

**MAYOR**  
Michael D. Fuesser

**MAYOR PRO TEM**  
Edward Brown

**CITY MANAGER**  
Dalton Pierce, MPA



**CITY COUNCIL**  
Matt Hickey  
Marion Ramsey  
Stephanie Jarrett  
Charles Brewer  
Kellie Harrold

**CITY CLERK**  
Amy Craig

**York City Council**  
**Work Session Agenda**  
**Monday, April 17, 2023**  
**Meeting at 5:00 PM**

**1. WELCOME AND CALL TO ORDER**

**MAYOR MIKE FUESSER**

**2. PRAYER**

**MAYOR PRO TEM ED BROWN**

**3. PLEDGE OF ALLEGIANCE**

**MAYOR MIKE FUESSER**

**4. PROCLAMATION**

4.1 Proclamation – Children’s Mental Health Awareness Month

**5. DISCUSSIONS**

5.1. SPHO Grant – McCelvey Center

5.2. Ordinance 23-689, Amendment B-1 Central Business District Revisions

5.3. Organizational Human Resources Updates and Recommended Changes

**6. ADJOURN**

*\* Denotes Vote Required*

**MAYOR**  
Michael D. Fuesser

**MAYOR PRO TEM**  
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**York City Council**  
**Work Session Agenda**  
**Monday, April 17, 2023**  
**Immediately Following 5:00 PM Work Session**

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**York City Council**  
**Special Called Agenda**  
**Monday, April 17, 2023**  
**Immediately Following the Council Work Session**

- 1. CALL TO ORDER** **MAYOR MIKE FUESSER**
- 2. MINUTES**
  - 2.1 Approve April 4, 2023, Meeting Minutes\*
- 3. SPECIAL EVENT APPLICATION(S)**
  - 3.1 Kickoff to Summer Carnival\*
- 4. ORDINANCE(S)**
  - 4.1 Second Reading Ordinance 23-693, Redistricting
- 5. EXECUTIVE SESSION**
  - 5.1 To Discuss Matters Related to Boards & Commissions
- 6. UPON RETURNING TO OPEN SESSION, COUNCIL MAY TAKE ACTION ON MATTERS DISCUSSED IN EXECUTIVE SESSION.**
- 7. ADJOURN**

*\* Denotes Vote Required*

# **PROCLAMATION**

## **CHILDREN'S MENTAL HEALTH AWARENESS DAY**

**WHEREAS**, addressing the complex mental health needs of children, youth, and families today is fundamental to the future of the City of York, South Carolina; and

**WHEREAS**, the need for comprehensive coordinated mental health services for children, youth, young adults, and families' places upon our community a critical responsibility; and

**WHEREAS**, it is appropriate the first Saturday in May should be set apart each year for the direction of our thoughts toward our children's mental health and well-being; and

**WHEREAS**, the City of York, South Carolina, through its unique approach to serving children, youth, and young adults with mental health or substance use disorders, is effectively caring for the mental health needs of children, youth, young adults, and their families in our community.

**NOW THEREFORE**, be it resolved, that I, Michael D. Fuesser, Mayor of the City of York, by virtue of the authority vested in me, do hereby proclaim the day of May 6, 2023, to be

## **CHILDREN'S MENTAL HEALTH AWARENESS DAY**

in the City of York, South Carolina, and urge our citizens and all agencies and organizations interested in meeting every child's mental health needs to unite on that day in observance of such exercises as will acquaint the people of the City of York, South Carolina with the fundamental necessity of a year round program for children, youth, and young adults with mental health or substance use disorders and their families.

**IN WITNESS THEREOF**, I have hereunto set my hand and caused the Seal of the City to be affixed this 17<sup>th</sup> day of April of the year of our Lord two thousand twenty-three.

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Michael D. Fuesser  
Mayor

# City of York

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## Memo

**TO:** Mayor & City Council

**FROM:** Dalton Pierce, MPA, City Manager

**MEETING DATE:** April 17, 2023

**SUBJECT:** Discussions

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### **GENERAL INFORMATION**

#### **SPHO Grant – McCelvey Center**

The City has received the SPHO Grant and will be given to the McCelvey Center.

### **REQUESTED ACTION**

Request to be primary entity on grant application with no grant administration requirements due to this being a pass-through grant for the entity requesting the City's assistance.

### **GENERAL INFORMATION**

#### **First Reading Ordinance 23-689 Amendment B-1 Central Business District Revisions**

On March 20, 2023, Council thoroughly reviewed Ordinance 23-689, Amendment B-1 Central Business District Revisions to ensure the coherence of the definitions of the conditions and special exceptions of the B-1 Central Business District revisions. On April 4, 2023, Councilmember Hickey made a Motion to defer the Public Hearing of Ordinance 23-689, until the completion of the finalized draft to make the ordinance available for comprehensive public review, which was Seconded by Councilmember Jarrett. During Discussion, Council agreed the Ordinance needed to be in complete form before taking action and having a Public Hearing.

### **ATTACHMENTS**

A. Ordinance 23-689, Amendment B-1 Central District Business Revisions

### **REQUESTED ACTION**

General information



STATE OF SOUTH CAROLINA

)

)

COUNTY OF YORK

)

CITY OF YORK

## ORDINANCE 23-689

### AMENDING APPENDIX A, ZONING ORDINANCE BY REVISING AND UPDATING THE USES ALLOWED EXPLICITLY, CONDITIONALLY AND BY SPECIAL EXCEPTION IN THE B1- CENTRAL BUSINESS ZONING DISTRICT

WHEREAS, the York City Council and Planning Commission find that the Downtown Historic District and B1- Central Business Zoning District are vital components of the City's overall economic and cultural vitality;

WHEREAS, the York City Council and Planning Commission find that existing zoning requirements should be periodically reviewed and revised as necessary; and

WHEREAS, the York City Council and Planning Commission find that appropriate land uses should be encouraged for the B1- Central Business District that will strengthen the character and atmosphere of the City's Downtown Historic District.

NOW, THEREFORE, BE IT ORDAINED by the City Council of York, South Carolina, assembled on dates hereafter set forth, that Appendix A, Zoning Ordinance, be amended by revising:

#### Section III, Definitions by adding the following:

- Gift shop: a shop that sells souvenirs and small items suitable to be given as presents.
- Antique shop: a retail store specializing in the selling of collectible objects such as a piece of furniture or work of art that has a high value because of its considerable age.
- Thrift store: a store selling secondhand clothes and other household goods (typically to raise funds for a charitable institution).

#### Section VIII, Part 10, B-1 Central Business District as follows (with revisions in red):

A. *Purpose*: It is the intent of this section [section VIII] that the B-1 zoning district be developed and reserved for local or "Main Street" oriented business purposes. The regulations which apply within this district are intended to: (1) Encourage the formation and continuance of a stable, healthy, and compatible environment for uses that are located so as to provide nearby residential areas with convenient shopping service facilities; (2) Reduce traffic and parking congestion; (3) Avoid the development of "strip" business districts; and (4) Discourage industrial and other encroachment capable of adversely affecting the localized commercial character of the district.

B. Permitted uses: Retail business involving the sale of merchandise on the premises, specifically including, but not limited to:

1. Antique store
2. Digital technology.
3. Art supply store or gallery.
4. Book, magazine or newspaper store.
5. ~~Barber and beauty shops.~~
6. Bakery
7. Candy store.
8. Clothing store.
9. Drug store.
10. Grocery/specialty food store.
11. Guesthouse.
12. Motel
13. Residence above business use.
14. Gift shop
15. Furniture store.
16. Insurance and real estate agencies.
17. Newspaper office.
18. Jewelry store.
19. Hobby, toy store.
20. Sporting goods store.
21. Notion or general store.
22. Restaurant.
23. ~~Nonprofit~~

Businesses involving the rendering of a personal service or the repair and servicing of small equipment including, but not limited to:

1. Bank
2. Bicycle repair and sales shop.
3. Dressmaker, seamstress, tailor.
4. Furniture repair.
5. Locksmith or gunsmith.
6. Schools offering instruction in art, music, dance, drama, physical fitness.
7. Shoe repair shop.
8. Spa/fitness center.
9. Theater (not drive-in).

C. *Conditional uses:* The following uses shall be permitted in the B-1 district on a conditional basis:

1. ~~Automobile sales and service~~
2. Contractors' offices, provided no storage of **contractor** vehicles, equipment or materials on the premises or other public rights-of-way.
3. Auto accessory store, provided that there shall be no storage of wrecked or junked automobiles; trailers or scrapped or salvaged auto parts on the premises.
4. ~~Automobile service station, provided that all gas pumps shall be set back at least 15 feet from the right-of-way line or all abutting streets and that parking and service areas be separated from adjoining residential properties by a suitable fixed planting screen, fence, or wall at least six feet in height above finish grade.~~
5. Pet shop, provided that all animals shall be housed within the principal building so that no sound is perceptible beyond the premises.
6. Residential dwelling units shall be allowed with the exception that street-front tenant spaces be used solely for approved commercial uses. This conditional use is not allowed in highway commercial or general industrial zoning districts.
7. Event venues subject to the following:
  - a. Conditionally allowed based on an occupancy limitation of 150.
  - b. Special exception review is required where the proposed occupancy exceeds 150.
  - c. Minimum of one parking space for every two occupants.
  - d. The maximum occupancy limit applies to the overall property (indoor and outdoor use combined).
  - e. Event venues shall be explicitly allowed in the HC and GI zoning districts.
8. *Single-family dwellings subject to the following:*
  - a. Single-family dwellings are not allowed on any property fronting on North and South Congress Streets and bounded by the following streets:
    - East Madison Street;
    - Garner Street;
    - East Liberty Street;
    - Trinity Street;
    - East Jefferson Street;
    - North Congress Street;
    - South Congress Street.
  - b. Single-family dwellings must meet the following minimum dimensional requirements:
    - 10,000 square feet lot area;
    - 70 feet of street frontage;
    - Setbacks:
      - 25 feet from street right-of-way;
      - Ten feet from side property line;
      - 20 feet from rear property line.
  - c. Single-family dwellings are not allowed in the HC and GI districts.

- d. For properties located outside of the local historic district, the minimum allowable heated area for new single-family dwellings shall be 1,200 square feet.
  - e.
9. Mobile food establishments subject to the following requirements:
- a. A mobile food establishment is allowed to setup in the city only two times per week;
  - b. Mobile food establishments shall be located a minimum of 200 feet from customer entrance to any established "brick and mortar" restaurant (or with written exception, 100 ft separation is allowed);
  - c. All vending operations shall be located not less than 20 feet from the nearest street right-of-way and provide at least two off-street parking spaces;
  - d. Only one vendor shall be allowed for each 200 feet of street frontage;
  - e. No goods or merchandise offered for sale may be stored in or sold from a tractor-trailer;
  - f. Permitted merchandise shall be limited to edibles, hot and cold beverages containing no alcohol, and items related to such merchandise;
  - g. Written permission must be obtained from the property representative;
  - h. No more than three mobile food vendors shall be allowed on any given lot at the same time without first obtaining a special events permit, except that there shall be no limit on the number of pushcart vendors occupying a particular lot, nor shall there be a limit on the number of pushcart vendors or vendors with small, tow-behind carts occupying a shopping center;
  - i. Required parking for the primary business(es) shall be minimally affected;
  - j. Signage shall be permitted on the vehicle only to identify the name of the product or the name of the vendor, and the posting of prices. A separate menu board is allowed, not exceeding 12 square feet in area and 40 inches in height. This sign must be located on the same property as and within close proximity to the mobile vending unit, and should not be placed on the sidewalk or in the public right-of-way;
  - k. The mobile vendor shall only use single-service plates and utensils. Garbage and recycling receptacles must be available for patron use and removed from the site daily by the vendor;
  - l. Vendors shall meet all applicable DHEC regulations for mobile food units and possess a valid DHEC permit where applicable;
  - m. Any mobile food vendor or vending unit that has been issued a notice of health violation by any department of the State of South Carolina, which remains uncorrected upon a subsequent inspection, shall have its food vendor permit revoked;
  - n. All vendors must obtain from the town an appropriate, current business license (Original comment was to consider flat fee for one day event instead



of purchasing business license. This is only allowed for special events but not individual food trucks outside of a special event);

- o. No vendor shall:
- p. Leave any vehicle unattended;
- q. Store, park or leave any vehicle overnight on any street or sidewalk;
- r. Leave from any location without first picking up, removing and disposing of all trash or refuse remaining from sales by the vendor;
- s. Solicit or conduct business with persons in motor vehicles;
- t. Sell anything other than that for which a license to vend has been issued;
- u. Sound or permit the sounding of any device that produces a loud and raucous noise, or use or operate any loudspeaker, public address system, radio, sound amplifier or similar device to attract the attention of the public;
- v. Allow any item relating to the operation of the vending business to lean against or hang from any building or other structure lawfully placed on public property;
- w. Change vending locations without first notifying the planning department and submitting the required permissions and site plan; and
- x. Discharge fat, oil, grease, or waste water into the sanitary sewer system. All waste shall be properly stored and disposed of at a properly designated disposal location.

