

**NOTICE:**

***THIS PAGE CONSTITUTES THE COMPLETE AGENDA FOR THIS MEETING OF THE COMMITTEE. THE COMMITTEE MAY CONSIDER AND ADOPT AMENDMENTS TO THE AGENDA DURING THE MEETING. ITEMS MAY BE ADDED TO THE AGENDA BY THE COMMITTEE DURING THE MEETING PURSUANT TO S.C. CODE SECTION 30-4-80(A). THE COMMITTEE MAY CONSIDER AND ADOPT AMENDMENTS TO THE INDIVIDUAL ITEMS LISTED ON THE AGENDA WHEN IT ACTS ON THEM DURING THE MEETING.***



**Administrative Committee Meeting Agenda**

**November 17, 2020 – 5:45 pm**

Third Floor - 1930 University Parkway, Aiken, SC

**COMMITTEE MEMBERS**

Honorable Andrew Siders, Chairman

Honorable Camille Furgieuele, Vice-Chairman

Honorable Phil Napier

1. Removal from the table of Resolution to Authorize the County Administrator to Accept a Grant from the Center for Tech and Civic Life (CTCL) for Fiscal Year 2021 to Support the Aiken County Registration and Elections Board.  
(County Administrator) **(Council Agenda pp. 66-69)**
2. Resolution to Provide for Holiday Pay for County Employees as Provided for in the FY 2021 Annual Budget.  
(County Administrator) **(Council Agenda pp. 101)**
3. Approve Committee Minutes from October 20, 2020.
4. Vacancy Report **(ADM p. 1-3) \*See ATTACHED MEMO from Clay Killian**
5. Minority and Women Owned Business Enterprise (MWBE) Report **(ADM p. 4-5)**



## MINUTES

**To:** County Council  
**From:** Katelyn Hayes, Clerk to Council  
**Date:** October 26, 2020  
**Re:** **Minutes from the Administrative Committee Meeting on October 20, 2020**

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At its meeting on Tuesday, October 20, 2020, with the Honorable Andrew Siders, Chairman, Honorable Camille Furgiuele, Vice-Chairman; and the Honorable Phil Napier present; the Administrative Committee took the following actions:

1. Resolution to Authorize the Council Chairman to Execute an amended Lease on behalf of Aiken County with Greenway Energy, LLC for Office Space at the Applied Research Center formerly known as the Center for Hydrogen Research.  
(County Administrator) **(Council Agenda pp. 223-241)**

**The resolution was unanimously recommended for approval by the committee.**

2. Resolution to Authorize the Distribution of Local Accommodations Tax Funds for FY 2021.  
(County Administrator) **(Council Agenda pp. 242-244)**

**The resolution was unanimously recommended for approval by the committee.**

3. Resolution to Appoint Members to the Aiken County Accommodations Tax Advisory Committee.  
(County Administrator) **(Council Agenda p. 245)**

**The resolution was unanimously recommended for approval by the committee.**

4. Resolution to Declare as Surplus the Structures on the Former Miller Property and Authorize the Removal Through a Request for Proposals Procurement.  
(County Administrator) **(Council Agenda p. 246)**

**The resolution was unanimously recommended for approval by the committee.**

5. Resolution to Authorize the County Administrator to Accept a Grant from the Center for Tech and Civic Life (CTCL) for Fiscal Year 2021 to Support the Aiken County Registration and Elections Board.  
(County Administrator) **(Council Agenda pp. 247-250)**

County Administrator, Clay Killian stated there had been a few questions regarding the resolution to accept this grant. The Registration & Elections office received a grant from The Center for Tech and Civic Life to assist in various operations for the upcoming election. The resolution would be Council accepting the grant, and allow the finance department to run it through the books.

**Councilman Siders stated that he would like to table the resolution for further investigation.**

**The Committee unanimously agreed the resolution should be tabled until more information was known.**

6. Approve Committee Minutes from August 18, 2020.

**The minutes were approved unanimously.**

7. Vacancy Report (**ADM p. 1-3**)

8. Minority and Women Owned Business Enterprise (MWBE) Report (**ADM p. 4-5**)

**The Committee received the Vacancy Report, and the Minority & Women-Owned Business Enterprise (MWBE) Reports as information.**

There being no further business, the Committee adjourned at 5:59 PM.

