

RICHLAND COUNTY GOVERNMENT



**OFFICE OF THE COUNTY ADMINISTRATOR
COUNCIL ACTIONS REPORT
COUNCIL MEETING**

October 1, 2013

6:00 p.m.

Amended

Call to Order: Washington

Invocation: Dixon

Pledge of Allegiance: Dixon

Approval of Minutes:

- a. **Regular Session: September 17, 2013.** Approved as published.
- b. **Zoning Public Hearing: September 24, 2013.** A motion was unanimously approved to amend the Minutes' Map Amendment Item 13-18MA, Larry Brazell, as a first rather than second reading item (page 21 of the agenda).

Adoption of Agenda: Adopted as published.

Report of the Attorney for Executive Session Items:

- a. **Northwest Sewer Litigation Update.** Outside counsel appeared on this item; the item was discussed during the Report of the Attorney section of the meeting. The following motion was made and unanimously approved:

“Direct staff to proceed as was discussed in Executive Session.”

ACTION: LEGAL, ADMINISTRATION, PUBLIC WORKS

- b. **Carolina Walk/Serrus Litigation Update.** Outside counsel appeared on this item; the item was discussed during the Report of the Attorney section of the meeting. **ACTION: LEGAL, ADMINISTRATION**
- c. **Brown/O'Neal Litigation Update.** This item was held during Executive Session.
- d. **Contract Award: Engineering Design Services for the Lower Richland Sanitary Sewer Project (Item 31 on the Agenda).** This item was held during Executive Session.
- e. **Personnel Matter (Item 3d on the Agenda).** This item was held during Executive Session.

Citizens' Input: Three people spoke.

Report of the County Administrator:

- a. **UPDATE: An Ordinance Authorizing the Issuance and Sale of not to exceed \$17,200,000 General Obligation Bonds, Series 2013B, or such other appropriate series designation, of Richland County, South Carolina; fixing the form and details of the bonds; Delegating to the County Administrator certain authority related to the bonds; Providing for the payment of the bonds and the disposition of the proceeds thereof; and other matters relating thereto.** Coroner Gary Watts provided a brief presentation regarding the request for a new building. The office is mandated to comply with the recently-enacted DNA Preservation Act and the Anne Purdue law which have increased the office's caseload and its space requirements. The new facility will house the office for 20-30 years and provide 20,000 square feet of space, more than three times the space the office currently has.

Mr. McDonald stated the item received third reading on September 17, 2013, therefore, the issuance and sale of the bonds will proceed as scheduled.

ACTION: ADMINISTRATION, LEGAL, FINANCE, CLERK OF COUNCIL

Report of the Clerk of Council:

- a. **York County Sales Tax Program Site Visit, October 11th at 9:00 a.m.** Ms. Onley stated participants will depart from the Administration Building at 9:00 a.m. on October 11, 2013. **ACTION: CLERK OF COUNCIL, ADMINISTRATION**
- b. **REMINDER: Neighborhood Planning Conference, October 12, 2013, 8:00 a.m. to 2:30 p.m., Columbia Metropolitan Convention Center.** Ms. Onley reiterated the details of the event. **ACTION: PLANNING, PUBLIC INFORMATION, CLERK OF COUNCIL**

Report of the Chairman:

- a. **ComingSoonSC Council Ad.** This item is being held in the Economic Development Committee. No action was taken. **ACTION: CLERK OF COUNCIL, ECONOMIC DEVELOPMENT, ADMINISTRATION**
- b. **Planning Commission - Letter Re: Appointee's Absences.** The removal of the appointee from the Commission was upheld and the individual will not be reelected. The vacancy will be advertised. **ACTION: PLANNING, ADMINISTRATION, CLERK OF COUNCIL**
- c. **Internal Audit Update: Council Work Session.** The consulting group will provide an overview of the assessment and discuss its methodology in greater

detail. Council will be notified of the upcoming work session at a later date.

ACTION: CLERK OF COUNCIL, ADMINISTRATION

- d. **Personnel Matter.** This item was discussed during Executive Session.
- e. **Sewer Ad Hoc Committee.** Appointments to the Committee are forthcoming.
ACTION: CLERK OF COUNCIL, ADMINISTRATION

Presentations:

- a. **"The Sustainers: Builders and Preservers of Civil Rights Sites in the United States Event" - Catherine Bruce.** Ms. Bruce stated the event will be held on October 23 and 24, 2013 at the Columbia Metropolitan Convention Center. The program will feature insights on civil and human rights issues and highlight historic preservation efforts.

