

MINUTES - FEBRUARY 27, 2018
REGULAR MEETING



MINUTES
FEBRUARY 27, 2018 - 5:30 P.M.
LAURENS COUNTY COUNCIL
HISTORIC COURTHOUSE – PUBLIC SQUARE
COUNTY COUNCIL CHAMBERS

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

COUNCIL MEMBERS ABSENT – Council Members David Pitts and Keith Tollison.

COUNTY STAFF: Laurens County Administrator, Jon Caime; Laurens County Clerk to Council Betty Walsh and Laurens County Attorney, Sandy Cruickshanks.

DEPARTMENT HEADS PRESENT: Laurens County Public Works Director Rob Russian; Laurens County Treasurer, Cindy Burke; Laurens County Coroner, Nick Nickels; Laurens County Magistrate Judge, Leesa Inabinette; Laurens County Library Director, Ann Szypulski; Laurens County Fire Services Director, Greg Lindley; Laurens County Communications / E911 Director, Joey Avery; Laurens County EMS Director Matt Pennington and Laurens County Human Resources Manager, Debi Parker.

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

SCHEDULED MEETING AGENDA ITEMS – 1.) Call to Order – Chairman Wood; 2.) Invocation – Chairman Wood; 3.) Pledge of Allegiance; 4.) Approval of Agenda – February 23 2018; 5.) Approval of Minutes, January 23, 2018 Regular Meeting and February 13, 2018 Regular Meeting; 6.) Reports to Council - Debi Parker, HR Director - Annual Employee Health Screening; 7.) Old Business: a.) Budget Proviso Resolution to Transfer Fund #113 Fund Balance; b.) HVAC Consultant Hillcrest; c.) Approval-Purchase of two (2) Preowned Fire Engines per Long Range Strategic Cap Plan; 8.) New Business: a.) Duke Easement Approval; b.) Approval of Existing Organization Structure (Chart); c.) Library Pay Standardization per Compensation Analysis Version 1.0; d.) Part Time Lump Sum Pay Policy Approval; e.) Full Time Probationary Pay Policy Approval; f.) Inspections Pay Standardization per Compensation Analysis Version 1.0; 9.) Public Comments; 10.) County Council Comments; 11.) Executive Session – None; 10.) County Council Comments; 11.) Adjournment

MEETING NOTIFICATION – The requesting general public and Press were informed of the meeting in a timely manner. Postings of the Agenda were posted in County facilities on their bulletin boards and also posted on the County Web Site.

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

PUBLIC COMMENT SIGN-UPS – None

APPROVAL OF AGENDA – Chairman Wood called for approval of the agenda with any additions or deletions.

Councilwoman Anderson requested that items c, d, e. and f of New Business be deleted. Councilwoman Anderson stated, “These items should be part of the budget deliberations process and there were no monies appropriated for these changes now. All involve compensation and I feel like we still need to be frugal with monies without making sure that the State Subdivision monies will be cut again. It is March and only three (3) months until budget deliberations will be completed”

Chairman Wood asked to add an appointment for the Planning Commission and a brief update on the implementing of an IT Services Department.

COUNCILMAN MCDANIEL made the MOTION to approve the agenda as presented with the stated additions and deletions; COUNCILMAN JONES SECONDDING; VOTE 3-2 Council Members Wood and Nash were in opposition.

APPROVAL OF MINUTES - January 23, 2018 Regular Meeting, COUNCILMAN JONES made the MOTION to approve with COUNCILMAN MCDANIEL SECONDING; VOTE 5-0.

February 13, 2018 Regular Meeting COUNCILWOMAN ANDERSON made the MOTION to approve with COUNCILMAN JONES SECONDING; VOTE 5-0.

REPORTS TO COUNCIL:

A.) **Annual Employee Health Screening** - Mrs. Debi Parker, Director of Human Resources, informed Council of the recent health screening offered to County employees. Mrs. Parker said, “There was an estimated one hundred ten (110) employees every year participating. This is a free service provided to employees with insurance coverage. Additional tests can be performed for a fee”.

OLD BUSINESS:

A.) **RESOLUTION #2018-07 - BUDGET PROVISIO TO TRANSFER FUND #113 FUND BALANCE** – Administrator Caime explained that this will be a new fund (#113) noted in the 2018 – 2019 Fiscal Year Budget.

Continuing Administrator Caime said, “The General Fund ran as a deficit for many years prior to fiscal year 2017. This account now is in surplus of \$1.2 million at the end of 2017. We are requesting to move approximately five hundred thousand dollars (\$500,000) from this account to the new special revenue fund #113. By segregating these funds and moving expenses from the general fund to the special revenue fund, the county can use the funds for certain restrictive purposes and not spend from the general fund and allow for capturing true expenses”.

County Treasurer, Cindy Burke said, “I am in agreement of the process and that at least five hundred thousand dollars (\$500,000) needed to stay in the account for purposes of maintaining funds for yearly expenses incurred. These funds come from decal issuance and tax sale funds. If in any one year that there is not a tax sale, that will make a difference in the amount of funds that can or cannot be moved to the general fund because that money would have to stay consistent. The #113 account was actually created in December so that clearly defines how this will work without a year’s work of transfers and records”.

Chairman Wood asked where did this money actually come from? Mrs. Burke said, “These comes from the sale of delinquent property tax and decal sales. The account runs on a fiscal year while the taxing runs on a calendar year. All of the expenditures is required statutorily, such as certified mailings and published notices.

County Attorney Cruickshanks said, “After two (2) years of studying this, this is the best way to determine how to separate the general accounting of the finance department from the accounting of the Treasurer’s Office on a day to day basis. This contains the overlap of the fiscal year and the calendar year and complicates matters from the Finance Departments standpoint. We worked through this with Mrs. Kirk and she feels comfortable with the balance. This is going to be required until we have a good track record from the finance department of the revenues coming in, this is a safe number to work with. What the Resolution does is that it allows offsetting from entries being made from the accounting standpoint to zero everything out”.

COUNCILMAN JONES made the MOTION to approve Resolution #2018-07 with COUNCILMAN MCDANIEL SECONDING; VOTE 5-0.

B.) **HVAC CONSULTANT HILLCREST** - Public Works Director Rob Russian, approached Council asking for approval of a contract with Reynolds Engineering for the replacement of twenty seven (27) HVAC units at the Hillcrest Judicial Services Complex.

COUNCILWOMAN ANDERSON made the MOTION to approve the proposed HVAC contract with Reynolds Engineering at the cost of no more than forty five thousand dollars (\$45,000) using the bond funds from the Administration wing construction. COUNCILMAN MCDANIEL SECONDING; VOTE 5-0.

C.) **APPROVAL - PURCHASE OF TWO (2) PREOWNED FIRE ENGINES - LONG RANGE STRATEGIC CAPITAL PLAN** – Greg Lindley, County Fire Services Director approached Council requesting approval to offer a five hundred dollar (\$500) good faith payment for the two (2) used fire engines.

