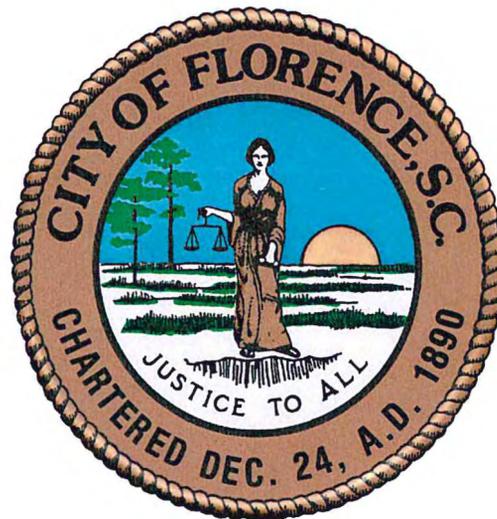


REGULAR MEETING
OF
FLORENCE CITY COUNCIL



COUNCIL CHAMBERS
324 W. EVANS STREET
FLORENCE, SOUTH CAROLINA

MONDAY
OCTOBER 14, 2013
1:00 P.M.

REGULAR MEETING OF FLORENCE CITY COUNCIL

MONDAY, OCTOBER 14, 1:00 P.M.

CITY CENTER – COUNCIL CHAMBERS

324 W. EVANS STREET

FLORENCE, SOUTH CAROLINA

AGENDA

I. CALL TO ORDER

II. INVOCATION

Pledge of Allegiance

III. APPROVAL OF MINUTES

September 9, 2013 – Regular Meeting

IV. HONORS AND RECOGNITIONS

Service Recognitions

Betty Gee – 40 years – Fire Department

Rocky Rietkovich – 30 years – Parks Department

Teresa Simons – 25 years – Parks Department

Allen Rouse – 20 years – Fire Department

Lonnie Nelson Lee – 15 years – Streets Department

V. APPEARANCES BEFORE COUNCIL

a. *Mr. James Kennedy – to address Council regarding the S. H. Kress Building*

b. *Mr. Bobby Jolley – presentation to City Council*

VI. ORDINANCES IN POSITION

- a. **Bill No. 2013-21 – Second Reading**
An Ordinance constituting a Series Ordinance under Bond Ordinance adopted October 24, 1989, as amended, of the City of Florence, providing for the issuance and sale of a Waterworks and Sewerage System Junior Lien Revenue Bond of the City of Florence in an aggregate amount not to exceed \$6,100,000 in order to refund all Waterworks and Sewer System Revenue Bonds of the Town of Timmons ville held by the United States Department of Agriculture, Rural Development and thereby acquire the Waterworks and Sewer System of the Town of Timmons ville, and other matters relating thereto.
- b. **Bill No. 2013 – 22 – Second Reading**
An Ordinance to rezone Tax Map Number 90029-02-021, from PD, Planned Development District to R-3, Single-Family Residential District.

VII. INTRODUCTION OF ORDINANCES

- a. **Bill No. 2013 – 20 – First Reading (request to defer – Councilman Robinson)**
An Ordinance to regulate businesses by enacting a new chapter in the City of Florence Code of Ordinances to establish provision and requirements for the screening of criminal records by employers within the City of Florence.
- b. **Bill No. 2013 – 24 – First Reading**
An ordinance revising the City of Florence schedules of water and sewer connection fees, billing rates, and service charges to include customers in the Timmons ville, SC utility service area.

VIII. INTRODUCTION OF RESOLUTIONS

- a. **Resolution No. 2013-21**
A Resolution amending the City of Florence Employee Handbook regarding the employment application.
- b. **Resolution No. 2013-22**
A Resolution for the City of Florence supporting the Affordable Care Act.

IX. REPORT TO COUNCIL

- a. **A report on the Appropriations of the Accommodations Tax funds for FY 2013-2014.**
- b. **Appointments to Boards and Commissions.**
- c. **Discussion regarding the rescheduling of the November City Council meeting due to Veterans Day falling on the same day.**

d. Request for Reimbursement for travel by Councilman Ed Robinson

X. EXECUTIVE SESSION

a. Personnel Matter

b. Contractual Matter

c. Legal Matter

XI. ADJOURN

**REGULAR MEETING OF FLORENCE CITY COUNCIL
MONDAY, SEPTEMBER 9, 2013 – 9:00 A.M.
CITY CENTER, COUNCIL CHAMBERS
FLORENCE, SOUTH CAROLINA**

MEMBERS PRESENT: Mayor Wukela called the regular meeting to order at 9:00 a.m. with the following members present: Mayor Pro tem Frank J. Brand; Councilman Robby L. Hill; Councilwoman Teresa Myers Ervin; Councilman Ed Robinson; Councilwoman Octavia Williams-Blake and Councilman Glynn F. Willis.

ALSO PRESENT: Mr. Drew Griffin, City Manager; Mrs. Dianne M. Rowan, Municipal Clerk; Mr. James W. Peterson, Jr., City Attorney; Mr. Phillip Lookadoo, Director of Planning, Research and Development; Chief Anson Shells, Florence Police Department; Mr. Scotty Davis, Director of General Services; Mr. Chuck Pope, Director of Public Works; Mr. Michael Hemingway, Director of Utilities; and Mr. Thomas Chandler, Director of Finance.

MEDIA PRESENT: Ms. Lindsay Buchanan of the Morning News and Mr. Ken Baker of WMBF were present for the meeting.

Notices of this regularly scheduled meeting were sent to the media informing them of the date, time and location of the meeting.

INVOCATION

Councilwoman Ervin gave the invocation for the meeting. The Pledge of Allegiance to the American Flag followed.

APPROVAL OF MINUTES

Mayor Pro tem Brand made a motion to adopt the minutes of the Special Meeting of August 5, 2013 and the minutes of the Regular Meeting of September 12, 2013. Councilman Hill seconded the motion, which carried unanimously.

HONORS AND RECOGNITIONS

Service Recognitions

Mayor Wukela presented service recognition certificates to the following:
Tommy Rotan – 40 years – Stormwater
Edward Johnson – 30 years – Collection Ops
Jimmy Brown – 20 years – Sanitation

APPEARANCE BEFORE COUNCIL

There were no appearances before Council.

ORDINANCES IN POSITION

BILL NO. 2013-19 – SECOND READING

A SERIES ORDINANCE MAKING PROVISION FOR THE TERMS AND CONDITIONS OF COMBINED WATERWORKS AND SEWERAGE SYSTEM REVENUE BORROWING OF THE CITY OF FLORENCE, SOUTH CAROLINA, AUTHORIZED BY A BOND ORDINANCE OF THE CITY OF FLORENCE ADOPTED OCTOBER 24, 1989, AS AMENDED; APPROVING THE FINANCING OF SYSTEM IMPROVEMENTS THROUGH THE BORROWING OF NOT EXCEEDING \$3,890,000 PLUS CAPITALIZED INTEREST, IF ANY, FROM THE STATE WATER POLLUTION CONTROL REVOLVING FUND, BY AGREEMENT WITH THE SOUTH CAROLINA WATER QUALITY REVOLVING FUND AUTHORITY PURSUANT TO TITLE 48, CHAPTER 5, CODE OF LAWS OF SOUTH CAROLINA, 1976, AS AMENDED; PROVIDING FOR THE AGREEMENT TO MAKE AND TO ACCEPT A LOAN, THE EXECUTION AND DELIVERY OF A LOAN AGREEMENT BETWEEN THE CITY OF FLORENCE AND THE SOUTH CAROLINA WATER QUALITY REVOLVING FUND AUTHORITY, THE EXECUTION AND DELIVERY OF A PROMISSORY NOTE FROM THE CITY OF FLORENCE TO THE SOUTH CAROLINA WATER QUALITY REVOLVING FUND AUTHORITY; AND OTHER MATTERS RELATING THERETO.

A Series Ordinance making provision for the terms and conditions of Combined Waterworks and Sewerage System revenue borrowing of the City of Florence, South Carolina, authorized by a Bond Ordinance of the City of Florence adopted October 24, 1989, as amended; approving the financing of system improvements through the borrowing of not exceeding \$3,890,000 plus capitalized interest, if any, from the State Water Pollution Control Revolving Fund, by agreement with the South Carolina Water Quality Revolving Fund Authority pursuant to Title 48, Chapter 5, Code of Laws of South Carolina, 1976, as amended; providing for the Agreement to make and to accept a loan, the execution and delivery of a loan agreement between the City of Florence and the South Carolina Water Quality Revolving Fund Authority, the execution and delivery of a promissory note from the City of Florence to the South Carolina Water Quality Revolving Fund Authority; and other matters relating thereto was adopted on second reading.

Mayor Pro tem Brand made a motion to adopt Bill No. 2013-19 on second reading. Councilman Willis seconded the motion, which carried unanimously.

INTRODUCTION OF ORDINANCES

BILL NO. 2013-20 – FIRST READING

AN ORDINANCE TO REGULATE BUSINESSES BY ENACTING A NEW CHAPTER IN THE CITY OF FLORENCE CODE OF ORDINANCES TO ESTABLISH PROVISIONS AND REQUIREMENTS FOR THE SCREENING OF CRIMINAL RECORDS BY EMPLOYERS WITHIN THE CITY OF FLORENCE.

An Ordinance to regulate businesses by enacting a new chapter in the City of Florence Code of Ordinances to establish provisions and requirements for the screening of criminal records by employers within the City of Florence was withdrawn after a lengthy discussion.

Councilwoman Ervin made a motion to pass Bill No. 2013-20 on first reading. Councilman Robinson seconded the motion, which carried unanimously.

**REGULAR MEETING OF FLORENCE CITY COUNCIL
SEPTEMBER 9, 2013 – PAGE 3**

Councilman Robinson stated that basically this Ordinance is asking that a potential employer not ask an applicant if he has a criminal record during the initial stages of the application. The question could be asked during the interview process.

Councilman Willis is not in support of this Ordinance as it tells private business that they must abide by this Ordinance or face penalties. Councilman Willis does not feel that City Government should extend itself into private business in this manner.

Mayor Wukela stated he agrees with Councilman Robinson's view that questions in regards to a person's criminal history should not be considered initially. Mayor Wukela stated he would like to propose, in hopes of meeting Councilman Robinson's needs in the short term, that Council make a motion to amend the Ordinance to provide that the City would amend the handbook to prohibit those inquiries initially on the City's applications.

Councilwoman Ervin stated that the City is currently giving applicants an opportunity to first be interviewed before a criminal check is made.

Councilwoman Ervin made a motion to amend the Ordinance to reflect what the City already has in place and to make it known that the City will give an applicant the chance to be interviewed first. Mayor Wukela seconded the motion.

Councilwoman Williams-Blake stated if Council is going to consider an Ordinance, the City Manager should draft an Ordinance for Council to review and read before it is voted on.

For clarification, Mayor Wukela stated his motion to amend was that it not be an Ordinance but an amendment to the Employee Handbook as relates to the hiring procedures which binds administration.

Councilwoman Williams-Blake stated she did not want to confuse the issues. Councilman Robinson has presented an Ordinance which will extend to private employers and the other issue is the city changing its policy. Those are two separate issues and whatever Council votes on, she would like a copy of it before it is voted on.

Councilman Robinson stated this issue is too important to rush through. He feels just for the City to make this change is not acceptable and feels it should extend to private business. Councilman Robinson agreed to postpone this issue until Council can study it more.

Councilwoman Ervin withdrew her motion regarding the Ordinance and made another motion to defer this issue until the October meeting when the City Manager will have a draft of the change to the Employee Handbook. Mayor Wukela seconded the motion, which carried unanimously.

Bill No. 2013-20 and a Resolution to amend the Employee Handbook will be on the October City Council meeting.

BILL NO. 2013-21 – FIRST READING

AN ORDINANCE CONSTITUTING A SERIES ORDINANCE UNDER BOND ORDINANCE ADOPTED OCTOBER 24, 1989, AS AMENDED, OF THE CITY OF FLORENCE, PROVIDING FOR THE ISSUANCE AND SALE OF A WATERWORKS AND SEWERAGE SYSTEM JUNIOR LIEN REVENUE BOND OF THE CITY OF FLORENCE IN AN AGGREGATE AMOUNT NOT TO EXCEED \$6,100,000 IN ORDER TO REFUND ALL WATERWORKS AND SEWER SYSTEM REVENUE BONDS OF THE TOWN OF TIMMONSVILLE HELD BY THE UNITED STATES DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT AND THEREBY ACQUIRE THE WATERWORKS AND SEWER SYSTEM OF THE TOWN OF TIMMONSVILLE, AND OTHER MATTERS RELATING THERETO.

An Ordinance constituting a Series Ordinance under Bond Ordinance adopted October 24, 1989, as amended, of the City of Florence, providing for the issuance and sale of a Waterworks and Sewerage System Junior Lien Revenue Bond of the City of Florence in an aggregate amount not to exceed \$6,100,000 in order to refund all Waterworks and Sewer System Revenue Bonds of the Town of

**REGULAR MEETING OF FLORENCE CITY COUNCIL
SEPTEMBER 9, 2013 – PAGE 4**

Timmons ville held by the United States Department of Agriculture, Rural Development and thereby acquire the Waterworks and Sewer System of the Town of Timmons ville, and other matters relating thereto passed on first reading.

Mayor Wukela stated this is an ordinance with regard to adopting the debt on the Timmons ville system. This is the next step in the series of steps that are required for the City to take over the responsibility for the Timmons ville system.

Councilman Willis made a motion to pass Bill No. 2013-21 on first reading. Councilwoman Williams-Blake seconded the motion.

Mr. Charlton deSaussure, Bond Counsel for the City of Florence, stated this is the second of two ordinances that Council is considering today dealing with revenue debt of the water and sewer system. The first was for the SRF loan at 1.9% for 20 years. This second ordinance relates to the assumption of the debt of Timmons ville, which is the next logical step following the City's approval at the earlier August meeting to proceed with the acquisition of the Timmons ville system. This debt is junior to the SRF loan just approved and is advantageous in that it is subordinate and does not have to be included in some covenants that the City makes to protect its lenders. The second advantage of the junior debt is that it is for 40 years and the third advantage is the extraordinarily low rate of interest of 1.875%.

The vote was unanimous to pass Bill No. 2013-21.

BILL NO. 2013-22 – FIRST READING
AN ORDINANCE TO REZONE TAX MAP NUMBER 90029-02-021, FROM PD, PLANNED DEVELOPMENT DISTRICT TO R-3, SINGLE-FAMILY RESIDENTIAL DISTRICT.

An Ordinance to rezone Tax Map Number 90029-02-021, from PD, Planned Development District to R-3, Single Family Residential District was passed on first reading.

Mr. Phillip Lookadoo, Director of Urban Planning, Research and Development reported to Council that the property is currently zoned PD, Planned Development District and is part of the Hampton Park Subdivision. Rezoning the property to R-3, Single-Family Residential District would maintain compliance with the future land use designation, Neighborhood Conservation.

The Planning Commission held a public hearing on August 13, 2013 regarding this matter and voted unanimously (8-0) to approve the request for rezoning.

Councilman Willis made a motion to pass Bill No. 2013-22 on first reading. Councilman Hill seconded the motion, which carried unanimously.

INTRODUCTION OF RESOLUTIONS

RESOLUTION NO. 2013 – 20
A RESOLUTION AUTHORIZING THE LOCAL MATCH TO THE STATE OF SOUTH CAROLINA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FOR AN APPLICATION AWARDED TO FLORENCE COUNTY.

A Resolution authorizing the local match to the State of South Carolina Community Development Block Grant program for an application awarded to Florence County was adopted by Council.

Mayor Wukela explained this is the grant from the CDBG that is going through the Commerce Department in support of the Timmons ville water and sewer system acquisition.

Mr. Thomas Chandler stated the total amount of the grant is \$880,005 and requires a 10% match. This grant is actually awarded to Florence County as the City of Florence is an entitlement City receiving Federal CDBG dollars and does not qualify for state CDBG dollars, however the County does. The

**REGULAR MEETING OF FLORENCE CITY COUNCIL
SEPTEMBER 9, 2013 – PAGE 5**

County will be awarded this grant and will also manage the grant. This Resolution authorizes the City to provide the local grant match of 10%.

Mayor Pro tem Brand made a motion to adopt Resolution No. 2013-20. Councilman Willis seconded the motion, which carried unanimously.

REPORT TO COUNCIL

APPOINTMENTS TO BOARDS AND COMMISSIONS

This item was deferred.

MAYOR PRO TEM BUDDY BRAND – TO GIVE AN UPDATE ON THE CIVIC CENTER

As the Civic Center representative for City Council, Mayor Pro tem Brand gave an update on the events of the Civic Center. An architectural firm has been meeting with members of the community as well as those in the area of the Civic Center regarding different physical layouts of new space at the Civic Center. There are three phases that are being looked at: Renovation; storage space; and growth of the ballrooms and meeting rooms. A new roof and new air conditioning has been installed at the Civic Center recently and as future plans are developed, Councilman Brand will bring updates to Council.

AN UPDATE TO THE NEIGHBORHOOD DEVELOPMENT PLAN

Mr. Scotty Davis, Director of General Services gave Council an update on the Comprehensive Neighborhood Planning and Revitalization Project. Staff meets monthly with the ad hoc committee that is comprised of Councilpersons Hill, Williams-Blake and Chair of the Committee, Councilwoman Ervin.

An RFQ, Request for Qualifications, from different firms has been created and will be reviewed the first week of October. Once selected, that firm will give the City the blueprint for how best to utilize the \$3 million dollars set aside by Council for the neighborhoods. One particular issue that Council has heard about several times is lighting and the perception of limited lighting in the neighborhoods. The Committee worked with three of the City's distinct neighborhoods: East Florence, North Florence and Northwest Florence. On three different nights staff members along with representatives from Duke Energy rode through the neighborhoods assessing the lighting situation. It was determined that there is probably more lights in those neighborhoods than there was thought to be and they may not be as effective as they could be because of the growth in the tree canopy. However, most of the areas in North Florence are under the average of one street light for every 412 feet. Actions that will be taken to address the lighting issue are: 1) Add lights in areas that were determined to be dark and need lights; and 2) trim the trees to aid the existing lighting.

The Committee is looking at ways to identify people in the neighborhoods and the community that will offer help to individuals with overgrown lots or yards that are not able physically or financially to take care of their property.

Other areas of concern identified by the Committee, are finding ways to get developers to develop in these areas, addressing the education needs and opportunities in the neighborhoods, and identifying storm drains in the neighborhoods and creating ways to get the residents involved to keep them clean of debris so that the flow of water is not impeded.

Mr. Davis stated that once the RFQs are reviewed staff will begin working with the ad hoc committee on the proposal and will bring that information back to Council.

