



JASPER COUNTY COUNCIL
ADMINISTRATIVE SERVICES COMMITTEE
COUNCIL CONFERENCE ROOM
358 THIRD AVE., RIDGELAND, SC 29936
APRIL 12, 2011, 2:00 P.M.

OFFICIALS PRESENT: COMMITTEE CHAIRMAN DRAYTON, COMMITTEE MEMBER BLACKSHEAR

STAFF PRESENT: RONNIE MALPHRUS DIRECTOR OF ADMINISTRATIVE SERVICES DIVISION, CLERK TO COUNCIL JUDY FRANK, COUNTY ATTORNEY MARVIN JONES

IN ACCORDANCE WITH THE FREEDOM OF INFORMATION ACT THE ELECTRONIC AND PRINT MEDIA WERE NOTIFIED.

DURING PERIODS OF DISCUSSION AND/OR PRESENTATIONS MINUTES ARE TYPICALLY CONDENSED AND PARAPHRASED.

CALL TO ORDER – COMMITTEE CHAIRMAN DRAYTON CALLED THE MEETING TO ORDER.

PLEDGE OF ALLEGIANCE – COMMITTEE CHAIRMAN DRAYTON LED THE PLEDGE OF ALLEGIANCE.

INVOCATION – MR. MALPHRUS GAVE THE INVOCATION.

COMMITTEE CHAIRMAN DRAYTON REQUESTED THAT ALL DEPARTMENT HEADS, THAT REPORT TO MR. MALPHRUS, BE PRESENT AT ALL FUTURE ADMINISTRATIVE SERVICES COMMITTEE MEETINGS.

MONTHLY REPORTS – MR. MALPHRUS REPORTED THE FOLLOWING:
ASSESSOR'S OFFICE- 11 DECALS SOLD FOR \$55 AND MONEY RECEIVED FOR COPIES AND MAPS TOTALED \$157.25. THERE WERE 88 DEEDS, 7 PLATS AND 88 PARCELS RECEIVED. MR. MALPHRUS REPORTED THAT 48 HOURS WERE SPENT ON APPEALS; 99 HOURS ON DEED AND PLAT RESEARCH AND 2 HOURS ON THE HOMESTEAD LIST. MR. MALPHRUS REPORTED THAT 154 NEW PARCELS WERE CUT OUT FOR UPDATE ON GIS; 20 EDITS FOR EXISTING PARCELS; 1 MAP WAS CREATED ON PLOTTER, SETUP AND PRINTED; THEY CREATED PROPERTY CARDS – 18 NEW AND 132

READDRESSSED; 3 COMBINES AND 12 EMAIL MAPS WERE DONE. MR. MALPHRUS REPORTED THAT 31 BUILDING PERMITS WERE RECEIVED, 27 NOTICES WERE MAILED 3 ASSESSMENTS WERE CHANGED, 2 REPORTS WERE FILED AND 1 MEETING WAS ATTENDED. MR. MALPHRUS ALSO PROVIDED A REPORT OF THE NUMBRE OF HOURS WORKED ON VARIOUS PROJECTS. MR. MALPHRUS EXPLAINED THE DUTIES OF THE ASSESSMENT APPEALS BOARD. COMMITTEE CHAIRMAN DRAYTON ASKED IF THE COUNTY HAD A GIS DEPARTMENT. MR. MALPRHUS EXPLAINED THAT MARJORIE LORENC DOES A LOT OF THE GIS WORK, BUT THE COUNTY DOES NOT HAVE A TRUE GIS DEPARTMENT.

ROD OFFICE – MR. MALPHRUS REPORTED THAT THERE WERE 519 DOCUMENTS RECORDED. MR. MALPHRUS ALSO REPORTED THAT \$14,595.10 IN STATE FEES ON DEEDS WERE RECEIVED AND \$6,174.85 IN COUNTY FEES ON DEEDS WAS RECEIVED. MR. MALPHRUS REPORTED THAT THE AMOUNT OF COPY FEES CHARGED FROM JAN. TO MARCH WAS \$256.75 AND THE PUBLIC COPY FEES RECEIVED WAS \$153.75.