Continuing, Mr. Lindley said, “The two (2) fire engines are located at the Spartanburg Poplar Springs Fire Department and are 2001 models. The costs per engine is thirty seven thousand dollars and would be bought using the fire reserve funds from #134. This would be following the proposed long range capital plan and actually purchased during the next fiscal year budget. The five hundred dollars (4500) will hold the engines for us to purchase following the forth coming budget deliberations”.

Councilman Jones asked what the lifespan is for pumps and other equipment on the engines. Mr. Lindley replied, “The pumps are maintained annually through testing. The fire engine would be about thirty years (30). If bought new they would be over four hundred thousand dollars (\$400,000) and we are looking at thirty seven thousand dollars (\$37,000) each”.

Councilman Jones asked what stations these engines would be placed. Mr. Lindley replied that they would be swapped out at the Gray Court Fire Station and possibly Joanna.

Councilman McDaniel asked if the engines would be used and in service until we are at a point to purchase. Mr. Lindley stated that these engines will be moved to a second and third road line use and if something does go wrong with the engines, they will responsible for repairs as they would still be holding ownership.

COUNCILWOMAN ANDERSON made the MOTION to approve the good faith deposit on the two (2) engines with COUNCILMAN JONES SECONDING; VOTE 5-0.

NEW BUSINESS:

A.) **DUKE POWER REQUEST FOR EASEMENT APPROVAL** – Greg Lindley, Director of Fire Service approached Council with a request to allow Duke Power to add a power pole to the other side of the driveway and connect to an existing power pole on county property at the Kickler Station on South Harper Extension, allowing power to be provided to the property of the adjacent owners.



COUNCILWOMAN ANDERSON made the MOTION to approve the easement request with COUNCILMAN MCDANIEL SECONDING; VOTE 5-0.

- B.) **APPROVAL OF EXISTING ORGANIZATION STRUCTURE (CHART)** – Administrator Caime stated that it is important as to how we are organized and this plays an important part of the CSI computer data base.

Continuing Administrator Caime explained, “The software we use for tracking financials has the ability to create many reports. Currently our budgets are created in excel where data has to be input and calculations into excel. When a budget is finalized the process has to be reversed and entered into the financial software. In order to use this part of the software, we need to populate a position database called the position control module. Should we use this module, we need to start entering positions now in order to be utilized by the 2020 budget year. Our present organizational chart does not reflect the current structure”.

Chairman Wood said that concerns have been expressed by many department heads and elected officials and that he wished to assign this matter to the Council Committee as a Whole and to meet prior to the next meeting of Council.

- C.) **LIBRARY PAY STANDARDIZATION PER COMPENSATION ANALYSIS VER 1.0** - This item was deleted from the agenda.
- D.) **PART TIME LUMP SUM PAY POLICY APPROVAL** - This item was deleted from the agenda.
- E.) **FULL TIME PROBATIONARY PAY POLICY APPROVAL** - This item was deleted from the agenda.
- F.) **INSPECTIONS PAY STANDARDIZATION PER COMPENSATION ANALYSIS VER 1.0** - This item was deleted from the agenda.
- G.) **ADDED AGENDA ITEM - APPOINTMENT – PLANNING COMMISSION** – Chairman Wood asked for Council to consider and approve the appointment of Danny Scott Horne to the Planning Commission. Mr. Horne will be replacing the position of Mrs. Kaye Weeks, who resigned. COUNCILMAN NASH made the MOTION to approve Mr. Horne with COUNCILMAN MCDANIEL SECONDING; VOTE 5-0.
- H.) **ADDED AGENDA ITEM – INFORMATION TECHNOLOGY UPDATE** – Chairman Wood noted that he asked for this update because of the funds approved by Council during the last budget deliberations.

Administrator Caime said, “It is true that County Council approved the funds for this department. The Sheriff expressed his difference of opinion and elected to hire his own IT staff person. We need to secure a good plan for the forthcoming budget discussions”.

Joey Avery, Director of E-911 and Communications, approached Council saying, “We have had meetings and have discussed the IT Department. We now have a plan as well as job descriptions. Council needs to be aware that this is a vital department and Council will be prepared to meet with sticker shock”.

Councilwoman Anderson noted that the South Carolina Association of Counties will be having a workshop soon on this subject matter. Mrs. Walsh stated that she had forwarded the information about the workshop to Jim Anderson and would forward to Mr. Avery.

Councilman Jones asked sticker shock meant more than the two hundred thousand (\$200,000) already appropriated? Mr. Avery replied that capital costs to set up the office would need to be considered.

Councilman Jones asked if outsourcing with bids had even been discussed. Administrator Caime replied, “Now that we have discussed and have more of a plan this can be discussed more. As noted earlier, the decision made by the Sheriff does create problems”. Mr. Avery replied, “We do not need to degrade our options because one department does not want to participate. We need to keep the best interest for all”.

PUBLIC COMMENT – NONE.

COUNTY COUNCIL COMMENTS:

- A.) Councilman Nash stated that he was proud of the new Thompson Road Fire Station.
- B.) Chairman Wood noted that Mr. Starnes who spoke at the last Council meeting about getting water to homes in his neighborhood has been in contact with the Water/Sewer Commission with hopefully progress being made.

Chairman Wood said, “What we deleted from our agenda tonight, we have been talking about this for over ten (10) years including conducting the Archer Study. We have already touched several departments. I can see where several don’t want to do this right now but to include it with budget deliberations. It will just mean that much more for us to do at budget time and will end up being what is proposed now”.

- C.) Councilwoman Anderson asked if other Council Members had gotten a letter from someone about her concerns with trash in the County. No one had gotten the letter but Chairman Wood reiterated that he agreed, trash is a big problem in Laurens County.

EXECUTIVE SESSION – NONE.

ADJOURNMENT – With no further action required by Council, Chairman Wood adjourned the meeting at 6:45 P.M.

Respectfully Submitted,



Betty C. Walsh
Laurens County Clerk to Council

OLD BUSINESS:
CONTRACT APPROVAL
HILLCREST ROOF CONSULTANT



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 (County Clerk will insert this)

DEPARTMENT / AGENCY: Public Works Date of Request: 3-7-2018

COUNCIL ACTION REQUESTED: Authorize Public Works to enter into a contract with Shephard and Associates

Short Description of Item for Consideration: Consultant Services for Hillcrest Roof Replacement

More Detailed Description (if needed):

Council has previously approved the replacement of the roof on the Hillcrest Judicial Complex. To move the project forward Public Works would like to contract with Shepard and Associates for the scope of work shown in the attached memo.
Shepard and Associates has worked with the local school districts in the past and is familiar with the consultant handling the HVAC work as well. This consultant also performed the pull testing to confirm that the roof decking would handle the required fasteners as well as evaluated the structural components of the various roofs involved.

