



**BUDGET MEETING AGENDA
LAURENS COUNTY COUNCIL
June 12, 2018**

HILLCREST SQUARE (DUE TO THE ELECTION)

After the 5:30 P.M. Regular Meeting

1. Fund 113-537- Planning
2. FILOT Higher Ed Funds (fund 342) For Future Scholars
3. Road Department Request for moving 2 PT Positions to FT
4. Road Department Pay Plan Approval
5. Solid Waste Department Pay Plan Approval
6. Fund 600- Capital Fund

Council Budget Meeting

ITEM 1



“

By failing to prepare, you are preparing to fail."

~ Benjamin Franklin

Fund: 110 General Fund
Department: 537 Planning

8

| Dept/Agency Number & Name | | FY 2015 Actual | FY 2016 Actual | FY 2017 Actual | FY 2018 Budget | FY18 YTD Actual | FY18 Project | FY 2019 Request | FY 2019 Recc | FY19 Final | Incr 18-19 |
|---------------------------|---------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|-----------------|--------------------|-----------------|---------------|------------|
| 11000 | Salaries- NEW POSITION | | | | | | 0 | 45,000 | 45,000 | | |
| 21000 | Health Ins Employer Share | | | | | | 0 | 5,588 | 5,588 | | |
| 21040 | Travel Allotment | | | | | | 0 | | | | |
| 21050 | Cell Phone Reimbursement | | | | | | 0 | 420 | 420 | | |
| 22000 | FICA | | | | | | 0 | 3,443 | 3,443 | | |
| 23000 | Retirement | | | | | | 0 | 6,543 | 6,543 | | |
| 26000 | Workers Compensation | | | | | | 0 | 1,670 | 1,670 | | |
| | | | | | | | 0 | | | | |
| 30000 | Professional Services | | | 6,087 | 13,000 | 8,215 | 12,322 | | | | |
| | Branding Initiative | | | 5,000 | | | 0 | | | | |
| | Branding carryover FY17 | | | | 5,000 | 0 | 5,000 | | | | |
| | Long Range Strategic Plan | | | | | | | | | | |
| | Phase 1 | | | | | | | 30,000 | 30,000 | | note 1 |
| 44020 | Equipment Maintenance | | | | | | 0 | | | | |
| 44030 | Copier Lease | | | | | | 0 | | | | |
| 53090 | Telephone | | | | | | 0 | | | | |
| 54000 | Advertising Notices | | | | | | 0 | | | | |
| 56050 | Memberships/Dues | | | | | | 0 | | | | |
| 57080 | Training | | | | | | 0 | | | | |
| 57092 | Travel/Meetings | | | | 1,000 | 308 | 1,000 | 1,000 | 1,000 | | note 2 |
| 61040 | Computer Supplies | | | | | | 0 | | | | |
| 61500 | Branding Expenses | | | | | 331 | 497 | | | | |
| 61700 | Office Supplies | | | | | 31 | 47 | 1,500 | 1,500 | | note 2 |
| 61800 | Postage | | | | | | 0 | 1,000 | 1,000 | | note 2 |
| | | | | | | | | | | | |
| | Subtotal Salaries | 0 | 0 | 0 | 0 | 0 | 0 | 45,000 | 45,000 | 0 | |
| | Subtotal Benefits | 0 | 0 | 0 | 0 | 0 | 0 | 17,663 | 17,663 | 0 | |
| | Subtotal Operating | 0 | 0 | 11,087 | 19,000 | 8,885 | 18,866 | 33,500 | 33,500 | 0 | |
| | | | | | 0 | | | | | | |
| | TOTALS | 0 | 0 | 11,087 | 19,000 | 8,885 | 18,866 | 96,163 | 96,163 | 0 | |

