

# MINUTES OF



## RICHLAND COUNTY COUNCIL ADMINISTRATION AND FINANCE COMMITTEE TUESDAY, APRIL 26, 2011 6:00 P.M.

*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.*

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### MEMBERS PRESENT

Chair: L. Gregory Pearce, Jr.  
Member: Damon Jeter  
Member: Gwendolyn Davis Kennedy  
Member: Jim Manning  
Member: Seth Rose

**ALSO PRESENT:** Paul Livingston, Bill Malinowski, Norman Jackson, Joyce Dickerson, Kelvin Washington, Milton Pope, Tony McDonald, Sparty Hammett, Roxanne Ancheta, Randy Cherry, Larry Smith, Stephany Snowden, Tamara King, Melinda Edwards, Valeria Jackson, Ebony Woods, Rodolfo Callwood, John Hixson, Dale Welch, David Chambers, Anna Fonseca, Monique Walters, Michelle Onley

### CALL TO ORDER

The meeting started at approximately 6:04 p.m.

### APPROVAL OF MINUTES

**March 22, 2011 (Regular Session)** – Mr. Jeter moved, seconded by Ms. Kennedy, to approve the minutes as distributed. The vote in favor was unanimous.

### ADOPTION OF AGENDA

Mr. Manning moved, seconded by Mr. Rose, to amend the agenda to take up Items #13 and 19 at the beginning of the meeting. The vote in favor of adopting the amended agenda was unanimous.

## ITEMS FOR ACTION

**Request to transfer the VAWA Criminal Domestic Violence grant from Court Administration to Solicitor's Office** – Mr. Manning moved, seconded by Ms. Kennedy, to forward this item to Council with a recommendation to approve Alternative #1: “Approve the request to transfer management of the CDV grant to the Solicitor's Office.” The vote in favor was unanimous.

**Vote Federal Accessibility Grant to Election Commission** – Mr. Manning moved, seconded by Ms. Kennedy, to forward this item to Council with a recommendation to approve Alternative #1: “Approve the request to accept the HAVA grant in the amount of \$36,502.25.” The vote in favor was unanimous.

**Mass Transit Funding** – Mr. Rose moved, seconded by Ms. Kennedy, to forward this item to Council with a recommendation to table. The vote in favor was unanimous.

**Adopt the State's travel policy and per diem** – Mr. Manning moved, seconded by Ms. Kennedy, to forward this item to Council with a recommendation to table. The vote in favor was unanimous.

**CDBG and HOME Funding Process** – Ms. Kennedy moved, seconded by Mr. Rose, to forward this item to Council with a recommendation to approve Alternative #1: “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.

**Central Services Mail and Print Operations Information** – Mr. Manning moved, seconded by Ms. Kennedy, to forward this item to Council with a recommendation to approve Alternative #1: “Allow Support Services to continue to utilize the Pitney Bowes Purchase Power system to process mail in-house.” The vote in favor was unanimous.

**Codification of the 2008 edition of the National Electrical Code and the 2006 edition of the International Energy Conservation Code** – Mr. Rose moved, seconded by Ms. Kennedy, to forward this item to Council with a recommendation to approve Alternative #1: “Codify 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.

**Contract Approval with Palmetto Posting, Inc.** – Ms. Kennedy moved, seconded by Mr. Manning, to forward this item to Council with a recommendation to approve Alternative #1: “Approve the request for the County to enter into a contract with Palmetto Posting, Inc., at rate and cost estimates provided, 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.

**Execution of an agreement naming Richland County as the Administering County for the 5<sup>th</sup> Circuit Public Defender** – Mr. Manning moved, seconded by Ms. Kennedy, to forward this item to Council with a recommendation for approval. The vote in favor was unanimous.

**Motion to Adhere to Grant Deadlines as stated in Grant Program Guidelines** – Mr. Manning moved, seconded by Ms. Kennedy, to forward this item to Council with a recommendation to neither accept nor review late or incomplete grant applications. The vote in favor was unanimous.

**Organizationally place the County Assessor's Office under the County Administrator** – Mr. Manning moved, seconded to Ms. Kennedy, to forward this item to Council with a recommendation to approve Alternative #1: "Request the Richland County Legislative Delegation introduce legislation that would repeal the special legislation.

Mr. Rose made a substitute motion, seconded by Mr. Pearce, to forward this item to Council without a recommendation. The motion failed.

The vote was in favor of forwarding a recommendation of Alternative #1.

**Policy to Address Budgets of Newly Elected Officials** – Mr. Manning moved, seconded by Ms. Kennedy, to forward this item to Council with a recommendation to approve Alternative #2: "Allow any new elected official a window of opportunity, one month for example, to review and analyze his or her budget and then report to the Council on the status of the budget and, with the concurrence of the Council, the elected official and the County Administrator, initiate a budget amendment if there are no alternatives."

Ms. Kennedy made a substitute motion, seconded by Mr. Jeter, to forward this item to Council with a recommendation to approve Alternative #3: "Continue the practice as it exists today, i.e. assume that a newly elected official must operate within the budget that has been adopted, with the Council dealing with individual elected official requests on a case by case basis."

Ms. Kennedy moved, seconded by Mr. Manning, to forward this item to Council with a recommendation to table. The vote in favor was unanimous.

**Policy to Address Mid-Year Agency Budget Amendments** – Mr. Manning moved, seconded by Ms. Kennedy, to forward this item to Council with a recommendation to table. The vote in favor was unanimous.

**Revision to Richland County Employee Handbook to Expand Groups Protected from Discrimination** – Mr. Rose moved, seconded Mr. Manning, to forward this item to Council with a recommendation to approve Alternative #1: "Approve the request to expand the protected groups from discrimination." The vote in favor was unanimous.

**Richland County Transportation Study Commission Funding** – This item was received as information.

**Temporary lease for the use of the Curtiss-Wright Hangar at Hamilton-Owens Airport** – Mr. Rose moved, seconded Ms. Kennedy, to forward this item to Council with a recommendation to approve Alternative #1: “Approve the request to lease the Curtiss-Wright Hangar to the SCHAF based on the draft lease agreement.” The vote in favor was unanimous.

**To adopt a public accommodations ordinance consistent with the City of Columbia** – Mr. Rose moved, seconded by Mr. Manning, to forward this item to Council with a recommendation to approve Alternative #1: “Adopt the public accommodations ordinance.” The vote in favor was unanimous.

**Use the Debt Collection Program to Recover Outstanding Debt** – Ms. Kennedy moved, seconded by Mr. Rose, to forward this item to Council with a recommendation to approve Alternative #1: “Approve the request to 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**

**Clarification of Budget Motion** – This item was received as information.

**Timeline for County Administrator’s Evaluation** – The committee recommended to have the consultant distribute the evaluation forms to Council members at the May 3<sup>rd</sup> Council meeting. Council members should complete and return the evaluation forms to the consultant by the end of May. The consultant will tabulate the evaluations and report back to Council at the June 7<sup>th</sup>. Mini-conferences will be held with the Administrator to discuss the evaluation findings in June and October. A full evaluation will take place in December.

#### **ADJOURNMENT**

The meeting adjourned at approximately 6:54 p.m.

Submitted by,

L. Gregory Pearce, Jr., Chair