FINANCIAL AMOUNT REQUESTED Not to exceed \$37,025


SOURCE OF FUNDING: Administrative Building Bond

(PLEASE – attach subject matter document pages as necessary)

MEMORANDUM



TO: Laurens County Council

FROM: Robert Russian, Laurens County Director of Public Works 

DATE: March 7, 2018

SUBJECT: Consultant Services for Hillcrest Roof Replacement

At the November 8, 2016 County Council Meeting, council voted to approve the roof replacement project for the Hillcrest building. To move the project to its next phase of design and bidding, I would like to contract with Shephard and Associates to perform the following scope of work:

Shepard & Associates, LLC

Generally, the services contemplated in connection with this project will consist of the following:

1. On-site inspections of the roof areas will be conducted to determine the existing conditions. Material sampling will be conducted by ARCHITECT to determine the presence or absence of asbestos containing material (ACM) and a report will be provided to the OWNER for any suspect materials. The ARCHITECT will inspect the existing materials and based on the observations plan repairs and preparations for the recover roof construction accordingly.
2. The ARCHITECT shall advise and assist the OWNER in determining methods and procedures to accomplish the new roofing system.
3. Written specifications will be prepared as required for the designated removals of existing roof systems and abandoned equipment and the new installation of a Modified Asphalt membrane cold adhesively applied over mechanically attached cover board and rigid insulation to the existing prepared roofing assembly, metal, bituminous and resin flashings, metal edge flashings, counter flashings, metal gutters and downspouts, and associated miscellaneous work as required to provide effective roofing system assembly.
4. The ARCHITECT shall assist OWNER in the preparation and issuance of bidding and contract documents and the determination of qualifications of perspective bidders including, but not limited to, the following:
 - a. ARCHITECT shall conduct a pre-bid conference with bidding contractors and the OWNER'S representative at the facility prior to the receipt of bids for roofing contracts.
 - b. ARCHITECT shall conduct bid opening for the OWNER, receive contractor bids, and prepare for the OWNER a bid tabulation summary. On the date bids are received, ARCHITECT will evaluate and analyze bids, comparing them with contract documents, and make recommendations to the OWNER as to the successful bidder.



- c. ARCHITECT shall prepare an Owner/Contractor agreement for the OWNER and issue a notice to proceed.
5. The ARCHITECT shall assist the OWNER in certain phases of the construction process including, but not limited to, the following:
 - a. Attend and conduct a pre-construction conference with the Contractor and OWNER'S representative at the facilities.
 - b. Approve Contractor schedule of values for the work to be performed.
 - c. Review Contractor material submittals, shop drawings, manufacturer certificates, etc.
 - d. Certify and process Contractor's monthly application for payment.
 - e. Perform an initial inspection at the start of construction.
 - f. Perform nine (9) interim roofing project inspections during construction and issue reports for each inspection.
 - g. Perform final inspections at each facility and issue a punch list of work to be completed.
 - h. Prepare for Contractor's execution Certificate of Substantial Completion.
 - i. Process project closeout documents such as Contractor and manufacturer warranties, asbestos free warranties, consent of surety to final payment, release of liens, etc.

OLD BUSINESS:
GRANT PERMISSION/AUTHORITY
TO THE DIRECTOR OF PRTM
SWAMP RABBIT ROW



AGENDA ITEM – REQUEST SHEET – COUNTY COUNCIL

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Agenda Item #: 7B

DEPARTMENT / AGENCY: _____ Date of Request: _____

COUNCIL ACTION REQUESTED: Approve allowing Andy Howard to execute ROW easements for the Swamp Rabbit Trail on behalf of Laurens County.

OLD BUSINESS:
PROFESSIONAL PARK MARKETING



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 #: 7D

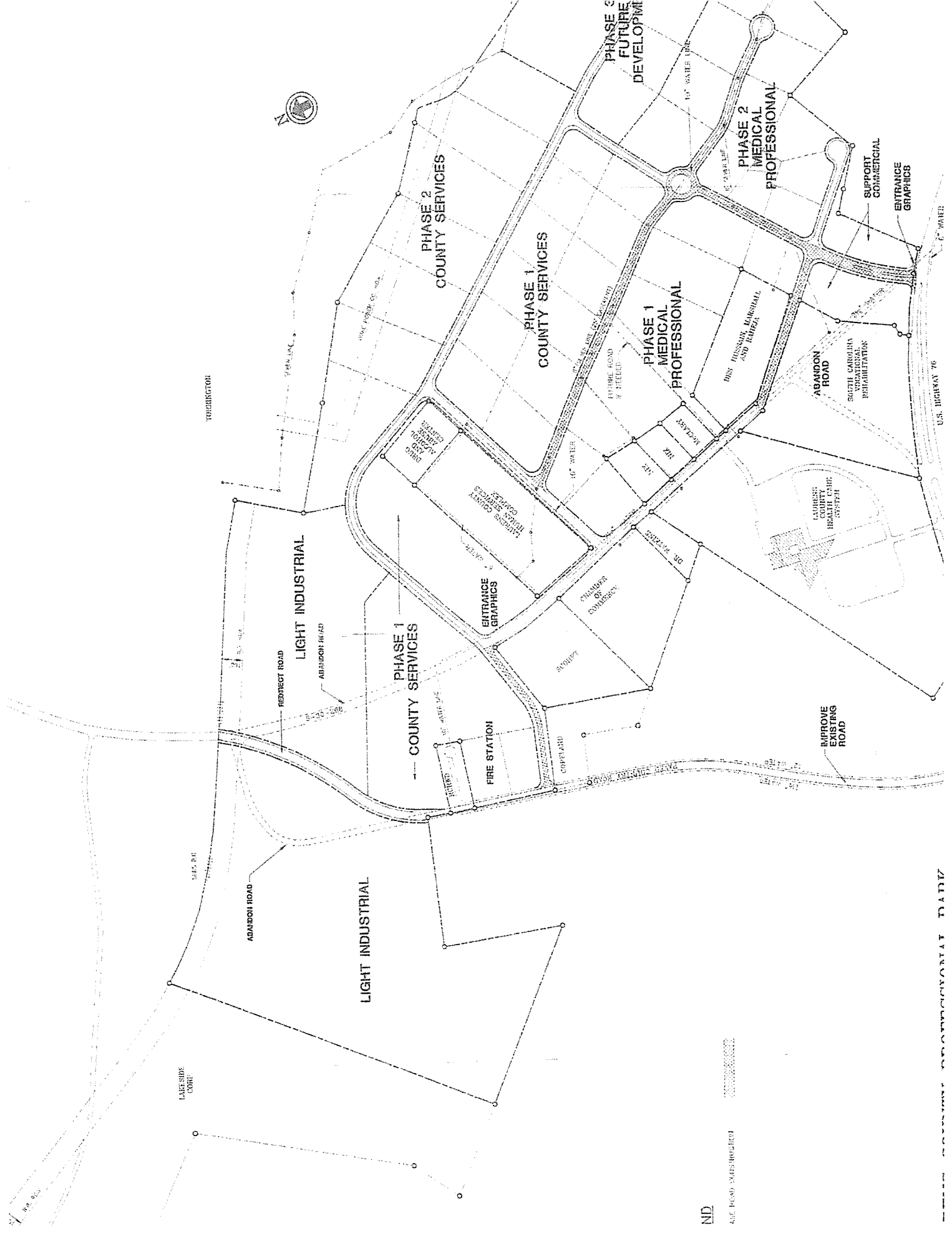
DEPARTMENT / AGENCY: _____ Date of Request: _____

COUNCIL ACTION REQUESTED: Approve moving forward with RFQ for marketing services.