Open/Close Public Hearings:

- a. **An Ordinance amending the Fiscal Year 2013-2014 Hospitality Tax Budget to appropriate \$517,000 of Hospitality Tax Unassigned Fund Balance for feasibility studies (\$420,000), Olive Branch Network (\$50,000), and Capital City Classic (\$47,000). No one spoke.**
- b. **An Ordinance amending the Fiscal Year 2013-2014 General Fund Budget to Add Six School Resource Officer Positions for Sheriff's - SRO School District 5. No one spoke.**
- c. **Authorizing and providing for the creation of the Lower Richland Sewer System and for the issuance of Lower Richland Sewer System Improvement Revenue Bonds for Richland County, South Carolina; prescribing the form of bonds; limiting the payment of the bonds solely to the new revenues derived from the operation of the Sewer System and pledging the revenues to such payment; creating certain funds and providing for payments into such funds; and making other covenants and agreements in connection with the foregoing. No one spoke.**
- d. **Authorizing and providing for the Issuance of a Sewer System Improvement Revenue Bond Anticipation Note, Series 2013 (Lower Richland Sewer System Project Phase I), or such other appropriate series designation of Richland County, South Carolina, in an amount not to exceed \$9,359,000; Authorizing the County Administrator to determine certain matters relating to the Note; Providing for form and details of the Note; Providing of the payment of the Note; Providing for the disposition of the proceeds thereof; and other matters relating thereto. No one spoke.**

1. Consent Items:

- a.
 - i. **[REMOVED] Authorizing and providing for the creation of the Lower Richland Sewer System and for the issuance of Lower Richland Sewer System Improvement Revenue Bonds of Richland County, South Carolina; prescribing the form of bonds; limiting the payment of the bonds solely to the new revenues derived from the operation of the Sewer System and pledging the revenues so such payment; creating certain funds and providing for payments into such funds; and making other covenants and agreements in connection with the foregoing [THIRD READING]. A motion to defer was unanimously approved. ACTION: ADMINISTRATION, LEGAL, FINANCE, CLERK OF COUNCIL**
 - ii. **[REMOVED] Authorizing and providing for the issuance of a Sewer System Improvement Revenue Bond Anticipation Note, Series 2013 (Lower Richland Sewer System Project Phase I), or such other appropriate series designation of Richland County, South Carolina, in an amount not to exceed \$9,359,000; Authorizing the County Administrator to determine certain matters relating to the Note; Providing for form and details of the Note; Providing for the payment of the Note; Providing for the disposition of the proceeds thereof; and other matters relating thereto [THIRD READING]. A motion to defer was unanimously approved. ACTION: ADMINISTRATION, LEGAL, FINANCE, CLERK OF COUNCIL**
- b. **An Ordinance amending the Richland County Code of Ordinances, Chapter 6, Buildings and Building Regulations; so as to Adopt and Codify the 2011 Edition of the International Electrical Code and the 2012 Editions of the International Residential Code, International Building Code, International Fire Code, International Fuel/Gas Code, International Mechanical Code, International Plumbing Code, and International Property Maintenance Code [THIRD READING]. Council unanimously gave third reading approval to the item. ACTION: ADMINISTRATION, CLERK OF COUNCIL, BUILDING & INSPECTIONS, LEGAL**
- c. **[REMOVED] An Ordinance amending the Fiscal Year 2013-2014 General Fund Budget to Add Six School Resource Officer Positions for Sheriff's - SRO School District 5 [THIRD READING]. Council unanimously gave third reading approval to the item. A motion to reconsider failed. ACTION: SHERIFF, FINANCE, LEGAL, ADMINISTRATION, CLERK OF COUNCIL**
- d. **An Ordinance amending the Richland County Code of Ordinances; Chapter 21, Roads, Highways and Bridges; Article I, In General; so as to create a new section to handle roadway improvements in the Town of Irmo, South Carolina; and Amending Chapter 21, Roads, Highways and Bridges; Article I, In General; Section 21-6(A); so as to accommodate the new section [FIRST READING]. Council unanimously gave first reading approval to the item.**

