



Richland County Council
Regular Session
July 20, 2021 – 6:00 PM
Zoom Meeting
2020 Hampton Street, Columbia, SC 29201

COMMITTEE MEMBERS PRESENT: Paul Livingston Chair, Yvonne McBride Vice-Chair, Bill Malinowski, Derrek Pugh, Allison Terracio, Joe Walker, Gretchen Barron, Overture Walker, Jessica Mackey, Cheryl English, and Chakisse Newton

OTHERS PRESENT: Angela Weathersby, Kyle Holsclaw, Michelle Onley, Tamar Black, Ashiya Myers, Dale Welch, Dante Roberts, John Ansell, Michael Maloney, Randy Pruitt, Ronaldo Myers, Sandra Haynes, Stacey Hamm, Syndi Castelluccio, Beverly Harris, Judy Carter, Brittney H. Terry, Lori Thomas, John Thompson, Michael Byrd, James Hayes, Bill Davis, Katie Marr, Jani Hussain, Jeff Ruble, Chris Eversmann, Geo Price, Allison Steele, Leonardo Brown, Jennifer Wladischkin and Elizabeth McLean

1. **CALL TO ORDER** – Mr. Livingston called the meeting to order at approximately 6:00 PM.
2. **INVOCATION** – The Invocation was led by the Honorable Derrek Pugh.
3. **PLEDGE OF ALLEGIANCE** – The pledge of Allegiance was led by the Honorable Derrek Pugh.
4. **PRESENTATION OF PROCLAMATION**
 - a. **Resolution Recognizing Columbia-Richland Fire Department on being designated as a "Fire Safe SC Community" for Two Consecutive Years** - Ms. Onley read the proclamation into the record.

APPROVAL OF MINUTES

5.
 - a. **Special Called Meeting: July 6, 2021** – Ms. McBride moved, seconded by Mr. O. Walker to approve the minutes as distributed.

In Favor: Malinowski, Pugh, McBride, Livingston, Terracio, J. Walker, Barron, O. Walker, Mackey, English, and Newton

The vote in favor was unanimous
 - b. **Special Called Meeting: July 13, 2021** – Mr. O. Walker moved, seconded by Ms. McBride, to approve the minutes as distributed.

In Favor: Malinowski, Pugh, McBride, Livingston, Terracio, J. Walker, Barron, O. Walker, Mackey, English, and Newton

The vote in favor was unanimous.
6. **ADOPTION OF AGENDA** – Mr. Livingston stated he received a request to move Citizens' Input prior to Executive Session.

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Mr. Malinowski stated, for clarification, the request is to combine both Citizens' Input, and take up all of the Executive Session items at the same time.

Mr. Malinowski moved, seconded by Mr. O. Walker, to adopt the agenda as amended.

In Favor: Malinowski, Pugh, McBride, Livingston, Terracio, J. Walker, Barron, O. Walker, Mackey, English, and Newton

The vote in favor was unanimous

7. **CITIZEN'S INPUT**

- a. **For Items on the Agenda Not Requiring a Public** – No one signed up to speak.

8. **CITIZEN'S INPUT**

- a. **Must Pertain to Richland County Matters Not on the Agenda (Items for which a public hearing is required or a public hearing has been scheduled cannot be addressed at time.)** – No one signed up to speak.

REPORT OF THE ACTING COUNTY ATTORNEY FOR EXECUTIVE SESSION ITEMS - Ms. McLean stated

9. there were six items for Executive session items, 7 (a),7 (b),7 (c),7(d), 12(a), 19(a). She noted that all items could be addressed during the second executive session.

- a. **Legal Advice regarding Convention Center Economic Development Project - Pursuant to SC Code of Laws i.30-4-70(a)(5)**
- b. **Mercury Fund (Supreme Court Decision regarding tax sale redemption): Update on item involving potential claims – Pursuant to SC Code of Laws §30-4-70(a)(2)**
- c. **Richland County v. Richland Program Development Team (2019-CP-40-2417) - Legal update pursuant to SC Code of Laws §30-4-70(a)(2)**
- d. **Richland County's Road Maintenance Fee in light of Burns v. Greenville County - Legal advice pursuant to SC Code of Laws §30-4-70(a)(2)**

10. **REPORT OF THE COUNTY ADMINISTRATOR**

- a. **Coronavirus Update** – Mr. Brown noted Richland County's incident rate is still in the moderate tier, with 58 confirmed cases. He stated the daily case count has risen, but we are still below the 5% positive. At this time, 46.1% of Richland County's eligible residents have been vaccinated, and 43.6% of eligible South Carolina residents have been vaccinated. The goal is 70% for herd immunity. The total number of funds approved for the Emergency Rental Assistance Program is \$8,137,000 of the \$12M allotment, with 1,412 residents receiving rental or utility assistance.