Short Description of Item for Consideration: Laurens County owns land behind the Laurens County Hospital that has been designed for a professional park. Several streets have been constructed and several lots have been sold/transferred. Some buildings have been built. The original park still has about 100 acres of undeveloped properties including several unsold lots. Several of the planned roads have not been built. This land could be marketed to private sector businesses.

Sale of this land would bring in revenues that could be used to develop the rest of the property. In addition this land would then be taxable and generate tax revenues for the County and School District. Development would also bring in jobs most likely professional jobs that have a higher pay.

Council approved moving forward with development of this property and an RFQ for marketing. A proposal is attached to perform planning services to redesign the park. The request is to fund this service from the FILOT special projects fund with the FILOT special projects fund to be reimbursed in the future from property sales.



ND

SEE ROAD EXHIBIT SHEET

CONTRACT NO. 100-1000000000000000

Laurens County GIS

Parcel #534-00-00-002

OWNER

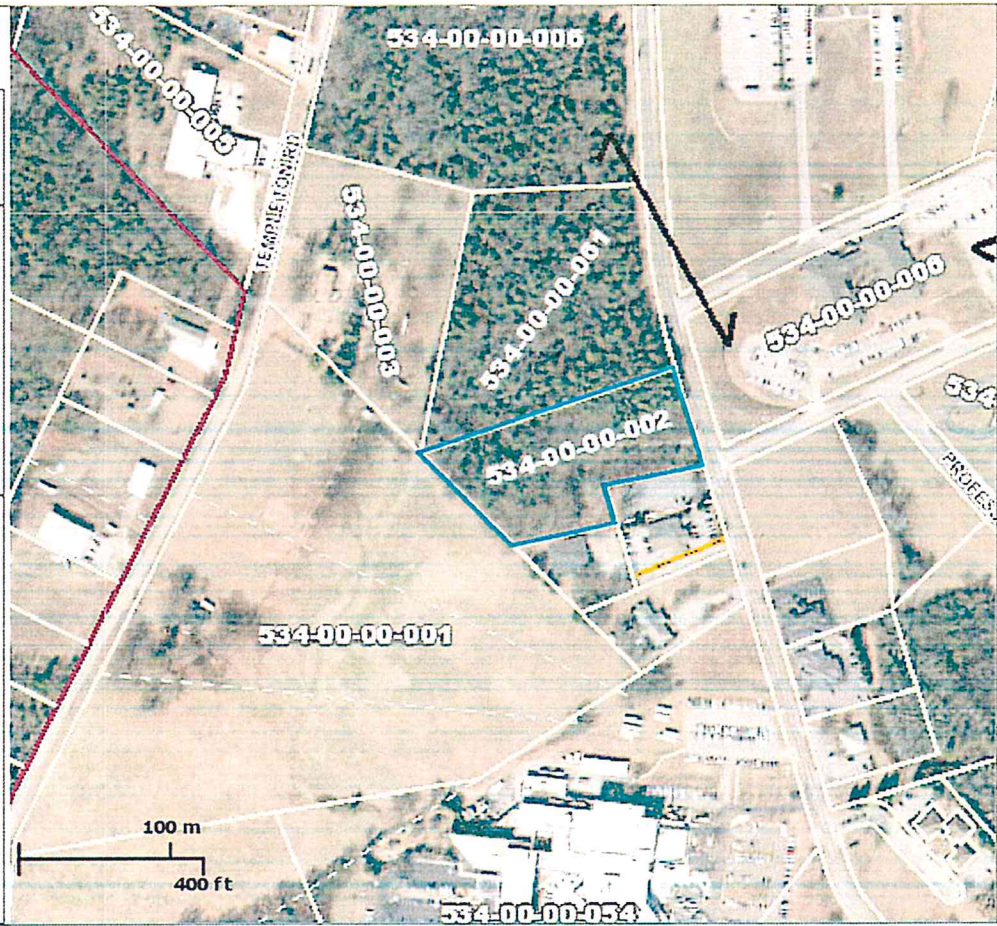
PHD BUILDERS INC
11280 HIGHWAY 56 NORTH
CLINTON SC. 29325

LEGAL

Grantors Name:PHD BUILDERS INC
Sale Price:\$150,000.00
Sale Date:12/28/2006
Deed Book:813
Plat Book:54
Plat Page:526

PROPERTY INFO

Parcel ID:534-00-00-002
Location: CHAMBER OF COMM PROOP
School District:55
Town Code:
Fire Code:D125
Acres/Lots:3.08/0



* THIS MAP IS NOT TO BE USED AS A PLAT *



Jack Sparkman
Sales Associate
Wilkinson ERA Real Estate
Mobile: (864) 423-3758
(tel:8644233758)

Medical Ridge Rd, Clinton, SC 29325 | \$225,000

(<http://www.itourmedia.com//display/video/420013/pc2.mp4>)

Medical Ridge Rd, Clinton, SC 29325

[Property Details](#) [Amenities](#) [Attachments](#) [Mortgage Calculator](#)

MLS#: 1352644 Directions

Off Highway 76 behind Laurens County Hospital Off Highway 76 behind Laurens County Hospital

Location Location Location 3.08 Acres in Medical Park Area. On Medical Ridge Road. Call Jack Sparkman 864-423-3758 Location Location Location 3.08 acres in Medical Park Area. Medical Ridge Road

Sale Price \$225,000, Bathrooms 0, Annual Property Tax \$589

PROPERTY WEBSITE

(<http://era.com//listingdetail/ERAFWW7Z2>)

AGENT LISTINGS

(<http://www.itourmedia.com/listings/view?client=23088&method=search&items=16&template=era>)



February 19, 2018

c/o County Attorney [via email]
Laurens County Council
PO Box 445
Laurens, SC 29360

PROFESSIONAL PARK
Laurens County, South Carolina

Per your request, Seamon, Whiteside & Associates, Inc. (SW+) is pleased to present the following proposal that provides the anticipated scope of services and associated fees for the referenced project. SW+ will provide civil engineering and landscape architecture design services to include master planning, schematic landscape design and monument signage/wayfinding design.