ACTION: PUBLIC WORKS, LEGAL, ADMINISTRATION

- e. **An Ordinance amending the Richland County Code of Ordinances, Chapter 6, Building and Building Regulations; Article III, Building Codes; Section 6-84, Boarded-Up Structures; so as to provide regulations for commercial boarded-up structures, as well as residential boarded-up structures; and to reference the "Property Maintenance" Division rather than the "Unsafe Housing" Division [FIRST READING].** Council unanimously gave first reading approval to the item. **ACTION: BUILDING & INSPECTIONS, LEGAL, ADMINISTRATION**
- f. **Proclamation designating October 2013 as Community Planning Month in Richland County.** Council unanimously approved a Proclamation designating October 2013 as Community Planning Month. **ACTION: PLANNING, CLERK OF COUNCIL**
- g. **Enter into a Restrictive Covenant Agreement with John A. Grant Concerning Property Located at 6319 Shakespeare Road, Columbia, SC.** Council unanimously approved entering into a Restrictive Covenant Agreement with John A. Grant concerning property located at 6319 Shakespeare Road, Columbia, SC, TMS #R14215-13-13; and known as the "Columbia Mobile Home Park." **ACTION: PLANNING, LEGAL, CLERK OF COUNCIL**
- h. **An Ordinance amending the Richland County Code of Ordinances, Chapter 6, Buildings and Building Regulations; Article II, Administration; Division 4, Licensing and Bonding of Builders, Contractors and Craftsmen; Section 6-66, so as to delete the requirement of Craftsmen Qualification Cards [FIRST READING].** Council unanimously gave first reading approval to the item. **ACTION: ADMINISTRATION, CLERK OF COUNCIL, BUILDING & INSPECTIONS, LEGAL**
- i. **Hopkins Farmland Conservation Easement.** Council unanimously approved the conservation easement on 60 acres of two parcels (portions of TMS 21800-05-13 and TMS 21700-01-01) owned by Ted Hopkins on the west side of Lower Richland Boulevard. **ACTION: CONSERVATION, LEGAL, PUBLIC WORKS, PLANNING**
- j. **Direct Staff to Establish Mobile Home Park Regulations that are Enforced by the Building Codes and Inspections Department.** Council unanimously approved drafting an ordinance amendment to Chapter 6 of the Richland County Code of Ordinances to add mobile home park regulations. **ACTION: BUILDING CODES & INSPECTIONS, PLANNING, LEGAL, ADMINISTRATION**
- k. **An Ordinance amending the Richland County Code of Ordinances, Chapter 26, Land Development; Article V, Zoning Districts and District Standards;**

Section 26-151, Permitted Uses with Special Requirements; Subsection (C), Standards; Paragraph (8), Bars and Other Drinking Places; so as to remove the distance requirement between bars and places of worship in the GC, M-1, and LI Zoning Districts [FIRST READING]. Council unanimously gave first reading approval to the item. **ACTION: PLANNING, BUSINESS SERVICES CENTER, LEGAL, ADMINISTRATION**

- l. [REMOVED] Public Defender Attorney Compensation and Retention Plan.** Council approved the proposed Public Defender Attorney Compensation and Retention Plan of establishing a schedule to raise salaries in order to retain qualified personnel; the initial year's expenditure will amount to less than \$180,000. **ACTION: PUBLIC DEFENDER, FINANCE, HUMAN RESOURCES, LEGAL, ADMINISTRATION**

- m. [REMOVED] Eastern Federal Lands Access Program Grant.** Council approved the Eastern Federal Lands Access Program Grant for the Leesburg Road Widening Project in the amount of \$2.4 million, if awarded. Matching funds will be provided by the Transportation Penny Sales Tax. **ACTION: TRANSPORTATION, GRANTS, EMERGENCY SERVICES, PUBLIC WORKS, FINANCE, LEGAL, ADMINISTRATION**

2. Third Reading Items:

- a. Millage Presentation.** Paul Brawley, Richland County Auditor, provided an overview of the calculated millage rates for 2013 and reviewed approved third reading budget amounts.

- b. An Ordinance authorizing the Levying of Ad Valorem Property Taxes, which, together with the prior year's carryover and other State levies and any additional amount appropriated by the Richland County Council prior to July 1, 2013, will provide sufficient revenues for the operations of Richland County Government during the period from July 1, 2013, through June 30, 2014.** Council gave third reading approval to the following motion:

“The millage for School District 2 Operations be set at 291.5 mills. I further move that the budget be amended to reflect that the funding for Richland 2 be \$130,396,941, less the State reimbursement of \$47,068,623, for a total of \$82,000,203 with the following proviso:

“Should the 291.5 mill assessment yield collections less than \$82,000,203, Richland 2 budget shall automatically be reduced to the amount of tax collections received and should the 291.5 mill assessment yield collections greater than \$82,000,203, Richland 2 budget shall automatically be increased to the amount of the tax collections.”