Exemption(s): The provisions of this section shall not apply to special events, festivals, community projects or public events which occur on a periodic basis and which are specifically approved by county council or as an approved special event. This section shall not apply to activities conducted pursuant to a franchise agreement or other contract with the City of York, South Carolina.

D. The following uses are allowed by special exception:

- 1. Club, lodge, civic, fraternal, social, or similar nonprofit organization.
- 2. Bowling alley.
- 3. Massage therapy establishment.
- 4. Funeral home
- 5. Flea markets
- 6. Barber or beauty shops
- 7. Hardware store/lumber distributor
- 8. Government office
- 9. Telephone/internet office
- 10. Tire sales and service- Allow by special exception or prohibit?
- 11. New and used automobile sales- Allow by special exception or prohibit?
- 12. Printing shop
- 13. Church/nonprofit

14. Adult day care facility.
15. Thrift store
16. Building material supplier
17. Doctors' and dentists' offices
18. Dry cleaning and laundry facility.
19. Entertainment or game facility
20. Brewpub
21. Microbrewery
22. Wine bar
23. Youth center (dancing and music for citizens under 18 years of age without alcoholic beverages being served).

E. *Off-street parking*: Off-street parking shall conform to requirements in section XII [off-street parking requirements], except buildings in existence on the date of the adoption of this ordinance amendment in this district are exempt from the requirements of section XII [off-street parking requirements]. Providing, however, any addition, attached or unattached, to the existing building or any use of the unimproved portion of the land that reduces available parking space shall require the replacement of the lost parking space in accordance with section XII [off-street parking requirements].

F. *Signs*: Signs permitted in B-1 zoning district, including the conditions under which they must be located are set forth in section XIII [signs].

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MICHAEL D. FUESSER, MAYOR

ATTEST:

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Municipal Clerk

First Reading:

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Public Hearing:

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Second Reading:

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# City of York

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## Memo

**TO:** Council

**FROM:** Sarah Ramirez

**MEETING DATE:** April 17<sup>th</sup>, 2023

**SUBJECT:** Executive Summary of Recommendations from Human Resources

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### **GENERAL INFORMATION**

City Staff has developed a Summary of Recommendations that will provide insight to the current state of City of York technology, equipment, and employee benefits.

### **STAFF RECOMMENDATIONS**

Staff recommends that Council review and indicate support for proposed changes.

### **ATTACHMENT(S):**

Executive Summary and PowerPoint Presentation.

### **REQUESTED ACTION**

No action requested.



# Executive Summary of Proposed Changes

Sarah Ramirez  
Human Resource Manager



# Purpose

In alignment with the City of York's Strategic Plan, I created an HR Strategic Plan to compliment the initiatives outlined. In doing so, I formulated a segment of recommendations for the City.

In addition, some of the following proposals were researched at the recommendation and frustration of City of York staff and department heads.





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<b>1.5 Fleet Management</b>	_____
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<b>2.3 Parental Leave</b>	_____
<b>2.4 Modified Work Week</b>	_____
<b>2.5 Increased and Tiered Accrual Rates</b>	_____
<b>2.6 Employee Handbook</b>	_____

# Comporium Internet



Our current internet plan is 50x50 mbps, which is less speed and bandwidth than many residential units have.

Our Events building, PD, FD and City Hall all operate on the same connection, which has led to limitations with speed and service.

It is the recommendation of our IT provider, and Comporium that we increase speeds.





# Lock System at City Hall

Our current lock system was installed in 2011, and over the course of 12 years, the system has become both outdated and difficult to manage.

Furthermore, it is the recommendation of the FTC to re-key when keys are lost, stolen, or retained by former employees (FTC 2023).

Thus, I have procured quotes for both a rekey and the installation of an electronic system.





# Phone Service



Our phone service currently operates under Verizon, who offers competitive “government” pricing and flexibility.

However, in the event of an emergency, such as a natural disaster, it would be difficult for our public service personnel to communicate through phones due to network overload.

With FirstNET, public safety personnel would have priority access to the network, and commercial users would be moved to another frequency, so that there are no issues with communication of our police, fire, etc.

FirstNET has exclusive rights to this IP, and proprietary technology with a 25 year contract with the Federal Government.



# Janitorial Services

In reviewing 2 quotes from custodial service companies, I do not believe an increase of ~\$500/month is a worthwhile investment at this time.

I will be reiterating our expectations with our current service.





# Fleet Management

Currently, there is no function in place to monitor where city vehicles go, or how long they are at one location.

A fleet management system should be integrated for:

- Accountability
- Efficiency
- Safety





# Employee ID Badges

We should reinstate employee ID badges as a way to offer:

- Heightened security – visitor badges, instant identification of employees
- Customer relations – a name badge with title can improve customer confidence and ensure they are communicating with the correct person.
- Company morale – government discounts for employees, a sense of unity.

Many municipalities and government agencies offer ID badges

\*Employee ID badges are one of the most highly recommended additions from staff\*





# Employee Benefits



## EMPLOYEE ATTRITION

8 Employee Retention Strategies



# Employee Healthcare

The 2021 Compensation study revealed that healthcare was a major pain point for employees.

Council made the decision to join PEBA Health Insurance, and the city is set for an effective date of 10/01/2023, pending a signature to move forward.

An analysis of benefits previously offered revealed that the City was both not compliant, and very expensive for the city and employees.

I want to ensure that Council is aware of our options before committing 4 years to the state health plan.





# Additional Holidays

The City of York has a below average number of recognized holidays.

I am proposing the addition of 3-4 more, in order to match holidays offered by local municipalities and businesses.



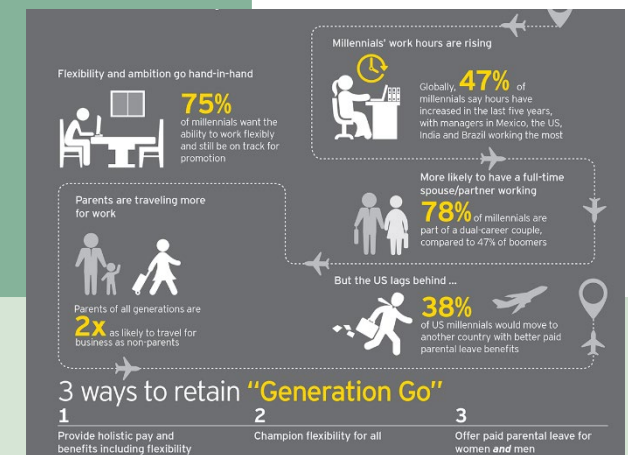


# Parental Leave

As of 2020, over 55% of employers offer paid maternity leave and 45% offer paid paternity leave (Smith 2020).

In an effort to improve recruitment, and compete with the private sector, many municipalities are offering paid parental leave to employees.

Parental leave policies can be curated to include specific tenure and time constraints.



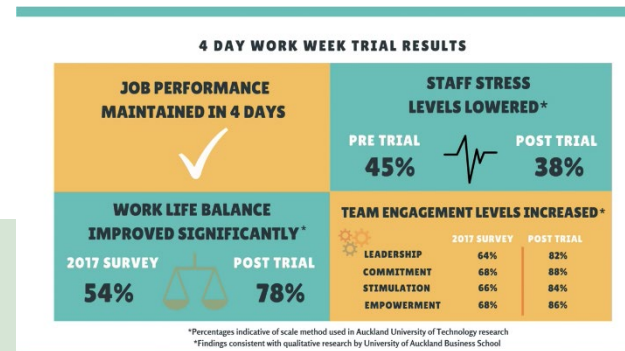


# Modified Work Week

Modified work week schedules have risen to the level of Congress, as the Thirty-Two Hour Workweek Act has been reintroduced.

The act would amend the Fair Labor Standards Act of 1938, and reduce the standard work week from 40 to 32 hours ("Congress.gov").

As is presented in the attached, many employers are preemptively moving to a modified work week to improve employee retention and work life balance.





# Increased and Tiered Accrual Rates

Our current accrual rate has not increased in over 25 years.

Additionally, it is designed primarily for the 8 hour employee.

For example, with our current accrual rate, firefighters have to work 3.5 months to accrue enough time for 1 shift.

SHOULD WE HAVE  
MORE VACATION  
TIME FOR  
EMPLOYEES?





# Proposed Changes to the Employee Handbook

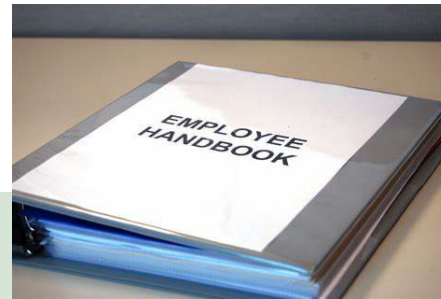
Proposed changes to the employee handbook would:

Ensure compliance

Eliminate confusion

Improve readability

Improve relevance







Questions?



# Sources

"All Info - H.R.1332 - 118th Congress (2023-2024): Thirty-Two Hour ..."  
*Congress.gov*, <https://www.congress.gov/bill/118th-congress/house-bill/1332/all-info>.

*FTC.Gov*, [www.ftc.gov/](http://www.ftc.gov/). Accessed 31 Mar. 2023.

Smith, Allen . "SHRM Research: More Employers Are Offering Paid Leave." *SHRM*, 15 Sept. 2020, [www.shrm.org](http://www.shrm.org). Accessed 20 Mar. 2023.



# Executive Summary of Proposed Changes



**Sarah Ramirez**  
**Human Resource Manager**



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# Updates to City Hall Facilities and Equipment

**Motive: Many of the following changes were researched at the recommendation of staff.**

**However, with the recent and anticipated growth, the City of York will need to consider undergoing upgrades in order to improve:**

Efficiency

Security

Capacity

Accountability

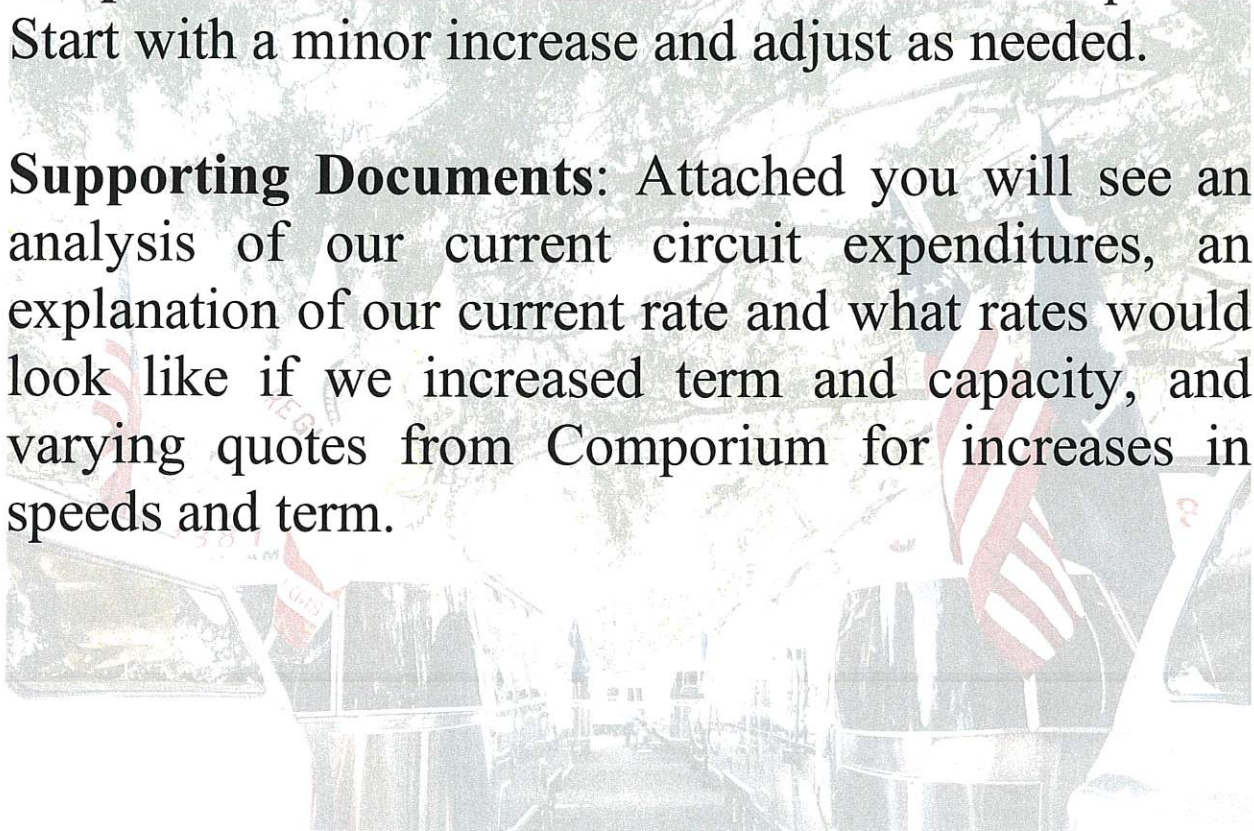


# Comporium Internet

**Problem:** Connectivity issues, and a maxed out circuit with our current internet plan.

**Proposed Solution:** Increase our internet speeds. Start with a minor increase and adjust as needed.

**Supporting Documents:** Attached you will see an analysis of our current circuit expenditures, an explanation of our current rate and what rates would look like if we increased term and capacity, and varying quotes from Comporium for increases in speeds and term.

