of Budget & Grants Management, James Hayes:** P.129 of the Budget Book you will see what we are budgeting for the Conservation Commission.

9. **Councilman P. Livingston:** Economic Development, in terms of personnel, there seems to be a significant reduction in the amount that was approved in 2021 versus 2022. Actually based on the recent strategic plan we saw the recommendation was to try to improve the staff. Why would we have a significant reduction in the total amount? Page 148 in the book.

**Answer: Director of Budget & Grants Management, James Hayes:** Spoke with Jeff Ruble, we actually budgeted too much, compared to the position control. That is the reduction. What was previously budgeted was actually higher than what the position control amounts were, so the budgeting is according to what they are actually paying the employees.

10. **Councilman P. Livingston:** So you are not reducing the employees?

**Answer: County Administrator, Leonardo Brown:** No sir. You will find that throughout the budget recommendations being made, as I talked about in the beginning, the real goal was to look at what is the money that were actually spending not just the money that we have been given from year to year. So that will help to allocate appropriately available funds for other areas of need, No employees were reduced or removed from Economic Development.

11. **Councilwoman G. Barron:** Centralizing services. Why are departments purchasing a lot of the same things if the county (Central Services in particular) also has the means to purchase?

**Answer: Director, Randy Pruitt:** When we were getting set up with the digital printing process we held a meeting with all Directors that would attend and went over the new services and capabilities that Central Services would now have. Some directors liked the idea while others considered it to be more expensive.

**Councilwoman G. Barron** Copy paper and printing cost should be centralize????

**Answer: Director, Randy Pruitt:** In July 2019; we again reached out to Department Directors to identify individuals in their departments that they would like to be the end user of the digital store front. **(please see attached)** this store front is the same as like amazon you can find and order any type of office supplies or needs

## **ATTACHMENT # 2**

**Councilwoman G. Barron** Why are departments purchasing some of the same things?

**Director, Randy Pruitt:** We reach out to departments when we hear they are ordering from an outside agency to purchase items we carry.

**Director of Finance, Stacy Hamm:** The County has a contract with Office Depot for office supplies that gives us a discount on all items purchased by the County. If the County purchase a certain threshold, the County received a rebate. The orders are placed with Office Depot and usually delivered the next day. If Central Service ordered items, there is an issues with space to

store the items. The building is low on space at 2020 Hampton. There is a possibility of paper being provided by Central Services and would be feasible for departments located at 2020 Hampton. The cost and time to drive around the County to other office building would probably reduce the saving since we already get a discounted price from Office Depot. For the printing options, departments could be made aware of the capabilities of Central Services although there are several departments that are using the services. These cost are allocated each month to the departments.

**12. Councilwoman Barron:** Health Plan. How do we select our Health insurance vendor? Is it more practical to look at a state plan? There are some anticipated increases for insurance...are we going to look at other options?

**Answer: Assistant County Administrator, Lori Thomas:** With regard to the health insurance, we are currently undergoing a review of our plan, proposed rate increases. We are also working to engage experts in the area to help us craft a long term sustainable strategy that would help to establish a program of quality health benefits that are also affordable for staff. We are also communicating our situation with staff for feedback and input as we determine a path forward. Further information will be presented as it is available.

**13. Councilwoman Y. McBride:** Can we get a number of FTEs by department to be associated with the Salaries and Wages personnel line items?

**Answer: Director of Budget & Grants Management, James Hayes:** Yes ma'am. I think it sounds like you would like to know the number of FTE that we currently have? Yes ma'am. I will work with Director Hamm's group to get that information for you.

<b>Richland County FTE Totals</b>	
General Fund	1,928
Special Revenue	360
Enterprise	75
<b>Total FTEs</b>	<b>2,363</b>

Please refer to **Attachment # 3** for a detailed Breakdown of all FTE positions.

**14. Councilwoman C. Newton:** Mr. Hayes, my question is about revenue and you may have said this earlier and I may have missed it. We have a view different slides that outline revenue for our budget and some of those note an estimated decrease in revenue, my question is, is there a slide or can you tell me overall we are anticipating that there is going to be a 5% decrease in revenue in the next budget year or overall even taking into account some decreasing in some areas we are going to have a 5% additions to our revenue next budget year. Can you give the answer to that question or tell me where to find it?

