

RICHLAND COUNTY GOVERNMENT



Office of the County Administrator

COUNTY ADMINISTRATOR'S REPORT OF COUNCIL ACTIONS REGULAR SESSION COUNCIL MEETING

April 19, 2011

6:00 p.m.

Call to Order: Livingston

Invocation: Malinowski

Pledge of Allegiance: Malinowski

Presentation of Resolutions

- a. **Keenan High School Boys Basketball Team** [Kennedy]
- b. **Thomasina Briggs, Appearance Commission Service** [Rose]

Approval of Minutes

Regular Session: April 5, 2011: Approved as published.

Adoption of the Agenda: Approved as amended. The Redistricting Ad Hoc Committee Report and Community Development Week Update were added to the agenda.

Report of the County Attorney: No report.

Citizens' Input: One person spoke.

Report of the County Administrator

- a. **Decker Mall Update:** Mr. Pope stated that staff is proceeding with due diligence on the property, and that he will provide Council with information if there are any items of which Council needs to be made aware.
- b. **Alvin S. Glenn Drop-Off Locations:** Mr. Pope stated that he emailed the proposed response to the CMRTA's request for information for the April 25 CMRTA Meeting to Council Members.

- c. **Caughman Creek Property:** Mr. Pope has communicated with the Richland County Recreation Commission, and once received, will forward the official response from the RCRC to Council.
- d. **Budget Work Sessions:** Mr. Pope reminded Council of the upcoming budget work sessions, beginning May 3 with his recommendation to Council.
- e. **Economic Development Director Update:** Mr. Pope stated that numerous applications have been received, and that interviews will be scheduled. Mr. Pope also stated that the EDC will be involved in this process as previously discussed with Committee members.
- f. **Employee Grievance [ACTION]:** Council upheld the Administrator's recommendation. **ACTION: ADMINISTRATION, HUMAN RESOURCES**
- g. **Richland 101:** Mr. Pope stated that Richland 101, a program regarding the inter-workings of Richland County Government, begins April 25, and lasts 6 weeks.
- h. **Employee Recognition:** Mr. Langford from the Utilities Department was recognized for receiving the State Water Operator of the Year award.
- i. **Community Development Week:** Ms. Jackson gave an update on Community Development Week, and presented a presentation regarding projects in which the Community Development Department has been involved.

Report of the Clerk of Council: No report.

Report of the Chairman: Mr. Livingston appointed Council Members Rose, Dickerson, and himself to the Alvin S. Glenn Detention Center Drop-off Ad Hoc Committee.

1. Consent Items

- a. **11-03MA, Ram'on Wideman, RM-MD to OI (1.38 acres), TMS# 09310-05-17/18/19/21/22, 5326 Ridgeway Street [Third Reading]:** Council gave third reading approval to the map amendment. The vote to reconsider failed. **ACTION: PLANNING, LEGAL, CLERK OF COUNCIL**
- b. **An Ordinance Amending the Fiscal Year 2010 – 2011 General Fund Annual budget to appropriate \$500,000 of General Fund Undesignated Fund Balance to Risk Management for the County's**

liability claims [Second Reading]: Council gave second reading approval to a budget amendment in the amount of \$500,000 to pay liability claims. **ACTION: ADMINISTRATION, FINANCE, BUDGET, RISK MANAGEMENT, LEGAL, CLERK OF COUNCIL**