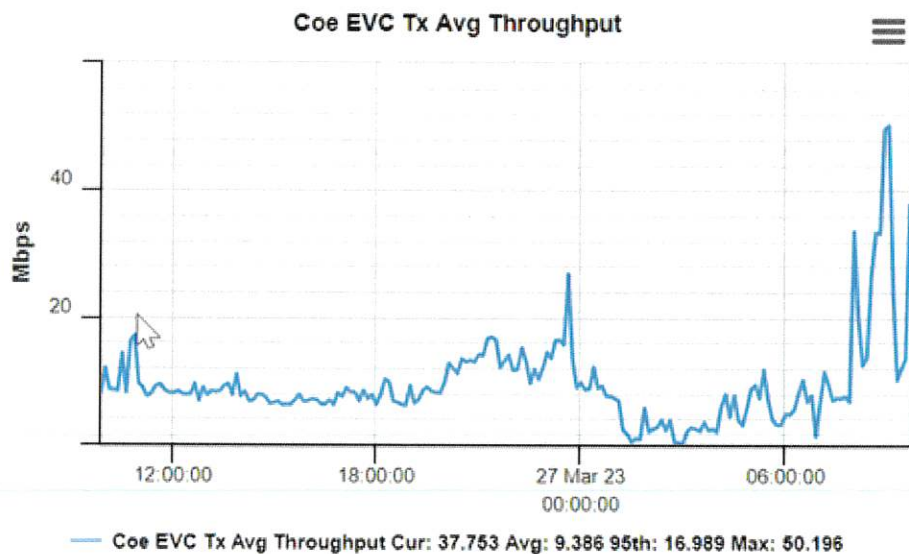
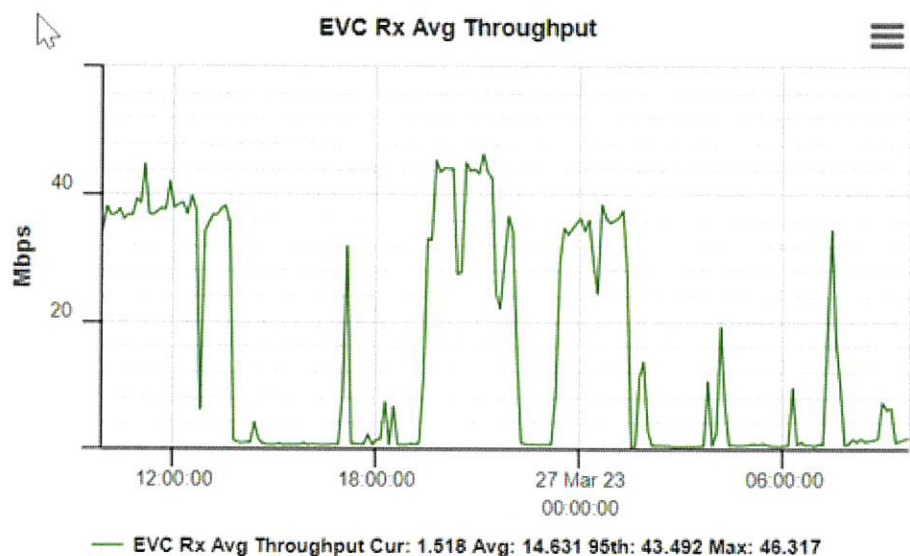


## Sarah Ramirez

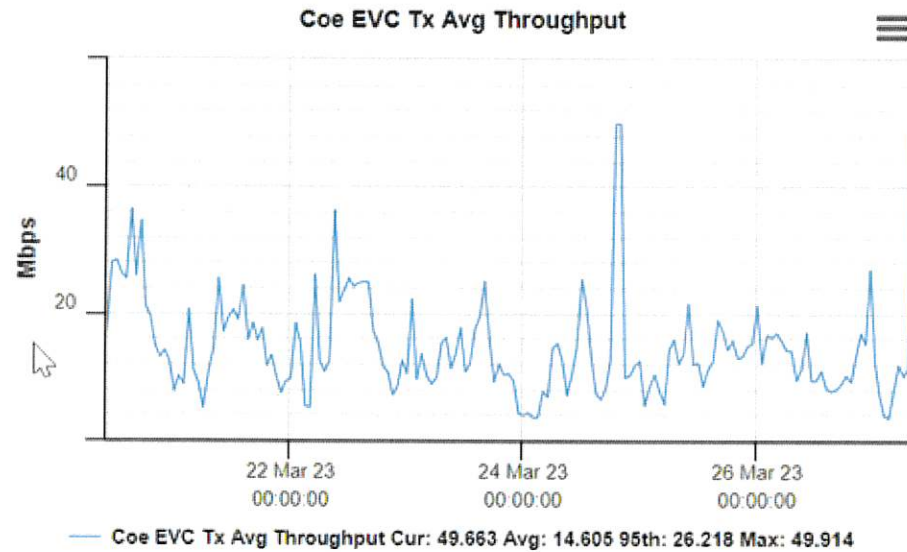
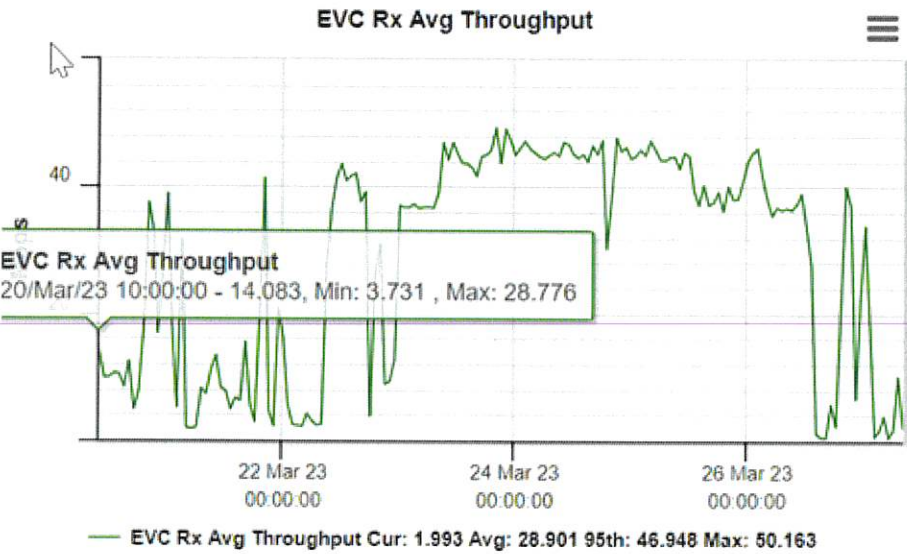
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**From:** Gene Knight <Gene.Knight@comporium.com>  
**Sent:** Monday, March 27, 2023 1:56 PM  
**To:** David Dover  
**Cc:** Sarah Ramirez  
**Subject:** RE: [EXTERNAL] City of York Internet Service

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

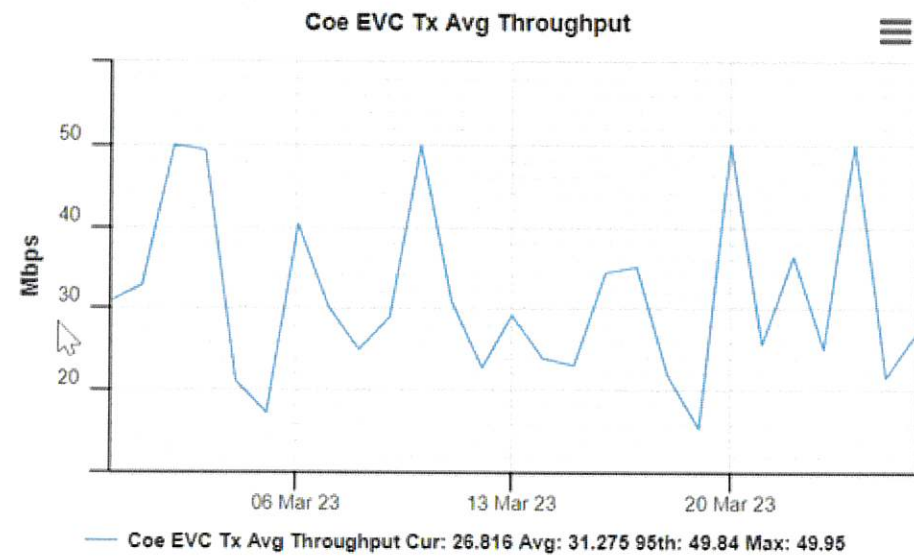
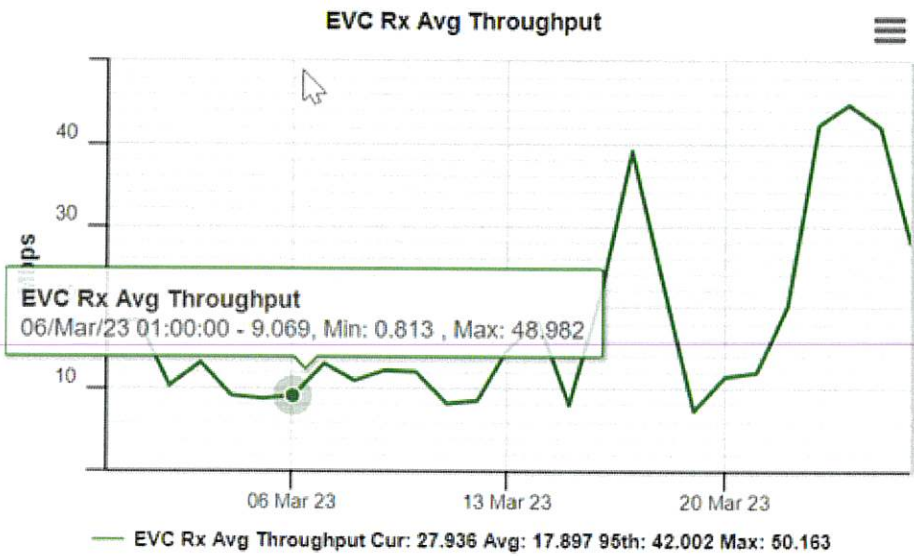


1 week





1 month



David and Sarah,

Attached is the data we collected regarding the use of the Metro E circuit at the York PD.

The first set of graphs is 1 day, then 1 week, then 1 month.

Based on this information the City is maxing this circuit out and you do need to upgrade.

I hope this helps you folks out in pleading your case.

Thanks, Gene

Attached are the upgrade options for your existing 50x50MB Metro E circuit.

Options are 100x100MB, 250x250MB and 500 x 500MB under 36 month or 60 month agreements.

Currently your existing 50 x 50MB circuit's monthly cost is \$599.60 per month.

Increases would be as follows:

36 Month 100 x 100MB increase is \$107.90 a month; 60 month 100 x 100MB increase is \$40.40 a month.

36 Month 250 x 250MB increase is \$179.00 a month; 60 month 250 x 250MB increase is \$103.60 a month.

36 Month 500 x 500MB increase is \$317.60 a month; 60 month 500 x 500MB increase is \$226.80 a month.

As I stated before the City may upgrade your speeds at any time during an agreement period.

If you need any assistance from me to move forward or if it's as simple as me sending you an agreement to upgrade let me know.

Our normal turnaround for upgrades is 10-15 working days.



PO BOX 470  
ROCK HILL SC 29731  
COMPORIUM.COM

Quote for Service

## ORDER FOR:

### City of York

**Billing Address**

10 Roosevelt St

York, SC 29745

P: (803) 684-2341

F:

sramirez@yorksc.gov

www.yorksc.gov

### ORDER SUMMARY

Total Monthly Recurring Cost \$640.00

Total One-Time Cost \$0.00

Contract Terms 60

### COMPANY INFORMATION

Location A

Location C

Sales Rep: Gene Knight

Customer Contact Name: Sarah Ramirez

Customer Contact Phone: (803) 684-2341

Customer Contact Email: sramirez@yorksc.gov

Additional Contact (optional):

Federal Tax ID:

Date: 3/27/2023 3:11 PM

Location B

Location D

Total Monthly Recurring

Total One-Time Cost

\$640.00

\$0.00



## ORDER DETAILS / NOTES

Notes: The following services are bound by this agreement: "quoted prices valid for 30 days after quote date". Term discounts have been applied to applicable services indicated by "\*" in the Product Description.

Quote to Upgrade to 100 x 100MB under 60 month agreement.