A motion to reconsider failed. **ACTION: AUDITOR, ASSESSOR,**

TREASURER, FINANCE, ADMINISTRATION, CLERK OF COUNCIL

- c. **An Ordinance amending the Richland County Code of Ordinances, Chapter 6, Buildings and Building Regulations; Article X, Property Maintenance; so as to codify property maintenance regulations.** A substitute motion to withdraw the item was unanimously approved. **ACTION: ADMINISTRATION, CLERK OF COUNCIL, BUILDING & INSPECTIONS, LEGAL**
- d. **An Ordinance amending the Fiscal Year 2013-2014 Hospitality Tax Budget to appropriate up to \$420,000 of Hospitality Tax Unassigned Fund Balance for Feasibility Study.** Council unanimously gave third reading approval to the ordinance to appropriate up to \$420,000. A motion to reconsider failed. **ACTION: ADMINISTRATION, GRANTS, FINANCE, LEGAL, CLERK OF COUNCIL**
- e. **An Ordinance amending the Fiscal Year 2013-2014 Hospitality Tax Budget to appropriate \$50,000 of Hospitality Tax Unassigned Fund Balance for Olive Branch.** Council gave third reading approval to allocate \$50,000 from the H-Tax unassigned fund balance. A motion to reconsider failed. **ACTION: ADMINISTRATION, GRANTS, FINANCE, LEGAL, CLERK OF COUNCIL**
- f. **An Ordinance amending the Fiscal Year 2013-2014 Hospitality Tax Budget to appropriate \$47,000 of Hospitality Tax Unassigned Fund Balance for the Capital City Classic.** Council gave third reading approval to allocate \$47,000 from the H-Tax unassigned fund balance. A motion to reconsider failed. **ACTION: ADMINISTRATION, GRANTS, FINANCE, LEGAL, CLERK OF COUNCIL**

3. Second Reading Items:

- a. **An Ordinance authorizing an Easement to School District 5 of Lexington and Richland Counties for a Sanitary Sewer Line across land owned by Richland County; specifically a portion of TMS # 03300-01-06.** Council unanimously gave second reading approval to the item. **ACTION: ADMINISTRATION, LEGAL, PLANNING, UTILITIES, CLERK OF COUNCIL**

4. First Reading Items:

- a. **An Ordinance amending the Fiscal Year 2013-2014 Hospitality Tax Budget to appropriate \$100,000 of Hospitality Tax Unassigned Fund Balance for the EdVenture --Next Exhibit Capital.** Council gave first reading approval to the item. **ACTION: GRANTS, FINANCE, ADMINISTRATION, LEGAL, CLERK OF COUNCIL**

5. Report of Development and Services Committee:

- a. **Bagging of Yard Debris in Solid Waste Collection Service Areas 2 and 6.** The item was sent to Council without a recommendation. A motion was made for public input through a citizen survey but was not seconded. A substitute motion to defer was unanimously approved.

Staff was directed to provide Council with additional information on the environmental impact of the request. **ACTION: CONSERVATION, ADMINISTRATION, CLERK OF COUNCIL, PLANNING, UTILITIES**

- b. **An Ordinance amending the Richland County Code of Ordinances, Chapter 12, Garbage, Trash and Refuse; Article I, In General; and Article II, Collection and Disposal; Section 12-12, Definitions, and Section 12-16, Conditions for Residential and Small Business Solid Waste Collection-Yard Trash and Other Household Articles; so as to remove reference to "Franchise" and so as to require trash to be bagged in a phased-in manner [FIRST READING].** A motion to defer was unanimously approved. **ACTION: ADMINISTRATION, CLERK OF COUNCIL, PLANNING, UTILITIES**
- c. **Closing Unlicensed Businesses.** Received as information. This item was held in committee pending a comprehensive update which includes an inventory of businesses operating outside the scope of its respective business license, and propose how to bring these establishments into full compliance with business licenses requirements. **ACTION: PLANNING, BUSINESS SERVICES, ADMINISTRATION, SHERIFF, CLERK OF COUNCIL**
- d. **Richland County Community Garden Program.** This item was forwarded to Council without a recommendation regarding the request to determine the feasibility of implementing a Richland County Community Garden Program as a part of the Richland County Healthy Lifestyle Initiative. **ACTION: PLANNING, ADMINISTRATION**

6. Report of Administration and Finance Committee:

- a. **Contract Award: Engineering Design Services for the Lower Richland Sanitary Sewer Project.** This item was discussed in Executive Session.

