



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, May 24, 2011
6:00 PM

Report of Actions

CALL TO ORDER

Greg Pearce called the meeting to order.

APPROVAL OF MINUTES

1. Regular Session: April 26, 2011 – The minutes of the April 26, 2011 committee were approved as amended. The committee directed staff to change the minutes to reflect that Council Member Manning attended the meeting.

ADOPTION OF AGENDA

The agenda was adopted as published.

ITEMS FOR ACTION

2. Clerk of Council Job Vacancy - The committee voted to table and hold this item in committee pending receipt of the results from the Consultant's study. The vote in favor was unanimous.
3. Council Member Expense Account Policy Guidelines - The committee recommended that Council approve the motion to amend the Council's expense account policy by issuing each Council Member a credit card. The vote in favor was unanimous.
Consent
4. Emergency Services Purchase Orders for 2011-2012 – The committee recommended that Council approve the purchase orders and contracts for services, contingent on the 2011-2012 budget, so there will not be an interruption of these services at the beginning of the new budget year. The vote in favor was unanimous.
Consent

- Consent** 5. Property Insurance for 2011-2012 - The committee recommended that Council approve the request to enter into a contract with Arthur J. Gallagher Risk Management in the amount of \$170,269 for property insurance for 2011-2012. The vote in favor was unanimous.
- Consent** 6. Purchase additional Shelving in Family Court, Civil Records, Criminal Records and Archives Room – The committee recommended that Council approve the request from the Clerk of Court and Family Court to use \$79,000 to purchase additional shelving in Family Court, Civil Records, Criminal Records and the Archives rooms as well as purchase On Base software in order to scan documents in Family Court. The vote in favor was unanimous.
- Consent** 7. Relocation of Sheriff’s Department’s Region Two Substation to Decker Mall – The committee recommended that Council approve the motion to relocate the Sheriff’s Department’s Region Two substation to Decker Mall, as well as the County’s Central Court, and use up to \$7 million of the remaining 2010 bond issue to renovate the facility. The vote in favor was unanimous.
- Consent** 8. Renaissance Foundation MOU Extension – The committee recommended that Council approve the MOU extension for the Renaissance Foundation’s funding through FY 14, which incorporates current reporting guidelines. The vote in favor was unanimous.
- Consent** 9. Review Richland County Human Resources Guidelines for Exit Interviews - The committee recommended that Council approve the motion to implement the proposed changes to the exit interview process. The vote in favor was unanimous.
- Consent** 10. Volunteer Fire Operations Insurance - The committee recommended that Council approve the request to purchase volunteer fire operations insurance with Selective Insurance in the amount of \$101,646 for FY 2011-2012. The vote in favor was unanimous.

Staffed by Randy Cherry