Following a discussion by Councilman Robinson regarding the local banks not being willing to loan money to the low income areas of Florence, Councilman Robinson made a motion to instruct staff to

**REGULAR MEETING OF FLORENCE CITY COUNCIL
SEPTEMBER 9, 2013 – PAGE 6**

contact all of the local banks to meet and explain what needs to be done in order for the low income areas to be able to secure loans for renovation and new construction in these areas.

Councilwoman Ervin seconded the motion, which carried unanimously.

A MOTION TO CONSIDER THE REQUEST MADE BY MR. WALTER FLEMING ON BEHALF OF THE WEED AND SEED SAFE HAVEN.

Mr. Drew Griffin, City Manager stated that he had met with Mr. Walter Fleming regarding the request made for funding. Mr. Fleming provided all of the information that Council requested during the last City Council meeting.

Councilwoman Ervin made a motion to authorize funding for the Community Action Partnership in the amount of \$50,000 to be used exclusively for operational costs associated with the Weed and Seed Safe Haven Program. That such funding shall be distributed by the City to the Community Action Partnership in the following manner:

- 1) Upon receipt of paid invoices by the Community Action Partnership as outlined in their application to the City for Direct Assistance Grant Funding for FY 2013-2014 dated June 28, 2013 and amended August 28, 2013; and
- 2) That City staff shall coordinate with the Community Action Partnership as to the form of the request for reimbursement and the method of payment by the City; and
- 3) That the City will continue to do this to get them on a systematic basis for funding from the City on a yearly basis.

Councilman Hill seconded the motion.

Mr. Griffin added that this funding would allow them to operate a program and to have sustained funding for that program.

Mayor Pro tem Brand stated he was voting for this with reservations and was voting in favor of the request only because the City will make sure that the grant is being funded like it is suppose to be and because it is for the children.

Mayor Wukela agreed with Mayor Pro tem Brand and stated he was still waiting for documentation regarding the boxing program.

Councilman Willis stated he supported this program last year and had requested supporting documentation to support his vote for the organization. He has never received the requested documentation. Councilman Willis stated he is reluctantly voting in favor of this request today and is doing so based upon the City Manager and the Finance Department working hand-in-hand on how the taxpayer's money is being spent.

Councilwoman Williams-Blake stated she is also supporting the request for funding at this level because it takes out the confusion about what needs to be submitted. The City will be funding about 95% of the request so every receipt will be needed.

The motion passed unanimously.

EXECUTIVE SESSION

Mayor Pro tem Brand made a motion to enter into Executive Session for the purpose of discussing a Personnel, Contractual and Legal Matter. There was no objection.

Council entered into Executive Session at 10:46 a.m.

Mayor Wukela reconvened the regular meeting at 11:50 a.m.

**REGULAR MEETING OF FLORENCE CITY COUNCIL
SEPTEMBER 9, 2013 – PAGE 7**

With regard to the Contractual Matter discussed in Executive Session, Mayor Pro tem Brand made a motion to authorize City staff to proceed with negotiations to acquire and clear the property needed for the location of the health and science facility in the downtown area in accordance with the terms discussed in Executive Session and that further authorization be given for the use of imminent domain, if it is absolutely necessary. Councilman Hill seconded the motion.

Councilman Robinson expressed strong concerns regarding three issues on this matter.

- 1) Acquisition of the property for the medical facility when there is some uncertainty that some of the needed surrounding property is not available and may not become available;
- 2) He was told there is a contract on the Trust Building and wanted to know who had given permission to obtain a contract on the building as this has not been brought before Council for approval;
- 3) It has been reported that the money for this project will come from the TIF District. Councilman Robinson feels that City Council needs to know what the TIF will generate before those funds can be allocated.

Mayor Wukela acknowledged Councilman Robinson's concerns but stated he believes that Council as a whole believes in downtown and that this is the next step forward in revitalizing the community. Councilman Willis feels this is a once in a lifetime opportunity to bring such a facility to Florence and to have it located downtown.

Councilman Robinson asked how much additional funding would be needed to acquire the property and clear the land.

Mayor Wukela responded that approximately \$650,000 would be needed but would not be sure until the parcels are obtained.

Voting aye on the motion were Mayor Wukela, Councilman Hill, Councilwoman Ervin, Mayor Pro tem Brand, Councilwoman Williams-Blake and Councilman Willis.

Voting nay was Councilman Robinson.

As relates to the Personnel Matter, Mayor Wukela made a motion to provide the City Manager a pay increase in accordance with the terms discussed in Executive Session. Mayor Pro tem Brand seconded the motion, which carried unanimously.

ADJOURN

Councilman Willis made a motion to adjourn the meeting. There was no objection.

The meeting was adjourned at 12:03 p.m.

Dated this 14th day of October, 2013.

Dianne M. Rowan, Municipal Clerk

Stephen J. Wukela, Mayor

FLORENCE CITY COUNCIL MEETING

DATE: September 9, 2013
AGENDA ITEM: Ordinance – First Reading
DEPARTMENT/DIVISION: Finance

I. ISSUE UNDER CONSIDERATION

An Ordinance making provision for the issuance and sale of a Waterworks and Sewerage System Junior Lien Revenue Bond of the City of Florence in an amount not to exceed \$6,100,000 to refund all Timmonsville Waterworks and Sewer System Revenue Bonds held by USDA, Rural Development and thereby acquire the Timmonsville water and sewer system.

II. CURRENT STATUS/PREVIOUS ACTION TAKEN

A. The City of Florence (“the City”) has been working for many months with the Town of Timmonsville (“the Town”), USEPA and SCDHEC (“governmental agencies”) regarding the City’s acquisition of the Timmonsville Water and Sewer System (“the System”) in order to provide water and wastewater services to the Timmonsville service area.

B. Both the City and the Town have adopted ordinances approving the execution of an agreement to convey Timmonsville’s combined water and wastewater system to the City.

C. This agreement is contingent upon the ability to ensure both sufficient financing to fund needed improvements and a Consent Decree satisfactory to the City of Florence. The agreement is also contingent upon the passage of a successful referendum by the Town of Timmonsville to convey the system.

D. Since adoption by the City of the above referenced ordinance and agreement on April 15, 2013, the City has developed a financing plan utilizing numerous grants and State Revolving Fund loans to finance the required improvements to the System.

E. On June 25, 2013, citizens of the Town voted to approve by referendum transfer of the System to the City.

F. The City, the Town, and the governmental agencies have agreed to the Consent Decree. The Consent Decree is presently filed with the federal court and available for public comment. The projected timeline for entry of the Consent Decree by the court will be around early to mid October.

III. POINTS TO CONSIDER

A. The agreement provides that the City shall assume all liabilities and payments of outstanding bonds or mortgage indebtedness on the system. The agreement further provides that in the event that such debt is not assumable, the City shall have the option to pay the indebtedness off at the System transfer date.

B. The total outstanding principal indebtedness of the System is \$6,330,012.53 consisting of

**Florence City Council Meeting Agenda Item
Ordinance for Issuance of a Waterworks & Sewerage System Junior Lien Revenue Bond for the
Acquisition of the Timmons ville Water & Sewer System
September 9, 2013 – Page 2**

\$6,004,584.86 held by USDA, Rural Development, and \$325,427.67 held by BB&T bank.

C. As previously discussed with City Council, it is the City's intent to pay off in full the obligation held by BB&T in the principal and accrued interest amount of \$340,180.30 as of September 30, 2013, and to assume the Rural Development outstanding indebtedness in the principal amount of \$6,004,584.86 through the issuance of a Waterworks and Sewerage System Junior Lien Revenue Bond in an amount not to exceed \$6,100,000 to refund all of the Town of Timmons ville's revenue bonds held by Rural Development.

D. The outstanding Rural Development debt to be acquired by the City is a 40 year obligation with an interest rate of 1.875%.

E. The Rural Development debt will be secured by a junior lien pledge to the City's water and sewer system, and as such, will be subordinate and inferior in all respects to the pledges of revenues and liens currently securing the City's Parity Bonds, and any obligations subsequently issued by the City as Parity Bonds.

F. Revenues generated by the Timmons ville system are projected to be sufficient to fund the outstanding Rural Development debt and the debt payment in full to BB&T. Projected revenues, combined with several grant funding sources, are also projected to be sufficient to fund the improvements needed for the Timmons ville system.

G. The adoption of this ordinance is required prior to the closing of this revenue bond.

IV. STAFF RECOMMENDATION

Approve the attached ordinance.



Thomas W. Chandler
Finance Director



Andrew H. Griffin
City Manager

AN ORDINANCE

CONSTITUTING A SERIES ORDINANCE UNDER BOND ORDINANCE ADOPTED OCTOBER 24, 1989, AS AMENDED, OF THE CITY OF FLORENCE, PROVIDING FOR THE ISSUANCE AND SALE OF A WATERWORKS AND SEWERAGE SYSTEM JUNIOR LIEN REVENUE BOND OF THE CITY OF FLORENCE IN AN AGGREGATE AMOUNT NOT TO EXCEED \$6,100,000 IN ORDER TO REFUND ALL WATERWORKS AND SEWER SYSTEM REVENUE BONDS OF THE TOWN OF TIMMONSVILLE HELD BY THE UNITED STATES DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT AND THEREBY ACQUIRE THE WATERWORKS AND SEWER SYSTEM OF THE TOWN OF TIMMONSVILLE, AND OTHER MATTERS RELATING THERETO.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FLORENCE, IN MEETING DULY ASSEMBLED, AS FOLLOWS:

ARTICLE I

FINDINGS

As an incident to the adoption of this Ordinance, and the issuance of the indebtedness authorized hereby, the City Council of the City of Florence ("Council"), the governing body of the City of Florence, South Carolina (the "City") finds that the facts set forth in this Article exist, and the statements with respect thereto, herein made, are true and correct:

1. The City is a municipal corporation located in Florence County, South Carolina.
2. Pursuant to elections duly held, and resulting favorably, the City did acquire and thereafter has continually owned and operated a Waterworks and Sewerage System (the "System").
3. The System has since its establishment been operated and controlled by Council, and furnishes water and sewer services throughout the City and in certain territory adjacent thereto.
4. The revenues from the System are presently pledged and hypothecated by the City to the payment of revenue bonds, each issued by the City on a parity in all respects with the others, further and pursuant to the authorizations contained in Bond Ordinance adopted October 24, 1989, as amended, (the "Master Ordinance") to finance the cost of improvements to the System as follows:
 - (a) the outstanding installments of an original issue of \$2,779,488 South Carolina Drinking Water Revolving Loan Fund Loan dated May 10, 1999;
 - (b) the outstanding installments of an original issue of \$6,000,000 State Drinking Water Fund Loan dated May 10, 2000;
 - (c) the outstanding installments of an original issue of \$4,000,000 South Carolina Infrastructure Revolving Loan Fund Loan dated May 10, 2000;
 - (d) the outstanding installments of an original issue of \$2,517,834 State Drinking Water Fund Loan dated January 30, 2003;
 - (e) the outstanding installments of an original issue of not exceeding \$18,868,479 plus accrued interest, if any, South Carolina Water Quality Revolving Fund Loan dated June 25, 2009;
 - (f) the outstanding installments of an original issue of \$31,005,000 Combined Waterworks and Sewerage System Refunding Revenue Bonds, Series 2010A, dated May 4, 2010;
 - (g) the outstanding installments of an original issue of \$67,995,000 Combined Waterworks and Sewerage System Capital Improvement Revenue Bonds, Series 2010B (Build America Bonds – Taxable Series), dated May 4, 2010;

(h) the outstanding installments of an original issue of \$4,926,000 Combined Waterworks and Sewerage System Refunding Revenue Bond, Series 2011, dated December 14, 2011;

(i) the outstanding installments of an original issue of not exceeding \$10,626,372 plus capitalized interest, if any, South Carolina Water Pollution Control Revolving Fund Loan dated April 18, 2013; and

(j) the outstanding installments of an original issue of not exceeding \$3,890,000 plus capitalized interest, if any, South Carolina Water Pollution Control Revolving Fund Loan to be dated September 16, 2013

The above described bonds are hereinafter, together with any future additional bonds issued on a parity therewith, collectively referred to as the "Parity Bonds."

4. The Town of Timmonsville (the "Town") is also located in Florence County and also operates a Waterworks and Sewer System (the "Timmonsville System").

5. The outstanding indebtedness of the Timmonsville System is a \$6,004,584.86 Waterworks and Sewer System Refunding Revenue Bond of the Town of Timmonsville (the "Timmonsville Revenue Bond") which represents a refinancing of the following series of obligations held by Rural Development, the United States Department of Agriculture ("Rural Development"):

(a) The Town's original principal amount \$1,091,400 Waterworks and Sewer System Revenue Bond, Series 1999A;

(b) The Town's original principal amount \$687,600 Waterworks and Sewer System Revenue Bond, Series 1999B;

(c) The Town's original principal amount \$1,030,800 Waterworks and Sewer System Revenue Bond, Series 2000A;

(d) The Town's original principal amount \$602,500 Waterworks and Sewer System Revenue Bond, Series 2000B; and

(e) The Town's original principal amount \$3,063,000 Waterworks and Sewer System Revenue Bond, Series 2008.

6. Due to severe financial constraints experienced by the Town which threatened the viability of the System, officials of the Town negotiated with Rural Development for a refinancing of the bonds described in the preceding paragraph, with the Timmonsville Revenue Bond which bears interest at a rate of 1.8750% per annum and has a final maturity of 40 years from March 29, 2013. Such refinancing resulted in lower annual debt service with the intention of promoting the continued viability of the System.

7. Notwithstanding such refinancing, the Town has continued to experience severe financial constraints which threaten the viability of the System and jeopardize repayment of the Timmonsville Revenue Bond to Rural Development.

8. The Town has therefore requested that the City accept the Timmonsville System and assume responsibility for the payment of the Timmonsville Revenue Bond to Rural Development. At an election held June 25, 2013, the registered voters of the Town authorized the sale of the Timmonsville System. Rural

Development has joined in the request that the City acquire the Timmons ville System and assume responsibility for repayment of the debt represented by the Timmons ville Revenue Bond.

9. The City has determined to accept the Timmons ville System based on Rural Development's consent to the sale of the Timmons ville System to the City and Rural Development's agreement to finance the City's assumption of the Timmons ville Revenue Bond by substituting for the Timmons ville Revenue Bond the Bond authorized herein.

10. The Master Ordinance provides at Section 6.01 that the City "may, at any time, and without limitation and free of all conditions issue Junior Lien Bonds, in such amount as it from time to time may determine, payable from the revenues of the System, provided that the pledge of revenues and any lien upon the revenues of the System granted for protection of said Junior Lien Bonds, shall at all times be and remain subordinate and inferior in all respects to the pledges of revenues and liens upon such revenues made or authorized for the Bonds."

11. Based in part on the severe financial constraints the Town experienced for a period of years in operating and managing the Timmons ville System, and realizing the additional borrowing needs the City will incur to rehabilitate the Timmons ville System, the City has determined that the Bond authorized herein is appropriately secured by a junior lien pledge of the System, subordinate and inferior in all respects to the pledges of revenues and liens securing the Parity Bonds. It is therefore appropriate that an Ordinance be adopted with respect to acquisition by the City of the Timmons ville System which Ordinance shall express the approval of City Council to the purchase of the Timmons ville System as a Junior Lien obligation of the System and for a term and at the interest rate applicable to the Timmons ville Revenue Bond.

12. The City therefore proposed and Rural Development has agreed that a portion of acquisition by the City of the Timmons ville System be effected by issuance by the City of a waterworks and sewerage system junior lien revenue bond in the aggregate principal amount of \$6,004,584.86. Said Bond will be issued in satisfaction of and substitution for the Timmons ville Revenue Bond and shall be junior and subordinate to the Parity Bonds under the provisions of the Bond Ordinance and this Ordinance.

13. The City has determined to borrow \$6,004,584.86 for such purpose, and has accepted the terms offered by Rural Development including an interest rate of 1.875% and a final maturity of 40 years from March 29, 2013 under the terms and provisions of the Revenue Bond Refinancing Act (Chapter 17, Title 6, Code of Laws of South Carolina, 1976). Rural Development has agreed to purchase said Bond without public advertisement thereof.

14. In accepting the offer of the Rural Development, the City found that it was unable to finance the needs of the Timmons ville System at reasonable rates and terms, taking into account prevailing private and cooperative rates and terms in or near its community for loans for similar purposes and periods of time.

ARTICLE II

ISSUANCE OF BOND

Section 2.01

(a) Pursuant to the Enabling Act, a fully registered \$6,004,584.86 Waterworks and Sewerage System Junior Lien Revenue Bond (the "Bond") shall be issued to Rural Development in substitution for the Timmons ville Revenue Bond in order to accomplish the acquisition by the City of the Timmons ville System.

(b) The Bond shall be dated as of the date of closing; and each shall bear interest at the rate of 1.875% per annum; payable annually as to principal and interest beginning one year from the date of closing

(provided however if the closing shall take place on the 29th, the 30th or the 31st day of the month, then payments shall be on the 28th day of the month) for a period of 40 years following the closing date, or until such earlier date as the Bond shall be paid in full. Annual payments of principal and interest on the Bond shall be approximately \$215,000.

(c) The form of the Bond shall be substantially as that set forth in Exhibit A hereto, with such variations, omissions and insertions as may be required to complete the Bond properly and as may be approved by the officers executing the Bond manually, which approval shall be proved conclusively by such execution and delivery thereof to Rural Development.

ARTICLE III

GOVERNING PROVISIONS

Section 3.01

(a) The Bond shall be governed by the terms of the Master Ordinance, the terms of which are incorporated herein by reference.

Section 3.02

The Mayor is fully authorized and empowered to take any further action and to execute and deliver any closing documents as may be necessary and proper to effect the delivery of the Bond in accordance with the terms and conditions hereinabove set forth, his execution to be conclusive evidence of such approval.

Section 3.03

If any section, paragraph, clause or provision of this Supplemental Ordinance shall be held invalid, the invalidity of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Supplemental Ordinance.

DONE IN MEETING DULY ASSEMBLED, this _____ day of _____, 2013.

Mayor, City of Florence, South Carolina

Attest:

Clerk, City of Florence, South Carolina

UNITED STATES OF AMERICA
STATE OF SOUTH CAROLINA
CITY OF FLORENCE
WATERWORKS AND SEWERAGE SYSTEM
JUNIOR LIEN REVENUE BOND

No. 1

\$6,004,584.86

THE CITY OF FLORENCE, SOUTH CAROLINA (the "City"), for value received, hereby promises to pay to the order of the UNITED STATES OF AMERICA, acting through Rural Development, United States Department of Agriculture ("RD"), or its registered assigns, solely from the revenues described and pledged to the payment of this Bond, the principal sum of \$6,004,584.86, plus interest on the unpaid principal balance of said principal from the date hereof, at the rate of 1.875% per annum. The said principal and interest shall be payable on March 28, 2014, and on each succeeding March 28, for a period not to exceed 40 years following the date hereof, until the Bond shall be paid in full, there shall be paid, by way of both principal and interest on the Bond (as an annual amortized installment), the sum of \$214,727, except that the final installment of the total indebtedness evidenced thereby, if not sooner paid, shall be due and payable 40 years from the date hereof.