7. Report of Rules and Appointments Committee:

- a. **Notification of Appointments:**
 - i. **Community Relations Council-1; there is one vacancy on this council:**

Bethany Human, June 30, 2014* (Resigned)

Council unanimously approved the Committee's recommendation to

advertise. **ACTION: CLERK OF COUNCIL**

- ii. **Hospitality Tax Committee-2; there is one more vacancy and one upcoming vacancy on this committee:**

Dorothy A. Sumpter, October 4, 2013*
Robert Tunell, April 16, 2015 (Resigned)

*** Eligible for re-appointment**

Council unanimously approved the Committee's recommendation to advertise. **ACTION: CLERK OF COUNCIL**

- iii. **Central Midlands Council of Governments-2; there are two upcoming vacancies on this council:**

W. L. "Chip" Harriford, III, October 19, 2013*
Anthony "Tony" Mizzell, October 19, 2013*

*** Eligible for re-appointment**

Council unanimously approved the Committee's recommendation to advertise. **ACTION: CLERK OF COUNCIL**

- iv. **Planning Commission-2; there will be two vacancies on this commission:**

Kathleen McDaniels, November 17, 2013*
Olin Westbrook, November 17, 2013*

*** Eligible for re-appointment**

Council unanimously approved the Committee's recommendation to advertise. **ACTION: CLERK OF COUNCIL**

b. Discussion from Rules and Appointments Committee:

- i. **Request that the SCAC post the Rules, Regulations, and Bylaws on the SCAC website and that each County and/or County Chair should have the opportunity to make a recommendation to the board regarding their representative when vacancies become available and that the representative should be term limited [DICKERSON]. This item was held in committee. **ACTION: CLERK OF COUNCIL****
- ii. **Amended agenda pages will be given a page/letter designation and only those pages will be Xeroxed for distribution. Example: If page 105 has a change for some reason the amended page will be assigned page 105a. This will eliminate the necessity of**

Xeroxing hundreds of additional pages of new agendas as well as eliminate the need for council members to change all of their notations on pages already reviewed. [MALINOWSKI]. A motion was unanimously approved to accept IT's and the Clerk's office recommendations to "freeze" copies of the pages, and add them to the end of the agendas. **ACTION: CLERK OF COUNCIL**

- iii. **Internal Audit Committee-Term Extension.** A motion was unanimously approved to extend the terms of the two citizen appointees one year and to review the guidelines. **ACTION: CLERK OF COUNCIL**

8. Other Items:

a. Report of the Transportation Ad Hoc Committee:

- i. **Meeting Update [Information Only].** The following items were discussed at the September 23, 2013 meeting:
- Program Goals
 - Program Delivery Model Presentation
 - Draft RFP
 - Staff Position

The Committee deferred making a recommendation on the RFP until after the October 11, 2013 York County and October 16, 2013 Charleston County site visits.

The next Committee meeting is tentatively scheduled October 21, 2013. **ACTION: TRANSPORTATION, ADMINISTRATION, CLERK OF COUNCIL**

- ii. **An Ordinance Amending the Fiscal Year 2013-2014 Transportation Tax Fund Budget to add one full time position [FIRST READING].** Council gave first reading approval to the Committee's recommendation to approve the Deputy Director of Transportation/ Preconstruction Project Manager position. The position will be fully funded from Transportation Penny funds.

Staff were directed to follow up with Mr. Malinowski regarding additional questions about the position. **ACTION: TRANSPORTATION, ADMINISTRATION, FINANCE, HUMAN RESOURCES**

b. Report of the Hospitality Tax Review Committee:

- i. **Recommend a percentage amount for allowable operating and maintenance expenditures. It was recommended that the County**

allow organizations that operate tourism facilities be allowed to use a portion of H-Tax funds for facility operations and maintenance as described in the State Statute. It was also recommended that the H-Tax Guidelines be revised to include specifically that H-Tax Funds can be used for operation and maintenance of (a) tourism-related buildings, including, but not limited to, civic centers, coliseums, and aquariums and (b) tourism-related cultural, recreational, or historic facilities. Council unanimously approved the Committee's recommendation to allow 20% of funds awarded to recipients to be applied toward operation and maintenance costs. **ACTION: GRANTS, FINANCE, CLERK OF COUNCIL**

- ii. **Adding New Ordinance Agencies.** No action was taken. **ACTION: GRANTS, FINANCE, CLERK OF COUNCIL**
 - a. **Township**
 - b. **Renaissance Foundation**
- iii. **Create a new funding category under Community Promotions to be titled "Special County Promotions". Place organizations that annually receive additional funding through the motion process out of the competitive cycle since Council is providing additional funding for these organizations every year. These organizations would receive basic funding each year at the previous FY level with any funding increases based on CPI. The following organizations will be placed: Olive Branch Network of South Carolina and South East Rural Community Outreach (SERCO). A motion was unanimously approved to create a new funding category titled "Special County Promotions" and add SERCO to the funding list. ACTION: GRANTS, FINANCE, ADMINISTRATION, CLERK OF COUNCIL**

9. **Citizens' Input:** Two people spoke.