note 1: requested from the funds transferred from COC FY16 \$93,762 balance

note 2: for planning commission

Council Budget Meeting

ITEM 2

342 Educational - Tech/USC

| | | 8 | | | | | | | | | |
|----------------------------------|---|-------------------|-------------------|-------------------|-------------------|--------------------|-----------------|--------------------|-----------------|---------------|----------------|
| Dept/Agency Number & Name | | FY 2015 Actual | FY 2016 Actual | FY 2017 Actual | FY 2018 Budget | FY18 YTD Actual | FY18 Project | FY 2019 Request | FY 2019 Recc | FY19 Final | Incr 18- 19 |
| GENERAL PROPERTY TAXES - 342-311 | | | | | | | | | | | |
| 31110 | Current Real Property increase millage per 388 cap- NEW | 105,471 | 111,013 | 109,049 | 109,049 | 96,485 | 109,000 | 109,000 | 109,000 | 109,000 | 0% |
| 31111 | LOST Credit-Real | 23,623 | 20,213 | 24,666 | 25,000 | 24,821 | 25,000 | 25,000 | 25,000 | 25,000 | 0% |
| 31120 | Delinquent Real Property | 13,506 | 8,155 | 8,325 | 6,500 | 2,974 | 6,500 | 6,500 | 6,500 | 6,500 | 0% |
| 31121 | LOST Credit-Delinquent | 1,979 | 1,716 | 1,813 | 1,500 | 812 | 1,500 | 1,500 | 1,500 | 1,500 | 0% |
| 31130 | Vehicle | 19,337 | 21,282 | 22,071 | 20,000 | 14,341 | 21,512 | 22,000 | 22,000 | 22,000 | 10% |
| 31131 | LOST Credit-Vehicle | 4,705 | 4,104 | 4,267 | 4,200 | 3,013 | 4,520 | 4,500 | 4,500 | 4,500 | 7% |
| 31140 | FILOT | 20,846 | 27,027 | 33,020 | 34,000 | 39,629 | 40,000 | 40,000 | 40,000 | 40,000 | 18% |
| 31141 | LOST Credit-FILOT | 236 | 175 | 0 | 0 | | 0 | | | | #DIV/0! |
| 31151 | Prior Year Refunds | (1,327) | (1,474) | (4,146) | (4,451) | (1,224) | (1,836) | (1,836) | (1,836) | (1,836) | -59% |
| Subtotals: | | 188,375 | 192,211 | 199,066 | 195,798 | 180,852 | 206,196 | 206,664 | 206,664 | 206,664 | 6% |
| | | | | | | | | | | | #DIV/0! |
| TOTAL REVENUE AVAILABLE | | 188,375 | 192,211 | 199,066 | 195,798 | 180,852 | 206,196 | 206,664 | 206,664 | 206,664 | 6% |

| | | 8 | | | | | | | | | Incr 18-19 |
|---------------------------|--------------------------|-----------------|----------------|----------------|----------------|-----------------|----------------|------------------|---------------|------------|------------|
| Dept/Agency Number & Name | | FY 2015 Actual | FY 2016 Actual | FY 2017 Actual | FY 2018 Budget | FY18 YTD Actual | FY18 Project | FY 2019 Request | FY 2019 Recc | FY19 Final | |
| USC | | | | | | | | 60,000 | 18,666 | 20,666 | |
| Piedmont Tech | | | | | | | | 705,969 | 167,998 | 185,998 | |
| Future Scholars | | | | | | | | | 20,000 | | |
| 80029 | Claims Authorized | 208,152 | 167,872 | 199,974 | 195,798 | 0 | | | | | -100% |
| TOTAL EXPENDITURES | | 208,152 | 167,872 | 199,974 | 195,798 | 0 | 0 | 765,969 | 206,664 | 206,664 | 6% |
| REV-EXP | | (19,777) | 24,339 | (908) | 0 | 180,852 | 206,196 | (559,305) | 0 | 0 | |

set by annual ordinance subject to 388 cap

Council Budget Meeting

ITEM 3



MEMORANDUM

TO: Laurens County Council

FROM: Robert Russian, Laurens County Director of Public Works *RR*

DATE: June 7, 2018

SUBJECT: Roads and Bridges Part Time to Full Time Proposal

Currently the Roads and Bridges Department has \$33,000 budgeted for part time employees on a lump sum basis. The hourly rate is \$8.73. These part time employees were traditionally seasonal employees who worked 8-9 months a year to mow grass on the road right of way. Due to difficulty filling these positions as well as poor upkeep of the equipment they were operating, it was decided to use this part time help purely as laborers.