Every payment made on any indebtedness evidenced by this Bond shall be applied first to interest computed to the effective date of the payment and then to principal. Refunds and extra payments, as defined in the regulations of Rural Development according to the source of funds involved, shall, after payment of interest, be applied to the installment last to become due under this Bond and shall not affect the obligation of the City to pay the remaining installments as scheduled herein.

All payments by way of principal and interest shall be paid to the registered holder, or its legal representatives, successors or assigns, at the District Office of Rural Development in the City of Florence, South Carolina.

This Bond shall at all times be registered on registry books of the City to be kept in the office of the Clerk in the City of Florence, South Carolina, and each transfer to be valid shall be made on the registration books and similarly noted on this Bond.

This Bond is issued pursuant to Revenue Bond Refinancing Act (Chapter 17, Title 6, Code of Laws of South Carolina, 1976) (the "Enabling Act"), a Bond Ordinance duly adopted by the City Council of the City of Florence, South Carolina, the governing body of the City (the "Council") on October 24, 1989, as amended, a Series Ordinance adopted by the Council on _____, 2013 (collectively, the "Ordinance"), to acquire the Waterworks and Sewer System of the Town of Timmonsville, South Carolina.

RD may at any time assign and transfer this Bond in the manner above noted and in such case, notwithstanding that the Bond shall no longer be held by RD, the City shall continue to effect payment of all sums due hereon by way of principal and interest to RD, as collection agent for the holder hereof.

While this Bond is held by a party other than RD, prepayments made by the City may, at the option of RD, be remitted by RD to the holder promptly, or, except for the final payment, be retained by RD and remitted to the holder on a monthly installment due date basis. The effective date of every payment made by the City except payments retained and remitted by RD on an annual installment due date basis, shall be the date of the United States Treasury check by which RD remits the payment to the holder. The effective date of any prepayment retained and remitted by RD to the holder on an annual installment due date basis

shall be the date of the prepayment by the City, and RD will pay the interest to which the holder is entitled accruing between the effective date of any such prepayment and the date of the Treasury check to the holder.

The City hereby certifies that it is unable to obtain sufficient credit elsewhere to finance its actual needs at rates, terms and conditions similar to the rates, terms and conditions offered by RD, taking into consideration prevailing private and cooperative rates and terms in or near its community for loans for similar purposes and periods of time.

This Bond is issued on a junior lien basis (the "Junior Lien Bond") in all respects with the following:

(a) the outstanding installments of an original issue of \$2,779,488 South Carolina Drinking Water Revolving Loan Fund Loan dated May 10, 1999 (the "Bonds of 1999");

(b) the outstanding installments of an original issue of \$6,000,000 State Drinking Water Fund Loan dated May 10, 2000 (the "Drinking Water Fund Loan of 2000");

(c) the outstanding installments of an original issue of \$4,000,000 South Carolina Infrastructure Revolving Loan Fund Loan dated May 10, 2000 (the "Infrastructure Revolving Fund Loan of 2000");

(d) the outstanding installments of an original issue of \$2,517,834 State Drinking Water Fund Loan dated January 30, 2003 (the "Drinking Water Fund Loan of 2003");

(e) the outstanding installments of an original issue of not exceeding \$18,868,479 plus accrued interest, if any, South Carolina Water Quality Revolving Fund Loan dated June 25, 2009 (the "Bond of 2009");

(f) the outstanding installments of an original issue of \$31,005,000 Combined Waterworks and Sewerage System Refunding Revenue Bonds, Series 2010A, dated May 4, 2010 (the "Bond of 2010A");

(g) the outstanding installments of an original issue of \$67,995,000 Combined Waterworks and Sewerage System Capital Improvement Revenue Bonds, Series 2010B (Build America Bonds – Taxable Series), dated May 4, 2010 (the "Bond of 2010B");

(h) the outstanding installments of an original issue of \$4,926,000 Combined Waterworks and Sewerage System Refunding Revenue Bond, Series 2011, dated December 14, 2011 (the "Bond of 2011");

(i) the outstanding installments of an original issue of not exceeding \$10,626,372 plus capitalized interest, if any, South Carolina Water Pollution Control Revolving Fund Loan dated April 18, 2013;

(j) the outstanding installments of an original issue of not exceeding \$3,890,000 plus capitalized interest, if any, South Carolina Water Pollution Control Revolving Fund Loan to be dated September 16, 2013; and

(k) any additional indebtedness issued in the future on a parity with the obligations described in (a) through (j) above

(collectively the "Parity Bonds").

The Ordinance authorizes the issuance of additional bonds, which, when issued in accordance with the provisions of the Ordinance will rank equally and be on a parity with the bonds described in the preceding paragraph. This Bond shall be junior and subordinate in all respects to such Parity Bonds.

On any interest payment date beginning with the first interest payment date, the principal installments of this Bond may be prepaid in whole or in part without premium prior to their respective due dates at the option of the City either in whole or in part from any money which may be made available for such purpose.

If at any time it shall appear to RD that the City may be able to obtain a loan from a responsible cooperative or private credit source at reasonable rates, on comparable terms and repayment schedule for loans for similar purposes and periods of time, the City will, at RD's request, apply for and accept such loan in sufficient amount to repay RD.

This Bond is given as evidence of a loan to the City made by RD pursuant to the Consolidated Farm and Rural Development Act, and shall be subject to the present regulations of Rural Development and to its future regulations not inconsistent with the express provisions hereof.

Both the principal of and interest on this Bond are payable solely from the net revenues derived from the operation of the Waterworks and Sewerage System of the City (the "System") as provided in the Ordinance junior and subordinate to the pledge securing the Parity Bonds. This Bond shall not in any event constitute an indebtedness of the City within the meaning of any provision, limitation or restriction of the Constitution or Laws of South Carolina. The City is not obligated to pay this Bond or the interest hereon, save and except from the net revenues derived from the operation of the System.

The City hereby agrees that it will continuously operate and maintain the System, and fix and maintain such rates for the services and facilities furnished by the System as shall at all times be sufficient (1) to provide for the payment of the expenses of the administration and operation, and such expenses for maintenance of the System as may be necessary to preserve the same in good repair and working order; (2) to provide for the payment of the interest on and principal of the Parity Bonds and the Junior Lien Bond; and (3) to build up all reserves required by the Ordinance and the Enabling Act.

This Bond and the interest hereon are exempt from all state, county, municipal, school district and all other taxes or assessments of the State of South Carolina, direct or indirect, general or special, whether imposed for the purpose of general revenue or otherwise, except inheritance, estate, transfer or certain franchise taxes.

IT IS HEREBY CERTIFIED AND RECITED that all acts, conditions and things required by the Constitution and Laws of the State of South Carolina to exist, to happen and to be performed precedent to or in the issuance of this Bond, exist, have happened, and have been done and performed in regular and due time, form and manner, and that the amount of this Bond does not exceed any constitutional or statutory limitation thereon.

IN WITNESS WHEREOF, THE CITY OF FLORENCE, SOUTH CAROLINA, has caused this Bond to be signed in its name by the Mayor of the City of Florence, attested by the Clerk of said City, the

Seal of said City to be impressed hereon, and this Bond to be dated as of the ____ day of _____, 2013.

(SEAL)

Mayor, City of Florence, South Carolina

Attest:

Clerk, City of Florence, South Carolina

This Bond delivered at Timmons ville, South Carolina, this ____ day of _____, 2013.
Interest hereon accrues from said date.

By: _____
Clerk, City of Florence, South Carolina

FORM OF ASSIGNMENT

(A form similar to this but not attached to the within Bond may also be used)

FOR VALUE RECEIVED, the undersigned hereby sells, assigns and transfers unto _____ the within Bond of the City of Florence, South Carolina, and hereby irrevocably constitutes and appoints _____ Attorney to transfer the same on books of the with full power of substitution in the premises.

Dated:

_____, 20__

STATE OF SOUTH CAROLINA

COUNTY OF FLORENCE

I, the undersigned, Clerk of the City Council of the City of Florence, South Carolina ("City Council"), DO HEREBY CERTIFY:

That the foregoing constitutes a true, correct and verbatim copy of an Ordinance adopted by City Council. The Ordinance was read at two public meetings of City Council held on September 9 and _____, 2013. An interval of at least six days occurred between each reading. At each meeting, a quorum of City Council was present and remaining present throughout the meeting.

The Ordinance is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my Hand this ____ day of _____, 2013.

Clerk

CITY OF FLORENCE COUNCIL MEETING

DATE: September 9, 2013

AGENDA ITEM: Ordinance to Amend Zoning Ordinance
First Reading

DEPARTMENT/DIVISION: Department of Planning, Research & Development

I. ISSUE UNDER CONSIDERATION:

Request to rezone Tax Map Number 90029-02-021, from PD, Planned Development District to R-3, Single-Family Residential District.

II. POINTS TO CONSIDER:

- (1) The property is currently zoned PD, Planned Development District.
- (2) The property is part of the Hampton Park Subdivision.
- (3) A new sketch plan for this phase would be submitted to Planning Commission.
- (4) Rezoning the property would maintain compliance with the future land use designation, Neighborhood Conservation.

III. CURRENT STATUS/PREVIOUS ACTION TAKEN:

Planning Commission held a public hearing on August 13, 2013 regarding this matter. The Planning Commission voted unanimously (8-0) to approve the request.

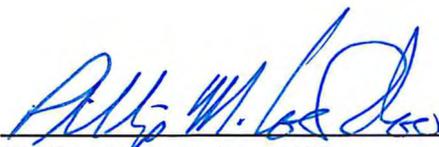
IV. OPTIONS

City Council may:

1. Approve the request as presented based on the information submitted.
2. Defer the request should additional information be needed.
3. Suggest other alternatives.
4. Deny the request.

V. ATTACHMENTS:

- (1) Ordinance
- (2) Map showing the location of the property

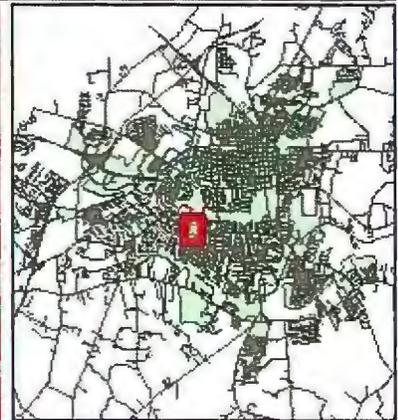
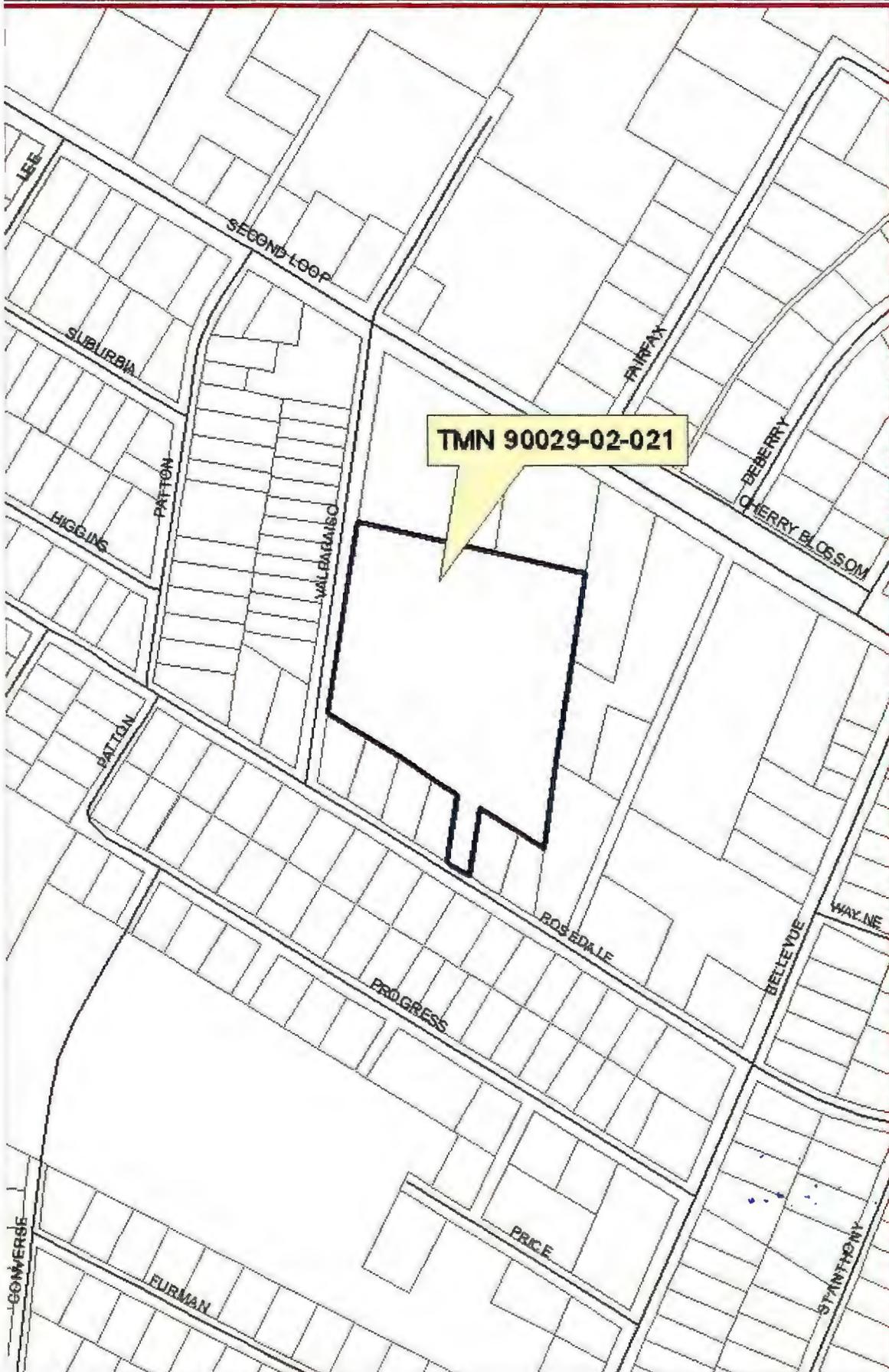


Phillip M. Lookadoo, AICP
Planning, Research, & Development Director



Andrew H. Griffin
City Manager

TMN 90029-02-021 Location Map



Legend

- Road Segment
- Parcels



DISCLAIMER:
The City of Florence Urban Planning and Development Department data represented on this map is the product of compilation, as produced by others. It is provided for informational purposes only and the City of Florence makes no representation as to its accuracy. Its use without field verification is at the sole risk of the user.

ORDINANCE NO. 2013-_____

AN ORDINANCE TO REZONE TAX MAP NUMBER 90029-02-021, FROM PD, PLANNED DEVELOPMENT DISTRICT TO R-3, SINGLE-FAMILY RESIDENTIAL DISTRICT:

WHEREAS, a Public Hearing was held in the City Center Council Chambers on August 13, 2013 at 6:30 P.M. before the City of Florence Planning Commission and notice of said hearing was duly given;

WHEREAS, South Florence Developers, LLC made application to rezone Tax Map Number 90029-02-021, located off of Valparaiso Drive and Rosedale Street, from PD, Planned Development District to R-3, Single-Family Residential District;

WHEREAS, the rezoning request was made for developing a single-family residential subdivision;

WHEREAS, Florence City Council concurs in the aforesaid application, findings and recommendations:

NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FLORENCE IN MEETING DULY ASSEMBLED AND BY THE AUTHORITY THEREOF:

1. That an Ordinance is hereby adopted by amending the Zoning Atlas of the City of Florence for the aforesaid property to R-3, Single-Family Residential District.
2. That this Ordinance shall become effective seven days upon its approval and adoption by the City Council of the City of Florence and posting of this amendment in the official Zoning Atlas.

ADOPTED THIS _____ DAY OF _____, 2013

Approved as to form:

James W. Peterson, Jr.
City Attorney

Stephen J. Wukela,
Mayor

Attest:

Dianne M. Rowan
Municipal Clerk

FLORENCE CITY COUNCIL MEETING

**VII. a.
Bill No. 2013-20
First Reading**

DATE: June 3, 2013

AGENDA ITEM: Bill No. 2013-013 - An ordinance to regulate businesses by enacting a new chapter in the city of Florence Code of Ordinances to establish provisions and requirements for the screening of criminal records by employers within the City of Florence

DEPARTMENT/DIVISION: Councilman Robinson

I. ISSUE UNDER CONSIDERATION

This Ordinance, which is patterned after an Ordinance enacted by the City of Philadelphia, PA, would result in the City establishing regulations which limit the obtaining and use of information regarding arrests and convictions in the employment process in an effort to make sure that such information is not improperly used by the City or employers within the City to accomplish the following goals:

- a. To assist the successful reintegration of formerly-incarcerated people back into the community by removing barriers to gainful employment after their release from jail/prison;
- b. To enhance the health and security of the community by assisting people with criminal/arrest records to provide for their families and themselves; and
- c. To ensure that, within the City of Florence, just and fair measures are implemented and practiced when screening and identifying persons who may or may not have criminal records.

II. CURRENT STATUS/PREVIOUS ACTION TAKEN:

a. Councilman Robinson previously provided Council with information regarding this proposal, including language for a proposed ordinance, and Council discussed this during a Report to Council at the Meeting on May 13, 2013.

b. The attached Ordinance contains the same language previously discussed, is based upon the Philadelphia Ordinance, and has been altered only to the extent needed to place it into the proper format for our ordinances.

c. This Ordinance is being presented by Councilman Robinson for First Reading.

III. OPTIONS

- a. Approve the Ordinance on First Reading
- b. Defer the request should additional information be needed.
- c. Suggest other alternatives to accomplish the same goals.
- d. Defeat the Ordinance on First Reading.

IV. ATTACHMENTS

- a. Proposed Ordinance

ORDINANCE NO. 2013-_____

AN ORDINANCE TO REGULATE BUSINESSES BY ENACTING A NEW CHAPTER IN THE CITY OF FLORENCE CODE OF ORDINANCES TO ESTABLISH PROVISIONS AND REQUIREMENTS FOR THE SCREENING OF CRIMINAL RECORDS BY EMPLOYERS WITHIN THE CITY OF FLORENCE.

