



MINUTES
FEBRUARY 13, 2018 - 5:30 P.M.
LAURENS COUNTY COUNCIL
HISTORIC COURTHOUSE – PUBLIC SQUARE
COUNTY COUNCIL CHAMBERS

ATTENDANCE: **COUNCIL MEMBERS PRESENT-** County Council Chairman Joe Wood and Vice Chairman Keith Tollison; County Council Members: Diane B. Anderson, Stewart Jones, Garrett McDaniel, Ted Nash and David Pitts.

COUNCIL MEMBERS ABSENT – NONE

COUNTY STAFF: Laurens County Administrator, Jon Caime and Laurens County Attorney, Sandy Cruickshanks.

COUNTY STAFF ABSENT - Laurens County Clerk to Council Betty Walsh due to surgery.

DEPARTMENT HEADS PRESENT: Laurens County Clerk of Court, Lynn Lancaster; Laurens County Public Works Director Rob Russian; Laurens County Magistrate Judge, Leesa Inabinette; Laurens County Sheriff Don Reynolds; Laurens County EMS Director Matt Pennington and Laurens County Human Resources Manager, Debi Parker.

PRESS: Ida Cadmus, WLBG Radio; Vic McDanald, *Clinton Chronicle* and John Clayton, *Laurens Advertiser*.

SCHEDULED MEETING AGENDA ITEMS – 1.) Call to Order – Chairman Wood; 2.) Invocation – Councilwoman Anderson; 3.) Pledge of Allegiance; 4.) Approval of Agenda –February , 2018; 5.) Approval of Minutes January 23, 2018; 6.) Reports To Council: a) Clemson PSA Presentation - Laurens County Population - Jordan Lloyd; 7.) Old Business: a.) Public Hearing, Ordinance #840, FILOT, Southern Current, LLC; b.) Third Reading, Ordinance #840, FILOT, Southern Current, LLC; c.) Public Hearing, Ordinance #841, Noise Ordinance; d.) Third Reading, Ordinance #841, Noise Ordinance; e.) Summary Court (Magistrates) Relocation and Remodel; f.) Hillcrest Water Damage Repairs Approval; 8.) New Business: a.) Appointment, Workforce Board; b.) Appointment, Gateway Counseling Board; c.) Magistrates Office Pay Adjustments per Compensation Analysis Version 1.0; d.) EMS Budget Reallocation - Cardiac Monitors (Long Range Strategic Cap Plan V1.0); e.) Support Letter request, Woda Cooper Development, Low Income Housing; f.) Approval of Resolution #2018-02 – District #55 High School Marching Band - Chairman Wood; g.) Approval of Resolution #2018-03 – Retirement, Joel Turner, Victims Advocate; h.) Resolution #2018-04, Blake Heights Subdivision, Roadways Acceptance in to County Roads Inventory; 9.) Public Comment- Period for Public Comment; 10.) County Council Comments; 11.) Executive Session – Existing Industry, Business and Economic Matter; 12.) Adjournment

MEETING NOTIFICATION – The requesting general public and Press were informed of the meeting in a timely manner. Postings of the first Agenda were posted in County facilities on their bulletin boards and also posted on the County Web Site. The amended agenda was distributed well within the required time to be considered an amended agenda.

CALL TO ORDER – Chairman Wood called the meeting to order and invited all to stand for the invocation and the Pledge of Allegiance. Councilwoman Anderson provided the invocation.

PUBLIC COMMENT SIGN-UPS – None were recognized.

APPROVAL OF AGENDA FEBRUARY 13, 2018 – Chairman Wood called for approval of the agenda with any further additions and / or deletions.

Administrator Caime reported that agenda item number five (5), the minutes would be omitted from the agenda and presented at the next meeting of Council.
Chairman Wood noted the Resolutions.

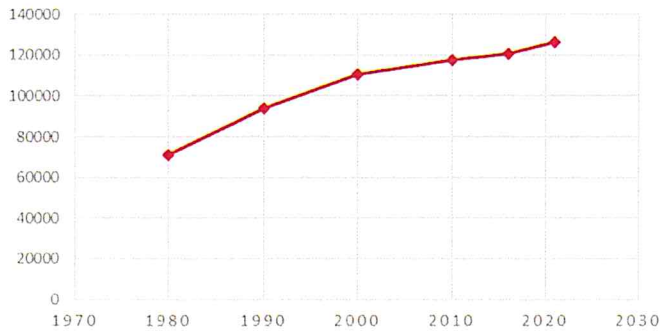
COUNCILMAN PITTS made the MOTION to approve the agenda as presented with any additions and / or deletions; COUNCILMAN MCDANIEL SECONDING; VOTE 7-0.

APPROVAL OF MINUTES – JANUARY 23, 2018 – This item was held over to the next meeting of Council.

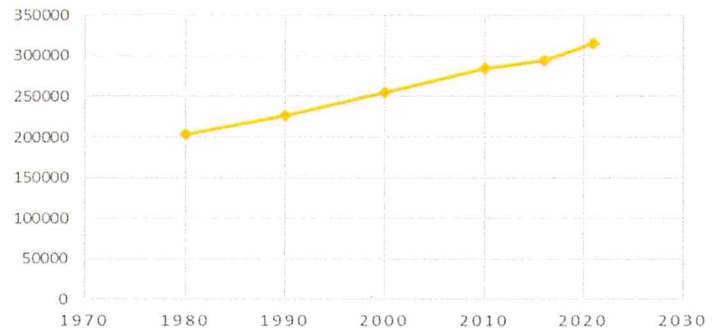
REPORTS TO COUNCIL:

CLEMSON PSA PRESENTATION - LAURENS COUNTY POPULATION - JORDAN LLOYD – Mr. Lloyd of Clemson University was contracted by Administrator Caimie to conduct a study towards population changes for Laurens County and the surrounding areas. The report conducted consists of a regional comparison and breakdown by census tracts from 1980 to 2016 focused on the Lake Greenwood area and the I-385 corridor.

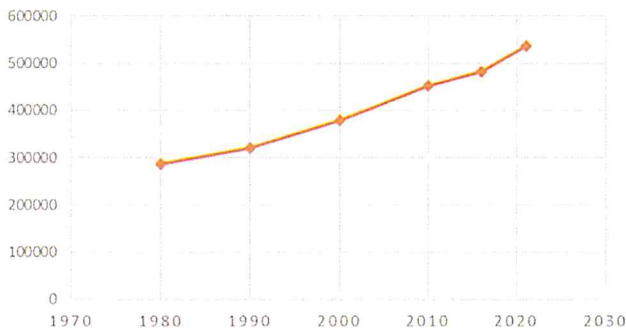
PICKENS



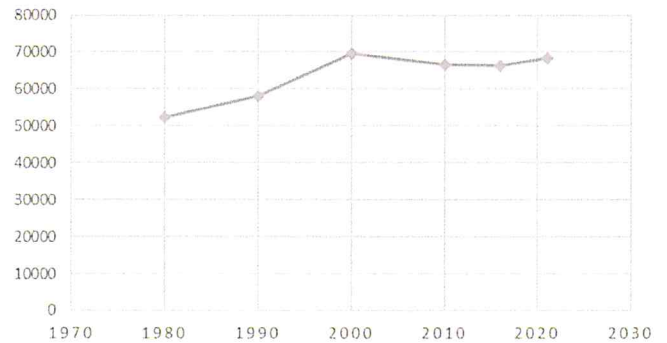
SPARTANBURG



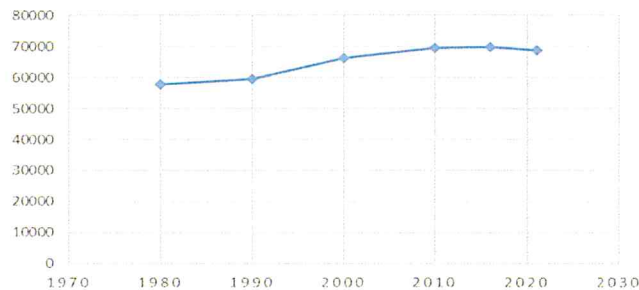
GREENVILLE



LAURENS



GREENWOOD



COUNTY POPULATION CHANGES 1980 - 1990

Greenville County 10.08%
 Greenwood County 2.89%
 Laurens County 10.12%
 Spartanburg County 10.48%

COUNTY POPULATION CHANGES 1990 - 2000

Greenville County 15.70%
 Greenwood County 10.10%
 Laurens County 16.50%
 Spartanburg County 10.90%

COUNTY POPULATION CHANGES 2000 - 2010

Greenville County 16.20%
 Greenwood County 4.90%
 Laurens County -4.60%
 Spartanburg County 10.60%

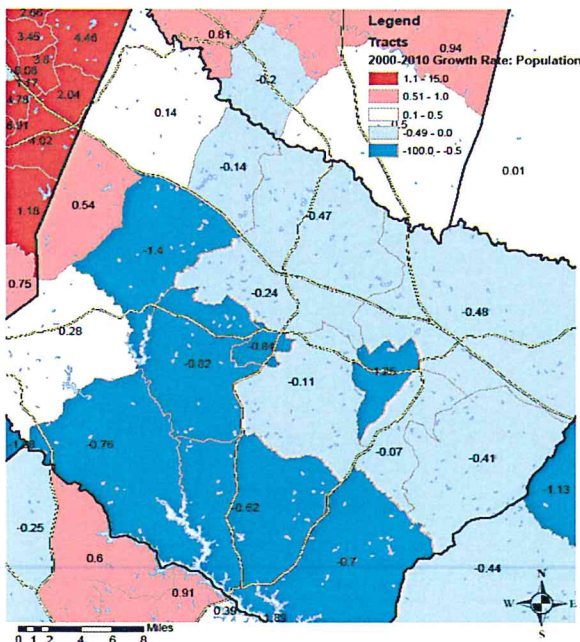
COUNTY POPULATION CHANGES 2010 - 2016

Greenville County 6.10%
 Greenwood County 0.30%
 Laurens County -0.10%
 Spartanburg County 3.20%