PRODUCT ID	PRODUCT DESCRIPTION	QUANTITY	MONTHLY RECURRING COST	ONE-TIME COST	SUB TOTAL
METSC1	Bandwidth	1	100.00		\$100.00
ET100C ET100I	* 100 Mbps Metro Ethernet	1	540.00		\$540.00
	Metro Ethernet Installation	1		0.00	\$0.00
TOTAL:					\$640.00



PO BOX 470  
ROCK HILL SC 29731  
COMPORIUM.COM

Quote for Service

## ORDER FOR:

### City of York

**Billing Address**

10 Roosevelt St

York, SC 29745

P: (803) 684-2341

F:

sramirez@yorksc.gov

www.yorksc.gov

### ORDER SUMMARY

Total Monthly Recurring Cost \$707.50

Total One-Time Cost \$0.00

Contract Terms 36

### COMPANY INFORMATION

Location A

Location C

Sales Rep: Gene Knight

Customer Contact Name: Sarah Ramirez

Customer Contact Phone: (803) 684-2341

Customer Contact Email: sramirez@yorksc.gov

Additional Contact (optional):

Federal Tax ID:

Date: 3/27/2023 3:11 PM

Location B

Location D

Total Monthly Recurring \$707.50  
Total One-Time Cost \$0.00



## ORDER DETAILS / NOTES

Notes: The following services are bound by this agreement: "quoted prices valid for 30 days after quote date". Term discounts have been applied to applicable services indicated by "\*" in the Product Description.

Quote to Upgrade to 100 x 100MB under 36 month agreement.

PRODUCT ID	PRODUCT DESCRIPTION	QUANTITY	MONTHLY RECURRING COST	ONE-TIME COST	SUB TOTAL
ET100C ET100I	* 100 Mbps Metro Ethernet	1	607.50		\$607.50
	Metro Ethernet Installation	1		0.00	\$0.00
METSC1	Bandwidth	1	100.00		\$100.00
TOTAL:					\$707.50





PO BOX 470  
ROCK HILL SC 29731  
COMPORIUM.COM

Quote for Service

## ORDER FOR:

### City of York

**Billing Address**

10 Roosevelt St

York, SC 29745

P: (803) 684-2341

F:

sramirez@yorksc.gov

www.yorksc.gov

### ORDER SUMMARY

Total Monthly Recurring Cost \$778.60

Total One-Time Cost \$0.00

Contract Terms 36

### COMPANY INFORMATION

Location A

Location C

Sales Rep: Gene Knight

Customer Contact Name: Sarah Ramirez

Customer Contact Phone: (803) 684-2341

Customer Contact Email: sramirez@yorksc.gov

Additional Contact (optional):

Federal Tax ID:

Date: 3/27/2023 3:11 PM

Location B

Location D

Total Monthly Recurring

Total One-Time Cost

\$778.60

\$0.00



#### ORDER DETAILS / NOTES

Notes: The following services are bound by this agreement: "quoted prices valid for 30 days after quote date". Term discounts have been applied to applicable services indicated by "\*" in the Product Description.

Quote to Upgrade to 250x250MB under 36 month agreement.

PRODUCT ID	PRODUCT DESCRIPTION	QUANTITY	MONTHLY RECURRING COST	ONE-TIME COST	SUB TOTAL
METSC1	Bandwidth	1	100.00		\$100.00
ET250C ET250I	* 250 Mbps Metro Ethernet	1	678.60		\$678.60
	Metro Ethernet Installation	1		0.00	\$0.00
TOTAL:					\$778.60





PO BOX 470  
ROCK HILL SC 29731  
COMPORIUM.COM

Quote for Service

## ORDER FOR:

### City of York

**Billing Address**

10 Roosevelt St

York, SC 29745

P: (803) 684-2341

F:

sramirez@yorksc.gov

www.yorksc.gov

### ORDER SUMMARY

Total Monthly Recurring Cost \$703.20

Total One-Time Cost \$0.00

Contract Terms 60

### COMPANY INFORMATION

Location A

Location C

Sales Rep: Gene Knight

Customer Contact Name: Sarah Ramirez

Customer Contact Phone: (803) 684-2341

Customer Contact Email: sramirez@yorksc.gov

Additional Contact (optional):

Federal Tax ID:

Date: 3/27/2023 3:11 PM

Location B

Location D

Total Monthly Recurring

Total One-Time Cost

\$703.20

\$0.00



#### ORDER DETAILS / NOTES

Notes: The following services are bound by this agreement: "quoted prices valid for 30 days after quote date". Term discounts have been applied to applicable services indicated by "\*" in the Product Description.

Quote to Upgrade to 250x250MB under 60 month agreement.

PRODUCT ID	PRODUCT DESCRIPTION	QUANTITY	MONTHLY RECURRING COST	ONE-TIME COST	SUB TOTAL
METSC1	Bandwidth	1	100.00		\$100.00
ET250C ET250I	* 250 Mbps Metro Ethernet	1	603.20		\$603.20
	Metro Ethernet Installation	1		0.00	\$0.00
TOTAL:					\$703.20



PO BOX 470  
ROCK HILL SC 29731  
COMPORIUM.COM

Quote for Service

## ORDER FOR:

### City of York

**Billing Address**

10 Roosevelt St

York, SC 29745

P: (803) 684-2341

F:

sramirez@yorksc.gov

www.yorksc.gov

### ORDER SUMMARY

Total Monthly Recurring Cost \$917.20

Total One-Time Cost \$0.00

Contract Terms 36

### COMPANY INFORMATION

Location A

Location C

Sales Rep: Gene Knight

Customer Contact Name: Sarah Ramirez

Customer Contact Phone: (803) 684-2341

Location B

Location D

Customer Contact Email: sramirez@yorksc.gov

Additional Contact (optional):

Federal Tax ID:

Date: 3/27/2023 3:11 PM

Total Monthly Recurring  
Total One-Time Cost

\$917.20  
\$0.00



#### ORDER DETAILS / NOTES

Notes: The following services are bound by this agreement: "quoted prices valid for 30 days after quote date". Term discounts have been applied to applicable services indicated by "\*\*\*" in the Product Description.

Quote to Upgrade to 500x500MB under 36 month agreement.

PRODUCT ID	PRODUCT DESCRIPTION	QUANTITY	MONTHLY RECURRING COST	ONE-TIME COST	SUB TOTAL
METSC1	Bandwidth	1	100.00		\$100.00
ET500C ET500I	* 500 Mbps Metro Ethernet	1	817.20		\$817.20
	Metro Ethernet Installation	1		0.00	\$0.00
TOTAL:					\$917.20



PO BOX 470  
ROCK HILL SC 29731  
COMPORIUM.COM

Quote for Service

## ORDER FOR:

### City of York

**Billing Address**

10 Roosevelt St

York, SC 29745

P: (803) 684-2341

F:

sramirez@yorksc.gov

www.yorksc.gov

### ORDER SUMMARY

Total Monthly Recurring Cost \$826.40

Total One-Time Cost \$0.00

Contract Terms 60

### COMPANY INFORMATION

Location A

Location C

Sales Rep: Gene Knight

Customer Contact Name: Sarah Ramirez

Customer Contact Phone: (803) 684-2341

Location B

Location D

Customer Contact Email: sramirez@yorksc.gov

Additional Contact (optional):

Federal Tax ID:

Date: 3/27/2023 3:11 PM

Total Monthly Recurring  
Total One-Time Cost

\$826.40  
\$0.00



#### ORDER DETAILS / NOTES

Notes: The following services are bound by this agreement: "quoted prices valid for 30 days after quote date". Term discounts have been applied to applicable services indicated by "\*" in the Product Description.

Quote to Upgrade to 500x500MB under 60 month agreement.

PRODUCT ID	PRODUCT DESCRIPTION	QUANTITY	MONTHLY RECURRING COST	ONE-TIME COST	SUB TOTAL
METSC1	Bandwidth	1	100.00		\$100.00
ET500C ET500I	* 500 Mbps Metro Ethernet	1	726.40		\$726.40
	Metro Ethernet Installation	1		0.00	\$0.00
TOTAL:					\$826.40





PO BOX 470  
ROCK HILL SC 29731  
COMPORIUM.COM

## Service Agreement

### ORDER FOR:

#### City of York - Waste Water Treatment Plant

**Billing Address**

PO Box 500  
York, SC 29745  
United States

P: (803) 448-4462

F:  
bwright@yorksc.gov

#### ORDER SUMMARY

Total Monthly Recurring Cost	\$239.99
Total One-Time Cost	\$16,829.95
Contract Terms	36

#### COMPANY INFORMATION

**Location A**  
2498 Ecology Rd.  
York, SC 29745

**Location C**

Sales Rep: Andrew Anderson

Customer Contact Name: Ben Wright

Customer Contact Phone: (803) 448-4462

Customer Contact Email: bwright@yorksc.gov

Additional Contact (optional):

Federal Tax ID: 576001131

Date: 2/27/2023 12:54 PM

**Location B**

**Location D**

As an authorized representative of my company, I am authorizing Comporium to change my local service provider from my existing carrier, listed above, to Comporium. I designate that Comporium act as my agent for the local service change. I understand that there may be fees associated with this change. I have read and understand the terms and conditions associated with this agreement.

**Total Monthly Recurring** \$239.99

**Total One-Time Cost** \$16,829.95

This agreement is subject to binding arbitration pursuant to Chapter 48 (Section 15-48-10) of the South Carolina code of laws (1976, as amended).



### ORDER DETAILS / NOTES

Notes: The following services are bound by this agreement: "quoted prices valid for 30 days after quote date". Term discounts have been applied to applicable services indicated by "\*\*\*" in the Product Description.

Install Business Class Zipstream internet service on a (3) Year Term

\*\*A signed Special Construction Agreement and one-time construction payment will be required up-front before Comporium will commence the build.

\*\*\*This estimate is contingent on the approval of easement to place cable.

PRODUCT ID	PRODUCT DESCRIPTION	QUANTITY	MONTHLY RECURRING COST	ONE-TIME COST	SUB TOTAL
ZIPBUS	* Zipstream	1.00	239.99		\$239.99
	Broadband Services Installation	1.00		49.95	\$49.95
	Materials	1.00		16,780.00	\$16,780.00
STIPBC	Static IP Included- Elite/Zipstream	1.00	0.00		\$0.00
TOTAL:					\$17,069.94

**By signing this form you agree to be bound by the terms and conditions shown on the following pages:**

\_\_\_\_\_  
Authorized Company Rep (please print name)

\_\_\_\_\_  
Title of Authorized Company Rep

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Comporium Signature

\_\_\_\_\_  
Date





PO BOX 470  
ROCK HILL SC 29731  
COMPORIUM.COM

## Service Agreement

### ORDER FOR:

#### City of York - Waste Water Treatment Plant

**Billing Address**

PO Box 500  
York, SC 29745  
United States

P: (803) 448-4462

F:  
bwright@yorksc.gov

#### ORDER SUMMARY

Total Monthly Recurring Cost	\$762.44
Total One-Time Cost	\$11,900.00
Contract Terms	36

#### COMPANY INFORMATION

**Location A**  
2498 Ecology Rd.  
York, SC 29745

**Location C**

Sales Rep: Andrew Anderson

Customer Contact Name: Ben Wright

Customer Contact Phone: (803) 448-4462

Customer Contact Email: bwright@yorksc.gov

Additional Contact (optional):

Federal Tax ID: 576001131

Date: 2/27/2023 1:35 PM

**Location B**

**Location D**

As an authorized representative of my company, I am authorizing Comporium to change my local service provider from my existing carrier, listed above, to Comporium. I designate that Comporium act as my agent for the local service change. I understand that there may be fees associated with this change. I have read and understand the terms and conditions associated with this agreement.

**Total Monthly Recurring** \$762.44

**Total One-Time Cost** \$11,900.00

This agreement is subject to binding arbitration pursuant to Chapter 48 (Section 15-48-10) of the South Carolina code of laws (1976, as amended).



## ORDER DETAILS / NOTES

Notes: The following services are bound by this agreement: "quoted prices valid for 30 days after quote date". Term discounts have been applied to applicable services indicated by "\*" in the Product Description.

Install 100 Mbps MetroE service on a (3) Year Term

\*\*This estimate is contingent on the approval of easement to place cable.

PRODUCT ID	PRODUCT DESCRIPTION	QUANTITY	MONTHLY RECURRING COST	ONE-TIME COST	SUB TOTAL
ET100C ET100I	* 100 Mbps Metro Ethernet	1.00	607.50		\$607.50
	Metro Ethernet Installation	1.00		11,900.00	\$11,900.00
METSC1	Bandwidth	1.00	100.00		\$100.00
017195	Juniper SRX 300	1.00	39.99		\$39.99
SIP001	Static IP Address	1.00	14.95		\$14.95
TOTAL:					\$12,662.44

**By signing this form you agree to be bound by the terms and conditions shown on the following pages:**

\_\_\_\_\_  
Authorized Company Rep (please print name)

\_\_\_\_\_  
Title of Authorized Company Rep

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Comporium Signature

\_\_\_\_\_  
Date

## **Locks at City Hall**

**Problem:** Our current lock system is not only antiquated in design, as it was installed in 2011, but would require a complete revamp of our lock system in order to grant employee access to all necessary doors, as the company that installed the system does not have the capability for a re-key.