WHEREAS, the Council of the City of Florence, South Carolina, hereby finds and determines:

- a. Persons with criminal records suffer from pervasive discrimination in many areas of life-employment housing, education, and eligibility for many forms of social benefits: and
- b. As of 2000, more than 70 million people nationwide had criminal records and are reported to experience lifelong discrimination because of their past convictions, and Florence has a high corrections population because of their past convictions; and
- c. As of 2000 there have been approximately 35,000 arrest within the city of Florence of which approximately 60% are because recidivism: and
- d. The percentage of people of color arrested and convicted both local and nationwide exceed the percentage of their representation in the population as a whole, which disproportionately impacts their lives, families and communities; and
- e. Criminal background checks by employers have increased at a record rate, with a vast majority of employers in the U.S. now screening their workers for criminal records; and
- f. Formerly-incarcerated people represents a group of job-seekers, ready to contribute and add to the work force; and
- g. Lack of employment is a significant cause of recidivism; people who employed are significantly less likely to be re-arrested; and
- h. Obstacles to employment for people with criminal records and other barriers to re-entry are creating permanent members of an underclass that threatens the health of the community and undermines public safety.

- i. This Legislation concerns a sensitive and highly controversial subject, and should not be construed to require an employer to hire someone with a criminal record, nor to limit an employer's ability to choose the most qualified and appropriate application for the employment opportunity at hand.
- j. This legislation is intended to give the individual with a criminal/arrest record an opportunity to be judged on his or her own merit during the submission of the application and at least until the completion of one interview.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FLORENCE, SOUTH CAROLINA, IN MEETING DULY ASSEMBLED, AND BY THE AUTHORITY THEREOF THAT CHAPTER 13 OF THE CITY CODE IS HEREBY AMENDED TO ADD A NEW ARTICLE IX WHICH SHALL READ IN ITS ENTIRETY AS FOLLOWS:

Article IX Limitations on Inquiry Concerning Criminal Record During The Employment Process

Sec. 13-140 It is the intent and purpose of this Chapter:

- a. To assist the successful reintegration of formerly-incarcerated people back into the community by removing barriers to gainful employment after their release from jail/prison;
- b. To enhance the health and security of the community by assisting people with criminal/arrest records to provide for their families and themselves; and
- c. To ensure that, within the City of Florence, just and fair measures are implemented and practiced when screening and identifying persons who may or may not have criminal records.

Sec. 13-141 Definitions.

As used in this Chapter this Chapter the following terms have the following meanings:

- a. "Applicant" means any person considered or who requests to be considered for employment by an employer

b. "City agency" means the city, or any City department, agency, board or commission.

c. "Conviction" shall mean any sentence arising from a verdict or plea of guilty or nolo contendere, including a sentence of incarceration, a suspended sentence, a sentence of probation or a sentence of unconditional discharge.

d. "Employment" means any occupation, vocation, job, work for pay or employment, including temporary or seasonal work, contracted work, contingent work and work through the services of a temporary or other employment agency; or any form of vocational or educational training with or without pay. "Employment" shall not, for the purpose of this Chapter, include membership in any law enforcement agency.

e. "Inquiry" means any direct or indirect conduct intended to gather information, using any mode of communication.

f. "Interview" means any direct contact by the employer with the applicant, whether in person or by telephone, to discuss the employment being sought or the applicant's qualifications.

g. "Criminal Justice Agency" means any, court including the minor judiciary, with criminal jurisdiction or any other governmental agency, or subunit thereof, created by statute or by the state or Federal constitutions, specifically authorized to perform as its principal function the administration of criminal justice, and which allocates a substantial portion of its annual budget to such function; and agencies whose principal function relates to the administration of criminal justice, including but not limited to organized State and municipal police departments, local detention facilities, correctional facilities, probation agencies, district or prosecuting attorneys, parole boards, pardon boards and public agencies that provide care, guidance and control to adjudicated delinquents.

h. "License" means any certificate, license, permit, authorization or grant of permission required by the City as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. "License" shall not for the purpose of this Chapter, include any license, authorization or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.

i. "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons within the City of Florence. It includes job placement and referral agencies and other employment agencies.

Sec. 13-142 Prohibition Against Unfair Discrimination Against Persons Previously Arrested For One Or More Criminal Offenses.

a. In connection with the licensing or employment of any person, it shall be an unlawful discriminatory practice of a City agency or private employer to knowingly and intentionally make any inquiry about or to take any adverse action against any person on the basis of any arrest or criminal accusation made against such person, which is not then pending against that person and which did not result in a conviction. It shall further be an unlawful discriminatory practice for a City agency or private employer to require any person to disclose or reveal any arrest or criminal accusation made against such person which is not then pending against that person and which did not result in a conviction.

Sec.13-143 Prohibition Against Unfair Discrimination Against Persons Previously Convicted For One Or More Criminal Offenses.

a. In connection with licensing or employment of any person, it shall be an unlawful discriminatory practice for a City agency or private employer to make any inquiry regarding or to require any person to disclose or reveal any criminal convictions during the application process. The application process shall begin when the applicant inquires about

the employment bent sought and shall end when an employer has accepted an employment application.

b. It shall further be an unlawful discriminatory practice for a City agency or private employer to make any inquiry regarding, or to require any person to disclose or reveal any criminal convictions against such person before and during the first interview. If an employer does not conduct an interview, that employer is prohibited from making any inquires or gathering any information regarding the applicant's criminal convictions. If the applicant voluntarily discloses any information regarding his or her criminal conviction at the interview, the employer may discuss the criminal conviction disclosed by the applicant.

Sec. 13-144 Exemptions.

a. The prohibitions of this Chapter shall not apply if the inquires or adverse actions prohibited herein are specifically authorized by any other applicable law.

b. The prohibitions of this Chapter shall not apply to a Criminal Justice Agency as defined herein.

c. Nothing in this Chapter shall modify or waive the requirements and limitations on the use of criminal records in Florence.

Sec. 13-145 Enforcement.

a. The City Manager shall designate the appropriate city department to administer and enforce this Chapter.

b. Each violation of this Chapter shall constitute a "Class III" offense and any person who violates this Chapter shall be subject to a fine as set forth under "Class III" offenses.

Sec. 13-146 Fair Criminal Record Screening Advisory Screening Advisory Committee.

a. Establishment. The City Council hereby calls upon the City Manager to establish a nine (9) person committee entitled the “The Criminal Record Screening Advisory Committee” the purpose of which shall be to review the implementation and effectiveness of this Chapter and to make recommendations to the City Council regarding this Chapter.

b. Members. The Committee shall be composed of nine (9) members, one (1) each by each Council member, one (1) by the City Manager, and of the eight shall appoint one (1) other to be Chairperson. The appointees shall consist of: two (2) that have arrest/criminal records, two (2) from the business community, two (2) from general public, one (1) minister, and the other two, shall be the committee appointee and City Manager’s appointee, no restrictions

c. Meetings: The committee shall meet at least quarterly. All meetings shall be open to the public and will allow for public testimony on policies or conduct relating to this Chapter.

Sec. 13-147 Severability.

If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance, or the application of such provision to any person or circumstance, is for any reason held to be unconstitutional or invalid, such a decision shall not affect the validity of the remaining portions of this Ordinance, or the application of such provision to persons or circumstances other than those as to which it is held invalid. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase of this Ordinance irrespective of the unconstitutionality of invalidity of any section, subsection, subdivision, paragraph, sentence, clause or phrase.

Sec. 13-148 Effective Date.

After its approval and adoption on by City Council with two readings, this Ordinance shall become effective on January 1, 2014.

ADOPTED THIS ____ DAY OF _____, 2013.

Approved as to form:

James W. Peterson, Jr.
City Attorney

Stephen J. Wukela
Mayor

Attest:

Dianne M. Rowan
Municipal Clerk

FLORENCE CITY COUNCIL MEETING

DATE: October 14, 2013
AGENDA ITEM: Ordinance – First Reading
DEPARTMENT/DIVISION: Finance

I. ISSUE UNDER CONSIDERATION

An Ordinance to incorporate schedules for water and sewer rates for the Timmons ville system into the City's Code.

II. CURRENT STATUS/PREVIOUS ACTION TAKEN

A. The City of Florence has pledged that water and sewer rates for Timmons ville's customers will not increase over current levels for two years following the City's acquisition of Timmons ville's systems.

B. At present, it appears that the system acquisition may take place in early November, 2013.

C. A schedule of rates, fees and charges needs to be adopted by City Council to provide the basis for billing once the City has acquired the Timmons ville system.

D. Council has not previously considered, or adopted, a rate schedule for the Timmons ville system.

III. POINTS TO CONSIDER

A. The attached ordinance provides for billing rates, fees and charges that are consistent with the City's pledge to maintain Timmons ville's rates at current levels. The rate ordinance may be reviewed and amended, at the discretion of Council, after two years.

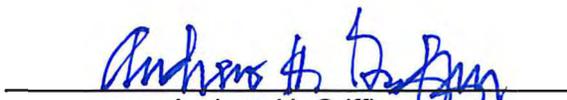
B. Timely adoption of this ordinance will allow city staff to begin billing Timmons ville customers in December, as anticipated in the financial plan.

IV. STAFF RECOMMENDATION

Approve the attached ordinance.



Thomas W. Chandier
Finance Director



Andrew H. Griffin
City Manager

ORDINANCE NO. 2013- 24

AN ORDINANCE REVISING THE CITY OF FLORENCE SCHEDULES OF WATER AND SEWER CONNECTION FEES, BILLING RATES AND SERVICE CHARGES TO INCLUDE CUSTOMERS IN THE TIMMONSVILLE, SC UTILITY SERVICE AREA

WHEREAS, the City of Florence has made a commitment to receive the Town of Timmons ville water and sewer systems for ownership, operation and maintenance; and

WHEREAS, the City has made a commitment to maintain the Town’s current billing rates for two years; and

WHEREAS, City Council desires to fulfill this commitment by revising its Code to incorporate an appropriate utility rate and fee structure for the Town,

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Florence, South Carolina, that the City of Florence Code of Ordinances shall be amended as outlined hereafter:

Sec. 12-67. Charges for connections generally. is hereby revised by changing subsection (e) to read as follows:

(e) For a sewer connection inside the city, or in the Town of Timmons ville designated service area, the following charges apply if the tap is to be done by the city:

- (1) For a 4-inch tap\$550.00
- (2) For a 6-inch tap with manhole5,000.00
- (3) For a 6-inch tap without a manhole2,000.00
- (4) For a 8-inch tap with manhole6,000.00
- (5) For a 8-inch tap without a manhole3,000.00

In addition, a connection fee will be charged at sixty cents (\$0.60) per gallon per day based on the unit contributory loading chart of estimated daily flows if the tap is located in the City of Florence corporate limits. If the tap is located within the Town of Timmons ville designated service area, the \$0.60 per gallon per day connection fee does not apply, and the charges will be based only on the prices shown in items (1) through (5), above.

Tap sizes to be approved by the city.

If the owner has a state licensed contractor make the tap under the supervision of the city, then the charges shown in items (1) through (5), above do not apply. Taps in the City of Florence will then be based solely on sixty cents (\$0.60) per gallon per day as obtained from the unit contributory loading chart. The city is to be notified at least two (2) working days before the tap is to be made.

Sec. 12-80.1., as shown below, shall be added following Sec. 12-80. in the City Code.

Sec. 12-80.1. Regarding fees, rates and service charges for Timmons ville.

The fees, rates and service charges contained in this ordinance for customers located in the designated Timmons ville utility service area apply to residential and small commercial users. Provided, however, that Florence City Council may negotiate separate rate and fee structures with large commercial or industrial users which locate within the designated Timmons ville service area.

Sec. 12-87.3., as shown below, shall be added following Sec. 12-87.2. in the City Code.

Sec. 12-87.3. Schedule of rates for customers in the Town of Timmons ville service area.

Residential sewer rates inside Timmons ville corporate limits shall be \$21.06 per month, plus \$4.33 for every 1,000 gallons of water usage. Residential sewer rates outside the Timmons ville corporate limits shall be \$26.03 per month, plus \$5.28 for every 1,000 gallons of water usage.

Commercial sewer rates inside Timmons ville corporate limits shall be \$24.55 per month, plus \$6.14 for every 1,000 gallons of water usage. Commercial sewer rates outside the Timmons ville corporate limits shall be \$35.73 per month, plus \$7.48 for every 1,000 gallons of water usage.

Secs. 12-112 – 12-119. Reserved. is hereby revised to read as follows:

Secs. 12-112 – 12-118. Reserved.

Sec. 12-119., as shown below, shall be added immediately prior to Sec. 12-120. in Article III, Division I of the City Code.

Sec. 12-119. Regarding fees, rates and service charges for Timmonsville.

The fees, rates and service charges contained in this ordinance for customers located in the designated Timmonsville utility service area apply to residential and small commercial users. Provided, however, that Florence City Council may negotiate separate rate and fee structures with large commercial or industrial users which locate within the designated Timmonsville service area.

Sec. 12-149. Tap fee-Required. is hereby revised by adding the following sentence at the end of subsection (b):

Provided, however, that for water taps located in the designated Timmonsville service area, a contributory demand charge for the water treatment facilities will not be imposed.

Sec. 12-150. Same-Schedule. is hereby revised to read as follows:

For water taps in the City of Florence service area, charges for service connections to the water works system, with the meter supplied by the city, shall be as follows (Owner installation, if desired, is to be by a state licensed contractor under supervision of the city. The city is to be notified at least two (2) working days before the tap is to be made.):

Size Meter (inches)	Inside City with Owner Installation of Tap, Meter Box and Piping	Inside City with City Installation of Tap, Meter Box and Piping	Outside City with Owner Installation of Tap, Meter Box and Piping	Outside City with City Installation of Tap, Meter Box and Piping
¾	\$ 100.00	\$ 700.00	\$ 750.00	\$ 1,650.00
1	180.00	880.00	1,110.00	1,860.00
1½	440.00	1,160.00	1,290.00	2,070.00
2	600.00	1,420.00	1,680.00	2,610.00
4	3,780.00	10,680.00	8,700.00	19,020.00
6	7,540.00	16,120.00	17,370.00	30,240.00
8	14,040.00	25,020.00	32,370.00	48,840.00

- (a) For water taps in the Town of Timmons ville designated service area, charges for service connections to the water works system, with the meter supplied by the city, shall be as follows:

<u>Meter size</u>	<u>City Installation</u>	<u>Owner Installation</u>
5/8 " x 3/4"	\$ 375.00	\$ 150.00
1"	\$ 505.00	\$ 350.00
1-1/2"	\$ 800.00	\$ 475.00
2"	\$ 3,100.00	\$ 1,400.00
4"	\$ 21,040.00	\$ 8,700.00
6"	\$ 33,930.00	\$ 22,150.00

Sec. 12-160. Initial service charge. is hereby revised to read as follows:

The customer of a new water account shall be required to pay a service charge as shown below. This service charge is intended to represent the cost associated with setting up a new account and thus is not refundable when the account is closed out. Provided, however, that active accounts with the Town of Timmons ville that are existing as of the date of transfer to the City of Florence will not be required to pay an initial service charge.

- (1) *Inside City of Florence corporate limits:* Service charge for residential or commercial property inside corporate limits of the city shall be \$50.00.
- (2) *Outside City of Florence corporate limits:* Service charge for residential or commercial property outside corporate limits of the city shall be \$100.00.
- (3) *Within Town of Timmons ville service area:* Service charge for residential or commercial property within the designated Timmons ville service area (inside or outside of the Timmons ville corporate limits) shall be \$50.00.

Sec. 12-161.3., as shown below, shall be added following Sec. 12-161.2. in the City Code

Sec. 12-161.3. Schedule of rates for customers in the Town of Timmons ville service area.

Residential water rates inside Timmons ville corporate limits shall be \$21.07 per month (minimum) for the first 2,000 gallons of usage; plus \$3.92 per 1,000 gallons for the next 3,000 gallons of usage; plus \$3.59 per 1,000 gallons for all usage over 5,000 gallons per month. Residential water rates outside the Timmons ville corporate limits shall be \$27.79 per month (minimum) for the first 2,000 gallons of usage; plus \$4.69 per 1,000 gallons

for the next 3,000 gallons of usage; plus \$4.01 per 1,000 gallons for all usage over 5,000 gallons per month.

Commercial water rates inside Timmons ville corporate limits shall be \$26.11 per month (minimum) for the first 2,000 gallons of usage; plus \$5.24 per 1,000 gallons for the next 3,000 gallons of usage; plus \$4.78 per 1,000 gallons for all usage over 5,000 gallons per month. Commercial water rates outside the Timmons ville corporate limits shall be \$36.14 per month (minimum) for the first 2,000 gallons of usage; plus \$6.26 per 1,000 gallons for the next 3,000 gallons of usage; plus \$5.34 per 1,000 gallons for all usage over 5,000 gallons per month.

Sec. 12-162. Rates for private fire protection service-General. will remain unchanged and will apply to customers inside and outside the corporate limits of Florence, but will not be applied to customers in the Town of Timmons ville designated service area.

Sec. 12-163. Same-Hydrant rental fee. will remain unchanged and will apply to customers inside and outside the corporate limits of Florence, but will not be applied to customers in the Town of Timmons ville designated service area.

Sec. 12-164. Minimum monthly meter charges. will remain unchanged and will apply to customers inside and outside the corporate limits of Florence, but will not be applied to customers in the Town of Timmons ville designated service area.

Sec. 12-165. Fee for convenience cut-off. will remain unchanged and will apply to customers inside and outside the corporate limits of Florence, but will not be applied to customers in the Town of Timmons ville designated service area.

Sec. 12-167. Monthly billing; due and delinquent dates; late fee; reconnection fees. is hereby revised to read as follows:

(a) Bills shall be due and payable upon notice and shall be considered delinquent for failure to pay after the fifteenth of the month. When the fifteenth of the month falls on a weekend or a holiday, the city will accept, without penalty, payment on the following work day.

(b) A late charge of \$6.00 shall be added to any unpaid bill on the next calendar day following the due date described in subsection (a).

(c) Services may be discontinued for any bill not paid within ten (10) days after the due date described in subsection (a). A reconnection fee shall be added if the

bill remains unpaid after the above referenced ten-day period, regardless of the actual status of the connection. The reconnection fee for the discontinuance of services of customers of the city's waterworks system shall be as follows:

- (1) *Inside Florence corporate limits:* Reconnection fee for property inside the corporate limits of the city shall be twenty dollars (\$20.00).
- (2) *Outside Florence corporate limits:* Reconnection fee for property outside the corporate limits of the city shall be thirty dollars (\$30.00).
- (3) *Within Town of Timmons ville designated service area:* Reconnection fee for property within Timmons ville's designated service area shall be thirty dollars (\$30.00).

Failure to receive a statement will not release the customer from payment obligation, nor entitle the customer to any delay in paying the amount due.

(d) In the event the meter is locked or removed by the City, a reconnection fee of \$75.00 shall be imposed. The reconnection fee for a locked or removed meter shall apply to all water services, both inside and outside the City of Florence corporate limits and in the designated Timmons ville service area.

In the event a customer believes that there has been an error in the billing of the account, such customer must notify the utility finance division at least two (2) working days before the disconnection date stated on the delinquent notice. In the event that an error has been made, a correction shall be made to ensure that said customer services are not disconnected.