Currently, two of the three PT positions are vacant due to lack of applicants. The third position is being utilized as a Clerk to assist with payroll, work requests, and better organization of the department. We even utilized some of the part time budget to hire an intern from Presbyterian College to assist with building the road asset inventory.

The R&B Department is requesting to discontinue the use of part time labor and hire two full time employees to be classified as laborers. The current Laborer hourly rate is \$10.50 per hour. The increase in budget needed for this change would be \$10,680 per year plus benefits.

Council Budget Meeting

ITEM 4

MEMORANDUM



TO: Laurens County Council

FROM: Robert Russian, Laurens County Director of Public Works

DATE: June 6, 2018

SUBJECT: Roads and Bridges Reclassification

Currently the Roads and Bridges Department has 15 full time positions and three part time positions which have been previously classified as "Lump Sum". Currently two part time positions and one CDL position are vacant. This department has seen extreme turnover and only 4 of the current employees have been with the county for more than five years.

Position titles are varied and confusing. In an effort to standardize position titles and stem the tide of turnover, the following position titles are proposed:

| Current Titles | New Titles |
|---------------------------|--------------------------|
| Foreman/FT | Supervisor |
| Assistant Foreman/CDL | Foreman |
| Mechanic/Operator/CDL | Heavy Equipment Operator |
| CDL/Operator (Crew Chief) | CDL Driver / Operator |
| Laborer/FT | Light Equipment Operator |
| Laborer/CDL Driver | Laborer |
| Laborer | |
| Clerk PT Seasonal / R&B | |
| Laborer - Seasonal | |

In addition to standardizing titles, we propose to institute an incentive program for an employee to advance to the next level by training and becoming proficient on equipment and responsibilities of the next higher position title.

For an example, we hire Joe Smith. Joe has very limited experience on any equipment so we classify him at the entry level position of a laborer. Joe is a real "go getter" and within six months has learned how to operate a tractor on the mowing crew, can operate a bobcat on the yard to load a truck, and frequently operates the small roller helping out on the patching crew. Joe's supervisor test's Joe's ability to operate this equipment and Joe passes with flying colors. Joe is promoted to "Light Equipment Operator". Another year passes and Joe shows an interest in getting his CDL. He gets



his permit and begins training to drive. He passes his test at the local DMV and starts driving a truck when needed. Joe is then promoted to "CDL Driver/Operator". A couple more years pass by and Joe has now learned how to operate the motor grader and dozier. He also upgrades his CDL license to drive the lowboy as well. Joe is now a very versatile part of the department as he can operate any piece of equipment on the yard. He is then promoted to "Heavy Equipment Operator". Joe stays with the department because he knows that as long as he continues to learn how to operate the various equipment, he can continue to be promoted and make more money. He stays because he has a future and a well-defined plan on how to advance.

Pay Grades for each of the positions within the department are shown below and Job Descriptions of the four basic positions are on the following pages.

| New Titles | Pay Grade | Base Pay |
|--------------------------|-----------|----------|
| Supervisor | N/G | |
| Foreman | 19 | \$ 17.10 |
| Heavy Equipment Operator | 14 | \$ 14.40 |
| CDL Driver / Operator | 12 | \$ 13.40 |
| Light Equipment Operator | 10 | \$ 11.25 |
| Laborer | 9 | \$ 10.50 |

JOB TITLE: Laborer

DEPARTMENT: Road & Bridges Department, Laurens County

JOB SUMMARY: This position is responsible for carrying out general maintenance tasks on roads. Duties include, but not limited to, operating weed eaters, operating chain saws, moving signs, driving a pickup truck, cleaning up behind mowing tractors, moving trees and debris, flagging traffic, and helping service equipment.

