



RICHLAND COUNTY COUNCIL

ADMINISTRATION AND FINANCE COMMITTEE

Damon Jeter
District 3

Gwendolyn Kennedy
District 7

Greg Pearce, Chair
District 6

Jim Manning
District 8

Seth Rose
District 5

Tuesday, April 26, 2011
5:30 PM

Report of Actions

CALL TO ORDER

Greg Pearce called the meeting to order.

APPROVAL OF MINUTES

1. Regular Session: March 22, 2011 – The minutes of the March 22, 2011 committee were approved as submitted.

ADOPTION OF AGENDA

The agenda was adopted as amended. The Request to transfer the VAWA Criminal Domestic Violence (CDV) grant from Court Administration to Solicitor's Office and Vote Federal Accessibility Grant to Election Commission items were moved to the top of the items for action list.

ITEMS FOR ACTION

- Consent** 2. Request to transfer the VAWA Criminal Domestic Violence (CDV) grant from Court Administration to Solicitor's Office - The committee recommended that Council approve the request to transfer management of the CDV grant to the Solicitor's Office. The vote in favor was unanimous.
- Consent** 3. Vote Federal Accessibility Grant to Election Commission - The committee recommended that Council accept a grant in the amount of \$36,502.25 from the Help America Vote Act ((HAVA) Health and Human Services (HHS) Voting Access for Individuals with Disabilities (VOTE). The vote in favor was unanimous.

- Consent** 4. Mass Transit Funding – The committee recommended that Council table this item. The vote in favor was unanimous.
- Consent** 5. Adopt the State’s travel policy and per diem - The committee recommended that Council table this item. The vote in favor was unanimous.
- Consent** 6. CDBG and HOME Funding Process – The committee recommended that Council approve the request to revise the Community Development Block Grant (CDBG) and HOME Programs budgetary process for the upcoming FY 11-12 and subsequent funding years. The vote in favor was unanimous.
- Consent** 7. Central Services Mail and Print Operations Information – The committee recommended that Council allow Support Services to continue to utilize the Pitney Bowes Purchase Power system to process mail in-house contingent on FY 11-12 budget approval. The vote in favor was unanimous.
- Consent** 8. Codification of the 2008 edition of the National Electrical Code and the 2006 edition of the International Energy Conservation Code – The committee recommended that Council approve the codification of the 2008 National Electrical Code and the 2006 International Energy Conservation Code into the Richland County Code of Ordinances. The vote in favor was unanimous.
- Consent** 9. Contract Approval with Palmetto Posting, Inc. - The committee recommended that Council approve the request for the County to enter into a contract with Palmetto Posting at a rate of \$20.00 per property posting not to exceed a total of \$144,000 for the purpose of posting of property in Richland County on which delinquent ad valorem property taxes are due. The vote in favor was unanimous.
- Consent** 10. Execution of an agreement naming Richland County as the Administering County for the 5th Circuit Public Defender - The committee recommended that Council approve the proposed agreement naming Richland County as the administering county for the 5th Circuit Public Defender, and adding the employees of the 5th Circuit Public Defender (excluding the Circuit Public Defender position and that of his Administrative Assistant – both of whom are state government positions) as Richland County employees. The vote in favor was unanimous.
- Consent** 11. Motion to Adhere to Grant Deadlines as stated in the Grant Program Guidelines - The committee recommended that Council direct staff to not accept late or incomplete grant applications, thereby removing the ability for Hospitality Tax, Accommodations Tax, and Discretionary Grant Committees to make the decision to review or recommend late or incomplete applications for funding. This recommendation applies to Hospitality Tax Grant applications, Accommodations Tax Grant applications, and Discretionary Grant applications. The vote in favor was unanimous.

12. Organizationally place the County Assessor and County Assessor's Office under the County Administrator - The committee recommended that Council request the Richland County Legislative Delegation introduce legislation that would repeal the special legislation and thereby allow the County Assessor and the County Assessor's Office to be organizationally placed under the County Administrator. The vote was in favor.
- Consent** 13. Policy to Address Budgets of Newly Elected Officials – The committee recommended that Council table this item. The vote in favor was unanimous.
- Consent** 14. Policy to Address Mid-Year Agency Budget Amendments - The committee recommended that Council table this item. The vote in favor was unanimous.
- Consent** 15. Revision to Richland County Employee Handbook to Expand Groups Protected from Discrimination - The committee recommended that Council approve the request to expand groups protected from discrimination. The vote in favor was unanimous.
16. Richland County Transportation Study Commission Funding – The committee received this item as information.
- Consent** 17. Temporary lease for the use of the Curtiss-Wright Hangar at Hamilton-Owens Airport – The committee recommended that Council approve the request to lease the Curtiss-Wright Hangar to the South Carolina Historic Aviation Foundation based on the draft lease agreement. The vote in favor was unanimous.
- Consent** 18. To adopt a public accommodations ordinance consistent with the City of Columbia - The committee recommended that Council adopt a public accommodations ordinance consistent with the City of Columbia. The vote in favor was unanimous.
- Consent** 19. Use the Debt Collection Program to recover outstanding debt - The committee recommended that Council approve the use of the Setoff Debt Collection Program (GEAR) offered by the South Carolina Association of Counties to collect delinquent money owed to the County's Community Development Department from beneficiaries of County HOME Investment Partnership Program and Community Development Block Grant. The vote in favor was unanimous.

ITEMS FOR DISCUSSION / INFORMATION

20. Clarification of Budget Motion – The committee received as information.
21. Timeline for the County Administrator's Evaluation - The committee directed staff to ask the Consultant to distribute the evaluation forms to Council members prior to the May 3rd Council meeting. Council members should then complete and return the evaluation forms to the Consultant in June and have mini conferences in June and October to discuss the evaluation. A full conference will be conducted in December.