11. **REPORT OF THE DEPUTY CLERK OF COUNCIL** – Ms. Onley reminded Council members of the upcoming Institute of Government classes and Association of Counties Annual Conference, which is scheduled for July 30 – August 3.

12. **REPORT OF THE CHAIR**

a. **Personnel Matter: Clerk's Office Personnel** – This item was taken up in Executive Session.

13. **APPROVAL OF CONSENT ITEMS**

a. **21-015MA Robert C. Lee RU to GC (.97 Acres) 511 Ross Road TMS #R17107-03-03 [THIRD READING]** – Mr. Malinowski moved, seconded by Ms. Terracio, to approve this item.

In Favor: Malinowski, Pugh, McBride, Livingston, Terracio, J. Walker, Barron, O. Walker, Mackey, English and Newton

The vote in favor was unanimous.

14. **THIRD READING ITEMS**

a. **21-017MA Kevin Steelman RU to RS-E (44.64 Acres) Old Tamah Road TMS #R03400-02-03, 04 & 05** – Mr. Malinowski moved, seconded by Ms. Terracio to approve this item.

In Favor: Malinowski, Pugh, McBride, Livingston, Terracio, J. Walker, Barron, O. Walker, Mackey, English and Newton

The vote in favor was unanimous

15. **FIRST READING ITEMS**

a. **Road Maintenance Ordinance [BY TITLE ONLY]** – Mr. Malinowski moved, seconded by Ms. Newton, to defer this item until after Executive Session.

In Favor: Malinowski, Pugh, McBride, Livingston, Terracio, J. Walker, Barron, O. Walker, Mackey, English and Newton

The vote in favor was unanimous.

16. **REPORT OF ECONOMIC DEVELOPMENT COMMITTEE**

a. **A Resolution Authorizing and Approving the assignment and assumption of certain property tax incentive agreements by and among Richland County, South Carolina and International Paper Company, and other matters related thereto** – Ms. McBride stated the committee recommended approval.

Mr. Malinowski inquired about the date on p. 29, and if the date should be 2024. He requested the date be updated.

In Favor: Malinowski, Pugh, McBride, Livingston, Terracio, J. Walker, Barron, O. Walker, Mackey, English and Newton

The vote in favor was unanimous.

17. **REPORT OF RILES & APPOINTMENTS COMMITTEE**

a. **NOTIFICATION OF VACANCIES**

1. Accommodations Tax – Five (5) Vacancies (TWO applicants must have a background in the lodging industry, THREE applicants must have a background in the hospitality industry, and ONE applicant will fill an At-large seat)
2. Airport Commission – Two (2) Vacancies (One applicant must reside within the Rosewood, Shandon, or Hollywood-Rose-Hill-Wales Garden neighborhoods)
3. Building Codes Board of Appeals – Six (6) Vacancies (ONE applicant must be from the Architecture Industry, ONE from the GAS Industry, ONE from the Building Industry, ONE from the Contracting Industry & TWO from Fire Industry as alternates)
4. Business Service Center – Four (4) Vacancies (TWO applicants must be from the Business Industry and TWO applicants must be a CPA)
5. Central Midlands Council of Governments – One (1) Vacancy
6. Community Relations Council – One (1) Vacancy
7. Employee Grievance Committee – Six (6) Vacancies (MUST be a Richland County employee; 2 seats are alternates)
8. Hospitality Tax – Three (3) Vacancies (ONE applicant must be from the Restaurant Industry)
9. Internal Audit Committee – Two (2) Vacancies (applicant with CPA preferred)
10. LRADAC – One (1) Vacancy
11. Music Festival – Two (2) Vacancies
12. Planning Commission – Two (2) Vacancies
13. Procurement Review Panel – Two (2) Vacancies – (One applicant must be from the public procurement arena & one applicant must be from the consumer industry)
14. . Richland Memorial Hospital Board of Trustees – Two (2) Vacancies
15. River Alliance – One (1) Vacancy
16. Township Auditorium – Two (2) Vacancies
17. Transportation Penny Advisory Committee (TPAC) – Six (6) Vacancies

Mr. Malinowski noted the committee recommended advertising/re-advertising the vacancies notated in (a)(1-7). He noted there may be changes in the number of vacancies depending on the

appointments approved at this evening's meeting.

