

Jason M. Springs
District #1

Roger M. Poston
District #2

Alphonso Bradley
District #3

Mitchell Kirby
District #4

Kent C. Caudle
District #5

Russell W. Culberson
District #6

Waymon Mumford
District #7

James T. Schofield
District #8

Willard Dorriety, Jr.
District #9

AGENDA
FLORENCE COUNTY COUNCIL
REGULAR MEETING
CITY-COUNTY COMPLEX
180 N. IRBY STREET
COUNCIL CHAMBERS, ROOM 803
FLORENCE, SOUTH CAROLINA
THURSDAY, APRIL 18, 2013
9:00 A. M.

I. CALL TO ORDER: JAMES T. SCHOFIELD, CHAIRMAN

II. INVOCATION: WAYMON MUMFORD, SECRETARY/CHAPLAIN

III. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG:
ALPHONSO BRADLEY, VICE CHAIRMAN

IV. WELCOME: JAMES T. SCHOFIELD, CHAIRMAN

V. MINUTES:

A. MINUTES OF THE MARCH 21, 2013 REGULAR MEETING **[1]**
Council Is Requested To Approve The Minutes Of The March 21, 2013
Regular Meeting Of County Council.

B. MINUTES OF THE APRIL 4, 2013 SPECIAL CALLED MEETING **[12]**
Council Is Requested To Approve The Minutes Of The April 4, 2013 Special
Called Meeting Of County Council.

VI. PUBLIC HEARINGS:

No Public Hearings Are Required Or Scheduled.

VII. APPEARANCES:

A. CHARLES MACNEIL, EXECUTIVE DIRECTOR – PDRTA [17]

Mr. MacNeil Requests To Appear Before Council To Make A Presentation With Regard To PDRTA And Public Transportation Services Provided Throughout Florence County.

B. KATIE WYLIE – LEGISLATIVE DAY COMMITTEE [19]

Ms. Wylie Requests To Appear Before Council To Thank Council For Support And Funding For The 2013 Legislative Day In Columbia.

C. ROSEMARY BARILE – PEE DEE MENTAL HEALTH CENTER [21]

Ms. Barile Requests To Appear Before Council To Announce The May 15, 2013 Mental Health Awareness Walk.

VIII. COMMITTEE REPORTS:

(Items assigned to the Committees in italics. Revisions by Committee Chair requested.)

Administration & Finance

(Chairman Schofield, Councilmen Culberson, Mumford, and Dorriety)

February 21, 2013 FY2014 Budget

Public Services & County Planning

(Councilmen Poston/Chair, Kirby and Caudle)

June 2008 Museum
October 2012 Flood Plain Maps

Justice & Public Safety

(Councilmen Mumford/Chair, Bradley and District 1)

Litter

Education, Recreation, Health & Welfare

(Councilmen Culberson/Chair, Poston and Caudle)

January 17, 2013 City-County Conference Committee

IX. RESOLUTIONS/PROCLAMATIONS:

A. RESOLUTION NO. 21-2012/13 [24]

A Resolution Consenting To A Three-Year Extension Of The Investment Period For H. J. Heinz Finance Company And BNP Paribas Leasing Corporation Under Their Fee In Lieu Of Tax Agreement With Florence County Pursuant To Title 12, Chapter 44 Of The Code Of Laws Of South Carolina, 1976, As Amended, And Other Matters Related Thereto.

B. RESOLUTION NO. 22-2012/13 [31]

A Resolution Approving Multi-Jurisdictional Agreements And Criminal Patrol Agreements Requested By The Florence County Sheriff And Authorizing The County Administrator To Execute Said Agreements.

C. RESOLUTION NO. 23-2012/13 [38]

A Resolution Authorizing The Addition Of A Surplus Vehicle To The County Fleet For The Fire/Rescue Services Coordinator Position.

D. RESOLUTION NO. 24-2012/13 [40]

A Resolution Authorizing Submission Of An Application To The South Carolina Department Of Commerce Coordinating Council Economic Development Set-Aside Grant Program For Cost Associated With Wastewater Treatment Upgrades For Project Strongman In The Amount Of \$500,000.

X. ORDINANCES IN POSITION:

A. THIRD READING

ORDINANCE NO. 17-2012/13 (Deferral) [42]

An Ordinance To Authorize The Execution And Delivery Of Various Documents In Order To Fund A Portion Of The Costs Associated With Soil Remediation Of The Lake City Park Project; To Authorize The Execution And Delivery Of These Documents In Connection Therewith; And Other Matters Relating Thereto.

B. SECOND READING

There Are No Ordinances For Second Reading.

C. INTRODUCTION

1. ORDINANCE NO. 29-2012/13

[45]

An Ordinance To Ratify FY13 Budget And Grant Council Actions Previously Authorized By Council And Other Matters Related Thereto.

2. ORDINANCE NO. 01-2013/14

[50]

An Ordinance To Provide For The Levy Of Taxes In Florence County For The Fiscal Year Beginning July 1, 2013 And Ending June 30, 2014; To Provide For The Appropriation Thereof; To Provide For Revenues For The Payment Thereof; And To Provide For Other Matters Related Thereto.

XI. APPOINTMENTS TO BOARDS & COMMISSIONS:

A. LIBRARY BOARD OF TRUSTEES

[64]

Approve The Re-Appointment Of Charles Howle To The Florence County Library Board Of Trustees To Represent Council District 9, With Appropriate Expiration Term.

B. PEE DEE REGIONAL HEALTH SERVICES DISTRICT

[66]

Approve The Recommendation Of J. Boone Aiken, III, General Counsel to McLeod Health, For The Appointment Of The Following Individuals To Serve On The Pee Dee Regional Health Services District With Appropriate Expiration Terms And Pending Approval Of The Governor: David Durant, Starlee Alexander, John Curl, and Carl Humphries.

XII. REPORTS TO COUNCIL:

A. ADMINISTRATION

MONTHLY FINANCIAL REPORTS

[70]

Monthly Financial Reports Were Provided To Council For Fiscal Year 2013 Through February 28, 2013 As An Item For The Record.

B. FINANCE

RFP – EMS COLLECTIONS

[76]

Approve The Development Of An RFP In Order To Solicit Proposals From Collection Agencies For The Collection Of EMS Outstanding Balances More Than One Year And Less Than Three Years Old On Which Florence County Is No Longer Receiving Any Payments.

C. PROCUREMENT

DECLARATION OF SURPLUS PROPERTY

[77]

Declare Surplus And Authorize The Donation Of V#1125, A Trailer Model CS612TA2, VIN#4FPFB12295G090511 To The Olanta Fire Department From The Emergency Management Department.

D. SHERIFF'S OFFICE/PROCUREMENT

DECLARATION OF SURPLUS PROPERTY

[79]

Declare 60 HP Laptop Battery Chargers As Surplus Property For Disposal Via GovDeals.

XIII. OTHER BUSINESS:

A. INFRASTRUCTURE

1. JOHNSONVILLE HIGH SCHOOL

[82]

Approve The Expenditure Of Up To \$300 From Council District 2 Infrastructure Funding Allocation To Pay For Hot Patch For A Road At Johnsonville High School.

2. MONUMENT – CITY OF JOHNSONVILLE

[83]

Approve The Expenditure Of Up To \$20,000 From Council Districts 2 And 8 Infrastructure Funding Allocations (\$10,000 From Each District) To Assist The City Of Johnsonville With The Purchase And Erection Of The Francis Marion Monument.

3. LYNCHES RIVER ATHLETIC PARK

[84]

Approve The Expenditure Of Up To \$8,000 From Council District 8 Infrastructure Funding Allocation For Improvements To Lynchess River Athletic Park.

B. ROAD SYSTEM MAINTENANCE FEE (RSMF)

CAMPBELL ROAD

[85]

Approve The Expenditure Of Up To \$60,324 From Council District 2 RSMF Funding Allocation To Pay For Rock And Crushed Asphalt For Campbell Road.

C. UTILITY

1. BYRD LANE

[86]

Approve The Expenditure Of Up To \$36,550 From Council District 7 Utility Funding Allocation To Pay For Reclamation And Resurfacing Of Byrd Lane.

2. FIESTA ROAD

[87]

Approve The Expenditure Of Up To \$2,000 From Council District 7 Utility Funding Allocation To Pay For Repairing The Side Of Fiesta Road (Located Within The Right-of-Way) In The Ponderosa Subdivision.

XIV. EXECUTIVE SESSION:

Pursuant to Section 30-4-70 of the South Carolina Code of Laws 1976, as amended.

- Legal Briefing

XV. INACTIVE AGENDA:

A. ORDINANCE NO. 21-2011/12

Council Voted At Its December 13, 2012 Regular Meeting To Move This Item To The Inactive Agenda Pending Further Action By The Florence School District Three Board. An Ordinance To Declare As Surplus Real Property Owned By Florence County Located At 124 Epps Street, Lake City, South Carolina And Designated As Tax Map Number 80008-12-008: And To Authorize The Conveyance Thereof To Florence School District Three; And Other Matters Relating Thereto.

B. ORDINANCE NO. 28-2012/13

At its regular meeting of February 21, 2013, Council unanimously voted to Table This Ordinance: An Ordinance Providing For The Issuance And Sale Of Not Exceeding Six Million Dollars (\$6,000,000) Accommodations Fee Revenue Bonds Of Florence County To Be Designated Series 2013 And Other Matters Relating Thereto.

XVI. ADJOURN:

FLORENCE COUNTY COUNCIL MEETING

April 18, 2013

AGENDA ITEM: Minutes

DEPARTMENT: County Council

ISSUE UNDER CONSIDERATION:

Council is requested to approve the minutes of the March 21, 2013 regular meeting of County Council.

OPTIONS:

1. Approve minutes as presented.
2. Provide additional directive, should revisions be necessary.

ATTACHMENTS:

Copy of proposed Minutes.

**REGULAR MEETING OF THE FLORENCE COUNTY COUNCIL,
THURSDAY, MARCH 21, 2013, 9:00 A.M., COUNCIL CHAMBERS
ROOM 803, CITY-COUNTY COMPLEX, 180 N. IRBY STREET,
FLORENCE, SOUTH CAROLINA**

PRESENT:

James T. Schofield, Chairman
Alphonso Bradley, Vice Chairman
Waymon Mumford, Secretary-Chaplain
Mitchell Kirby, Council Member
Russell W. Culberson, Council Member
Roger M. Poston, Council Member
Kent C. Caudle, Council Member
Willard Dorriety, Jr., Council Member
Jason M. Springs, Council Member
K. G. Rusty Smith, Jr., County Administrator
D. Malloy McEachin, Jr., County Attorney
Connie Y. Haselden, Clerk to Council

ALSO PRESENT:

Sheriff Kenney Boone
Arthur C. Gregg, Jr., Public Works Director
Kevin V. Yokim, Finance Director
Joe Eason, Parks & Recreation Department Director
Ryon Watkins, EMS Director
Andrew Stout, Museum Director
Jonathan B. Graham, III, Planning Director
Robert Franks, IT Director
Jack Newsome, Tax Assessor
Patrick Fletcher, Procurement Director
Dale Rauch, Facilities Coordinator
David Alford, Voter Registration/Elections Director
Dorothy Crosby, Interim Library Director
John Sweeney, Morning News
Ellen Meder, Digital Journalist, Morning News

A notice of the regular meeting of the Florence County Council appeared in the March 20, 2013 edition of the **MORNING NEWS**. In compliance with the Freedom of Information Act, copies of the Meeting Agenda and Proposed Additions to the Agenda were provided to members of the media, members of the public requesting copies, and posted in the lobby of the City-County Complex, the Doctors Bruce and Lee Foundation Public Library and all branch libraries, and on the County's website (www.florenceco.org).

Chairman Schofield called the meeting to order. Secretary-Chaplain Mumford provided the invocation and Vice Chairman Bradley led the Pledge of Allegiance to the American Flag. Chairman Schofield welcomed everyone attending the meeting.

SWEARING-IN OF NEWLY ELECTED MEMBER OF COUNCIL:

The first order of business was the swearing-in of Jason M. Springs as the newly elected representative of Council District 1. Reverend Dr. Sam Marcengill, Pastor of Lake City United Methodist Church administered the Oath of Office. Councilman Springs expressed appreciation to his family and the voters of District 1 that supported, encouraged and provided guidance during his campaign. He stated that during the campaign, the members of District 1 set heavy expectations on him and told him that public safety was a number one priority. Voters expressed a desire for improved quality of life, including job opportunity, clean drinking water, quality educational opportunities, recreation facilities, and taking care of senior citizens; expecting all to be done as effectively and efficiently as possible. He stated he served at the pleasure of the voters; it was not his seat, but the seat of District 1 voters.

APPROVAL OF MINUTES:

Councilman Dorriety made a motion Council Approve The Minutes Of The February 21, 2013 Regular Meeting and the March 7, 2013 Special Called Meeting Of County Council. Councilman Caudle seconded the motion, which was approved unanimously.

PUBLIC HEARINGS:

There were no public hearings scheduled or required.

APPEARANCES:

CHRIS GOSSETT - SCDOT

Mr. Gossett Appeared Before Council To Apprise Council And The General Public Of The Progress On The 2006 Capital Project Sales Tax (Florence Forward). Mr. Gossett stated there were three (3) projects (US 378, US 76 widening and TV Road) that construction plans were ready to go; mitigation plan approval was pending from the US Corps of Engineers and then, subsequent to the approval, permits would be issued for all three projects. If everything moved according to plan, the first two sections of US 378 would go in June. They have begun the surveys for Alligator Road; the design would be the next phase of the project. Right-of-way acquisition phase had begun for all four (4) sections of SC Hwy 51; which would be about a 12 to 14 month process. The four projects (US 378, US 76, TV Road and SC Hwy 51) were all fully funded. The State Infrastructure Bank (SIB) funded an additional \$90 million to fully fund the Alligator Road project. For clarification for the public, Chairman Schofield stated the funding was all in the hands of the State and that the County did not hold control of the funds. All of the funding was set aside for the specific projects voted on by Florence County voters and, pending any unforeseen obstacles, the funding was there to complete all projects. In response to a question from Councilman Mumford, Mr. Gossett stated US 378, US 76 and TV Road could potentially all begin simultaneously. In response to a question from

Councilman Caudle, Mr. Gossett stated he was of the understanding that the projects must move in the order established by the referendum approved by County voters. In response to a question from Councilman Dorriety, Mr. Gossett responded that the plan for Alligator Road was to move to a 5-lane roadway. Councilman Dorriety stated he wanted to point out that with the Capital Project Sales Tax, approximately 30% was paid through tourist dollars so the taxpayers of Florence County only paid 70% of the funding. Councilman Bradley asked if the project for the TV Road widening would address some of the Stormwater drainage issues, particularly in the Spaulding Heights area. Mr. Gossett stated it was included with the roadway plan and would be included in the construction.

S. PORTER STEWART, II, CHAIRMAN – FLORENCE SCHOOL DISTRICT 1

Mr. Stewart Appeared Before Council To Address The Capital Project Sales Tax Act And The Possible Educational Component. Mr. Stewart stated Dr. Julia Mims, Chair of the Florence School District 3 Board, and Raleigh Ward, Chair of Florence School District 2 Board were also present. He stated there were approximately 24,000 public school students in Florence County and given the State's formulation for funding, \$2,700 would be the cost per student for the School District, but the allocation was actually \$2,100 per student. He commended Council for its forward thinking with the potential renewing or maintaining the one cent Capital Project Sales Tax and that within the umbrella of the Act, there was opportunity to look at educational components of the list of projects; specifically, technical and/or career education was listed as a qualifying project under the Act. Councilman Bradley thanked Mr. Stewart for his comments and stated he believed the citizens of Florence County would be blessed by the cumulative efforts of the various groups working together to accomplish a common goal of enhancing the quality of life for all. Councilman Dorriety expressed appreciation for Mr. Stewart's dedication and efforts, as well as the other Board members, to enlighten Council.

SANDERS TATE, AIA, LEED AP

Mr. Tate Appeared Before Council To Provide An Update On The Progress Of The Florence County Museum Construction. The building was about 50% complete. In response to a question from the Chairman, Mr. Tate stated the Museum was under budget at that time. Councilman Caudle asked the projected opening date. Mr. Tate stated substantial completion was projected to be August 2013, at which time the facility would be turned over to Museum Director Andrew Stout and staff to begin the process of set up and bringing in the exhibits. That process should take about three months before the building would be open to the public.

COMMITTEE REPORTS:

ADMINISTRATION & FINANCE:

Chairman Schofield stated Council received a memorandum stating that in anticipation of the upcoming fiscal year 2014 budget three meetings were scheduled; April 4th, May 2nd and May 30th at 8 a.m. He requested that the first meeting on April 4th be changed to a special called meeting of Council with two items on the Agenda; the budget and further discussions on EMS.

AGRICULTURE, FORESTRY, MILITARY AFFAIRS & INTERGOVERNMENTAL RELATIONS:

Committee Chairman Bradley stated the City-County Conference Committee met March 20th to discuss two (2) items: 1) attempt to clean up the corridor into Florence from the airport, and 2) working with the Planning Department to make refurbishing historical buildings in downtown Florence an easier process. Councilman Caudle stated one of the 'gateways' he would like to see addressed was the vacant lot at the corner of Irby and Palmetto. Councilman Bradley stated that was a good point and he would mention that at the next meeting.

RESOLUTIONS/PROCLAMATIONS:

PROCLAMATION – 2013 DISABILITIES AWARENESS MONTH

The Clerk published the title: A Proclamation To Proclaim The Month Of March 2013 As Disabilities Awareness Month In Florence County. Councilman Bradley made a motion Council approve the Proclamation as presented. Councilman Culberson seconded the motion, which was approved unanimously. Secretary-Chaplain Mumford presented Chaqueta Stuckey, a Self-Advocate and Consumer of the DSN, with a framed Proclamation. Ms. Stuckey thanked Council for the Proclamation and the opportunity to speak. She asked that consumers be recognized and made more a part of the community, acknowledge the consumers and respect their presence. She also requested Council assist in any way possible with the provision of transportation for consumers, such as PDRTA.

PROCLAMATION – NATIONAL TELECOMMUNICATIONS WEEK

The Clerk published the title: A Proclamation Designating The Week Of April 14-20, 2013 As National Public Safety Telecommunications Week In Florence County. Councilman Mumford made a motion Council approve the Proclamation as presented. Councilman Culberson seconded the motion, which was approved unanimously. Secretary-Chaplain Mumford presented Mitch Fulmore, of the Florence County Emergency Management Department, with a framed Proclamation and published the Proclamation in its entirety. Councilman Mumford stated he called this the heartbeat of the operation, because Central Dispatch was where the calls were received and assistance sent out to the citizens. Chairman Schofield stated that in November 2011, Florence County Central Dispatch was recognized as the South Carolina Communications Center of the Year by the South Carolina Chapter of NENA and APCO. He commended Florence County dispatchers for the professionalism of the organization.

PROCLAMATION – WEEK OF THE YOUNG CHILD

The Clerk published the title: A Proclamation Recognizing And Supporting The Efforts Of North Vista Elementary School As They Celebrate The Week Of April 14-20, 2013 As The Week Of The Young Child 2013: Early Years Are Learning Years. Councilman Mumford made a motion Council approve the Proclamation as presented. Councilman Bradley seconded the motion, which was approved unanimously.

RESOLUTION NO. 18-2012/13

The Clerk published the title of Resolution No. 18-2012/13: A Resolution Authorizing Approval Of A Memorandum Of Understanding Between Progress Energy Carolinas, Inc., H.B. Robinson Steam Electric Plant (HBRSEP) Unit No. 2 And The Florence County Sheriff's Office (FCSO) To Provide Security Presence In The Event Of An Emergency And Authorizing The County Administrator To Execute Said Agreement. Councilman Caudle made a motion Council approve the Resolution as presented. Councilman Dorriety seconded the motion, which was approved unanimously.