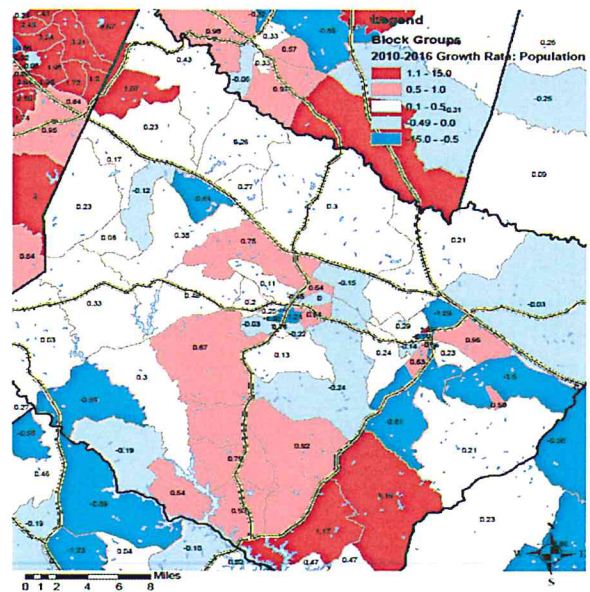
COUNTY POPULATION CHANGES 2016 - 2021

Greenville County 10.33%
 Greenwood County -1.71%
 Laurens County 2.89%
 Spartanburg County 6.56%

Population Growth - 2000-2010

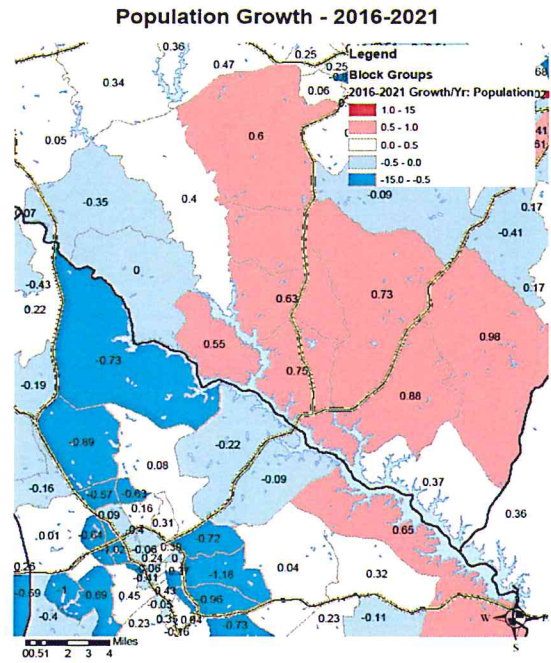
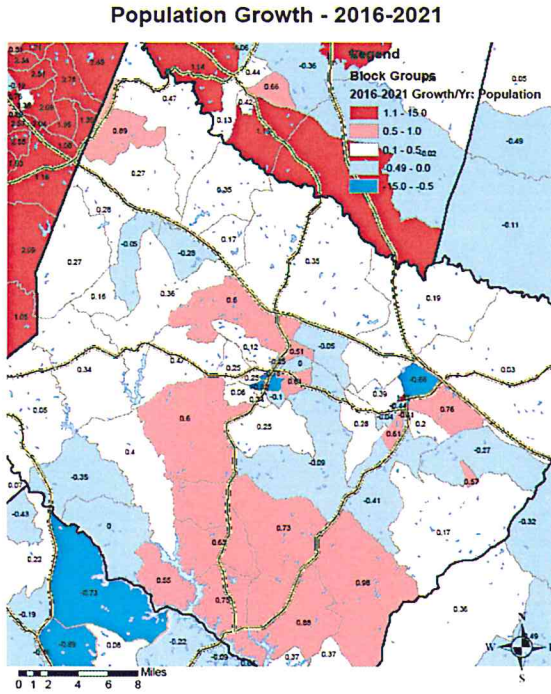


Population Growth - 2010-2016



NORTHERN LAURENS COUNTY

GREENWOOD LAKE AREA



Councilman Jones asked how this data was secured. Mr. Lloyd replied that it is from the US Census data.

Administrator Caime said, “This is good data and is looked at by those businesses that may be looking at Laurens County. This Council needs to make a statement as to where does Laurens County want to be and what do we need to do to get there. We need to start asking the residents of Laurens County what they want. We do have the potential here and need to work towards it”.

OLD BUSINESS:

APPROVAL OF RESOLUTION #2018-02 – DISTRICT #55 HIGH SCHOOL MARCHING BAND –
COUNCILMAN PITTS made the MOTION to approve the resolution with COUNCILWOMAN ANDERSON SECONDING; VOTE 7-0.

Representatives from the District #55 High School Band were not present to receive the Resolution.

PUBLIC HEARING, ORDINANCE #840, FILOT, SOUTHERN CURRENT, LLC – Chairman Wood called the public hearing to order and asked if there were any comments from those in attendance.

County Attorney Cruickshanks reported that this was the solar farm in the Princeton area with an investment of \$2.7 million.

Having no one wishing to speak, Chairman Wood closed the Public Hearing.

THIRD READING, ORDINANCE #840, FILOT, SOUTHERN CURRENT, LLC – VICE CHAIRMAN TOLLISON made the MOTION to approve the third reading of Ordinance #840 with COUNCILMAN MCDANIEL SECONDING; VOTE 7-0.

PUBLIC HEARING, ORDINANCE #841, AMENDING ORDINANCE #634 - NOISE ORDINANCE - Chairman Wood called the public hearing to order and asked if there were any comments from those in attendance.

Having no one wishing to speak, Chairman Wood closed the Public Hearing.

THIRD READING, ORDINANCE #841, AMENDING ORDINANCE #634 - NOISE ORDINANCE - COUNCILMAN MCDANIEL made the MOTION to approve the requested amending Noise Ordinance with COUNCILWOMAN ANDERSON SECONDING for discussion.

Councilman Jones stated that he was in opposition and requested for more specifics for guns and explosives. Section 1821 putting firearms in is too broad. People live in the country for reasons.

Excerpt of Ordinance: The use or firing of explosive, firearms or other devices to cause unreasonably loud and excessive noises in an unnecessary manner or with unreasonable or unnecessary repetition, particularly but not limited to the hours between 9:00 p.m. and 7:00 a.m., so as to annoy or disturb the quiet, comfort or repose of any person of normal sensibilities in any dwelling, motel, hotel or other type of residence.

Councilman Pitts said, “In writing these enforcement ordinances, there is always a gray area. I refer to section #1822 of the ordinance where it refers to exceptions. It reads as if it can not be Than not that

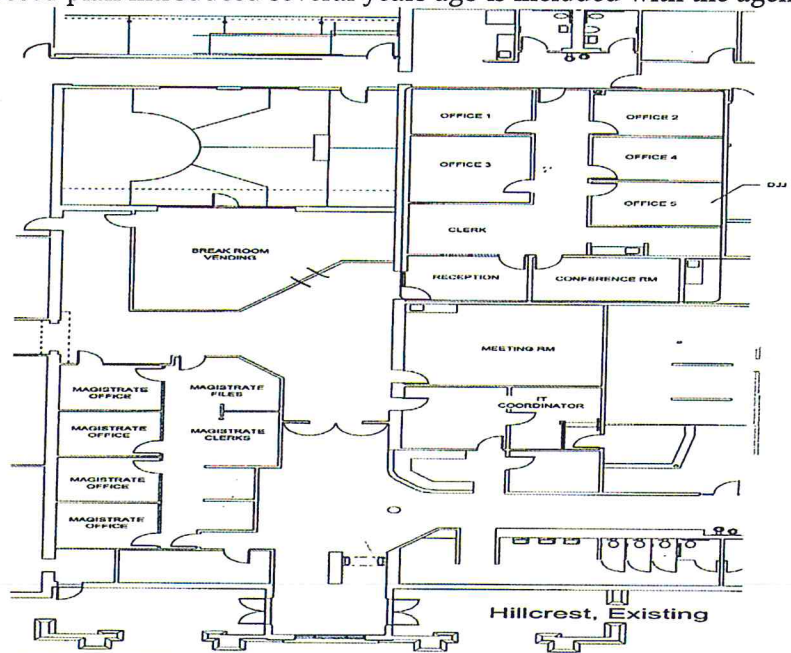
Excerpt of Ordinance: The following noises shall be exempt from prohibitions of this article: (1) The sound produced by construction machinery, heavy-duty equipment used for construction, repair, cleaning, and maintenance of buildings, streets, or public or private premises when operated during daytime hours and shall occur no earlier than 7:00 a.m. and later that 9:00 p. m.