- c. **An Ordinance Amending the Fiscal Year 2010 – 2011 General Fund Annual Budget to appropriate \$227,000 of General Fund Undesignated Fund Balance to Non-Departmental for the County’s Unemployment Bill [Second Reading]:** Council gave second reading approval to appropriate fund balance in the amount of \$227,000 for the County’s Unemployment bill. **ACTION: ADMINISTRATION, FINANCE, BUDGET, LEGAL, CLERK OF COUNCIL**
 - d. **An Ordinance Amending the Fiscal Year 2010 – 2011 General Fund Annual Budget to appropriate \$70,000 of General Fund Undesignated Fund Balance to the County Attorney for Redistricting Ad Hoc Committee [Second Reading]:** Council gave second reading approval to the ordinance. **ACTION: ADMINISTRATION, BUDGET, FINANCE, LEGAL, CLERK OF COUNCIL**
2. **Second Reading Item**
- a. **An Ordinance Amending the Fiscal Year 2010 – 2011 Hospitality Tax Annual Budget to appropriate \$245,000 of Hospitality Tax Reserved Fund Balance for the Regional Sports Complex Study:** Council approved second reading of the budget amendment for Work Authorization #2 in the amount of \$245,000, which consists of Site Planning, Schematic Site Design, and associated Program Management services. **ACTION: ADMINISTRATION, BUDGET, FINANCE, PROCUREMENT**
3. **Report of the Development and Services Committee**
- a. **An Ordinance Authorizing a Utility Easement / Right-of-Way to South Carolina Electric & Gas Company on property identified as TMS #25600-03-16, also known as 199 Newland Road [First Reading]:** Council gave first reading approval to the ordinance. **ACTION: LEGAL**
4. **Report of the Economic Development Committee**
- a. **Amendment to the Covenants and Restrictions [ACTION]:** Council approved the Amendment to the Covenants and Restrictions for TMS #25700-03-07. **ACTION: ADMINISTRATION, LEGAL, CLERK OF COUNCIL**

5. Rules and Appointments Committee

a. Notification of Appointments

- i. Accommodations Tax Committee (one at large, two persons from the hospitality industry) – 3: No applications. Advertise. ACTION: CLERK OF COUNCIL**
- ii. Appearance Commission, Landscaper – 1: [Jack Ward] Advertise. ACTION: CLERK OF COUNCIL**
- iii. Building Codes Board of Adjustments and Appeals [one licensed contractor and three from the fire protection industry] – 4: No applications. Advertise. ACTION: CLERK OF COUNCIL**
- iv. Employee Grievance Committee – 1 [Vivian McCray*] McCray was appointed. ACTION: CLERK OF COUNCIL**
- v. Hospitality Tax Committee – 1 [Tony Tam] Advertise. ACTION: CLERK OF COUNCIL**
- vi. Internal Audit Committee – 2 [K. Eve McCoy, CPA] McCoy was appointed. ACTION: CLERK OF COUNCIL**
- vii. Township Auditorium – 1 [Judy M. Battiste] Battiste was appointed. ACTION: CLERK OF COUNCIL**

b. Discussion from Rules and Appointments Committee

- i. If Council intends to attempt another try at a Referendum for a penny sales tax increase, all council members shall hold public meetings to get public input before making a final decision whether to move forward or not. Public input shall determine how proceeds from the tax will be spent and the term of the tax. This process should be given enough time to make sure it does not appear rushed or at the last minute. Reason: If approved, the citizens will be paying for this and we are only the representatives of the people's will and so we shall do everything that's in the best interest of the people we serve. Transparency: This process whether it is approved and passes or not will give comfort to our constituents that we are not hiding anything by revealing up front everything that would be done with that tax. [Jackson]: The Legal Department is to provide language to the Committee. The item remains in Committee. ACTION: CLERK OF COUNCIL, LEGAL**