In Favor: Malinowski, Pugh, McBride, Livingston, Terracio, J. Walker, Barron, O. Walker, Mackey, English and Newton

The vote in favor was unanimous

b. **NOTIFICATION OF APPOINTMENTS**

1. **Airport Commission - Two (2) Vacancies (One applicant must reside within the Rosewood, Shandon, or Hollywood-Rose-Hill-Wales Garden neighborhoods)** – Mr. Malinowski stated that the committee recommended re-appointing Ms. Lindsey Ott and appointing Ms. Lynn Hutto.

In Favor: Malinowski, Pugh, McBride, Livingston, Terracio, J. Walker, Barron, O. Walker, Mackey, English and Newton

The vote in favor was unanimous

2. **Business Service Center Appeals Board - Four (4) Vacancies (TWO applicants must be from the Business Industry and TWO applicants must be a CPA)** – Mr. Malinowski stated this item was held in committee pending additional information from the Business Service Center.
3. **Music Festival - Two (2) Vacancies** – Mr. Malinowski noted the two (2) applicants were unable to be interviewed; therefore, this item was held in committee.
4. **Planning Commission - Three (3) Vacancies** – Mr. Malinowski stated the item was taken up during the Notification of Vacancies.
5. **Richland Memorial Hospital Board of Trustees - Two (2) Vacancies** – Mr. Malinowski stated this item was held in committee to allow the Council liaison to contact the Hospital Board for additional information.
6. **River Alliance - One (1) Vacancy** – Mr. Malinowski stated this item was held in committee to allow the Council liaisons to review the applications.
7. **Employee Grievance - Six (6) Vacancies (MUST be a Richland County employee; 2 seats are alternates)** – Mr. Malinowski stated the committee recommended appointing Mr. Mark Cheslak as an alternate and appointing Ms. Katie Marr and Mr. Kyle Hughes to the committee.

In Favor: Malinowski, Pugh, McBride, Livingston, Terracio, J. Walker, Barron, O. Walker, Mackey, English and Newton

The vote in favor was unanimous

18. **REPORT OF THE CORONAVIRUS AD HOC COMMITTEE**

- a. **Emergency Rental Assistance Program (1)** – This item was taken up with Item 18(b).
- b. **Emergency Rental Assistance Program (2)** – Ms. Barron noted the County has the opportunity to get additional funding for ERAP(2). The committee’s recommendation is approve staff to continue with ERAP(2) using the same protocols used for ERAP(1), but updating the guidance from the Treasury Department, and additional modifications discussed in committee.

Mr. Malinowski inquired if income eligible and eligible household were the same thing.

Mr. Brown responded in the affirmative.

Ms. McBride inquired if there would be an opportunity to expand the outreach program.

Mr. Brown responded in the affirmative.

Mr. Malinowski requested changing the language on p. 99 from “Any perons who knowingly makes a false claim or statement may be subject to civil or criminal penalties” to “will be subject to civil or criminal penalties.”

Mr. Brown responded the US Treasury would determine whether the individual would be subject to federal regulations and penalties.

In Favor: Malinowski, Pugh, McBride, Livingston, Terracio, J. Walker, Barron, O. Walker, Mackey, English and Newton

The vote in favor was unanimous

- c. **American Rescue Plan Initial Proposal for the United States Treasury** – Ms. Barron stated the committee’s recommendation was to approve the Administrator’s premium pay of \$5,000 for individuals in direct contact with the public and \$2,500 for those who were in indirect contact with the public, and unable to work remotely.

Mr. Brown stated we call this a COVID-19 Hazard Pay stipend, which is a result of the American Rescue Plan, under the premium pay. He noted those in direct exposure includes, but is not limited to, individuals in the Coroner’s Office, EMS, Alvin S. Glenn Detention Center and the Sheriff’s Department. Indirect exposure would include judicial personnel, the Auditor’s Office, Treasurer’s Office, and IT staff. The approval today would allow Council to tailor the groups. Council would need to determine a start date for which people would be eligible. He suggested March 30, 2021 as a start date, based upon the availability of the vaccine.

Mr. Malinowski inquired where the amount came from, and requested to inform the public of the amounts we are talking about.