Respectfully submitted,

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Katelyn Hayes, Council Clerk



*Remembering the Past, Preparing for the Future*

J Clay Killian  
County Administrator

## MEMORANDUM

**TO:** Chairman and Members, Aiken County Council

**FROM:** Clay Killian, County Administrator 

**CC:**

**DATE:** November 12, 2020

**RE:** Monthly Vacancy Report

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I wanted to advise Council that the monthly vacancy report included in the Administrative Committee agenda is a snapshot of where vacancies existed at the time the report was prepared by Human Resources. You will notice no movement on critical EMS vacancies in this report, but that is not a true reflection of where things are headed. We have made good progress, but folks are working notices and taking care of other duties before joining us.

I will have a full report for you Tuesday night at the Judicial and Public Safety Committee meeting and believe you will find things headed in a positive direction.

Vacancy Report

Position Title	Grade	Pos #	Seq #	Department	Annual Lower	Annual Upper	Approved by Council on	Fund	Date Position was vacated
LEGAL SECRETARY II	N12	809	16	Magistrate	\$31,039.00	\$43,454.10		General Fund	New position
OFFICE MANAGER	N11	131	1	Administration	\$29,314.73	\$41,040.40		General Fund	6/28/2019
APPRAISER I	N14	201	6	Assessor	\$34,490.00	\$48,286.52		General Fund	10/2/2020
ACCOUNTING CLERK III	N12	123	2	Treasurer	\$31,039.00	\$43,454.10		General Fund	10/1/2020
INFORMATION SECURITY OFFICER	N23	319	1	Information Technology	\$50,020.78	\$70,028.59		General Fund	New position
GEOSERVICES ANALYST	N15	269	2		\$48,295.26	\$67,613.65		General Fund	3/20/2020
DISPATCHER II	N12	674	3	Sheriff's Office	\$32,590.96	\$45,626.81		General Fund	7/2/2020
DISPATCHER II	N12	674	7		\$32,590.96	\$45,626.81		General Fund	9/17/2020
DISPATCHER II	N12	674	10		\$32,590.96	\$45,626.81		General Fund	10/16/2020
DISPATCHER II	N12	674	14		\$32,590.96	\$45,626.81		General Fund	5/10/2020
DISPATCHER II	N12	674	16		\$32,590.96	\$45,626.81		General Fund	8/5/2020
DISPATCHER II	N12	674	17		\$32,590.96	\$45,626.81		General Fund	2/29/2020
DISPATCHER II	N12	674	21		\$32,590.96	\$45,626.81		General Fund	6/9/2020
DISPATCHER III	N13	675	1		\$34,402.73	\$48,163.83		General Fund	3/6/2020
DEPUTY SHERIFF I	C15	611	93		\$38,026.28	\$53,236.54		General Fund	10/30/2020
DEPUTY SHERIFF III	C17	617	11		\$41,651.16	\$58,311.88		General Fund	11/1/2020
SPECIAL OPERATIONS DEPUTY II	C19	609	6		\$45,274.71	\$63,384.59		General Fund	10/30/2020
PATROL GUARD	N11	54	2		\$5,637.44	\$7,892.38		General Fund	8/18/2020
PATROL GUARD	N11	54	3		\$5,637.44	\$7,892.38		General Fund	1/23/2020
PATROL GUARD	N11	54	5		\$5,637.44	\$7,892.38		General Fund	4/17/2020
EMT-I	M14	753	65	Emergency Services	\$39,270.00	\$47,516.70		General Fund	10/16/2020
EMT-I	M14	753	72		\$39,270.00	\$47,516.70		General Fund	8/21/2020
EMT-I	M14	753	76		\$39,270.00	\$47,516.70		General Fund	8/21/2020
EMT-I	M14	753	77		\$39,270.00	\$47,516.70		General Fund	9/22/2020
EMT-I	M14	753	78		\$39,270.00	\$47,516.70		General Fund	6/28/2019
EMT-I	M14	753	79		\$39,270.00	\$47,516.70		General Fund	8/21/2020
EMT-B	M13	752	59		\$35,700.00	\$43,197.00		General Fund	9/4/2020
EMT-B	M13	752	61		\$35,700.00	\$43,197.00		General Fund	8/21/2020
EMT-B	M13	752	73		\$35,700.00	\$43,197.00		General Fund	10/13/2020
EMT-B	M13	752	91		\$35,700.00	\$43,197.00		General Fund	9/22/2020
EMT-P	M15	754	14		\$43,197.00	\$52,268.37		General Fund	3/24/2020
EMT-P	M15	754	15		\$43,197.00	\$52,268.37		General Fund	9/18/2020