Scope of Services

Division 1: Master Planning

1. Coordinate with Client on project requirements and development program.
2. Use existing site data (due diligence, county GIS data, maps, etc.) provided by Client to create base map to develop master plan concepts. Research zoning and land development restrictions of property.
3. Facilitate 1-day charrette with Client. Agenda to include site visit to evaluate and document site opportunities and constraints, Stakeholder meeting(s), and land-use master planning worksession.
4. Develop Land-Use Master Plan alternatives and parcel vignettes. Prepare case study imagery as needed to support proposed design ideas.
5. Identify vehicular and pedestrian conflicts and make recommendations to improve wayfinding and walkability.
6. Meet with Client to review Land-use Master Plan alternatives, parcel vignettes, and supporting imagery.
7. Provide Final Illustrative Master Plan based on Client feedback.

Division 2: Schematic Landscape Design

1. Coordinate with the following agencies on project requirements:
 - a. Planning and Engineering (site, landscape)
 - b. SCDOT (driveway encroachment)
 - c. Local fire marshal (access and circulation)
2. Prepare Preliminary Schematic Site and Landscape Plan.
3. Prepare preliminary opinion of probable costs for proposed site and landscape improvements.
4. Meet with Client to review Preliminary Schematic Site and Landscape Plan and associated costs.
5. Based on Client feedback, prepare Final Schematic Design documentation.

Division 3: Schematic Signage and Wayfinding Design

1. Provide an overview of the purpose of the signage and wayfinding concept and receive Client input regarding sign design requirements and objectives.
2. Identify and map recommended locations for entrance monument and vehicular wayfinding signage and graphics.
3. Develop up to three conceptual design concepts for entrance monument and vehicular wayfinding signage.
4. Meet with Client to review preliminary signage and wayfinding concepts.
5. Based on Client feedback, SW+ will work with a signage company to provide a Schematic Signage Design Package to include up to five (5) signage types along with associated opinion of probable costs.

Division 4: Phasing Plan

1. Meet with Client to confirm budget for initial implementation efforts.
2. Based on Schematic Site and Signage Design documentation and associated costs, prepare graphic and narrative recommendations for project phasing and implementation.
3. Submit proposed phasing recommendations to Client for review and comment.
4. Based on Client feedback, prepare final Phasing Plan.

Notes:

1. *It is our understanding that the current property zoning supports the intended use. This proposal does not include any efforts required for rezoning of the property or efforts for variances or special use exceptions for the project. Should our assistance in these efforts be requested it will be provided as additional services on an hourly rate basis.*
2. *Opinions of probable costs that are prepared by SW+ and its sub-consultants shall be based on its experience and qualifications and represent its judgment as a Consultant familiar with the construction industry but shall not be a guarantee that construction costs will not vary from its opinions of probable cost.*



Fees:

Division 1:	Master Planning.....	\$10,000-12,000
Division 2:	Schematic Landscape Design	\$7,000-9,000
Division 3:	Schematic Signage and Wayfinding	\$10,000-12,000
Division 4:	Phasing Plan.....	\$3,000-5,000

Hourly rate and additional services not included in the scope of services shall be invoiced on an hourly rate basis according to the table below:

SW+ current hourly rates are as follows:

Managing Principal.....	\$180.00
Director	\$160.00
Senior Landscape Architect	\$145.00
Senior Civil Engineer.....	\$145.00
Senior Project Manager	\$140.00
Civil Engineering Project Manager.....	\$135.00
Land Planner III.....	\$125.00
Civil Engineering Project Coordinator	\$125.00
Land Planner I.....	\$100.00
Professional Support.....	\$75.00

Office reimbursable expenses will be billed at the rates listed in the table below plus a 10% handling fee:

Mileage outside of the local area	\$0.545 per mile
<i>(Local area is defined as the metropolitan area of the originating office of the proposal)</i>	
Printing of construction and project drawings (\$0.40 per sq ft)	
24 x 36	\$2.40 each
30 x 42	\$3.50 each
Color inkjet plotting (\$8.00 per sq ft)	
24 x 36	\$48.00 each
30 x 42	\$70.00 each
Black and white inkjet plotting (\$2.00 per sq ft)	
24 x 36	\$12.00 each
30 x 42	\$17.50 each
Black and white Xerox copies	
8½ x 11	\$0.20 each
11 x 17	\$0.35 each
Color Xerox copies	
8½ x 11	\$1.00 each
11 x 17	\$3.50 each

When an estimated fee range is indicated, this estimate was made based on current understanding of project scope and/or construction duration. If it becomes apparent that this estimate will be exceeded, we will notify Client in advance of reaching the upper limit of the indicated range.

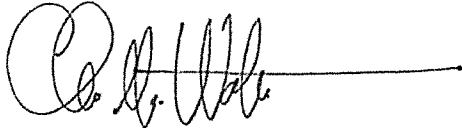


Other project related reimbursable expenses, such as but not restricted to, outside consultants, postage, long distance telephone calls, travel expenses, courier fees, and agency permitting fees will be billed at actual cost plus a 10% handling fee. Fees and reimbursable expenses will be invoiced every 4 weeks.

Should you find this Contract and attached General Terms of Agreement acceptable, please confirm by signing in the space provided below and return one executed original to our office. We look forward to working with you on this project.

Should you have any questions or need additional information, please call our office.

SEAMON, WHITESIDE & ASSOCIATES, INC.



Chris Watson, PLA, ASLA
Director / Landscape Architecture
Greenville Office

CW/

Accepted By:

Signature and Title

Date



NEW BUSINESS
PROBATE JUDGE SCANNING
EFFICIENCY PROPOSAL



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

DATE OF REQUEST: 3/7/18
DEPARTMENT / AGENCY: Clerk of Court / Probate Court
NAME: Lynn Lancaster / Judge Fidy
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE NUMBER: _____ EMAIL: _____
SIGNATURE: _____

SUBJECT MATTER REQUESTED (please be as specific as possible): _____

Purchase of microfilm scanners
for Probate (1 unit) and
Clerk of Court (1 unit)

FINANCIAL AMOUNT REQUESTED: NTE \$15,000
SOURCE OF FUNDING: see attached memo

(PLEASE – attach subject matter document pages as necessary)

FOR OFFICE USE ONLY

REQUEST ASSIGNED TO: _____ DATE RECEIVED: _____
DATE OF ASSIGNMENT: _____ DATE OF AGENDA: _____
DATE RESPONSE DUE: _____
COUNCIL ACTION: _____

KAYE W. FRIDY
PROBATE JUDGE

BRYAN C. ABLE
ASSOCIATE PROBATE JUDGE



POST OFFICE BOX 194
100 HILLCREST SQUARE, SUITE A
LAURENS, SC 29360
TELEPHONE: (864) 984-7315
FAX: (864) 984-3779

Office of the Probate Court

March 6, 2018

Mr. Jon Caime, Administrator
Laurens County
VIA: Email

Dear Mr. Caime:

I have an approved line item in my budget in the amount of \$4,500 to allow for the scanning of my pre-2010 records. The first phase of this endeavor was outsourced. While I am not dissatisfied with the quality of the work done, I feel it would be more efficient for the scanning to be done in house utilizing a temporary employee. Therefore, I would ask for Council's approval to transfer the funds to temporary personnel at \$11.15 per hour for approximately 360 hours.