Mr. Brown responded, without going into details, it would be approximately \$6.5 – 7.2M. He will provide additional information to Council in the future.

Ms. McBride inquired if the funds from the American Rescue Plan could help with job recruitment for the Detention Center.

Mr. Brown responded he could not give a definitive answer, at this time, but he believes it is for work performed during the pandemic.

In Favor: Malinowski, Pugh, McBride, Livingston, Terracio, J. Walker, Barron, O. Walker, Mackey, English and Newton

The vote in favor was unanimous.

Mr. Malinowski moved, seconded by Ms. McBride, to reconsider Items 18(a) – (c).

In Favor: Malinowski, Pugh, McBride, Livingston, Terracio, J. Walker, Barron, O. Walker, Mackey, English and Newton

The motion for reconsideration failed.

Mr. Livingston thanked Ms. Barron for her work on the COVID-19 Memorial.

Ms. Barron thanked everyone for their help in letting the citizens know they were thought about during the last 16 months.

Mr. Malinowski noted his wife appreciated the ceremony and shared her thanks.

Ms. English stated one of the speakers reached out to her and expressed his thanks.

19. **REPORT OF THE EMPLOYEE EVALUATION AND OVERSIGHT COMMITTEE**

- a. **Update on County Attorney Search [EXECUTIVE SESSION]** – This item was taken up during Executive Session.

20. **OTHER ITEMS**

- a. **Department of Public Works - Compound Parking Lot Restoration**–Ms. Mackey moved, seconded by Ms. Newton, to defer this item until after Executive Session.

In Favor: Malinowski, Pugh, McBride, Livingston, Terracio, J. Walker, Barron, O. Walker, Mackey, English and Newton

The vote in favor was unanimous

- b. **Municipal Solid Waste Management – Collections Contract** – Mr. Brown noted they are requesting Council to weigh in on Item (7) on p. 181 in the agenda packet.

Mr. Eversmann noted the limitations are already in affect now, in regards to 90% of the routine pickups in the curbside collection program. It was noted yard waste is different because there are limitations in the ordinance, but in the contract documents we do not make reference to those limitations. They are looking to bring the ordinance and future contracts into alignment. The biggest change would be the 4-item limit for bulk pickup.

Mr. Malinowski inquired if there would be a limit on the number of appointments per year.

Mr. Eversmann responded there was not currently one, and they are not proposing a limit.

Mr. Malinowski noted the briefing document gives conflicting information about whether yard waste has to be bagged or loose.

Mr. Eversmann responded he would research this, but they were proposing to offer two proposal alternatives. One would be that yard waste could be loose, and the other would be to bag/bundle. They believe the bagged/bundled requirement will improve the efficiently, and translate into a cost savings.

Ms. McBride stated some citizens may not know they need to call for bulk item pickup.

Mr. Eversmann responded there will need to be an aggressive outreach to the citizens.

Mr. Brown stated he believes Solid Waste is working on stickers that provides information on how to make appointments and about collections.

Ms. Newton inquired if the ordinance would be amended to reflect the changes to yard waste collection or any other changes to collection requirements.

Mr. Eversmann responded the ordinance would need to be changed, and staff has drafted an updated Chapter 12. Depending on how that progresses, the decisions on awarding contracts in the three service areas could run concurrently.

Ms. Barron inquired if the current vendors were aware of the modifications/changes in the RFP, and if their input was received. She is concerned the changes could eliminate some of the existing vendors.

Mr. Brown responded they would make sure those conversations with the vendors take place.

Ms. Terracio inquired if the roll carts needed for automated collections would be purchased by individual homeowners.

Mr. Eversmann responded currently the County pays for all roll carts. He stated, in the current contracts, if damaged or destruction is caused by abuse on part of the collection contractor, the contractor would bear the cost of replaced/repair. The roll carts are old and need to be replaced. Staff recognizes there may be an upfront cost associated with the automated trucks.

Ms. McBride stated she is concerned the new RFPs will push out minority-owned businesses.

Mr. Brown responded the new system would not push out local business. If they are doing well, we want to support local industry.

Ms. Newton moved, seconded by Mr. J. Walker, to approve staff's recommendation.