**Proposed Solution:** Upgrade to an electronic key card system.

**Funding Suggestion:** Utilize the money gained monthly in LGIP interest to fund this project.

**Supporting Materials:** Several quotes are attached for both a re-key and the installation of an electronic system.



PO BOX 470  
ROCK HILL SC 29731  
COMPORIUM.COM

**Order Form**

THIS AGREEMENT IS SUBJECT TO BINDING  
ARBITRATION PURSUANT TO CHAPTER 48  
(SECTION 15-48-10) OF THE SOUTH CAROLINA  
CODE OF LAWS (1976, AS AMENDED).

**CUSTOMER:****City of York- PARENT****Billing Address**

10 North Roosevelt Street

York, SC 29745

P: (803) 684-2341

F:

sramirez@yorksc.gov

**ORDER SUMMARY**

Total Monthly Recurring Cost	\$129.98
Total One-Time Cost	\$22,445.00
Contract Terms (Months)	60

**CUSTOMER INFORMATION****Location A**

10 N Roosevelt St  
York, SC 29745

**Location C**

Sales Rep: Andrew Anderson

Customer Contact Name: Sarah Ramirez

Customer Contact Phone: (803) 684-2341

Customer Contact Email: sramirez@yorksc.gov

Additional Contact (optional):

Federal Tax ID: 576001131

Date: 4/6/2023 8:56 AM

**Location B****Location D**

As an authorized representative of my company, I am authorizing Comporium to change my local service provider from my existing carrier, listed above, to Comporium. I designate that Comporium act as my agent for the local service change. I understand that there may be fees associated with this change. This Order Form and the attached Business Service Terms and Conditions shall be referred to collectively as "Agreement". The attached Business Service Terms and Conditions are incorporated herein and made part of this Agreement.

**Total Monthly Recurring** \$129.98

**Total One-Time Cost** \$22,445.00





### ORDER DETAILS / NOTES

Notes: Quote prices valid for 30 days after quote date. Term discounts have been applied to applicable services indicated by \*\* in the Product Description.

Install Access Control on (20) Doors. Access Control Interactive Service and Maintenance on a (5) Year Term

PRODUCT ID	PRODUCT DESCRIPTION	QUANTITY	MONTHLY RECURRING COST	ONE-TIME COST	SUB TOTAL
ACCCON/ SERV	Access Control Interactive Service	1	29.99		\$29.99
ACCCON Door	Access Control -More than 4 Doors-Cost per Door	16	5.00		\$80.00
MAINT1/1SERV	Full Maintenance for ONE Security service (Material and Labor)	1	19.99		\$19.99
4DORAC OPT1	4-Door Kit (Incl. Controller, Expansion Module, 4 Readers and 4 Strikes)	5		4,300.00	\$21,500.00
017167	Key Fobs (per 50)	1		320.00	\$320.00
	Labor	1		625.00	\$625.00
TOTAL:					\$22,574.98



## York - SC [20 Doors]

**Yorksc**

NC 29745

United States

**KISI, Inc.**

45 Main Street

Brooklyn, NY 11201

US

**Sarah Ramirez**

sramirez@yorksc.gov

803-818-0089

**Prepared by: Anna Hart**

anna@getkisi.com

Reference: 20230406-140236252

Quote created: April 6, 2023

Quote expires: July 5, 2023

**Total** **\$23,026.50**

PRODUCTS & SERVICES	QUANTITY	PRICE
Licenses: Kisi Standard Door License - 1Y	20	\$4,500.00 / year after 25% discount
Hardware: Kisi Controller Pro 2	5	\$4,945.50 after 10% discount
Hardware: Kisi Reader Pro 2	20	\$13,482.00 after 10% discount
Kisi Personalized Onboarding	1	\$0.00 after 100% discount

SUBTOTALS	
Annual subtotal	\$4,500.00 after \$1,500.00 discount
One-time subtotal	\$18,427.50 after \$3,447.50 discount
OTHER FEES	
UPS Ground Shipping	\$99.00

Total	\$23,026.50
-------	-------------

Comments
Readers are optional and quantities can be adjusted accordingly.

Purchase terms
----------------



# York - SC [5 doors]

**Yorksc**

NC 29745  
United States

**Sarah Ramirez**

sramirez@yorksc.gov  
803-818-0089

Reference: 20230406-135830566  
Quote created: April 6, 2023  
Quote expires: July 5, 2023

**KISI, Inc.**

45 Main Street  
  
Brooklyn, NY 11201  
US

**Prepared by: Anna Hart**

anna@getkisi.com

**Total** **\$7,470.00**

PRODUCTS & SERVICES	QUANTITY	PRICE
Licenses: Kisi Standard Door License - 1Y	5	\$1,500.00 / year
Hardware: Kisi Controller Pro 2	2	\$2,198.00
Hardware: Kisi Reader Pro 2	5	\$3,745.00



SUBTOTALS	
Annual subtotal	\$1,500.00
One-time subtotal	\$5,943.00
OTHER FEES	
UPS Ground Shipping	\$27.00

Total	\$7,470.00
-------	------------

<b>Comments</b>  Readers are not requird. If reader quantities change, please let me know and I can adjust the quote accordingly.
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<b>Purchase terms</b>
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Exhibit A

## Estimate


**THE FLYING  
LOCKSMITHS**

The Flying Locksmiths  
PO Box 862  
Fort Mill, SC 29716  
(704-994-8660)

## BILL TO

**York City Hall**  
10 N Roosevelt St  
York, SC 29745

## JOB SITE

**York City Hall**  
10 N Roosevelt St  
York, SC 29745

ESTIMATE #	DATE	TERMS	WORK ORDER	P.O. NO.	REP
#124866	03/01/2023	-			

QUANTITY	DESCRIPTION	RATE	AMOUNT
1.0	Service Call Corporate	\$90.00	\$90.00
12.0	Rekey Mechanical Locks	\$0.00	\$0.00
2.0	Rekey Existing Von Duprin Exit Devices	\$35.00	\$70.00
4.0	Mortise Lock	\$430.00	\$1,720.00
4.0	Replace Mortise Lock & Rekey	\$85.00	\$340.00
1.0	Exit Device - Rim, Fire Rated	\$725.00	\$725.00
1.0	Exit Trim - Fire Rated	\$275.00	\$275.00
1.0	Replace Exit Device & Trim & Rekey	\$225.00	\$225.00
4.0	Storeroom Leverset	\$179.95	\$719.80
4.0	Replace Lever & Rekey	\$65.00	\$260.00
1.0	Deadbolt	\$59.95	\$59.95
1.0	Replace Deadbolt & Rekey	\$65.00	\$65.00
23.0	Vizpin Access Control	\$0.00	\$0.00
4.0	Rim Exit Device	\$895.00	\$3,580.00
4.0	Vizpin Enabled Exit Trim	\$1,200.00	\$4,800.00
4.0	Replace Exit Device & Trim w/Vizpin Enable Device & Rekey	\$375.00	\$1,500.00
13.0	Vizpin Enabled Mortis Lockset	\$1,095.00	\$14,235.00
13.0	Replace Mortise Lock w/Vizpin Enabled Device & Rekey	\$275.00	\$3,575.00
6.0	Integrity Smart Lock	\$795.00	\$4,770.00
6.0	Replace Lever w/Vizpin Integrity Lever & Rekey	\$225.00	\$1,350.00
5.0	Vizpin Fobs	\$40.00	\$200.00
23.0	Vizpin Service (3 years for price of 2)	\$600.00	\$13,800.00

QUANTITY	DESCRIPTION	RATE	AMOUNT
4.0	Keys	\$2.50	\$10.00
	Sub Total		\$52,369.75
	Sales Tax	7.0%	\$3,142.63
			<b>Total \$55,512.38</b>
		Payments/Credits	-
		Balance Due	-

#### TERMS AND CONDITIONS

This estimate is valid for 30 days. Although we do our best to complete the work within this amount, changes in job specifications and materials may result in additional costs. Every effort will be given to provide prior notice of any changes.

Jobs over \$1,500 require a 50% down payment before work is started.

## Estimate


**THE FLYING  
LOCKSMITHS**

The Flying Locksmiths  
PO Box 862  
Fort Mill, SC 29716  
(704-994-8660)

## BILL TO

**York City Hall**  
10 N Roosevelt St  
York, SC 29745

## JOB SITE

**York City Hall**  
10 N Roosevelt St  
York, SC 29745

## ESTIMATE #

#124866

## DATE

03/01/2023

## TERMS

-

## WORK ORDER

## P.O. NO.

## REP

## QUANTITY

## DESCRIPTION

## RATE

## AMOUNT

1.0	Service Call Corporate	\$90.00	\$90.00
12.0	Rekey Mechanical Locks	\$0.00	\$0.00
2.0	Rekey Existing Von Duprin Exit Devices	\$35.00	\$70.00
4.0	Mortise Lock	\$430.00	\$1,720.00
4.0	Replace Mortise Lock & Rekey	\$85.00	\$340.00
1.0	Exit Device - Rim, Fire Rated	\$725.00	\$725.00
1.0	Exit Trim - Fire Rated	\$275.00	\$275.00
1.0	Replace Exit Device & Trim & Rekey	\$225.00	\$225.00
4.0	Storeroom Leverset	\$179.95	\$719.80
4.0	Replace Lever & Rekey	\$65.00	\$260.00
1.0	Deadbolt	\$59.95	\$59.95
1.0	Replace Deadbolt & Rekey	\$65.00	\$65.00
23.0	Vizpin Access Control	\$0.00	\$0.00
4.0	Rim Exit Device	\$895.00	\$3,580.00
4.0	Vizpin Enabled Exit Trim	\$1,200.00	\$4,800.00
4.0	Replace Exit Device & Trim w/Vizpin Enable Device & Rekey	\$375.00	\$1,500.00
13.0	Vizpin Enabled Mortis Lockset	\$1,095.00	\$14,235.00
13.0	Replace Mortise Lock w/Vizpin Enabled Device & Rekey	\$275.00	\$3,575.00
6.0	Entegrity Smart Lock	\$795.00	\$4,770.00
6.0	Replace Lever w/Vizpin Entegrity Lever & Rekey	\$225.00	\$1,350.00
5.0	Vizpin Fobs	\$40.00	\$200.00
23.0	Vizpin Service (3 years for price of 2)	\$600.00	\$13,800.00

QUANTITY	DESCRIPTION	RATE	AMOUNT
4.0	Keys	\$2.50	\$10.00
	Sub Total		\$52,369.75
	Sales Tax	7.0%	\$3,142.63
			<b>Total \$55,512.38</b>
			Payments/Credits
			Balance Due

#### TERMS AND CONDITIONS

This estimate is valid for 30 days. Although we do our best to complete the work within this amount, changes in job specifications and materials may result in additional costs. Every effort will be given to provide prior notice of any changes.

Jobs over \$1,500 require a 50% down payment before work is started.

# Estimate



## THE FLYING LOCKSMITHS

The Flying Locksmiths  
PO Box 862  
Fort Mill, SC 29716  
(704-994-8660)

### BILL TO

**York City Hall**  
10 N Roosevelt St  
York, SC 29745

### JOB SITE

**York City Hall**  
10 N Roosevelt St  
York, SC 29745

ESTIMATE #	DATE	TERMS	WORK ORDER	P.O. NO.	REP
#124514	02/25/2023	-			

QUANTITY	DESCRIPTION	RATE	AMOUNT
1.0	Service Call Corporate	\$90.00	\$90.00
16.0	Master Rekey - Existing Mortise Locks	\$35.00	\$560.00
6.0	Master Rekey - Existing Corbin Exit Devices	\$35.00	\$210.00
10.0	Master Rekey - Replacement Levers	\$35.00	\$350.00
10.0	Storeroom Lever, IC, Satin Brass	\$850.00	\$8,500.00
10.0	Corbin IC Core	\$99.00	\$990.00
10.0	Replace Knob/Lever - Levers	\$40.00	\$400.00
1.0	Master Rekey - Replacement Deadbolt	\$35.00	\$35.00
1.0	Deadbolt, IC, Satin Brass	\$225.00	\$225.00
1.0	Corbin IC Core	\$99.00	\$99.00
1.0	Replace Knob/Lever - Deadbolt	\$40.00	\$40.00
6.0	Master Rekey - Von Duprin Exit Devices	\$35.00	\$210.00
6.0	Cylinder Housing, Satin Brass	\$99.00	\$594.00
6.0	Corbin IC Core	\$99.00	\$594.00
6.0	Replace Rim Cylinder & Core	\$55.00	\$330.00
50.0	Corbin Russwin Key Blank, L4, 6-Pin	\$4.95	\$247.50
1.0	Pin Kit	\$925.00	\$925.00
	Sub Total		\$14,399.50
	Sales Tax	7.0%	\$852.22
			<b>Total \$15,251.72</b>
			<b>Payments/Credits</b> -
			<b>Balance Due</b> -



# FirstNET Phone Service

**Problem:** Our phone system is currently through Verizon, who offers competitive rates through a “government plan”, but would unfortunately not meet our needs for service in the event of a natural disaster or emergency. The below explains in more depth the advantages and prioritizing system that FirstNET offers.

**Proposed Solution:** FirstNET has proprietary technology, and a 25 year long contract with the Federal Government that grants exclusive rights to the IP, meaning no other service provider can assure network authority.