HUMAN RESOURCES – MR. MALPHRUS REVIEWED THE REPORT FROM THE HR DEPARTMENT AND EXPLAINED THAT SOME OF THE INFORMATION WAS CONFIDENTIAL. THE REPORT COVERED NEW HIRES, RESIGNATIONS AND TERMINATIONS, LEAVE OF ABSENCES/FMA AND WORKERS' COMP INJURIES.

DELIQUENT TAXES- MR. MALPHRUS REPORTED THAT 60 NOTICES WERE PAID TOTALLING \$43,049.92 AND 76 NOTICES WERE ERRORED. MR. MALPHRUS SAID THAT 11 SUPPLEMENT NOTICES WERE ADDED AND 9 REFUNDS TOTALLING \$6,539.96 WERE PAID. MR. MALPHRUS SAID THAT 59 REDEMPTIONS WERE MADE TOTALLING \$55,203.67. MR. MALPHRUS TOLD THE COMMITTEE THAT AS OF FEBRUARY 28, 2011 508 NOTICES FROM 2007 WERE UNPAID, 648 NOTICES FROM 2008 WERE UNPAID AND 1,105 NOTICES FROM 2009 WERE UNPAID. COMMITTEE MEMBER BLACKSHEAR ASKED ABOUT THE NOTICES THAT WERE NOT PAID FROM PAST YEARS. MR. MALPHRUS SAID THEY WERE NOT FOR LAND OR MOBILE HOMES, THEY WERE FOR PERSONAL PROPERTY. COMMITTEE MEMBER BLACKSHEAR ASKED IF THERE WAS AN EXPIRATION DATE ON THE TAXES AND MR. MALPHRUS SAID THE TAXES ACCUMULATE. ATTORNEY JONES DISCUSSED THE NUMBER OF MOBILE HOMES THAT THE COUNTY ENDED UP WITH FROM THE TAX SALE AND SOMETIMES THE TAX EXCEEDED THE VALUE OF THE MOBILE HOME. MR. JONES SAID THE COUNCIL IS GOING TO NEED TO MAKE A BUSINESS DECISION REGARDING THE MOBILE HOME AND HOW TO HANDLE THEM AS IT COULD COST MORE MONEY TO PURSUE IT THAN THE MOBILE HOMES ARE WORTH. MR. MALPHRUS SAID A FEW COMPANIES CONTACTED HIM AND SAID THEY WOULD REMOVE THE MOBILE HOMES IF THE COUNTY GAVE THEM TO THEM. MR. MALPHRUS SAID IF A PERSON OWES TAXES THEY CANNOT GET A BUSINESS LICENSE. MR. JONES SAID THERE COULD BE LAWSUITS IF THE PROPERTY WAS NOT SEIZED PROPERLY. MR. MALPHRUS SAID THERE NEEDED TO BE A WAY TO DETERMINE IF THE TAX IS UNCOLLECTABLE SO THAT IT CAN BE TAKEN OFF OF THE BOOKS.

MR. MALPHRUS SAID THEY WOULD HAVE TO GO OUT AND FIND EACH MOBILE HOME AND IF IT IS NO LONGER IN THE COUNTY, IT CAN BE TAKEN OFF OF THE BOOKS. COMMITTEE CHAIRMAN DRAYTON ASKED IF MR. MALPHRUS KNEW THE AMOUNT OF TAXES OWED. MR. MALPHRUS SAID HE WOULD RUN A REPORT AND GET THE INFORMATION FOR THE COMMITTEE.

FINANCIAL REPORT: MR. MALPHRUS SAID THAT NOTHING WAS OUT OF LINE WITH THE EXCEPTION OF THE EMS OVERTIME LINE. MR. MALPHRUS SAID THERE HAVE NOT BEEN ANY BUDGET AMENDMENTS AND SOME OF THE LINES WILL HAVE TO HAVE MONEY MOVED WITHIN THE DEPARTMENT. MR. MALPHRUS EXPLAINED THAT THE ADMINISTRATOR CAN MOVE UP TO \$5,000 WITHIN THE DEPARTMENTS, BUT ANYTHING OVER \$5,000 WOULD HAVE TO BE APPROVED BY COUNCIL. COMMITTEE CHAIRMAN DRAYTON ASKED IF THERE WERE ANY FUNDS THAT COULD NOT BE USED AND MR. MALPHRUS SAID GRANT FUNDS CAN'T BE USED. COMMITTEE CHAIRMAN DRAYTON ASKED ABOUT A JUDICIAL LAW LIBRARY. MR. MALPHRUS SAID THAT WAS TAKEN OUT OF THIS YEARS BUDGET. MR. JONES SAID HE BROUGHT HIS LIBRARY WITH HIM AND HE HAS PURCHASED A FEW BOOKS FOR THE COUNTY. MR. JONES SAID THE COUNTY USES WEST LAW WHICH IS COMPUTER ASSISTED AND IT COSTS ABOUT \$300 PER MONTH.