In Favor: Malinowski, Livingston, J. Walker, O. Walker, Mackey, and Newton

Opposed: Pugh, McBride, Terracio, Barron, and English

The vote was in favor.

c. **Transportation Projects Rescoping** – Ms. Steele stated in May 2020 a descoping plan was brought to Council. At that time, the program was set to be \$156M over referendum. The descoping plan was to do an equal evaluation of the projects, and bring a plan back to Council. Our focus was to look at safety, capacity and economic development. During this evaluation we looked at several projects and determined they could not be descoped. Council approved the descoping plan, but requested staff bring back and evaluate each project to see if they could, or warranted, being rescoped. Since that time, staff has brought back 3 projects, and received approval to bring them back to their original scopes: Garners Ferry/Harmon Intersection, Innovista Phase III, and Spears Creek Church Road. At this time, staff is recommending the following projects: Broad River Road Widening, Shop Road Widening and the Screaming Eagle/Percival Road Intersection be rescoped to their original referendum scope.

Ms. Newton noted on p. 195, it states, “The department does not have complete funding available for the entirety of each project.” She inquired if this means they do not have enough funding for every project left in the Penny, or we would not be able to fully fund the projects staff has recommended for rescoping.

Ms. Steele responded, in the current fiscal year, they do not have the funds to cover all of the projects. They anticipate once the full referendum amount is received they will have the funds to cover all of the Penny projects listed in the referendum.

Ms. Newton inquired if the anticipated savings from the “Malfunction Junction” project included in the numbers.

Ms. Steele responded they are not included. Until they receive clear guidance from Council, they are assuming the \$52M is still dedicated toward that project.

Ms. Newton noted she has a few concerns about the Lower Richland Boulevard Road Widening. There is a lot of development growth in the area. It is a major thoroughfare that is across from a school. She inquired how the level of service has been taken into account.

Ms. Steele responded, as a part of the construction of the new Murphy’s gas station, the lane usage at the intersection has changed. At this time, we have directed our OET to go out and perform an undated traffic study to see how the traffic functions now that the lanes have shifted. She noted there is adequate funding in reserve to bring this project back to its original scope. She will instruct the OET to take into account the future development, so it is accounted for in their traffic study.

Ms. Mackey inquired, if we move forward with the rescope, would it impact the timeframe in which the projects would be completed.

Ms. Steele responded it should not affect the projects, as any delays would be minimal.

Mr. O. Walker moved, seconded by Ms. Mackey, to approve staff’s recommendation.

In Favor: Malinowski, Pugh, McBride, Livingston, Terracio, J. Walker, Barron, O. Walker, Mackey, and English

Opposed: Newton

The vote was in favor.

Mr. O. Walker moved, seconded by Ms. McBride, to reconsider this item.

In Favor: J. Walker and Newton

Opposed: Malinowski, Pugh, McBride, Livingston, Terracio, Barron, O. Walker, Mackey and English

The motion for reconsideration failed.

- d. **FY22 - District 2 Hospitality Tax Allocations** – Ms. McBride moved, seconded by Ms. Newton, to approve this item.

In Favor: Malinowski, Pugh, McBride, Livingston, Terracio, Barron, O. Walker, Mackey, English, and Newton

Opposed: J. Walker

The vote was in favor.

Ms. McBride moved, seconded by Ms. Terracio, to reconsider this item.

In Favor: J. Walker

Opposed: Malinowski, Pugh, McBride, Livingston, Terracio, Barron, O. Walker, Mackey, English, and Newton

The motion for reconsideration failed.

- e. **A Resolution to appoint and commission Clinton Corley, Jr. as a Code Enforcement Officer for the proper security, general welfare, and convenience of Richland County** – Ms. Terracio moved, seconded by Ms. Newton, to approve this item.

Ms. Terracio inquired about the number of Code Enforcement Officers, and if there is a need for more.

Mr. Brown responded he would provide the information to Council.

In favor: Malinowski, Pugh, McBride, Livingston, Terracio, J. Walker, Barron, O. Walker, Mackey, English and Newton

The vote in favor was unanimous.

21. **EXECUTIVE SESSION** – Mr. Pugh moved, seconded by Ms. Barron, to go into Executive Session.

In Favor: Pugh, McBride, Livingston, Terracio, Barron, O. Walker, Mackey, English and Newton

Opposed: Malinowski and J. Walker

The vote was in favor.

The Council Entered Executive Session at approximately 7:38PM and Exited at approximately 9:35PM

Ms. Barron moved, seconded by Ms. Terracio, to come out of Executive Session.

In Favor: Malinowski, Pugh, McBride, Livingston, Terracio, J. Walker, Barron, O. Walker, Mackey, English and Newton

The vote in favor was unanimous

9(a) Legal Advice regarding Convention Center Economic Development Project - Pursuant to SC Code of Laws i.30-4-70(a)(5) – No action was taken.

