

**CITY OF COLUMBIA  
ADMINISTRATIVE POLICY COMMITTEE  
MEETING REPORT  
MAY 21, 2013 –11:00 A.M.  
EAU CLAIRE TOWN HALL  
3905 ENSOR AVENUE**



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Members of the Columbia City Council conducted an Administrative Policy Committee Meeting on Tuesday, May 21, 2013 at the Eau Claire Town Hall located at 3905 Ensor Avenue, Columbia, South Carolina. The Honorable Leona K. Plough (Chair) called the meeting to order at 11:15 a.m. The Honorable Tameika Isaac Devine and The Honorable Moe Baddourah were present.

**COMMITTEE DISCUSSIONS**

1. Staff Recommendations on Additional Criteria for Liquor License Special Exceptions

Danny Crowe, Esq., informed the committee that after reviewing state statute regarding liquor stores the City is very limited as to what they can do regarding special exemptions. He advised the committee that there are two ways to go about changing the special exemption: making an amendment to the special exception language specifically for liquor stores; and updating the existing general special exception criteria. In order to have a more comprehensive scope, Council should update the existing general special exception criteria which would apply to liquor stores and other issues. The Board of Zoning Appeals can take into account public safety nuisance issues or ones that may be detrimental to the general public and would increase law enforcement activity.

It was a consensus of the committee to recommend to Council that they update the existing general special exception criteria.

2. [Ethics Policy Implementation Update](#) – Ms. Pamela Benjamin, Human Resources Director

Ms. Pamela Benjamin, Human Resources Director advised the committee on the current implementation efforts. In August 2012, we partnered with Ethical Advocate to provide hotline and website support. During new employee orientation we discuss the Ethics Code and Policy. Since implementation we have received two (2) reports.

It was a consensus of the committee to advertise online reporting on the city homepage and Channel 2 and also promote that the reporting hotline is a toll free number and you speak to a live representative.

3. [Kronos Time and Attendance Software Overview](#) – Ms. Pamela Benjamin, Human Resources Director

Ms. Pamela Benjamin, Human Resources Director provided an overview of the Kronos Automated Time and Attendance Software.

This report was received as information.

- **The meeting was adjourned at 12:39 p.m.**

Respectfully submitted by:

Connie Lucius  
Office of the City Clerk