RESOLUTION NO. 19-2012/13

The Clerk published the title of Resolution No. 19-2012/13: A Resolution Designating April 2013 As Fair Housing Month In Florence County. Councilman Mumford made a motion Council approve the Resolution as presented. Councilman Kirby seconded the motion, which was approved unanimously.

RESOLUTION NO. 20-2012/13

The Clerk published the title of Resolution No. 20-2012/13: A Resolution Authorizing The Submission Of An Application By Florence County To The State Of South Carolina Community Development Block Grant (CDBG) Program For A Community Infrastructure Grant To Provide Infrastructure Upgrades For The Town Of Timmonsville Service Area. Councilman Kirby made a motion Council approve the Resolution as presented. Councilman Caudle seconded the motion. County Administrator Rusty Smith stated that that area was experiencing a very volatile situation and requested Council amend the Resolution as presented to add verbiage required by the Department of Commerce for a waiver to allow the County to request more than the maximum amount allowed by CDBG, due to the cost being substantially above the maximum amount allowed. Councilman Kirby made a motion to amend as requested. Councilman Caudle seconded the motion, which was approved unanimously. Council unanimously approved Resolution No. 20-2012/13 as amended.

RESOLUTION OF SUPPORT

The Clerk published the title of a Resolution of Support: A Resolution Supporting The Nomination Of The Honorable James D. Healy To Serve On The National Freight Advisory Committee. Councilman Mumford made a motion Council approve the Resolution as presented. Councilman Culberson seconded the motion, which was approved unanimously.

ORDINANCES IN POSITION:

ORDINANCE NO. 17-2012/13 – THIRD READING DEFERRED

Chairman Schofield stated third reading of Ordinance No. 17-2012/13 would be deferred: An Ordinance To Authorize The Execution And Delivery Of Various Documents In Order To Fund A Portion Of The Costs Associated With Soil Remediation Of The Lake City Park Project; To Authorize The Execution And Delivery Of These Documents In Connection Therewith; And Other Matters Relating Thereto.

ORDINANCE NO. 26-2012/13 – THIRD READING

The Clerk published the title of Ordinance No. 26-2012/13: An Ordinance Approving The Entry By Florence County, South Carolina Into A Capital Facilities Refunding And Improvement Lease-Purchase Financing, Series 2013, In The Principal Amount Of Not Exceeding \$22,500,000 And Setting Forth The Terms Upon Which Such Financing May Be Undertaken And The Purposes For Which The Proceeds Of Such Financing May Be Used; Authorizing The Execution And Delivery Of Certain Instruments Relating Thereto, Including A Ground Lease Agreement And A Lease Agreement; Approving The Optional Redemption By Refunding And Prepayment Of Amounts Owed With Respect To The Capital Facilities Refunding And Improvement Lease-Purchase Financing, Series 2010 Of Florence County; Approving Such Agreements By Florence County As May Be Required With Respect To The Redemption Of Said 2010 Capital Facilities Refunding and Improvement Lease-Purchase Financing, And The Aforesaid Lease-Purchase Financing; And Approving Other Matters Relating To The Foregoing. Councilman Culberson made a motion Council approve third reading of the Ordinance. Councilman Caudle seconded the motion, which was approved unanimously.

ORDINANCE NO. 27-2012/13 – THIRD READING

The Clerk published the title of Ordinance No. 27-2012/13: An Ordinance Providing For The Issuance And Sale From Time To Time Of Accommodations Fee Revenue Bonds Of Florence County, Providing For The Pledge Of Accommodations Fees For The Payment Of Such Bonds, Prescribing The Terms And Conditions Under Which Such Bonds May Be Issued, Providing For The Payment Thereof, And Other Matters Relating Thereto. Councilman Caudle made a motion Council approve third reading of the Ordinance. Councilman Dorriety seconded the motion, which was approved unanimously.

APPOINTMENTS TO BOARDS AND COMMISSIONS:

HOWE SPRINGS FIRE DISTRICT BOARD

Council Unanimously Approved The Appointment Of Mr. Paul Morrison To Serve On The Howe Springs Fire District Board Of Directors To Replace William "Billy" Dillon (Who Has Accepted The Job Of Fire Chief For The Howe Springs Fire District), With Appropriate Expiration Term.

LIBRARY BOARD OF TRUSTEES

Council Unanimously Approved The Appointment Of Charlie Raines To Serve On The Library Board Of Trustees To Represent Council District 5, With Term Beginning May 1, 2013 And Expiring April 30, 2017.

CITY-COUNTY CIVIC CENTER COMMISSION

Council Unanimously Approved The Appointment Of C. B. Askins To Serve On The City-County Civic Center Commission, With Appropriate Expiration Term, Contingent Upon His Resignation From The City-County Building Commission.

REPORTS TO COUNCIL:

ADMINISTRATION

MONTHLY FINANCIAL REPORTS

Monthly Financial Reports Were Provided To Council For Fiscal Year 2013 Through January 31, 2013 As An Item For The Record.

ADMINISTRATION/IT/FINANCE

DEDICATED FIBER LINE

Councilman Mumford made a motion Council Approve The Installation Of A 10 Gigabyte Dedicated Fiber Line From The City-County Complex To The Planning Building And The New County Museum At An Estimated Cost Of \$100,000 To Be Funded \$80,000 From Available Excess Bond Funds And \$20,000 From The Museum Construction Budget. Councilman Culberson seconded the motion, which was approved unanimously. Mr. Smith commended IT Director Robert Franks and his staff, Finance Director Kevin Yokim and Administrative Services Director Suzanne King for their ongoing efforts to enhance the IT department. One of the problems the County had been experiencing was connectivity and this would be 100 times larger than what the County had. Based on a financial return on investment standpoint, the County would have paid the same amount of money to a private company within a four to five year period. This would continue to enhance and improve the County's IT system.

BUILDINGS AND GROUNDS/PROCUREMENT

SOLE SOURCE PROCUREMENT – PUBLIC WORKS ROOF

Councilman Culberson made a motion Council Authorize The Award Of A Sole Source Procurement To A To Z Coatings And Insulation, Inc., Florence, SC, The Only Certified Applicator/Installer In The Region, For The Installation Of A GACO Western Solventless Silicone Coating System On The Public Works Building In The Amount Of \$70,200 To Be Funded From Previously Approved Funds. Councilman Caudle seconded the motion, which was approved unanimously.

CONVENTION & VISITORS BUREAU/GRANTS

SC DEPARTMENT OF PARKS, RECREATION & TOURISM GRANT

Councilman Dorriety made a motion Council Approve A Grant Application For A Tourism Advertising Grant (TAG) In The Amount Of \$90,000 From The South Carolina Department Of Parks, Recreation & Tourism (SCPRT) For The Florence Convention And Visitors Bureau For The Implementation Of The Florence County Marketing Plan For FY14. Councilman Caudle seconded the motion, which was approved unanimously. Councilman Caudle stated he visited the Lynches River County Park recently and it was a fantastic facility and encouraged people to go out and visit the Park. Chairman Schofield stated it was a tremendous asset for Florence County.

ECONOMIC DEVELOPMENT/PROCUREMENT

DECLARATION OF SURPLUS PROPERTY

Councilman Caudle made a motion Council Approve The Purchase Of A 2011 Honda Odyssey Van In The Amount Of \$25,163 From Honda Of South Carolina Manufacturing, Inc. For The Florence County Economic Development Partnership; Declare A 2007 Honda Odyssey Van (VIN#5FNRL38687B450435) Surplus And Authorize The Sale Of The Vehicle Via GovDeals In An Estimated Amount Of \$15,000 With Proceeds Allocated To The Department To Offset The Cost Of The Replacement Vehicle. Councilman Mumford seconded the motion, which was approved unanimously.

RECREATION/PROCUREMENT

ENVIRONMENTAL DISCOVERY CENTER FEASIBILITY STUDY

Councilman Caudle made a motion Council Award The Lynches River County Park Environmental Discovery Center Expansion Feasibility Study In The Amount Of \$28,000 To Collins And Almers Architecture, Florence, SC To Be Funded From FY13 Recreation Departmental Funds. Councilman Dorriety seconded the motion, which was approved unanimously.

PROCUREMENT

AWARD RFQ #12-12/13

Councilman Dorriety made a motion Council Authorize A Contract With The Consortium Of Stevens And Wilkinson, Columbia, SC, Justice Planning Associates, Columbia, SC And Goforth Brown And Associates, Florence, SC To Provide Strategic Planning And Facility Programming Services For The Florence County Administrative And Judicial Complex For A Fixed Fee Of \$148,000, Plus Reimbursables (Estimated To Cost \$6,000). Councilman Bradley seconded the motion, which was approved with an eight to one vote. Councilman Caudle asked for clarification if this was just for the feasibility study and a recommendation would be made to Council on either current property or any new/additional property. Chairman Schofield responded this would be an in-depth study and complex study. Justice Planning & Associates would study the judicial system and administrative parts of the building. They would offer about five different scenarios for Council to consider, ranging from the most efficient way to use space once the City moves out of the City-County Complex to, if the County were successful with the Capital Project Sales Tax implementation or other funding mechanism, that Council build a new judicial complex and what that would entail. Voting in the affirmative were Councilmen Culberson, Poston, Bradley, Schofield, Mumford, Caudle, Dorriety, and Springs. Voting in the negative was Councilman Kirby.

DECLARATION OF SURPLUS PROPERTY

Councilman Mumford made a motion Council Declare Eight (8) Vehicles As Surplus Property For Disposal Through Public Internet Auction Via GovDeals. Councilman Caudle seconded the motion, which was approved unanimously.

MUSEUM/PROCUREMENT

AWARD RFP #08-12/13

Councilman Culberson made a motion Council Award RFP #08-12/13 For Museum Shelving To Patterson-Pope, Inc., Charleston, SC In The Amount Of \$181,005.80 To Be Funded From Museum Construction Funds. Councilman Poston seconded the motion, which was approved unanimously.

OTHER BUSINESS:

INFRASTRUCTURE

SOUTH LYNCHES FIRE DISTRICT

Councilman Springs made a motion Council Declare One (1) Vehicle (V0930 A 2006 Chevrolet 2500 HD 4x4) As Surplus; Authorize The Sale Of The Vehicle To The South Lynchies Fire District In The Amount Of \$8,600; And, Approve The Funding From Council District 1 Infrastructure Funding Allocation For The Purchase Of The Vehicle. Councilman Caudle seconded the motion, which was approved unanimously.

INFRASTRUCTURE/UTILITY

FRANCIS MARION RECREATION

Councilman Culberson made a motion Council Approve The Expenditure Of Up To \$3,000 (\$1,500 From Council District 6 Infrastructure Funding Allocation And \$1,500 From Council District 7 Utility Funding Allocation) To Purchase An Ice Machine For Francis Marion Recreation Complex. Councilman Mumford seconded the motion, which was approved unanimously.

UTILITY

PAMPLICO EMS

Councilman Poston made a motion Council Approve The Expenditure Of Up To \$1,474 From Council District 2 Utility Funding Allocation To Pay For Materials To Be Used In The Installation Of A Driveway At The Pamplico EMS. Councilman Culberson seconded the motion, which was approved unanimously.

EXECUTIVE SESSION:

Councilman Culberson made a motion Council Enter Executive Session, Pursuant To Section 30-4-70 Of The South Carolina Code Of Laws 1976, As Amended, for Pending Real Property Transaction and A Personnel Matter with the Sheriff's Office. Councilman Dorriety seconded the motion, which was approved unanimously.

Council entered executive session at 10:21 a.m. Council reconvened at 11:29 a.m.

Councilman Kirby left at 10:21 a.m. and did not enter executive session.

There being no further business to come before Council, Councilman Culberson made a motion to adjourn. Councilman Caudle seconded the motion, which was approved unanimously.

COUNCIL MEETING ADJOURNED AT 11:30 A.M.

WAYMON MUMFORD
SECRETARY-CHAPLAIN

CONNIE Y. HASELDEN
CLERK TO COUNTY COUNCIL

FLORENCE COUNTY COUNCIL MEETING

April 18, 2013

AGENDA ITEM: Minutes

DEPARTMENT: County Council

ISSUE UNDER CONSIDERATION:

Council is requested to approve the minutes of the April 4, 2013 Special Called meeting of County Council.

OPTIONS:

1. Approve minutes as presented.
2. Provide additional directive, should revisions be necessary.

ATTACHMENTS:

Copy of proposed Minutes.

SPECIAL CALLED MEETING, APRIL 4, 2013, 8:00 A.M., COUNCIL CHAMBERS ROOM 803, CITY-COUNTY COMPLEX, 180 N. IRBY STREET, FLORENCE, SOUTH CAROLINA

PRESENT:

James T. Schofield, Chairman
Alphonso Bradley, Vice Chairman
Waymon Mumford, Secretary-Chaplain
Mitchell Kirby, Council Member
Roger M. Poston, Council Member
Kent C. Caudle, Council Member
Willard Dorriety, Jr., Council Member
Jason M. Springs, Council Member
K. G. Rusty Smith, Jr., County Administrator
D. Malloy McEachin, Jr., County Attorney
Connie Y. Haselden, Clerk to Council

ALSO PRESENT:

Kevin V. Yokim, Finance Director
Ryon Watkins, EMS Director
Robert Franks, IT Director
Chief Deputy Glen Kirby, Sheriff's Office
Dominic Owens, Sheriff's Office IT
John Sweeney, Morning News

ABSENT:

Russell W. Culberson, Council Member

A notice of the regular meeting of the Florence County Council appeared in the April 3, 2013 edition of the **MORNING NEWS**. In compliance with the Freedom of Information Act, copies of the Meeting Agenda and Proposed Additions to the Agenda were provided to members of the media, members of the public requesting copies, and posted in the lobby of the City-County Complex, the Doctors Bruce and Lee Foundation Public Library and all branch libraries, and on the County's website (www.florenceco.org).

Chairman Schofield called the meeting to order. Secretary-Chaplain Mumford provided the invocation and Vice Chairman Bradley led the Pledge of Allegiance to the American Flag. Chairman Schofield welcomed everyone attending the meeting.

COMPLEX SPACE COMMITTEE:

Chairman Schofield announced that he appointed a Complex Space Committee to work with the architects and Justice Planning Associates with the following individuals serving: The Honorable Connie Reel-Shearin, The Honorable Michael Nettles, The Honorable A. E. Morehead, III, The Honorable Ed Clements, The Honorable W. Kenney Boone, Kevin V. Yokim, Suzanne S. King, Sandy Bridges, Jr., and Kathy Elmore.

REPORTS TO COUNCIL:

ADMINISTRATION/FINANCE

DISCUSSION OF THE FISCAL YEAR 2014 BUDGET

County Administrator Rusty Smith commended Finance Director Kevin Yokim and his staff for an outstanding job in putting together a proposed budget that started out with a \$7.8 million deficit. Mr. Yokim provided an overview of the Fiscal Year 2014 proposed budget. Mr. Yokim stated the projected timeline for the three readings of the budget ordinance were 1st reading on April 18th, 2nd reading and Public Hearing on May 16th and 3rd reading on June 20th. In conjunction with the public hearing and pursuant to State law, the proposed millage must be included in the ad and the ad must be run 15 days prior to the meeting. So Council would need to set millage by the last week of April in order to advertise the public hearing for 2nd reading on May 16th.

Mr. Yokim stated the revenue stream for Florence County was basically flat. Based on State law, the maximum the County could increase millage would be 3.5 mills. The amount needed to fund mandated increases or items Council already committed to fund, was 2.2 mills, which left a balance of only 1.3 mills for next fiscal year's budget. A \$1.00 increase in the household solid waste fee was included in anticipation of the annual cost increase in the contract with Waste Management. An upgrade in the medical priorities software system (\$20,000) and the CAD and telephone system (\$650,000) for the E911 Enterprise Fund were also included in the budget.

Councilman Caudle stated he had a real 'gut check' when it came to raising property taxes and asked if there were any other recommendations for alternate revenue sources. Mr. Yokim replied that there were some fees that the County could possibly tweak but the County was extremely limited in revenue sources due mostly to changes in State law. For clarification, Councilman Caudle asked if users were charged the actual cost for the provision of solid waste services, would \$1 million remain in the County General Fund that was currently budgeted to supplement the solid waste fund. Mr. Yokim responded that was correct. Chairman Schofield asked if he was correct that the County could not impose a fee on residents of the City of Florence, due to the fact that they already paid a fee for curbside pick-up. Mr. Yokim responded that that was his understanding as well, but the County Attorney would need to verify as far as legality.

Councilman Mumford stated Council had debated the possibility of the implementation of a business license several years ago, but, based on the limitations for revenue stream, it may be time to re-visit that issue again. Chairman Schofield asked Mr. Smith if there wasn't something passed recently in the Legislature that instead of a business license, counties could implement a business registration fee. Mr. Smith responded that he thought the County was precluded from the business license fee because of that and one of the arguments against the business registration fee was that businesses, particularly small businesses in the County, pay a large portion of the property taxes (probably 60 to 70%) and the feeling at the time was that this type of fee would further inhibit economic growth. In the past the County was losing large amounts of revenue because there was no mechanism in place to enforce business personal property tax and the discussion of the

business license or business registration fee was discussed as a means to assist in the collection of that tax. There were only a few counties in the State that had a business license fee. The collateral damage might be greater than the actual benefit derived from the fee. He stated the County Attorney could certainly check into the feasibility/legality of the implementation of a business license fee or business registration fee. Chairman Schofield asked the County Attorney to be prepared to brief Council on the business license and the difference between it and the business registration fee at the next meeting.

Mr. Smith stated another area the County needed to work on was the experience factor, which created the increase in health insurance costs. He was working to implement a wellness program to assist employees in improving overall health care and hopefully reduce the experience factor, thereby reducing health insurance costs.

Councilman Bradley asked about the potential for countywide curbside trash pickup. Mr. Smith stated several months ago Council asked staff to look into that issue and some numbers should be forthcoming this month. He did not anticipate it would be cheaper; it could be close in cost but the County could minimize the number of manned convenience centers maintained. Chairman Schofield stated one of the advantages he saw for the taxpayer was that they would no longer have to haul household garbage to the dump. Mr. Smith stated one thing that would be beneficial for folks on fixed income would be the potential to pay the fee over a 12 month period versus once a year on the tax notice.

In response to a question from Councilman Kirby, Mr. Yokim responded that the County currently imposed Accommodations Tax and a Hospitality Fee, which was primarily funding the Museum. These sources of revenue were very restricted in what the funds could be used for and could not be used to augment the general fund. The County already had the maximum rates allowable by law in place.

Chairman Schofield asked Mr. Yokim to make a note of the following items from the budget work book and get back with him:

- xxi – typo referencing Total Road Maintenance Fund
- Page 1 of the Budget referenced Franchise Fees: he asked why the big drop from FY2012 to FY2013. Mr. Yokim responded that the only franchise fee the County could charge, by State law, was for cable services. In FY2012 Time Warner changed its method of paying those fees which created the overage in FY2012. Chairman Schofield pointed out that this was another big difference in how municipalities and counties were treated: a municipality had a list of franchise fees it could collect but a county governing body could only collect on cable franchise fees.
- Page 149 – splash pad deck refurbishment: Mr. Yokim was asked to provide when it was installed and how often it was being refurbished.
- Page R62 – Human Resources Department: Chairman Schofield pointed out to Council that there was a \$13,500 estimated cost for computer software then an \$11,000 annual license fee for ensuing years. He expressed concerns regarding the purchase of software by the County and the fact that many software purchases were followed by annual license and maintenance fees. He pointed out that on

Page R135 the cost for Microsoft was \$152,500. Maintenance fees were becoming a larger part of the budget.

