



**JASPER COUNTY COUNCIL
ADMINISTRATIVE SERVICES COMMITTEE
COUNCIL CONFERENCE ROOM
358 THIRD AVE., RIDGELAND, SC 29936
MAY 24, 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, ASSESSOR SUSAN WAITE, ROD PATSYE GREENE, TAX COLLECTOR LINDA MOUZON

STAFF ABSENT: HR DIRECTOR GLORIA LUCAS

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 AT 2:00 P.M.

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

INVOCATION – COMMITTEE MEMBER BLACKSHEAR GAVE THE INVOCATION.

MONTHLY REPORTS

ASSESSOR'S OFFICE – SUSAN WAITE PRESENTED A REPORT TO THE COMMITTEE THAT INCLUDED THE NEW GROWTH, THE CHANGE IN ASSESSED VALUE AND THE APPEALS. MS. WAITE SAID DEL WEB WAS GROWING AND RESPONSIBLE FOR MOST OF THE RESIDENTIAL BUILDING PERMITS. MS. WAITE SAID THAT THE TOTAL ASSESSMENT ON THE BOOKS FOR 2010 IS \$84,873,650. MS. WAITE SAID THE LAND VALUES HAVE GONE DOWN 29%, BUT THE BUILDING VALUES REMAINED THE SAME. MS. WAITE SAID THE COUNTY WAS DOWN 6% IN TAXABLE VALUES. MS. WAITE SAID

SHE WOULD PROVIDE VALUES BY DISTRICT AT THE NEXT ADMINISTRATIVE SERVICES MEETING. MS. WAITE SAID THE GROWTH IS CENTERED IN HARDEEVILLE. COMMITTEE CHAIRMAN DRAYTON ASKED ABOUT GROWTH IN POINT SOUTH. MS. WAITE SAID THERE HAS NOT BEEN ANY GROWTH IN POINT SOUTH.

ROD OFFICE – PATSYE GREENE REPORTED THAT IN APRIL THEY HANDLED 390 DOCUMENTS, BUT THEY USUALLY AVERAGE ABOUT 500 DOCUMENTS PER MONTH. MS. GREEN SAID THEY WERE WORKING ON GETTING ALL OF THE RECORDS ONLINE SO THAT THE PEOPLE DO NOT HAVE TO COME INTO THE OFFICE TO RESEARCH THE PROPERTIES. MS. GREENE SAID THEY HAVE ABOUT 12,000 DOCUMENTS TO PUT ONLINE AND THEY ARE ABOUT 70% COMPLETE. MS. GREENE SAID ALL THE DOCUMENTS ARE INDEXED. COMMITTEE CHAIRMAN DRAYTON ASKED WHEN THE PROJECT WOULD BE COMPLETE. MS. GREENE RESPONDED THAT IT WAS A MULTI-YEAR PROCESS. MS. GREENE SAID ALL HER REPORTS ARE DONE ON RECORD FUSION. MR. MALPHRUS PROVIDED THE APRIL ROD REPORT WHICH INCLUDED THE TOTAL CONSIDERATION OF DEEDS FILED - \$7,009,599.30; TAXABLE CONSIDERATION ON DEEDS - \$6,195,365.30; STATE FEES RECEIVED FOR DEEDS - \$16,118.70; COUNTY FEES RECEIVED FOR DEEDS - \$6,819.45; RECORDING FEES - \$3,289.00; PUBLIC COPY FEES RECEIVED - \$173.35; AND SAVINGS FOR ON-TIME FILING WITH STATE - \$483.56. COMMITTEE CHAIRMAN DRAYTON ASKED MS. GREENE TO STAY AFTER THE OTHER PRESENTATIONS TO DISCUSS A MATTER WITH THE COMMITTEE.

HUMAN RESOURCES – MS. LUCAS WAS NOT PRESENT AND MR. MALPHRUS PRESENTED THE REPORTS FROM HUMAN RESOURCES. MR MALPHRUS SAID THE REPORTS TRACK THE NUMBER OF PHONE CALLS AND WALK-INS RECEIVED BY THE HR DEPARTMENT. MR. MALPHRUS SAID NEW HIRES, RESIGNATION/TERMINATIONS, LEAVES OF ABSENCE/FML AND WORKERS COMPENSATION CLAIMS ARE ALSO INCLUDED IN THE REPORT. COMMITTEE CHAIRMAN DRAYTON ASKED IF THEY WERE STILL HIRING PEOPLE. MR. MALPHRUS SAID THEY ARE HIRING ONLY THE POSITIONS APPROVED BY COUNCIL AND THEY ARE ALSO FILLING THE OPENINGS NECESSARY FOR PUBLIC SAFETY.