Benefits:

1. Safety of records
2. Immediate access to records
3. Records scanned directly into our Court software
4. More cost effective

If you have any questions or you require further information, please let me know.

Yours truly,

Kaye W. Fridy

Kaye W. Fridy
Judge of Probate Court

RESOLUTION #2018-

STATE OF SOUTH CAROLINA)

A RESOLUTION OF LAURENS COUNTY COUNCIL

**COUNTY OF LAURENS) TO APPLY, ASSIGN, ALLOCATE, TRANSFER FUNDS FROM
THE LEGACY ACCOUNT FUNDS; 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 Clerk of Court transferred and deposited certain forfeited, unclaimed and abandoned funds in the amount of approximately \$103,000 into an account with the Treasurer in October of 2016 for the purposes of providing a source of funds for various important and vital projects for the County and its citizens; and

WHEREAS, the Clerk of Court and the Probate Court are in urgent need of microfilm scanners for the preservation and integrity of official records and for use in their respective office functions, in addition to the critical use of these scanners for the benefit of the general public; and

WHEREAS, previously these funds were used for payment of the branding project leaving a balance of approximately \$93,000; and

WHEREAS, the funds held in this account are an appropriate source of funds for the purchase of these two (2) scanners in an amount not to exceed \$15,000 and after expenditure of these funds the balance remaining in that account will be approximately \$78,000.

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

1. Laurens County Council does apply, assign, allocate, and transfer an amount not to exceed \$15,000 from this account to or for the benefit of the Clerk of Court and/or the Probate Court for the purchase of two (2) microfilm scanners.
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.
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 13th DAY OF MARCH, 2018.

Microfilm Scanners

The Clerk of Court and the Probate Court are seeking to immediately replace microfilm scanners in their respective offices at a total costs not to exceed \$15,000.

These scanners are for viewing, copying or downloading permanent records of these two departments. Access to these records is necessary for the staffs of both departments. In addition, the general public must have access to these public archived records. The public access, whether from professional abstractors, genealogist or other research folks, is a required function for access to the permanent records of Laurens County.

At present there are two very old viewers in the Clerks' offices, however these units are 20+ years old and have no capability for printing or downloading as they are outdated read only machines. The Clerk has one (1) scanner with the capability to print. That machine is being used on average 15+ times a day. The importance of accessing these records that may date back over 60 or 70 years is critical to the functions of the county as well as the public.

The scanner in the Probate Court is totally inoperable, obsolete and too costly to attempt a repair. Microfilm scanners are used in the Probate Court by the staff as well as the general public. At present, permanent records have to be hauled from the Probate Court to the Clerk of Court for scanning, copying, etc. This is an inefficient as well as a risky process. Due to limited staff time, the Probate staff has to allow the general public the unattended access to remove these permanent records and transport them to the Clerk's office in hopes that the records are properly returned. Again, these are public documents that the county through its various departments, must allow public access to.

Placing a scanner in the Probate offices will solve their access problem and will eliminate the risk or the waiting time to access the Clerks' machine. Since the Clerk's office has a significantly higher volume of use by the Assessor, Auditor, Treasurer, Delinquent Tax Collector, Codes and other county department, a second machine with greater capability will assist the public and county staff in their research efforts. Ideally all of the old records may one day be digitized; however that future project is one that will require significant costs, personnel and time. The efforts of the Clerk's office to place most records on line only goes back to 1996, so we still have that 70-80 year gap where microfilm is the current only access.

These items are used every day and the necessity for immediate needs outweighs a delay until budget is passed. Funding is available through unused, idle funds that were transferred from the Clerk of Court to the County several months back. The transfer was for \$103,000 and \$10,000 was used for the branding study. The purchase of these scanners from the remaining \$93,000 is a logical and beneficial use of funds that have not been budgeted or designated for any other purpose.

From: Malinda Griffin
Sent: Wednesday, March 07, 2018 8:51 PM
To: llancaster@co.laurens.sc.us
Cc: A Sandy Cruickshanks
Subject: scan pro 2200

thank you for assisting the register of deeds and office of probate with securing a scan pro for each office.

the current ROD scan-pro is approximately five years old and services four departments.

The main area is the Register of Deeds, where deed book(s) 194-218 are only on microfilm, this is a span of nine years (1969-1978), as well as all mortgage prior to 1979. Plat books are on film as well as in the original books, however, many of the original books are deteriorating from age and becoming illegible and in some instances pages are missing.

So the microfilm is invaluable and having scanner(s) to read/print the film is a must.

Ways the ScanPro is used:

- 1) With every real estate transaction, a title search is performed. To write title insurance on a residential property a minimum search of 40 years is required, on a commercial search a minimum of 60 years is required, with copies of the records to support the findings needed. To go a bond, a 50 year search is required. Title Abstractors and Attorneys perform these searches daily/weekly at the courthouse. Some records (deeds/mortgages) from 1994 to current are imaged and online, but all other records are on microfilm or book format.
- 2) the general public comes in daily seeking copies (from microfilm) of their deed, mortgage and/or plat.
- 3) the Assessors Office (mapper) uses the scan pro to make copies of deeds and plats to use in the mapping applications for gis.
- 4) the Delinquent Tax office performs a limited title search(s) on the parcels going to sale, the scan-pro is used to make copies of deeds/mortgages and also probate's estate(s) records.

Having a second scan prion the ROD is needed as much time is often spent waiting in line to use the current one. It would serve as a back up should the current machine need service.

Probate Court has used the ROD scan pro in recent months to make estate copies for the general public and genealogists, of estate records from microfilm from their office, as well as Abstractors and Attorneys. This requires the microfilm records to be transported from one office to the other in order to read/copy. Any time records are taken from one location to another there is risk that it could become misplaced, stolen or damaged. A scan pro within their office would keep the probate records secure and save the staff time. Most of the probate files from the beginning of record keeping in Laurens County are in microfilm form, the historical copies are still on file, however the more often they are handled the more fragile they become.

Copier records from the ROD as well as Probate indicate how many records are copied each day/week/month by the staff/public/abstractors/attorney(s).

NEW BUSINESS

FIRST READING ORDINANCE #837-
ALCOHOLIC BEVERAGE SUNDAY
SALES REFERENDUM



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

DATE OF REQUEST: FEBRUARY 20, 2018 FOR MARCH 13, 2018 COUNTY COUNCIL MEETING

DEPARTMENT / AGENCY: LEGAL

NAME: A. "SANDY" CRUICKSHANKS, IV, LAURENS COUNTY ATTORNEY

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____ EMAIL: _____

SIGNATURE: 

SUBJECT MATTER REQUESTED (please be as specific as possible):

SEE THE ATTACHED PROPOSED ORDINANCE 837 (FIRST READING) CALLING FOR REFERENDUM REGARDING SUNDAY ALCOHOL SALES IN LAURENS COUNTY.