Vacancy Report

Position Title	Grade	Pos #	Seq #	Department	Annual Lower	Annual Upper	Approved by Council on	Fund	Date Position was vacated
EMT-P	M15	754	16		\$43,197.00	\$52,268.37		General Fund	3/16/2020
EMT-P	M15	754	18		\$43,197.00	\$52,268.37		General Fund	2/11/2019
EMT-P	M15	754	19		\$43,197.00	\$52,268.37		General Fund	3/9/2018
EMS CREW CHIEF	M16	755	19		\$47,516.70	\$57,495.21		General Fund	7/21/2020
EMS CREW CHIEF	M16	755	22		\$47,516.70	\$57,495.21		General Fund	6/10/219
EMS CREW CHIEF	M16	755	26		\$47,516.70	\$57,495.21		General Fund	8/9/2019
EMS CREW CHIEF	M16	755	32		\$47,516.70	\$57,495.21		General Fund	10/18/2019
EMS CREW CHIEF	M16	755	34		\$47,516.70	\$57,495.21		General Fund	1/24/2020
DETENTION OFFICER II	C13	664	37	Detention Center	\$34,402.73	\$48,163.83		General Fund	9/18/2020
DETENTION OFFICER II	C13	664	58		\$34,402.73	\$48,163.83		General Fund	6/12/2020
DETENTION OFFICER II	C13	664	63		\$34,402.73	\$48,163.83		General Fund	10/2/2020
DETENTION OFFICER II	C13	664	72		\$34,402.73	\$48,163.83		General Fund	8/17/2020
DETENTION OFFICER III	C14	658	13		\$36,214.50	\$50,700.85		General Fund	8/18/2020
DETENTION OFFICER III	C14	658	14		\$36,214.50	\$50,700.85		General Fund	8/4/2020
DETENTION OFFICER I	C12	651	82		\$32,590.96	\$45,626.81		General Fund	10/30/2020
DETENTION OFFICER I	C12	651	84		\$32,590.96	\$45,626.81		General Fund	7/27/2020
DETENTION OFFICER I	C12	651	94		\$32,590.96	\$45,626.81		General Fund	10/24/2020
LT. DETENTION CT. II	C19	527	6		\$45,274.71	\$63,384.59		General Fund	11/2/2020
TRANSPORT/SECURITY OFFICER II	C13	680	2		\$34,402.73	\$48,163.83		General Fund	8/21/2020
OFFICE ADMINISTRATOR	N13	132	1	Probate Court	\$32,764.50	\$45,870.00		General Fund	New position
LEGAL CLERK III	N11	804	13	Clerk of Court	\$29,314.73	\$41,040.40		COC Title IV	2/19/2019
LEGAL CLERK III	N11	804	12		\$29,314.73	\$41,040.40		General Fund	10/30/2020
LEGAL CLERK III	N11	804	5		\$29,314.73	\$41,040.40		General Fund	6/12/2020
LEGAL CLERK III	N11	804	14		\$29,314.73	\$41,040.40		COC Title IV	New position
CHIEF LEGAL CLERK	N12	806	13		\$31,039.00	\$43,454.10		General Fund	7/10/2020
ASSISTANT PUBLIC DEFENDER IV	N23	817	6	Public Defender	\$50,020.78	\$70,028.59		Public Defender	New position
INVESTIGATOR I	N19	632	1		\$43,118.77	\$60,366.28		Public Defender	New position
EQUIPMENT OPERATOR II	N13	406	14	Public Works	\$32,764.50	\$45,870.31		Road Maintenance	8/26/2020
EQUIPMENT OPERATOR II	N13	406	18		\$32,764.50	\$45,870.31		Road Maintenance	7/10/2020
EQUIPMENT OPERATOR II	N13	406	20		\$32,764.50	\$45,870.31		Road Maintenance	New position
EQUIPMENT OPERATOR II	N13	406	22		\$32,764.50	\$45,870.31		Road Maintenance	New position
EQUIPMENT OPERATOR II	N13	406	23		\$32,764.50	\$45,870.31		Road Maintenance	New position

