

RICHLAND COUNTY GOVERNMENT



Office of the County Administrator

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

June 21, 2011

6:00 p.m.

Call to Order: Livingston

Invocation: Jeter

Pledge of Allegiance: Jeter

Approval of Minutes

- a. **Regular Session: June 7, 2011:** Approved as published.

Adoption of the Agenda: Approved as amended.

Report of the County Attorney

- a. **CMRTA Intergovernmental Agreement**
- b. **Redistricting Subcommittee Update:** Mr. Smith reminded Council of the upcoming dates for 2nd reading, the Public Hearing, and 3rd reading.
- c. **Midlands Housing Alliance MOU**
- d. **Fire Audit Update**
- e. **Personnel Matters (2)**

Executive Session

- a. **Fire Audit Update:** Received as information.

Citizens' Input: No one spoke.

Report of the County Administrator

- a. **Decker Mall Update:** Mr. Pope stated that we are on schedule to close at the end of the month.
- b. **CMRTA Update:** Mr. Pope stated that the CMRTA Board, at its Special Called Meeting last week, stated that there is a budgetary shortfall for the current year (FY 11) and next year (FY 12). Mr. Pope also briefly commented on the presentation given by Derrick Huggins.
- c. **Legislative Contact Program:** Mr. Pope asked Council to please forward a list of their legislative contacts to him for inclusion in the Legislative Contact Program.
- d. **Employee Recognition:** Mr. Pope thanked Rick Rodden (Director, Register of Deeds) for his years of service with Richland County, and wished him well in his retirement.
- e. **Fire Audit Update (Executive Session)**
- f. **GFOA Award:** Mr. Pope recognized the Finance Department for receiving the GFOA Certificate of Achievement for Excellence in Financial Reporting.

Report of the Clerk of Council: No report.

Report of the Chairman

- a. **Personnel Matters (2): Administrator's Evaluation and Clerk of Council's Office Update**

Presentations

- a. **Palmetto Health:** Stan Hixon thanked Richland County for the \$211,900 EECEBG dollars used for their solar panel project. Mr. Gary Hogue and Ms. Judy Smith were also in attendance.
- b. **Tige Watts, President, NUSA:** Mr. Watts presented an award to Richland County for its 4th place finish *nationwide* for its Neighborhood Master Plan for Broad River Road.

1. Consent Items

- a. **An Ordinance amending Chapter 26, Land Development; so as to create a new section that would allow off-premise weekend directional signs under certain conditions [Third Reading]:** Council gave third

reading approval to the text amendment ordinance, and voted to not reconsider the item. **ACTION: PLANNING, CLERK OF COUNCIL, LEGAL**

- b. **An Ordinance amending Chapter 26, Land Development; so as to require new sidewalks to be ADA compliant and to allow for exemptions to the requirement of providing sidewalks under certain conditions:** Council gave third reading approval to the text amendment ordinance as amended. **ACTION: PLANNING, CLERK OF COUNCIL, LEGAL**

2. **Second Reading Item**

- a. **An Ordinance Amending the Fiscal Year 2010 – 2011 General Fund Annual Budget to appropriate \$79,000 of General Fund Undesignated Fund Balance to Clerk of Court for the purchase of additional shelving in Family Court, Civil Records, Criminal Records and the Archives Room:** Council gave second reading approval for a budget amendment for the Clerk of Court and Family Court to use \$79,000 to purchase additional shelving in Family Court, Civil Records, Criminal Records and the Archives rooms as well as purchase On Base software in order to scan documents in Family Court. **ACTION: ADMINISTRATION, PROCUREMENT, FINANCE, CLERK OF COURT, INFORMATION TECHNOLOGY, CLERK OF COUNCIL, LEGAL**

3. **Report of the Rules and Appointments Committee**

- a. **Notification of Vacancies:** Advertise items i - v. **ACTION: CLERK OF COUNCIL**
 - i. **Building Codes Board of Adjustments and Appeals – 1 [Victor Snipes, Electrical, July 15, 2011]**
 - ii. **Central Midlands Council of Governments – 1 [Sarah Watson, July 15, 2011]**
 - iii. **Employee Grievance Committee – 1 [Vivian McCray, April 19, 2014* Resigned]**
 - iv. **Library Board – 4 [Gloria Graham Boyd, July 24, 2011; Robert E. Gahagan, July 24, 2011*; Jack Godbold, July 24, 2011*; Kirby Darn Shealy, II, July 24, 2011*]**
 - v. **Music Festival Commission – 1 [Jan M. Baker, July 17, 2011*]**