- Page R341 he noticed that the jail asked for replacement of a dishwasher that was not included in the budget; find out the age of the current one.
- Chairman Schofield requested a 10 year history of the purchase of Motorgraders.
- When was the last time the County completed a comprehensive review of fees in all departments?

Councilman Dorriety asked how far the County was below being fully funded through the LGF (Local Government Fund). Mr. Yokim responded that if the County were fully funded next year, the County would be \$750,000 to \$1 million higher in revenue.

EXECUTIVE SESSION:

Councilman Dorriety made a motion Council Enter Executive Session, Pursuant To Section 30-4-70 Of The South Carolina Code Of Laws 1976, As Amended, for two (2) issues: A Personnel Matter with EMS and Development of Security Policy, etc. Councilman Springs seconded the motion, which was approved unanimously. Mr. Smith stated that while he understood the need for transparency in government, the item for executive session pertaining to the development of security policy was an effort to divert potential cyber-attacks and exercise due diligence and extreme caution as it related to security so that the County would not be susceptible like the State was to computer attacks.

Council entered executive session at 8:45 a.m. Council reconvened at 10:04 a.m.

(Councilman Kirby did not return to the meeting after Executive Session.)

Subsequent to Executive Session, Council took the following action:

Councilman Mumford made a motion Council Increase The Appropriation For The FY2013 IT Department Budget By \$450,000, And The Appropriation To Be Funded From The General Fund Fund Balance, And To Be Included In The Year-End Budget Amendment Ordinance. Councilman Dorriety seconded the motion, which was approved unanimously.

There being no further business to come before Council, Councilman Culberson made a motion to adjourn. Councilman Caudle seconded the motion, which was approved unanimously.

COUNCIL MEETING ADJOURNED AT 10:05 A.M.

WAYMON MUMFORD
SECRETARY-CHAPLAIN

CONNIE Y. HASELDEN
CLERK TO COUNTY COUNCIL

FLORENCE COUNTY COUNCIL MEETING

April 18, 2013

AGENDA ITEM: Appearances Before Council
Charles MacNeil, Executive Director
Pee Dee Regional Transportation Authority

DEPARTMENT: County Council

ISSUE UNDER CONSIDERATION:

Mr. MacNeil Requests To Appear Before Council To Make A Presentation With Regard To PDRTA And Public Transportation Services Provided Throughout Florence County.

ATTACHMENT:

A Copy of the Request To Appear.

Connie Hasselden

From: Charles MacNeil <cmacneil@pdrta.org>
Sent: Thursday, April 04, 2013 1:16 PM
To: ClerkToCouncil
Subject: PDRTA

Ms. Hasselden:

I write to request an opportunity to make a presentation to the County Council with regard to PDRTA and public transportation services provided throughout Florence County. If granted, I would appreciate the ability to use a Power Point to facilitate the presentation of information on PDRTA.

Please let me know if this would be acceptable and how much time I could be afforded. If there is flexibility, I would greatly appreciate 20 minutes to allow for time to answer any questions the Council may have.

Thank you for your assistance.

Chuck MacNeil
Executive Director
Pee Dee Regional Transit Authority
Florence, SC
843-665-2227 ext 111

FLORENCE COUNTY COUNCIL MEETING

April 18, 2013

AGENDA ITEM: Appearances Before Council
 Katie Wylie
 Legislative Day Committee

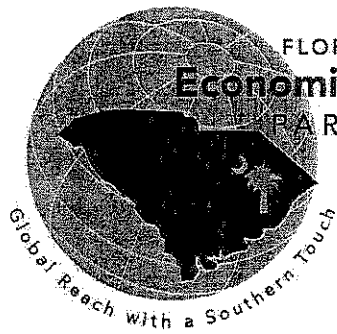
DEPARTMENT: County Council

ISSUE UNDER CONSIDERATION:

Ms. Wylie Requests To Appear Before Council To Thank Council For Support And Funding For The 2013 Legislative Day In Columbia.

ATTACHMENT:

A Copy of the Request To Appear.



FLORENCE COUNTY

Economic Development

PARTNERSHIP

April 5, 2013

Connie Haselden
Florence County Council
180 N. Irby Street
Florence, SC 29501

Dear Connie,

Please let this letter serve as request to appear before Florence County Council on Thursday, April 18th. On behalf of the Florence County Legislative Day committee, I would like to thank council for their support and funding for this year's Legislative Day in Columbia and provide a small token of our appreciation to them at the meeting. Thank you.

Katie Wyllie
Communications and Membership Relations Manager
Florence County Economic Development Partnership

P.O. Box 100549 • 1951 PISGAH ROAD • FLORENCE, SOUTH CAROLINA 29502

TEL 843-676-8796 • TOLL FREE 800-984-0682 • FAX 843-676-8799

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FLORENCE COUNTY COUNCIL MEETING

April 18, 2013

AGENDA ITEM: Appearances Before Council
 Rosemary A. Barile, Community Liaison and Client Advocate
 Pee Dee Mental Health Center

DEPARTMENT: County Council

ISSUE UNDER CONSIDERATION:

Ms. Barile Requests To Appear Before Council To Announce The May 15, 2013 Mental Health Awareness Walk.

ATTACHMENT:

A Copy of the Request To Appear.

Connie Haselden

From: Rosemary Barile <RAB39@SCDMH.ORG>
Sent: Thursday, April 04, 2013 11:50 AM
To: Connie Haselden
Cc: ClerkToCouncil; Cathy Lance
Subject: April 18, 2013
Attachments: 5 2013 walk awareness t shirt blank walk flyer.pdf

Dear Ms. Haselden, I am hoping to be on the agenda for the next Florence City Council Meeting. I understand it is April 18, 2013 at 9:00. Attached is the flyer regarding our annual Walk. We have a traffic/parade permit and Ms. Martin know we will come on the steps of the City County Complex on May 15, 2013. I will only need a few minutes to announce the event. Please let me know if you need any other information from me. Thank you

Please note that I will respond to all emails within one business day. If you do not receive a response from me by that time, please contact Frances Feagin (e-mail) fal64@scdmh.org (phone) (843) 629-2498. If Frances is out on leave, contact Debra Floyd (e-mail) dlf12@scdmh.org (phone) (843) 629-2482

Rosemary A. Barile
Community Liaison and Client Advocate
Pee Dee Mental Health Center
125 E. Cheves St
Florence, SC 29506

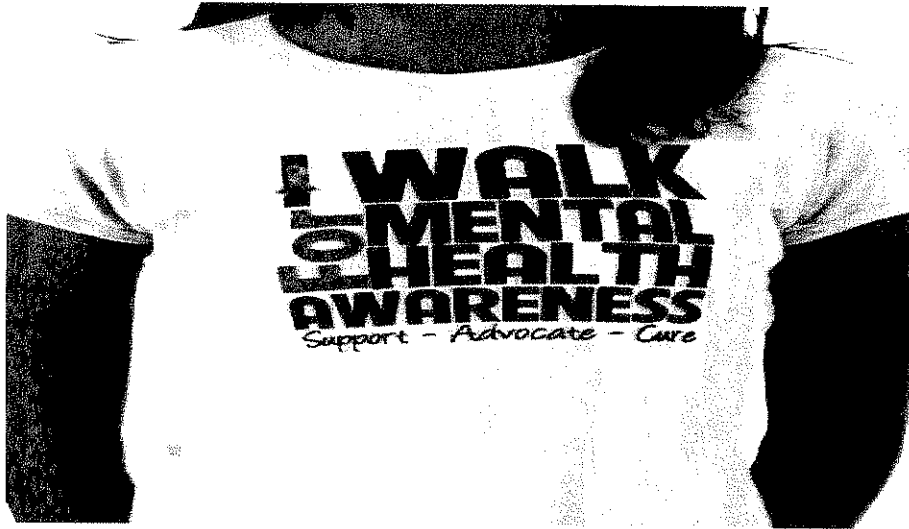
843-629-2491 x 323

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PEE DEE MENTAL HEALTH CENTER MENTAL HEALTH AWARENESS WALK

Wednesday, May 15, 2013

9:30 AM



125 East Cheves Street

Florence, SC 29506

If you need any

additional

Information, regarding the
walk, please contact Ms.

Rosemary A. Barile, at

843-317-4089

Extension 323

Meet at PDMHC in the front of the building - 9:15 AM

We will walk to The City County Complex

180 North Irby Street

Florence, SC

The Proclamation will be read and we will return to

Pee Dee Mental Health Center.

Staff, clients, friends, and family members are welcome

Come Celebrate With Us!

FLORENCE COUNTY COUNCIL MEETING

April 18, 2013

AGENDA ITEM: Resolution No. 21-2012/13

DEPARTMENT: County Council

ISSUE UNDER CONSIDERATION:

A Resolution Consenting To A Three-Year Extension Of The Investment Period For H. J. Heinz Finance Company And BNP Paribas Leasing Corporation Under Their Fee In Lieu Of Tax Agreement With Florence County Pursuant To Title 12, Chapter 44 Of The Code Of Laws Of South Carolina, 1976, As Amended, And Other Matters Related Thereto.

OPTIONS:

1. *(Recommended)* Approve Resolution No. 21-2012/13.
2. Provide an alternate directive.

ATTACHMENTS:

Copy of Proposed Resolution No. 21-2012/13

Sponsor(s) : County Council
Adopted: : April 18, 2013
Committee Referral : N/A
Committee Consideration Date : N/A
Committee Recommendation : N/A

COUNCIL-ADMINISTRATOR FORM OF GOVERNMENT FOR FLORENCE COUNTY

RESOLUTION NO. 21-2012/13

A Resolution Consenting To A Three-Year Extension Of The Investment Period For H. J. Heinz Finance Company And BNP Paribas Leasing Corporation Under Their Fee In Lieu Of Tax Agreement With Florence County Pursuant To Title 12, Chapter 44 Of The Code Of Laws Of South Carolina, 1976, As Amended, And Other Matters Related Thereto.

WHEREAS:

1. Pursuant to the provisions of Chapter 44 of Title 12, Code of Laws of South Carolina, 1976, as amended (the "Act"), the County of Florence (the "County") and H. J. Heinz Finance Company and BNP Paribas Leasing Corporation, (collectively the "Sponsors") previously entered into a Fee Agreement dated as of June 19, 2008, (the "Agreement"); and
2. The qualifying investment period with respect to the Project as provided in the Agreement ends five years after the Commencement Date (as defined therein), unless otherwise extended (the "Investment Period"); and
3. Section 12-44-30(13) of the Act provides that the investment period may be extended for up to an additional five years upon approval by resolution; and
4. The Sponsors are considering additional investment beyond the end of the current investment period, including but not limited to creation of additional jobs; and
5. In connection with such potential investment, the Sponsors have requested a three-year extension of the Investment Period; and
6. The Sponsors have prepared and presented to the County Council the form of an Amendment to Fee Agreement that is in appropriate form and is agreeable to the County, and which provides for a three-year extension of the Investment Period, a copy of which is attached hereto as Exhibit A.

NOW, THEREFORE, BE IT ORDAINED by the Florence County Council (County Council") in a meeting duly assembled, as follows:

Section 1. In accordance with Section 12-44-30(13) of the Act, the County hereby consents to a three-year extension of the Investment Period as defined in the Fee Agreement.

Section 2. The Chairman of the County Council, for and on behalf of the County, is hereby authorized and directed to execute the Amendment to Fee Agreement and to do any and all things necessary to effect the extension of the Investment Period and the performance of all obligations of the County under and pursuant to the Agreement.

Section 3. The provisions of this Resolution are hereby declared to be separable, and if any section, phrase, or provision shall for any reason be declared by a court of competent jurisdiction to be invalid or unenforceable, such declaration shall not affect the validity of the remainder of the sections, phrases, and provisions hereunder.

Section 4. All orders, resolutions, ordinances, and parts thereof in conflict herewith are, to the extent of such conflict, hereby repealed and this Resolution shall take effect and be in full force from and after its passage and approval.

Section 5. This Resolution shall take effect and be in full force from and after its passage by the County Council.

ATTEST:

SIGNED:

Connie Y. Haselden, Council Clerk

James T. Schofield, Chairman

COUNCIL VOTE:

OPPOSED:

ABSENT:

STATE OF SOUTH CAROLINA)
) AMENDMENT TO FEE AGREEMENT
COUNTY OF FLORENCE)

This **AMENDMENT TO FEE AGREEMENT** (the "Amendment") is dated as of April 18, 2013, by and between **Florence County, South Carolina** (the "County"), a body politic and corporate and a political subdivision of the State of South Carolina (the "State"), acting by and through the Florence County Council (the "County Council") as the governing body of the County, and **H. J. Heinz Finance Company** ("Heinz"), a Delaware corporation, and **BNP Paribas Leasing Corp.** ("BNPPLC"), a Delaware Corporation (Heinz and BNPPLC collectively "Sponsors").

WITNESSETH:

WHEREAS, pursuant to the provisions of Chapter 44 of Title 12, Code of Laws of South Carolina, 1976, as amended (the "Act"), the County and the Sponsors previously entered into a Fee Agreement dated as of June 19, 2008, (the "Agreement"); and

WHEREAS, the qualifying investment period with respect to the Project as provided in the Agreement ends five years after the Commencement Date (as defined therein), unless otherwise extended (the "Investment Period"); and

WHEREAS, Section 12-44-30(13) of the Act provides that the investment period may be extended for up to an additional five years upon approval by resolution of County Council; and

WHEREAS, the Sponsors are considering additional investment, beyond the end of the current investment period, including but not limited to creation of additional jobs; and

WHEREAS, in connection with such potential investment, the Sponsors have requested a three-year extension of the Investment Period; and

WHEREAS, pursuant to a Resolution dated April 18, 2013, (the "Resolution") the County agreed to grant a three-year extension of the Investment Period; and

WHEREAS, the County and the Sponsors now desire to amend the Agreement to provide for said extension of the Investment Period; and

WHEREAS, the Resolution authorized the Chairman of the Florence County Council to do any and all things necessary to effect the extension of the Investment Period as provided in the Resolution.

NOW, THEREFORE, in consideration of the above and other lawful consideration duly paid and received, the parties hereto hereby agree that the Agreement is amended to provide that the Investment Period is extended by three years.

IN WITNESS WHEREOF, **Florence County, South Carolina**, and **Heinz and BNPPLC** each pursuant to due authority, have duly executed this Amendment, all as of the date first above written.

FLORENCE COUNTY, SOUTH CAROLINA

(SEAL)

Signature: _____
James T. Schofield
Chair, Florence County Council

Attest:

Signature: _____
Connie Y. Haselden
Clerk to County Council

[other signatures appear on other pages]

H. J. HEINZ FINANCE COMPANY

Signature: _____
Name: _____
Title: _____

[other signatures appear on other pages]

BNP PARIBAS LEASING CORPORATION

Signature: _____

Name: _____

Title: _____

[end of signature pages]

DRAFT

FLORENCE COUNTY COUNCIL MEETING

April 18, 2013

AGENDA ITEM: Resolution No. 22-2012/13

DEPARTMENT: Florence County Sheriff's Office

ISSUE UNDER CONSIDERATION:

(A Resolution Approving Multi-Jurisdictional Agreements And Criminal Patrol Agreements Requested By The Florence County Sheriff And Authorizing The County Administrator To Execute Said Agreements.)

POINTS TO CONSIDER:

1. South Carolina Code of Laws 1976 § 23-20-10 through § 23-20-50 authorizes law enforcement agencies to enter into contractual agreements with other law enforcement providers as may be necessary for the proper and prudent exercise of public safety functions and requires all such agreements be approved by the governing body of each jurisdiction.
2. The Florence County Sheriff recommends such agreements with other law enforcement agencies throughout the State and is requesting approval of Multi-Jurisdictional Agreements and Criminal Patrol Agreements for joint operations that may occur throughout the term of the agreements.
3. The County Administrator is authorized to execute materially equivalent multi-jurisdictional agreements.

OPTIONS:

1. *(Recommended)* Approve Resolution No. 22-2012/13
2. Provide An Alternate Directive

ATTACHMENT:

1. Resolution No. 22-2012/13
2. Example of a materially equivalent multi-jurisdictional agreement.

Sponsor(s) : Sheriff's Office
Adopted: : April 18, 2013
Committee Referral : N/A
Committee Consideration Date : N/A
Committee Recommendation : N/A

RESOLUTION NO. 22-2012/13

COUNCIL-ADMINISTRATOR FORM OF GOVERNMENT FOR FLORENCE COUNTY

(A Resolution Approving Multi-Jurisdictional Agreements And Criminal Patrol Agreements Requested By The Florence County Sheriff And Authorizing The County Administrator To Execute Said Agreements.)

WHEREAS:

1. South Carolina Code 23-20-30 authorizes a law enforcement agency to enter into contractual agreements with other law enforcement providers; and
2. South Carolina Code 23-20-50 requires all such agreements to be approved by the governing body of each jurisdiction; and
3. The Florence County Sheriff recommends such agreements with other law enforcement agencies throughout the State.

NOW THEREFORE BE IT RESOLVED BY THE FLORENCE COUNTY COUNCIL DULY ASSEMBLED THAT:

1. Council approves Multi-Jurisdictional Agreements and Criminal Patrol Agreements with other law enforcement agencies listed as follows: Colleton County Sheriff's Office, Dorchester County Sheriff's Office, Fort Mill Police Department, Horry County Police Department, Lee County Sheriff's Office, Oconee County Sheriff's Office, Ridgeland County Police Department, and York County Sheriff's Office.
2. The County Administrator is authorized to execute materially equivalent Multi-Jurisdictional Agreements.

ATTEST:

SIGNED:

Connie Y. Haselden, Council Clerk

James T. Schofield., Chairman

COUNCIL VOTE:
OPPOSED:
ABSENT:

STATE OF SOUTH CAROLINA)
)
COUNTY OF FLORENCE)
_____)

**Criminal Patrol Transfer
Agreement**

This agreement is made and entered into this ____th day of _____, 20__ by and between **Florence County Sheriff's Office** and the _____ **County Sheriff's Office**.

WHEREAS, it is the desire and intent of the parties to evidence their joint undertaking for the provision of mutual assistance in criminal patrol investigations by the temporary assignment of officers, deputies, and agents between jurisdictions to the fullest extent as is allowed by law;

WHEREAS, the parties as set out above, by and through their representatives affixing their signatures below, consent and agree to span the geopolitical boundaries to the fullest extent allowed under South Carolina law for the express purpose of criminal patrol and interdiction efforts and related crimes by this sharing of personnel and resources;

WHEREAS, South Carolina Code Ann. § 23-1-210 provides for the temporary transfer of law enforcement officers pursuant to written agreement;

WHEREAS, South Carolina Code Ann. § 23-1-215 provides for agreements between multiple law enforcement jurisdictions for the purpose of criminal investigation;

WHEREAS, Article VIII, Section 13 of the South Carolina Constitution authorizes counties and municipalities to provide by agreement for the joint administration of any function, the exercise of powers, and the sharing of the costs thereof; and

WHEREAS, **Florence County Sheriff's Office** and _____ **County Sheriff's Office** are each requesting assistance for investigation and the temporary transfer of deputies each from the other.

NOW THEREFORE, it is the intent of the parties to share jurisdiction under this written agreement to the fullest extent permitted under South Carolina law and it is further agreed as follows:

1. SCOPE OF SERVICES

It is agreed that each law enforcement agency parties shall assign, on a temporary basis, officers, deputies, and/or agents to assist the other jurisdiction in criminal patrol and interdiction efforts.

2. TERM AND RENEWAL

This agreement and subsequent amendments are effective as to each party at the date and time of signing and will automatically renew each year on the anniversary date and continue year to year and term to term unless a party exercises its right to terminate as further described in the original agreement.