All ordinances in conflict with this ordinance are hereby repealed.

This ordinance shall become effective within 30 days after adoption by Council.

ADOPTED THIS _____ DAY OF _____, 2013.

Approved as to form:

James W. Peterson, Jr.
City Attorney

Stephen J. Wukela
Mayor

Attest:

Dianne Rowan
Municipal Clerk

FLORENCE CITY COUNCIL MEETING

DATE: October 14, 2013

AGENDA ITEM: Resolution

DEPARTMENT/DIVISION: Human Resources

I. ISSUE UNDER CONSIDERATION

A resolution to amend the City of Florence employment application to no longer require disclosure of past criminal history during the initial job application process for certain job positions within the city.

II. CURRENT STATUS/PREVIOUS ACTION TAKEN

At the September City Council meeting, City Council instructed staff to develop a resolution to amend the City of Florence employment application to no longer require disclosure of past criminal history during the initial job application process for certain job positions within the city.

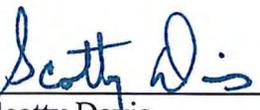
III. POINTS TO CONSIDER

- A. In 2012, the Equal Employment Opportunity Commission's (EEOC) Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964 states that an employer's use of an individual's criminal history in making employment decisions may, in some instances, violate the prohibition against employment discrimination under Title VII of the Civil Rights Act of 1964.
- B. The Resolution does not preclude the City from ever inquiring about an applicant's criminal history, but would postpone the inquiry until later in the hiring process. The rationale for doing this is to promote hiring based on qualifications, not criminal histories.
- C. Proposed change is located on page 7, "Employment Guidelines" of the City of Florence Employee Handbook.
- D. City staff did include minor changes as recommended by the City's labor attorney, Linda Edwards, following her review of the document.

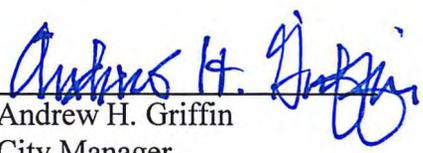
V. PERSONAL NOTES:

VI. ATTACHMENTS

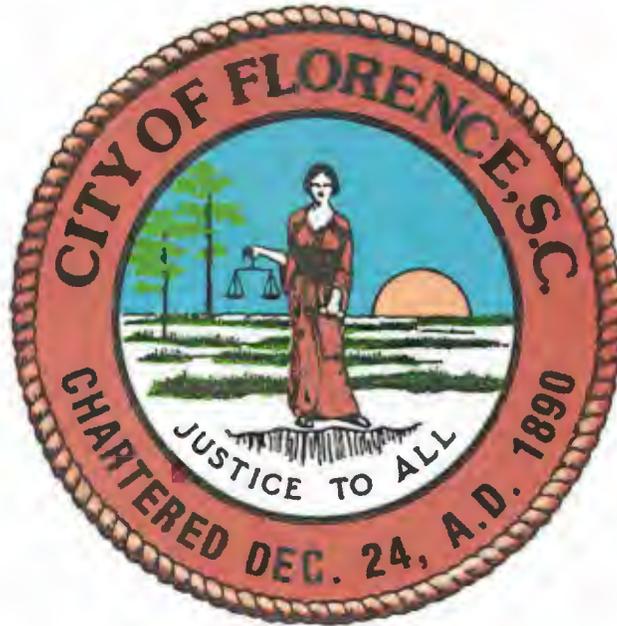
Resolution No. 2013-21 A Resolution amending the City of Florence Employee Handbook regarding the employment application.



Scotty Davis
Director of General Services



Andrew H. Griffin
City Manager



CITY OF FLORENCE

EMPLOYEE HANDBOOK

DISCLAIMER

ALL EMPLOYEES OF THE CITY ARE EMPLOYED AT-WILL AND MAY QUIT OR BE TERMINATED AT ANY TIME AND FOR ANY OR NO REASON. NOTHING IN ANY OF THE CITY'S RULES, POLICIES, HANDBOOKS, PROCEDURES OR OTHER DOCUMENTS RELATING TO EMPLOYMENT CREATES ANY EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT. NO PAST PRACTICES OR PROCEDURES, WHETHER ORAL OR WRITTEN, FORM ANY EXPRESS OR IMPLIED AGREEMENT TO CONTINUE SUCH PRACTICES OR PROCEDURES. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE LIMITATIONS SET FORTH IN THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT UNLESS: 1) THE TERMS ARE PUT IN WRITING; 2) THE DOCUMENT IS LABELED "CONTRACT;" 3) THE DOCUMENT STATES THE TERM OF EMPLOYMENT; AND 4) THE DOCUMENT IS SIGNED BY THE CITY MANAGER OR APPROVED BY VOTE OF COUNCIL.

I acknowledge receipt of the City's Personnel Handbook AND UNDERSTAND THAT IT IS NOT A CONTRACT OF EMPLOYMENT. I understand that it replaces and supersedes all previous handbooks, policies, and practices.

Adopted : October 14, 2013

DISCLAIMER

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I acknowledge receipt of the City's Personnel Handbook AND UNDERSTAND THAT IT IS NOT A CONTRACT OF EMPLOYMENT. I understand that it replaces and supersedes all previous handbooks, policies, and practices.

(Signature)

Date

Printed Name

STATE OF SOUTH CAROLINA)
COUNTY OF FLORENCE)

RESOLUTION NO. 2013 – 21

WHEREAS, it is the objective of the organization to clarify its organizational goals and philosophy through clearly defined guidelines;

WHEREAS, a need exists to revise the Employee Handbook to remove the question of past criminal records from the employment application; and

WHEREAS, it is recognized that the removal of the question regarding convictions from the employment application equalizes the employment opportunity for applicants with past criminal convictions.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Florence that the human resources administrative guidelines of the City of Florence and presented to the City Council on October 14, 2013, are hereby revised.

BE IT FURTHER RESOLVED, that a copy be made available to each present city employee so that they may be aware of the modifications and to future employees upon employment.

Adopted this 14th day of October, 2013.

Stephen J. Wukela, Mayor

Buddy Brand, Mayor Pro-Tem

Edward Robinson, Councilman

Octavia Williams-Blake, Councilwoman

Glynn F. Willis, Councilman

Teresa Myers Ervin, Councilwoman

Robbie Hill, Councilman

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GENERAL POLICIES

Equal Employment Opportunity

The City provides equal opportunity to all applicants for employment, and administers hiring, conditions and privileges of employment, compensation, training, promotions, transfer and discipline without discrimination because of race, color, religion, gender, disability, genetic background, age, or national origin. The City also prohibits retaliation against employees who have reported discrimination. Any employee who believes that he has been discriminated against in violation of this policy should report the matter to his Department Director or the Human Resources Director.

Anti-Harassment

Various laws and regulations generally prohibit employment decisions from being made on the basis of race, sex, religion, national origin, color, age, disability, genetic information, or similar distinctions. In addition, it is our desire to provide a working environment in which employees are free from discomfort or pressure resulting from jokes, ridicule, slurs, threats and harassment either relating to such distinctions or simply resulting from a lack of consideration for a fellow human being.

The City does not tolerate harassment of any kind and forbids retaliation against anyone who has reported harassment in good faith.

Sexual Harassment

Sexual harassment warrants special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal or visual conduct based on sex constitute sexual harassment when:

1. submission to the conduct is an explicit or implicit term or condition of employment; or
2. submission to or rejection of the conduct is used as the basis of the employment decision;
or
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, "put-downs" or condescending or derisive comments or terms based on gender, and physical conduct, such as patting, pinching, or brushing against another person. This policy prohibits such conduct regardless of the gender of the perpetrator or victim.

Disputes sometimes arise as to whether conduct was “welcome” or “unwelcome”. Conduct which would violate this policy if it were unwelcome violates the policy if anyone complains of it. However, not all conduct prohibited by this policy constitutes a violation of the law.

Complaint Procedure and Investigation

If you feel that this policy has been violated by anyone with whom you come in contact on the job, regardless of whether it is by a fellow worker, a supervisor or a member of the general public, you should report the incident(s). You may do this by:

- a. reporting to your supervisor or to a higher level in your “chain of command.”
- b. reporting to the Human Resources Director in person, or by telephone at (843) 665-3161.

Supervisors and managers who receive complaints of or become aware of harassment should coordinate immediately with the Human Resources Department.

Harassment allegations will be investigated, and the investigatory process may vary from case to case. The investigation is conducted as confidentially as possible consistent with the effective handling of the complaint and goals of this policy. All employees have a responsibility both to cooperate fully with the investigation and to keep the matter confidential, whether the employee is the accused person, the complaining one or merely a potential witness. Persons who are interviewed are asked not to discuss the matter at all with co-workers, friends, or management. This does not mean, however, that an employee may not complain to civil rights agencies. An employee may be asked to submit to a polygraph (lie detector) examination.

-IMPORTANT-

In order to avoid misunderstandings, a complaint made to a member of management or to the Human Resources Director involve a completion of a complaint report, either by the employee or by the person to whom the complaint is made, which summarizes the allegation(s) and lists any witnesses to the alleged harassment. The employee should retain a copy of this report.

These procedures have been established to enable an employee to obtain relief if he believes he is a victim of harassment. The U.S Supreme Court has said as a general rule an employee may not sue the City for a violation of his rights unless he first gives the City notice and an opportunity to end the harassment. The reporting procedures which the City has adopted are intended to establish a clear record of what has been reported.

Employment Guidelines

Hiring/Recruiting

The City endeavors to hire the most suitable candidate for an open position and encourages current employees to apply for positions for which they are qualified. The City may also solicit and consider external applicants. The City may delegate to the Department Directors the authority to make employment decisions within their respective departments.

The City shall not require an applicant to disclose past criminal history during the initial job application process for non-safety sensitive job positions within the city.

Nepotism/Employment of Relatives

Members of the immediate family of elected officials of the City council are not eligible for initial hire during the Council member's term on Council.

Persons in the same immediate family may not be hired within the same department or division within a department. Persons in the same immediate family may not be employed or continue to be employed if one directly or indirectly supervises another or interacts with another in the handling of money or compensation.

“Immediate family” is defined as a spouse, parent, child, grandparent, grandchild, brother or sister, parent-in-law, grandparent-in-law, brother-in-law and sister-in-law. The immediate family is also considered to include; step-parents, step-children, step-brothers and step-sisters when the employee and the step-relative have lived together regularly in the same household. Immediate family also includes co-habitants, partners, or romantic relationships.

If two employees enter into a relationship that creates a situation prohibited by this policy, the two employees will not be permitted to continue working within the same department. The two employees will be requested to decide which one of the two employees will relinquish his/her employment status. If the employees cannot choose which of the two will leave, the Department Director will make the decision. Generally, the employee with the greater tenure or higher compensation will be retained. The employee who is removed may request consideration for any other vacant position in the organization for which he is qualified. In the event the employee is not selected for another vacant position in another Department, the employee may resign or be terminated.

Situations not specifically addressed in this policy which, in the City's opinion, create a conflict of interest or give the appearance of a conflict of interest, will be handled in the City's discretion. Additionally, any employment relationships which exist upon the adoption of this policy may be grandfathered in the sole discretion of the City.

Employment Status

A **regular full-time** employee is one who has received a satisfactory or better performance evaluation upon completion of the first six months of employment and fill a full-time year round budgeted position with the City. An employee in this status is normally scheduled to work at least 37.5-40 hours per week. Law enforcement officers are generally scheduled to work 84 hours every two weeks, and fire suppression personnel are generally scheduled to work 24 ¼ hours every three days. However, the City does not guarantee any minimum number of hours of work per week. A regular full-time employee is eligible for fringe benefits.

A **regular part-time** employee is one who has received a satisfactory or better performance evaluation upon completion of the first six months of employment and fills a part-time year round budgeted position within the City. An employee in this status is normally scheduled to work fewer than 37.5 hours per week but may be called upon to work above his normally scheduled hours of work when workloads require. However, the City does not guarantee any minimum number of hours per week. A regular part-time employee who is working at least 30 hours per week on an annual basis is generally eligible for fringe benefits. Other part-time employees generally are not eligible for benefits.

A **probationary** employee is one who a part-time or full-time employee with less than six months of employment and had not received his probationary evaluation. In addition, an employee who is either promoted or demoted resulting in a classification change, will be considered a probationary employee for purposes of the performance review.

A **temporary** employee is one who is hired for a limited period of time, until completion of a particular project or projects. Such an employee may work part-time or full-time hours depending on the needs of the City. A temporary employee is generally not eligible for fringe benefits.

Probationary Period

A new employee is considered to be on probation for the first six months. However, this period is not a guarantee of employment for six months. This period is a continuation of the selection process and is a time in which the new employee should demonstrate that he is well-suited for his job. A new employee generally is evaluated every thirty days during the probationary period. If the Department Director concludes at any time during the probation period that the new employee is not well-suited for his position, the employee may be terminated or may be placed on extended probation.

The probation period ends upon 1) the completion of six months; and 2) a satisfactory written evaluation by the Department Director, resulting in the employee's classification as a regular employee.

A newly promoted or demoted employee is considered to be on probation in his new job for a six month period. This period is a continuation of the selection process and is a time in which the newly promoted or demoted employee should demonstrate that he is well-suited for the job classification.

If the Department Director concludes at any time during the probation period that the newly promoted or demoted employee is not well-suited for his new position, the employee may be removed from that position.

Outside Employment

The City requires an employee's work for the City to take precedence over any other employment engaged in by an employee. An employee must get prior written approval from his Department Director before engaging in other employment. The City has the sole discretion to determine if the other employment interferes with or is otherwise incompatible with City employment.

An employee may not engage in any private business activity while on City work time or at City workplaces.

Conflict of Interest

City employees are covered by state ethics laws which prohibit public employees from using their public position for their own personal gain or to benefit a family member or business associate. State law also prohibits an employee from making governmental decisions on matters in which they or their family or business associates have an economic interest. An employee must notify his Department Director in writing on any matter in which they, their family, or business associates have an economic interest and in which they must act on behalf of the City. The Department Director must send the notification to the City Manager for review, along with a copy to the Human Resources Director. If the City determines a potential conflict or appearance of conflict of interest exists, the matter will be reassigned to another employee.

Gifts and Gratuities

No employee may directly or indirectly solicit any gift or accept or receive a gift under circumstances in which it could be inferred that the gift was intended to influence him in the performance of his official duties or was intended as a reward for an official act on his part. A gift is defined as any benefit, favor, service, privilege, or thing of value which could be interpreted as influencing an employee's impartiality. A gift includes but is not limited to meals, trips, money, loans, rewards, merchandise, foodstuffs, tickets to sporting or cultural events, entertainment, and personal services or work supplied by City suppliers or contractors. This policy is not intended to prohibit the acceptance of items of nominal value which are generally distributed to all employees.

A determination as to whether this policy has been violated is in the city's sole discretion.

Political Activity

Employees may fully and freely associate themselves in organizations of their own choosing, except those organizations whose purpose is to overthrow the government of the United States, the State of South Carolina or any of its political subdivisions. In addition, a supervisory employee may not join or support labor organizations which accept into membership subordinates of such supervisors.

In circumstances involving real or potential conflicts, an employee who runs for public office may be placed on an unpaid leave of absence until after the election. If an employee is placed on leave of absence, his employment will be terminated upon his election to an elected public office.

For purposes of this policy, an employee is considered a "candidate for public office" when he files for candidacy, or when he begins actively campaigning for nomination or election, whichever comes sooner.

Employees may not engage in political activity in the workplace or while on duty.

Workplace Privacy/Computer & Internet Abuse

The workplace is intended to be a place of work. An important part of work is communications and recordkeeping. No employee is at work 24 hours a day, seven days a week, and there are times when management needs access to communications or records maintained by employees in their individual workplaces. Personal items and personal communications received or stored on City premises are not entitled to a guarantee of privacy.

Management may search City property and documents in City-owned vehicles, employee desks, lockers, file cabinets, etc.

Electronic media raise similar issues. The City provides electronic and telephonic communication devices and, when necessary, computers and mobile devices, to employees for use in performing their job duties. Although assigned to the employee, these items still belong to the City. Similarly, any computer files created or software downloaded on a City computer belonging to the City.

Employees are given certain access and computer rights based upon the employee's job description or work expectations. Employees may not change any of these rights or the rights of anyone else. Software, programs, games, and any other downloads may not be installed on City computers without the written permission of the City.

Employees are prohibited, unless specifically authorized by the City, from accessing and/or viewing e-mail which has not been sent by, or addressed to, the employee. Similarly, employees are prohibited, unless specifically authorized by the City, from accessing and/or viewing databases containing personal employee information. Employees who have received appropriate authorization to access and/or view databases containing personal employee information are prohibited from using or discussing information in those databases except as directed by management.

The City consents to the reasonable personal use of its communication devices. The definition of “reasonable personal use” is determined in the sole discretion of the City. The only sure way to avoid violating the City’s policy on personal use is not to use the City’s communication devices, computers and network for any personal purpose. The following personal computer use is absolutely forbidden:

1. Accessing any material which the City considers to be pornographic; transmitting or knowingly accepting receipt of any communication which is pornographic, obscene, or in the City’s opinion might contribute to a hostile work environment in that it demeans individuals on the basis of race, sex, age, national origin, disability or some similar distinction;
2. Conducting business for outside employment or a side-business;
3. Purchasing any goods or services, even if charged to the employee’s personal credit card.

Although employees may use City-owned communication devices, computers and network for limited personal use, all files and data created or transmitted using a computer (desktop or laptop), telephone, pager, “smart phone,” or any other electronic device provided to the employee by the City belong to the City and may be accessed by the City during transmission of the communication or while in storage on the City’s equipment. This includes, but is not limited to, voicemail, the content of e-mail, text (sms) messages, multi-media messages (mms), instant messages, and the content of internet websites.

By accepting employment with the City, you consent to monitoring, including “real time” monitoring, of all communications described in this policy and authorize the City to access all data stored on communication devices provided by the City. The City also reserves the right to report the finding of such reviews to appropriate agencies. Data stored on a City communication device includes data, such as personal third-party e-mail accounts (e.g., Yahoo, Hotmail, Gmail, etc.) and websites, that is accessed with a password where the data was accessed using the City’s communication device. Thus, if you do not want the City to have access to your personal e-mail account or your social networking site, you should not access your personal e-mail or other password-protected websites using City-owned communication devices. Even though an item has been “deleted” and the employee cannot retrieve it, this does not mean that the City cannot do so. It is also possible to generate a report of every Internet connection made by each user and the amount of time spent in each connection.

If you access personal e-mail accounts or other password-protected websites using City-owned communication devices, you will be subjecting those accounts and websites to any viruses that may have infected the City-owned communication device. The City is not liable for any damages you suffer because of such access. The best way for you to protect your personal information is to refrain from accessing it using City-owned equipment.