DISCUSSION OF CHANGES TO THE PERSONNEL POLICY – COMMITTEE MEMBER DRAYTON SAID HE WAS CONCERNED ABOUT THE GRIEVANCE PROCEDURE. MR. JONES SAID TWO ISSUES WERE DISCUSSED PREVIOUSLY AND THEY WERE THAT THE HR DIRECTOR HAD TO APPROVE TERMINATIONS AND THAT THE ADMINISTRATOR APPOINTED THE GRIEVANCE COMMITTEE. MR. JONES SUGGESTED TO GO OVER THE ENTIRE POLICY AND THEN HE COULD PREPARE A DRAFT ORDINANCE TO AMEND THE CURRENT ORDINANCE THE POLICY CAN BE REWRITTEN. MR. JONES AND MR. MALPHRUS EXPLAINED THAT THE HR DIRECTOR ONLY REVIEWS THE TERMINATION TO MAKE SURE THAT NO LAWS HAVE BEEN BROKEN AND PROPER PROCEDURE WAS FOLLOWED. MR. MALPHRUS SAID HE WOULD LIKE FOR HR TO REVIEW THE POLICY AND SEE IF THEY HAVE ANY OTHER RECOMMENDATIONS. COMMITTEE CHAIRMAN DRAYTON SAID HE WANTED TO REVIEW THE STATE LAWS CONCERNING THE POLICY PRIOR TO MAKING ANY RECOMMENDATIONS.

ORDINANCE TO INCORPORATE CHANGES TO THE PROCUREMENT POLICY AS DISCUSSED AT THE RETREAT- THE COMMITTEE DISCUSSED THAT THE COUNCIL WANTED ANYTHING OVER \$25,000 TO GO OUT TO BID REGARDLESS IF IT WAS COVERED ON THE STATE CONTRACT. MR. MALPHRUS SAID IT WAS HIS OPINION THAT ONLY 2-3 TIMES WOULD A CHEAPER PRICE BE AVAILABLE THAT WHAT THEY WOULD PAY ON STATE CONTRACT. MR. MALPHRUS SAID COMPARING APPLES TO APPLES YOU CAN'T BEAT THE STATE CONTRACT. MR. MALPHRUS SAID THE COUNTY PIGGY BACKS OFF THE STATE AND FEDERAL CONTRACTS. COMMITTEE MEMBER BLACKSHEAR SAID THEN THAT WOULD BE THE WAY TO GO. MR. MALPHRUS SAID HE RECOMMENDED USING THE STATE CONTRACTS. IT

WAS THE CONSENSUS OF THE COMMITTEE TO KEEP USING THE STATE CONTRACTS. MR. MALPHRUS SAID FOR SOMETHING THAT IS LABOR INTENSIVE, THEN IT MAY BE OKAY TO BID OUT. MR. MALPHRUS SAID THAT FOR CARS AND RETAIL PRODUCT THE STATE CONTRACT PRICES ARE HARD TO BEAT. MR. MALPHRUS SUGGESTED THAT THEY WAIT UNTIL THEY HAVE ALL THE SUGGESTED CHANGES PRIOR TO AMENDING THE POLICY.

ADJOURN- COMMITTEE CHAIRMAN DRAYTON ADJOURNED THE MEETING AT 3:00 P.M.

RESPECTFULLY SUBMITTED BY:

APPROVED BY:

JUDITH M. FRANK, ccc
CLERK TO COUNCIL

THEODUS L. DRAYTON
COMMITTEE CHAIRMAN