10. **Executive Session:**

- a. **Northwest Sewer Litigation Update.** This item was held during the Report of the Attorney section of the meeting.
- b. **Carolina Walk/Serrus Litigation Update.** This item was held during the Report of the Attorney section of the meeting.

Subsequent to Executive Session the following motion was made and approved:

“Direct the Administrator to evaluate the situation as discussed in Executive Session with the Assessor's office and if it's in the best interests of the County,

to have him settle as discussed.”

ACTION: LEGAL, FINANCE, ADMINISTRATION

- c. **Brown/O'Neal Litigation Update.** Subsequent to Executive Session the following motion was made and unanimously approved:

“Have staff proceed as directed in Executive Session up to the amount discussed.”

ACTION: LEGAL, FINANCE, ADMINISTRATION

- d. **Contract Award: Engineering Design Services for the Lower Richland Sanitary Sewer Project (Item 31 on Agenda).** Subsequent to Executive Session the following motion was made and approved:

“Move that staff proceed with the choice made for awarding the contract as discussed in Executive Session.” A motion for reconsideration failed.

ACTION: PUBLIC WORKS, PROCUREMENT, LEGAL, FINANCE, ADMINISTRATION

- e. **Personnel Matter (Item 7d on Agenda).** No action was taken.

11. Motion Period:

- a. **Resolution honoring Satch Krantz, Riverbanks Zoo President and CEO, on receiving the R. Marlin Perkins Award for Professional Excellence from the Association of Zoos and Aquariums [LIVINGSTON].** This item was unanimously approved. **ACTION: CLERK OF COUNCIL**
- b. **I move to prohibit sewage sludge spray fields application in Richland County [WASHINGTON].** This item was forwarded to the D&S Committee. **ACTION: CLERK OF COUNCIL, ADMINISTRATION**
- c. **I move that Council give unanimous consent to a Resolution honoring the Coroner's Office on receiving national accreditation [PEARCE].** This item was unanimously approved. **ACTION: CLERK OF COUNCIL**
- d. **Resolution in honor of the late Senator Giese. In honor of his service to Richland County citizens as a member of the South Carolina Senate and as a member of Richland County Council [ROSE].** This item was unanimously approved. **ACTION: CLERK OF COUNCIL**
- e. **Any item staff desires to place on a County Council agenda must go through the same process as all other items. They must be sent to a committee for**

review and recommendation for action by that committee to the full Council. This includes items coming from other agencies and elected officials. This can save a lot of discussion time at Council meetings because all details will have been provided to Council members and questions can be asked and possibly resolved during the committee meeting [MALINOWSKI]. This item was forwarded to the Rules and Appointments Committee. **ACTION: CLERK OF COUNCIL**

- f. No elected official is allowed to make outside inquiries about the purchase of property but must submit their request to staff. It will then be placed on the appropriate committee agenda for review and action (possibly as an Executive Session item). Elected officials seeking property without the assistance of staff can tend to pay more once it is learned the "government" is seeking to purchase the property. Many of the properties are also in need of repair/remodeling to fit the needs of the particular official and such outside actions can tend to elevate the prices by not going through the approved bid process [MALINOWSKI]. This item was forwarded to the A&F Committee. **ACTION: CLERK OF COUNCIL**

- g. To direct staff (Clerk of Council, Public Information) to make recommendations, including costs, on mementos that Council Members can provide to honorees, citizens, and others being formally, or informally, recognized by individual Council Members, or Council as a body [DICKERSON]. This item was forwarded to the A&F Committee. **ACTION: CLERK OF COUNCIL, ADMINISTRATION**

- h. Resolution honoring Valerie Washington, wife of Councilman Kelvin E. Washington, Sr., in honor of her 50th birthday [WASHINGTON]. This item was unanimously approved. **ACTION: CLERK OF COUNCIL, ADMINISTRATION**

12. Adjournment: Council adjourned at 9:51 p.m.