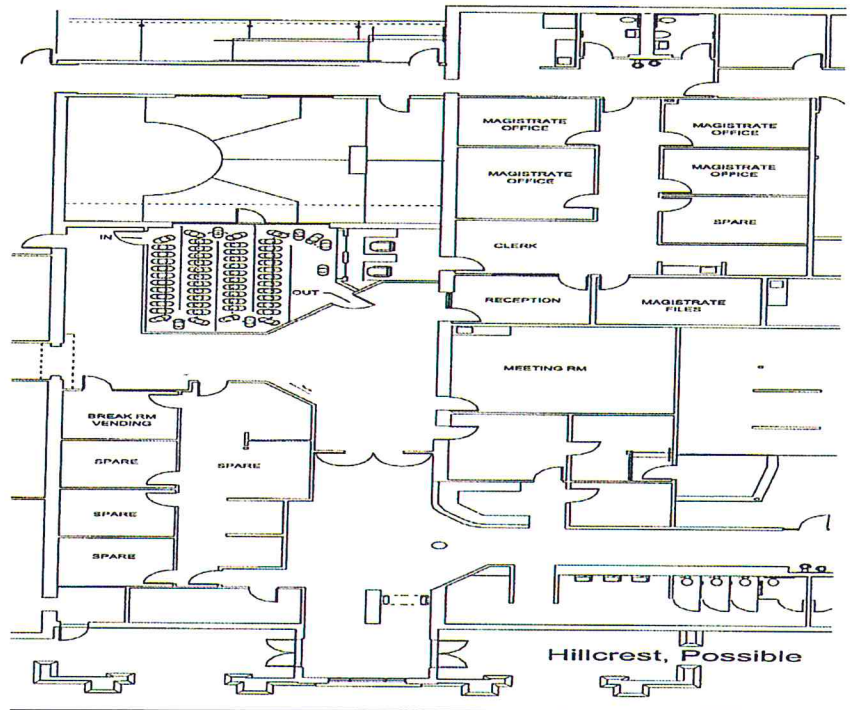
Chairman Wood asked for Sheriff Reynolds to offer any comments towards the ordinance.

Sheriff Reynolds said, “Being in law enforcement, my main goal is to do what is right for the County. I myself would not want to live next to someone that is firing off rifles all hours of the day and night”.

Chairman Wood called for a VOTE – 6-1 (Councilman Jones in opposition).

PROPOSED CONTRACT FOR APPROVAL OF THE SUMMARY COURT MAGISTRATES) RELOCATION AND REMODEL – Public Works Director Rob Russian approached Council saying, “This is something that has been talked about since I’ve been with the County and I know prior to my arrival. One major reason for even considering this is to eliminate the overcrowding at the entrance of the building. The plan is to swap out the Magistrates Office with the Department of Juvenile Justice. The drawings of the proposed plan introduced several years ago is included with the agenda package”.





Administrator Caime referred to the Resolution providing the funds to implement to changes and renovations. And the second one is to allow for the move of the Gray Court Magistrate Office to the main office at Hillcrest.

Mr. Russian stated that the normal bidding process will be implemented and most likely each project will be bid out.

There was a discussion concerning the existing reception area involving walling it up and using as office space. Mr. Russian stated that he would like to see that area used as it was intended and that the pricing presented tonight does not include this area. Administrator Caime stated that the staff would look at this and will report back to Council.

Vice Chairman Tollison asked if this would result in a cost savings for the Magistrates Department. Judge Inabinette replied that it would due to not having copier lease payments and telephone services.

Vice Chairman Tollison questioned the video bonding. Mr. Russian replied by saying that the costs of streaming the lines was excessive and was dropped.

Chairman Wood allowed Mr. Willie Robinson to approach Council saying that the Gray Court Office is needed in Gray Court and that he supported the renovations at the Hillcrest location.

Administrator Caime stated that we have got to do more with less and centralizing these services will help.

RESOLUTION #2018-04 - A RESOLUTION TO CONSOLIDATE THE FACILITIES AND SERVICES OF THE LAURENS COUNTY SUMMARY COURT (MAGISTRATES) AND ALL MATTERS RELATED THERETO - The purpose of this Resolution is to approve and authorize the relocation and consolidation of the Laurens County Summary Court.

VICE CHAIRMAN TOLLISON made the MOTION to approve Resolution #2018-04 as presented for the consolidation with COUNCILMAN NASH SECONDING; VOTE 6-1 (Councilwoman Anderson was in opposition).

RESOLUTION #2018-05 - BUDGET PROVISIO 2017-2018 #9, A RESOLUTION OF LAURENS COUNTY COUNCIL TO AMEND THE FY 2017-2018 BUDGET; AND OTHER MATTERS RELATED THERETO - VICE CHAIRMAN TOLLISON made the MOTION to approve Resolution #2018-05 as presented for the allocation of sixty thousand dollars (\$60,000) for the remodeling with COUNCILWOMAN ANDERSON SECONDDING; VOTE 7-0.

HILLCREST ADMINISTRATIVE OFFICES WATER DAMAGE REPAIRS APPROVAL – Public Works Director Rob Russian approached Council to secure approval of the contract with Medlin Builders for the repairs to the administrative building at Hillcrest Square.

Mr. Russian stated that the only costs associated with this is the deductible through the insurance company.

The contract consisted of the following: All necessary repairs or replacement to drywall, Prime and seal walls for wallpaper; Paint and prime all walls in damaged areas; New countertop and shelving in upstairs room per instruction; HVAC inspection / damage repair (2) suspected units could need replacement, will further inspect to determine; All ducts inspected and wet insulation will be replaced; Wallpaper for all damaged areas where there is now wallpaper; Electrical inspection and damaged equipment repair or replaced; Floor coverings and rubber base replaced where damaged; Acoustical ceiling removed as required for HVAC and Electrical inspections then replaced; General labor and supervision for project; Dumpster for debris and daily cleanup of site; Proffull time and overhead included; Workman's Compensation and general liability provided.

COUNCILMAN MCDANIEL made the motion to approve the contract with Medlin Builders to begin the necessary repairs. COUNCILMAN JONES SECONDDING; VOTE 7-0.

NEW BUSINESS:

APPOINTMENT, UPPER SAVANNAH COUNCIL OF GOVERNMENTS, WORKFORCE DEVELOPMENT BOARD – Workforce Development Director, Susan Skinner asked for the following to be appointed by Council: Representing the Community based organizations, appointment of Shaunna Vance and the re-appointment of Ann Blanton. Mrs. Skinner also asked to allow for the expiration of Jeff Richards term.

COUNCILMAN PITTS made the MOTION to approve the appointment of Ms Shaunna Vance; COUNCILMAN MCDANIEL SECONDDING; VOTE 7-0.

COUNCILMAN PITTS made the MOTION to approve the re-appointment of Ms Ann Blanton; COUNCILWOMAN ANDERSON SECONDDING; VOTE 7-0.

APPOINTMENT, GATEWAY COUNSELING BOARD - COUNCILMAN JONES made the MOTION to approve the requested appointment of Leland Nelson to the Gateway Counseling Center Board with COUNCILMAN PITTS SECONDDING; VOTE 7-0.

MAGISTRATES OFFICE PAY ADJUSTMENTS PER COMPENSATION ANALYSIS VERSION 1.0 – Administrator Caime referred to the Compensation Study that he has developed and noted that this is the second department to make the necessary adjustments.

Continuing Administrator Caime said, “Judge Lessa has found monies within her budget to make this adjustment. The net costs would be nine thousand three hundred dollars (\$9,300). We can balance this increase cost through efficiencies gained with reductions in #31050 Jurors by \$3,000, #43030 Equipment and Maintenance by \$5,000, plus \$1,300 from line #56050 memberships/dues”.

The following is the proposed changes to be made within the Magistrates Office:

1. Approve adjustments to the Magistrates Office Clerk 1 position. There are ten (10) starting salary positions at \$11.25 per hour. The Clerk 1 classification as a grade 10 and starting salary has already set by Council. Plus adjusting any 3.5% longevity on top of the starting salary.
2. Approve the re-classification of one Civil Clerk title to the title of Clerk 1 position which will also include the adjustments made in item #1.
3. Approve the re-classification of one Clerk 1 position to a Clerk 2 position.
4. Approve setting the official grade of the Clerk 2 position at grade 11 starting pay of \$12 per hour adjusting any 3.5% longevity on top of the starting salary.
5. Approve the re-classification of one office manager to the title of Deputy Clerk grade 13 starting salary at \$13.90 per hour (Deputy Clerk classification as grade 13 and starting salary already set by Council) adjusting any 3.5% longevity on top of the starting salary.

Councilman Jones stated that he did not understand the cut in juror monies. Judge Leesa replied, “Juror trials were one week out of every month. Now that we are caught up, we have gone to one week every other month. Jurors were paid per case and they may have two or three per day. We have now cut out the per case and are now paying once a day. This process will cut jurors in half with all trials now in one place”.

Councilwoman Anderson noted, “It appears that the juror line item was inflated. I also have a problem with us now in a position with four months until the next budget is due. Your department has budgeted monies and you have reclassified positions and added positions. I feel that if there is money left over it should be rolled over to next year in the general fund. Might be saving from line items but I remember that at a former meeting a part time position was made in to a full time position”.

Administrator Caime said, “This process acts as an incentive to departments to be more efficient. Unless Council can come up with the thousands of dollars to fix this, all we can do is solve problems a little bit at a time. At a former meeting it was asked how many clerks did the County have. An answer could not be provided. It’s our system and the progression of how things have gone along over the years that got us where we are today”.

