

RICHLAND COUNTY COUNCIL

SOUTH CAROLINA

ADMINISTRATION & FINANCE COMMITTEE

October 27, 2015
6:00 PM
County Council Chambers

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

CALL TO ORDER

Ms. Dixon called the meeting to order at approximately 6:01 PM

APPROVAL OF MINUTES

Regular Session: September 22, 2015 – Ms. Dickerson moved, seconded by Mr. Livingston, to approve the minutes as distributed. The vote in favor was unanimous.

ADOPTION OF AGENDA

Mr. Livingston moved, seconded by Ms. Dickerson, to adopt the agenda as published. The vote in favor was unanimous.

ITEMS FOR ACTION

Airport Capital Improvement Project – Southeast Airfield Clearing and Grading Improvements (formerly known as Taxiway 'A' Extension), Changer Order 1 – Mr. Eversmann stated that this item and the next item on the agenda are related. This item is a change order to the project. With regard to the change order, the original plan for the project was to do it in two phases. The phases were to be independently bid with Phase II being much larger than Phase I. However, both times Phase II was bid out the bids came in way over budget. The FAA decided not to do any of Phase II; however, during negotiations there were several projects identified by staff that could be done. The FAA has agreed to do those projects. The most efficient way to procure the services was to do a change order to the contractor who had successfully bid on Phase I. Because the total project cost will exceed \$1 million and also be over 50% of the original project amount, the change order is being brought to Council for action.

Mr. Washington inquired if the scope of work of the existing Phase I contract was changed.

Mr. Eversmann stated Phase I remains unchanged. Phase II scope of services was amended and drastically reduced the anticipated \$5 million contract to approximately \$500,000. To avoid bidding out the contract for a 4th time, staff is recommending a change order be awarded to the contractor who is presently working on Phase I.



Council Members Present

Greg Pearce, Chair
District Six

Joyce Dickerson
District Two

Paul Livingston
District Four

Kelvin E. Washington, Sr.
District Ten

Others Present:

Bill Malinowski
Norman Jackson
Julie-Ann Dixon
Damon Jeter
Torrey Rush
Tony McDonald
Sparty Hammett
Warren Harley
Brandon Madden
Michelle Onley
Larry Smith
Roxanne Ancheta
Ismail Ozbek
Daniel Driggers
Dwight Hanna
Monique McDaniels
Kim Roberts
Geo Price
Chris Eversmann

Administration & Finance Committee

Tuesday, October 27, 2015

Page Two

Mr. Washington inquired if federal dollars will pay for the project.

Mr. Eversmann stated the FAA will pay for 90%, the State will pay for 5% and a local match of 5% will be required. The FAA grant will be based only on the estimated price and not the \$5 million.

Mr. Livingston moved, seconded by Ms. Dickerson, to forward to Council with a recommendation to approve the change order to Graham County Land Company. This will avoid the time and expense of a 4th advertisement associated with this project. The vote in favor was unanimous.

Approval of an amendment of an existing FAA Airport Improvement Program (AIP) Grant – Mr. Eversmann stated the FAA typically only issues a grant when there is a hard bid in hand. When the FAA saw the bids were too high for Phase II, they did not issue the grant in the original anticipated amount.

Mr. Livingston moved, seconded by Ms. Dickerson, to forward to Council with a recommendation to approve the grant amendment to AIP-020-2014 in the amount of \$375,312 as offered by the FAA and permit construction of the planned improvements. The vote in favor was unanimous.

Council-Administration Form of Government Training: Council Rule Amendment: Disciplinary Policy for Employees – Mr. Malinowski stated he made this particular motion due to hearing about employees going directly to Council members with complaints instead of following the proper chain of command. He further stated, Administration's recommendation to "... amend the Employee Handbook and HR Guidelines to specifically address an aggressive disciplinary policy for employees who break the chain of command and take personnel issues directly to Council members" would be the motion he supports.

Mr. Livingston inquired if the HR Handbook currently addresses the chain of command.

Mr. McDonald stated this is currently addressed in the HR Handbook and recommends employees follow the chain of command when dealing with personnel issues or employee grievances.