**Answer: Director of Budget & Grants Management, James Hayes:** I will certainly do my very best to answer your question. At the very beginning of the presentation as part of the general fund overview, currently we have \$175.8 million as budget in general fund revenue but using some of our own projections and number we receive from the County auditor we are projecting right now, again this number could potentially change because it is not etched in stone the revenue for FY22 to be \$179.2 million which will be just under a 2% growth. This will account for some decreases in other line items like interest income and fines. Also, they account for increases in taxable sales, loss credit revenue and other property tax revenue. So the \$179.2 million is our best guess estimate which represents just under a 2% growth in revenue.

**15. Councilwoman C. Newton: Are you in giving that number specifically referring to general fund only?**

**Answer: Director of Budget & Grants Management, James Hayes:** Yes, this is specifically general fund revenue.

**16. Councilwoman Mackie: Adequate funding for communications**

**17. Councilman P. Livingston: Page 7 under general fund, why are property tax expected to go up by 5%**

**Answer: Director of Budget & Grants Management, James Hayes:** Property and other taxes are not just actual property tax dollars. Other lines items like county documentary stamps and recording stamps, you would have sometimes an increase in ad valorem taxes which is in property taxes. What we have tried to do is make the budget actual. Taxable sales or loss credit has gone up over the last several years but we had to make the numbers more actual. However, we will capture all the information in the companion document.

**In short FILOT numbers were over budgeted and continuing our trend to budget to actual we have reduced our budgeted amounts whereas on the Ad Valorem Property taxes side; we have seen increases in some of our property tax categories such as the PTC(property tax credit) or taxable sales.**

**18. Councilman P. Livingston: In the Budget department, page 32, what is the explanations for the increase? Personnel on page 32?**

**Answer: Assistant County Administrator, Lori Thomas:** There were positions in the department that had not been funded in the past and we had one position that moved from another area so we have actually tried those up to the actual department and we also started to fund the unfunded position.

## Question 2: Attachment 1

### FUND BALANCES As of June 30, 2020

(All current year Fund Balances are estimated and subject to change before the end of the Fiscal Year)

Fund #		6/30/2020	6/30/2019	6/30/2018	6/30/2017	6/30/2016
<b>General Fund:**</b>						
1100	Nonspendable	\$ 957,737	\$ 944,644	1,098,995	869,171	942,918
1100	Committed	\$ 8,311,165	\$ 8,311,165	8,311,165	12,401,287	12,401,287
1100	Assigned	\$ 15,667,583	\$ 11,426,752	10,870,887	3,155,083	3,155,083
1100	Unassigned***	\$ 43,537,959	\$ 41,084,297	37,978,001	45,060,975	34,357,974
	<b>Total General Fund</b>	<b>\$ 68,474,444</b>	<b>\$ 61,766,858</b>	<b>58,259,048</b>	<b>61,486,516</b>	<b>50,857,262</b>
<b>Special Revenue (Deficit):</b>						
1200	Federal State and Local Grants	\$ (5,370,599)	\$ (155,275)	(157,165)	(157,165)	(156,681)
1201	Victims' Rights	\$ (801,714)	\$ (524,765)	(277,894)	(97,290)	97,718
1202	Community Development Grants	\$ 175,711	\$ 175,711	175,711	175,711	175,711
1203	Tourism Development	\$ 453,065	\$ 486,552	451,158	443,967	435,514
1204	Temporary Alcohol Permits	\$ 561,969	\$ 523,161	437,549	375,961	235,700
1205	Emergency Telephone	\$ 6,242,688	\$ 3,727,510	4,179,756	5,418,266	7,219,262
1206	Fire Service	\$ 9,142,038	\$ 7,939,925	7,058,304	5,951,884	7,213,139
1207	Forfeiture	\$ 438,107	\$ 394,513	568,446	86,293	469,729
1208	Stormwater Management	\$ 7,402,967	\$ 6,909,732	6,204,538	5,857,101	5,289,808
1209	Conservation Commission	\$ 2,282,888	\$ 1,817,966	1,385,677	1,031,263	1,398,533
1210	Neighborhood Development	\$ 3,074,893	\$ 2,464,771	2,110,563	1,863,971	1,412,101
1211	Hospitality Tax	\$ 12,939,841	\$ 13,369,683	12,766,748	9,603,860	8,997,827
1212	Accommodations Tax	\$ (102,533)	\$ 41,333	91,562	408,190	345,270
1213	Title IV-D	\$ (40,188)	\$ (24,611)	(5,111)	5,275	11,496
1214	Drug Court Program	\$ 137,198	\$ 137,198	137,198	137,198	137,198
1216	Road Maintenance Fee	\$ 10,809,109	\$ 10,094,535	9,096,723	8,667,779	8,285,626
1224	Public Defender	\$ (18,327)	\$ (300,903)	(246,508)	(99,465)	(65,418)
1225	Recovery Grant	-	-	-	-	-
	Transportation Tax (1230 & 1231)	\$ 135,823,775	\$ 82,759,144	40,819,444	57,818,787	119,893,663
1232	SRO	\$ (164,993)	\$ (164,994)	(301,299)	843,324	1,949,495
1233	Sale of Mitigation Credits	\$ 968,514	\$ 698,747	621,467	376,048	-
1240	Economic Development	\$ 5,050,735	\$ 5,963,134	4,503,810	834,946	1,749,524
1250	CDBG Disaster Recovery	\$ -	\$ -	-	-	-
<b>Enterprise - Unrestricted:</b>						
2101	Solid Waste	\$ (17,145,407)	\$ (13,511,899)	(7,120,891)	(3,019,528)	642,438
2110	Broad River	\$ (1,073,893)	\$ 6,221,830	4,226,759	4,580,075	3,580,441
	Lower Richland Sewer (now BRWWTP)	-	\$ 321,848	124,970	(218,267)	(444,486)
	Lower Richland Water (now BRWWTP)	-	\$ 485,514	458,417	366,510	367,498
	Parking (now General Fund)	-	\$ 841,380	752,925	725,145	754,938
2170	Airport	\$ 692,347	\$ 397,336	161,208	76,411	(27,229)