MAJOR DUTES:

- Performs semi-skilled/manual tasks associated with the maintenance of county roads and right-of-ways, which may include operating hand tools and lifting and moving heavy materials.
- Performs general/preventive maintenance tasks necessary to keep vehicles, equipment and tools in operable condition; which may include inspecting equipment, refueling vehicles, checking/replacing fluids, greasing equipment, replacing parts, washing or cleaning equipment, cleaning shop or work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.
- Operates a variety of equipment and tools used in department projects, which may include riding or push mowers, weed eater, leaf blower, pressure washer, pick ax, shovel, rake, mechanic tools, hand tools, and all other necessary tools and equipment.
- Removes, trash, debris, and dead animals from roads
- Removes chainsaw debris from right-of-way
- Place signs for maintenance operations
- Assists in loading and unloading various equipment and materials associated with department projects
- Possible on-call evenings, nights, and week-ends for emergency related work
- Performs other related duties as assigned

SUPERVISORY CONTROLS: The supervisor assigns work in terms of general instructions. Work is reviewed for accuracy and the nature and propriety of the final results.

COMPLEXITY: This position consists of assisting with general labor of the road department and other facilities throughout the county.

SCOPE AND EFFECT: The purpose of this position is to assist in maintaining county roads and right-of-ways.

PERSONAL CONTACTS: Contacts are typically with co-workers, other county employees, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information and provide services.

PHYSICAL DEMANDS: The work is typically performed with the employee performing physical labor duties as assigned.

WORK ENVIRONMENT: The work is typically performed outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, and inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None

MINIMUM QUALIFICATIONS:

- High school diploma or GED equivalent, with experience in maintaining facilities; or equivalent experience or knowledge in areas such as landscaping, general maintenance, and/or general construction
- Must possess and maintain a valid South Carolina driver's license
- Ability to lift up to 70 lbs.
- Abilities to adapt, plan and perform maintenance under changing facilities uses and conditions
- Knowledge of and ability to operate small engines and hand tools
- Have good customer service, oral and written communication skills
- Work schedule standard is Monday-Friday, 8 hours per day. Possible on call evenings, nights and week-ends for emergency related work
- Must pass drug screening test prior to employment and submit to random drug tests as per Laurens County policies and procedures
- CDL License NOT required for this position but encouraged for future promotions

JOB TITLE: Light Equipment Operator

DEPARTMENT: Roads & Bridges Department, Laurens County

JOB SUMMARY: This position is responsible for operating a variety of light equipment to maintain department facilities as well as county roads and right of ways

MAJOR DUTIES:

- Basic operation of a front-end loader to load trucks and move materials.
- Operates a mowing tractor.
- Patches pavement using tar and gravel patching machine
- Operates steel wheel roller to assist in the compaction of gravel or asphalt.
- Assists in the installation of driveway pipes and cross drains.
- Assists in the maintenance of county bridges.
- Performs daily check of oil and fluid levels and tires on equipment and machinery.
- Inspects bridges and pipes on a regular schedule or after heavy rains.
- Performs duties such as repairing and erecting signs and cleaning pipes.
- Removes debris and trees from roads after storms.
- Possible on-call evenings, nights, and week-ends for emergency related work
- May be required to perform all the job duties of lower grade road department positions
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of county policies and procedures pertaining to road and drainage system maintenance and repair.
- Knowledge of departmental and safety rules and regulations.
- Skill in operating such equipment as a mowing tractor, skid steer, front-end loader, roller, chipper and patching machine
- Basic knowledge of interacting with the public

SUPERVISORY CONTROLS: The Roads and Bridges Supervisor assigns work in terms of general instructions. Work is spot-checked in progress and upon completion for compliance with instructions and procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include state Department of Transportation road maintenance and traffic guidelines, county policies and procedures, and supervisory instructions. These guidelines are clear and specific but may require some interpretation in application.

COMPLEXITY: The work consists of related duties in maintaining county facilities, roads and right of ways. Inclement weather, equipment failures, and traffic contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to operate equipment to maintain county facilities, roads and rights of way. Successful performance ensures safe and serviceable facilities, roads and rights of way.