Mr. Livingston moved, seconded by Mr. Washington, to forward to Council without a recommendation and have a copy of the current HR Handbook policy provided to Council.

Ms. Dickerson inquired of Mr. McDonald if he had experienced this frequently.

Mr. McDonald stated it has not been widespread, but there have been occasions where he has been made aware by Council members of situations. Of course, he would prefer personnel matters come to him to be resolved before Council has to become involved. If the issue escalates to the grievance process, the matter will come before Council.

Mr. Washington stated he had no problem with supporting a more aggressive policy. The problem he has is the consistency throughout the County. One of the issues is the signing of documents, which is addressed in the handbook. Also, exit interviews need to be done with every employee because the input on why they left is very important. He further stated, he had requested transcripts of the "1-800" complaints calls and has not always been provided them or there seems to be no follow-up or accountability with regards to the complaints. He suggested taking up all of the issues with the handbook and personnel actions at a later time.

Mr. Smith stated the matter can be forwarded to Council; however, there are probably some legal implications to the recommendation that will need to be addressed under separate cover.

Administration & Finance Committee
Tuesday, October 27, 2015
Page Three

Mr. Washington made a substitute motion, seconded by Ms. Dickerson, to defer this item to the November Committee meeting. The vote in favor was unanimous.

Creation of Three New CASA Caseworker Positions – Mr. McDonald stated this is a request from CASA for 3 caseworker positions. The positions relate to the need and desire of the program to maintain and move toward accreditation. The recommendation is to move this request to the FY17 budget and incorporate the additional costs into the process.

Mr. Washington moved, seconded by Ms. Dickerson, to forward to Council with a recommendation to approve Administration's recommendation to move the request to the FY17 budget and incorporate the additional costs into the process.

Mr. Washington inquired how DSS's ramped up activity is going to impact CASA involvement.

Mr. Harley stated he is not sure of the timeframe, but he has been in conversation with Ms. Green and she has informed him there are some changes on the horizon from DSS that could impact their caseload.

Mr. Malinowski inquired if the CASA program was State mandated.

Mr. McDonald stated the Richland County CASA program is unique. The County has basically taken the program on as a County department.

Mr. Pearce stated the program was started by the Junior League to provide services to at-risk children that were not getting services.

One of the comprising matters that is affecting CASA is there are not sufficient foster homes in Richland County requiring the caseworkers to travel as far as Charleston to place the children. Finding additional foster homes in Richland County would greatly assist the program.

Ms. Dickerson stated she had the privilege to share in the national program with CASA and she was overwhelmed to see the services provided by them.

The vote was in favor to move the request to the FY17 budget and incorporate the additional costs into the process.

Motion to Change the way Vehicles are Taxed by the County – Mr. Malinowski stated the State statute does not allow for uniform change unless the Department of Revenue publishes new values, but when you read the actual State statute it states "...The assessed value must be published in guides or manuals by the South Carolina Department of Revenue and provided to the Auditor of each County as often as may be necessary to provide for current values." The "Black Book" values listed in January are not current later in the year; therefore, he would recommend having the County's lobbyist go to the Department of Revenue and discuss the wording of the statute.

Mr. Washington offered a friendly amendment to rebid the government affairs contract.

Mr. Pearce inquired of the parliamentarian if Mr. Washington's amendment was germane.

Mr. Smith ruled the amendment is not germane to Mr. Malinowski's recommended motion.

Mr. Malinowski inquired as to when the current lobbyist contract expires.

Administration & Finance Committee
Tuesday, October 27, 2015
Page Four

Mr. McDonald stated the lobbyist contract is a 5-year contract, renewal annually, and runs from January 1st – December 31st.

Mr. Malinowski restated a proposed motion regarding this item as follows: Pending the renewal of the current lobbyist contract or contract with another lobbyist, to direct the lobbyist to contact the State Department of Revenue to clarify this matter.

Mr. Livingston stated does not feel it is necessary to include the portion regarding the current lobbyist and/or new lobbyist. It is simply to direct the lobbyist to contact the State Department of Revenue.

Ms. Dickerson moved, seconded by Mr. Washington, to direct the lobbyist to contact the State Department of Revenue to clarify this matter. The vote in favor was unanimous.