\*\* The County reports fund balance within one of the following fund balance categories in the General Fund:

**Nonspendable** – Amounts that are not in spendable form, whether currently or permanently, or to items legally or contractually required to be maintained intact.

**Committed** – Amounts that can be used only for specific purposes created through formal action (ordinance) of the government's highest-level of decision making authority (Richland County Council). These amounts cannot be used for any other purpose unless County Council imposes, modifies or removes fund balance commitments.

**Assigned** – Amounts that relate to an intended use of resources and may be assigned by either the established governing body (Richland County Council) or its designee, such as the County Administrator, other County Official and/or Department Head, for determining an assignment and does not require formal action to impose modify or remove any fund balance assignment.

**Unassigned** – Amounts not reflected in other spendable classifications. General Fund is the only fund that reports a positive unassigned fund balance amount. In other governmental funds, if expenditures incurred for specific purposes exceed the amounts that are restricted, committed, or assigned to those purposes, it may be necessary to report a negative unassigned fund balance in that fund.

Question 11- Attachment 2

From: RANDY PRUITT  
Sent: Monday, July 1, 2019 2:19 PM  
To: ECT - Executive Cabinet Team  
Cc: Shannon Metze; KENNETH KINNEY  
Subject: Print Shop digital store front access

Good Afternoon,  
We are requesting the Directors identify at least two members in your department that you will be granting permission to become your departments end user of the Print Shop digital store front.

Please send the individuals name you identify to [metze.shannon@richlandcountysc.gov](mailto:metze.shannon@richlandcountysc.gov)

Respectfully,

RANDY PRUITT C.B.O. CFM  
Director  
Richland County Government  
Operational Services  
[Pruitt.randy@richlandcountysc.gov](mailto:Pruitt.randy@richlandcountysc.gov)  
P 803-576-2165 M 803-518-9622