PERSONAL CONTACTS: Contacts are typically with co-workers and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information and provide services.

PHYSICAL DEMANDS: The work is typically performed with the employee sitting, standing, walking, bending, crouching or stooping. The employee must frequently lift light and heavy objects and use tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, and inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: May supervise one or two person crew for a limited amount of time.

MINIMUM QUALIFICATIONS:

- High school diploma or GED equivalent, with experience in maintaining facilities; or equivalent experience or knowledge in areas such as landscaping, general maintenance, and/or general construction
- Ability to read, write and perform basic mathematical calculations.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/ internship or having had a similar position for one to two years.
- Ability to lift up to 70 lbs.
- Abilities to adapt, plan and perform maintenance under changing conditions
- Knowledge of and ability to operate small engines and hand tools
- Have good customer service, oral and written communication skills
- Work schedule standard is Monday-Friday, 8 hours per day. Possible on call evenings, nights and week-ends for emergency related work
- Must pass drug screening test prior to employment and submit to random drug tests as per Laurens County policies and procedures
- Must possess and maintain a valid South Carolina driver's license.
- CDL License NOT required for this position but encouraged for future promotions

JOB TITLE: CDL Driver / Operator

DEPARTMENT: Roads & Bridges Department, Laurens County

JOB SUMMARY: This position is responsible for operating a CDL vehicle to transport material. This position may also operate light equipment as well as a variety of laboring tasks.

MAJOR DUTIES:

- Operates a CDL vehicle to haul gravel, dirt, asphalt, and other materials
- Efficiently tailgate spreads gravel on gravel roads
- Operates a front-end loader to load trucks and move material
- Patches pavement using tar and gravel patching machine
- Operates steel wheel roller to assist in the laying of asphalt.
- Operates equipment with supervision to clean and shape small sections of ditches
- Assists in maintenance of county bridges.
- Performs daily check of oil and fluid levels and tires on equipment and machinery.
- Performs general/preventive maintenance tasks necessary to keep vehicles, equipment and tools in operable condition; which may include inspecting equipment, refueling vehicles, checking/replacing fluids, greasing equipment, replacing parts, washing or cleaning equipment, cleaning shop or work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.
- Performs various laboring tasks as required
- May be required to perform all the job duties of lower grade road department positions
- Possible on-call evenings, nights, and week-ends for emergency related work
- Performs other related duties as assigned

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of county and departmental policies and procedures pertaining to road and drainage system maintenance and improvement.
- Knowledge of defensive driving techniques.
- Knowledge of basic mechanics.
- Skill in operating a CDL vehicle, front-end loader, tractor, lowboy, patching machine and other related equipment.
- Skill in using such tools as a chainsaw, shovel, and pick.

SUPERVISORY CONTROLS: The Roads and Bridges Supervisor assigns work in terms of general instructions. Work is spot-checked in progress and upon completion for compliance with instructions and procedures, accuracy, and the nature and propriety of the final results

GUIDELINES: Guidelines include state Department of Transportation road maintenance and traffic guidelines, county policies and procedures, and supervisory instructions. These guidelines are clear and specific but may require some interpretation in application.

COMPLEXITY: The work consists of related duties in maintaining county facilities, roads and right of ways. Inclement weather, equipment failures, and traffic contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to operate a CDL vehicle and equipment to maintain county facilities, roads and rights of way. Successful performance ensures safe and serviceable facilities, roads and rights of way.

PERSONAL CONTACTS: Contacts are typically with co-workers and the general public.

PURPOSE OF CONTACTS: Contacts are typically to exchange information and provide services.

PHYSICAL DEMANDS: The work is typically performed with the employee sitting, standing, walking, bending, crouching, or stooping. The employee must frequently lift light and heavy objects and use tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, and inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: May supervise one or two person crew for a limited amount of time.

