



# RICHLAND COUNTY COUNCIL

## ADMINISTRATION AND FINANCE COMMITTEE

Kelvin Washington  
District 10

Greg Pearce  
District 6

Joyce Dickerson, Chair  
District 2

Kit Smith  
District 5

Val Hutchinson  
District 9

*Tuesday, November 24, 2009*  
*6:00 PM*

### Report of Actions

#### CALL TO ORDER

Joyce Dickerson called the meeting to order

#### APPROVAL OF MINUTES

1. **Regular Session: October 27, 2009** – The minutes of the October 27, 2009 meeting were approved as amended. Mr. Jackson's withdrawal of a motion on the Purchase/Sale of Wetlands on page 5 of October 27, 2009 meeting was removed because he is not a member of the Administrative and Finance Committee.

#### ADOPTION OF AGENDA

The agenda was adopted as amended. The meeting time was corrected to reflect 6 P.M. instead of 6 A.M.

#### ITEMS FOR ACTION

- Consent**      2. AT&T Leased Line Connections - The committee recommended that Council approve the purchase of phone and data lines connecting County facilities from AT&T. The vote in favor was unanimous.
- Consent**      3. Business Services Center-Policies Approval - The committee recommended that Council approve the policies drafted for the Business Services Center. The vote in favor was unanimous.
- Consent**      4. Business Services Center-Records Retention Schedule - The committee recommended that Council approve the record retention schedules developed by and in cooperation with the SC Department of Archives and History. The vote in favor was unanimous.

- Consent** 5. Hospitality Tax County Promotions Grant Guidelines and Application Changes - The committee recommended that Council approve the grant guidelines and application documents with the following changes: **Round One**: For projects occurring **and continuing** between July 1, 2010 and June 30, 2011. On ~~April 7, 2009~~ **March 17, 2009**, County Council passed an amendment to the ordinance to temporarily reduce the H-Tax to 1% (one percent) in the unincorporated areas of Richland County **through June 30, 2011**. The vote in favor was unanimous.

#### **ITEMS FOR DISCUSSION/INFORMATION**

- Consent** 6. \$100,000 Hospitality Tax Allocation Recommendations, Public Information - The committee recommended that this item be moved to the December Committee as an action item. The vote in favor was unanimous.
- Consent** 7. FY10 – Hospitality Tax Budget – The Committee received this item as information.
- Consent** 8. Phone Tree Messaging Software Update - The committee recommended that this item be moved to the December Committee as an action item. The vote in favor was unanimous.

Staffed by Randy Cherry