STAFF RECOMMENDS FIRST READING APPROVAL OF ORDINANCE 837.

FINANCIAL AMOUNT REQUESTED: N/A

SOURCE OF FUNDING: N/A

(PLEASE – attach subject matter document pages as necessary)

FOR OFFICE USE ONLY

REQUEST ASSIGNED TO: _____ DATE RECEIVED: _____

DATE OF ASSIGNMENT: _____ DATE OF AGENDA: _____

DATE RESPONSE DUE: _____

COUNCIL ACTION: _____

AN ORDINANCE CALLING FOR A REFERENDUM TO DETERMINE WHETHER THE SOUTH CAROLINA DEPARTMENT OF REVENUE MAY ISSUE TEMPORARY PERMITS TO ALLOW FOR THE SALE OF ALCOHOLIC BEVERAGES FOR ON-PREMISES AND OFF-PREMISES CONSUMPTION ON SUNDAYS IN THE COUNTY OF LAURENS.

WHEREAS, certain businesses located in the County of Laurens (the "County") desire to sell alcoholic beverages on Sundays so as to maintain competitiveness with other businesses in municipalities in adjoining counties and municipalities that allow the sale of alcoholic beverages on Sundays;

WHEREAS, pursuant to S.C. Code Ann. § 61-6-2010(C)(4), counties are authorized by ordinance to call for a referendum to be conducted at the next general election on the issue of allowing the sale of alcoholic beverages on Sundays; and

WHEREAS, County Council desires to place the following referendum on the ballot at the next general election to be held on November __, 2018.

NOW, THEREFORE BE IT ORDAINED BY COUNTY COUNCIL,

1. **PURPOSE:** The stated purpose of this Ordinance is to request and direct the Laurens County Election Commission to place the following question on the ballot at the next general election to circulation at least seven (7) days before the referendum.

The form of the question on the ballot shall be as follows:

"Shall the South Carolina Department of Revenue be authorized to issue temporary permits in this county for a period not to exceed twenty four hours to allow the possession, sale, and consumption of alcoholic liquors by the drink to bona fide nonprofit organizations and business establishments authorized to be licensed for consumption on premises sales and to allow the sale of beer and wine at permitted off premises locations without regard to the days or hours of sales?"

2. **AUTHORITY:** This Ordinance is adopted under the authority and process expressly granted by the General Assembly of the State of South Carolina and the Constitution of the State. Jurisdiction is exclusively within Laurens County.
3. **APPLICABILITY:** The provisions of this Ordinance shall apply to all unincorporated areas of Laurens County, South Carolina.
4. **LANGUAGE:** The language used in this ordinance, if used in the present tense, shall include the future tense. Words used in the singular shall include the plural, and the plural the singular, unless, however, the context clearly indicates the contrary. The use of the word "shall" is mandatory and the word "may" is permissive.
5. **SEVERABILITY:** Should any paragraph, clause, phrase or provision of this Ordinance be judged invalid or held unconstitutional by a Court of competent jurisdiction, such declaration shall not affect the validity of any other section of the Ordinance as a whole or any part or provision thereof, other than the part so decided to be invalid or unconstitutional. Interpretations shall be pursuant to the laws of the State of South Carolina.

6. GENERAL PROVISIONS: Whenever the provisions of this Ordinance impose a more restrictive standard than are required in or under any other law, regulation or ordinance, the requirements herein contained shall prevail. This Ordinance may be amended as prescribed by law.

AND IT IS SO ORDAINED by Laurens County Council this ____ day of _____, 2018 in meeting duly assembled at Laurens, South Carolina.

LAURENS COUNTY COUNCIL

Signature page follows

UNOFFICIAL COPY OF THE PROCEEDINGS OF THE LAURENS COUNTY COUNCIL MEETING HELD ON 07/10/2018

NEW BUSINESS

APPROVAL - LIBRARY PAY
STANDARDIZATION PER
COMPENSATION ANALYSIS VER 1.0



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 Assistant 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.
5. NOTE: A separate policy on lump sum part time pay is proposed to be approved by Council allowing you to vary the pay for the part time positions up to the cap per hour pay approved by Council.

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)

COMPENSATION PROGRAM BACKGROUND

Please refer to the compensation study version 1.0 for detailed analysis. Our compensation program is not standardized and as a result we have many people with the same job title making different pay. In February 2005, 13 years ago (see attached) County Council identified the issue of compensation as a problem. In 2008 an Archer Study was conducted. At that point the County could have moved to a standardized equal pay system but apparently we did not.

We have almost 1 job title for every 2 full time employees (we have almost 400 FT employees). There were 34 employees with the title of Clerk 1 and there were 23 different levels of pay for those exact same jobs. The pay difference was up to about \$2/hr. This is demoralizing to the employees.

The cost to fix this problem is probably more than \$250,000 (probably in the \$300,000-500,000 range). A solution was created that is revenue neutral as a method to start this process whereby the individual departments were incentivized to cut their budgets permanently and those savings could then be applied to the fix of their departments pay.

We have fixed two departments thus far and if we act on this request for the Library we will have fixed about 10% of our problem in a revenue neutral (no increase to the taxpayers) manner in just over 2 months.

At some point the departmental ability to cut their budget to make up the difference in cost to fix their departmental compensation may not be possible. At that point Council will have to take action to increase the budget to make up the difference in cost.

DRAFT

**Laurens County Council Retreat
Summary Report**

Saturday, February 26, 2005
Laurens County Higher Education Center
9:00 – 1:00 pm

Facilitated by Upper Savannah Council of Governments

Present

County Council Members

Jim Coleman, Dianne Anderson, Edward McDaniel, David Tribble, Ernest Trammell,
Ted Nash, Joe Wood

Staff Making Presentations

Ernie Segars, Ricky Chastain, Scott Holland, Joey Avery, Tom Howard, Ray Blackwell,
Sandy Cruickshanks

Upper Savannah Staff

Patricia Hartung, Sam Leaman, Ruth LaForge, Rick Green

Issues Addressed

- A. Law Enforcement
- B. Detention Center
- C. Solid Waste Management
- D. Maintenance of County Roads and Bridges
- E. County Emergency Services
- F. Legal Briefing
- G. Administrative Considerations

Format for Discussion of Issues

After hearing presentations from department heads and other staff in the above named areas, the following format was employed to facilitate a discussion on critical needs and possible outcomes, given limited funding resources:

- List of Issues
- Agree on Most Critical
- Evaluate: Categorize/Prioritize/Assess (based on cost, importance and/or number)
- Next Steps

A summary of the concluding points appears in the Highlights section below. Certain specific details have been purposefully omitted, focusing rather on the general format described above.

