

Richland County Administration Transition Committee

Agenda Item Cover

Agenda Item Name: Discussion with Administrator Langreck/Clerk Kalish on office space

Department	Administration	Presented By:	Melissa Luck/Administrator Langreck
Date of Meeting:	June 4, 2021	Action Needed:	None/Information, Discussion Only
Disclosure:	Open	Authority:	
Date submitted:	June 4, 2021	Refer to:	

Recommendation and/or action language:

Possibly no action but may want to consider setting a time to re-evaluate this (6 months?).

Background:

Clerk Kalish have indicated that his office is currently filled with many thousands of documents that need to be thoroughly gone through before decisions can be made about which documents can be moved to storage, discarded or kept accessible. He has asked for time to get this task done in an organized manner. Administrator Langreck has indicated he has no issue with moving into the other office as previously planned until such time as the Clerk can organize the documents in his office.

Attachments and References:

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)

Approval:

Review:

Department Head

Administrator, or Elected Office (if applicable)