Vacancy Report

Position Title	Grade	Pos #	Seq #	Department	Annual Lower	Annual Upper	Approved by Council on	Fund	Date Position was vacated
EQUIPMENT OPERATOR I	N12	405	2		\$32,590.95	\$45,626.81		Road Maintenance	6/1/2020
EQUIPMENT OPERATOR I	N12	405	5		\$32,590.95	\$45,626.81		Road Maintenance	6/26/2020
OPERATOR/FOREMAN	N15	412	2		\$36,215.50	\$50,701.47		Road Maintenance	7/10/2020
OPERATOR/FOREMAN	N15	412	5		\$36,215.50	\$50,701.47		Road Maintenance	7/22/2020
SITE ATTENDANT	N05	432	15		\$11,376.29	\$15,926.67		Solid Waste	9/24/2020
SITE ATTENDANT	N05	432	34		\$11,376.29	\$15,926.67		Solid Waste	New position
SITE ATTENDANT	N05	432	37		\$11,376.29	\$15,926.67		Solid Waste	New position
HEAVY TRUCK DRIVER	N11	402	3		\$29,314.73	\$41,040.40		Road Maintenance	6/26/2020
HEAVY TRUCK DRIVER	N11	402	5		\$29,314.73	\$41,040.40		Road Maintenance	1/24/2020
HEAVY TRUCK DRIVER	N11	402	9		\$29,314.73	\$41,040.40		Road Maintenance	New position
LIGHT TRUCK DRIVER	N10	401	6		\$27,588.00	\$38,622.95		Road Maintenance	2/6/2020
LIGHT TRUCK DRIVER	N10	401	7		\$27,588.00	\$38,622.95		Road Maintenance	New position
LIGHT TRUCK DRIVER	N10	401	8		\$27,588.00	\$38,622.95		Road Maintenance	New position
ESO IV	N15	469	1	PSA	\$36,215.51	\$50,701.48	7/19/2016	Public Service Auth.	10/17/2008
ESO II	N13	465	7		\$32,764.50	\$45,870.31		Public Service Auth.	7/25/2019
ESO TRAINEE	N11	460	3		\$29,314.73	\$41,040.40		Public Service Auth.	7/26/2020
BUSINESS MANAGER	N21	119	1		\$46,569.76	\$65,197.44		Public Service Auth.	5/18/2018
RECORDS MANAGER	N14	480	1		\$34,490.00	\$48,286.52		Public Service Auth.	10/29/2020
COLLECTION SYSTEM OPERATOR I	N15	462	2		\$36,215.51	\$50,701.48		Public Service Auth.	7/23/2009
TRADES WORKER	N12	511	8	Buildings & Grounds	\$31,039.00	\$43,454.10		General Fund	9/3/2020
ENGINEERING TECHNICIAN	N15	525	4	Engineering	\$36,215.51	\$50,701.48	5/3/2016	General Fund	8/14/2015
ENGINEERING TECHNICIAN II	N17	524	3		\$39,667.77	\$55,535.12		C-funds	6/3/2020
ENGINEERING TECHNICIAN II	N17	524	4		\$39,667.77	\$55,535.12		Sales Tax	6/14/2019
OFFICE MANAGER	N11	131	1		\$29,314.73	\$41,040.40		General Fund	12/18/2019
LIBRARIAN II	N19	135	4	Library	\$43,118.77	\$60,366.28		General Fund	8/7/2020
ADDRESSING TECHNICIAN I	N11	264	2	Planning & Development	\$29,314.73	\$41,040.40		General Fund	7/16/2020
BUILDING INSPECTOR I	N14	720	2		\$34,490.00	\$48,286.52		General Fund	10/8/2020

## MONTHLY MWBE REPORT

<b>FY2020 (first half)</b>						
	<b>Jul-19</b>	<b>Aug-19</b>	<b>Sep-19</b>	<b>Oct-19</b>	<b>Nov-19</b>	<b>Dec-19</b>
Total No. of Purchase Orders	749	460	398	463	377	353
Total Amount of Purchase Orders	\$14,527,308.10	\$2,367,949.51	\$2,855,653.94	\$2,040,519.29	\$1,969,337.98	\$2,081,321.41
	<b>PO Count</b>	<b>PO Count</b>	<b>PO Count</b>	<b>PO Count</b>	<b>PO Count</b>	<b>PO Count</b>
	AAM=\$5,636.11	AAM= \$1,003.00	AAM= \$13,740	AAM= \$18,999	AAM= \$480.00	AAM= \$10,800
	CausF= \$369,153.27	CausF= \$32,877.00	<b>CausF=below</b>	CausF= \$1,153,963	CausF= \$127,155.62	CausF= \$34,125
	HispMale=\$4635.00	AAF=\$2,500.00	\$1,064,928.65	\$1,172,962.00		
Total No. of Purchase Orders to MWBE	36	36	43	97	39	38
Total Amount of Purchase Orders to MWBE	\$379,154.38	\$36,690.50	\$1,078,668.65	\$1,172,962.00	\$127,635.62	\$44,925.00
Percent % Vendors to MWBE	4.8%	7.8%	10.8%	21.0%	10.3%	10.8%
Percent % Procurements to MWBE	2.6%	1.5%	37.8%	57.5%	6.5%	2.2%