3. VESTING OF AUTHORITY AND JURISDICTION

To the fullest extent permitted by the Constitution and statutes of this State, officers, deputies, and agents assigned under this agreement and so transferred shall be vested with authority, jurisdiction, rights, immunities, and privileges to include the authority to execute criminal process and the power of arrest as any other duly commissioned officer, deputy, or agent of the other party.

However, local ordinances adopted by a sending jurisdiction shall not be deemed extended into areas of operation that are located outside the geopolitical territorial limits of the sending jurisdiction.

4. COSTS

Each party shall bear its own costs incurred in the performance of its obligations hereunder except as otherwise provided herein.

5. HOLD HARMLESS, INDEMNIFICATION, NO THIRD PARTY RIGHTS

It is agreed by and between the parties that each will hold each other harmless for any acts or omissions of their respective officers working or transferred pursuant to this agreement. The parties shall be solely responsible for the acts and omissions of their respective employees, officers, and officials. No right of indemnification is created by this agreement and the parties expressly disclaim such. The provision of this agreement shall not be deemed to give rise to or vest any rights or obligations in favor of any party or entity not a party to this agreement.

6. INSURANCE

Each jurisdiction shall maintain its own insurance coverage for general liability, workers' compensation, and any other such coverage as may be required by law or deemed advisable by individual parties.

7. COMPENSATION, BOND, AND RELATED MATTERS

This agreement shall in no manner effect or reduce the compensation, pension or retirement rights of any officers acting under its authority and such officers shall continue to be paid by the county or the municipality where they are permanently employed, with the sending county or municipality being compensated for their services by the county or municipality to which they are transferred as further setout herein. The bond for any officers operating under this agreement shall include coverage for their activity in the county or municipality covered by this agreement in the same manner and to the same extent provide by bonds of regularly employed officers of that county or municipality.

8. REIMBURSEMENT AND ANCILLARY BENEFITS

The parties to this agreement hereby expressly agree that compensation and/or reimbursement for services provided hereunder shall be limited to the reciprocal provision of services of like kind between the agencies involved to include the ancillary benefits of increased investigation and prosecution of crimes related to criminal patrol efforts in their respective jurisdictions. Any other agreement for reimbursement between the parties must be written and executed in the same manner as this agreement.

9. TERMINATION AND RIGHT TO RESCIND

The agreement may be terminated at the discretion of the chief law enforcement officer by providing written notice to the other party. Any such rescission or termination will become effective upon receipt by the other parties.

10. RESPONSIBILITY TO RESPECTIVE GOVERNING BODIES

Each party is responsible for any notice, reporting, or approval requirements to their respective governing body as may be required under South Carolina law.

11. OFFICERS ASSIGNED AND AUTHORITY

Each party agrees to notify the other party, or their duly appointed representative, and seek assistance before commencing any criminal investigative action that relies upon the expanded or shared jurisdiction as contemplated under this agreement. This is in no way intended to limit an officer acting in his original jurisdiction.

12. ASSET FORFEITURE

The parties agree to divide the proceeds of any seizure and resultant asset forfeiture as provided by equity and law. Such division will be set out in a court order as prepared by the proper Circuit Solicitor and/or United States Attorney based upon the facts of the individual seizure.

13. SEVERABILITY

Should any part of this agreement be found to be unenforceable by any court or other competent authority, the rest shall remain in full force and effect.

14. AMENDMENTS AND BINDING SUCCESSORS IN OFFICE

This agreement may be amended by the written agreement of all parties. Each party agrees that any and all successors in interest to their office will be similarly bound by the terms of this agreement without necessitating execution of any amendment.

I, with competent authority, hereby consent to the terms of and agree to be bound by this Agreement.

Sheriff Kenney Boone
Florence County Sheriff's Office

Witness

Sheriff

County Sheriff's Office

Witness

DRAFT

FLORENCE COUNTY COUNCIL MEETING

April 18, 2013

AGENDA ITEM: Resolution No. 23-2012/13

DEPARTMENT: County Fire Department
Procurement Department

ISSUE UNDER CONSIDERATION:

(A Resolution Authorizing The Addition Of A Surplus Vehicle To The County Fleet For The Fire/Rescue Services Coordinator Position.)

POINTS TO CONSIDER:

- 1) Budget Ordinance No. 01-2012/13, Section 14a requires County Council authorization to permanently place any additional vehicles on the County fleet.
- 2) The newly created position of Fire/Rescue Services Coordinator is in need of a vehicle to perform the required duties of the job.
- 3) The County will assign a surplus vehicle from the fleet that was recently turned in by a using department for auction to the County Fire Department to be utilized by the Fire/Rescue Services Coordinator.

OPTIONS:

- 1) *(Recommended)* Approve Resolution No. 23-2012/13 as presented.
- 2) Provide An Alternate Directive.

ATTACHMENTS:

Resolution No. 23-2012/13.

Sponsor(s)/Department : County Fire Department
Adopted: : April 18, 2013
Committee Referral : N/A
Committee Consideration Date : N/A
Committee Recommendation : N/A

COUNCIL-ADMINISTRATOR FORM OF GOVERNMENT FOR FLORENCE COUNTY

RESOLUTION NO. 23-2012/13

(Authorizing The Addition Of A Surplus Vehicle To The County Fleet For The Fire/Rescue Services Coordinator Position.)

WHEREAS:

1. Budget Ordinance No. 01-2012/13, Section 14a requires County Council authorization to permanently place any additional vehicles on the County fleet; and
2. The newly created position of Fire/Rescue Services Coordinator is in need of a vehicle to perform the required duties of the job; and
3. The County will assign a surplus vehicle from the fleet that was recently turned in by a using department for auction to the County Fire Department to be utilized by the Fire/Rescue Services Coordinator.

NOW THEREFORE BE IT RESOLVED BY THE FLORENCE COUNTY COUNCIL DULY ASSEMBLED THAT:

The County Administrator is authorized to make a permanent addition to the fleet by assigning a surplus vehicle to the County Fire Department for the Fire/Rescue Services Coordinator.

ATTEST:

SIGNED:

Connie Y. Haselden, Council Clerk

James T. Schofield, Chairman

COUNCIL VOTE:
OPPOSED:
ABSENT:

FLORENCE COUNTY COUNCIL MEETING

April 18, 2013

AGENDA ITEM: Resolution No. 24-2012/13

DEPARTMENT: Administration

ISSUE UNDER CONSIDERATION:

Authorizing Submission Of An Application To The South Carolina Department Of Commerce Coordinating Council Economic Development Set-Aside Grant Program For Cost Associated With Wastewater Treatment Upgrades For Project Strongman In The Amount Of \$500,000.

POINTS TO CONSIDER:

1. Project Strongman plans to invest an additional \$5,500,000 in the existing facility in Florence County. The investment will include wastewater treatment upgrades, processing equipment and expansion of an existing building which will enable the company to create 50 new jobs.
2. The \$500,000 grant will be utilized towards the cost of the wastewater treatment upgrades.
3. The total project cost is estimated to be \$5,500,000. The company will be responsible for any cost overruns.
4. There are no required matching funds.

OPTIONS:

1. *(Recommended)* Approve as presented.
2. Provide an Alternate Directive.

ATTACHMENTS:

Resolution No. 24-2012/13.

Sponsor(s)/Department : County Council
Adopted: : April 18, 2013
Committee Referral : N/A
Committee Consideration Date : N/A
Committee Recommendation : N/A

COUNCIL-ADMINISTRATOR FORM OF GOVERNMENT FOR FLORENCE COUNTY

RESOLUTION NO. 24-2012/13

(Authorizing Submission Of An Application To The South Carolina Department Of Commerce Coordinating Council Economic Development Set-Aside Grant Program For Cost Associated With Wastewater Treatment Upgrades For Project Strongman In The Amount Of \$500,000.)

WHEREAS:

1. The State of South Carolina is authorized to make Set-Aside Grants to local governments with identified economic development needs/priorities in their community; and
2. The Florence County Economic Development Partnership (FCEDP) has identified such needs and priorities; and
3. Project Strongman intends to expand the existing operations in Florence County with a \$5,500,000 investment including expansion of an existing facility, wastewater treatment upgrades, and additional equipment while creating 50 new jobs; and
4. Florence County will submit an application to the South Carolina Coordinating Council for Economic Development for \$500,000 to assist with the wastewater treatment upgrades, and
5. The total project cost for Project Strongman is estimated to be \$5,500,000. The company will be responsible for any shortfall that may occur above the anticipated project amount.

NOW THEREFORE BE IT RESOLVED BY THE FLORENCE COUNTY COUNCIL DULY ASSEMBLED THAT:

1. Florence County will submit an application for a Set-Aside Grant in the amount of \$500,000 to fund costs associated with wastewater treatment upgrades for Project Strongman in an effort to further the County's economic development initiatives.
2. There are no matching funds required for the grant.
3. The County Administrator is authorized to execute documents in conjunction with said application and to submit any and all necessary information in accordance with normal policy.
4. This Resolution shall be in full force and effect from and after its adoption.

ATTEST:

SIGNED:

Connie Y. Haselden, Council Clerk

James T. Schofield, Chairman

COUNCIL VOTE:
OPPOSED:
ABSENT:

FLORENCE COUNTY COUNCIL MEETING

April 18, 2013

AGENDA ITEM: Third Reading - Ordinance No. 17-2012/13 (*Deferral*)

DEPARTMENT: Finance

ISSUE UNDER CONSIDERATION:

(An Ordinance To Authorize The Execution and Delivery Of Various Documents In Order To Fund A Portion Of The Costs Associated With Soil Remediation Of The Lake City Park Project; To Authorize The Execution And Delivery Of These Documents In Connection Therewith; And Other Matters Relating Thereto.)

POINTS TO CONSIDER:

1. The Drs. Bruce and Lee Foundation have provided Florence County with a grant in the amount of \$2,500,000 in order to develop a community park in Lake City.
2. The grant terms require Florence County to secure additional funding for the park project in the form of grants.
3. The South Carolina Department of Health and Environmental Control (SCDHEC) is authorized to make loans through the South Carolina Brownfields Cleanup Revolving Fund Loan program to assist with removal actions required when entering into a Voluntary Cleanup Contract with SCDHEC.
4. The County entered into a Voluntary Cleanup Contract earlier this year for the properties which are to be developed for the park in Lake City.
5. The loan funds may be used for removal activities, including demolition and/or site preparation, which are part of the site cleanup.
6. The County will be eligible to have 25% of the amount borrowed, up to a maximum of \$100,000 converted into a grant.
7. The loan carries a 1% interest rate and is amortized over 10 years.

OPTIONS:

1. (*Recommended*) Approve as presented.
2. Provide An Alternate Directive.

ATTACHMENTS:

Ordinance #17-2012/13.

Sponsor(s) : Finance
 First Reading : November 15, 2012
 Committee Referral : N/A
 Committee Consideration Date : N/A
 Committee Recommendation : N/A
 Second Reading : December 13, 2012
 Public Hearing :
 Third Reading :
 Effective Date :

I, _____,
 Council Clerk, certify that this
 Ordinance was advertised on
 _____ for Public Hearing.

ORDINANCE NO. 17-2012/13

COUNCIL-ADMINISTRATOR FORM OF GOVERNMENT FOR FLORENCE COUNTY

(An Ordinance To Authorize The Execution And Delivery Of Various Documents In Order To Fund A Portion Of The Costs Associated With Soil Remediation Of The Lake City Park Project; To Authorize The Execution And Delivery Of These Documents In Connection Therewith; And Other Matters Relating Thereto.)

WHEREAS,

1. The County of Florence, South Carolina, a public body corporate and politic and a political subdivision organized and existing under the laws of the State of South Carolina (the "County"), proposes to fund a portion of the costs associated with soil remediation of the Lake City Park Project (the "Project") with a loan in the principal amount of \$500,000; and
2. The South Carolina Department of Health & Environmental Control (the "Lender") acting through its fund manager is authorized to make loans through the Catawba Regional Development Corporation ("CRDC") South Carolina Brownfields Cleanup Revolving Fund Loan (the "Fund"); and
3. CRDC has proposed terms relating to a loan from the Fund to the County which, if it receives final approval from the Lender, CRDC and the County, could provide financing for the Project; and
4. An outline of such proposed terms is attached hereto as Exhibit A; and
5. The security for the proposed borrowing is 2008 Lease Purchase Bond Proceeds and does not constitute a pledge of the full faith, credit and taxing power of the County; and
6. The Project serves a valid corporate and public purpose of the County; and
7. The County expects to receive a final proposal for the financing of the Project on the terms and conditions set forth in Exhibit A; and
8. County Council (the "County") has determined, and hereby determines, that it is in the County's best interest to accept the outline of the proposal of the Lender as shown on Exhibit A hereto; and
9. The County intends to enter into the Promissory Note (the "Note") and a Loan Agreement (the "Loan Agreement") (the Note and the Loan Agreement are hereinafter referred to as the "Loan Documents") between the Lender and the County. The Note and the Loan Agreement are in substantially the forms attached hereto as Exhibits B and C, respectively.

NOW, THEREFORE, BE IT ORDAINED BY THE FLORENCE COUNTY COUNCIL DULY ASSEMBLED THAT:

1. It is hereby declared that the recitals set forth in the preambles to this Ordinance are in all respects true and correct.
2. The Council hereby authorizes, ratifies, confirms and approves all actions heretofore taken with respect to this transaction.
3. The proposal of the Lender on the proposed terms and conditions attached hereto as Exhibit A is hereby approved and accepted.
4. The Note shall be in the principal amount of \$500,000.00, and shall bear interest and be payable as described in Exhibit A.
5. The County Administrator (the "Administrator") is hereby authorized and directed to execute and deliver the Loan Documents on behalf of the County in such form as he approves, with the advice of counsel, his execution being conclusive evidence of his approval; and the Clerk of Council is hereby authorized and directed to affix the corporate seal of the County to the Loan Documents and to attest the same.
6. The consummation of all transactions contemplated by the Loan Documents is hereby approved.
7. The County Administrator and all other appropriate officials of the County are hereby authorized to execute, deliver, and receive any other agreements and documents as may be required by the County or the Lender or CRDC in order to carry out, give effect to, and consummate the transactions contemplated by the Loan Documents.
8. This Ordinance shall be construed and interpreted in accordance with the laws of the State of South Carolina.
9. This Ordinance shall become effective immediately upon third reading by the Council.
10. The provisions of this Ordinance are hereby declared to be severable and if any section, phrase, or provision shall for any reason be declared by a court of competent jurisdiction to be invalid or unenforceable, that declaration shall not affect the validity of the remainder of the sections, phrases, and provisions hereunder.
11. All orders, resolutions, and parts thereof in conflict herewith are, to the extent of the conflict, hereby repealed.

ATTEST:

SIGNED:

Connie Y. Haselden
Clerk to Council

Chairman
Florence County Council

COUNCIL VOTE:

OPPOSED:

ABSENT:

Approved as to Form & Content
D. Malloy McEachin, Jr., County Attorney

FLORENCE COUNTY COUNCIL MEETING

April 18, 2013

AGENDA ITEM: Introduction of Ordinance No. 29-2012/13

DEPARTMENT: Finance

ISSUE UNDER CONSIDERATION:

(An Ordinance To Ratify FY13 Budget And Grant Council Actions Previously Authorized By Council And Other Matters Related Thereto.)

POINTS TO CONSIDER:

1. There have been grants received during the year that need to be formally appropriated by Council.
2. Reimbursement from the State of South Carolina for poll worker expenditures for the November 2012 general election required an additional appropriation of \$100,000 above the original FY13 budget.
3. Additional funds from the State of South Carolina for library book and other materials purchases required an additional appropriation of \$60,521 above the original FY13 budget.
4. Contracts and related purchase orders in various stages of completion at the end of FY12 and incomplete as of June 30, 2012 in the amount of \$65,860 require the unexpended balances of the purchase orders to be added to General Fund fund balance.
5. Additional funds above the original FY13 budget for the employee service award dinner require an additional appropriation of \$4,500 above the original FY13 budget, to be funded by a portion of the proceeds from the rebate from the SC Procurement Card program.
6. At its special called meeting on April 4, 2013, Florence County Council approved an increase in the amount of \$450,000 for the IT Department's budget for security enhancements, to be funded from the General Fund fund balance.

FUNDING FACTORS:

1. County Council has previously accepted the various grant agreements. This Ordinance approves the formal appropriation for the related grant expenditures.
2. The appropriation to the Voter Registration and Election Commission in the amount of \$100,000 is being funded from a reimbursement from the State of South Carolina.
3. The appropriation to the Florence County Library System in the amount of \$60,521 is being funded from a reimbursement from the State of South Carolina.
4. The allocation for contracts and related purchase orders in various stages of completion at the end of FY12 and incomplete as of June 30, 2012 in the amount of \$65,860 is being funded from General Fund fund balance, since savings in this amount was realized in FY12.
5. The additional funding for the IT Department security enhancements is being taken from the General Fund fund balance.

OPTIONS:

1. *(Recommended)* Introduce Ordinance No. 29-2012/13.
2. Provide An Alternate Directive

ATTACHMENT:

1. Ordinance No. 29-2012/13

Sponsor(s) : County Council
 Introduction : April 18, 2013
 Committee Referral : N/A
 Committee Consideration Date : N/A
 Committee Recommendation : N/A
 Public Hearing : May 16, 2013
 Second Reading : May 16, 2013
 Third Reading : June 20, 2013
 Effective Date : June 20, 2013

I, _____,
 Council Clerk, certify that the
 ad for a Public Hearing on this
 Ordinance ran on: _____.

ORDINANCE NO. 29-2012/2013

COUNCIL-ADMINISTRATOR FORM OF GOVERNMENT FOR FLORENCE COUNTY

[An Ordinance To Ratify FY13 Budget And Grant Council Actions Previously Authorized By Council And Other Matters Related Thereto.]

WHEREAS:

1. The previous adoption of various resolutions by County Council requires supplemental appropriations for unanticipated revenues received after the adoption of the budget; and
2. As a result of these resolutions, the County Council will adopt a final budget amendment ordinance ratifying budget resolutions authorized by Council during the fiscal year, as well as grants, any other supplemental appropriation actions, and other non-recurring allocations in accordance with the 1976 South Carolina Code of Laws, as amended.