City employees may not use their own personal electronic equipment (including, but not limited to, personal laptop computers and cellular phones) on City property or at City work sites to engage in conduct which would be prohibited if using City equipment.

Social Networks; Personal Web Sites; Blogs

Social networking, personal websites, and blogs have become common methods of self-expression. The City respects the right of employees to use these media during their personal time. Employees may not access social media sites, other than for business use, during working hours or using City equipment, unless specifically approved by the Department Director. The only sure way to avoid violating the City's policy on personal social media site access is to not access such sites at all during working hours or using City equipment.

Employees must understand that material posted on these media may be read by persons other than those for whom it is intended. Employees are cautioned that they are responsible for the contents of social media posts they make. Posts that contain obscene or harassing material, that are unlawful, that contain personal attacks on coworkers, that reasonably call into question the employee's judgment, or that reasonably cause concern among the public may result in discipline, up to and including termination from employment. Similarly, conduct that would violate City policies if done in person also violates City policy if done through social media. Employees may not disclose confidential information over social media or similar sites.

Employees who post on media sites and who have identified themselves as a member or employee of the City on those sites must make it clear that they are expressing their own views and not those of the City.

Events that Necessitate Office Closing

During inclement weather or for any other reason deemed necessary by the City Manager or Council, the City Manager may declare City offices "officially" closed, identify the critical services that will be available to provide service to the community, and establish the application of leave and/or pay for those individuals who are not assigned to report to work during an official closure.

Wages & Hours of Work

Classification System

The City Manager may develop a system for classifying positions within the City, including pay ranges for those positions. Classification systems and pay-ranges are subject to change at any time. Assignment to a particular classification or range is not a guarantee of the pay assigned to that scale.

Hours of Work

The City's normal business hours for City administrative offices are from 8:30 to 5:00 p.m. Other departments may follow work schedules specific or unique to their departments. Each department is responsible for scheduling its employees so as to meet the needs of the City. Employees may be required to work overtime.

Regular full-time and part-time employees who work during the City's established hours of business may be provided one unpaid meal break of 30-60 minutes. Meal breaks for employees operating outside the established hours are set by the departments.

Employees may not use meal periods to offset loss of time or to leave early, unless authorized.

Overtime and Compensatory Time

Non-exempt employees, with the exception of law enforcement and fire suppression personnel, receive overtime premiums at 1.5 times their regular hourly rate for all hours worked in excess of 40 hours per week. Law enforcement personnel receive overtime premiums after 86 hours worked in a 14-day cycle. Fire suppression personnel receive overtime premiums after 159 hours worked in a 21-day cycle. Upon approval of the City Manager, in lieu of cash payment, the City may credit employees with compensatory time at the rate of 1.5 hours for each overtime hour worked. Non-exempt employees are paid for accrued compensatory time upon termination.

Employees must accurately record all hours worked and must have worked all hours recorded. Employees may not work "off the clock", and employees may not work overtime without the permission of their supervisor.

Employees who are exempt from overtime receive a salary that compensates them for all hours worked in the work week. Such employees do not receive overtime pay or compensatory time off. However, the City Manager may, in his sole discretion, grant additional compensation of paid time off to exempt employees who have worked unusual amounts of time in excess of the

normal schedule, but no exempt employee has a right to such additional compensation or paid time off. There is no payment for compensatory time for exempt employees upon termination.

Payment of Wages

Employees are paid on a bi-weekly basis, on Friday, by direct deposit. Employees should examine their paychecks/pay stubs immediately to ensure they have properly paid for all hours and that no improper deductions have been made. Any payment errors must be reported to payroll within 14 days.

The City deducts from employees' gross pay, taxes and withholdings that are required by the taxing authorities. The City may also deduct from employees' pay the employees' share of any premiums, or plan contributions for insurance, retirement and similar plans that are required or elected by the employee, and other voluntary deductions. The City may make other deductions as well as required by law or court order. The City does not make unauthorized deductions and will reimburse employees if such deductions are inadvertently made.

Cash, debts owed the city, fringe benefits, uniform, tools, equipment, vehicles, instruction manuals, keys, city identification cards and other items belonging to the city that are advanced or issued to an employee but not repaid or returned by him at the time of his termination are considered advances of wages, the value of which may be deducted from the employee's pay.

Performance Evaluations

The City conducts periodic written evaluations of employees' performance. Employees are required to sign the evaluation documents. The employee's signature does not necessarily indicate agreement with the contents of the evaluation, only that he has been made aware of it. Employees may attach comments to their evaluations. Performance evaluations may be a factor in determining merit wage adjustments. However, a favorable evaluation does not guarantee a wage increase.

Holidays

The City of Florence will observe the following holidays:

New Year's Day	Labor Day
Martin Luther King's Birthday	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Day after Thanksgiving
4 th of July	Two days at Christmas

Holidays that fall on Saturday are generally observed the preceding Friday. Holidays that fall on Sunday are generally observed the following Monday.

City Council may declare additional days as holidays.

Employees who are scheduled to work on a holiday accrue holiday leave hours in proportion to their work schedules. Accrued holiday hours must be taken within the next 12 month period.

Employees must work the day before and after a holiday or be on approved paid leave in order to be paid for a holiday.

If a holiday falls during an employee's approved general leave period, it will be charged as a holiday and not against the general leave.

An employee may use accrued holidays in conjunction with general leave period, as long as it is approved by his supervisor/manager in advance of the leave.

Leave Policies

General Leave

The General Leave program replaces the traditional "vacation" leave concept. This program introduces the concept that each employee assumes direct responsibility, accountability, and control of his/her attendance or absence from work. Listed below are the specific elements applicable to this program.

- All full time or permanent part-time employees are eligible to receive general leave benefits.
- General Leave may be used to cover the following types of absences (upon advance approval of the employee's supervisor/manager):
 - ⇒ Employee's vacation
 - ⇒ Employee's personal leave for medical reasons
 - ⇒ Family Medical Leave approved absence
 - ⇒ Funeral leave
- A new employee will be eligible to earn General Leave beginning with the first pay period following the date of employment.
- The General Leave will be pro-rated when an employee works less than the scheduled hours in the pay period.
- General Leave will NOT be earned due to an absence without pay.
- The Department Director, or designated supervisor, will be responsible for approving all leave requests. The employee is responsible for submitting a request to his/her

supervisor/manager, in advance, of the anticipated absence. All leave must be approved to be considered for payment under the General Leave program.

- The use of approved General Leave will NOT be monitored in accordance with the Attendance Monitoring program.
- The approved use of General Leave for personal medical needs does not prohibit the Department Director from requesting a medical statement from the employee’s attending physician, particularly when such absence is constant, habitual, or questionable.

- Basic Schedule for earning General Leave:

<u>Service Time</u>	<u>Annualized Earnings</u>
0-6 months	3 days
6 months – 5 years	19 days
5 yrs – 10 yrs	22 days
10 yrs – 15 yrs	24 days
15+ yrs	27 days

- Permanent part time employees (working 30 hrs/week year round) will be eligible to earn General Leave on a pro-rated basis.
- On the first payroll in October of each year, the rate schedule will be reviewed per employee to determine appropriate adjustments. Adjustments in the “class” assignment will only be established one time a year. During the fiscal year the employee may exceed the maximum earnings rate AND may enjoy the privilege of taking those additional earned hours in advance of the fiscal year adjustment.
- Accruals will be established in conjunction with the bi-weekly payroll.
- Three different General Leave earning schedules have been developed to accommodate the diversity in our workforce:
 - 1950 work schedule - Individuals who work 37 ½ hrs/week
 - 2080 work schedule - Individuals who work 40 hrs/week, or Commissioned Police Officers, or Salaried employees
 - 2912 work schedule - Commissioned Firefighters

MAXIMUM Earnings Schedules by Class Codes

1950 Work Schedule

<u>Class</u>	<u>Sick Leave Bank Hours</u>	<u>Yrs in Service</u>	<u>Maximum Gen. Leave Accruals</u>
A	0 – 450	0 mos – 5 yrs	1 ½ times annual earnings
B	451 – 900	6 yrs – 10 yrs	2 times annual earnings
C	901 – 1350	11 yrs – 15 yrs	2 ½ times annual earnings
D	1351+	over 15 yrs	3 times annual earnings

2080 and 2912 Work Schedule

<u>Class</u>	<u>Sick Leave Bank Hours</u>	<u>Yrs in Service</u>	<u>Maximum Gen. Leave Accruals</u>
A	0 – 480	0 mos – 5 yrs	1 ½ times annual earnings
B	481 – 960	6 yrs – 10 yrs	2 times annual earnings
C	961 – 1440	11 yrs – 15 yrs	2 ½ times annual earnings
D	1441+	over 15 yrs	3 times annual earnings

- During the annual adjustment review process, if it is determined that the total General Leave accrued hours are in excess of the allowable maximum rate, the difference will be rolled into the employee's Sick Leave Bank.
- On the last work day of the payroll period (Friday) **PRIOR** to the start of the first full payroll period in October, the Class status of each employee will be reviewed as follows:
 - Step 1: The General Leave Balance will be reviewed to determine if the balance is in excess of the "current" class status.
 - Step 2: If the balance exceeds the maximum "current" class status, the difference will be rolled into the employee's Sick Leave Bank.
 - Step 3: The employee's service date will be evaluated to determine class status change for the upcoming fiscal year. If a class status is upgraded, the balances as assigned in Step 1 & 2 above will be transferred to the new class effective the first full payroll of October.

- An employee who leaves the City employment resulting from a voluntary resignation or dismissal may be eligible to receive pay for the balance of accrued General Leave recorded against his/her account.
- An employee who retires AND is eligible to receive the City of Florence Retiree Benefits program, will be eligible to receive pay for the balance of accrued General Leave recorded against his/her account.
- An individual who is accepted under the S. C. Retirement TERI program will be paid out accrued General Leave commensurate to the total days recognized and approved by the state of South Carolina in the computation of TERI benefits. Any balance remaining in the account following the payout will remain as part of the employee's General Balance record. In addition, the employee will continue to earn and accrue General Leave in accordance with their class schedule.
- An employee who is approved for Family Medical Leave will be eligible to use accrued General Leave and accrued Sick Leave bank hours to cover his/her FMLA absence. The employee will decide which program will be initiated first in charges loss time.

General Leave Earnings/Accrual Rate

2080 work schedule:					1950 work schedule:				
Service Years	BW Accrual	Total Hrs Earned	Daily Hrs Basis	Days Earned	Service Years	BW Accrual	Total Hrs Earned	Daily Hrs Basis	Days Earned
0-6 months	1.85	24.00	8.00	3.00	0-6 months	1.73	22.43	7.50	3.00
6 mos.-5 yrs Class A	5.85	228.00	8.00	28.50	6 mos.-5 yrs Class A	5.48	213.83	7.50	28.50
5-10 yrs. Class A	6.77	264.00	8.00	33.00	5-10 yrs. Class A	6.35	247.50	7.50	33.00
Class B		352.00	8.00	44.00	Class B		330.00	7.50	44.00
Class C		440.00	8.00	55.00	Class C		415.50	7.50	55.00
Class D		528.00	8.00	66.00	Class D		495.00	7.50	66.00
10-15 yrs. Class A	7.49	292.00	8.00	36.50	10-15 yrs. Class A	7.02	273.75	7.50	36.50
Class B		388.00	8.00	48.50	Class B		363.75	7.50	48.50
Class C		484.00	8.00	60.50	Class C		453.75	7.50	60.50
Class D		580.00	8.00	72.50	Class D		543.75	7.50	72.50
15 + yrs Class A	8.31	324.00	8.00	40.50	15 + yrs Class A	7.79	303.62	7.50	40.50
Class B		432.00	8.00	54.00	Class B		404.82	7.50	54.00
Class C		540.00	8.00	67.50	Class C		506.03	7.50	67.50
Class D		648.00	8.00	81.00	Class D		607.23	7.50	81.00
2912 work schedule:					1560 work schedule:				
Service Years	BW Accrual	Total Hrs Earned	Daily Hrs Basis	Days Earned	Service Years	BW Accrual	Total Hrs Earned	Daily Hrs Basis	Days Earned
0-6 months	2.58	33.49	11.20	3.00	0-6 months	1.38	18.00	6.00	3.00
6 mos.-5 yrs Class A	8.19	319.31	11.20	28.50	6 mos.-5 yrs Class A	4.38	171.07	6.00	28.50
5-10 yrs. Class A	9.48	369.60	11.20	33.00	5-10 yrs. Class A	5.08	198.00	6.00	33.00
Class B		492.80	11.20	44.00	Class B		264.00	6.00	44.00
Class C		616.00	11.20	55.00	Class C		330.00	6.00	55.00
Class D		739.20	11.20	66.00	Class D		396.00	6.00	66.00
10-15 yrs. Class A	10.48	408.80	11.20	36.50	10-15 yrs. Class A	5.62	219.00	6.00	36.50
Class B		543.20	11.20	48.50	Class B		291.00	6.00	48.50
Class C		677.60	11.20	60.50	Class C		363.00	6.00	60.50
Class D		812.00	11.20	72.50	Class D		435.00	6.00	72.50
15 + yrs Class A	11.63	543.41	11.20	40.50	15 + yrs Class A	6.23	242.85	6.00	40.50
Class B		604.54	11.20	54.00	Class B		324.00	6.00	54.00
Class C		755.68	11.20	67.50	Class C		404.84	6.00	67.50
Class D		906.81	11.20	81.00	Class D		486.00	6.00	81.00

Military Leave

Employees are entitled to such leave of absence and reinstatement upon return from leave of absence for military service (including Reserve and National Guard duty) as may be provided by applicable state and federal law. The provisions of such laws change from time to time and for that reason no effort is made to set forth the law in this policy.

Jury Duty

An employee will be paid for wages lost from scheduled straight time work due to jury service up to a maximum of eighty hours per calendar year.

In order to qualify for this payment an employee called for jury service must:

1. give his supervisor notice of such service within two work days of the time the employee is called for such service
2. report for work when released by the Court on any day of jury service
3. submit a written statement from the Court indicating days of service and time released each day.

Employees may retain any payments received for jury duty.

FAMILY AND MEDICAL LEAVE ACT (Applies Only to Employees Employed 12 Months Or Longer And Who Have Worked 1250 Hours or More in the Preceding 12 Months, Both Prior to Commencement of Leave.)

General: Employees who meet the length of service and hours worked requirement described above have rights under the Family and Medical Leave Act. As a general rule, employees must request leaves of absence under this law and policy, but in appropriate situations, employees may be placed on leave status without application.

Reason for Leave of Absence

1. **Medical and Family Leave.** An eligible employee may be entitled to a leave of absence under this law and policy if a serious health condition, including disability resulting from an on-the-job injury, prevents the employee from being able to perform his job, if the employee's spouse, child or parent has a serious health condition and the employee must be absent from work in order to care for that relative, or to care for a natural child, adopted child, or formally placed foster child, provided that entitlement to leave to care for a child who is newly born or newly received in the employee's household shall end 12 months after a natural child is born or 12 months after an adopted or foster child is received in the employee's household.

2. **Military Caregiver Leave.** An eligible employee whose spouse, parent, child or next-of-kin is a covered service member or covered veteran of the Armed Forces of the United States may be entitled to leave of absence to care for the service member or veteran if he is, or was, injured while on covered active duty, including if he aggravates an existing injury.

3. **Qualifying Military Exigency Leave.** An eligible employee whose spouse, parent or child is a member of the regular Armed Forces of the United States and is on active duty or called to active duty on a foreign deployment, or who is a member of the National Guard or Reserves and is on or called to qualifying active duty in federal service may be entitled to a leave of absence due to one or more qualifying exigencies arising out of the active duty or call to active duty. Qualifying exigencies are: (1) Short-notice deployment (i.e., notice of 7 days or less); (2) Military events and related activities; (3) Childcare and school activities (regular or routine childcare by the employee does not count); (4) Financial and legal arrangements; (5) Counseling; (6) Rest and recuperation; (7) Post-deployment activities; (8) Parental care (regular or routine parental care by the employee does not count); and (9) Additional activities not encompassed in the other categories, but agreed to by the employer and employee.

Proof of need for leave of absence may be required regardless of the type of leave taken.

Length of Leave

1. **Medical and Family Leave.** An eligible employee may take the equivalent of a total of 12 work weeks of leave during any 12 consecutive months for his own serious health condition, that of a parent, spouse or child, or to care for a newly born or newly received child. Leave to care for a newly born or newly received child must be taken consecutively. Leave required because of the employee's own serious health condition or that of a spouse, child, or parent, may be taken intermittently or by means of a modified work schedule when necessary.

2. **Military Caregiver Leave.** Leave to care for an injured service member or covered veteran may be taken for up to 26 work weeks in a single 12 month period. Any leave taken by the employee for any other FMLA-qualifying reason will count against the 26 weeks of leave permitted to care for an injured service member.

3. **Qualifying Military Exigency Leave.** Leave taken because of a qualifying exigency is available for up to 12 work weeks in any 12 consecutive months. Leave taken because of a short notice deployment is limited 7 days from the date of notice, and leave taken to be with the service member during periods of rest and recuperation are limited to 5 days per period of rest and recuperation. Leave taken to attend post-deployment activities must be taken within 90 days of the end of active duty service.

Coordination of Leave and Paid Time Off

An employee who must be absent due to his own serious health condition will be paid for time lost from work from accrued sick leave balances, if any. An employee who must be absent for any other FMLA-qualifying reason will be paid for time lost from work from accrued annual leave balances, if any. Leave taken under this policy counts towards the employee's 12 weeks of leave (or 26 weeks, where appropriate) regardless of whether all or part of the employee's leave is paid.

Effect of Leave on Accrual of Fringe Benefits

1. **Health benefit plan.** Employees taking leave under this policy must continue to pay their portion of health benefit plan premiums on the same date that such portion of premiums would be deducted from the employee's wages.

2. **Accrual of paid leave.** Unpaid time lost from work due to leave granted under this policy is not considered time worked for the purpose of accrual of paid time off.

Employee Responsibility

Employees who request leave under this policy must give 30 days advance notice or such lesser amount of notice as is possible in the particular circumstances. When the need for leave is unforeseeable, the employee must follow the normal procedure for reporting an absence. Employees may not engage in side employment or work for another employer without the express written permission of the City Manager.

Termination of Leave of Absence

A leave of absence under this policy will end when the need for the leave of absence ends, or when the maximum leave described above has been taken, whichever occurs sooner.

Reinstatement

At or before the conclusion of the FMLA leave of absence the employee is entitled to reinstatement to his former position or to a position equivalent to his former position. The employee must demonstrate that he is fit for duty and must give reasonable notice of intent to return to work.

