

**MINUTES OF**



**RICHLAND COUNTY COUNCIL  
ADMINISTRATION AND FINANCE COMMITTEE  
TUESDAY, MAY 27, 2014  
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: Greg Pearce
- Member: Paul Livingston
- Member: Kelvin E. Washington, Sr.
  
- Absent: Joyce Dickerson
- Jim Manning

**ALSO PRESENT:** Bill Malinowski, Norman Jackson, Julie-Ann Dixon, Torrey Rush, Seth Rose, Tony McDonald, Sparty Hammett, Warren Harley, Daniel Driggers, Justine Jones, Geo Price, Ismail Ozbek, John Hixon, Brandon Madden, Chad Fosnight, Monique McDaniels, Kathy Rawls, Wanda Kelly, Brad Farrar, Roxanne Ancheta, Sara Salley, Monique Walters, Michelle Onley

**CALL TO ORDER**

The meeting started at approximately 6:01 p.m.

**APPROVAL OF MINUTES**

**April 22, 2014 (Regular Session)** – Mr. Livingston moved, seconded by Mr. Washington, to approve the minutes as distributed. The vote in favor was unanimous.

**ADOPTION OF AGENDA**

The agenda was unanimously adopted as published.

**ITEMS FOR ACTION**

**Acceptance of Loan Assistance Funds for Construction of a Portion of the Lower Richland Sewer Project** – Mr. Livingston moved, seconded by Mr. Washington, to forward to Council with a recommendation to approve the resolution to accept the \$577,000 principal

forgiveness loan as offered by SRF and authorize the execution of the loan assistance agreement. The vote in favor was unanimous.

**Coroner-2400: Budget Amendment for FY13-14** – Mr. Washington moved, seconded by Mr. Pearce, to forward to Council with a recommendation to approve the request for additional funds for the Coroner to have adequate funding to pay for part-time personnel services and autopsy services for the remainder of the FY13-14 to prevent a deficit in the Coroner's FY13-14 budget. The vote was in favor.

Mr. Livingston moved, seconded by Mr. Washington, to reorder the agenda to take up the Hopkins Magistrate's Office item in order to accommodate Judge Simon's schedule.

**Hopkins Magistrate Office: Relocation of the Hopkins Magistrate Office, Lease Agreement for 8012 Garners Ferry Road, Suite E, Columbia, SC 29209** – Mr. Livingston moved, seconded by Mr. Washington, to forward to Council with a recommendation to approve the request to relocate the Hopkins Magistrate Office. The vote in favor was unanimous.

**Emergency Services Purchase Orders for 2014-2015** – Mr. Livingston moved, seconded by Mr. Washington, to forward to Council with a recommendation to approve the purchase orders and contracts to have uninterrupted service July 1, 2014. The vote in favor was unanimous.

**Department of Public Works—South Paving Contract Change Order Four** – Mr. Washington moved, seconded by Mr. Livingston, to forward to Council with a recommendation to approve Change Order Four in the amount of \$110,655.00. The vote in favor was unanimous.

**South Paving Project Construction Administration** – Mr. Washington moved, seconded by Mr. Livingston, to forward to Council with a recommendation to table. The vote in favor was unanimous.

**Architectural/Engineering Services for New Coroner's Facility** – Mr. Livingston moved, seconded by Mr. Washington, to forward to Council with a recommendation to approve the request to enter into a contract with GMK Associates in an amount not to exceed \$129,800. A discussion took place.

The vote in favor was unanimous.

**SC Philharmonic Funding Request** – Mr. Washington moved to deny the request. The motion died for lack of a second.

Mr. Livingston moved, seconded by Mr. Pearce, to forward to Council without a recommendation. The vote was in favor.

**Hospitality Tax Ordinance Agency Procurement** – Mr. Washington moved, seconded by Mr. Livingston, to forward to Council with a recommendation to approve the motion to require Hospitality Ordinance Agencies to adopt County or State procurement guidelines for Richland County spent dollars. A discussion took place.

The vote was in favor.

**Printing and Mailing Operations** – Mr. Washington moved, seconded by Mr. Livingston, to forward to Council with a recommendation to approve 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 FY16 budget process. A discussion took place.

The vote in favor was unanimous.

**Richland County Office of Small Business Opportunity** – Mr. Washington moved, seconded by Mr. Livingston, to forward to Council with a recommendation to approve the request for an Office of Business Opportunity which contains the SLBE program and other associated programs targeting small businesses and their development. The office will be tasked with assisting small businesses grow, thrive, and compete more equitably for contracts and projects. A discussion took place.

The vote in favor was unanimous.

**Richland County Water/Sewer Industrial Waste User Rates** – Mr. Washington moved, seconded by Mr. Livingston, to forward to Council without a recommendation. The vote in favor was unanimous.

**Richland County Utilities Tap Fee Assistance Program** – Mr. Washington moved, seconded by Mr. Livingston, to forward to Council without a recommendation. The vote in favor was unanimous.

**Water & Sewer Tap Fee Payment Plan** – Mr. Washington moved, seconded by Mr. Livingston, to forward to Council without a recommendation. The vote in favor was unanimous.

*The committee recessed at 7:00 PM and reconvened at 7:07 PM.*

**Election Commission and Voter Registration Budgets** – Mr. Livingston moved, seconded by Mr. Pearce, to forward to Council with a recommendation to not move forward at this time and, instead, be referred to the FY15 budget process for resolution once the pending legislation has been finalized. The vote in favor was unanimous.

**Donations of Council via Discretionary Accounts** – Mr. Livingston moved, seconded by Mr. Washington, to forward to Council a recommendation to approve, with the exception of Mr. Manning's expenditure, the FY14 donations list included in the agenda packet. A discussion took place.

The vote was in favor.

Mr. Washington moved, seconded by Mr. Livingston, to forward to Council with a recommendation to adopt the proposed policy, 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 County 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 is to maintain this information in their files." Council's current expense account policy should be amended to include this information.

### **ADJOURNMENT**

The meeting adjourned at approximately 7:23 p.m.

Submitted by,

Greg Pearce, Chair

The minutes were transcribed by Michelle M. Onley