NOW THEREFORE BE IT ORDAINED BY THE FLORENCE COUNTY COUNCIL DULY ASSEMBLED THAT:

1. The Florence County Council hereby amends the FY13 budgetary appropriations and directs the allocation of the receipt of nonrecurring revenue as detailed hereinafter, and authorizes and directs the Florence County Administrator to make the following changes to the FY13 appropriated budgets:

a. GENERAL FUND (FUND #10)

- 1) Based on the fact that the reimbursement from the State of South Carolina for poll worker expenditures for the November 2012 general election was funded directly by the State, Florence County Council hereby directs that budgeted revenue and expenditures be increased accordingly as follows:

Revenue	10-341-335-085-0000	\$100,000
Expenditures	10-411-410-100-0200	\$ 50,000
	10-411-410-100-1100	\$ 4,500
	10-411-410-100-3100	\$ 500
	10-411-410-100-4700	\$ 3,000
	10-411-410-100-6200	\$ 2,000
	10-411-410-100-6900	\$ 20,000
	10-411-410-200-8952	\$ 20,000

- 2) Based on the provision of additional revenue from the State of South Carolina for library books and other materials, Florence County Council hereby directs that budgeted revenue and expenditures be increased accordingly as follows:

Revenue	10-341-335-120-0000	\$ 60,521
Expenditures	10-471-455-000-6800	\$ 60,521

- 3) Contracts and related purchase orders in various stages of completion at the end of FY12 and incomplete as of June 30, 2012 require the unexpended balances of the purchase orders to be added to General Fund fund balance. These unexpended balances are in need of being carried over into FY13. Based on various FY12 uncompleted contracts and purchase orders being carried over into FY13, Florence County Council hereby directs the appropriation of the following expenditure and the use of fund balance for its funding:

Revenue	10-399-999-999-9500	\$ 65,860
Expenditures	10-421-421-200-4705	\$ 2,171
	10-421-421-200-8600	\$ 7,315
	10-421-422-100-4700	\$ 1,306
	10-451-423-000-6400	\$ 8,690
	10-451-423-000-9400	\$ 5,352
	10-471-451-100-8600	\$ 41,026

- 4) Based on the change in format for the employee service awards dinner, to be funded from a portion of the rebate from the SC Procurement Card Program, Florence County Council hereby directs that budgeted revenue and expenditures be increased accordingly as follows:

Revenue	10-371-370-100-0000	\$ 4,500
Expenditures	10-411-412-900-0161	\$ 4,500

- 5) Based on enhanced security requirements, Florence County Council, at its April 4, 2013 special called meeting, approved an increase in the amount of \$450,000 to the IT Department budget, to be funded from General Fund fund balance. Therefore, Florence County Council hereby directs that budgeted revenue and expenditures be increased accordingly as follows:

Revenue	10-399-999-999-9500	\$450,000
Expenditures	10-411-427-000-9500	\$450,000

b. GRANT FUND (FUND #141)

The FY13 Budget is hereby amended to increase revenue and expenditures for various grants awarded during the fiscal year. The grants, grant numbers, and amounts are as follows:

School Dist #1 SRO	4201	\$ 256,304
School Dist #2 SRO	4201	\$ 41,124
School Dist #3 SRO	4201	\$ 96,105
School Dist #5 SRO	4201	\$ 34,654
Used Oil contract	4222	\$ 13,647
Public Defender	4248	\$ 71,401
DUI Prosecutor	4253	\$ 68,545
Sheriff Dog fundraiser	4262	\$ 5,556
DSS Incentives	4277	\$ 14,275
DSS Unit Cost	4278	\$ 248,166

CDV – Solicitor	4294	\$ 112,881
EDC – Misc	4296	\$ 1,815
Lake City Library renovations	4318	\$ 10,000
Johnsonville Library	4328	\$ 1,043
E-Scrap Reimbursement	4360	\$ 1,045
GIS Day Event	4385	\$ 100
Records Improvement – Clerk of Court	4392	\$ 2,000
EMD – SLED – 8SHSP71	4395	\$ 10,000
SLED – 12EMPG01	4397	\$ 119,840
Solicitor’s Juvenile Arbitrator	4399	\$ 84,579
Solicitor’s Salary Supplement	4400	\$ 254,888
Solicitor’s Pre-trial Intervention	4401	\$ 222,728
Juvenile Drug Court	4402	\$ 92,693
SCDOT – PCN 41636 – CTC	4403	\$ 42,500
Body Armor & Tasers	4404	\$ 84,285
Live Scan	4405	\$ 50,000
Drug Lab	4407	\$ 75,892
VW Equipment	4409	\$ 5,880
Circle Park	4411	\$ 6,000
SCCED Warehouse	4412	\$ 100,000
SCPRT-TAG	4413	\$ 90,335
SCDHEC Used Oil Grant FY13	4414	\$ 6,538
SCDHEC Waste Tire Grant FY13	4415	\$ 29,625
EDC Benefactor Tree	4417	\$ 100
USDOJ 2012-DJ-BX-0885	4418	\$ 30,257
SCCED – McCall Farms	4419	\$ 500,000
Waste Management – LRCP Rain Garden	4420	\$ 3,000
SCCED – ICE Recycling	4421	\$ 165,000
Library of America	4422	\$ 500
SLED – 12SHSP28	4423	\$ 55,313
Sheriff	4424	\$ 34,428
SCDHEC – GIA FY13	4425	\$ 24,313
SCEMD – 2011 LEMPG	4426	\$ 17,200
Website DVD – Drs. Bruce & Lee	4427	\$ 12,000
Santee Electric	4428	\$ 100,000
Library Lottery Funds	4429	\$ 18,700
LRCP – First Saturday	4430	\$ 1,500
Sheriff – Prison Ministry	4431	\$ 1,000
Library Summer Reading	4433	\$ 1,000
SCDOT – PCN 42417 – CTC	4434	\$ 83,840
Sheriff – CSE-DSS	4452	\$ 21,005

2. This Ordinance includes the ratification of all grant and budget related resolutions and actions previously approved by Florence County Council for the fiscal year ending 06/30/13.
3. All provisions in other County Ordinances or Resolutions in conflict with this Ordinance are hereby repealed.

4. If any provision of this Ordinance or the application thereof to any person or circumstances is held invalid, the invalidity does not affect other provisions or applications of the Ordinance which can be given effect without the invalid provision or application and to this end, the provisions of this Ordinance are severable.

ATTEST:

SIGNED:

Connie Y. Haselden
Clerk to Council

James T. Schofield, Chairman
Florence County Council

Approved as to Form & Content
D. Malloy McEachin, Jr., County Attorney

COUNCIL VOTE:
OPPOSED:
ABSENT:

DRAFT

FLORENCE COUNTY COUNCIL MEETING

April 18, 2013

AGENDA ITEM: Introduction of Ordinance No. 01-2013/14

DEPARTMENT: Administration
Finance

ISSUE UNDER CONSIDERATION:

(An Ordinance To Provide For The Levy Of Taxes In Florence County For The Fiscal Year Beginning July 1, 2013 And Ending June 30, 2014; To Provide For The Appropriation Thereof; To Provide For Revenues For The Payment Thereof; And To Provide For Other Matters Related Thereto.)

POINTS TO CONSIDER:

1. Ordinance No. 01-2013/14 is the budget ordinance for next fiscal year.
2. The budget document with the budget message was distributed prior to the April 4, 2013 meeting of Council.
3. The proposed budget includes a 3.5 mill increase for the General Fund to cover items already built into the FY2013/14 budget, including the increased cost of the employer's share of the health insurance premium, the increased employer contribution percentage for the Police Officers Retirement System, the annualization of the cost to add twelve EMS employees approved at the December 2012 Council meeting, and the absorption of the City's share of the cost to operate the City-County Complex, along with giving flexibility to address additional EMS or other needs.
4. The proposed budget also includes a 1.0 mill increase in the County Debt Service Fund. This one mill was moved to the General Fund in the FY2011/12 budget to avoid an overall millage increase in that fiscal year's budget. It needs to be restored to the debt service fund to avoid a future cash flow shortage in this fund.
5. The proposed budget includes a \$1.00 increase in the household solid waste fee to cover an anticipated contracted price increase.
6. If the South Carolina General Assembly restores the legally mandated level of the Local Government Fund to South Carolina municipalities and counties then most of the 3.5 mill increase in the General Fund can be eliminated.

FUNDING FACTORS:

NONE

OPTIONS:

1. *(Recommended)* Introduce Ordinance No. 01-2013/14.
2. Provide An Alternate Directive.

ATTACHMENTS:

1. Ordinance No. 01-2013/14

Sponsor(s) : County Council
Introduction : April 18, 2013
Committee Referral : N/A
Committee Consideration Date : N/A
Committee Recommendation : N/A
Public Hearing : May 16, 2013
Second Reading : May 16, 2013
Third Reading : June 20, 2013
Effective Date : July 1, 2013

I, _____,
Council Clerk, certify that the
ad for a Public Hearing on this
Ordinance ran on: _____.

ORDINANCE NO. 01-2013/14

COUNCIL-ADMINISTRATOR FORM OF GOVERNMENT FOR FLORENCE COUNTY

[An Ordinance To Provide For The Levy Of Taxes In Florence County For The Fiscal Year Beginning July 1, 2013 And Ending June 30, 2014; To Provide For The Appropriation Thereof; To Provide For Revenues For The Payment Thereof; And To Provide For Other Matters Related Thereto.]

WHEREAS:

1. The Florence County Council, pursuant to state statutes, is authorized and required to adopt an annual budget for all departments, offices, and agencies (hereinafter collectively termed offices or departments) of the County Government; and
2. Pursuant to state statutes, total funds appropriated in fiscal year 2013-2014 for the above purposes do not exceed estimated revenues and funds available for expenditure in fiscal year 2013-2014.

NOW THEREFORE BE IT ORDAINED BY THE FLORENCE COUNTY COUNCIL DULY ASSEMBLED THAT:

SECTION 1. APPROPRIATIONS

a. Procedures Compliance: The fiscal year 2013-2014 County Budget for Florence County, South Carolina is hereby adopted and detailed budget appropriation documentation attached hereto is incorporated herein by reference. The Florence County Council certifies that it has complied with all state laws and regulations regarding readings, notices, and public hearings for mills levied herein, and that it will comply in the case of mill levies which may be adjusted by resolution based on more current information at the time of final issuance of the levies and after the adoption of this ordinance.

b. Levy Process: In all cases, all property shall be taxed unless otherwise exempt from taxation pursuant to the South Carolina Code of Laws, 1976, as amended. The taxes are due and payable and shall be collected in the manner as provided for collection of taxes in the South Carolina Code of Laws, 1976, as amended, and in accordance with procedures established in County enacting ordinances.

(1) Motor Vehicle Taxes: Taxes levied on motor vehicles shall be collected pursuant to the schedules and procedures as established by State Statute and nothing herein shall be deemed to extend or defer the time of payment for such motor vehicle taxes.

(2) Motor Vehicle Owner Responsibility for Taxes: No motor vehicle registered in the State of South Carolina and property of a person, a resident of the County, shall be operated on the streets and public ways of the County unless all the motor vehicle taxes and fees duly assessed against such vehicle shall have first been paid. In the event that any person violates the provisions of this Section, he shall be guilty of a misdemeanor and subject to the penalties prescribed in Title 46, 1976 South Carolina Code of Laws, as amended. Nothing in this section shall preclude the collection of taxes and fees upon such motor vehicle after the prosecution of the offender for failure to pay such tax.

c. Appropriation Management:

(1) Reallocation: Unless otherwise restricted by State law or specific limitation of accounting standards, all of the appropriations hereinafter and those in the budgetary detail incorporated herein by reference are subject to adjustment and reallocation by County Council by voice motion or resolution. Any amount appropriated in this Ordinance may be discontinued at any time by appropriate action of a majority of the County Council. Expenditures from the General Fund contingency are generally done by resolution or voice motion.

(2) Duplication: If any of the items, or portions thereof, for which funds are herein appropriated is taken over by the State or Federal government and appropriations therefrom be made by either or paid by either directly to a County Office, or if the same shall become available in any manner, then the amounts for said Office herein appropriated shall be reduced in the amount of said appropriation, direct payment, or other available funds or support, unless otherwise restricted by law.

(3) Direct Assistance: All agencies receiving direct assistance payments from the County shall be funded quarterly in arrears no more than twenty-five (25%) percent of their direct assistance line item or on an alternate schedule at the discretion of the County Administrator in the case of emergencies. The quarterly allotments shall be paid around the 15th of the month following the end of each quarter. The final 4th quarter funding may be withheld by the Finance Director pending the reconciliation of outstanding obligations between the County and the Agency receiving funding or in the case of grant irregularities. Agencies, boards, and commissions, which are partially funded by Florence County Government, must provide annual audited financial statements to include a copy of the management letter and a copy of the A-133 Single Audit report, if applicable. State funded agencies must provide an annual report or a summary of local office-specific funding. Quarterly funding may be withheld pending the County's receipt of an agency's annual audited financial statements.

d. Mill Levy: The following mills are levied to provide the property tax revenues to fund a portion of the appropriated expenditures noted directly below in Section e, which shall be reflected on tax bills:

	<u>FY13</u>	<u>FY14</u>
Florence County	71.9	75.4
Debt Service	8.0	9.0

Additionally, the following mill levies for the operation of the special purpose fire districts and the mill levy for Florence-Darlington Technical College are hereby approved: (Estimated FY13 debt service millages are shown for informational purposes and may be subject to adjustment by the County Auditor.)

	Operating Mills <u>FY13</u>	Debt Mills <u>FY13</u>	Total <u>FY13</u>	Operating Mills <u>FY14</u>	Estimated Debt Mills <u>FY14</u>	Total <u>FY14</u>
Johnsonville Rural Fire District	25.5	12.4	37.9	27.5	12.4	39.4
Sardis-Timmons ville Rural Fire District	15.0	0.0	15.0	15.0	0.0	15.0
Howe Springs Fire District	19.4	5.8	25.2	19.4	5.8	25.2
Hannah-Salem-Friendfield Fire District	18.1	5.7	23.8	18.1	5.7	23.8
West Florence Rural Fire District	8.0	0.0	8.0	8.0	0.0	8.0
Windy Hill/Olanta Rural Fire District	24.5	3.2	27.7	24.5	3.2	27.7
Florence-Darlington Technical College	4.9	0.0	4.9	4.9	0.0	4.9

Any millage adopted by this ordinance can be lowered by resolution of County Council prior to issuance of the tax notices.

Any fire district debt service millage will remain in effect for the entire fire district in which it was levied until the associated debt has been completely paid, regardless if a portion of the fire district is annexed by a municipality.

e. Funds: The following funds are hereby established for the purposes set forth with appropriations/budgeted amounts where applicable. Other funds may be delineated elsewhere:

<u>Fund</u>	<u>Fund Name</u>	<u>Appropriation</u>
10	County General Fund	\$52,211,780
45	Debt Service Fund*	\$ 3,954,622
111	Economic Development Capital Project Fund*	\$ 2,105,000
112	Economic Development Partnership Fund*	\$ 439,749
121	65% State Accommodations Tax (2%) Fund*	\$ 200,000
122	30% State Accommodations Tax (2%) Fund*	\$ 90,000
123	Local Accommodations Tax (3%) Fund*	\$ 2,474,087
124	Local Hospitality Tax Fund*	\$ 1,190,511
131	District Utility Allocation Fund*	\$ 1,007,516
132	District Infrastructure Allocation Fund*	\$ 994,427
133	District Rocking and Paving Fund*	\$ 1,100,146
145	Sheriff Camps Fund*	\$ 36,898
146	Sex Offender Registry Fund*	\$ 17,235
151	Law Library Fund*	\$ 88,586
153	Road Maintenance Fund*	\$ 3,791,395
154	Victim/Witness Fund*	\$ 196,632
155	Solicitor Check Law Fund*	\$ 230,690
421	Solid Waste Management Fund*	\$ 4,132,092
431	E-911 System Fund*	\$ 1,208,939

* At the close of the fiscal year, any unexpended budgeted monies within these funds and within all capital project funds shall be carried forward with their respective fund balance for the continued established use of that fund subject to appropriations, unless specifically authorized otherwise by ordinance or directed by State law.

f. County General & Debt Service Funds: The Florence County Auditor is authorized and directed to levy upon all taxable property in Florence County, South Carolina, and the Florence County Treasurer is directed to collect, taxes sufficient to meet all County General Fund appropriations directed by this Ordinance, except as provided for by other revenue sources for the operation of the County Government for the Fiscal Year beginning July 1, 2013 through June 30, 2014. The Florence County Auditor is authorized and directed to levy upon taxable property in Florence County, South Carolina and the Florence County Treasurer is directed to collect taxes sufficient to meet the appropriation of \$3,954,622 for Debt Service provided by this Ordinance.

g. Major Funds Determination: In accordance with Governmental Accounting Standards Board (GASB) Statement No. 34 and other appropriate regulations requiring Government-wide Financial Statements, major funds will be determined annually at the end of the fiscal year during the audit process.

h. Grants Management:

(1) Grant Fund Balances: Notwithstanding any other provisions of this ordinance, all unexpended balances from previous appropriations of state and federal grant funds, any State Accommodations Tax Funds not committed to the County General Fund, and capital improvement or special project appropriations outstanding as of June 30th in the calendar year in which this budget ordinance is effective, shall be carried forward into the subsequent fiscal year budget appropriations. All grants are to be budgeted and accounted for in a special revenue fund, and authorized local match transfers will be completed by the County Finance Director based on County Council's acceptance of the grant.

(2) County Acceptance: The expenditure of funds for grant programs included in this budget shall not be authorized unless evidence that the respective grants have been approved by the grantor agency is provided to the County Administrator, who is authorized to accept grants. The County Administrator may require that the grant be accepted and funded by proper action of County Council. In all cases, total program expenditures shall be limited to the lesser of the total grant award(s), or the amount(s) designated in the current budget appropriations, as amended, or as approved by County Council. The County Finance Director must be listed as a contact on all grant applications and awards; all correspondence must be copied to the County Grants Manager.

(3) Budgeting: Grant funds requiring matching County funds not budgeted shall be authorized by County Council approving the grant application and identifying matching expenditure funds from other previously appropriated funds. Grants requiring no new local match appropriation may be approved by the County Administrator or County Council, and the budget amended accordingly. The Finance Director is authorized to create the necessary general ledger accounts; the opening of bank accounts, when necessary, shall be executed by the County Treasurer in coordination with the Finance Director. When grant award payments are received, the Treasurer's Office or County Offices shall provide the Grants Manager with copies of all checks received for the reimbursement of grant expenditures and any other related documentation determined by the Finance Director as necessary to ensure audit compliance.

All grant revenues shall be credited to the appropriate revenue line item as established by the Finance Director. Grant revenues will not be applied directly to expenditure line items. All grant disbursements shall be authorized only through the Finance Office unless State or Federal law specifically provides otherwise and the County is exempt from financial reporting on those funds at both the State and Federal levels.

(4) **Federal Reporting:** In accordance with Federal A-133 Audit Requirements related to Federal grants, all County offices and Component Units must report the expenditures and provide copies of grant awards and any other grant related reports to the County Grants Manager. All offices must present all voucher requests for payments related to grants to Procurement for purchase and the Finance Office before the disbursement of grant related funds, as well as coordinating with the County Grants Manager. County offices that do not comply with this ordinance and any other published administrative procedures necessary for complete and timely reporting of grants such that the County incurs additional independent audit costs or loses grants funds will have these costs deducted from the Office or Component Unit's budget appropriations annually until any unfunded expenditures are fully recouped.

SECTION 2. FUND BALANCE MANAGEMENT

a. Compliant Fund Balance Policy: Florence County Council utilizes a compliant fund balance methodology based on the cash-flow needs of the County to maintain sufficient reserves in order to maintain County operations. End of year fund balance estimations and associated cash flow projections for all cash-discrete funds are developed annually in the budget process to maintain a minimum of annualized appropriations in operational funds to ensure routine operations remain uninterrupted and in sinking funds (debt service fund) balances as required to timely service all scheduled debt.

Should any individual fund balance fall below the required minimum balance, inter-fund cash transfers are hereby authorized, provided that the allocation of interest is accounted for appropriately no less than once per fiscal year.

b. Tax Anticipation Note Authority: The County is hereby empowered to borrow in anticipation of tax or other revenues for County purposes any sum not exceeding the amount anticipated to be received from taxes and other revenues during the current or following fiscal year, and not only to pledge the taxes or other revenues anticipated in the current or succeeding fiscal year, but to pledge, also, the full faith and credit of Florence County for the repayment of any sums so borrowed. Such sums shall be borrowed from any banking institution or lending agency and shall be payable at such time, upon such terms, and in such sums as may be negotiated between the County and the lender.

SECTION 3. BUDGET YEAR END

a. Purchase Authority Cutoff: The budget year shall expire on June 30 of this fiscal year. No monies shall be disbursed pursuant to this Ordinance unless such funds have been obligated (i.e. an order has been placed or a contract signed for the delivery of goods or services in accordance with County procurement procedures) prior to the close of the fiscal year, which is June 30. The County Administrator will take action to preclude all purchase order activity except business required for expedient operations and emergencies after June 15 of the fiscal year; no capital purchases other than emergencies will be initiated after May 31 of the fiscal year without the express written approval of the County Administrator. In addition, all items must be received and invoiced June 30th or earlier, or the items will be deducted from the originating office's subsequent fiscal year budget.

b. Purchase Order Liquidation: All offices are responsible for providing documentation regarding outstanding obligations for this fiscal year to the Finance Department on or before June 15th to facilitate the proper accrual of outstanding obligations of the County or the obligation(s) may be deducted from the office's budget for the subsequent fiscal year.

c. No Roll-Forward: Budget line item balances shall under no circumstances roll forward at the end of this fiscal year into the next fiscal year's budget, except for bond funds and grants crossing the fiscal year or as otherwise specified or appropriated within this budget ordinance.

