



# RICHLAND COUNTY COUNCIL

## ADMINISTRATION AND FINANCE COMMITTEE

Joyce Dickerson  
District 2

Paul Livingston  
District 4

Greg Pearce (Chair)  
District 6

Jim Manning  
District 8

Kelvin Washington  
District 10

*Tuesday, May 27, 2014  
6:00 P.M.*

### **Report of Actions**

**Call To Order:** Pearce

### **Approval of Minutes:**

1. Regular Session: April 22, 2014: Approved as published.

**Adoption of Agenda:** Approved as published.

### **Items for Action:**

2. Acceptance of Loan Assistance Funds for Construction of a Portion of the Lower Richland Sewer Project: The Committee recommended approval of the Resolution to accept the \$577,000 principal forgiveness loan as offered by the State Water Pollution Control Revolving Fund (SRF), and the execution of the loan assistance agreement. **CONSENT**
3. Coroner-2400: Budget Amendment for FY13-14: The Committee recommended approval of additional funds in the amount of \$133,000 for the Coroner to have adequate funding to pay for part-time personnel services and autopsy services for the remainder of FY13-14.
4. Emergency Services Purchase Orders for 2014-2015: The Committee recommended approval of the purchase orders and contracts to have uninterrupted service beginning July 1, 2014. **CONSENT**
5. Department of Public Works - South Paving Contract Change Order Four: The Committee recommended approval of Change Order four in the amount of \$110,655.00 for the South Paving contract to Cherokee, Inc. **CONSENT**
6. South Paving Project Construction Administration: The Committee forwarded this item to Council with a recommendation to table. **CONSENT**
7. Architectural/Engineering Services for New Coroner's Facility: The Committee recommended approval of the request to enter into a contract with GMK Associates in an amount not to exceed \$129,800. **CONSENT**



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8. SC Philharmonic Funding Request: The Committee forwarded this item to Council without a recommendation.
9. Hospitality Tax Ordinance Agency Procurement: The Committee recommended approval of the motion to require Hospitality ordinance agencies to adopt County or State procurement guidelines for Richland County Hospitality Tax spent dollars. Further, the Committee recommended that Council adopt the proposed procedures and monitoring practices as outlined in the Request of Action.
10. Printing and Mailing Operations: The Committee recommended approval of the request to allow the Central Services Division to remain part of the Support Services team for FY15, while simultaneously continuing our review and cost improvement plan for our current printing and mail processes. Staff will bring the review back to Council for review, recommendation, and action in the FY 16 budget process. **CONSENT**
11. Richland County Office of Small Business Opportunity: The Committee recommended Council endorse the concept of an Office of Small Business Opportunity (OSBO). The SLBE Program would be housed in this office. Further, staff is to develop a toolbox of potential programs that could be housed in the OSBO. Staff would present the proposed OSBO model (mission statement, goals, programs, staffing, etc.) and financial analysis (cost of office space (if applicable), staffing needs, operating and capital costs, etc.) to Council in a Work Session. **CONSENT**
12. Hopkins Magistrate Office: Relocation of the Hopkins Magistrate Office, lease agreement for 8012 Garners Ferry Road, Suite E, Columbia, SC 29209: The Committee recommended approval of relocating the Hopkins Magistrate Office pending Legal drafting an acceptable lease agreement. **CONSENT**
13. Richland County Water/Sewer/Industrial Waste User Rates: The Committee forwarded this item to Council without a recommendation. Staff is to meet with Councilman Washington regarding this item.
14. Richland County Utilities Tap Fee Assistance Program: The Committee forwarded this item to Council without a recommendation. Staff is to meet with Councilman Washington regarding this item.
15. Water & Sewer Tap Fee Assistance Program: The Committee forwarded this item to Council without a recommendation. Staff is to meet with Councilman Washington regarding this item.



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16. Election Commission and Voter Registration Budgets: The Committee recommended approval of Administration's recommendation that the proposed motion not move forward at this time and, instead, be referred to the FY 15 budget process for resolution once the pending legislation has been finalized. **CONSENT**
  
17. Donations of Council via Discretionary Accounts: With the exception of Mr. Manning's expenditure, the Committee recommended that Council adhere to the State mandate by approving the aforementioned expenditures, as well as related expenditures going forward. Mr. Manning's item was removed from the list as it was a membership expense – not a donation. It is also recommended that Council adopt the proposed policy related to this item, which states: Any donations to a viable organization made by a Council member out of his/her Council Discretionary Account must be approved by the full body at a Council Meeting. If the item is approved, the Clerk of Council's Office will notify the organization of the approval, and will request the detailed description of the purpose(s) for which the money was used, which is to be submitted at the end of the fiscal year. The Clerk's Office will maintain this information in their files. Council's current expense account policy guidelines should also be amended to include this information.

**Adjournment:** 7:23pm.