Motion to fund the Famously Hot New Year an Additional \$89,000 – Mr. Pearce requested the amount of available funding in the Hospitality Tax fund.

Mr. Driggers stated there is \$10,000 of undesignated funding available.

Ms. Dickerson moved, seconded by Mr. Washington, to forward to Council with a recommendation to fund the Famously Hot New Year an additional \$89,000, for a total of \$100,000.

Ms. Dickerson requested the amount the County has appropriated for the Famously Hot New Year event.

Mr. McDonald stated \$11,000 was approved during the budget process.

Ms. Dickerson inquired if the County's Hospitality Tax and Accommodations Tax fund benefitted from this event.

Mr. McDonald replied in the affirmative.

Mr. Madden stated when the Outside Agencies submit their final report to the County it reflects the amount of tourists attending the event. If directed, staff could develop a process that would request more specific information going forward.

Mr. McDonald clarified there are two separate sources of funding: Undesignated Fund and Hospitality Tax Fund Balance. The undesignated fund has \$10,000 available and there are no uncommitted funds available in the Hospitality Tax Fund Balance.

Mr. Jeter inquired as to when the County receives revenue reports (i.e. weekly, monthly) regarding the Accommodations and Hospitality Tax Funds.

Mr. McDonald stated there are monthly reports available, but a trending report would not be available until around March/April to predict if the County will receive additional revenue.

Mr. Driggers stated this fiscal year the County has collected \$1.6 million, which is committed to funding the projects approved during the FY15-16 budget. Until the County collects more than budgeted (\$6.5 million) there will be no residual funds available.

Administration & Finance Committee

Tuesday, October 27, 2015

Page Five

Mr. Livingston made a substitute motion, seconded by Mr. Washington, to forward to Council with a recommendation to appropriate \$75,000 from the Hospitality Tax Fund Balance to be replenished at the beginning of the FY16-17 budget.

Mr. Washington inquired about the amount of funding the City of Columbia provided for the Famously Hot New Year event.

Mr. Madden responded the City of Columbia allocated \$130,000 this year.

Mr. Washington requested staff research funding future events proportionally with Hospitality and Accommodations Tax funding.

The vote was in favor of the substitute motion.

Motion to fund the Governor's Cup Road Race in the amount of \$7,000 – Mr. Livingston inquired if the organization submitted an application for funding during the budget process.

Mr. McDonald stated they did submit an application, but the application was submitted 5 minutes late.

Ms. Dickerson moved, seconded by Mr. Livingston, to forward to Council with a recommendation to fund the Governor's Cup Road Race in the amount of \$5,000 from the undesignated Hospitality Tax funds. The vote in favor was unanimous.

County Approval Process for Special Events on County Owned Property; Alcohol on County Owned Property – Mr. McDonald stated this item originated with a request from the Tasty Tomato Festival to utilize the County's property and be allowed to serve alcohol on the a portion of the property. The Tasty Tomato Festival ultimately did not use the County property, but the item raised the question on how to deal with special events at County facilities in the future. (i.e. How will the request for events be approved? If alcohol is allowed on County property does that request need to come to Council each time or authorize staff to approve the request?)

It is staff's recommendation is to establish a Special Events Committee consisting of key department directors who may be impacted by the event (Facilities & Grounds, Sheriff, Administration, etc.).

Mr. Livingston moved, seconded by Ms. Dickerson, to forward to Council with a recommendation to approve the process for granting a special event permit to an organization for the utilization of County owned property through the submission of a special events application and review of the application by a Special Events Committee, made up of representatives for the County Departments that will be impacted by the event, and allow the sale and/or consumption of alcohol on County property.

Mr. Jackson recommended reviewing the policies of the Recreation Commission regarding the use of alcohol.

Mr. McDonald stated staff would formalize the membership of the Special Events Committee and draft a procedural document that outlines how request are received and processed.

The vote in favor was unanimous.

ITEMS PENDING ANALYSIS: NO ACTION REQUIRED

Motion to Review County's Human Resources Policy – No action was taken.

ADJOURNMENT

The meeting adjourned at approximately 7:10 PM.

The Minutes were transcribed by Michelle M. Onley, Deputy Clerk of Council