SECTION 4. NATURE OF REVENUES, EXPENDITURES, AND CHART OF ACCOUNTS

a. Transfers Prohibited: Unbudgeted transfers are prohibited except as approved herein and in accordance with generally accepted accounting principles.

b. Overspending: Any office which overspends its straight-line spending levels for two consecutive months shall be reviewed by the County Administrator, who may freeze position vacancies, capital expenditures, and funds transfers, and remove sufficient personnel from the County payroll to offset fully the impending budget overrun prior to the close of the fiscal year. The County Administrator is authorized to transfer County Government functions and allocated appropriations among the various County divisions and offices in order to combine compatible employee positions and functions, eliminate duplicate work, gain performance efficiencies, or reduce overall operating costs of the County Government.

c. Intra-departmental Transfers by Finance Department: In order to process claims for payment submitted to the Finance Department, the Finance Director, or his designee, is hereby authorized to make intra-departmental transfers between line items in any department's budget in order to ensure that no line item is over-spent by the processing of these claims.

SECTION 5. FIXED ASSETS

a. Reporting: The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend the useful life of the asset are not capitalized. The threshold for determining if an item is considered to be a fixed or capital asset is the value or the purchase price (whichever is higher) of \$5,000 or greater and the item must have a useful life of more than one year. Appropriate depreciation schedules are maintained on the straight-line basis over the estimated useful life of each asset in accordance with Generally Accepted Accounting Principles (GAAP). The estimated useful life is determined by guidelines developed by the State of South Carolina Office of Comptroller General, and in some cases, applicable Federal IRS regulations and/or Governmental Accounting Standards Board (GASB) Statement No. 34 implementation guidelines.

b. Inventory Control: Each Office is responsible for verification of all of its items required to be listed in the Fixed Asset System maintained by County Finance and for providing documentation of the annual inventory review to Finance on or before the third week in June annually. Finance will distribute forms for the inventory verification process and will provide current inventory listings to County Offices for verification of inventory on hand by May 30th annually.

c. Insurance Proceeds: In order to comply with GASB42 regulations, all insurance payments will be processed by the County Finance Office.

SECTION 6. RECEIPT, MANAGEMENT, AND REPORTING OF CASH:

a. Timely Deposit: All service charges, fees, fines, reimbursements, grant funds, etc. received by County Offices shall be deposited with the County Treasurer or directly to the bank that serves as checking depository as soon as possible after collection. All County Offices that collect funds on a daily basis shall reconcile receipts to funds received and submit funds to the Treasurer's Office by the following business day in the format as prescribed by the County Treasurer. Offices collecting less than \$200 on any single day may delay one business day. This policy does not apply where State law specifically provides authority for other actions to a specific official.

b. Bank Reconciliation: The Treasurer is responsible for reconciling bank accounts maintained in the Treasurer's Office in order to properly record revenues to the books of the County in accordance with the County's chart of accounts and properly allocating interest and all other funds to various funds and bank accounts as required by SC Law.

c. Cash Accounting: The County Treasurer's Office is responsible for annual external audit reporting of revenues to the State Comptroller's Office and for providing the Finance Office and External Auditors with sufficient data to convert revenues from the cash basis of accounting to the modified accrual basis of accounting in order to ensure legal and annual audit compliance with Governmental Accounting Standards Board (GASB) regulations, in particular GASB Statement No. 34 which requires revenue reporting on the modified accrual basis of accounting during the fiscal year and year-end conversion to accrual basis to produce Government-Wide Financial Statements.

SECTION 7. ANNUAL FISCAL REPORTING REQUIREMENTS

Boards, Commissions, Agencies, and Institutions: All boards, commissions, agencies, and institutions receiving County funds shall make a full detailed annual fiscal report to the County Council at the end of the fiscal year. Agencies receiving less than \$5,000 annually in direct assistance from the County may submit internally prepared financial statements in lieu of an audited statement. The County governing body, the County Administrator, or the Finance Office may require reports, estimates, and statistics from any County office as may be necessary in the preparation of annual budgets or supplemental appropriations. Prior year audits are required for acceptance of annual budget requests.

SECTION 8. COMPENSATION AND CLASSIFICATION PLAN AND PERSONNEL

a. Solicitor and Public Defender Funding Supplement Commitments: Salary supplements are included for various employees in the Solicitor's and Public Defender's departments' budgets. Disbursement of these supplements is contingent upon available funding received from these offices. The Solicitor and Public Defender shall reimburse Florence County for the cost of these supplements, including applicable fringe benefits, on a monthly basis. Should this funding become unavailable, the supplements shall be removed from the payroll system of Florence County and the salaries reduced accordingly.

b. FY14 Christmas Bonus: A Christmas bonus is hereby included in the budget in the amount of \$100 per employee, to be paid between the first and second pay dates in December 2013, if authorized by County Council by motion. All full-time and regular part-time employees who are in pay status during the first pay period in December are eligible to receive this bonus. In addition, all PRN employees who have worked at least 1,000 hours in each of the last two fiscal years and who are also in pay status during the first pay period in December are eligible to receive this bonus.

c. Travel: When employees are required to travel on official business, the County pays reasonable amounts for transportation, meals, and lodging in accordance with the County's Personnel Policies, Administrative Directives, and this ordinance. When an office has County Vehicles assigned to it, employees in that particular office should utilize a County Vehicle if this use does not impede County Operations. If the employee's personal vehicle is utilized, the employee shall be reimbursed at the same rate per mile traveled as is paid to state employees. This includes use of an employee's personal vehicle for travel within Florence County as required by their supervisor. Meal expenses will be \$40.00 for a twenty-four hour period and will be \$25.00 for periods less than twenty-four hours. Per diem is not provided for meals related to meetings inside Florence County, unless the meeting is an official, required function. Per diem is provided for in-state, one-day meetings for which an employee leaves the county and returns to the county in the same day. However, if lunch is provided for this meeting, then per diem will not be provided. Travel advances for meals shall not include per diem for the day of departure or the day of return. For a Law Enforcement employee transporting a prisoner, the employee will be reimbursed at per diem rates for his own meal at any food stop mandated by statute on behalf of the prisoner. In all other cases, Law Enforcement employees shall be required to follow the regular requirements for reimbursement of meal expenses provided for other County employees. There is no provision for advance per diems to the individual for Hotel Reservations, Airline Tickets, Conference/Seminar registration costs or all other costs related to travel; all Hotel Reservations, Airline Tickets, Conference/Seminar registration costs or other costs related to travel will normally be paid directly to the vendor providing the service. Original, dated, detailed receipts must accompany all travel reimbursement requests. County Departments and Elected Officials Offices shall have no authority to waive the requirement for receipt of original, dated, detailed receipts under this section. Under no circumstances shall the County reimburse any persons eligible for travel reimbursement by the County for alcoholic beverages, personal purchases of any kind not specifically authorized in the personnel policy, or any amounts for which appropriated funds are not available or which are a violation of the State Ethics Laws and regulations.

d. Credit Cards and Accounts: Credit cards which obligate Florence County directly are not permitted unless specifically authorized by written resolution of County Council. Requests for establishing credit accounts in the name of the County must be forwarded to the County Finance Office which is responsible for establishing credit accounts with vendors upon written approval by the County Administrator or the Finance Director. The County Finance Department is also responsible for the control and monitoring of all credit accounts in the County's name, verification of goods received and reconciling of such credit purchases to invoices received. Accounts not established in accordance with this ordinance are the sole responsibility of the initiating person, and the County shall not be liable or obligated to make payment on behalf of the initiator or the person using the account.

e. Tuition Assistance Program: An amount of \$11,000 has been appropriated in Department 412, Division 900 of the General Fund to assist County employees who wish to further their education in a field of study beneficial to their employment with Florence County. Tuition will be reimbursed for courses only at accredited colleges and for which college credit can be obtained toward a two-year or higher degree. This assistance will be available based on the recommendation of the department head and the approval of the County Administrator. The Human Resources Director is authorized and directed to establish the administrative procedures necessary to operate this program, including but not limited to the establishment of an annual credit hour and dollar reimbursement per employee caps. All expenditures under this program will be for tuition and/or book and supply fees and will not include such other charges such as application fees, matriculation fees, or late fees. In addition, all expenditures will be

reimbursement-based according to the grade received. Employees will be reimbursed 90% of the costs noted above for a grade of "A", 75% for a grade of "B", 50% for a grade of "C", and nothing for any grade lower. If the employee receives any other funding such as state or federal grant or any other allocation, the reimbursement percentages above apply only to the remaining unpaid portion of tuition. If the funding for this program becomes exhausted, the program will be suspended until it is funded further.

f. Retirees' Health Insurance Assistance: All post-retirement health insurance assistance available to eligible retirees, including any established by the Florence County Personnel Policy Manual, is subject to annual appropriation by County Council each fiscal year. For any employee commencing full time employment after June 30, 2011, the baseline financial assistance is as follows: 20 years of continuous full-time County employment service – 50%, over 25 years of continuous full-time County employment service – 75%. Financial assistance is a percentage of the current retiree only premium which is based on continuous years of employment service attained with Florence County. All financial assistance ceases when the employee first becomes Medicare eligible.

g. Blood Borne Pathogens Standards: Emergency Medical Services, Sheriff's Office, and Detention Center are to provide a copy of the department's current Infection Control Plan to the Human Resources Director annually to demonstrate conformance with Federal and other guidelines.

h. Victim/Witness Fund: The Solicitor agrees to sign a Memorandum of Understanding with the County stating that he will reimburse Florence County for any payments made from his portion of the Victim/Witness Fund that the State of South Carolina may find to be ineligible expenditures of Victim/Witness funds.

i. Beginning Of Fiscal Year Payroll Changes: Payroll changes made as a result of the FY14 budget will become effective on the first day of the first full payroll period of the fiscal year.

j. Workers' Compensation Benefit: Upon adoption of the budget ordinance, all General Fund budgeted workers compensation amounts included in line 0112 in various departmental/divisional budgets will be transferred to Division 010-411-489-300 – Employee Non-Departmental. As workers compensation claims are incurred, twenty percent (20%) of each claim will be paid from the respective department/division, up to a maximum total per claim of \$2,000. In addition, with the exception of 24/7 shift workers, while an employee is on workers compensation leave, the budgeted salary or wages for this employee during the workers compensation leave period will be transferred from the respective department/division salary and wage budget line (account 0100) to the Employee Non-Departmental Division.

k. Solicitor and Public Defender Funding of Certain Positions: The Solicitor and Public Defender are hereby authorized, upon approval by the County Administrator and in accordance with the County's compensation and classification plan, to add positions to the payroll system of Florence County, to be funded with non-County funds. Disbursement for these positions is contingent upon available funding received from these offices. The Solicitor and Public Defender shall reimburse Florence County for the cost of these positions, including applicable fringe benefits, on a monthly basis. Should this funding become unavailable, the positions shall be removed from the payroll system of Florence County.

SECTION 9. INDEPENDENT AUDIT

An independent annual audit of all financial records and transactions of the County shall be made by a Certified Public Accountant or firm of public accountants with no personal interest, direct or indirect in the fiscal affairs of the County government of Florence County or any of its officers. The County Council may, without requiring competitive bids, designate such accountant or firm. Unless included in the annual County audit, an annual audit of each county agency, board, bureau, or commission of Florence County, funded in whole or in part by County funds, shall be made. Copies of the annual County audit shall be filed in the office of the Clerk of Court for Florence County and provided for the Florence County Administrator.

The County Administrator is hereby authorized to continue work with the County's existing software programming vendor, Strawn & Neil, for the purpose of providing automation efficiencies at the departmental level to the extent budgeted funds are available.

SECTION 10. FEES AND CHARGES

a. Disposition of Collections: All taxes, fees, charges, and assessments not otherwise allocated specifically by this ordinance with the supporting detail incorporated herein by reference or by law shall be deposited in the Florence County General Fund with other general fund revenues. All such taxes, fees, charges, and assessments shall be appropriated and allocated by the Florence County Council in the same manner as other general revenues. No such taxes, fees, charges, or assessments shall be paid to or shall accrue to the personal benefit of any officer or employee of Florence County. Use of fees, fines, and charges to reimburse expenditure budget line items through deposit credits is prohibited.

b. Manned Convenience Centers: Commercial use and non-County residential use of the Florence County manned convenience centers (MCCs) is prohibited, subject to a fine of up to \$500 per incident plus court costs, which is hereby established. Law enforcement officers with appropriate jurisdiction and Florence County environmental services officers are hereby authorized to write tickets and the Florence County Magistrate's Office is hereby authorized to try the cases. The County Administrator is hereby authorized to amend the manned convenience center contract with Waste Management to reduce hours of operation in accordance with appropriations.

c. Outstanding EMS Bills: Outstanding EMS bills totaling \$1,482,377 posted from the period of January 2000 through December 2009 on which no payment has been made for a period in excess of three years, and which are uncollectible under the three year statute of limitations provision of South Carolina Code of Laws Section 12-54-85, are hereby written off as uncollectible.

d. Coroner Fees: Fees for services provided by the Coroner's Office are hereby established as follows: autopsy report fee - \$25, coroner report fee - \$5.00, toxicology report fee - \$10, CD/photo fee - \$10, and case file fee - \$50. Members of the decedent's family, as well as members of law enforcement and the Solicitor's Office are exempt from these fees.

SECTION 11. DEBT COLLECTION

Setoff Debt: Florence County is hereby authorized to participate in the Setoff Debt Program through the South Carolina Association of Counties on an annual basis as approved by the Florence County Administrator, who is authorized to execute all documentation and direct all designations of personnel participating as necessary.

SECTION 12. CONTRACTING AND FUNDS OR OTHER COMMITMENTS

a. Contract Execution: The County Administrator or County Administrator's designee is the sole authority who can obligate the county and any county funds in any manner through signature of contracts, purchase orders, or other such agreements or documents as an authorized agent. Any purchase made or contract executed without appropriate authorization is hereby deemed to be a personal obligation of the party making the purchase or executing the contract and is not an obligation of Florence County.

b. Check Enforcement Unit: The County Administrator is authorized to execute annual agreements between Florence County and the 12th Circuit Solicitor's Office for the operation of the Solicitor's check enforcement unit.

c. Title IV-D Contracts: The County Administrator, Clerk of Court, and Sheriff are authorized to enter jointly into agreements with the South Carolina Department of Social Services for receipt of Title IV-D (Child Support Enforcement) Federal Funds.

d. School Resource Officer Contracts: The County Administrator is authorized to execute contracts at the request of the Florence County Sheriff with the various school districts in Florence County for School Resource Officers, provided that Florence County's share of the funding for each of the contracts does not exceed the amount available in the General Fund for the Florence County Sheriff's Office grant match/contract match line item. If the contracts for FY14 are not signed prior to June 30, 2013, or if County Council does not approve the Sheriff's portion of the contract's budget, the school districts will be required to provide 100% of the funding for these contracts. If the school districts are unwilling to provide 100% of this funding, then the positions funded by these contracts will be discontinued in FY14.

e. Lease Renewals: The County Administrator is authorized to execute renewals of any existing leases for real or personal property for the terms and conditions included in the various leases as the existing lease periods expire and the leases therefore come up for renewal and for which funds are available through appropriation in this year's budget.

f. SCDOC Agreements: The County Administrator is authorized to execute annual agreements between Florence County and the South Carolina Department of Corrections for the use of pre-release inmates by the Recreation Department. In addition, the County Administrator is authorized and required to execute any contracts between the Florence County Detention Center and the South Carolina Department of Corrections.

g. DSN Resolution: The Chairman of County Council is authorized to execute a resolution designating the Florence County Disabilities and Special Needs Board as an entity in Florence County to provide transportation to persons with disabilities.

h. EMS Medical Control Physician: The County Administrator is authorized to renew the EMS Medical Control Physician contractual arrangement provided funds are appropriated herein.

i. Independent Contractor's Contracts Or Agreements For Various Services At The Florence County Detention Center: The County Administrator is authorized to execute independent contractor's contracts and/or agreements which are in the best interests of the citizens of Florence County for the provision of medical, mental health, psychological, polygraph, commissary, and clergy services at the Florence County Detention Center at the written recommendation of the Sheriff.

j. Planning and Building Inspection Agreements with Municipalities: The County Administrator is authorized to enter into agreements for the provision and enforcement of planning and building inspection services by the County for various municipalities within Florence County.

k. Council Allocation Expenditure: Should an expenditure of Council Infrastructure allocation balances and/or Council Utility Fund allocation balances result in an available balance being exhausted, any remaining project expenditures may be funded from available Council Road Maintenance allocation balances, in accordance with guidelines and any other legal restrictions.

l. De-obligation of previously approved Council Allocation expenditures: Any remaining balances from projects approved to be funded from council district allocations that were approved prior to July 1, 2012 are hereby de-obligated.

m. Municipal Loan Agreements: The County Administrator is authorized to enter into loan agreements with any Florence County municipality whereby such agreement permits any municipal inmate per diem balance outstanding for more than 30 days may be collected from Florence County Treasurer distributions to that municipality.

n. SCDJJ Agreements: The County Administrator is authorized to execute contracts between the Florence County Detention Center and the South Carolina Department of Juvenile Justice.

o. Florence School District One Agreements: The County Administrator is authorized to execute contracts between the Florence County Detention Center and Florence School District One for inmate adult education services at the Poyner/Adult Education Center.

p. Funding For Attorney Fees: Funds for attorney fees for County officials acting as primary plaintiffs and bringing suit against the County cannot be transferred to the appropriate budgetary line item or paid without prior approval by County Council.

SECTION 13. AGRICULTURAL ASSESSMENT EXTENSION PROCESS – PRIVATE CITIZENS

A fixed Agricultural Assessment Extension Policy for private citizens is hereby authorized. Any private citizen may apply for agricultural assessment for no more than two tax years prior to the then current tax year. Businesses, including partnerships, corporations, etc., are not eligible to receive consideration under this fixed policy, but must continue to make applications to Council demonstrating to Council's satisfaction that the business had reasonable cause for not filing timely.

SECTION 14. VEHICLES – OFFICIAL COUNTY FLEET

- a. The approval by resolution of County Council or authorization as provided in annual budget ordinances shall be required to permanently place any additional vehicles in the County fleet. Without such authorization, no vehicle shall be added to the fleet or to the County's insurance policies except where a currently insured vehicle is being removed from same. Vehicles removed from the fleet and the insurance policies must be surplus, through Council resolution, and disposed of in accordance with County procedures.
- b. If the County Administrator deems it in the best financial interests of the County, the County Administrator is hereby authorized to approve the trade-in of certain County-owned surplus vehicles against the cost of replacing said vehicles, rather than holding surplus vehicles for auction, and to dispose of motorized equipment in accordance with policies approved by County Council.
- c. The County Administrator is hereby authorized to allow departments to select alternate vehicles from those approved in the FY14 budget if the change is budget neutral for the same number of vehicles, the alternates are more fuel efficient, and the alternate will perform the functions for which the original vehicle was funded.