Judge Leesa replied, “It is hard to find skilled people and just pay ten dollars an hour. It takes time to train and for them to get no more money than they are offered, they go elsewhere to get more money”.

Chairman Wood said, “We have talked many times about our employee pay and now we are accomplishing it by doing it department by department. It is not right for one clerk to make this amount and another clerk another amount”.

Councilman Jones questioned the Memberships and dues cuts. Judge Lessa replied that the only membership she knew of was the Summory Court Judges Association.

SJ DA thought process...using money more efficiently I like ideas and used more efficiently now and not come back next year asking for more money in these line items.

Vice Chairman Tollison stated that he agreed with making these titles standard titles and that he liked the idea of allowing a department head to squeeze their budgets to make this happen.

COUNCILMAN MCDANIEL made the MOTION to approve the requested changes within the Magistrate’s office with VICE CHAIRMAN TOLLISON SECONDING; VOTE 6-1 (Councilwoman Anderson opposing).

EMS BUDGET REALLOCATION - CARDIAC MONITORS - LONG RANGE STRATEGIC CAPITAL PLAN V1.0 – EMS Director Matt Pennington, approached Council asking for approval to

reallocate salary monies from the first six months of the Fiscal Year 2017/2018 salary monies and the remount savings to offset the purchase of seven (7) new cardiac monitors.

Mr. Pennington said, “It is an appropriate time to upgrade these cardiac monitors. There are mandatory actions in motion as to law and this will certainly help put us ahead of the game. I have just learned today that the remounts are even less than reported earlier and we now have the funds to pay for the seven monitors using these two accounts. The total cost for seven of the monitors is two hundred twenty two thousand five hundred sixty three dollars (\$222,563)”.

Chairman Wood recognized that this is what Council likes to see the Department Heads do with their budgets. And stated that this was a huge financial concern but is now something that can be done due to Mr. Pennington monitoring his budget and seeing ways to make things happen.

COUNCILWOMAN ANDERSON made the MOTION to approve the request of using salary funds available from the first six months of salary monies and the remount savings for the purchase of cardiac monitors. COUNCILMAN MCDANIEL SECONDING; VOTE 7-0.

Administrator Caime stated that this will now require a budget amendment by Resolution.

SUPPORT LETTER REQUEST, WODA COOPER DEVELOPMENT, LOW INCOME HOUSING -

Ms. Tammy Stansbury, Vice President of the Woda Group, approached Council asking for approval of a letter of support towards the \$8.4 million apartment complex for Jacobs Highway in Clinton.

Ms. Stansbury said, “This is to be a forty two unit of affordable housing apartment complex. The letter of support is part of the process in gaining approval from the state. This is not section eight housing but is called affordable housing. This will be \$8.4 million that will be paying taxes. No money is being asked from the County nor the City. We are ranked in top ten in the United States”.

Chairman Wood asked if this was the project that the City of Clinton turned down. Ms. Stansbury stated that she was only representing the company at this point and has not been the individual in charge; and that she was not certain of approaching the City of Clinton.

Administrator Caime said that he had spoken with the Mayor and he expressed concerns of the use that this is a single family area and that it was not in the City of Clinton.

Ms. Stansbury continued by saying, “These units will be affordable for the work force. Rents are lower in order to meet the middle income families. Our recent project was in Saluda and another near the University of South Carolina. Other complexes require as much as one thousand two hundred dollars a month. Our units are half that and are affordable by this areas police officers, EMS officers and family dollar store clerks”.

Councilman Pitts said, “On the agenda it says low income housing. I live within approximately a mile from the proposed complex and many of my constituents voiced concerns and are against allowing the complex. This will cause devaluing property values of the single family homes. With this said, I am opposed to Council approving this letter of support”.

Vice Chairman Tollison expressed his concerns as being the types of problems a low income housing development would create.

COUNCILMAN MCDANIEL made the MOTION to approve the requested letter of support with COUNCILWOMAN ANDERSON SECONDING; VOTE 2-5; Council Members Pitts, Wood, Jones, Nash and Tollison were in opposition.

APPROVAL OF RESOLUTION #2018-03 – RETIREMENT, JOEL TURNER, VICTIMS ADVOCATE – There was a COUNCIL CONSENSUS to approve; VOTE 7-0.

RESOLUTION #2018-04, BLAKE HEIGHTS SUBDIVISION, ROADWAYS ACCEPTANCE IN TO COUNTY ROADS INVENTORY – Public Works Director Rob Russian requested Council approval for the roadways in the Blake Heights Subdivision, off of Bull Hill Road to be allowed into the County road maintenance system.

Continuing Mr. Russian said, “This project began in June of 2000 and was designed for sixty six (66) home sites and 1.13 miles of roadway. The subdivision roadways consists of Destiny Drive with two thousand eight hundred and six feet (2,806), Laura Jane Land with three thousand one hundred forty five feet (3,145) for a total of five thousand nine hundred fifty one feet (1.13 miles) of roadway. The roadways, as well as the subdivision have now been constructed to County Standards and the developer is asking for County acceptance”.



COUNCILWOMAN ANDERSON made the MOTION to approve Resolution #2018-04 with COUNCILMAN PITTS SECONDING; VOTE 7-0.

PUBLIC COMMENT-

- 1.) James Starnes approached Council concerning the wells on Cedar Valley Road going dry and asked for help with securing rural water.

Continuing Mr. Starnes said, “We have contacted the Laurens County Water and Sewer Office and they said they could provide the water lines to a tune of ten thousand dollars (\$10,000) plus a water tap. There are five (5) homes on Cedar Valley Road just off of #252. We are hauling water to even take baths. There are elderly in this area on fixed incomes.”

Chairman Wood asked Mr. Starnes to draft a letter indicating that all five homes would instead of just one or two.

COUNTY COUNCIL COMMENTS:

- 1.) Councilman Nash stated that he was thankful that the Thompson Road fire station is ready for operations.
- 2.) Chairman Wood noted a recent family event with his brother needing emergency care and stated that he was very proud of the emergency services personnel.

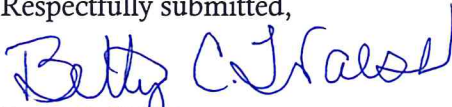
EXECUTIVE SESSION – EXISTING INDUSTRY, BUSINESS AND ECONOMIC MATTER

There was a COUNCIL CONSENSUS to move into executive session following a short recess.

Council reconvened in open session with Chairman Wood reporting that no action was taken on the economic development matter

ADJOURNMENT – The meeting was adjourned at approximately 8:10 P.M.

Respectfully submitted,



Betty C. Walsh
Laurens County Clerk to Council



AGENDA ITEM – REQUEST SHEET – COUNTY COUNCIL

ALL REQUESTS should be submitted by 1:00 P.M. on the Wednesday prior to the Tuesday meeting of Council. All other requests not submitted by the deadline will be retained and scheduled for the next meeting of Council.

Agenda Item #: 7A

DEPARTMENT / AGENCY: Adminstrator/Finance/Treasurer

COUNCIL ACTION REQUESTED: Approve the requested FB transfer from the General Fund Undesignated Reserves (GF FB UD) to the newly created 113 fund.

More Detailed Description:

There are two revenue sources that are reportedly controlled by the Treasurer but had been commingled into our General Fund. Our accounting for these funds had been obscure resulting in a creation of a significant fund balance for these funds while simultaneously creating false deficits in our General Fund Operation and Maintenance (fund 110-544). For the County Administrator's first budget (FY17) the CA recommended creation of a special revenue fund (SRF) that would create a more transparent and accurate accounting mechanism for the revenues and expenses of these two revenue sources.

To clarify this, the Council established a new fund 113 in FY18. While we had run deficits in the GF for 6 plus years prior to FY17, these funds continued to rise in FB (surpluses). By segregating these funds and moving expenses from the GF to these SRF funds we can utilize these funds for their restrictive purposes and not spend GF moneys as we have in the past.

Although these funds have restrictions, our external auditors have designated the surplus FB from these funds as GF FB UD. The fund balance for these funds is \$1,119,138 as of the end of FY17. This is NOT an accurate fund balance for these funds due to the lack of a true capture of all expenses in the past financials. With the new 113 fund we intend to capture all the true expenses.

The Treasurer is suggesting we transfer \$500,000 from the GF FB UD to this 113 fund. This will create enough of a fund balance in fund 113 to carry the cash flow needs to cover expenses. If at the end of the fiscal year the FB exceeds \$500,000 this resolution will automatically correct our financials annually by transferring excess revenues exceeding \$500,000 FB at the end of the fiscal year from fund 113 (SRF) to fund 110 (GF). Therefore this resolution will automatically fix this problem each fiscal year from this point forward.

We will also need to do a correction in FY18 to cover the transitory period for FY18 for the expenses at the end of FY18 which we will be able to do via this resolution. For FY18 the County Administrator put a \$360,000 mock negative expense in fund 110 to be able to do this. This will be rectified at the end of FY18. The goal is to have expenses fully transferred from fund 110 to fund 113 beginning in FY19.