## **Details:**

Public safety devices are treated as the most important on the network. Network resources cannot be taken from public safety. In severe circumstances, commercial users will be moved to different frequencies or may be momentarily disconnected.

Priority and preemption help first responders in both extreme and everyday circumstances. During an emergency, networks can become congested with everyone in the area trying to learn more or talk to each other. In Ohio, responders from the City of Canton and Stark County experienced the value of FirstNet first hand when they needed to stay in contact as they evacuated over 30,000 concertgoers from the Tom Benson Hall of Fame Stadium during a severe thunderstorm. Nervous attendees started connecting to commercial networks, but, despite the increase, responders seamlessly communicated over FirstNet and got everyone to safety. This was FirstNet’s priority access feature in action.

Law enforcement officers from the Derry Police Department in New Hampshire found that when the evening shift of officers came to sign on to the broadband devices in their cruisers, there wasn’t enough bandwidth. The cause? Teenagers. When the largest high school in the area let out in the afternoon, 3,300 students and their teachers would all jump on the commercial cellular network. Officers sometimes could not connect to the network until hours later. Since the department switched to FirstNet, they have had connectivity all of the time because they are given priority and preemption.

## **Testing priority and preemption in the FirstNet lab**

The First Responder Network Authority (FirstNet Authority) checks that priority and preemption on FirstNet work like they should. The FirstNet Innovation and Test Lab is a state-of-the-art laboratory in which the FirstNet Authority verifies and validates public safety functionality and features unique to the FirstNet network, including priority and preemption. The lab’s specialized tools allow it to simulate heavy traffic on the network.

While impossible to put thousands of devices in a single lab to make calls, connections, or transfer files all at exactly the same time, the FirstNet Lab has specialized equipment to simulate a scenario where the public or many first responders are trying to access the network at the same time. The load test tools in the lab are able to emulate 6,000 smartphones with a mixed of different type of traffic such as messaging, voice calls, and video. Researchers conduct specific tests to make sure that a responder using one device gets the experience as designed and expected. With these simulations, researchers can see how first responder assets continue to get access, even on a saturated network.

**Cost Implications:** FirstNet is competitive with what we currently pay for Verizon coverage.

**Supporting Documents:** Previous bills from Verizon and a quote from FirstNet

Exhibit C



State of South Carolina - AT&T																																														
Contract Number 5000012918																																														
<b>FirstNet Account Manager: Chris Hoyes</b> 864-409-8629 <a href="mailto:CH420j@ATT.com">CH420j@ATT.com</a>  <b>Account Manager: Kyle Heuer</b> 803-610-7964 <a href="mailto:kh329x@att.com">kh329x@att.com</a>																																														
<b>CUSTOMER BILLING ADDRESS</b> City of York Sarah Ramirez 10 N. Roosevelt St (PO Box 500) York, SC 29745																																														
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FCC surcharge will be billed in the future at 3 cents per unit. Customers will be notified when charged. **Variables: Long distance, airtime overages, radio overages, and 411 charges: Charges are generated at bill time. Please include additional funds to coverage these expenses. Charges are generated at bill time. Please include additional funds to coverage these expenses. 411 Charges and taxes are applicable but not included																																														
The person or entity described above (the "Customer") applies and hereby subscribes for wireless telephone service and, if selected customer, certain data, information and email services provided by AT&T Corp and/or the purchase of phones, accessories and other items (the "Equipment") from the Company, and has read, understands, agrees to and hereby accepts the rate plans, charges, the terms and conditions of this form and the AT&T General Terms and Conditions that are a part of the Subscriber Agreement. If the AT&T General Terms and Conditions are not attached to this Subscriber Agreement, Customer should obtain a copy from Company's representative and review carefully before signing this Subscriber Agreement. Customer agrees to all charges noted withing this Agreement and also agrees to make payment by Check, Credit Card, EFT or EFT within 30 days of the date of invoice and make payment in full.																																														
Authorized Signature _____  Printed Name _____	Quote Issue Date: March 10, 2023  Quote Valid Until: July 15, 2023																																													

Exhibit D



PO BOX 489  
NEWARK, NJ 07101-0489

Manage Your Account	Account Number	Date Due
b2b.verizonwireless.com	622657528-00001	12/02/22
Change your address at http://sso.verizonenterprise.com	Invoice Number	9920269938

## KEYLINE



CITY OF YORK  
SARAH RAMIREZ  
PO BOX 500  
YORK, SC 29745-0500

## Quick Bill Summary

Oct 11 - Nov 10

Previous Balance (see back for details)	\$3,435.30
Payment -- Thank You	-\$3,435.30
Balance Forward	\$0.00
Monthly Charges	\$3,211.45
Usage and Purchase Charges	
Voice	\$0.00
Messaging	\$0.00
Data	\$0.00
Equipment Charges	\$600.58
Surcharges and Other Charges & Credits	\$30.00
Taxes, Governmental Surcharges & Fees	\$54.84
Total Current Charges	\$3,896.67

Total Charges Due by December 02, 2022 **\$3,896.67**

Pay from phone	Pay on the Web	Questions:
#PMT (#768)	At b2b.verizonwireless.com	1.800.922.0204 or *611 from your phone



CITY OF YORK  
SARAH RAMIREZ  
PO BOX 500  
YORK, SC 29745-0500

Bill Date November 10, 2022  
Account Number 622657528-00001  
Invoice Number 9920269938

## Total Amount Due by December 02, 2022

Make check payable to Verizon Wireless.  
Please return this remit slip with payment.

**\$3,896.67**

\$  ,    .

PO BOX 680108  
DALLAS, TX 75268-0108



99202699380106226575280000100000389667000003896677



PO BOX 489  
NEWARK, NJ 07101-0489

Manage Your Account	Account Number	Date Due
b2b.verizonwireless.com	622657528-00001	01/02/23
Change your address at <a href="http://seo.verizonenterprise.com">http://seo.verizonenterprise.com</a>	Invoice Number	9922851060

KEYLINE



CITY OF YORK  
SARAH RAMIREZ  
PO BOX 500  
YORK, SC 29745-0500

Quick Bill Summary

Nov 11 - Dec 10

Previous Balance (see back for details)	\$3,896.67
Payments -- Thank You	-\$3,896.67
Balance Forward	\$0.00
Monthly Charges	\$3,141.79
Usage and Purchase Charges	
Voice	\$0.00
Messaging	\$1.16
Data	\$0.00
Surcharges and Other Charges & Credits	\$26.13
Taxes, Governmental Surcharges & Fees	\$50.08
Total Current Charges	\$3,218.16

Total Charges Due by January 02, 2023 \$3,218.16

Pay from phone	Pay on the Web	Questions:
#PMIT (#1768)	At b2b.verizonwireless.com	1.800.922.0204 or *611 from your phone



CITY OF YORK  
SARAH RAMIREZ  
PO BOX 500  
YORK, SC 29745-0500

Bill Date December 10, 2022  
Account Number 622657528-00001  
Invoice Number 9922851060

Total Amount Due by January 02, 2023

Make check payable to Verizon Wireless.  
Please return this remit slip with payment.

\$3,218.16

\$ ,  .

PO BOX 660108  
DALLAS, TX 75266-0108



99226510600106226575280000100000321816000003218167



PO BOX 489  
NEWARK, NJ 07101-0489

KEYLINE



CITY OF YORK  
LORRIE COBB  
PO BOX 500  
YORK, SC 29745

Manage Your Account	Account Number	Date Due
b2b.verizonwireless.com	622657528-00001	04/02/23
Change your address at <a href="http://sso.verizonenterprise.com">http://sso.verizonenterprise.com</a>	Invoice Number	9929809693

Quick Bill Summary

Feb 11 – Mar 10

Previous Balance <i>(see back for details)</i>	\$3,029.92
Payment – Thank You	-\$3,029.92
<b>Balance Forward</b>	<b>\$0.00</b>

Monthly Charges	\$2,974.83
Usage and Purchase Charges	
Voice	\$0.00
Messaging	\$0.00
Data	\$0.00
International	\$0.05
Equipment Charges	\$48.13
Surcharges and Other Charges & Credits	\$28.62
Taxes, Governmental Surcharges & Fees	\$51.66
<b>Total Current Charges</b>	<b>\$3,103.29</b>

**Total Charges Due by April 02, 2023**

**\$3,103.29**

Pay from phone	Pay on the Web	Questions:
#PMT (#768)	At b2b.verizonwireless.com	1.800.922.0204 or *611 from your phone



CITY OF YORK  
LORRIE COBB  
PO BOX 500  
YORK, SC 29745

Bill Date March 10, 2023  
Account Number 622657528-00001  
Invoice Number 9929809693

**Total Amount Due by April 02, 2023**

Make check payable to Verizon Wireless.  
Please return this remit slip with payment.

**\$3,103.29**

\$ , .

PO BOX 660108  
DALLAS, TX 75266-0108



99298096930106226575280000100000310329000003103297



PO BOX 489  
NEWARK, NJ 07101-0489

KEYLINE



CITY OF YORK  
SARAH RAMIREZ  
PO BOX 500  
YORK, SC 29745-0500

Manage Your Account	Account Number	Date Due
b2b.verizonwireless.com	622657528-00001	03/02/23
Change your address at <a href="http://sso.verizonenterprise.com">http://sso.verizonenterprise.com</a>	Invoice Number	9927410191

Quick Bill Summary

Jan 11 – Feb 10

Previous Balance (see back for details)	\$6,180.13
Payments – Thank You	–\$6,180.13
<b>Balance Forward</b>	<b>\$0.00</b>
Monthly Charges	\$2,951.84
Usage and Purchase Charges	
Voice	\$0.00
Messaging	\$0.00
Data	\$0.00
Surcharges and Other Charges & Credits	\$28.00
Taxes, Governmental Surcharges & Fees	\$50.08
<b>Total Current Charges</b>	<b>\$3,029.92</b>

**Total Charges Due by March 02, 2023** **\$3,029.92**

Pay from phone	Pay on the Web	Questions:
#PMT (#768)	At b2b.verizonwireless.com	1.800.922.0204 or *611 from your phone



CITY OF YORK  
SARAH RAMIREZ  
PO BOX 500  
YORK, SC 29745-0500

Bill Date February 10, 2023  
Account Number 622657528-00001  
Invoice Number 9927410191

Total Amount Due by March 02, 2023

Make check payable to Verizon Wireless.  
Please return this remit slip with payment.

**\$3,029.92**

\$  ,    .

PO BOX 660108  
DALLAS, TX 75266-0108



99274101910106226575280000100000302992000003029927



# Janitorial Services

**Problem:** Level of service we are experiencing with our current Janitorial service JaniKing.

**Proposed Solution:** Maintain JaniKing service, but reiterate our expectations.

**Cost Implications:** As is outlined by the attached Exhibits, moving from our current cleaning service to a new one would come at a significant cost (about \$500 more/month). A cost I do not believe to be of high importance by comparison.



## BUILDINGSTARS SERVICE AGREEMENT

**PERFORMANCE OF SERVICES.** 1. Buildingstars shall perform the Cleaning Services described herein beginning \_\_\_\_\_ at the following location: **York City Hall at 10 N. Roosevelt St. York, SC 29745** "Customer"). The premises at this location making up the working area under this Agreement ("Areas Serviced") are further defined in the cleaning schedule, attached hereto and by this reference made a part of this Agreement ("Cleaning Schedule"). Buildingstars agrees to furnish all necessary equipment, tools, and cleaning supplies. The Customer shall provide, at its cost, consumable supplies such as: toilet tissue, hand towels, trash can liners and soap.

**PAYMENT.** 2.1. Customer shall pay to Buildingstars in full the amount set forth on the invoice within 15 days of the invoice date. Invoices over 15 days past due shall accrue interest at the rate of 1.5% per month until paid. Customers serviced 5 times per week or more shall pay for the six major Holidays (or days designated as Holidays): New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. There shall be no service rendered on these days nor will there be any credit on Customer's invoice for these Holidays. If Customer requests services to be provided on any of these Holidays, Customer will be charged double the regular rate for the Holiday.

2.2 In the event any substantial changes are made to the Areas Serviced, the rates for Buildingstars services shall be increased accordingly, and Customer agrees to pay such increase. In the event it shall become necessary for Buildingstars to clean up after or during construction, remodeling, vandalism, burglary, or after any other activity not normally conducted on the Areas Serviced, Customer shall be charged and agrees to pay additional amounts.

2.3 In the event payment of an invoice is not received within 30 days from the date such payment is due, in addition to any other remedies available, Buildingstars may suspend services to Customer until such payment is received. Applicable sales or service taxes will be added to the invoice, where required by state and/or local jurisdictions.