<b>FY2020 (second half)</b>						
	<b>Jan-20</b>	<b>Feb-20</b>	<b>Mar-20</b>	<b>Apr-20</b>	<b>May-20</b>	<b>Jun-20</b>
Total No. of Purchase Orders	468	411	480	325	347	458
Total Amount of Purchase Orders	\$14,527,308.10	\$1,709,320.05	\$1,501,448.21	\$1,820,954.35	\$722,975.12	\$1,062,668.87
	<b>PO Count</b>	<b>PO Count</b>	<b>PO Count</b>	<b>PO Count</b>	<b>PO Count</b>	<b>PO Count</b>
	AAM=\$7,447.00	AAM= \$900.00	AAM= \$\$8,800.00	AAM= \$0	AAM= \$1,570.00	AAM= \$ 0
	CausF= \$81,851.33	CausF= \$47,075.81	CausF= \$49,886.20	CausF= \$30,326.52	CausF= \$56,981.83	CausF= \$27,367.67
			HispM=\$3,439.80			
Total No. of Purchase Orders to MWBE	36	33	58	33	46	27
Total Amount of Purchase Orders to MWBE	\$89,298.33	\$47,975.81	\$62,126.68	\$30,326.52	\$58,551.83	\$27,367.67
Percent % Vendors to MWBE	7.7%	8.0%	12.1%	10.2%	13.3%	5.9%
Percent % Procurements to MWBE	0.6%	2.8%	4.1%	1.7%	8.1%	2.6%



## MONTHLY MWBE REPORT

<b>FY2021 (first half)</b>						
	<b>Jul-20</b>	<b>Aug-20</b>	<b>Sep-20</b>	<b>Oct-20</b>	<b>Nov-20</b>	<b>Nov-20</b>
Total No. of Purchase Orders	864	497	429	448		
Total Amount of Purchase Orders	\$16,307,958.01	\$2,171,573.20	\$448,397.70	\$1,528,230.68		
	<b>PO Count</b>	<b>PO Count</b>	<b>PO Count</b>	<b>PO Count</b>	<b>PO Count</b>	<b>PO Count</b>
	AAM=\$11,487.37	AAM= \$ 0	AAM= \$ 0	AAM= \$,2,020.00	AAM= \$	AAM= \$
	CausF=\$280,879.18	CausF= \$50,251.51	CausF= \$32,963.06	CausF= \$71,074.60	CausF= \$	CausF= \$
	HispM=\$44,900.00			HispF=\$429.50		
Total No. of Purchase Orders to MWBE	60	217	48	56		
Total Amount of Purchase Orders to MWBE	\$337,266.55	56	\$32,963.06	\$73,524.10		
Percent % Vendors to MWBE	6.9%	11.3%	11.2%	12.5%	#DIV/0!	#DIV/0!
Percent % Procurements to MWBE	2.1%	2.3%	7.4%	4.8%	#DIV/0!	#DIV/0!
<b>FY2021 (second half)</b>						
	<b>Jan-21</b>	<b>Feb-21</b>	<b>Mar-21</b>	<b>Apr-21</b>	<b>May-21</b>	<b>Jun-21</b>
Total No. of Purchase Orders						
Total Amount of Purchase Orders						
	<b>PO Count</b>	<b>PO Count</b>	<b>PO Count</b>	<b>PO Count</b>	<b>PO Count</b>	<b>PO Count</b>
	AAM=\$	AAM= \$	AAM= \$	AAM= \$0	AAM= \$	AAM= \$
	CausF= \$	CausF= \$	CausF= \$	CausF= \$	CausF= \$	CausF= \$
Total No. of Purchase Orders to MWBE						
Total Amount of Purchase Orders to MWBE						
Percent % Vendors to MWBE	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Percent % Procurements to MWBE	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!