(PLEASE – attach subject matter document pages as necessary)

STATE OF SOUTH CAROLINA)

A RESOLUTION OF LAURENS COUNTY COUNCIL

COUNTY OF LAURENS)

TO AMEND THE FY2017-2018 BUDGET; AND OTHER
MATTERS RELATED THERETO

WHEREAS, pursuant to the powers designated and delegated to the County is Title 4 of the Code of Laws for the State of South Carolina, 1976, as amended the Laurens County Council is vested with the authority to take such action as is set forth herein; and,

WHEREAS, the Laurens County Council enacted Ordinance 834 which is the FY 2017-2018 budget and pursuant to the provisions set forth in paragraph 12 of said ordinance, the Council may alter or amend the budget through a duly adopted Resolution; and

WHEREAS, the Laurens County Council is advised that various accounts within the FY 2017-2018 budget need to be amended so as to properly and accurately apply previously appropriated funds.

NOW, THEREFORE, it is hereby Resolved by Laurens County Council in meeting duly assembled, that:

1. The Laurens County Council does hereby alter and amend the provisions of Ordinance 834 in the following manner:

113 Treasurer Special Revenue Fund

At present there are balances in the costs account of the Treasurer associated with an accumulation of costs funds over many years. As of June 30, 2017 there was a balance in the account of \$1,119,138 and the expenses of the Treasurers costs shown overall in 110-544 account showing negative balances as of June 30, 2016 and June 30, 2017. Since the establishment of account 113, the following transfers, adjustments and transactions shall occur: (A.) A separate and segregated Special Revenue Fund (as the revenue part of 113) shall have a beginning balance as of July 1, 2017 of \$500,000.00. (B.) The remaining fund balance as of June 30, 2017 of 619,138.00 shall be transferred or remain as part of the County General Fund to be used as deemed appropriate by the County Council. (C.) There shall be adjusting entries made to the Treasurers 100-544 account so as to eliminate any reference to deficit balances for FY 2016, FY 2017 and FY 2018. (D.) It is further understood and agreed that this account (113) will be adjusted from year to year so as to maintain a reasonable and stable balance in the account of approximately \$500,000 or such other amount as deemed appropriate by the Treasurer. Any funds in excess of the \$500,000.00 balance, after accounting for all expenditures of the account, shall be transferred to the General Fund of the County on an annual basis.

2. All orders and resolutions in conflict herewith, to the extent of such conflict only, are, repealed and rescinded.
3. Should any part or portion of this Resolution be deemed unconstitutional or otherwise unenforceable by any court of competent jurisdiction, such finding shall not affect the remainder hereof, all of which is hereby deemed separable.

834 Proviso #10

- 4. This Resolution shall take effect and be in force immediately upon enactment by a majority vote of the County Council.

BE IT SO RESOLVED THIS ___ DAY OF _____, 2018.

(signature page attached)

Draft Proviso

LAURENS COUNTY GOVERNMENT
REVENUE & EXPENDITURE STATEMENT

FY 2015-2016

07/01/2015 TO 06/30/2016

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
110-542-42000-61500 Sheriff - Department Supplies	28,000.00	22,635.92	22,635.92	5,364.08	81
110-542-42000-61530 Sheriff - SORT Supplies	5,000.00	812.50	812.50	4,187.50	16
110-542-42000-61545 Sheriff - K-9 Maintenance Supplies	2,500.00	3,004.02	3,004.02	-504.02	120
110-542-42000-61700 Sheriff - Office Supplies	15,000.00	10,642.67	10,642.67	4,357.33	71
110-542-42000-61800 Sheriff - Postage	4,000.00	1,531.29	1,531.29	2,468.71	38
110-542-42000-61808 Sheriff - Reserve Deputy Supplies	2,500.00	1,218.15	1,218.15	1,281.85	49
110-542-42000-61850 Sheriff - Uniforms	45,000.00	31,290.00	31,290.00	13,710.00	70
110-542-42000-61900 Sheriff - Vehicle Supplies	150,000.00	179,668.64	179,668.64	-29,668.64	120
110-542-42000-61910 Sheriff - Vehicle Fuel	335,000.00	238,487.51	238,487.51	96,512.49	71
110-542-42000-80045 Sheriff - Crime Prevention Prog	2,000.00	1,487.69	1,487.69	512.31	74
110-542-42000-80047 Sheriff - Stolen Property	1,000.00	365.00	365.00	635.00	37
110-542-42000-80048 Sheriff - D.A.R.E. Program	2,500.00	2,421.24	2,421.24	78.76	97
110-542-42010-80049 Sheriff - State Drug Forfeitures	40,000.00	12,358.80	12,358.80	27,641.20	31
110-542-42011-80046 Sheriff - Federal Drug Forfeitures	0.00	2,369.76	2,369.76	-2,369.76	0
110-542-42014-80028 Sheriff - Child Support Enforcemer	15,000.00	220.25	220.25	14,779.75	1
110-542-42022-80021 Sheriff - Grant Match	18,000.00	3,278.94	3,278.94	14,721.06	18
110-542-42022-80022 Sheriff - DOJ Vest Grant Exp	18,000.00	3,278.94	3,278.94	14,721.06	18
110-542-42025-34816 Sheriff - Sex Offender Reg. Fee Du	13,000.00	6,550.00	6,550.00	6,450.00	50
110-542-42025-43069 Sheriff - Sex Offender Comp Maint	1,500.00	648.00	648.00	852.00	43
110-542-42110-34215 Sheriff - Scrap Metal Expenditures	2,800.00	0.00	0.00	2,800.00	0
542 Sheriff	3,903,109.00	3,843,658.93	3,843,658.93	59,450.07	98
543 DSS					
110-543-44000-53090 DSS - Telephone	16,800.00	17,593.18	17,593.18	-793.18	105
110-543-44000-62010 DSS - HHS Bldg Utilities	50,000.00	55,900.54	55,900.54	-5,900.54	112
543 DSS	66,800.00	73,493.72	73,493.72	-6,693.72	110
544 Treasurer					
110-544-34103-81002 Treasurer - Cost Expenses	0.00	146,692.81	146,692.81	-146,692.81	0
110-544-34104-81003 Treasurer - Decal Expenses	0.00	9,906.21	9,906.21	-9,906.21	0
110-544-41000-11000 Treasurer - Salaries	270,828.00	281,706.76	281,706.76	-10,878.76	104
110-544-41000-11010 Treasurer - Part-Time Salaries	25,136.00	14,115.49	14,115.49	11,020.51	56
110-544-41000-21040 Treasurer - Travel Allotment	1,200.00	1,206.49	1,206.49	-6.49	101
110-544-41000-27000 Treasurer - Drug Testing	50.00	50.00	50.00	0.00	100
110-544-41000-43030 Treasurer - Equipment Maint	500.00	0.00	0.00	500.00	0
110-544-41000-53090 Treasurer - Telephone	2,800.00	3,171.36	3,171.36	-371.36	113
110-544-41000-56050 Treasurer - Membership/Dues	565.00	370.00	370.00	195.00	65
110-544-41000-57080 Treasurer - Training	1,000.00	1,175.00	1,175.00	-175.00	118
110-544-41000-57092 Treasurer - Travel	3,000.00	1,657.54	1,657.54	1,342.46	55
110-544-41000-61700 Treasurer - Office Supplies	10,000.00	9,040.52	9,040.52	959.48	90
110-544-41000-61800 Treasurer - Postage	80,000.00	113,420.97	113,420.97	-33,420.97	142
110-544-41000-61910 Treasurer - Vehicle Fuel	1,100.00	256.16	256.16	843.84	23
110-544-41000-80040 Treasurer - Contingency	-30,000.00	-59,991.00	-59,991.00	29,991.00	200
544 Treasurer	366,179.00	522,778.31	522,778.31	-156,599.31	143
545 Veteran Affairs					
110-545-44000-11000 VA - Salaries	101,103.00	98,824.07	98,824.07	2,278.93	98
110-545-44000-11010 VA - Part-Time Salaries	12,116.00	9,210.40	9,210.40	2,905.60	76
110-545-44000-43030 VA - Equipment Maint	3,200.00	4,086.04	4,086.04	-886.04	128