MINIMUM QUALIFICATIONS:

- High school diploma or GED equivalent, with experience in maintaining facilities; or equivalent experience or knowledge in areas such as landscaping, general maintenance, and/or general construction
- Ability to read, write and perform basic mathematical calculations.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/ internship or having had a similar position for two to three years.
- Ability to lift up to 70 lbs.
- Abilities to adapt, plan and perform maintenance under changing conditions
- Knowledge of and ability to operate small engines and hand tools
- Have good customer service, oral and written communication skills
- Work schedule standard is Monday-Friday, 8 hours per day. Possible on call evenings, nights and week-ends for emergency related work
- Must pass drug screening test prior to employment and submit to random drug tests as per Laurens County policies and procedures
- Possession of or ability to readily obtain a valid commercial driver's license issued by the State of South Carolina for the type of vehicle operated (Class A or B CDL/with air brakes).

JOB TITLE: Heavy Equipment Operator

DEPARTMENT: Roads & Bridges Department, Laurens County

JOB SUMMARY: This position is responsible for operating and maintaining a variety of heavy equipment to maintain county facilities, roads and rights of way

MAJOR DUTIES:

- Operates a bulldozer to redistribute material and clear areas and rights-of-way.
- Operates a front-end loader to load trucks and move material
- Operates a backhoe, trackhoe, Gradeall or any excavator to dig ditches, lay pipe, and clear drainage systems. Is responsible for proper installation of drainage systems without supervision
- Operates a motor grader to shape gravel roads, ditches, and rights of way
- Patches paved roads using any variety of methods to include patching machine
- Operates a lowboy to transport equipment.
- Operates equipment and supervises the laying of asphalt
- Operates a dump truck to haul material
- Operates equipment without supervision to clean and shape ditches to proper grade
- Installs driveway pipes and cross drains
- Maintains equipment to include all types of preventative maintenance as well as repair and replacement of parts
- Assists in reconstructing county bridges
- Performs daily check of oil and fluid levels and tires on equipment and machinery.
- May be required to performs all the job duties of lower grade road department positions
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of county policies and procedures pertaining to road and drainage system maintenance and repair.
- Knowledge of techniques for achieving grade, drainage, and proper compaction.
- Knowledge of road construction and maintenance techniques.
- Knowledge of departmental and safety rules and regulations.
- Skill in operating such equipment as a dozer, trackhoe, backhoe, front end loader, motor grader, Gradeall, or any other excavator
- Skill in interacting with the public.

SUPERVISORY CONTROLS: The Roads and Bridges Supervisor assigns work in terms of general instructions. Work is occasionally checked upon completion for compliance with instructions and procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include state Department of Transportation road maintenance and traffic guidelines, county policies and procedures, and supervisory instructions. These guidelines are clear and specific but may require some interpretation in application.

COMPLEXITY: The work consists of related duties in maintaining county facilities, roads and right of ways. Inclement weather, equipment failures, and traffic contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to operate heavy equipment, maintain and supervise the maintenance of our facilities, roadways, bridges, and rights of way. Successful performance helps ensure safe and serviceable facilities, roads and rights of way.

PERSONAL CONTACTS: Contacts are typically with co-workers and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information and provide services.

PHYSICAL DEMANDS: The work is typically performed with the employee sitting, standing, walking, bending, crouching or stooping. The employee must frequently lift light and heavy objects and use tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, and inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Supervises a crew and operates equipment as needed in all aspects of facility, road, bridge, and right of way maintenance.

MINIMUM QUALIFICATIONS:

- High school diploma or GED equivalent, with experience in maintaining facilities; or equivalent experience or knowledge in areas such as landscaping, general maintenance, and/or general construction
- Ability to read, write and perform basic mathematical calculations.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/ internship or having had a similar position for two to five years.
- Ability to lift up to 70 lbs.
- Abilities to adapt, plan and perform maintenance under changing conditions
- Knowledge of and ability to operate small engines and hand tools
- Have good customer service, oral and written communication skills
- Work schedule standard is Monday-Friday, 8 hours per day. Possible on call evenings, nights and week-ends for emergency related work
- Must pass drug screening test prior to employment and submit to random drug tests as per Laurens County policies and procedures
- Possession of or ability to readily obtain a valid commercial driver's license (Class A CDL/with air brakes) issued by the State of South Carolina for the type of vehicle or equipment operated.