## General Fund FTE Breakdown

Key	Department Name	# of FTEs
1100102000	Council Services	14
1100108000	Legislative Delegation	5
1100121000	Master in Equity	5
1100122000	Probate Judge	20
<b>1100145000</b>	<b>Administrative Magistrate</b>	<b>49</b>
	Blythewood Magistrate	4
	Columbia Magistrate	4
	Dentsville Magistrate	4
	Dutch Fork Magistrate	4
	Lykesland Magistrate	4
	Olympia Magistrate	4
	Upper Township Magistrate	4
	Eastover Magistrate	5
	Waverly Magistrate	4
	Hopkins Magistrate	4
	Pontiac Magistrate	4
	MAGISTRATE	4
1100155000	Solicitor	62
1100157000	Clerk of Court	70
1100161000	County Administrator	9
1100161100	Public Information	7
1100161500	Risk Management	10
1100161600	Ombudsman	13
1100163500	County Attorney	8
1100164000	Government & Community Services	4
1100168000	Board of Elections & Voter Registration	27
1100172000	Auditor	27
1100173000	Treasurer	20
1100174000	Business Service Center	7
1100175500	Assessor	36
1100180800	Budget and Grants Management	9
1100180900	Finance	20
1100181100	Procurement	7
1100181101	Office of Small Business Opportunity	5
1100181200	Court Appointed Special Advocate	21
1100183000	Register of Deeds	13
1100184000	Human Resources	14
1100185000	Central Services	5
1100186000	Court Administration	35
1100187000	Information Technology	50
1100201000	Sheriff	584
1100201001	Special Duty	4
1100210000	Alvin S. Glenn Detention Center	338
1100220000	Emergency Services	9
1100221000	Emergency Medical Services	219



1100230000	Planning & Development Services	21
1100232000	Building Services	29
1100240000	Coroner	36
1100300000	Public Works Administration	8
1100300100	Support Services	4
1100300500	Engineering	3
1100306100	New Development	6
1100306200	Animal Care	13
1100317000	Facilities & Grounds Maintenance Division	59
1100317021	Facilities & Grounds - Projects	1
1100412000	Vector Control	7
1100522000	Conservation Soil & Water	3
1151173500	Taxes at Tax Sale	12
<b>General Fund Total FTEs</b>		<b>1,928</b>

## Special Revenue FTE Breakdown

Key	Department Name	# of FTEs
<b>1200992010</b>	<b>General Grants</b>	<b>12</b>
4880500	CASA Training Grant	4
4891500	CDBG Disaster Recovery Admin FY21	1
4891600	CDBG Home Investment FY19	1
4891300	Community Development	6
<b>1200992020</b>	<b>Public Safety Grants</b>	<b>22</b>
4814200	Juvenile Prosecutor FY21	1
4829600	Hispanic Victim Avoc FY21	2
4829700	Victim Advocates FY21	3
4829800	CDV Court FY21	1
4829900	DUI Prosecutor FY21	1
4836500	DNA Capacity Enhancement FY19	2
4837200	Special Asst US Attorney	1
4837300	RC SD2 SRO's FY20	4
4837600	Hispanic Outreach Advocacy FY21	1
4837700	Victim Advocates FY21	1
4837800	Opiate Analyst Grant FY21	1
4838000	Major Crimes Investigator FY21	1
4838110	Midlands Gang Taskforce FY21	2
4873800	EMS Fellowship FY19	1
1201155000	Solicitor's Victim's Assistance (Solicitor)	3
1201186000	Court Administration VA Surcharge	3
1201201000	Sheriff - VA Surcharge / Assessment	10
1201210000	Detention VA Surcharge	3
1204155000	Solicitor ABC Fund (Solicitor)	1
1200522000	Emergency Telephone System	8
1206220000	Facilities & Grounds Maintenance - Fire Station	2
1206220000	Fire Service (Emergency Services)	20
1208302200	Stormwater Services Section	13
1208306100	New Development	8
1209451000	Conservation	2
1210650000	Neighborhood Redevelopment	5
1213201002	Title IV D (Sheriff)	1
1216302000	Roads and Drainage	65
1216306100	New Development	2
1224151000	Public Defender	62
1231830001	Transportation Tax	15
1232201001	School District # 1	47
1232201002	School District # 2	23
1232201003	School District # 3	1
1232201005	School District # 5	19
1240115000	Economic Development	6
1250188000	Community Development	7
<b>Special Revenue Total FTEs</b>		<b>360</b>

## Enterprise FTE Breakdown

<b>Key</b>	<b>Department Name</b>	<b># of FTEs</b>
2101365001	Solid Waste Management	7
2101365003	Lower Richland Drop Off Center	2
2101365004	C&D Landfill Section	5
2101365005	Solid Waste Closure Section	2
2101365006	Solid Waste Collection Section	10
2101365007	Special Services	15
2110367000	Richland County Sewer	30
2110367001	Richland County Water	1
2170367800	Facilities & Grounds Maintenance - Owens Field	2
	Coroner	1
<b>Enterprise Total FTEs</b>		<b>75</b>