LAURENS COUNTY GOVERNMENT
REVENUE & EXPENDITURE STATEMENT
07/01/2016 TO 06/30/2017

FY 2016-2017

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>	<u>PRIOR YEAR PERIOD</u>	<u>PRIOR YEAR YEAR TO DATE</u>
110-542-42112-80036 Sheriff - Body Worn Camera Expense	0.00	32,057.00	32,057.00	-32,057.00	0	0.00	0.00
110-542-42115-61531 Sheriff - Project Lifesaver	0.00	2,063.40	2,063.40	-2,063.40	0	0.00	0.00
542 Sheriff	4,041,975.00	4,053,843.24	4,053,843.24	-11,868.24	100	3,853,344.43	3,853,344.43
543 DSS							
110-543-44000-53090 DSS - Telephone	19,650.00	23,027.37	23,027.37	-3,377.37	117	17,593.18	17,593.18
110-543-44000-62010 DSS - HHS Bldg Utilities	50,000.00	53,037.28	53,037.28	-3,037.28	106	55,900.54	55,900.54
543 DSS	69,650.00	76,064.65	76,064.65	-6,414.65	109	73,493.72	73,493.72
544 Treasurer							
110-544-34103-81002 Treasurer - Cost Expenses	160,000.00	221,282.44	221,282.44	-61,282.44	138	196,450.99	196,450.99
110-544-34104-81003 Treasurer - Decal Expenses	10,000.00	12,630.00	12,630.00	-2,630.00	126	9,906.21	9,906.21
110-544-41000-11000 Treasurer - Salaries	290,202.00	290,820.38	290,820.38	-618.38	100	281,706.76	281,706.76
110-544-41000-11010 Treasurer - Part-Time Salaries	25,816.00	13,996.34	13,996.34	11,819.66	54	14,115.49	14,115.49
110-544-41000-21040 Treasurer - Travel Allotment	1,200.00	1,203.20	1,203.20	-3.20	100	1,206.49	1,206.49
110-544-41000-27000 Treasurer - Drug Testing	50.00	75.00	75.00	-25.00	150	50.00	50.00
110-544-41000-43030 Treasurer - Equipment Maint	500.00	311.15	311.15	188.85	62	0.00	0.00
110-544-41000-53090 Treasurer - Telephone	3,200.00	2,397.21	2,397.21	802.79	75	3,171.36	3,171.36
110-544-41000-56050 Treasurer - Membership/Dues	565.00	525.00	525.00	40.00	93	370.00	370.00
110-544-41000-57080 Treasurer - Training	1,500.00	1,875.00	1,875.00	-375.00	125	1,175.00	1,175.00
110-544-41000-57092 Treasurer - Travel	3,000.00	1,800.02	1,800.02	1,199.98	60	1,657.54	1,657.54
110-544-41000-61700 Treasurer - Office Supplies	10,000.00	15,691.45	15,691.45	-5,691.45	157	9,040.52	9,040.52
110-544-41000-61800 Treasurer - Postage	80,000.00	78,195.08	78,195.08	1,804.92	98	113,420.97	113,420.97
110-544-41000-61910 Treasurer - Vehicle Fuel	600.00	237.20	237.20	362.80	40	256.16	256.16
110-544-41000-80040 Treasurer - Contingency	-30,000.00	0.00	0.00	-30,000.00	0	-59,991.00	-59,991.00
544 Treasurer	556,633.00	641,039.47	641,039.47	-84,406.47	115	572,536.49	572,536.49
545 Veteran Affairs							
110-545-44000-11000 VA - Salaries	105,441.00	103,335.94	103,335.94	2,105.06	98	98,824.07	98,824.07
110-545-44000-11010 VA - Part-Time Salaries	12,636.00	9,673.87	9,673.87	2,962.13	77	9,210.40	9,210.40
110-545-44000-43030 VA - Equipment Maint	3,200.00	3,190.60	3,190.60	9.40	100	4,086.04	4,086.04

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09/26/2017 12:50:19PM

Page 23 of 64

\\RevenueExpenditureInclPriorYearBudgetFirst



AGENDA ITEM – REQUEST SHEET – COUNTY COUNCIL

ALL REQUESTS should be submitted by 1:00 P.M. on the Wednesday prior to the Tuesday meeting of Council. All other requests not submitted by the deadline will be retained and scheduled for the next meeting of Council.

Agenda Item #: 7B (County Clerk will insert this)

DEPARTMENT / AGENCY: Public Works Date of Request: 2/21/2018

COUNCIL ACTION REQUESTED: Authorize Public Works to enter into a contract with Reynolds Engineering Inc.

Short Description of Item for Consideration: Council has previously authorized work to begin on the replacement of twenty-seven roof mounted HVAC units at the Hillcrest Judicial

More Detailed Description (if needed):

Complex as part of the roof replacement process. Public Works would like to utilize the consultant services of Reynolds Engineering for this project. Reynolds Engineering has previously worked with the local school district on similar projects and is well qualified. The scope of work that will be performed includes programming, design, bidding, inspection, and general management of the project.

FINANCIAL AMOUNT REQUESTED _____

SOURCE OF FUNDING: Administration Building Bond Funds

(PLEASE – attach subject matter document pages as necessary)



AGENDA ITEM – REQUEST SHEET – COUNTY COUNCIL

ALL REQUESTS should be submitted by 1:00 P.M. on the Wednesday prior to the Tuesday meeting of Council. All other requests not submitted by the deadline will be retained and scheduled for the next meeting of Council.

Agenda Item #: 7C

DEPARTMENT / AGENCY: Fire Service Date of Request: 02/21/18

COUNCIL ACTION REQUESTED: Approval to purchase two preowned fire trucks as part of the long range strategic capital plan Ver 1.0

More Detailed Description: Two used fire engines have been located in Spartanburg County at the Popular Springs FD. These are 2001 models with under 39,000.00. The asking price is \$37,000.00 each and both trucks are identical. The fire department is asking for a good faith check of \$500.00 to hold these trucks until July 2018, when the new trucks they have purchased will be delivered.

These trucks have been inspected by the fire service mechanic and are in excellent condition, and are one owner.

This purchase is in compliance with the Long Range Strategic Capital Plan Ver 1.0. Council has supported the request to advance purchase preowned fire equipment per the Strategic Capital Plan.

FINANCIAL AMOUNT REQUESTED \$500.00 Now, \$74,000 in FY19.

SOURCE OF FUNDING: Fire Reserve Fund 134 Reserves (FB-\$650,854 as of 7/1/17)

(PLEASE – attach subject matter document pages as necessary)



AGENDA ITEM – REQUEST SHEET – COUNTY COUNCIL

ALL REQUESTS should be submitted by 1:00 P.M. on the Wednesday prior to the Tuesday meeting of Council. All other requests not submitted by the deadline will be retained and scheduled for the next meeting of Council.

Agenda Item #: 8A

DEPARTMENT / AGENCY: Legal/Fire Date of Request: _____

COUNCIL ACTION REQUESTED: Approve allowing Duke power to connect to an exist power pole on our property at Kickler Station and for them to add a pole at the road to run a line to. This will allow the property owner behind our station to get power to his property.

More Detailed Description:

FINANCIAL AMOUNT REQUESTED _____

SOURCE OF FUNDING: _____

(PLEASE – attach subject matter document pages as necessary)

EASEMENT

SOUTH CAROLINA
LAURENS COUNTY

Prepared By: Nancy Shallcross
Return To: Duke Energy
Attn: N. Shallcross
425 Fairforest Way
Greenville, SC 29607

THIS EASEMENT ("Easement") is made this _____ day of _____, 2018 ("Effective Date"), from LAURENS COUNTY, ("GRANTOR," whether one or more), to Duke Energy Carolinas, LLC, a North Carolina limited liability company ("DEC"); its successors, licensees, and assigns.

WITNESSETH:

THAT GRANTOR, for and in consideration of the sum of ONE DOLLAR (\$1.00), the receipt and sufficiency of which are hereby acknowledged, does hereby grant unto DEC, its successors, lessees, licensees, transferees, permittees, apportionees, and assigns, the perpetual right, privilege, and easement to go in and upon the land of GRANTOR situated on the northeastern side of S. C. Road S-30-42, known as South Harper Extension, of said County and State, described as follows: Tax Identification Number: 417-00-00-011, containing 0.63 of an acre, more or less, and being the land described in a deed from LAURENS COUNTY WATER AND SEWER COMMISSION to LAURENS COUNTY dated May 31, 2002 and recorded in Deed Book 589, Page 16, and survey of plat by W. W. Teague, RLS 4947, recorded in Plat Book 66 at page 485, all recorded in the Register of Deeds Office of Laurens County, South Carolina. (the "Property"), LESS AND EXCEPT any prior out-conveyances, and to construct, reconstruct, operate, patrol, maintain, inspect, repair, replace, relocate, add to, modify and remove electric and/or communication facilities thereon including but not limited to, supporting structures such as poles, cables, wires, guy wires, anchors, underground conduits, enclosures/transformers, vaults and manholes, and other appurtenant apparatus and equipment (the "Facilities") within an easement area being thirty (30) feet wide for the overhead portion of said facilities and twenty (20) feet wide for the underground portion of said facilities together with an area ten (10) feet wide on all sides of the foundation of any DEC enclosure/transformer, vault or manhole (the "Easement Area"), for the purpose of transmitting and distributing electrical energy and for communication purposes of DEC and Incumbent Local Exchange Carriers. The centerline of the Facilities shall be the center line of the Easement Area.

THE RIGHT, privilege and easement shall include the following rights granted to DEC: (a) ingress and egress over the Easement Area and over adjoining portions of the Property (using lanes, driveways and paved areas where practical as determined by DEC); (b) to relocate the Facilities and Easement Area on the Property to conform to any future highway or street relocation, widening or improvement; (c) to trim and keep clear from the Easement Area, now or at any time in the future, trees, limbs, undergrowth, structures or other obstructions, and to trim or clear dead, diseased, weak or leaning trees or limbs outside of the Easement Area which, in the opinion of DEC, might interfere with or fall upon the Facilities; (d) to install guy wires and anchors extending beyond the limits of the Easement Area; and (e) all other rights and privileges reasonably necessary or convenient for DEC's safe, reliable and efficient installation, operation, and maintenance of the Facilities and for the enjoyment and use of the Easement Area for the purposes described herein.

TO HAVE AND TO HOLD said rights, privilege, and easement unto DEC, its successors, licensees, and assigns, forever, and GRANTOR, for itself, its heirs, executors, administrators, successors, and assigns, covenants to and with DEC that GRANTOR is the lawful owner of the Property and the Easement Area in fee and has the right to convey said rights and Easement.

IN WITNESS WHEREOF, this EASEMENT has been executed by GRANTOR and is effective as of the Effective Date herein.