Council Budget Meeting

ITEM 6

Fund 600 Capital Millage**REVENUES**

existing 6 mills capital 1,035,000

EXPENSES**Mandatory FY19- Capital Millage**

| | | |
|---------------------------------|----|---------|
| 2018 L/P Rolling Stock Final Pa | \$ | 187,000 |
| 2017 L/P Patrol Cars Final Payr | \$ | 263,000 |
| | \$ | 450,000 |

6Mills Minus M \$ 585,000

Requested FY19- POTENTIAL SOURCES**CAP MILLAGE**

| | | | |
|-----------------|-------------------|-------------------|-----------------------------|
| 513 Airport | Tractor | \$36,000 | |
| 513 Airport | Mower | \$18,000 | |
| 516 Buildings | Tractor | \$11,300 | |
| 523 Det Ctr | Vans | \$40,000 | \$80,000 requested consider |
| 526 EMA | Haz Mat trailer | \$10,000 | |
| 535 PRTM | Truck | \$47,000 | |
| 541 Roads | Side Mower | \$20,000 | |
| 541 Roads | Tractor | \$57,000 | |
| 541 Roads | Track Hoe | \$95,000 | |
| 541 Roads | Mulching Head | \$30,000 | |
| 542 SO | 8 Patrol Cars | \$140,000 | 2 new 4 used |
| 532 Inspections | Vehicle | \$22,500 | |
| 128 EMS | QRV | \$37,100 | |
| 128 EMS | Ambulance | \$215,000 | |
| 128 EMS | Ambulance | \$215,000 | |
| 128 EMS | Ambulance | \$215,000 | |
| | | \$ 1,208,900 | |
| | 13 Mon L/P | \$ 521,500 | |
| | 25 Mon L/P | \$ 353,100 | |

| | | |
|-----------------------|-------------------|-------------------|
| Remaining Cash | 13 Mon L/P | \$ 63,500 |
| Remaining Cash | 25 Mon L/P | \$ 231,900 |

NOT INCLUDED ABOVE**Cash from 6 mill**

| | | | |
|---------------|------------------|-----------|----------------------------|
| 516 Buildings | Hillcrest Womens | \$35,000 | |
| 516 Buildings | Extension Roof | \$20,000 | |
| 524 911 | console replacem | \$38,000 | based on \$190,000 cost 80 |
| 526 EMA | Haz Mat | \$35,000 | |
| 533 Library | Carpet/flooring | \$72,141 | |
| 535 PRTM | Maint Building | \$45,000 | |
| 542 SO | Tasers | \$15,000 | |
| 542 SO | IT Network | \$46,500 | |
| 542 SO | Computers-desktp | \$17,500 | |
| 542 SO | Computers-laptop | \$52,000 | |
| | | \$376,141 | |

UNFUNDED STATE PROGRAMS

| | | |
|-----------|---------------|-----------|
| 516 Bldgs | DHEC flooring | \$100,000 |
|-----------|---------------|-----------|

INMATE SRF?

| | | |
|-------------|------------------|----------|
| 523 Det Ctr | Kitchen Upgrades | \$70,000 |
| 523 Det Ctr | Outdoor area imp | \$30,000 |

PLACE IN O&M BUDGET?

524 EMD grant? \$9, place in reg O&M for fund 128

DELAY FOR LONGER TERM SOLUTION

| | | |
|---------------|---------|-----------|
| 516 Buildings | SO HVAC | \$345,000 |
| 521 Coroner | Carpet | \$4,000 |
| 521 Coroner | Paint | \$3,000 |
| 542 Coroner | Carpet | \$10,000 |

Proposed New Fee on Tax Bill

| | |
|--------------------|-------------|
| 519 Radio Replacen | \$3,500,000 |
|--------------------|-------------|