- b. Notification of Appointments**
 - i. Accommodations Tax Committee – 5 [1 At Large position, 2 Hospitality, and 2 Lodging positions] [No applications were received.] Advertise. ACTION: CLERK OF COUNCIL**
 - ii. Appearance Commission – 2 [1 position for a Horticulturist and 1 position for a Landscaper] [No applications were received.] Advertise. ACTION: CLERK OF COUNCIL**
 - iii. Building Codes Board of Adjustment and Appeals – 5 [1 position for a Contractor, 4 positions for fire protection industry persons] [Lasenta Lewis-Ellis, Contractor, and Robert K. Foster, III, PE and William Bailey Kauric, for Fire Protection] Lewis-Ellis, Foster, and Kauric were appointed. ACTION: CLERK OF COUNCIL**
 - iv. Business Service Center Appeals Board – 1 [No applications were received.] Advertise. ACTION: CLERK OF COUNCIL**
 - v. Hospitality Tax Committee – 2 [1 application was received from Scott M. McCarthy]: McCarthy was appointed. Advertise remaining vacancy. ACTION: CLERK OF COUNCIL**
 - vi. Internal Audit Committee – 1 [No applications were received.] Advertise. ACTION: CLERK OF COUNCIL**
 - c. Discussion from the Rules and Appointments Committee**
 - i. Central Midlands Council of Governments Letter re: Additional Board Member: Mr. Pope was appointed to the Board. ACTION: ADMINISTRATION, CLERK OF COUNCIL**
 - ii. Electronic Participation: Item remains in Committee. ACTION: CLERK OF COUNCIL**
 - iii. Grievance Committee Process: Item remains in Committee. ACTION: CLERK OF COUNCIL, ADMINISTRATION, HUMAN RESOURCES**
- 4. Memorandum of Understanding between the Columbia Film Society and Richland County, South Carolina: Council approved the MOU. ACTION: ADMINISTRATION, GRANTS**

5. **Memorandum of Understanding between EdVenture Children’s Museum and Richland County, South Carolina:** Council approved the MOU. **ACTION: ADMINISTRATION, GRANTS**
6. **Memorandum of Understanding between Historic Columbia Foundation and Richland County, South Carolina:** Council approved the MOU. **ACTION: ADMINISTRATION, GRANTS**
7. **Memorandum of Understanding between the Township Auditorium and Richland County, South Carolina:** Council approved the MOU. **ACTION: ADMINISTRATION, GRANTS**
8. **Board of Elections and Voter Registration:** Council approved the positions, and voted to not reconsider the item. **ACTION: ADMINISTRATION, BOARD OF ELECTIONS AND VOTER REGISTRATOIN, HUMAN RESOURCES, FINANCE**
9. **Citizens’ Input:** No one spoke.
10. **Executive Session**
 - a. **CMRTA Intergovernmental Agreement:** Received as information.
 - b. **Midlands Housing Alliance MOU:** Council directed staff to draft the MOU. Council is to forward recommendations for the MOU to Legal. **ACTION: LEGAL**
 - c. **Personnel Matters (2):** The Administrator’s evaluation discussion was received as information. Council approved the Administrator’s recommendation that a salary adjustment be implemented for the two current Clerk of Council employees, retroactive to the date that they assumed additional duties. **ACTION: CLERK OF COUNCIL, ADMINISTRATION, HUMAN RESOURCES, FINANCE**
11. **Motion Period**
 - a. **Motion to increase the current starting salary of Detention Officers from \$25,745 to the average salary of the seven largest South Carolina counties (\$28,890 in 2009). This \$3,145 increase would assist the Detention Center in recruiting and retaining quality employees; reduce the number of vacancies; and reduce or eliminate the need for scheduled overtime. (Financial impact to be determined by Administration.) [Jackson]:** Forwarded to the A&F Committee. **ACTION: ADMINISTRATION, HUMAN RESOURCES**

- b. Move that Council establish a committee to determine space and usage allocation for the County Government Complex located in the old Decker Mall on Richland County's International Corridor [Manning]:** Council approved the request for the Chair to appoint the Committee.
- 12. Adjournment:** Council adjourned at 7:56 p.m.