Witnesses

Witness #1

Laurens County _____

Witness # 2

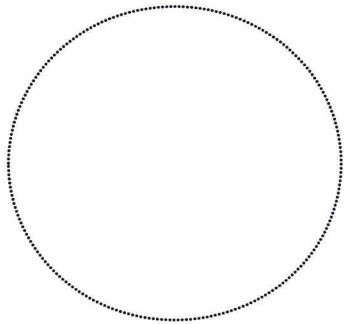
Printed Name of Signatory: _____,

Title of Signatory: _____

SOUTH CAROLINA, _____ COUNTY

I, _____, a Notary Public of _____ County, South Carolina, certify that _____ personally appeared before me this day and acknowledged the due execution of the foregoing EASEMENT, and that the subscribing witnesses are not a party to or beneficiary of the transaction,

Witness my hand and notarial seal, this _____ day of _____, 20____.



Affix Notary Seal

Notary Public

My commission expires: _____







AGENDA ITEM – REQUEST SHEET – COUNTY COUNCIL

ALL REQUESTS should be submitted by 1:00 P.M. on the Wednesday prior to the Tuesday meeting of Council. All other requests not submitted by the deadline will be retained and scheduled for the next meeting of Council.

Agenda Item #: 8B

DEPARTMENT / AGENCY: Administration Date of Request: _____

COUNCIL ACTION REQUESTED: Approve the existing organization chart

More Detailed Description:

(PLEASE – attach subject matter document pages as necessary)



MEMORANDUM

Jon Caime,
County Administrator
February 14, 2018

RE: Laurens County Organization Chart

Summary:

Since my arrival almost 2 years ago we have been methodically implementing multiple initiatives to improve the efficiency and effectiveness of our organization. This is another component of that effort.

Attached is chart 1 which I am told is the “official” organization chart. Chart 1 does not accurately reflect the current organization structure. The actual existing organization structure has been attempted to be captured in chart 2. I am asking Council to provide input on chart 2 (if any modifications are needed) so that Council can adopt this as the official existing organization chart. This will be the guiding organization chart and will not be modified unless Council takes action to modify the organization structure in the future.

The organization chart is an important document to show the structure of our organization to both internal and external users. It shows the direct reporting for the departments and can be a useful tool for planning our organizational structure. The goal right now is to get the official chart correctly reflecting the organization structure that has been approved by Council.

We also need this chart to build our computer database for our positions. We have had a software package that is a module in our existing financial software but has never been populated or used. Populating this module will make us much more efficient (more details below).

Computer Database Population:

We have software we use for tracking our financials. This software has the ability to create reports, budgets, and other useful tools. Currently we create our budget by using excel. We must manually input the data into excel and then perform various calculations in excel. This is very time consuming when we create our budget due to labor intensive work involved. We also run the risk of errors by entering the wrong data and/or errors in formulas used to do calculations in excel. When the budget is finalized we must then manually reverse the process and manually enter the approved budget numbers into our financial software.

To use the budget package part of our financial software we must populate a position (personnel) database called the position control module (PCM). Our goal is to start populating the PCM now so that we will have the database ready for the FY20 budget. To do this we must have an approved organization chart because the PCM is built based on the organizational structure.

We have developed a plan of action to get our goals accomplished:

Step 1: The PCM is driven by the organization chart. The existing organization chart will be approved by Council. This chart will be based on the current structure..

Step 2: Populate the PCM with “official” titles. Subtitles can be added later. To do this we will use databases that have been created since my arrival:

1. We have created an official head count and official existing titles database based on research and working with the department heads. This official head count is based on what is assumed to be Council approved FT positions in each department prior to my arrival. This database is also assumed to have official position titles that were approved by County Council prior to my arrival. This database will be used to populate the PCM.
2. As we adjust the departments and/or positions through official actions of Council (only 518 COC has been done) we will modify the PCM up until the final PCM is populated (see step 2). After the database has been populated and quality control checked, only the HR Director will be able to modify the positions in the PCM based on official actions of Council only.
3. The Finance Department will audit changes to the PCM on a quarterly basis along with other payroll quarterly audits. Any changes will correlate back to the official actions of Council that took place the prior quarter.

Suggested improvements to our existing organization structure:

(A future project)

LAURENS COUNTY ORGANIZATIONAL CHART

PRIMARY DEPARTMENTS (*additional breakouts attached)

Updated, January 2013

CITIZENS OF LAURENS COUNTY

ELECTED OFFICIALS

- Auditor
- Coroner
- Clerk Of Court
- Probate
- Sherriff
- Treasurer

COUNTY COUNCIL

- Clerk to Council
- County Administrator
- County Attorney

LEGISLATIVE DELEGATION

- Veteran's Affairs
- Magistrates

GENERAL GOVERNMENT

- EMERGENCY SERVICES
 - Emergency Medical Services
 - County Fire / Rescue
 - Victims Advocate
 - Emergency Communications
 - E-911
 - Emergency Preparedness

- Assessor
- Building Codes
- Human Resources
- Finance
 - Accounts Payable
- Benefits
- Payroll
- Risk Management
- Procurement
- Vehicle Maintenance
- Public Works
 - Landfill & Solid Waste
 - Buildings & Grounds
 - Roads & Bridges

- Election Commission
- COMMUNITY SERVICES
 - Parks & Recreation
 - Library
 - Boards & Commissions

- Accommodation Tax
- Alcohol & Drug
- Construction Board of Appeals
- LC Development Corporation
- County Grievance Committee
- Higher Education Commission
- Airport
- Assessment & Appeals
- Disabilities / Special Needs
- LC Health Care
- LC Water / Sewer
- Library
- Mobile Homes Appeals
- PRT
- Planning Commission

Not structured like this

Not direct x

x Not direct

Not direct

not direct

Airport ?

Not direct

tasks not dept.

decentralized

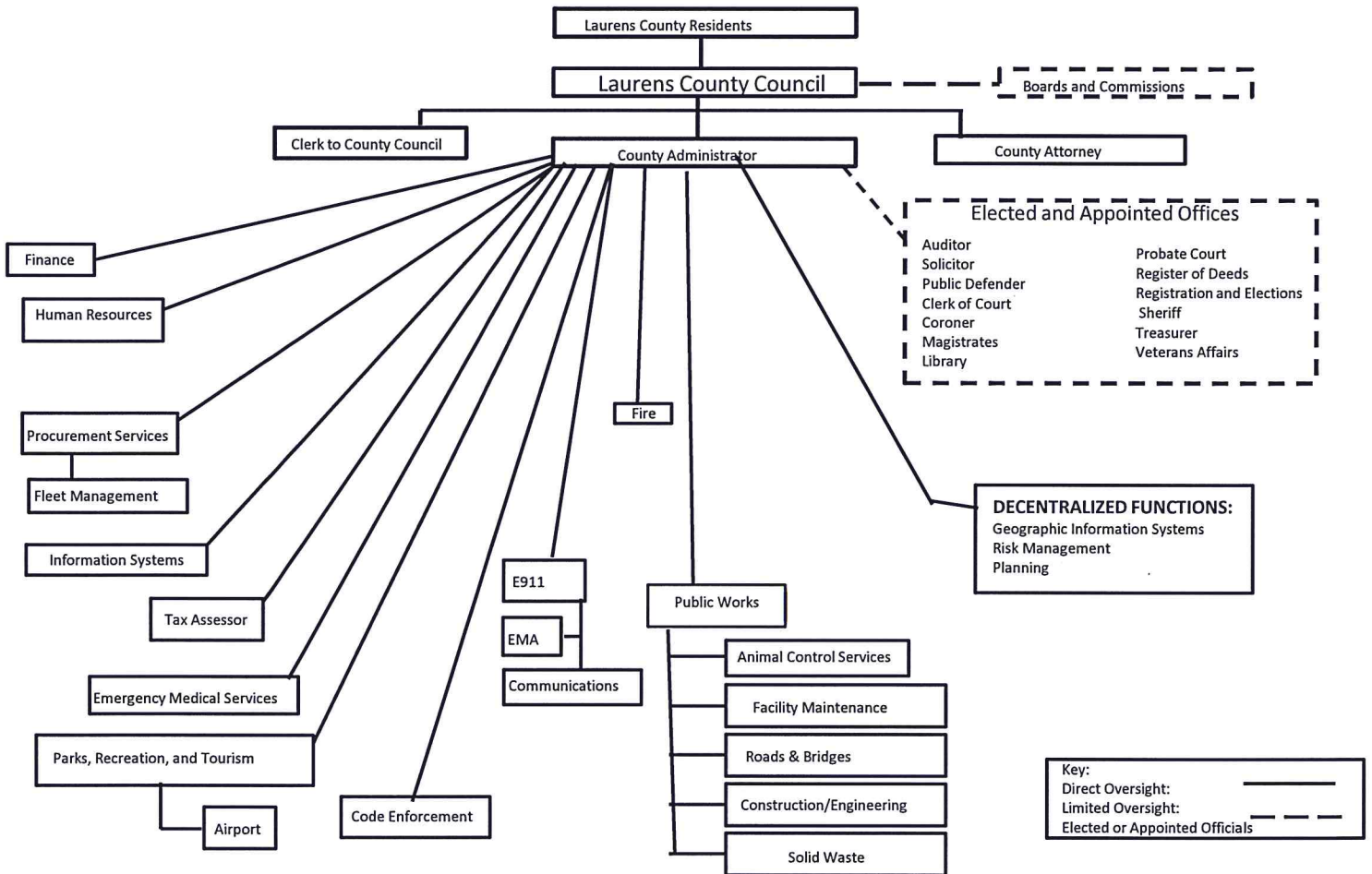
AC-Const

moved to sheriff by council

Chart 1: Now as "approved"?

