

**ADMINISTRATION & FINANCE COMMITTEE AGENDA**

**Jennifer H. Willis, Chairman**  
**G. Neil Smith**  
**Trey Whitehurst**

**Public Meeting Notice**  
**Monday, August 22, 2016**  
 8:30 AM  
 Main Conference Room  
**Alliance Pickens**  
 1390 Smith Grove Road  
 Liberty, SC 29657

<b>Item</b>	<b>Description</b>	<b>Referred</b>	<b>Report</b>	<b>Action</b>
<b>3</b>	Security policy  Retained 12/2009 Retained 12/2010 Retained 12/05/2011 Retained 2012 Retained 2013 Retained 2015 Retained 2016	10/19/09	03/05/2012          09/19/2012	Council convened into executive session to receive a legal report. Several items were discussed and Staff was given direction to proceed with safety measures in certain offices. In addition, staff will continue to make changes and recommendations in public meeting rooms to provide safety for the public.  >public session reconvened with no further action.  >Committee recommends that staff work with departments to get their input regarding safety issues and concerns. Staff will bring recommendations to committee within 60 days.
<b>43</b>	Salary Review Retained 2015 Retained 2016	06/23/2014	05/04/2015          08/17/2015	Staff will bring information back to committee. Retain for 2015  Staff will come back to Council with adjusted minimums, and have input from department heads as it relates to skill set issues and competition with private sector  No action, staff will obtain information about some of the questions relating to

			10/12/2015	<p>minimums in various departments. Also Staff will bring back a more condensed report and make recommendations</p> <p>&gt;Staff will begin with the division of public works and come back with recommendations for starting pay for new hires and existing employees. Also, staff will begin the process of hiring an outside consultant for reviewing job descriptions, pay, and reviewing assessments. This should be proposed in phases.</p> <p><b>Recommendations from Staff came back with the public works division adjustments and a Phase I Study.</b></p> <p>&gt;&gt;Council unanimously approved the pay adjustments in the division of public works for positions as recommended by staff.</p> <p>&gt;&gt;Council unanimously approved Phase I study by Archer for approximately 175 positions at a cost of \$44,386.</p> <p>&gt;Committee moved to accept recommendation for the correction of minimum pay (document dated 8/17/2015)</p> <p>&gt;&gt;Council approved committee action of 09/23/2015 to accept the minimum pay correction.</p> <p>Council did <u>amend the motion to state the Salary review to stay in committee</u> so Council can look at the how the minimum will shift across the board as salaries are adjusted.</p>
			07/18/2016	<p>&gt;Council approved to send the recently received Compensation Plan to this Committee for further review</p>
45	Ethics Policy Retained 2015 Retained 2016	08/18/2014		No action, committee request to retain for 2015

		08/15/2016		<Council discussed the need to further study boards and commissions during the 08/15/16 meeting.
61	Twelve Mile River (Recreation) Retained 2016	04/06/2015	06/15/2015	No action Committee traveled to various areas in Pickens County to view river access areas.
66	Refinancing of Bonds Retained 2016  Ordinance No. 512-Issuance and Sale of \$1,550,000 GO Bond was sent to committee at second reading	06/15/2015  08/15/2016		
76	ATAX Recommendations 2016	05/02/2016	06/20/2016	<p>&lt;The Committee unanimously recommends approval of the Accommodations Tax report as presented. The Committee further requested a detailed report of how funds will be allocated by referenced organizations. Proposal will be presented to full Council.</p> <p>&lt;Council unanimously approved the following accommodations tax fund distributions, totaling \$13,800, as amended:</p> <ul style="list-style-type: none"> <li>• <b>\$5,000</b> for Upstate Heritage Quilt Trail to allocate to the Quilt Block Clusters <i>(as recommended by ATAX committee)</i></li> <li>• <b>\$1,800</b> for Preserving Southern Appalachian Music to allocate to the Winter Bluegrass Jubilee <i>(as recommended by ATAX committee)</i></li> <li>• <b>\$2,000</b> for SC Humanities Council to allocate to The Way We Worked <i>(as recommended by ATAX committee)</i></li> <li>• <b>\$5,000</b> for Clemson Area Chamber of Commerce-Clemson Rowing to allocate to the referenced dock project <i>(Addition by Vice Chairman Trey Whitehurst)</i></li> </ul>

			<p>07/18/2016</p> <p>08/15/2016</p>	<ul style="list-style-type: none"> <li>• <b>All remaining funds from the accommodations tax are to remain in the account for future use, per Council</b></li> </ul> <p>-Councilman Neil Smith reiterated the law regarding the requirement of ATAX fund expenditures be to promote tourism</p> <p>&lt;Council unanimously approved the following accommodations tax fund distributions, totaling \$13,000 on 07/18/16:</p> <ul style="list-style-type: none"> <li>• <b>\$3,000</b> for Hagood Mill</li> <li>• <b>\$10,000</b> for Pickens County Tourism Department</li> </ul> <p>The total funding approved by Council at the 06/20/16 and 07/18/16 council meetings is \$26,800.</p> <p>&lt;Council unanimously approved the following accommodations tax fund distributions, totaling \$3,000 on 08/15/16:</p> <ul style="list-style-type: none"> <li>• <b>\$3,000</b> for Greater Clemson Music Festival</li> </ul> <p>The total funding approved by Council at the 06/20/16, 07/18/16 &amp; 08/15/16 council meetings is \$29,800</p>
<b>78</b>	Video Cameras for Council Auditorium	07/18/2016		<p>&lt;Council unanimously approved to add the video camera request to Committee if the cost exceeds the Administrator’s authority of \$5,000. The preliminary request was to install a total of 8 cameras in the Council Auditorium (One for each Council member, one for the podium and one for the Administrator and Attorney combined).</p> <p>-The Administrator will advise Council of any updates</p>
<b>79</b>	Develop Emergency Procedures	08/15/2016		
<b>80</b>	Direct Staff to Develop Emergency Procedure Materials Immediately	08/15/2016		

<b>81</b>	Review of County reserves concerning funding new and existing projects including but not limited to: the Jail; the grading of the Industrial Site; new land acquisition; the compensation study; the Tri-County Tech building; and working capital	08/15/2016		
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