

RICHLAND COUNTY COUNCIL ADMINISTRATION AND FINANCE COMMITTEE

Kit Smith, Chair
District 5

Mike Montgomery
District 8

Paul Livingston
District 4

Greg Pearce
District 6

Damon Jeter
District 3

*Tuesday, June 26, 2007
5:30 PM*

Report of Actions

CALL TO ORDER – Kit Smith called the meeting to order.

APPROVAL OF MINUTES – The minutes of the May 22, 2007 meeting were approved as submitted.

ADOPTION OF AGENDA – The agenda was adopted as submitted.

I. ITEMS FOR ACTION

- Consent** **A. Request to approve a contract with ABL Food Service, Inc. in the amount of \$1,183,695.00 for food service at the Richland County Detention Center** – The committee recommended that council approve the contract with ABL Food Service, Inc. The vote in favor was unanimous.
- Consent** **B. Request to approve a contract with Taylor Made Ambulances in the amount of \$176,005 to remount five ambulance patient modules on new chassis** – The committee recommended that council approve the contract with Taylor Made Ambulances. The vote in favor was unanimous.
- Consent** **C. Request to approve purchase orders for the Emergency Services Department** – The committee recommended that council approve the purchase orders. The vote in favor was unanimous.
- Consent** **D. An ordinance amending the Richland County Code of Ordinances; Chapter 17, Motor Vehicles and Traffic; Article 1, Regulations regarding county owned or leased property; Section 17-2, Parking on county office property; Subparagraph (A)(6); So that the county Finance Department will determine and set the cost for a parking decal** – The committee recommended that council give first reading approval to an ordinance that would permit the Finance Department to set the cost of purchasing a parking decal based on the department’s cost to obtain the decal. The vote in favor was unanimous. **[ACTION: Legal]**

- Consent** **E. Request to allow the Procurement Department to negotiate an agreement with Stevens & Wilkinson to provide Architectural/Engineering Services for the Renovation and Addition to the Township Auditorium** – The committee recommended that council authorize the Procurement Director to negotiate an agreement with Stevens & Wilkinson to provide architectural/engineering services for the renovation and addition to the Township Auditorium. The vote in favor was unanimous.
- Consent** **F. Memorandum of Understanding with Southeast Rural Community Outreach Ministries in regards to an allocation in the amount of \$167,250 from the Local Hospitality Tax Revenue Fund during the Fiscal Year 2008 budget for the development of a Lower Richland Heritage Corridor** – The committee recommended that council adopt the MOU with Southeast Rural Community Outreach Ministries, provided the grantee submits expense records to the county in a timely manner, and issues a clear statement of purpose. The motion also included a requirement that all organizations receiving hospitality tax funds abide by the same reporting requirements. The vote in favor was unanimous. **[ACTION: Legal, Administration]**
- Consent** **G. Treasurer’s Office: Request to award a sole-source contract in the amount of \$134,100 to Palmetto Posting for posting tax notices on the premises of delinquent real estate and mobile homes** – The committee recommended that council approve a sole-source contract with Palmetto Posting. A request was also made for staff to provide budget information to council prior to final approval. The vote in favor was unanimous.
- Consent** **H. Requested to approve \$58,973.00 in unallocated Hospitality Tax funds for Kenneth B. Simmons and Associates to proceed with Task 3 (Park Conceptual Master Planning Services) of the northern Richland County Recreation Complex** – The committee recommended that council approve the allocation of \$58,973 in unallocated hospitality tax funds to Kenneth B. Simmons and Associates to proceed with Task 3 of the Recreation Complex. The vote in favor was unanimous.
- Consent** **I. An ordinance amending the Richland County Code of Ordinances, Chapter 2, Administration; Article III, Administrative offices and officers; Division 3, Assistant County Administrator** – The committee recommended that council give first reading approval to an ordinance that would set the number of Assistant County Administrators at three. The vote in favor was unanimous. **[ACTION: Legal]**
- J. Sheriff Starting Salary Program** – The committee voted to defer this item for one month, pending a classification and compensation report from the Human Resources Department. **[ACTION: Human Resources, Administration]**

II. ITEMS FOR DISCUSSION / INFORMATION

- A. Procurement update regarding bulk purchasing discounts** – Rodolfo Callwood presented the committee with information regarding the county’s purchasing policies and practices. This item was for information only.

III. ITEMS PENDING ANALYSIS

- A. Licensing, Location and Enforcement of Sexually Oriented Businesses** – The committee voted unanimously to move this item to the Action agenda from Items Pending Analysis. The committee recommended that this item be forwarded to council for a report and action on the July 10, 2007 agenda in conjunction with consideration of amendments to Business License Ordinance. **[ACTION: Administration]**
- B. Incorporation of Ballentine** – This item is currently pending analysis, and will go before the committee in July. **[ACTION: Legal, Administration]**
- C. Partnership agreement for the sharing of Richland County GIS data** – Mr. Pope informed members of the committee that he had attempted to schedule a meeting with representatives from the SC Air National Guard station. The committee voted to remove this item from the agenda, and instructed the administrator to follow up with the SC ANG. **[ACTION: Administration]**
- D. Reporting and procurement requirements for outside agencies funded by Richland County** – This item is currently pending analysis. **[ACTION: Legal, Administration]**
- E. Victim’s Assistance Budget** – The committee voted unanimously to move this item to the Action agenda from Items Pending Analysis. In addition to requesting additional information regarding the location and duties of Victim’s Assistance employees, the committee recommended that council consider two funding options: **[ACTION: Sheriff, Finance, Legal, Administration]**
- 1. Special Administrative Fee Increase** – The committee recommended that council consider an increase in the administrative portion of the special duty fee to fund the deficit in the Victim’s Assistance Budget.
 - 2. Sheriff’s Proposal** – The committee recommended that council consider the sheriff’s proposal to fund the deficit in the Victim’s Assistance Budget.
- E. RFQ for Attorneys Providing Outside Legal Services** – This item is currently pending analysis. **[ACTION: Legal, Procurement]**
- F. Request to Move the Detention Center Under the Control of the Sheriff’s Department** – The committee voted to remove this item from the agenda. The committee also recommended that the Jail Oversight Committee begin meeting again to address issues at the jail.

H. Budget Amendment to change Undesignated Hospitality Tax funds to Reserve Funds – This item is currently pending analysis. [\[ACTION: Administration\]](#)

I. Governmental Affairs Liaison – This item is currently pending analysis. [\[ACTION: Administration\]](#)

J. Council Discretionary Hospitality Tax Accounts – This item is currently pending analysis. [\[ACTION: Administration\]](#)

K. Council Member Salaries – This item is currently pending analysis. [\[ACTION: Human Resources, Administration\]](#)

Adjournment

Staffed by Joe Cronin