LAURENS COUNTY, SC GOVERNMENT - ORGANIZATIONAL CHART

(Approved by County Council February 27, 2018)





AGENDA ITEM – REQUEST SHEET – COUNTY COUNCIL

ALL REQUESTS should be submitted by 1:00 P.M. on the Wednesday prior to the Tuesday meeting of Council. All other requests not submitted by the deadline will be retained and scheduled for the next meeting of Council.

Agenda Item #: 8C

DEPARTMENT / AGENCY: Library

COUNCIL ACTION REQUESTED:

Please refer to the compensation study version 1.0 for detailed analysis. This is the another department to be realigned to this standardized compensation program.

Several Actions are needed (can be combined into one or more motion):

1. Approve Setting the Librarian position to be grade 19 classification at the grade 19 starting salary already set by Council) adjusting any 3.5% longevity on top of the starting salary.
2. Approve the Library Directors request to reclassify the Childrens Librarian, one Library Assistant position, and the Bookmobile Librarian position to a newly created Library Coordinator position (resulting in a net reduction in current costs of approximately \$9,000 annually), and approve the pay for this position at a pay grade of 12, and approve the starting salary for grade 12 at \$13.40/hr. (adjusting any 3.5% longevity on top of the starting salary).
3. Approve setting the Library Coordinator positions to grade 11 already set by Council (done on 2 13?) adjusting any 3.5% longevity on top of the starting salary
4. Eliminate the title of Clerk 1 for the part time positions. Approve the re-classification of one clerk 1 position to a clerk 2 position.

Short Description of Item for Consideration: _ An evaluation of our compensation program has been completed by the County Administrator. This is another application of improvements and standardization of our current system. The actions above will only apply to the Library. If approved several departments will now be standardized without an increase in cost by utilizing savings within the department. All other departments will remain in the current system until Council takes action on each department.

PLEASE SEE ATTACHED

FINANCIAL AMOUNT REQUESTED About \$11,000

SOURCE OF FUNDING: Reductions in other budget_lines and reduction in salaries from reclassify some positions.

(PLEASE – attach subject matter document pages as necessary)



MEMORANDUM

Jon Caime,
County Administrator
February 12, 2018

RE: Library Comp Study Dept. 533

Ann,

Per your request, I have evaluated your employees compensation (does not include your position, nor the Deputy Director position). The cost for the items below is about \$11,000. You have agreed to reduce your department supplies line item to \$59,000 to cover this increased cost.

You have 11 Full time (FT) positions including yourself.

1. You have 2 Librarian positions. These had been graded during the 2008 Archer study as grade 19 positions. Council has already set the starting pay for this grade at \$17.10/hr. Council will need to approve setting these 2 positions at the newly created grade 19 starting salary.
2. The Childrens Librarian position will be reclassified to one of 3 new library coordinator positions. The Library Coordinator positions will be set at grade 12. This will result in a reduction in budget for one of the current positions being reclassified which has been credited to the cost for any additional increases. Grade 12 will have to be approved by County Council (recommend setting this at \$13.40/hour).
3. You have 5 Library Assistant positions which will be reduced to 4. The remaining position will be reclassified to one of the library coordinator positions. The 4 library assistant positions had been graded during the 2008 Archer study as grade 11 positions. Council has set the starting pay for this grade at \$12/hr.
4. One of your FT positions is classified as "bookmobile librarian". This position did not exist when the Archer study was conducted so we have no grade to recommend however this position will be reclassified as one of the three newly created library coordinator positions.

Part Time:

You also have part time positions. Clerk 1 is grade 10 and Library Assistant will be set at grade 11 if approved by Council.

You will eliminate the Clerk 1 title and only have Library Assistant titles in your department.

You have agreed to come under the lump sum part time position model where you will be granted a set part time salary budget by Council. Under this model you have the ability to hire as many PT persons as needed (only restriction is to not exceed the average weekly hour rules under ACA- ask Debi Parker for more information on this). You can also fluctuate the hours as needed to take advantage of peak needs and save money during times where you don't need these resources.

You will also be capped at the starting pay per hour for the position as approved by Council. You can hire and pay less than the approved pay per hour if you need to if this policy is approved by Council.



AGENDA ITEM – REQUEST SHEET – COUNTY COUNCIL

ALL REQUESTS should be submitted by 1:00 P.M. on the Wednesday prior to the Tuesday meeting of Council. All other requests not submitted by the deadline will be retained and scheduled for the next meeting of Council.

Agenda Item #: 8D

DEPARTMENT / AGENCY: Administration Date of Request: _____

COUNCIL ACTION REQUESTED: Approve the policy related to pay for part time employees for departments that use the lump sum part time budget model.

More Detailed Description:

(PLEASE – attach subject matter document pages as necessary)



MEMORANDUM

Jon Caime,
County Administrator
February 14, 2018

RE: Pay for PT employees

POLICY RECCOMENDATION

In an effort for more standardization and to provide more efficiencies/cost reductions I am asking Council to approve the following:

PART TIME PAY (lump sum model):

As we standardize our compensation program we will need to address our part time positions also. For the proposed budget in FY18 (and a change approved by Council for the PRTM dept during the fiscal year), we set up some departments with lump sum part time budgets.

A lump sum part time system gives the department a lump sum for part time positions. The department head can only hire up to the maximum approved hourly wage for that position but can hire as many part time persons as they need, fluctuate the hours based on the need (increase during some times of the year and decrease during others) etc... This gives you much more flexibility to the departments, provides for more efficiency, and reduces costs.

PROPOSED POLICY: For PT employees under the lump sum system, the department head can hire at a rate less than the approved entry level pay. This allows us to reduce the number of job titles required in the lump sum part time system. This also allows the department head the flexibility to gain more work hours out the lump sum budget granted thereby increasing efficiency and reduce costs.



AGENDA ITEM – REQUEST SHEET – COUNTY COUNCIL

ALL REQUESTS should be submitted by 1:00 P.M. on the Wednesday prior to the Tuesday meeting of Council. All other requests not submitted by the deadline will be retained and scheduled for the next meeting of Council.

Agenda Item #: 8E

DEPARTMENT / AGENCY: Administration Date of Request: _____

COUNCIL ACTION REQUESTED: Approve the policy related to pay for full time employees during probationary period.

More Detailed Description:

(PLEASE – attach subject matter document pages as necessary)



MEMORANDUM

Jon Caime,
County Administrator
February 14, 2018

RE: Probationary Period for FT employees

POLICY RECCOMENDATION

In an effort to provide more efficiencies/cost reductions I am asking Council to approve the following:

FULL TIME PAY DURING THE SIX MONTH PROBATIONARY PERIOD:

PROPOSED POLICY: For FT positions the department head can hire at a rate less than the approved entry level pay during the probationary period. After the probationary period ends the FT employee will have been either be terminated or will be raised to the entry level pay.



AGENDA ITEM – REQUEST SHEET – COUNTY COUNCIL

ALL REQUESTS should be submitted by 1:00 P.M. on the Wednesday prior to the Tuesday meeting of Council. All other requests not submitted by the deadline will be retained and scheduled for the next meeting of Council.

Agenda Item #: 8F

DEPARTMENT / AGENCY: Inspections

COUNCIL ACTION REQUESTED:

Please refer to the compensation study version 1.0 for detailed analysis. This is another department to be realigned to this standardized compensation program. The Clerk 1 positions have already set by Council.

Several Actions are needed (can be combined into one or more motion):

1. Approve setting the 2 clerk 1 positions to be grade 10 positions and approve pay adjustments to the grade 10 starting salary at \$11.25 per hour (clerk 1 classification as grade 10 and starting salary already set by Council) adjusting any 3.5% longevity on top of the starting salary.

Short Description of Item for Consideration: _ An evaluation of our compensation program has been completed by the County Administrator. This is the second application of improvements and standardization of our current system. The actions above will only apply to the clerk 1 positions of the Inspections Department. All other departments will remain in the current system until Council takes action on each department.

PLEASE SEE ATTACHED

FINANCIAL AMOUNT REQUESTED About \$1,300

SOURCE OF FUNDING: Chuck Bobo is requesting permission to use the savings expected from the countywide telephone audit to cover the increased cost.

(PLEASE – attach subject matter document pages as necessary)



MEMORANDUM

Jon Caime,
County Administrator
January 25, 2018

RE: Inspections Office Comp Study Dept. 532

Chuck,

Per your request, I have evaluated your employees compensation (does not include your position, nor the newly created Code Administrator position). The cost for the items below is about \$1,300. You have requested County Council pay for this through the savings we expect from the telephone audit.

You have 8 Full time (FT) positions including yourself.

1. You have 3 inspector positions with an apparent starting salary of \$34,857. This position classification seems to be close to the market pay so adjustment is not recommended. This will not classify these positions into a pay grade which may need to be addressed in the future. These positions should be in grade 16.
2. One of your FT positions is classified as "code enforcement". This position is currently vacant. Based on the Archer study this position should be a grade 15 position which would be an increase in the pay for this position however because this position is currently vacant we will not address this position at this time.
3. Two of your FT positions have a title of clerk 1. Council has already classified clerk 1 as pay grade 10 and set the starting salary. Your clerks currently receive less than the approved starting salary for a clerk 1. You will need to get Councils approval to set their pay at grade 10.