DELIQUENT TAXES – MS. MOUZON REPORTED THAT \$545,579.02 WAS COLLECTED. MS. MOUZON REPORTED THAT CURRENTLY THERE ARE 627 UNPAID NOTICES FROM 2008; 936 UNPAID NOTICES FROM 2009; AND 4,268 UNPAID NOTICES FROM 2010. MS. MOUZON SAID MOST OF THE UNPAID NOTICES ARE FOR MOBILE HOMES AND THEY WERE INCLUDED IN THE TAX SALE. MR. MALPHRUS SAID THE PEOPLE WILL HAVE TO PAY THE TAX OR LOSE THE MOBILE HOME. COMMITTEE MEMBER BLACKSHEAR ASKED IF THE SCHOOL GETS A PORTION OF THE DELIQUENT TAXES. MR. MALPHRUS SAID THEY GET THEIR PORTION, JUST LIKE REGULAR TAXES. MS. MOUZON EXPLAINED THAT THE PEOPLE WHO SUCCESSFULLY BID ON THE MOBILE HOMES ALSO COLLECT RENT ON THE MOBILE HOME FROM THE DAY OF THE SALE UNTIL THE MOBILE HOME IS REDEEMED. MS. MOUZON

SAID THE RENT IS 1/12 OF THE CURRENT TAX, BUT NOT LESS THAT \$10 PER MONTH. MS. MOUZON SAID THE RENT, INTEREST AND BACK TAXES MUST BE PAID TO REDEEM THE MOBILE HOME. COMMITTEE MEMBER BLACKSHEAR ASKED IF THE MOBILE HOME CAN BE SOLD IF SOMEONE IS LIVING IN IT. MR. MALPHRUS SAID IT COULD, JUST LIKE HOMES THAT ARE SOLD IN THE DELIQUENT TAX SALE.

DISCUSSION OF CHANGES TO THE PERSONNEL POLICY

ANNUAL LEAVE POLICY- SICK LEAVE BANK – THESE ITEMS WERE TABLED TO A FUTURE MEETING.

DISCUSSION CHANGES TO THE PROCUREMENT POLICY- THE COMMITTEE DISCUSSED THE ITEMS FROM THE RETREAT THAT THE COUNCIL WANTED TO CHANGE.

THE COMMITTEE DISCUSSED HAVING TO BID OUT EVERYTHING OVER \$25,000. MR. MALPHRUS SAID THAT IN HIS 23 YEARS WITH THE COUNTY IT WAS HARD TO BEAT THE STATE CONTRACT PRICES. IT WAS THE CONSENSUS OF THE COMMITTEE TO RECOMMEND TO LEAVE PROCUREMENT POLICY AS WRITTEN AND ITEMS ON STATE CONTRACT DO NOT HAVE TO GO OUT TO BID; COUNCIL IS TO BE NOTIFIED. MR. MALPHRUS SAID THAT CURRENTLY ALL PROFESSIONAL SERVICE CONTRACTS MUST COME BACK TO COUNCIL FOR APPROVAL NO MATTER THE VALUE. MR. MALPHRUS SAID THIS SOMETIMES SLOWS A PROJECT DOWN. IT WAS THE CONSENSUS OF THE COMMITTEE TO RECOMMEND THAT ADMINISTRATOR CAN APPROVE A PROFESSIONAL SERVICE CONTRACT UP TO \$5,000 (IF THE FUNDS ARE AVAILABLE) WITHOUT BRINGING IT TO COUNCIL FOR APPROVAL; COUNCIL IS TO BE NOTIFIED. MR. MALPHRUS SAID THAT CURRENTLY THE ADMINISTRATOR CAN APPROVE CHANGE ORDERS UP TO THE AMOUNT OF THE CONTINGENCY BUDGETED. IT WAS THE CONSENSUS OF THE COMMITTEE TO RECOMMEND THAT THE ADMINISTRATOR CAN APPROVE CHANGE ORDERS UP TO 10% OF THE CONTRACT, NOT TO EXCEED \$100,000; COUNCIL IS TO BE NOTIFIED. MR. MALPHRUS REQUESTED THAT THE THRESHOLD FOR ITEM THAT GOES OUT TO BID BE INCREASED FROM \$1,500 TO \$2,500. IT WAS THE CONSENSUS OF THE COMMITTEE TO RECOMMEND INCREASING THE AMOUNT FROM \$1,500 TO \$2,500 AND THE OTHER THRESHOLDS ARE TO REMAIN THE SAME. THE CURRENT REQUIREMENTS ARE: \$1,500 - \$5,000 – CAN CALL TO GET 3 BIDS; \$5,000- \$10,000 – THREE WRITTEN BIDS; \$10,000- UP – ADVERTISE FOR BIDS.

ADJOURN – COMMITTEE CHAIRMAN DRAYTON ADJOURNED THE MEETING AT 3:25 P.M.

RESPECTFULLY SUBMITTED BY:

APPROVED BY:

JUDITH M. FRANK, ccc
CLERK TO COUNCIL

THEODUS L. DRAYTON
COMMITTEE CHAIRMAN