Highlights

A. Law Enforcement

- There are four main problem areas that have been identified as important issues for consideration:
 - Competitive pay for the retention and recruitment of employees.
 - Additional staffing to handle increasing workload.
 - Critically needed vehicles and equipment.
- Pay
 - Employees have not had a cost-of-living increase in 3 years.
 - A salary survey should be conducted to keep and attract qualified personnel. Survey to include similarly sized surrounding counties.
- Staffing
 - At least 10 deputies are currently needed. The department has considered the possibility of privatization of some services.
 - Additional staffing would cost about \$307,000 per year.
- Vehicles and Equipment
 - There is a current need for 5 vehicles, estimated to cost approximately \$122,000.
 - An additional 25 cars could be added to meet existing needs based on maintenance needs and mileage of current vehicles.
 - Other needs include: generator for annex and backup computer/phone system

B. Detention Center

- The major problem areas include:
 - Staffing (16 persons short of SC DOC model)
 - Training (certification)
 - Maintenance of the facility
 - Limited number of beds
 - Medical needs
- Moving caseloads could ease the staffing problem.
- A closer look could be taken at existing resources, resulting in better utilization of current assets.

- Look at improved technology to assist in addressing some of the identified issues.
- Staff cited constant attention to maintenance of heating/cooling/plumbing infrastructure as a source of draining staff and financial resources.
- Medical costs for prisoners continue to escalate. A full time medical person needed.
- The detention facility is currently operating at 20% overcapacity; need another 50 beds.

C. Solid Waste Management

- Three primary solid waste issues are:
 - Construction & Debris (C&D) Landfill Capacity
 - Funding
 - Municipal Solid Waste Collection & Disposal
- C&D Landfill Capacity
 - C&D landfill will be full in two years.
 - Options for new capacity include:
 - Acquiring land adjacent to existing C&D site.
 - Developing a new site.
 - Contract with an outside vendor.
 - Partnering with another local government i.e. City of Clinton.
 - Staff recommends acquisition of adjacent land because needed infrastructure is already in place.
 - Locating and developing new site would be difficult/expensive.
 - No clear preference between contracting service out and partnering with another local government.
- Funding
 - Current \$50 fee generates \$1.4 million.
 - Cost of maintaining/upgrading the solid waste program and increased regulatory compliance increases cost.
 - Current per capita cost is \$24.
 - Greenwood & Oconee County per capita cost is \$60.
- Municipal Solid Waste
 - Laurens County currently under contract with Allied through 2014.
 - May be opportunities for extension or renegotiation.

D. Maintenance of County Roads and Bridges

- Major issues or problem areas identified related to additional funding:
 - Additional staff needed
 - 3-5 additional workers/not necessarily specific positions
 - Cost to add approximately \$75,000-120,000
 - Department Funding
 - Additional funding helpful for bridge maintenance
 - Additional funding to upgrade gravel roads
 - Equipment
 - Replace aging equipment on regular basis
 - Need capital plan for schedule of replacement
 - \$60,000 to replace equipment this year (by maintaining its own equipment, the department can perform some repairs themselves rather than contracting out for repair services).
- Possible funding source would be to consider raising vehicle tax.

E. County Emergency Services

- Issues that need to be addressed for Emergency Communications, EMS, and Fire/Emergency Management in the coming budget year are:
 - Bringing existing staff salaries up to levels comparable with similarly sized counties
 - Developing a Class and Compensation Plan for the county that would reward good employees and help attract new employees
 - Continue training programs to keep employees certified
 - Develop a plan to regularly replace and update equipment and vehicles
 - Study the potential use of new technology (GIS, Reverse 911, etc.)
 - Establish a secondary Emergency Operations Center
 - Research the possibility of adding a Quick Response Vehicle and necessary personnel in the Waterloo area
 - Review the station configuration in the county and recommend any necessary changes

F. Legal Briefing

- County Attorney briefed Council on several legal issues and provided a written report to the Administrator for Council members on:
 - South Carolina Blue Laws
 - County forms of government

G. Administrative Considerations

- Pay plan for county employees needed.
 - By position
 - Include comparisons in Greenwood, Newberry and Cherokee at a minimum
- Planning
 - Act 204 of 2003 requires all local governments over 35,000 population to provide six hours of orientation training to their planning and zoning officials and employees by January 1, 2006.
 - SC County Association will offer training on May 12 and August 23. Other organizations in SC are also readying training programs to comply with the law by the January 2006 deadline.
- Comprehensive Plan needs to be updated.
- County Council may want to consider holding a few of their meetings at various county locations during the year.
- County is losing consumer sales to Greenville where they have done away with the “blue law.” Council should study this issue.
- Equipment:
 - Countywide phone system possibility (in-house, etc.)
 - Employee computers should be compatible and standardized to facilitate inter-office transfer of data and program.

General Recommendations

- A. Update Laurens County Comprehensive Plan.
- B. Prepare salary survey by examining nearby counties of similar size to develop competitive pay schedules.
- C. Continue working with responsible agencies (Laurens County C-funds committee, regional DOT representative, Upper Savannah COG and SCDOT) in addressing road improvement needs.
- D. Prepare a Capital Improvements Plan to identify short and long-term building needs and improvements.
- E. Develop a long-range financial plan and policy for budgetary decision-making.
- F. Begin negotiations to purchase additional land adjacent to the existing C&D landfill, and consider solid waste funding issues during budget preparation.



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.

NEW BUSINESS

APPROVAL - PART TIME LUMP SUM
PAY POLICY



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.

NEW BUSINESS

APPROVAL - FULL TIME
PROBATIONARY PAY POLICY



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.

NEW BUSINESS
APPROVAL - INSPECTIONS PAY
STANDARDIZATION PER
COMPENSATION ANALYSIS VER 1.0



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 Dept.

COUNCIL ACTION REQUESTED:

This action will not be revenue neutral. The Department head is asking that we utilized the savings from the countywide telephone audit. The telephone audit will reduce the telephone in this department from \$2,200 to \$1,300. If we take this action it is only fair that we allow other departments to also take advantage of this (so far the net savings is \$77,000 per year countywide). This will also leave a gap of \$900 which can only be captured through an increase in the budget for this department. This too will open up for other departments to no longer be required to be revenue neutral in these requests.

At some point we may no longer be able to fix our compensation program through revenue neutral methods. This is the first request to move in that direction.

Please refer to the compensation study version 1.0 for detailed analysis. This is the third department to be realigned to this standardized compensation program. Clerk 1 positions were already set by Council on 12/12/17 for the COC department and this action follows that exact same action.

Only one action is needed:

1. Approve Inspections Office 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 third application of improvements and standardization of our current system. The actions above will only apply to the Inspections Office. If approved the Clerk 1 position in this Office will now be standardized. All other departments will remain in the current system until Council takes action on each department. Also the codes enforcement position and the inspections positions (3) will not be standardized at this time.

PLEASE SEE ATTACHED

FINANCIAL AMOUNT REQUESTED About \$1,300

SOURCE OF FUNDING: Reductions in other budget_lines

(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.