**TERM.** 3.1. The term of this Agreement shall be for one (1) year from the date services are scheduled to begin, per Section 1, and shall be automatically extended and renewed for additional one (1) year periods on each anniversary date on the same terms and conditions, unless either party shall give written notice by overnight or certified mail of termination at least 30 days prior to such anniversary date. If timely notice is given for termination, this Agreement shall expire at midnight on the anniversary date. Notwithstanding the foregoing, Buildingstars shall have the right to immediately terminate this Agreement for Customer's breach of this Agreement, and Customer shall have the right to terminate this Agreement for "Non-Performance," which is defined as Buildingstars' failure, neglect, or refusal to perform any item as outlined in the Cleaning Schedule which is not cured within thirty (30) days after receipt of written notice thereof sent by overnight or certified mail, which notice shall specify, in detail, the nature of the Non-Performance.

3.2. In the event Customer terminates this Agreement for any reason other than Non-Performance, Customer agrees to immediately pay an amount equal to 50% of the total minimum sum stated in the Pricing Schedule multiplied by the number of full months remaining under this Agreement. The parties acknowledge and agree that such sum constitutes the parties' good faith estimate of Buildingstars' net damages for Customer's termination.

**GENERAL.** 4.1. Buildingstars shall not incur any liability for failure to provide services hereunder or prevented by Act of God, fire, strike, riot, war, or any other cause beyond Buildingstars' control. Buildingstars shall not be responsible for loss of Customer's property if placed in or on top of waste containers. Customer hereby agrees to hold Buildingstars and its assigns harmless from any and all liability resulting from any Buildingstars personnel's, or its assigns personnel's, exposure to hazardous or harmful materials, or dangerous conditions.

4.2 All notices under this Agreement will be considered as duly given if in writing and either hand delivered, sent by courier, or sent by certified mail, return receipt requested, to the other party at its address set forth herein or to such other address as may be designated by notice given as herein required.

4.3 This Agreement and attachments constitutes the sole and entire agreement between the parties, which may only be modified in writing. No single or partial exercise by either party of any right or remedy will preclude other or further exercise thereof or the exercise of any other right or remedy. Buildingstars has the right to assign this Agreement, or any or all of its rights or obligations under this Agreement including, but not limited to, its cleaning obligations, to any of its franchisees.

4.4 If Buildingstars incurs any attorneys' fees or other expenses in collecting the payment of fees or seeking enforcement of this Agreement, Customer shall be responsible for paying Buildingstars its reasonable costs and expenses (including, but not limited to attorneys' fees) thereby incurred. This Agreement shall be construed, governed, and enforced in accordance with the laws of the State of Illinois. Any legal action with respect to this Agreement shall be brought in the State courts of Illinois.

4.5 Customer agrees that during the term of this Agreement, and within 180 days after termination or expiration, Customer will not employ or hire any employees, agents, or representatives of Buildingstars or Buildingstars' franchisees to perform Cleaning Services without the express written consent of Buildingstars.

### Pricing Schedule:

**9,049 sq. ft. serviced 2 times per week  
for a charge of: \$990.00 monthly.**

Customer Signature:	Signature: <i>Jesse Torres</i>
Print Name:	Print Name: Jesse Torres
Date:	Date: 3/3/2023





## FRANCHISED BUSINESS SERVICE AGREEMENT

The Undersigned ("CUSTOMER") hereby accepts the proposal of Deborah Schaefer, an independent Coverall North America, Inc. ("COVERALL") Franchised Business ("FRANCHISED BUSINESS") for specified cleaning services, and the parties agree that the FRANCHISED BUSINESS will supply Coverall® System Services for CUSTOMER's premises located at:

- Customer: York County
- Street Address: 12 N. Roosevelt St.
- City, State, Zip: York, SC 29745

Upon the following terms:

1. Monthly Service Charge:

\$ 980.00 per month, plus taxes, if applicable, to include 2 time(s) per week service. Initial \_\_\_\_\_

Service Days:

☐ Monday ☐ Tuesday ☒ Wednesday ☐ Thursday ☐ Friday ☒ Saturday ☐ Sunday

The services are to be performed in the evening, unless otherwise agreed to by the parties.

2. CUSTOMER acknowledges that all COVERALL® System Services will be performed by FRANCHISED BUSINESS. FRANCHISED BUSINESS has successfully completed COVERALL's Training Program and has insurance and a janitorial bond.
3. Included in the Service Charge will be service, cleaning supplies, and any equipment, which will be furnished by FRANCHISED BUSINESS. The Service Charge does not include liners, paper supplies, and toiletries, which can be provided at CUSTOMER's expense, at competitive prices. The Service Charge also does not include any use tax, tax on sales, services or supplies, or other such tax, which taxes shall be paid by CUSTOMER. CUSTOMER agrees to reimburse FRANCHISED BUSINESS the amount of any such taxes if paid by FRANCHISED BUSINESS on CUSTOMER's behalf.
4. All services specified in the Service Plan attached to this Service Agreement will be provided to CUSTOMER in a satisfactory manner by the FRANCHISED BUSINESS. CUSTOMER acknowledges that only those Services and/or Additional Services specifically identified in the Service Plan will be provided under this Service Agreement.
5. Additional services, not included in FRANCHISED BUSINESS's Service Charge, to be performed upon request, priced per occurrence, at CUSTOMER'S expense, include:

Additional Services	Charge	Area	Square Footage
a.	\$		
b.	\$		
c.	\$		
d.	\$		
e.	\$		

Additional services accepted by: \_\_\_\_\_  
Signature

6. (a) The term of this Service Agreement is for one (1) year. This one-year period shall begin on the date services are scheduled to begin. This Service Agreement shall automatically extend for additional one (1) year periods, unless at least thirty (30) days prior to each anniversary of the date services are scheduled to begin, either party gives the other written notice of its intent not to renew.

(b) Termination/Notice: If a party to this Service Agreement fails to perform its obligations (the "non-performing party"), the party claiming non-performance shall send the non-performing party written notice, specifying the manner of non-performance. This notice will provide that the non-performing party shall have fifteen (15) days from receipt of the notice to cure or correct the items of non-performance (the "Cure Period"). If these items are not corrected or cured within the Cure Period, the claiming party may issue a thirty (30) day written notice of termination and/or pursue other available remedies for default.

# Fleet Management

**Problem:** Currently, we have no system in place for the management of city vehicles. Meaning, there is little to no accountability for our vehicle operators. We have had complaints from staff and the public regarding city vehicles and their location during work hours, whether it be Newport, Rock Hill, or their own private residence.

**Proposed Solution:** I recommend installing fleet trackers on all city vehicles.

**Supporting Documents:** I have attached a comprehensive study on various fleet management options, a quote from Verizon for fleet management, and a quote from AT&T for fleet management.

**Cost Implications:** The cost associated with this system is outlined in the attached quotes. The best and most inexpensive option is AT&T at \$14.24/vehicle/month.



State of South Carolina - AT&T  
Contract Number 5000012918

FirstNet Account Manager: Chris Hoyes  
864-409-8629  
[CH420j@ATT.com](mailto:CH420j@ATT.com)

Account Manager: Kyle Heuer  
803-610-7964  
[kh329x@att.com](mailto:kh329x@att.com)

**CUSTOMER BILLING ADDRESS**

City of York  
Sarah Ramirez  
10 N. Roosevelt St (PO Box 500)  
York, SC 29745

**CUSTOMER SHIPPING ADDRESS****EQUIPMENT:**

TYPE OF EQUIPMENT	EQUIPMENT DESCRIPTION	QUANTITY	UNIT COST	TOTAL
Smartphone for Life	IPhone 12	54	\$0.99	\$53.46
iPads	TBD	15	\$0.00	\$0.00
MIFI	Netgear Nighthawk M6 Pro	2	\$349.99	\$699.98
Fleet Complete	FT2	30	\$99.00	\$2,970.00
Service Activation Credit(SmartPhones)	2/3rd month billing credit	54	\$200.00	(\$10,800.00)
Service Activation Credit(Data & Feature Phones)	2/3rd month billing credit	47	\$75.00	(\$3,525.00)
Estimated Trade in Quote	TBD			
<b>EQUIPMENT TOTAL</b>				<b>(\$10,601.56)</b>

**SERVICE:****VOICE & DATA SERVICES**

RATE PLAN	PLAN DESCRIPTION	QUANTITY	MONTHLY COST	MONTHLY TOTAL
FirstNet Smart Phone Bundle: FirstNet Primary Extended Unlimited Standard	Monthly Recurring Cost: Unlimited Calling, unlimited data, and unlimited texting	0	\$ 39.99	\$ -
FirstNet Smart Phone Bundle: FirstNet Primary Extended Unlimited Enhanced	Monthly Recurring Cost: Unlimited Calling, unlimited data, unlimited texting, and unlimited tethering	54	\$ 44.99	\$ 2,429.46
FirstNet UnlimitedData (MIFI, Tablet, Aircard, SIM)	Monthly Recurring Costs: Unlimited for Data-only devices	17	\$ 36.80	\$ 625.60
Fleet Complete	Monthly Recurring Costs: Data and Standard Features	30	\$ 14.25	\$ 427.50

**SERVICES TOTAL (Monthly Recurring Cost)**

<b>EQUIPMENT TOTAL</b>		<b>\$ 3,482.56</b>
3.53% Universal Service Fee (subject to change)		<b>(\$10,601.56)</b>
<b>GRAND TOTAL (MRC not including equipment)</b>		<b>\$ 122.93</b>
		<b>\$ 3,605.49</b>

FCC surcharge will be billed in the future at 3 cents per unit. Customers will be notified when charged.

\*\*Variables: Long distance, airtime overages, radio overages, and 411 charges:

Charges are generated at bill time. Please include additional funds to coverage these expenses.

Charges are generated at bill time. Please include additional funds to coverage these expenses.

411 Charges and taxes are applicable but not included

The person or entity described above (the "Customer") applies and hereby subscribes for wireless telephone service and, if selected customer, certain data, information and email services provided by AT&T Corp and/or the purchase of phones, accessories and other items (the "Equipment") from the Company, and has read, understands, agrees to and hereby accepts the rate plans, charges, the terms and conditions of this form and the AT&T General Terms and Conditions that are a part of the Subscriber Agreement. If the AT&T General Terms and Conditions are not attached to this Subscriber Agreement, Customer should obtain a copy from Company's representative and review carefully before signing this Subscriber Agreement. Customer agrees to all charges noted withing this Agreement and also agrees to make payment to AT&T Corp. by the 15th day of the month following the date of service and make payment in full.

Authorized Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Quote Issue Date: March 10, 2023

Quote Valid Until: July 15, 2023



## **Sarah Ramirez**

---

**From:** Seaton, Kavon <kavon.seaton@verizonconnect.com>  
**Sent:** Tuesday, December 27, 2022 1:42 PM  
**To:** Sarah Ramirez  
**Subject:** Pricing for Sourcewell

**GPS Service** (includes hardware, software, apps, implementation/training)  
\$17.45 per unit per month (self-install)  
\$18.95 per unit per month (pro install)

### **Assets**

\$10.95 Powered assets (self-install)  
\$12.95 Powered assets (pro install)  
\$8.95 Non-powered assets

### **Cameras**

\$25.45 Dashcam w/ 128GB memory card (self-install)  
\$26.95 Dashcam w/ 128GB memory card (pro install)  
\$5 Driver-facing camera

### **Add On's**

Scheduler- \$14.95 per unit  
Roadside Assistance- \$1.50 per unit

Let me know if you have any questions.

--

**verizon<sup>✓</sup>  
connect**  
Kavon Seaton

Major Account Manager  
Government

O 619 458 0533  
M 619 458 0533  
[kavon.seaton@verizonconnect.com](mailto:kavon.seaton@verizonconnect.com)

f t in

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**verizon<sup>✓</sup>  
connect**  
Kavon Seaton

Major Account Manager  
Government

Verizon Connect Reveal	Samsara	Teletrac Navman	Fleetio	Motive (formerly Keep Truckin)	Intellishift	US Fleet Tracking
\$17 or \$18/vehicle/month depending on self- versus pro install.	\$27/vehicle/month	\$30/vehicle/month	\$5/vehicle/month	\$25/vehicle/month	\$19.99/vehicle/month	\$30/vehicle/month
Best overall	Best for the transportation industry	Best for data-hungry companies	Best low cost option	Best value solution	Best mid-range option	Best for location tracking only
International coverage Automated maintenance alerts Unauthorized break or detour tracking Dynamic routing	In-depth vehicle diagnostics Heat map of routes taken Real-time vehicle diagnostics dashboard	Driver scorecards Dynamic dashboards with custom KPIs In-cab coaching tablet for drivers	Great maintenance management Detailed fuel tracking Cost-effective	Open API Fuel tracking Inspection and diagnostics tools	Driver scorecards Driver behavior tracking Live 24/7 customer service	Hardware installation is simple Useful online technical documents and Fast GPS data
Long contract periods Learning curve can be steep	Contracts are 3-5 years long Must install system yourself No option for hardwired units	30-day notice needed to prevent annual auto renewal No engine temperature monitoring option	Limited functionality Not ELD compatible	Mobile app has limited functionality Not a full FMS	Refresh time can be laggy GPS may glitch	Limited features Not a full FMS

# **Employee ID Badges**

**Purpose:** Below are benefits of an Employee ID badge system.

## **1. Security**

First, the most obvious reason to use ID badges is to enhance the security of the city. Employee IDs serve as a form of instant identification for everyone in the building.

