

## Richland County Committee

### Agenda Item Cover

**Agenda Item Name: Amendment to County Board Rule 14 Department Expenditure Authority**

<b>Department</b>	Administration	<b>Presented By:</b>	Administrator
<b>Date of Meeting:</b>	03 Dec 2020	<b>Action Needed:</b>	Resolution
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Committee Structure C
<b>Date submitted:</b>	30 Nov 2020	<b>Referred by:</b>	

**Recommendation and/or action language:**

Motion to... propose amendment to the Richland County Board Rule #14 increasing expenditure authority threshold of department heads from "\$1,000 or less," to "\$1,999.99. or less"

**Background:** *(preferred one page or less with focus on options and decision points)*

Current language of the Richland County Board Rules contains ambiguous language that leads to some confusion regarding expenditure authority. Current language states, *"If the purchase price of the needed property including computers is \$1,000 or less, the department head may make the purchase upon obtaining at least one quotation from a vendor. If the purchase price of the needed property including computers is between \$2,000 and \$5,000, the purchase must be made by the appropriate committee of the County Board after having obtained a minimum of 3 quotations from vendors, if reasonably possible."*

This language calls into question the authority for purchases from \$1,000 to \$1,999.99. It is proposed that the Rule 14 language, section (b), be amended to allow for department head authority up to \$1,999.99.

**[Richland County Rules of the Board; Page 6] - Proposed Change**

*(b) Expenditures. If the purchase price of the needed property including computers is ~~\$1,000~~ \$1,999.99 or less, the department head may make the purchase upon obtaining at least one quotation from a vendor. If the purchase price of the needed property including computers is between \$2,000 and \$5,000, the purchase must be made by the appropriate committee of the County Board after having obtained a minimum of 3 quotations from vendors, if reasonably possible. No Committee may commit Richland County to an expenditure in excess of \$5,000.00 for the purchase of property, supplies or equipment (in either one unit or in multiple of units if the cost of either exceeds \$5,000.00) or of real estate or for the repair, renovation, remodeling or reconstruction of buildings or other public works, unless that expenditure has been approved by the County Board.*

**Attachments and References:**

Resolution Language Attached	
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**Financial Review:**

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

*(summary of current and future impacts)*

Purchases must remain in line with the approved budget or exceptions by process.

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**Approval:**

**Review:**

*Clinton Langreck*

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Department Head

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Administrator, or Elected Office (if applicable)

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A Resolution Amending Rule 14 Of The Rules Of The Board.

WHEREAS the Rules and Resolutions Committee is charged with the ongoing duty of reviewing the Rules of the Board, and

WHEREAS the Committee, having in mind the current need to address ambiguity of current expenditure authority for department, as defined in Rule 14, page 6 of the Rules of the Board.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the following striking language is omitted, and underlined language added to Rule 14 of the Rules of the Board:

*“(b) Expenditures. If the purchase price of the needed property including computers is ~~\$1,000-\$1,999.99~~ or less, the department head may make the purchase upon obtaining at least one quotation from a vendor. If the purchase price of the needed property including computers is between \$2,000 and \$5,000, the purchase must be made by the appropriate committee of the County Board after having obtained a minimum of 3 quotations from vendors, if reasonably possible...” and*

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

RESOLUTION OFFERED BY THE RULES AND RESOLUTIONS COMMITTEE AND ETHICS BOARD

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[Richland County Rules of the Board; Page 6]

(b) Expenditures. If the purchase price of the needed property including computers is \$1,000 or less, the department head may make the purchase upon obtaining at least one quotation from a vendor. If the purchase price of the needed property including computers is between \$2,000 and \$5,000, the purchase must be made by the appropriate committee of the County Board after having obtained a minimum of 3 quotations from vendors, if reasonably possible. No Committee may commit Richland County to an expenditure in excess of \$5,000.00 for the purchase of property, supplies or equipment (in either one unit or in multiple of units if the cost of either exceeds \$5,000.00) or of real estate or for the repair, renovation, remodeling or reconstruction of buildings or other public works, unless that expenditure has been approved by the County Board.