SECTION 15. DESIGNATION OF AGENCIES FOR SPECIFIC ACCOMMODATIONS TAX FUNDS

Pursuant to the requirements of South Carolina Law with regard to administration of State Accommodations Tax Funds (Fund 122), the Florence Convention and Visitors Bureau and the Lake City Chamber of Commerce are hereby designated as the tourism bodies in Florence County. These organizations shall be responsible for administering and reporting expenses for these State Accommodations Tax Funds (Fund 122) to County Finance. Total amount of funds shall be adjusted annually based on actual funds the County receives from the State related to the promotion of tourism. County Council reserves the right to designate alternate agencies by voice motion at its discretion.

SECTION 16. All provisions in other County Ordinances in conflict with this Ordinance are hereby repealed.

SECTION 17. If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, the invalidity does not affect any other provisions or applications of the Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are severable.

ATTEST:

Connie Y. Haselden
Clerk to Council

Approved as to Form & Content
D. Malloy McEachin, Jr., County Attorney

SIGNED:

James T. Schofield, Chairman
Florence County Council

COUNCIL VOTE:
OPPOSED:
ABSENT:

FLORENCE COUNTY COUNCIL MEETING

April 18, 2013

AGENDA ITEM: Boards & Commission
 Library Board of Trustees

DEPARTMENT: County Council

ISSUE UNDER CONSIDERATION:

Approve The Re-Appointment Of Charles Howle To The Florence County Library Board Of Trustees To Represent Council District 9, With Appropriate Expiration Term.

ATTACHMENTS:

1. Current Library Board of Trustees membership listing.

FLORENCE COUNTY LIBRARY BOARD OF TRUSTEES

AUTHORITY:
APPOINTED BY:

Ordinances #6-78/79 & #16-84/85
County Council

MEMBERSHIP ROSTER

Nine (9) members to be appointed by Council with one to be from each Council District of the County. Terms shall be for four years and until successors are appointed and qualified.

<u>SEAT</u>	<u>DIST.</u>	<u>COUNCIL APPOINTEE</u>	<u>DATE APPT.</u>	<u>TERM EXPIRES</u>
1	2	Robert Jordan P O Box 728 Johnsonville, SC 29555 rjville@frontier.com	08/11 843 386-3857 843 621-3325	4/2015
2	4	Vacant (Due to Resignation)		4/2016
3	7	Margie Smith Post Office Box 5086 Florence, SC 29502	03/99 496-6665 - C	4/2013
4	8	Angela Lorenz 608 Fairway Dr. Florence, SC 29501	02/05 662-3495 - H	4/2016
5	9	Charles Howle 203 S. Barrington Dr. Florence, SC 29501	01/10 667-1116	4/2013
6	3	Yvette Pierce 988 Leyland Drive Florence, SC 29501	07/96 629-1428 - H	4/2016
7	5	Charlie Raines Post Office Box 68 Olanta, SC 29114	05/13 843-373-8398	4/2017
8	6	Ms. Janis Munnerlyn 3504 E. Palmetto Street Florence, SC 29506	08/88 662-7286 - H 662-6594 – Mother's	4/2016
9	1	Dr. Sharon Askins 178 S Acline St. P O Box 1322 Lake City, SC 29560	06/11 803 774-8831 – O 803 774-8879 - Fax	4/2016

FLORENCE COUNTY COUNCIL MEETING

April 18, 2013

AGENDA ITEM: Boards & Commission
 Pee Dee Regional Health Services District

DEPARTMENT: County Council

ISSUE UNDER CONSIDERATION:

Approve The Recommendation Of J. Boone Aiken, III, General Counsel to McLeod Health, For The Appointment Of The Following Individuals To Serve On The Pee Dee Regional Health Services District With Appropriate Expiration Terms And Pending Approval Of The Governor: David Durant, Starlee Alexander, John Curl, and Carl Humphries.

ATTACHMENTS:

1. Letter from J. Boone Aiken, III, General Counsel to McLeod Health.

J. Boone Aiken, III •
Saunders M. Bridges, Jr. •+
E. Glenn Elliott •
Matthew N. Tyler •
James M. Saleeby, Jr.
J. David Banner
Samuel F. Arthur, III
Jay R. Lee
Preston B. Dawkins
Carrie A. Fox
J. Rufus Bratton, III
John G. Hofler, III

Aiken Bridges Attorneys at Law

JBA@AIKENBRIDGES.COM
843-669-8787, ext. 307
Facsimile: 843-664-0097

Alvin A. Coleman (1930-1995)

March 26, 2013

• Certified Mediator/Arbitrator
+ Also Admitted District of Columbia

VIA EMAIL AND U.S. MAIL

D. Malloy McEachin, Jr., Esquire
County Attorney for Florence County
P. O. Box 5565
Florence, SC 29502

RE: Pee Dee Regional Health Services District
Our File: M

Dear Malloy:

The Pee Dee Regional Health Services District was created by an Act of the South Carolina General Assembly and ratified by Governor John C. West on March 23, 1973 (Section 44-7-1810).

The Pee Dee Regional Health Services District was created for the purpose of carrying out its committed function of planning, establishing, financing, developing, constructing, enlarging, improving, maintaining, equipping, operating, regulating, protecting, policing or in other ways assisting in the development of non-profit hospitals and health care related facilities.

Section 44-7-1820 defined the membership of the board of directors of the District as:

"The corporate powers and duties of the district shall be exercised and performed by a board of directors (hereinafter called the board) to be composed of four members from Florence County, three members from Darlington County, two members each from Chesterfield, Dillon, Marion and Marlboro Counties appointed by the Governor upon recommendation of the legislative delegations of the respective counties, including resident Senators, if any."

Subsequent to the 1973 Act, a concern arose that the statute was subject to a constitutional attack on the basis that it was special legislation applying only to those counties designated and as such would violate Article III, Section 34, of the State

Aiken, Bridges, Elliott, Tyler & Saleeby, P.A.

181 East Evans St. Suite 409
Florence, South Carolina 29506

www.aikenbridges.com

Post Office Drawer 1931
Florence, South Carolina 29503

Constitution. In anticipation of this problem, in 1976, a new statute was adopted by the General Assembly on March 2, which has a state-wide application. Section 44-7-2110 provided that the Health Services District created by Article 13 of Chapter 7 of Title 44 shall continue in existence under the provisions of such article, provided, however, that the county governing bodies of the counties named in such District shall, not later than January 1, 1977, reconstitute such District under the terms of this article and upon such reconstitution such Health Services District shall exist under the terms of this article. The 1976 legislation was state-wide in its application and authorized any county or group of counties in South Carolina to form a health services district by enactment of the governing bodies of the counties involved.

On June 15, 1976, Florence County Council enacted an Ordinance to create the Pee Dee Regional Health Services District under Act No. 490 of 1976, as a reconstitution of the Health Services District created under Act No. 96 of 1973.

The Counties of Chesterfield, Darlington, Dillon, Marion, and Marlboro followed suit and enacted Ordinances reconstituting the District.

Under the 1976 statute, members of the Board of Directors were designated to "be appointed by the governing body of the authorizing political subdivision as to the respective seats provided for the subdivision."

Pee Dee Regional Health Services District is currently in need of four board members from Florence County. It is respectfully requested that Florence County Council consider appointing as board members the following:

1. David Durant
1010 Jackson Avenue
Florence, SC 29501
2. Starlee Alexander
1646 Harris Court
Florence, SC 29501
3. John Curl
720 Flintlock Cove
Florence, SC 29502
4. Carl Humphries
940 Leyland Drive
Florence, SC 29501

Malloy, McLeod Health was hoping that you could possibly place this on the April 2013 agenda of Florence County Council.

If you need anything further from me please let me know.

With best regards, I am

Sincerely yours,



J. BOONE AIKEN, III
General Counsel to McLeod Health

JBA,III/ana

cc: VIA EMAIL

Mr. Robert L. Colones
Chief Executive Officer
McLEOD HEALTH
P. O. Box 100551
Florence, SC 29502-0551

FLORENCE COUNTY COUNCIL MEETING

April 18, 2013

AGENDA ITEM: Reports to Council
Monthly Financial Reports

DEPARTMENT: Administration

ISSUE UNDER CONSIDERATION:

Monthly Financial Reports Are Provided To Council For Fiscal Year 2013 Through February 28, 2013 As An Item For The Record.

ATTACHMENTS:

Copies of the monthly financial reports.

**FLORENCE COUNTY GOVERNMENT
GENERAL FUND
REVENUE & EXPENDITURE REPORT FY13
7/1/12 TO 02/28/13**

	YEAR-TO-DATE			
	BUDGETED REVENUE	ACTUAL REVENUE	REMAINING BALANCE	PCT
REVENUES				
Taxes	35,540,067	33,000,380	2,539,687	7.15%
Licenses & Permits	1,329,750	890,980	438,770	33.00%
Fines & Fees	3,240,000	2,120,122	1,119,878	34.56%
Intergovernmental	5,926,783	3,468,904	2,457,879	41.47%
Sales and Other Functional	5,418,050	3,511,155	1,906,895	35.20%
Miscellaneous	499,000	127,218	371,782	74.51%
Operating Transfers	(1,452,343)	-	(1,452,343)	100.00%
Use of Fund Balance	-	-	-	
TOTAL	50,501,307	43,118,758	7,382,549	14.62%

**FLORENCE COUNTY GOVERNMENT
GENERAL FUND
REVENUE & EXPENDITURE REPORT FY13
7/1/12 TO 02/28/13**

		BUDGETED	YEAR-TO-DATE	REMAINING	PCT
		EXPENDITURE	ACTUAL	BALANCE	
EXPENDITURES			EXPENDITURE		
10-411-401	County Council	352,229	198,395	153,834	43.67%
10-411-402	Administrator	618,172	420,496	197,676	31.98%
10-411-403	Clerk of Court	1,821,092	1,217,065	604,027	33.17%
10-411-404	Solicitor	1,051,131	659,661	391,470	37.24%
10-411-405	Judge of Probate	507,403	324,103	183,300	36.13%
10-411-406	Public Defender	771,702	457,667	314,035	40.69%
10-411-407	Magistrates	2,239,713	1,399,909	839,804	37.50%
10-411-409	Legal Services	79,650	45,262	34,388	43.17%
10-411-410	Voter Registration & Elections	572,617	512,508	60,109	10.50%
10-411-411	Finance	753,545	493,554	259,991	34.50%
10-411-412	Human Resources	345,813	242,577	103,236	29.85%
10-411-413	Procurement & Vehicle Maintenance	589,131	479,826	109,305	18.55%
10-411-414	Administrative Services	399,454	245,045	154,409	38.66%
10-411-415	Treasurer	1,224,670	750,103	474,567	38.75%
10-411-416	Auditor	465,256	291,789	173,467	37.28%
10-411-417	Tax Assessor	1,301,398	810,458	490,940	37.72%
10-411-418	Planning and Building	2,084,547	1,072,252	1,012,295	48.56%
10-411-419	Complex	1,186,224	788,689	397,535	33.51%
10-411-420	Facilities Management	735,247	444,313	290,934	39.57%
10-411-427	Information Technology	1,560,218	896,791	663,427	42.52%
10-411-446	Veteran's Affairs	148,551	94,862	53,689	36.14%
10-411-480	Senior Citizen Centers	327,008	173,058	153,950	47.08%
10-411-485	General Direct Assistance	217,996	170,018	47,978	22.01%
10-411-488	Contingency	999,010	158,701	840,309	84.11%
10-411-489	Employee Non-Departmental	399,502	423,498	(23,996)	-6.01%
10-421-421	Sheriff's Office	15,422,473	10,074,043	5,348,430	34.68%
10-421-422	Emergency Management	2,466,321	1,528,792	937,529	38.01%
10-421-481	Rural Fire Departments	15,140	3,546	11,594	76.58%
10-451-423	EMS	4,411,492	2,674,919	1,736,573	39.36%
10-451-424	Rescue Squads	537,798	358,896	178,902	33.27%
10-451-425	Coroner	282,034	177,421	104,613	37.09%
10-451-441	Health Department	80,934	63,857	17,078	21.10%
10-451-442	Environmental Services	733,706	444,643	289,063	39.40%
10-451-485	Health Direct Assistance	14,502	5,678	8,825	60.85%
10-461-485	Welfare - MIAP & DSS	427,134	294,406	132,728	31.07%
10-471-451	Recreation	1,784,270	1,167,797	616,473	34.55%
10-471-455	County Library	3,569,732	2,327,824	1,241,908	34.79%
10-481-485	Literacy Council	4,515	2,258	2,258	50.00%
TOTAL		50,501,330	31,894,678	18,606,652	36.84%

Percent of Fiscal Year Remaining = 33.33%

FLORENCE COUNTY
BUDGET REPORT - OTHER FUNDS
CURRENT PERIOD: 7/1/12 TO 02/28/13

	BUDGETED EXPENDITURE	YEAR TO DATE CURRENT	REMAINING BALANCE	PCT	BUDGETED REVENUE	YEAR TO DATE CURRENT	REMAINING BALANCE	PCT
45 County Debt Service Fund	3,723,817	1,241,983	2,481,834	66.65%	3,723,817	3,407,249	316,568	8.50%
112 Economic Development Partnership Fund	436,079	241,669	194,410	44.58%	436,079	53,853	382,226	87.65%
123 Local Accommodations Tax Fund	2,508,780	1,524,810	983,970	39.22%	2,508,780	1,442,277	1,066,503	42.51%
124 Local Hospitality Tax Fund	738,955	738,566	389	0.05%	738,955	817,253	-	0.00%
131 District Utility Allocation Fund	2,000,000	54,264	1,945,736	97.29%	2,000,000	2,000,000	-	0.00%
132 District Infrastructure Allocation Fund	1,315,000	103,845	1,211,155	92.10%	1,315,000	1,000,000	315,000	23.95%
151 Law Library Fund	87,787	12,909	74,878	85.30%	87,787	30,128	57,659	65.68%
153 Road System Maintenance Fee Fund	3,098,767	1,831,242	1,267,525	40.90%	3,098,767	1,828,238	1,270,529	41.00%
154 Victim/Witness Assistance Fund	192,119	122,898	69,221	36.03%	192,119	154,806	37,313	19.42%
421 Landfill Fund	4,131,276	2,392,333	1,738,943	42.09%	4,131,276	2,725,527	1,405,749	34.03%
431 E911 System Fund	486,254	182,836	303,418	62.40%	486,254	253,064	233,190	47.96%
TOTALS:	18,718,834	8,447,355	10,271,479	54.87%	18,718,834	13,712,394	5,084,738	27.16%

Percent of Fiscal Year Remaining: 33.33%

331 Capital Project Sales Tax (Florence County Forward road projects) received and interest earned \$ 119,348,313
(See separate attachment for additional details.)

**Florence County Council
District Allocation Balances
February 28, 2013**

Council District #	Type of Allocation	Beginning Budget FY12	Commitments & Current Year Expenditures	Current Available Balances
1	Infrastructure	162,165.00	83,233.00	78,932.00
	Paving	167,125.00	112,437.00	54,688.00
	Utility	253,623.00	10,000.00	243,623.00
	In-Kind	19,800.00	14,763.00	5,037.00
2	Infrastructure	35,000.00	21,535.00	13,465.00
	Paving	201,465.00	3,564.00	197,901.00
	Utility	51,364.00	23,983.00	27,381.00
	In-Kind	19,800.00	1,355.00	18,445.00
3	Infrastructure	35,000.00	34,950.00	50.00
	Paving	211,878.00	40,227.00	171,651.00
	Utility	106,697.00	103,768.00	2,929.00
	In-Kind	19,800.00	-	19,800.00
4	Infrastructure	178,531.00	33,953.00	144,578.00
	Paving	100,998.00	30,180.00	70,818.00
	Utility	75,586.00	37,000.00	38,586.00
	In-Kind	19,800.00	-	19,800.00
5	Infrastructure	41,128.00	28,816.00	12,312.00
	Paving	99,387.00	-	99,387.00
	Utility	25,549.00	-	25,549.00
	In-Kind	19,800.00	98.00	19,702.00
6	Infrastructure	264,268.00	28,519.00	235,749.00
	Paving	252,910.00	58,366.00	194,544.00
	Utility	343,770.00	24,007.00	319,763.00
	In-Kind	19,800.00	3,248.00	16,552.00
7	Infrastructure	62,347.00	35,669.00	26,678.00
	Paving	211,021.00	-	211,021.00
	Utility	299,978.00	90,000.00	209,978.00
	In-Kind	19,800.00	-	19,800.00
8	Infrastructure	178,520.00	31,536.00	146,984.00
	Paving	78,485.00	-	78,485.00
	Utility	38,702.00	20,983.00	17,719.00
	In-Kind	19,800.00	-	19,800.00
9	Infrastructure	75,081.00	43,352.00	31,729.00
	Paving	110,303.00	88,652.00	21,651.00
	Utility	122,962.00	-	122,962.00
	In-Kind	19,800.00	-	19,800.00

Infrastructure funds to be used for capital projects or equipment purchases. (See guidelines)

Paving funds to be used for paving or rocking roads. See guidelines in County code.

Utility funds to be used for water, sewer, stormwater, and any infrastructure fund projects.

In-Kind funds to be used for projects completed by the Public Works Department.

FLORENCE COUNTY FORWARD CAPITAL PROJECT SALES TAX

As of February 28, 2013

EXPENDITURES	Project Budget	Design or Engineering	Right of Way	Construction	Total Expended	Balance Unexpended	Budget % Expended
Pine Needles Road Widening	\$ 17,676,768.00	\$ 710,297.09	\$ 1,225,607.80	\$ 14,229,979.96	\$ 16,165,884.85	\$ 1,510,883.15	91.45%
US 378 Widening	\$ 138,751,620.00	\$ 4,691,941.44	\$ 4,486,540.76	\$ 263,229.88	\$ 9,441,712.08	\$ 129,309,907.92	6.80%
US 76 Widening	\$ 31,641,621.00	\$ 2,239,086.27	\$ 1,828,301.03	\$ 3,562.13	\$ 4,070,949.43	\$ 27,570,671.57	12.87%
TV Road Widening	\$ 34,519,290.00	\$ 1,959,185.01	\$ 2,247,799.78	\$ 59,704.50	\$ 4,266,689.29	\$ 30,252,600.71	12.36%
SC 51 Widening	\$ 151,533,817.00	\$ 2,410,697.41	\$ 22,283.47	\$ 10,549.24	\$ 2,443,530.12	\$ 149,090,286.88	1.61%
US 301 Bypass Extension	\$ 73,464,146.00	\$ 6,272.64	\$ -	\$ -	\$ 6,272.64	\$ 73,457,873.36	0.01%
	\$ 447,587,262.00	\$ 12,017,479.86	\$ 9,810,532.84	\$ 14,567,025.71	\$ 36,395,038.41	\$ 411,192,223.59	8.13%

REVENUES	Revenue Budget	Received/Earned to Date	Balance To Be Rcvd/Earned	Balance % Rcvd/Earned
Capital Project Sales Tax	\$ 148,000,000.00	\$ 111,394,770.00	\$ 36,605,230.00	80.64%
Sales Tax Interest Earnings	\$ -	\$ 7,953,543.33	\$ 36,605,230.00	80.64%
Earned State SIB Fund Match	\$ 250,000,000.00	\$ 238,696,626.66	\$ 11,303,373.34	95.48%
	\$ 398,000,000.00	\$ 358,044,939.99	\$ 47,908,603.34	89.96%

NOTE 1: Revenue Received/Earned to Date is as of December 31, 2012, since capital project sales tax is received from the state on a quarterly basis.

NOTE 2: Merchant collection of sales tax will conclude on April 30, 2014, unless total collections, excluding interest, exceed \$148,000,000 prior to that date.

FLORENCE COUNTY COUNCIL MEETING

April 18, 2013

AGENDA ITEM: Reports to Council
RFP – EMS Collections

DEPARTMENT: Finance

ISSUE UNDER CONSIDERATION:

Approve The Development Of An RFP In Order To Solicit Proposals From Collection Agencies For The Collection Of EMS Outstanding Balances More Than One Year And Less Than Three Years Old On Which Florence County Is No Longer Receiving Any Payments.