- ii. **That all ordinance changes and text amendments be reflected on the County website no later than 30 days after approval by Council. Presently, some ordinance changes that law enforcement may have a need for do not reflect current wording. [Malinowski]: The item remains in Committee. ACTION: CLERK OF COUNCIL, LEGAL**
- iii. **All motions shall be made from Council members only and any request or modification or amendments from staff should be sponsored by a Council member. All changes or additions to any document shall be highlighted or shown in a different color. [Jackson]: Council approved the motion stating that all changes / additions / deletions should be stricken (old language) and/or underlined (new language). ACTION: CLERK OF COUNCIL, ADMINISTRATION, LEGAL**
- iv. **Manage the number of motions made by Council members during the Motion Period [Livingston]: The item remains in Committee. Staff and Council are asked to forward recommendations regarding prioritization of motions. ACTION: CLERK OF COUNCIL**
- v. **All checkmarks placed for recommendation or denial of a particular item on the Council agenda will require a comment to show why such decision was made. (No more blanks.) [Malinowski]: The item remains in Committee. ACTION: CLERK OF COUNCIL**
- vi. **That all meetings Council members are advised of will automatically be placed on those Council members' calendars who request this service, whether or not they "accept" the invite [Malinowski]: This item was withdrawn. ACTION: CLERK OF COUNCIL**
- vii. **In light of some recent FOIA requests staff should create a policy addressing requests stating they are in the interest of the public and, therefore, the requestor should not be charged. Just because a media person or attorney makes a request does not automatically make it in the interest of the public. It should be incumbent on the requestor to show that. [Malinowski]: This item remains in Committee. A copy of the current FOIA policy will be reviewed. ACTION: CLERK OF COUNCIL**
- viii. **Personnel Matter: Evaluation Forms: Council voted to amend Mr. Tomes' contract to create updated job descriptions for the three positions in the Clerk's Office. Council approved the**

amended language on page 84 to reflect the following addition: “Leave all pages of this form attached. All evaluations submitted prior to the deadline will be summarized and presented to the County Administrator by a committee of Council after it has been discussed with the full Council.” The timeline for the Administrator’s evaluation was forwarded to the A&F Committee. **ACTION: CLERK OF COUNCIL, ADMINISTRATION, LEGAL**

6. **Report of the Redistricting Ad Hoc Committee:** Council approved the timeline and criteria. Administration is to assist with the staffing plan. Four public hearings will be held on the following dates: May 10, May 15, May 18, and May 26, with the times and locations to be determined. **ACTION: CLERK OF COUNCIL, LEGAL, ADMINISTRATION**
7. **A Resolution to Appoint and Commission Allison Whittle as a Code Enforcement Officer for the proper security, general welfare, and convenience of Richland County:** Council approved the Resolution. **ACTION: CLERK OF COUNCIL, BUSINESS SERVICE CENTER**
8. **A Resolution to Appoint and Commission Ryan Tanner Miller as a Code Enforcement Officer for the proper security, general welfare, and convenience of Richland County:** Council approved the Resolution as amended. **ACTION: CLERK OF COUNCIL, ANIMAL CARE**
9. **Citizens’ Input:** No one spoke.
10. **Executive Session:** No items.
11. **Motion Period**
 - a. **Resolution Honoring Mary Jane Henderson for her 30 years of service to Soil and Water Conservation as Education Coordinator [Hutchinson]:** Council approved the Resolution. **ACTION: CLERK OF COUNCIL**
 - b. **Council endorses moving the Sheriff Department’s Region Two Office to Decker Mall and that the remaining bond dollars be designated as renovation monies for the County’s Decker property [Manning]:** The item was forwarded to the May A&F Committee. **ACTION: ADMINISTRATION**
 - c. **According to the Richland County Council’s Individual expense account policy guidelines, “The funds are intended to be used as a general government reimbursement expense fund. I make a motion that Council amend the policy, and direct the County Administrator**

to incorporate a credit card program for council members in the budget process. The program should provide each council member with a credit card. Members would be required to provide receipts associated with expenditures at the end of the month. In cases where the transaction involves a business that does not accept a credit card, Council members would be able to get a counter check processed at any Bank of America location. This would allow the council members to have more immediate access to funds rather than waiting on a check to be issued, and would provide the County a small savings from the cost of writing a check. [Jeter, Livingston, Washington] The item was forwarded to the May A&F Committee. **ACTION: ADMINISTRATION**

- d. To seek additional funding for the 20th Anniversary of the Black Expo. [Livingston] The item was forwarded to the May A&F Committee. **ACTION: ADMINISTRATION**
12. **Adjournment:** Council adjourned at 7:26 p.m.