9(b) Mercury Fund (Supreme Court Decision regarding tax sale redemption): Update on item involving potential claims – Pursuant to SC Code of Laws §30-4-70(a)(2) – No action was taken.

9(c) Richland County v. Richland Program Development Team (2019-CP-40-2417) - Legal update pursuant to SC Code of Laws §30-4-70(a)(2) – Mr. O. Walker moved, seconded by Ms. Barron, to approve the settlement amount, as presented to Council in Executive Session, and to authorize Legal counsel to negotiate mutually agreeable settlement language with the Program Development Team, and bring back to Council by the next meeting.

In Favor: Pugh, McBride, Livingston, Barron, O. Walker, Mackey, and English

Opposed: Malinowski, Terracio, J. Walker, and Newton

The vote was in favor.

Ms. McBride moved, seconded by Ms. Barron, to reconsider this item.

In Favor: Malinowski, Terracio, J. Walker and Newton

Opposed: Pugh, McBride, Livingston, Barron, O. Walker, Mackey, and English.

The motion for reconsideration failed.

9(d)Richland County's Road Maintenance Fee in light of Burns v. Greenville County - Legal advice pursuant to SC Code of Laws §30-4-70(a)(2) – No action was taken.

12(a)Personnel Matter: Clerk's Office Personnel - Ms. Barron moved, seconded by Ms. English, to instruct the Chair to move forward with the Clerk Office Personnel, as discussed in Executive Session.

In Favor: Malinowski, Pugh, McBride, Livingston, Terracio, J. Walker, Barron, O. Walker, Mackey, English and Newton

The vote in favor was unanimous

19 (a) Update on County Attorney Search [EXECUTIVE SESSION] - Ms. Mackey moved, seconded by Ms. Barron, to direct the Chair of the Employee Evaluation and Oversight Committee to move forward, as discussed in Executive Session, regarding the County Attorney search.

In Favor: Malinowski, Pugh, Livingston, Terracio, J. Walker, Barron, O. Walker, Mackey, English and Newton

Abstained: McBride

The vote in favor was unanimous.

Mr. Malinowski moved, seconded by Ms. Newton, to defer item 15 (a): "Road Maintenance Fee".

In Favor: Malinowski, Pugh, McBride, Livingston, Terracio, J. Walker, Barron, O. Walker, Mackey, English and Newton

The vote in favor was unanimous.

Mr. O. Walker moved, seconded by Mr. Malinowski, to defer item 20 (a): "Department of Public Works – Compound Parking Lot Restoration".

In Favor: Malinowski, Pugh, McBride, Livingston, Terracio, J. Walker, Barron, O. Walker, Mackey, English and Newton

The vote in favor was unanimous.

22. MOTIONS PERIOD

- a. **I move to direct the County Administrator to draft a detailed staff augmentation plan aimed at addressing critical County issues, projects and areas of priority. This plan should, at minimum, address:**

- **Critical areas of service adversely impacted by a deficit in staff, subject-matter expertise and/or necessary resources,**
- **Areas of priority, as established by or in conjunction with Council action(s), adversely impacted by a deficit in staff, subject-matter expertise and/or necessary resources,**
- **Potential opportunities for augmentation of services, resources and/or subject-matter expertise via:**
 - **individuals and/or entities with proven success in areas identified as critical/priority,**
 - **community and/or public-private partnerships,**
 - **intergovernmental agreements, and/or**
 - **any third-party resource(s) that can reasonably provide necessary services and/or facilitation of critical/ priority projects**

The requested information should move to Council for consideration no more than sixty (60) days from the date of this motion and be presented in hard copy at least 7 days in advance of the meeting at which it is to be discussed. The document should be complete with:

- **data, facts and figures to substantiate all claims, assessments and/or recommendations,**
- **proposed solutions for each area, project or service identified as critical/priority and lacking necessary staff, subject-matter expertise, and/or resources, and**
- **estimated costs for each proposed solution as derived from quality research [NEWTON, TERRACIO, BARRON and McBRIDE]**

Ms. Newton requested to begin receiving updates within 30 days to make the timeframe more

flexible.

Mr. Livingston forwarded this item directly to Administration, so they can begin work on the matter during Council's recess.

23. **ADJOURNMENT** – The meeting adjourned at approximately 9:46 PM