POINTS TO CONSIDER:

1. Florence County currently bills Medicare, Medicaid, Blue Cross & Blue Shield, and various other insurance companies for the services provided to a patient by EMS.
2. After a patient's insurance company pays its portion of the bill, Florence County sends a series of three monthly bills, after which we send a collection letter to the patient, which offers to establish a payment program with the patient.
3. If no response is received from the patient, the bill is turned over to the Debt Setoff program for collection from the patient's South Carolina income tax refund. However, this program does not accept any balances less than \$50.
4. Under state law, if a bill remains unpaid after a period of three years, it is written off under the statute of limitations. Included in the FY2013/14 budget ordinance, Ordinance No. 01-2013/2014 is a provision to write off EMS balances more than three years old. These balances total in excess of \$1,000,000.
5. The majority of EMS patients are Florence County residents who may complain when their outstanding EMS bills are turned over to a collection agency.
6. Florence County is contacted periodically by various collection agencies desiring to contract with the County for collection of its outstanding EMS receivable balances.

FUNDING FACTORS:

1. Collection agency contracts are typically commission-based and would be at no cost to the County. The collection agency would receive a portion, which usually approximates 33%, of the balances collected.

OPTIONS:

1. *(Recommended)* Approve the Item as Presented.
2. Provide an Alternate Directive.

ATTACHMENTS:

NONE

FLORENCE COUNTY COUNCIL MEETING

April 18, 2013

AGENDA ITEM: Reports to Council
Surplus Property

DEPARTMENT: Procurement

ISSUE UNDER CONSIDERATION:

Declare Surplus And Authorize The Donation Of V#1125, a Trailer Model CS612TA2, VIN#4FPFB12295G090511 To The Olanta Fire Department From Emergency Management Department.

POINTS TO CONSIDER:

1. The Olanta Fire Department donated a 1990 Front Line Rescue Truck to Emergency Management in August 2012 that was converted to a HazMat truck.
2. Emergency Management would like to donate V#1125, a Trailer Model CS612TAS, VIN#4FPFB12295G090511, to the Olanta Fire Department in return.
3. Disposal will not impact on-going operations.
4. Florence County Code requires County Council approval for disposal of surplus property.

OPTIONS:

- 1) *(Recommended)* Approve as presented.
- 2) Provide Alternate Directive.

ATTACHMENTS:

Request from Emergency Management Director.

Suzanne King

From: Dusty Owens
Sent: Wednesday, April 03, 2013 12:01 PM
To: Suzanne King
Cc: Connie Haselden
Subject: FW: Transfer Trailer

I wish to declare the following enclosed, two axle trailer, as surplus and donate it to the Olanta Fire Department. This is in return for the hazmat truck they donated to us.

Let me know what else you need—thanks,

Dusty

Model CS612TA2
Vin 4FPFB12295G090511
Tag CG60471

FLORENCE COUNTY COUNCIL MEETING

April 18, 2013

AGENDA ITEM: Report to Council
Declaration of Surplus Property

DEPARTMENT: Florence County Sheriff's Office
Procurement Department

ISSUE UNDER CONSIDERATION:

Declaration Of 60 HP Laptop Battery Chargers As Surplus Property For Disposal Via GovDeals.

POINTS TO CONSIDER:

1. Florence County Sheriff's Office (FCSO) obtained 60 HP battery chargers through the State's Surplus Property 1033 program in 2011.
2. FCSO has received the proper approvals from the State to dispose of the 60 HP Laptop battery chargers.
3. The chargers have little value or are obsolete to the using department.
4. Disposal will not impact on-going operations.
5. Florence County Code requires County Council approval for disposal of surplus property.
6. Disposal by internet auction is efficient and requires significantly less staff time/coordination than other public offer methods.

FUNDING FACTORS:

1. \$0 = Cost of disposal by internet auction via GovDeals is 7% of highest winning bid packet.

OPTIONS:

1. (*Recommended*) Approve as presented.
2. Provide Alternate Directive

ATTACHMENTS:

Letter from State approving disposal of chargers.



FLORENCE COUNTY SHERIFF'S OFFICE

WILLIAM K. "KENNEY" BOONE, SHERIFF

Thursday, April 04, 2013

John Crouse

Florence County Sheriff's Off

6719 Friendfield Rd.

Effingham SC 29541

Robin Holmes

1033 Program Coordinator

1441 Boston Ave.

West Columbia SC 29078

RE: Permission to sell DEMIL A surplus property

Dear Robin;

The FCSO intends to offer at public sale, 60 HP laptop battery chargers. We no longer have need of them, they are coded DEMIL A and we have had them for over the 1 year period.

Sincerely,

John A. Crouse

APPROVED - *Robin L. Holmes*
ROBIN L. HOLMES
SC 1033 Pgm Coord.

STATE OF SOUTH CAROLINA
State Budget and Control Board
GENERAL SERVICES DIVISION

NIKKI HALEY, CHAIRMAN
GOVERNOR

CURTIS M. LOFTIS JR.
STATE TREASURER

RICHARD ECKSTROM, CPA
COMPTROLLER GENERAL



HUGH K. LEATHERMAN, SR.
CHAIRMAN, SENATE FINANCE COMMITTEE

DANIEL T. COOPER
CHAIRMAN, WAYS AND MEANS COMMITTEE

MARCIA ADAMS
EXECUTIVE DIRECTOR

1441 BOSTON AVE
WEST COLUMBIA, SOUTH CAROLINA 29170
(803) 896-6880
Fax (803) 896-6899

Robin L Holmes SC
1033 Program Coordinator
1441 Boston Ave
West Columbia SC 29078

John Crouse
Florence County Sheriffs Office
6719 Friendfield Rd
Effingham, SC 29541

April 2, 2013

RE: DEMIL Code a and Q6 Property

This letter is to signify that property that is coded DEMIL A and Q6 are kept on inventory record for 1 year. After the 1 year has expired, the property is no longer on inventory and can be disposed of as the agency deems necessary. This includes the sale of items.

If items are to be sold or disposed, a letter must be drafted to this office for approval stating which property is to be sold or disposed. A copy of the letter will be maintained in your file for future reference.

If more information is needed, please contact me at 803-896-7628.

Best Regards,

Handwritten signature of Robin Holmes in cursive script.
Robin Holmes

FLORENCE COUNTY COUNCIL MEETING

April 18, 2013

AGENDA ITEM: Other Business
Council District #2

DEPARTMENT: County Council

ISSUE UNDER CONSIDERATION:

Approval of the expenditure of up to \$300.00 from Council District #2 funding allocations to pay for hot patch for a road at Johnsonville High School

The cost estimate was prepared by Florence County Public Works.

Funding availability subject to confirmation by Finance Department.

FUNDING SOURCE:

☒ Infrastructure
☐ Road System Maintenance
☐ Utility

SIGNED: Roger M. Poston
Councilmember: Roger Poston

Date: 4-4-13

ATTACHMENTS:

I, Connie Y. Haselden, Clerk to County Council, certify this item was approved by the Florence County Council at the above-referenced meeting, at which a majority of members were present.

Connie Y. Haselden, Clerk to Council

Florence County Council Meeting
April 18, 2013

AGENDA ITEM: Other Business
Infrastructure Project
Council Districts 2 and 8

DEPARTMENT: County Council

ISSUE UNDER CONSIDERATION:

Approve The Expenditure Of Up To \$20,000 From Council Districts 2 and 8 (\$10,000 From Each District) Infrastructure Funding Allocations To Assist The City Of Johnsonville With The Purchase And Erection Of The Francis Marion Monument.

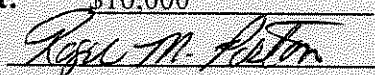
FUNDING SOURCE:

XXX Infrastructure _____ Road System Maintenance _____ Utility

Requested by Councilmember:

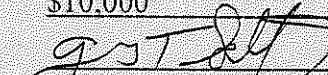
Amount: \$10,000

Signed:



Roger M. Poston
District 2

\$10,000



James T. Schofield
District 8

Date: 4-4-13

ATTACHMENTS:

None

I, Connie Y. Haselden, Clerk to County Council, certify this item was approved by the Florence County Council at the above-referenced meeting, at which a majority of members were present.

Connie Y. Haselden, Clerk to Council

Florence County Council Meeting
April 18, 2013

AGENDA ITEM: Other Business
Infrastructure Project

DEPARTMENT: County Council

ISSUE UNDER CONSIDERATION:

Approve The Expenditure Of Up To \$8,000 From Council District 8 Infrastructure Funding Allocation For Improvements To Lynches River Athletic Park.

FUNDING SOURCE:

XXX Infrastructure _____ Road System Maintenance _____ Utility

Requested by Councilmember:

Amount: \$8,000 (I / U)

Signed: 
James Schofield

Date: _____

ATTACHMENTS:

I, Connie Y. Haselden, Clerk to County Council, certify this item was approved by the Florence County Council at the above-referenced meeting, at which a majority of members were present.

Connie Y. Haselden, Clerk to Council

FLORENCE COUNTY COUNCIL MEETING

April 18, 2013

AGENDA ITEM: Other Business
Council District #2

DEPARTMENT: County Council

ISSUE UNDER CONSIDERATION:

Approval of the expenditure of up to \$60,324.00 from Council District #2 funding allocations to pay for rock and crushed asphalt for Campbell Road.

The cost estimate was prepared by Florence County Public Works.

Funding availability subject to confirmation by Finance Department.

FUNDING SOURCE:

☐ Infrastructure
☒ Road System Maintenance
☐ Utility

SIGNED: 
Requested by Councilmember: Roger Poston

Date: _____

ATTACHMENTS:

I, Connie Y. Haselden, Clerk to County Council, certify this item was approved by the Florence County Council at the above-referenced meeting, at which a majority of members were present.

Connie Y. Haselden, Clerk to Council

FLORENCE COUNTY COUNCIL MEETING

April 18, 2013

AGENDA ITEM: Other Business
Council District #7

DEPARTMENT: County Council

ISSUE UNDER CONSIDERATION:

Approval of the expenditure of up to \$36,550.00 from Council District #7 funding allocations to pay for reclamation and resurfacing of Byrd Lane.

The cost estimate was prepared by Florence County Public Works.

Funding availability subject to confirmation by Finance Dept.

FUNDING SOURCE:

☐ Infrastructure
☐ Road System Maintenance
☒ Utility

SIGNED: 
Requested by Councilmember: Rev. Waymon Mumford

Date: 04/02/13

ATTACHMENTS:

I, Connie Y. Haselden, Clerk to County Council, certify this item was approved by the Florence County Council at the above-referenced meeting, at which a majority of members were present.

Connie Y. Haselden, Clerk to Council

FLORENCE COUNTY COUNCIL MEETING

AGENDA ITEM: Other Business
Council District #7

DEPARTMENT: County Council

ISSUE UNDER CONSIDERATION:

Approval of the expenditure of up to \$2,000.00 from Council District #7 funding allocations to pay for repairing the side of Fiesta Road (located within the right of way) in the Ponderosa Subdivision.

The cost estimate was prepared by Florence County Public Works.

Funding availability subject to confirmation by Finance Department.

FUNDING SOURCE:

☐ Infrastructure
☐ Road System Maintenance
☒ Utility

SIGNED: 
Requested by Councilmember Rev. Waymon Mumford

Date: 04/28/13

ATTACHMENTS:

I, Connie Y. Haselden, Clerk to County Council, certify this item was approved by the Florence County Council at the above-referenced meeting, at which a majority of members were present.

Connie Y. Haselden, Clerk to Council

PROPOSED ADDITIONS TO THE
APRIL 18, 2013 AGENDA

DESCRIPTION
(Requested by)

DATE REC'D

ITEM

APPEARANCES:

Ellen Hamilton, PD
Coalition

04/12/13

Ms. Hamilton Requests To Appear Before Council Regarding Sexual Assault Awareness And Child Abuse Prevention Month's Activities.

REPORTS TO
COUNCIL:

Sheriff's Office/Human
Resources

04/16/13

Authorize A Budget Neutral Reclassification Of A Registered Nurse Position (Slot #120) From Grade 22 To Grade 23 And Authorize The Position To Be Filled Above The Minimum Salary Due To Exceptional Training And Experience In The Amount Of \$17,117 To Be Funded From FY13 Budgeted Funds.

FLORENCE COUNTY COUNCIL MEETING

Proposed Addition to the Agenda

April 18, 2013

AGENDA ITEM: Appearances Before Council
 Ellen C. Hamilton
 Pee Dee Coalition Against Domestic and Sexual Assault

DEPARTMENT: County Council

ISSUE UNDER CONSIDERATION:

Ms. Hamilton Requests To Appear Before Council Regarding Sexual Assault Awareness and Child Abuse Prevention Month's Activities.

ATTACHMENT:

A Copy of the Request To Appear.

Connie Haselden

From: Ellen Hamilton <echamilton@peedeecoalition.org>
Sent: Thursday, April 11, 2013 4:20 PM
To: ClerkToCouncil
Subject: April - SAAM and CAPM

Connie,

I apologize for not making this request earlier but is there any way I can have a few minutes on next Thursday's agenda to mention sexual assault awareness and child abuse prevention month's activities and distribute some materials?
Ellen

Ellen C. Hamilton

P.O. Box 1351

Florence, SC 29503

843-669-4694 (bus. line)

843-673-2005 (fax)

echamilton@peedeecoalition.org

Pee Dee Coalition Against Domestic and Sexual Assault

FLORENCE COUNTY COUNCIL MEETING

Proposed Addition To The Agenda

April 18, 2013

AGENDA ITEM: Report to Council

DEPARTMENT: Sheriff's Office
Human Resources

ISSUE UNDER CONSIDERATION:

Authorize A Budget Neutral Reclassification Of A Registered Nurse Position (Slot #120) From Grade 22 to Grade 23 And Authorize The Position To Be Filled Above The Minimum Salary Due To Exceptional Training And Experience In The Amount Of \$17,117 To Be Funded From FY 13 Budgeted Funds.

POINTS TO CONSIDER:

1. Section 9.3D of the Personnel Policy Manual (PPM) requires Council authorization for reclassification of a position and Section 9.5A requires approval for starting rate of pay above the minimum of the established pay grade.
2. The Registered Nurse (RN) supervises the daily operation of the Detention Center medical program, administers patient care and performs duties in accordance with state and federal laws and minimum standards and requirements for detention facilities operated by local government. The recent implementation of the Prison Rape Elimination Act has placed additional duties on the RN position to provide training to staff as required in the Act. The RN also is required to testify in legal hearings representing the Sheriff's Office.
3. The selected candidate will possess strong supervisory experience with multiple years of nursing experience including emergency medicine and institutional care.
4. There is funding available within the Detention Center personnel budget so that additional funding is not required.

FUNDING FACTORS:

\$17,117 = Required funding above the minimum pay grade of the position to be funded from budgeted funds for the position and budgeted funds from other positions in the Detention Center that were filled at minimum in FY 13. Therefore, no additional funding is required in FY 13.

OPTIONS:

1. Approve as presented.
2. Provide an alternate directive.

ATTACHMENTS:

1. A spreadsheet detailing funding of the position.
2. Registered Nurse job description with updated requirements and duties.

Florence County Detention Center

Funding Request

April 18, 2013

Slot	Current Grade/Range	Proposed Grade/Range	Proposed Salary	Funding Requirement	Amount budgeted in FY 13 above the minimum	Funding Required
120	Grade 22 Range 41,571 to 61,852	Grade 23 Range 43,091 to 64,131	\$ 60,208	\$ (17,117)	3584	\$ (13,533)
040, 042, 052, 056, 061, and 093	Filled at less than budgeted			Budgeted Salary \$ 204,091	Current Salary 190,558	Salary Savings 13,533

NOTES:

- 1) Funding request will not exceed maximum within grade range
- 2) Request for up to \$ 60,208 is budget neutral
- 3) Requires Council approval for authorization re: PPM 9.3D
- 4) Job description has been modified to meet level of skills and training needed for position

FLORENCE COUNTY, SOUTH CAROLINA
JOB DESCRIPTION, APRIL 2013

JOB TITLE: REGISTERED NURSE-DETENTION CENTER
SHERIFF'S DEPARTMENT

GENERAL STATEMENT OF JOB

Under limited supervision, must be mentally and physically capable of supervising the Detention Center medical program and staff in order to ensure that the proper medical treatment and preventative care is provided to inmates. Maintains inventory of medical supplies and equipment. Assists physicians in examinations and treatments; performs various medical tests and provides emergency and routine medical attention. Supervises Medical Assistant; reviews work of subordinates for completeness and accuracy. Reports to the Detention Center Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Supervises the daily operation of the Detention Center medical program; directs and supervises duties of Medical Assistant. Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; selecting new employees; acting on employee problems; and recommending employee discipline and discharge as appropriate.

Reviews the work of subordinates(s) for completeness and accuracy; evaluates and makes recommendations as appropriate; offers training, advice and assistance as needed.

Responds to and provides medical care in emergency situations; calls EMS as necessary.

Orders, picks up and dispenses medications to inmates as prescribed by physicians.

Performs basic health screenings and routine tests; gives insulin injections; draws blood for testing; irrigates ears and eyes; cleans, medicates and bandages wounds, etc. Assists with physician's examinations and treatment. Answers inmates' questions regarding their physical condition, prescriptions, diet, etc.

Make appointments for inmates with physicians, dentists, mental health professionals, Health Department personnel, etc., inside and outside of Detention Center as necessary. Schedules x-rays and lab work.

Maintains adequate inventory of medical supplies; orders supplies as needed.

Schedules payments for doctor's visits; verifies all medical and medication bills.

Maintains all inmate medical files as required by standards and mandated laws governing the transition to electronic medical records components. Serves as the liaison between our agency and the Medical records systems provider to ensure all facets of the program are utilized.

Provides training to staff as required by the Prison Rape Elimination Act (PREA) for compliance to standards.

Serves as the Front Line Coordinator with the USMS, pharmacy, and other agencies as needed concerning the medical care of all inmates.

REGISTERED NURSE-DETENTION CENTER
SHERIFF'S DEPARTMENT

Is responsible for gathering of medical documents as necessary for court, provides depositions, testimony and appearances before judges as required when the medical aspects of an inmate are in question. Also provides input to the Court on medical treatment of inmates, as required.

Monitors communications, both verbal and written, for compliance with HIPAA privacy requirements.

Remains on call after regular working hours and on weekends.

Evaluates policies and procedures for medical area; recommends changes to Director as appropriate.

Performs a variety of administrative tasks, including but not limited to typing records and reports, copying and filing records, faxing information, processing mail, answering the telephone, entering data on computer, etc.

Receives, reviews, prepares and/or submits various records and reports including medical, dental and mental records, medication log and bills, x-rays, appointment book, lab reports, incident reports, diet sheets, release forms for medical records, doctor's order sheets, etc.

Operates a vehicle and a variety of equipment such as a computer, copier, telephone, etc. Operates and maintains a variety of standard equipment and supplies used for the examination, diagnosis and treatment of inmates. Exercises care and safety in the use of equipment and tools required to complete assigned tasks.

Interacts and communicates with various groups and individuals such as the Detention Center Administrator, subordinates, officers, inmates, physicians, nurses, pharmacists, dentists, mental health professionals, Health Department personnel, lab technicians, x-ray technicians, dieticians, food service staff, other law enforcement agencies, inmates' family members, attorneys, sales representatives, etc.

ADDITIONAL JOB FUNCTIONS

Performs drug screening on County employees; administers hepatitis vaccinations to employees.

Performs various laboratory tests, including but not limited to pregnancy tests.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires an Associate's degree in nursing supplemented by three to five years of experience in nursing, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must be licensed as a Registered Nurse. Experience in emergency medicine and/or correctional institutions a plus but not required.

Effective: April 2013