Extension of Leave Without Benefits

An employee who is unable to perform the duties of his position due to his own disability and who has exhausted his entitlement to leave under the Family and Medical Leave Act by taking 12 consecutive weeks of leave may, in the discretion of the City Manager, upon written application, be granted up to an additional 14 weeks of leave. This additional leave of absence does not entitle the employee to reinstatement or to payment of any portion of his health benefit plan premiums. If the employee is able to return to work prior to the exhaustion of his extended leave, he may be returned to his previous position if it is vacant and is to be filled, or to some other position of equal or lesser compensation for which he is qualified and where there is a vacancy to be filled. If the employee is not returned to active employment, he may be continued on extended leave of absence status until he is returned to active duty status or his extended leave of absence expires, whichever occurs sooner.

Employees who have exhausted their FMLA leave under other circumstances, but who continue to require leave which would qualify for FMLA leave if such leave had not been exhausted, may apply for an extended leave of absence for personal reasons. Such extended leaves are granted only in the discretion of the City Manager.

Separation of Employment

An employee's employment may terminate if he does not return to full active employment status at the conclusion of his leave of absence or extended leave of absence. This does not affect the employee's ability to reapply for the position at a later time. Further, employees with circumstances that warrant special consideration should bring those circumstances to the attention of management.

Special Situations

1. Spouses. When both a husband and a wife are employed, their combined right to a leave of absence because of the birth or placement of a child, or to care for a newly born or placed child or to care for a parent with a serious health condition is 12 weeks in a 12 month

period, or 26 weeks in a single 12 month period to care for an injured service member or covered veteran.

2. Key Employees (salaried employee in highest paid 10% of all employees). Such employees may be denied reinstatement rights if reinstatement would cause substantial and grievous economic injury to operations.

Notice of Rights

Federal law requires that we provide you with the notice of your rights that appears on the following page.

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee’s child after birth, or placement for adoption or foster care;
- to care for the employee’s spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee’s job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is:

(1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of “serious injury or illness” for current servicemembers and veterans are distinct from the FMLA definition of “serious health condition”.

Benefits and Protections

During FMLA leave, the employer must maintain the employee’s health coverage under any “group health plan” on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

*Special hours of service eligibility requirements apply to airline flight crew employees.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.

Benefits

The City currently offers a competitive health and retirement benefits package. The terms of the City's benefits plans are subject to change, and the City is not responsible for any changes in or elimination of benefits or benefit plans. Additional information may be obtained from the Human Resources Department.

Workers' Compensation

City employees are covered by workers' compensation for on-the-job injuries. Benefits are governed by state law and not set by the City. Employees must report immediately any on-the-job injury, regardless of severity, to their supervisor.

Drug Free Workplace Policy

All employees of the City are prohibited from swallowing, inhaling, injecting, dealing in, or otherwise using illegal drugs and substances (such as marijuana, cocaine, LSD, heroin, meth,

etc.). Further, this prohibition applies to the misuse, abuse, or any unlawful use or possession of otherwise legal drugs. This prohibition applies to use at any time, both on the job and off the job. City employees are, of course, permitted to possess any substance when required by their jobs or for the purpose of lawful delivery to another person.

Similarly, employees are prohibited from reporting to work, using or being anywhere on City property while under the influence of alcohol, illegal drugs or improperly used controlled substances. For purposes of this policy, “under the influence” means having any detectable amount of any such substance in the employee’s system.

The City may test employees for drug or alcohol use in violation of this policy any time the City has reasonable suspicion of a violation of the policy. The City may also randomly test employees in safety sensitive positions. Employees who are informed by their health care provider or pharmacist that a drug they are using may impair their ability to safely perform work must report that to their supervisor. The City will determine whether an employee may continue to work.

Notice to Employer, State and Federal Grantor/Contracting Agencies and Law Enforcement Authorities

As a condition of employment, employees agree to notify the City within five calendar days after any criminal conviction for the workplace manufacture, distribution, dispensation, possession or use of illegal drugs and prescription drugs not prescribed for the individual employee’s use. As required by the state and federal Drug Free Workplace Acts, the City will notify within ten days all state and federal grantors/contracting agencies of such employee convictions. “Conviction” means a finding of guilt, imposition of a sentence, a plea of no contest or a plea of guilt.

The City will notify law enforcement authorities whenever illegal drugs are found in the workplace.

Employee Conduct

As is the case with all organizations, instances arise when an employee must be disciplined. The discipline which may be imposed includes but is not limited to oral reprimand, written warning, probation, reduction in leave balances, suspension without pay, demotion and discharge. In addition, the City may procedurally suspend an employee pending investigation to determine if disciplinary action is appropriate. If the City determines an unpaid suspension is appropriate discipline, exempt employees will be suspended in full-day increments; non-exempt employees will be suspended in partial or full-day increments. In addition, the City may impose a combination of disciplinary measures. THE DISCIPLINE IMPOSED IN ANY PARTICULAR SITUATION IS AT THE SOLE DISCRETION OF THE CITY. NOTHING IN ANY OF THE CITY’S POLICIES OR BY VIRTUE OR ANY PAST PRACTICE OF THE CITY REQUIRES THE CITY TO FOLLOW ANY PARTICULAR COURSE OF DISCIPLINE.

Department heads must submit terminations to the City Manager, through Human resources, for review.

Employees must sign counseling/disciplinary memoranda, policy statements, performance evaluations and other documents. The employee's signature does not necessarily indicate agreement with the contents of the document, only that he has been notified of the contents of the document. If an employee refuses to sign the document he will be relieved of duty without pay until the document is signed. If the document has not been signed and returned by the end of the employee's next scheduled workday, the City will consider the employee to have resigned.

Examples of Conduct Warranting Disciplinary Action

It is not possible to list all acts and omissions which may result in disciplinary action. The disciplinary action that is appropriate for any particular misconduct is at the sole discretion of the City. The following are merely examples of some of the more obvious types of misconduct which may result in disciplinary action, up to and including discharge. **THE CITY RESERVES THE RIGHT TO TREAT EACH EMPLOYEE INDIVIDUALLY WITHOUT REGARD FOR THE WAY IT HAS TREATED OTHER EMPLOYEES AND WITHOUT REGARD TO THE WAY IT HAS HANDLED SIMILAR SITUATIONS.**

- a. conviction of or plea of guilty or no contest to a charge of theft, violation of drug laws, sexual misconduct, offense involving moral turpitude or offense that affects the City's reputation or which reasonably could create concern on the part of fellow employees or the community. Employees who are arrested may be relieved of duty, with or without pay, pending the City's determination on continued employment.
- b. incompetence
- c. unauthorized absence or tardiness or a pattern of absenteeism or tardiness
- d. insubordination, including disrespect for authority, or other conduct which tends to undermine authority
- e. failure or refusal to carry out instructions
- f. unauthorized possession or removal, misappropriation, misuse, destruction, theft or conversion of City property or the property of others
- g. violation of safety rules; neglect; engaging in unsafe practices
- h. interference with the work of others
- i. threatening, coercing or intimidating fellow employees, including "joking" threats
- j. dishonesty
- k. failure to provide information; falsifying City records; providing falsified records to the City for any purpose

- l. failure to report personal injury or property damage
- m. neglect or carelessness
- n. introduction, possession or use of illegal or unauthorized prescription drugs or intoxicating beverages on City property or while on duty anywhere; working while under the influence of illegal drugs or intoxicating beverages; off-the-job illegal use of possession of drugs. For purposes of this policy, an employee is “under the influence” if he has any detectable amount of any such substance in his system.
- o. unsatisfactory performance
- p. violation of City policies
- q. lack of good judgment
- r. any other reason that, in the City’s sole determination, warrants discipline

COMPLAINT REVIEW PROCESS

This procedure is adopted in accordance with the “County and Municipal Employees Grievance Procedure Act,” Section 8-17-110, et seq., Code of Laws of South Carolina, 1976, as amended.

General

A grievance is defined as a complaint by an employee that he has been treated unlawfully or in violation of his rights under City policies with regard to his employment. This definition includes but is not limited to written reprimand, suspension, demotion, or discharge. An employee’s level of compensation or classification is not the proper subject of a grievance except as it applies to alleged inequities within the employee’s department. However, if an employee believes he has not received or been credited with or has otherwise lost wages or benefits to which he is entitled he must present his grievance in accordance with this procedure. Written warnings are not grievable.

An employee who believes that he has a grievance must follow the chain of command, appealing to his Department Director. As to employees still in their initial probationary period, the decision of the department head is final. If the Department Director and the employee who has completed their probationary period fail to attain a mutual resolution, the employee must meet with the Director of Human Resources within ten (10) calendar days of the event giving rise to the grievance or his knowledge of the events giving rise to the grievance. The Director of Human Resources will review the administrative operating guidelines with the grieving employee, and assist the employee in preparing and coordinating the scheduling of the hearing on behalf of the

employee and the Grievance Committee. The employee will be notified within ten (10) calendar days as to the date of the hearing.

Employee Grievance Committee

The City Manager appoints a Committee composed of (7) seven employees to serve for terms of three (3) years, except that the members appointed initially are appointed so that their terms will be staggered. The Manager may also appoint two (2) alternates to serve when other members are disqualified or unable to serve. Approximately one-third (1/3) of the terms shall expire each year. A member continues to serve after the expiration of his term until a successor is appointed. Any interim appointment to fill a vacancy for any cause prior to the completion of a member's term is for the unexpired term. Any member may be reappointed for succeeding terms at the discretion of the Manager. All members are selected on a broadly representative basis from among City employees. Members employed in the same department at the grieving employee and members having formed an opinion on the issues prior to the hearing may not participate in that employee's hearing.

1. The Committee annually selects its own chairperson from among its members. The chairperson serves as the presiding officer at all hearings that he/she attends but may designate some other member to serve as presiding officer in his/her absence. The chairperson has authority to schedule and to re-schedule all hearings.
2. A quorum consists of at least five (5) of Committee members, and no hearings may be held without a quorum.
3. The presiding officer has control of the proceedings. He may take whatever action is necessary to ensure an equitable, orderly, and expeditious hearing. Parties must abide by his decisions, except when a Committee member objects to a decision to accept or reject evidence, in which case the majority vote of the Committee governs.
4. The Committee has the authority to call for files, records and papers that are pertinent to any investigation and that are subject to the control of the City; to call for or consider affidavits of witnesses; to request and hear the testimony of witnesses; to consider the results of polygraph examinations; and to secure the services of a recording secretary in its discretion. The Committee has no authority to subpoena witnesses, documents or other evidence, nor may any City employee be compelled to attend any hearing. All proceedings are tape recorded. Witnesses, other than the Grieving employee and the Department Director, are sequestered when not testifying. All witnesses must testify under oath.
5. All hearings are held in executive session unless the grieving employee requests, at least 24 hours prior to the hearing, that it be held in open session. The official recording and the official minutes of all hearings are subject to the control and disposition of the City Manager.

6. Neither the grieving employee nor the Department Director may be assisted by advisers or by attorneys during the hearing itself. However, the Committee may have an attorney available to it at any and all times it considers necessary and the Human Resources Department may provide assistance in reading written materials to the Committee at the request of a grieving employee.
7. In disciplinary actions by Department Director, the employee must receive in reasonable detail written notice of the nature of the acts or omissions that the basis for the disciplinary action. This notice may be amended at any time 24 hours or more before the commencement of the hearing. The Department Director must demonstrate the disciplinary action is for the good of the City. The department makes the first presentation. The Committee may base its findings and recommendations (and the Manager his decision) on any additional or different grounds developed from the presentations.
8. In non-disciplinary grievances the employee must establish that a right existed and it was denied him unlawfully or in violation of a City policy. The employee makes the first presentation.
9. In all grievances, the grieving employee and the Department Director are each limited to one (1) hour of initial presentation. The party required to make the first presentation is entitled to a ten (1) minute rebuttal of the other party's presentation. The chairperson may appoint himself or another member of the Committee as timekeeper.
10. In all grievances, presentations may be oral, in writing or both. The presentation may be supported by affidavits or signed statements from witnesses, records, other documentary evidence, photographs and other physical evidence. Presentations are made by the grieving employee (with reading assistance from the Human Resources Director if the employee desires). Parties may request the Committee call witnesses, and a list of potential witnesses should be submitted to the Committee chairperson five (5) days prior to the hearing. However, neither party may question the other party or question any witness called by the Committee.
11. The Committee will, within 20 calendar days after hearing an appeal, make its findings and recommendations and report such findings and recommendation to the City Manager. The Manager will review the findings and recommendation. If the Manager approves, the Committee's recommendation becomes final. The decision and copies of the decision will be transmitted by the City Manager to the employee and to the Department Director. If, however, the Manager rejects the Committee's recommendation, the Manager will make his own decision without further hearing, and that decision is final. Copies of the decision will be transmitted to the employee, the Department Director, and the Director of Human Resources.
12. Nothing in this grievance procedure creates a property interest in employment or a contract of employment, nor does this procedure limit the City's authority to

terminate any employee when the City or respective elected or appointed official considers such action to be necessary for the good of the City.

FLORENCE CITY COUNCIL MEETING

DATE: October 14, 2013
AGENDA ITEM: Resolution
DEPARTMENT/DIVISION: City Council – Councilman Edward Robinson

I. ISSUE UNDER CONSIDERATION

A resolution for the City of Florence to support the Affordable Health Care Act and request the Governor to adopt it's expansion for the State of South Carolina.

II. CURRENT STATUS/PREVIOUS ACTION TAKEN

This is the initial consideration by City Council of this resolution.

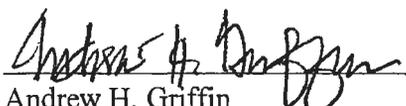
III. POINTS TO CONSIDER

- A. In May, 2013, the South Carolina House passed Bill 3101; it is now before the state's Senate, as they did not vote on it before the Senate adjourned for the summer.
- B. If passed by the Senate, and signed into law by the Governor, this bill will make it illegal for any state employee or agency to attempt, or assist in an attempt, to implement the federal Patient Protection and Affordable Care Act.

IV. PERSONAL NOTES:

V. ATTACHMENTS

Resolution No. 2013-22 A Resolution in support of the Affordable Health Care Act.



Andrew H. Griffin
City Manager

RESOLUTION 2013 – 22

A RESOLUTION FOR THE CITY OF FLORENCE TO SUPPORT THE AFFORDABLE HEALTH CARE ACT AND REQUEST THE GOVERNOR NOT TO SIGN INTO LAW BILL H. 3101: FREEDOM OF HEALTH CARE PROTECTION ACT IF PASSED BY THE SOUTH CAROLINA SENATE.

- WHEREAS,** 19.4% of South Carolinians are uninsured, and
- WHEREAS,** in 2002, uninsured South Carolinians cost the system \$1,936 per uninsured individual, and
- WHEREAS,** 60% of the uninsured are hard working citizens of South Carolina, and
- WHEREAS,** 74% of the uninsured list affordability as the reason they have not purchased health insurance, and
- WHEREAS,** 53% of small employers with 1 to 10 employees do not offer group sponsored health insurance, and
- WHEREAS,** South Carolina is one of the unhealthiest states, ranking 46th in the nation.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FLORENCE:

The City of Florence supports the expansion of the Affordable Care Act for the State of South Carolina.

ADOPTED, this 14th day of October, 2013

Approved as to form:

James W. Peterson, Jr.
City Attorney

Stephen J. Wukela
Mayor

Dianne M. Rowan
Municipal Clerk

FLORENCE CITY COUNCIL MEETING

DATE: October 14, 2013
AGENDA ITEM: Accommodations Tax
DEPARTMENT/DIVISION: Finance

I. ISSUE UNDER CONSIDERATION

Appropriation of Accommodations Tax funds for FY 2013-2014.

II. CURRENT STATUS/PREVIOUS ACTION TAKEN

No previous action taken.

III. POINTS TO CONSIDER

The recommendations of the Accommodations Tax Advisory Committee are attached.

IV. OPTIONS

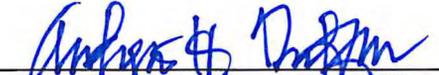
- a. Approve the recommendation of the Advisory Committee.
- b. Adjust appropriations.

V. ATTACHMENTS

Memo from Accommodations Tax Advisory Committee with Attachments.



Thomas W. Chandler
Finance Director



Andrew H. Griffin
City Manager



City of Florence, SC Memorandum

To: Mayor Wukela and Members of City Council

From: City of Florence Accommodations Tax Advisory Committee

Subject: **Funding Recommendations for FY 2013-2014**

Date: October 14, 2013

The Accommodations Tax Advisory Committee held meetings in August and September 2013 for the purpose of receiving and evaluating Accommodations Tax funding requests for fiscal year 2013-2014. Requests were received from twenty-two (22) organizations requesting "65% funds" and one (1) organization requesting "30% funding."

The Committee has studied these requests carefully, closely examining the critical needs expressed by the representatives of the requesting agencies, and evaluating the impact these agencies have on the tourism in the Florence community.

Preliminary projections indicate that approximately \$354,000 of the "65% funds" will be available for allocation to requesting agencies and an additional \$163,000 for tourism promotion in the "30% funds."

The Accommodations Tax Advisory Committee is again recommending to City Council that the 2013-2014 appropriations to the various arts organizations be routed through the Florence Regional Arts Alliance to enable that organization to receive additional grant funding through the South Carolina Arts Commission. The Florence Regional Arts Alliance will then disburse the Accommodations Tax funds directly to the funded arts organizations in the amounts appropriated by City Council. This arrangement enables the Arts Alliance to substantially increase its level of grant funding from the South Carolina Arts Commission for its Small Grants Program which benefits a large number of arts organizations in the Florence area. The organizations which will be funded in this manner include: **The Masterworks Choir, Florence Little Theatre, Florence Symphony Orchestra, Florence Museum, Sankofa Festival, SC Dance Theatre, and the Arts International Festival** in addition to the independent funding of the Florence Area Arts Alliance.

Attached you will find the Accommodations Tax Request for FY 2013-2014 report listing all organizations requesting funds for this year; the amount of funding received by these organizations for FY 2012-13; the amount of funds requested by the organizations for FY 2013-14; and the recommendations of the Advisory Committee (**Attachment 1**). You will also find attached an Accommodations Tax Financial Report for fiscal year ending June 30, 2013 (**Attachment 2**). In addition, an Accommodations Tax Projection of Receipts for FY 2013-14 is included for your information (**Attachment 3**).

**CITY OF FLORENCE, SC
ACCOMMODATIONS TAX REQUESTS AND APPROPRIATIONS REPORT
FISCAL YEAR 2013-2014**

ORGANIZATION	Appropriated 2012-13	Requested 2013-14	Committee Recommended ¹	Appropriated 2013-14
A. 30% Funds for Tourism Promotion				
1. Florence Convention & Visitors Bureau	<u>\$163,000</u>	<u>\$145,000</u>	<u>\$163,000</u> ²	
B. 65% Funds				
1. Florence Regional Arts Alliance & Pee Dee Arts	\$10,100	\$15,000	\$7,400	
2. The Masterworks Choir, Inc.	\$3,900	\$5,000	\$3,000	
3. Florence Little Theatre	\$13,100	\$20,000	\$12,000	
4. Florence Symphony Orchestra	\$7,500	\$10,000	\$5,900	
5. Florence Museum	\$5,000	\$0	\$0	
6. Arts International Festival	\$23,000	\$40,000	\$16,300	
7. Sankofa Festival	\$3,100	\$25,000	\$2,100	
8. SC Dance Theatre	\$5,100	\$10,000	\$4,600	
9. Carolina Classic Basketball Tournament	\$7,300	\$8,000	\$6,500	
10. Freedom Florence	\$58,500	\$60,000	\$50,200	
11. Florence Convention & Visitors Bureau	\$90,600	\$140,000	\$89,700	
12. Florence Tennis Association	\$13,100	\$0	\$0	
13. Florence Tennis Center	\$0	\$35,000	\$18,900	
14. South Carolina Pecan Festival	\$15,400	\$35,000	\$13,400	
15. Florence City-County Civic Center	\$69,000	\$87,500	\$67,100	
16. Florence International Basketball Tournament	\$12,000	\$18,500	\$11,100	
17. Car Haulers Parade	\$5,600	\$10,000	\$6,000	
18. Florence Area Sports Council	\$13,600	\$20,000	\$8,800	
19. Pee Dee Tourism Commission	\$20,000	\$20,000	\$20,000	
20. Martin Luther King March and Rally	\$0	\$6,000	\$1,600	
21. SC Senior Sports Classic	\$2,700	\$5,000	\$2,100	
22. Art Trail Gallery	\$2,200	\$5,000	\$3,000	

**CITY OF FLORENCE, SC
ACCOMMODATIONS TAX REQUESTS AND APPROPRIATIONS REPORT
FISCAL YEAR 2013-2014**

ORGANIZATION	Appropriated 2012-13	Requested 2013-14	Committee Recommended ¹	Appropriated 2013-14
23. Wreaths Across America	\$100	\$0	\$0	
24. Hwy 52 Frontage Road Beautification	\$2,100	\$10,000	\$1,000	
25. SC AgriBiz Expo & Farm Show	\$0	\$27,500	\$3,300	
Total -- 65% Funds	<u>\$383,000</u>	<u>\$612,500</u>	<u>\$354,000</u>	

Note 1: There were no carryover funds from FY 2012-13 and it is anticipated that the amount available for distribution to the requesting agencies of "65% funds" will be approximately \$354,000. The "30% funds" for tourism promotion is estimated to be approximately \$163,000.

Note 2: The "30% funds" appropriation to the Florence Convention & Visitors Bureau includes \$15,000 designated specifically to the Civic Center for tourism marketing and promotion expenses, and an additional \$9,000 for a Business Development Fund to help promote the Civic Center for educational, religious, and other conferences.

**City of Florence, SC
Accommodations Tax Financial Report
Fiscal Year Ending June 30, 2013**

Total Accommodations Funds Received	\$562,319.58
Plus Carryover Funds from Prior Year	\$29,992.81
Plus Interest Earned on Carryover Funds	\$70.48
Less General Fund Standard Allocation	<u>-\$25,000.00</u>
Balance	\$567,382.87
Less 5% Funds Paid to General Fund	-\$26,865.99
Less 30% Funds Paid for Advertising/Promotion	-\$161,195.88
Balance = 65% Funds Available for Tourism	\$379,321.00
Less Appropriations Paid to Tourism Agencies	<u>-\$379,321.00</u>
TOTAL Year End Balance	\$0.00

**City of Florence, SC
Accommodations Tax
Projections for FY 2013-14**

Accommodations Tax Funds Projected	\$570,430.00
Less \$25,000 to General Fund	-\$25,000.00
Subtotal	\$545,430.00
Less 5% of Balance to General Fund	-\$27,271.50
Less 30% of balance to Advertising/Promotion	-\$163,629.00
Balance for 65% Funds Distribution	\$354,529.50
Plus Carryover from Prior Year	<u> \$0.00</u>
Total Available for Tourism Expenditures	\$354,529.50

FLORENCE CITY COUNCIL MEETING

DATE: September 9, 2013

AGENDA ITEM: Report To Council / Boards & Commissions

DEPARTMENT/DIVISION: City Council

I. ISSUE UNDER CONSIDERATION:

Council will consider nominations for City's Boards and/or Commissions.

II. CURRENT STATUS/PREVIOUS ACTION TAKEN:

1. There are two Boards/Commissions that have vacancies or expiring terms.

III. ATTACHMENTS

Spreadsheet of Council Nominations to Boards and Commissions
List of expiring terms and vacancies
Applications received to date



Andrew H. Griffin
City Manager



APPLICATION FOR BOARDS AND COMMISSIONS
CITY OF FLORENCE
SOUTH CAROLINA

Board or Commission for which you are applying: <i>Parks, Beautification and Leisure Services Commission</i>			
Your Name (Last, First, Middle) <i>Miller, John W</i>		County <i>Florence</i>	Council District <i>1 (one)</i>
Residential Address <i>1501 N. Carnaby Circle</i>	City <i>Florence</i>	State <i>South Carolina</i>	Zip Code <i>29506</i>
Mailing Address <i>1501 N. Carnaby Circle</i>	City <i>Florence</i>	State <i>South Carolina</i>	Zip Code <i>29506</i>
Your Occupation - Title <i>Retired Grants Administrator</i>	Business Phone <i>N/A</i>	Residence Phone <i>843 669-6006</i>	
Employer Name <i>SC Employment Commission</i>	E-Mail Address <i>jmillar70@sc.rr.com</i>		
Employer Address <i>1550 Gadsden St.</i>	City <i>Columbia</i>	State <i>South Carolina</i>	Zip Code <i>29202</i>

General Qualifications

Are you a resident of the City? Yes No How Long? *67 yrs.*

Why would you like to serve?
See attached sheet

Do you presently serve on any Commissions/ Boards of the City/ County/ State? If so, please list:
See attached sheet

Have you formerly served on any Commissions/ Boards of the City/ County/ State? If so, please list:
See attached sheet

Are you currently in a position of responsibility with an organization or board that has received or is seeking funding from the City of Florence? If so, list the position and date:
See attached sheet

Are you involved in any Community Activities? If so, please list:
See attached sheet

What are your goals and objectives if appointed to the Commission/Board?
see attached sheet

I certify that the information above is true and correct. **Information on this form will be considered public information.**

Signature _____

Date _____

RETURN COMPLETED FORM TO:

Office of the City Clerk
 City of Florence, City County Complex AA,
 180 N. Irby Street, Florence, SC 29501
 Fax: 843-665-3110

FOR OFFICE USE ONLY

Received:	<i>8-6-2013</i>
Appointed to:	
Date:	

APPLICATION FOR BOARDS AND COMMISSIONS

John W. Miller

Why would you like to serve?

It can be said that a city is judged by its appearance and the quality of recreation it provides for its citizens. As a lifelong resident of the City Florence it has always been my goal to contribute to my community in every positive way that I can to enhance the lives of all citizens of this great city.

Do you presently serve on any Commissions/County/State?

Presently I serve as Vice-President of the Senior Citizens Association.

Have you formerly served on any Commissions/Boards of the City/County/State?

I am a past Chairman of the Florence County Senior Center Commission (2007-2009), and served on the Senior Center Commission from 2005 to 2010

Former President of the Florence Athletic Hall of Fame Board of Directors

Former member of the Boys and Girls Club of the Pee Dee Board of Directors

Are you currently in a position of responsibility with an organization or board that has received or is seeking funding from the City of Florence?

The Senior Citizens' Association

Are you involved in Community Activities?

Wilson High School Alumni Association

North Vista Elementary School Advisory Committee

Greater Wilson Heights Neighborhood Crime Watch

What are your goals and objectives if appointed to the Commission/Board?

It is my intent to:(a) provide input in the ongoing gateway beautification effort presently underway;(b) advocate for more and improved recreational facilities; and (c) ensure that the services provided to our citizens are of comparable quality to services provided anywhere in the state.



APPLICATION FOR BOARDS AND COMMISSIONS
CITY OF FLORENCE
SOUTH CAROLINA

Board or Commission for which you are applying: <i>Parks Beautification and Leisure Services Commission</i>			
Your Name (Last, First, Middle) <i>POSTON NATHANIEL ROWELL</i>		County <i>Florence</i>	Council District
Residential Address <i>1401 Woods Road</i>		City <i>Florence</i>	State <i>South Carolina</i>
Mailing Address <i>PO Box 1585</i>		City <i>FLORENCE</i>	Zip Code <i>29503-1585</i>
Your Occupation - Title <i>REAL Estate Agent</i>		Business Phone <i>843.615.2678</i>	Residence Phone <i>- SAME -</i>
Employer Name <i>William Stafford Poston</i>		E-Mail Address <i>NPOSTON@POSTONRealty.com</i>	
Employer Address <i>1407 West Evans Street</i>		City <i>Florence</i>	State <i>South Carolina</i>
			Zip Code <i>29501</i>

General Qualifications

Are you a resident of the City? Yes No How Long? *2 1/2 yrs*

Why would you like to serve?

Florence has great potential and location to attract entrepreneurs, vacationers, corporations and locals to live and prosper, which I ultimately foster and promote.

Do you presently serve on any Commissions/ Boards of the City/ County/ State? If so, please list:

Advisory Sub-Committee for UDD for Florence

Have you formerly served on any Commissions/ Boards of the City/ County/ State? If so, please list:

- NONE PRESENTLY -

Are you currently in a position of responsibility with an organization or board that has received or is seeking funding from the City of Florence? If so, list the position and date:

From May 14, 2011 to August 31, 2011, Diligently and persistently, without monetary compensation/commission from either governing parties, founded an company ground that allowed the existence of the meanwhile Downtown Project of which Rail Road Junction continues to thrive.

Are you involved in any Community Activities? If so, please list:

- NONE PRESENTLY -

What are your goals and objectives if appointed to the Commission/Board?

Obtain and foster distinctive and marketable aspects of Florence, while planning for growth through innovation and satisfaction of ever changing social needs

I certify that the information above is true and correct. Information on this form will be considered public information.

Signature *Nathan Poston*

Date *10/02/2012*

RETURN COMPLETED FORM TO:

Office of the City Clerk
 City of Florence, City County Complex AA,
 180 N. Irby Street, Florence, SC 29501
 Fax: 843-665-3110

FOR OFFICE USE ONLY

Received:	<i>12-7-2012</i>
Appointed to:	
Date:	



APPLICATION FOR BOARDS AND COMMISSIONS
CITY OF FLORENCE
SOUTH CAROLINA

Board or Commission for which you are applying:
Board Member

Your Name (Last, First, Middle) <u>POSTON, KRISTY LEUAND</u>		County <u>Florence</u>	Council District <u># 3</u> County Council #8	
Residential Address <u>1126 Third Loop Rd Apt H</u>		City <u>Florence</u>	State <u>South Carolina</u>	Zip Code <u>29505</u>
Mailing Address <u>1126 Third Loop Rd Apt H</u>		City <u>Florence</u>	State <u>South Carolina</u>	Zip Code <u>29505</u>
Your Occupation - Title <u>Front Office Assistant</u>		Business Phone <u>843-674-1460</u>	Residence Phone <u>843-496-0304</u>	
Employer Name <u>Carolinas Medical Alliance</u>		E-Mail Address <u>kristymleland@gmail.com</u>		
Employer Address <u>805 Pamlico Hwy Suite B310</u>		City <u>Florence</u>	State <u>South Carolina</u>	Zip Code <u>29505</u>

General Qualifications

Are you a resident of the City? Yes No How Long? 9yrs

Why would you like to serve?

I am an up and coming family woman and young professional who can bring fresh ideas to the city

Do you presently serve on any Commissions/ Boards of the City/ County/ State? If so, please list:

No

Have you formerly served on any Commissions/ Boards of the City/ County/ State? If so, please list:

No

Are you currently in a position of responsibility with an organization or board that has received or is seeking funding from the City of Florence? If so, list the position and date:

No

Are you involved in any Community Activities? If so, please list:

I attend community events and wish to be involved with more

What are your goals and objectives if appointed to the Commission/Board?

to make the city more appealing and

I certify that the information above is true and correct. Information on this form will be considered public information.

Kristy Poston
Signature

03/28/2013
Date

RETURN COMPLETED FORM TO:
Office of the City Clerk
City of Florence, City County Complex AA,
180 N. Irby Street, Florence, SC 29501
Fax: 843-665-3110

FOR OFFICE USE ONLY	
Received:	<u>4-1-2013</u>
Appointed to:	
Date:	



APPLICATION FOR BOARDS AND COMMISSIONS
CITY OF FLORENCE
SOUTH CAROLINA

Board or Commission for which you are applying: <i>Any</i>			
Your Name (Last, First, Middle) <i>Raines Charles E.</i>		County <i>Florence</i>	Council District
Residential Address <i>1313 Jackson Ave</i>		City <i>Florence</i>	State <i>South Carolina</i>
			Zip Code <i>29501</i>
Mailing Address <i>1313 Jackson Ave</i>		City <i>Florence</i>	State <i>South Carolina</i>
			Zip Code <i>29501</i>
Your Occupation - Title <i>Restaurant / Part Owner</i>		Business Phone <i>843-245-9941</i>	Residence Phone <i>843-373-8398</i>
Employer Name <i>Struttin Turkey BBQ</i>		E-Mail Address <i>rainescharlie@hotmail</i>	
Employer Address <i>3051 S. Irby St.</i>		City <i>Florence</i>	State <i>South Carolina</i>
			Zip Code <i>29501</i>

General Qualifications

Are you a resident of the City? Yes No How Long? *5 yrs*

Why would you like to serve?

I believe that I have a talent to bring people together to accomplish bigger things. I believe community is the key to building stronger families.

Do you presently serve on any Commissions/ Boards of the City/ County/ State? If so, please list:

I currently serve on the Board of Trustees for the Florence County Library.

Have you formerly served on any Commissions/ Boards of the City/ County/ State? If so, please list:

I served as Chairman of the Florence County Board of zoning appeals.

Are you currently in a position of responsibility with an organization or board that has received or is seeking funding from the City of Florence? If so, list the position and date:

N/A

Are you involved in any Community Activities? If so, please list:

President of the Royal Neighborhood Watch Association

What are your goals and objectives if appointed to the Commission/Board?

To use my ability to be a team player to accomplish the mission given to the Board in a fair and honest way.

I certify that the information above is true and correct. Information on this form will be considered public information.

[Signature]
Signature

5/8/13
Date

RETURN COMPLETED FORM TO:

Office of the City Clerk
 City of Florence, City County Complex AA,
 180 N. Irby Street, Florence, SC 29501
 Fax: 843-665-3110

FOR OFFICE USE ONLY

Received:	<i>5-9-2013</i>
Appointed to:	
Date:	



APPLICATION FOR BOARDS AND COMMISSIONS
CITY OF FLORENCE
SOUTH CAROLINA

Board or Commission for which you are applying: City of Florence Planning Commission			
Your Name (Last, First, Middle) Radtke Lubov Leonidovna	County Florence	Council District 2	
Residential Address 2001 Glenmore Way	City Florence	State South Carolina	Zip Code 29505
Mailing Address 2001 Glenmore Way	City Florence	State South Carolina	Zip Code 29505
Your Occupation - Title	Business Phone	Residence Phone	
Employer Name	E-Mail Address radtk108@umn.edu		
Employer Address	City	State South Carolina	Zip Code

General Qualifications

Are you a resident of the City? Yes No How Long? Less than 1 year

Why would you like to serve? I would like to be involved in the community

Do you presently serve on any Commissions/ Boards of the City/ County/ State? If so, please list:

Have you formerly served on any Commissions/ Boards of the City/ County/ State? If so, please list:
Environmental Resources Commission & Planning Commission, City of Champlin, MN; APWA;

Complete Streets Advisory Committee, MN DOT; Sustainable Traffic Signals Development Committee

Are you currently in a position of responsibility with an organization or board that has received or is seeking funding from the City of Florence? If so, list the position and date:

Are you involved in any Community Activities? If so, please list:

What are your goals and objectives if appointed to the Commission/Board?

I would like to bring my knowledge and work experience to the City of Florence

p.s. I have MS in Civil Eng. (Traffic Eng.)
M.S. in Urban Planning & Construction

I certify that the information above is true and correct. Information on this form will be considered public information.

Lubov Radtke
 Signature

08.20.2013
 Date

RETURN COMPLETED FORM TO:
 Office of the City Clerk
 City of Florence, City County Complex AA,
 180 N. Irby Street, Florence, SC 29501
 Fax: 843-665-3110

FOR OFFICE USE ONLY	
Received:	<u>August 20, 2013</u>
Appointed to:	
Date:	



APPLICATION FOR BOARDS AND COMMISSIONS
CITY OF FLORENCE
SOUTH CAROLINA

Board or Commission for which you are applying: <i>Planning Commission, Zoning Board of Appeals, Design Review Board or where needed most.</i>			
Your Name (Last, First, Middle) <i>Attaway, Spring</i>		County <i>Florence</i>	Council District
Residential Address <i>1901 Furman Drive</i>		City <i>Florence</i>	State <i>South Carolina</i>
Mailing Address		City	Zip Code <i>29501</i>
Your Occupation - Title <i>Budget + finance manager</i>		Business Phone	Residence Phone <i>843 799 4212</i>
Employer Name		E-Mail Address	
Employer Address		City	State <i>South Carolina</i>
			Zip Code

General Qualifications

Are you a resident of the City? Yes No How Long? *2 months*

Why would you like to serve?

To give back to the community and offer my professional background and experience when and where needed.

Do you presently serve on any Commissions/ Boards of the City/ County/ State? If so, please list:

NO - previously served on the Beacon Planning Board and Architectural Review Board in Beacon, New York for ten (10)+ years, as second chair.

Have you formerly served on any Commissions/ Boards of the City/ County/ State? If so, please list:

Not in the State of South Carolina, but in the state of New York. Just relocated here in July 2013.

Are you currently in a position of responsibility with an organization or board that has received or is seeking funding from the City of Florence? If so, list the position and date:

NO -

Are you involved in any Community Activities? If so, please list:

Just relocated to Florence, SC from New York and am actively trying to become involved in community activities.

What are your goals and objectives if appointed to the Commission/Board?

To find purpose and give back to my new community. To assist and help when and where needed to better our neighborhood.

I certify that the information above is true and correct. Information on this form will be considered public information.

Spring Attaway
 Signature

September 12, 2013
 Date

RETURN COMPLETED FORM TO:

Office of the City Clerk
 City of Florence, City County Complex AA,
 180 N. Irby Street, Florence, SC 29501
 Fax: 843-665-3110

FOR OFFICE USE ONLY

Received:	<i>9-20-2013</i>
Appointed to:	
Date:	