## **2. Employee Confidence**

Badges provide a sense of self-identity within a company, and for many, the ability to display a hard-earned title.

## **3. Company Morale**

ID badges allow for employees to receive discounts as many local and nation-wide retailers.

## **4. Customer Relations**

Being able to put a name and position to a face can boost customer confidence in the city. An ID is a quick way for members of the community to be able to verify that the person they're talking to has the power to help them with whatever it is they need. This allows your customers to quickly and easily build lasting relationships with your employees.



P.O. Box 95727, Chicago, IL 60694-5727  
Telephone: (800) 717-8080 Fax: (503) 597-0907  
[www.AlphaCard.com](http://www.AlphaCard.com)

# Quote

Acct. No.	Date	Estimate #
1112048135	4/5/2023	Q1688052

**Bill To**

City of York  
SC  
United States

**Ship To**

Expires	Sales Rep	PO #	Ship Via	Currency
5/5/2023	Kelsey Bergman			USD

Item	Description	Qty	Rate	Amount
525300-005	Sigma SL1 Printer, Simplex 3 Year Warranty	1	1,359.99	1,359.99
ACIS-L11	AlphaCard ID Suite Light v.11 for PC single license for use on 1 computer, builtin database limited to 200 records.	1	175.00	175.00
525100-001-S9 6	Datacard 525100-001-S96 Color Ribbon - YMCKT - 250 Prints	1	94.99	94.99
LOH-960-0006 94	AC Logitech Webcam C270, USB 2.0 compatible	1	49.95	49.95
TrueSupport-5	TrueSupport - 5 Years Full support coverage via telephone for: troubleshooting, firmware, driver, and error codes- remote assistance included Warranty advocacy and loaner printer program Annual cleaning kit Annual training upon request \$200 trade in credit	1	380.00	380.00
Subtotal				2,059.93
Discount (WELCOME)				-205.99
Total				\$1,853.94

Price Guarantee - We Will Beat Any Price



Q1688052



P.O. Box 95727, Chicago, IL 60694-5727  
Telephone: (800) 717-8080 Fax: (503) 597-0907  
[www.AlphaCard.com](http://www.AlphaCard.com)

# Quote

Acct. No.	Date	Estimate #
1112048135	4/6/2023	Q1688262

**Bill To**

City of York  
SC  
United States

**Ship To**

Expires	Sales Rep	PO #	Ship Via	Currency
5/6/2023	Kelsey Bergman			USD
Item	Description	Qty	Rate	Amount
IDP-653020K	S310S Solid-310SE K Simplex - USB Includes: 1-YMCKO/100 Cards	1	999.00	999.00
ACIS-L11	AlphaCard ID Suite Light v.11 for PC single license for use on 1 computer, builtin database limited to 200 records.	1	175.00	175.00
IDP-659894	ID31S/S310 YMCKO Premium Full - Color Rib w/Clean Roller (100)	1	50.99	50.99
80.030-GQ-WH	CR80, 30mil PVC Cards - White,FL,PP,GQ,100's (1000)	0.1	129.90	12.99
LOH-960-0006 94	AC Logitech Webcam C270, USB 2.0 compatible	1	49.95	49.95
TrueSupport-5	TrueSupport - 5 Years Full support coverage via telephone for: troubleshooting, firmware, driver, and error codes- remote assistance included Warranty advocacy and loaner printer program Annual cleaning kit Annual training upon request \$200 trade in credit	1	279.72	279.72
			<b>Subtotal</b>	1,567.65
			<b>Discount (WELCOME)</b>	-156.77
			<b>Total</b>	\$1,410.88

Price Guarantee - We Will Beat Any Price



Q1688262



P.O. Box 95727, Chicago, IL 60694-5727  
Telephone: (800) 717-8080 Fax: (503) 597-0907  
[www.AlphaCard.com](http://www.AlphaCard.com)

# Quote

Acct. No.	Date	Estimate #
1112048135	4/6/2023	Q1688266

**Bill To**

City of York  
SC  
United States

**Ship To**

Expires		Sales Rep	PO #	Ship Via	Currency
5/6/2023		Kelsey Bergman			USD
Item	Description	Qty	Rate	Amount	
ACP-PRO100	ID card printer, AlphaCard PRO 100, singlesided. 3 year printer warranty with ProXchange Program, 2 year printhead warranty.	1	1,130.99	1,130.99	
ACIS-L11	AlphaCard ID Suite Light v.11 for PC single license for use on 1 computer, builtin database limited to 200 records.	1	175.00	175.00	
ACP-YMCKO-100	AlphaCard Full Color YMCKO Ribbon, 100 prints, Compatible with all AlphaCard Printers	2	68.99	137.98	
80.030-GQ-WH	CR80, 30mil PVC Cards - White,FL,PP,GQ,100's (1000)	0.2	129.90	25.98	
LOH-960-000694	AC Logitech Webcam C270, USB 2.0 compatible	1	49.95	49.95	
TrueSupport-5	TrueSupport - 5 Years Full support coverage via telephone for: troubleshooting, firwmare, driver, and error codes- remote assistance included Warranty advocacy and loaner printer program Annual cleaning kit Annual training upon request \$200 trade in credit	1	316.68	316.68	

Price Guarantee - We Will Beat Any Price



Q1688266



# Employee Benefits

Covid-19 has had a substantial impact on the workforce, with many organizations competing to offer top notch benefits, or risk losing quality candidates and employees to the Great Resignation.

I have identified 5 ways in which we can offer intangible benefits to both attract new talent, and retain existing talent.

## Employee Health Care

One of the findings in the 2021 Compensation Study was that employee benefits, specifically healthcare, was a major pain point for employees, many not able to add dependents due to cost.

In my research I discovered that our broker of a number of years was both not proactive in procuring the best rates for the City of York, but also had allowed the city to become uncompliant in a number of areas.

I met with and researched various brokers, and ultimately was impressed with the cost-savings focus of RCH Benefit Advisors.

RCH intends to propose their plan for our account at a workshop in May.

The City of York is also eligible for PEBA insurance effective 10/1/23. We have to decide by June 1, 2023.

## **Additional Holidays**

**Problem:** Below average number of City holidays.

**Proposed Solution:** Add 3-4 additional Holidays

**Cost Implications:** Additional holidays have little to no impact on the organization financially.

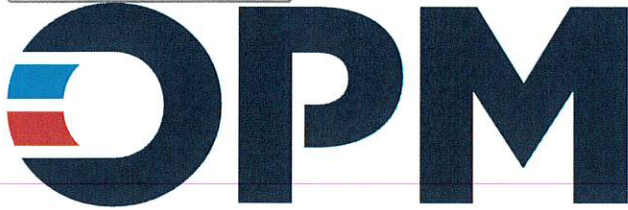
**Details:** In an effort to improve recruiting and retention efforts, I move that we adopt additional holidays, not to surpass competitors, but rather to meet competitors and fellow municipalities as we have fallen behind. The attached exhibits provide an idea of our local municipalities holiday offerings.



An official website of the United States government

Here's how you know

Here's how you know



U.S. Office of  
Personnel Management

Menu

[OPM.gov](#) / [Policy](#) / [Pay & Leave](#) / Federal Holidays

## Resources For

- [New / Prospective Employees](#)
- [Federal Employees](#)
- [HR Professionals](#)
- [Managers](#)

## FEDERAL HOLIDAYS

2023

### 2023 Holiday Schedule

Date	Holiday
Monday, January 02 *	New Year's Day
Monday, January 16	Birthday of Martin Luther King, Jr.
Monday, February 20 **	Washington's Birthday
Monday, May 29	Memorial Day
Monday, June 19	Juneteenth National Independence Day
Tuesday, July 04	Independence Day
Monday, September 04	Labor Day
Monday, October 09	Columbus Day
Friday, November 10 *	Veterans Day
Thursday, November 23	Thanksgiving Day
Monday, December 25	Christmas Day

\*If a holiday falls on a Saturday, for most Federal employees, the preceding Friday will be treated as a holiday for pay and leave purposes. (See 5 U.S.C. 6103(b).) If a holiday falls on a Sunday, for most Federal employees, the following Monday will be treated as a holiday for pay and leave purposes. (See Section 3(a) of Executive Order 11582, February 11, 1971.) See also our Federal Holidays – "In Lieu Of" Determination Fact Sheet at <https://www.opm.gov/policy-data-oversight/pay-leave/work-schedules/fact-sheets/Federal-Holidays-In-Lieu-Of-Determination>.

\*\*This holiday is designated as "Washington's Birthday" in section 6103(a) of title 5 of the United States Code, which is the law that specifies holidays for Federal employees. Though other institutions such as state and local



All compensatory leave hours must be taken prior to December 31 of that year. If not taken, the City will pay out the compensatory time balance.

4. Compensatory time must be used in whole hours. An employee may not use compensatory time to make up a short work day and also be paid for all overtime for that week (e.g., 44 hours reported, but one day 6 hours were actually worked and 2 hours comp taken = 2 hours overtime paid).
5. Exempt employees are not compensated for any overtime work performed and do not accrue compensatory time.

**10.5 Light Duty.** Employees who are not able to perform their regular work assignments due to illness or injury may be assigned light duty, in the City's sole discretion. Generally, light duty is available only if there is meaningful work to be done.

## **SECTION 11 ATTENDANCE AND LEAVE PROCEDURES**

### **11.1 Application**

- A. The City provides extensive leave policies. The leaves that are granted should be used wisely and for their intended purposes.
- B. Other benefits that are required by law or City policy are available to new employees unless otherwise specified. New regular full-time employees are paid for approved holidays during the introductory period.

### **11.2 Holidays**

- A. From date of hire, all regular full-time employees are eligible for holiday leave for the following holidays, in addition to any other day so designated by the City Council:
  1. New Year's Day (January 1)
  2. Martin Luther King, Jr.'s Birthday (third Monday in January)
  3. Easter Monday
  4. Memorial Day (Last Monday in May)
  5. Independence Day (July 4)
  6. Labor Day (first Monday in September)
  7. Thanksgiving Day (Fourth Thursday in November)
  8. Day After Thanksgiving (Fourth Friday in November)
  9. Christmas Eve (December 24) or Day after Christmas (December 26), as determined by the City Manager.
  10. Christmas Day (December 25)
- B. Temporary and part-time employees are not paid for holidays unless regularly scheduled to work that day.

There may be times when an employee's request to take annual leave may not be in the City's best interest. If so, the supervisor may ask the employee to re-schedule the taking of his/her leave until another time.

If more than one employee requests to take annual leave at the same time, the Department Head determines which employee may take leave.

### **EMPLOYEE SICK LEAVE**

Regular full-time employees will accrue sick leave with pay based on the following plan:

<b><u>Years of Continuous Employment</u></b>	<b><u>Sick Leave Accrual Rate</u> (per year)</b>
For first through fifth years of service	80 hours
For sixth through tenth years of service	120 hours
For eleventh and additional years of service	160 hours

Years of continuous employment are determined in the same manner as in the Annual Leave Policy.

**Use of Sick Leave:** Sick leave may be taken when an employee is unable to work due to personal illness, pregnancy, bodily injury, or injury, when the employee's presence may endanger the health of other employees, for personal medical or dental appointments, or illness in the employee's immediate family which requires the care of the employee. An employee may accumulate and carry forward 960 hours of sick leave. However, the City considers sick leave a privilege, not an entitlement.

The excessive or unnecessary use of sick leave may be considered a performance issue. The City may require a doctor's certificate for an employee's absence. In addition, the City may require a certificate of the employee's physical and emotional readiness to return to duty. **Under no circumstances will an employee be paid for the cash value of accumulated, but unused sick leave.**

#### **Procedure for applying this policy includes the following:**

- When an absence is planned or expected, please provide a written statement from the employee's physician giving the dates and duration of the absence.
- Employees requiring sick leave must notify the appropriate supervisor as soon as possible.
- The Department Head reports to the Human Resources Department each pay period the number of days of sick leave taken by employees.
- Sick leave is charged in whole hour increments. A completed leave request form must be approved by the Department Head for pre-approved medical or dental appointments for non-exempt employees.

### **OFFICIAL HOLIDAYS**

The following days shall be observed as paid holidays by all regular full-time City employees, totaling 12 days: New Year's Day, Martin Luther King, Jr. Day, President's Day, Good Friday, Memorial Day, Independence Day (July 4th), Labor Day, Veterans Day, Thanksgiving, day after Thanksgiving, Christmas Eve half-day, Christmas Day, and day after Christmas. A holiday falling on a Saturday shall be observed on Friday; a holiday falling on Sunday will be observed on Monday for 8 hour employees. Employees working shifts will observe the holiday on the actual





## Time Off and Leaves of Absence

### Holidays:

The City observes fourteen (14) holidays as days off with pay for regular full-time employees. Employees will receive eight (8) hours pay per holiday in addition to any actual hours worked on a holiday. Employees who fail to report to work the day before or the day after a holiday, without proper authorization, will not be paid for the holiday.

### Listing of Observed Holidays:

New Year's Day	- January 1
Martin Luther King Day	- 3rd Monday in January
President's Day	- 3rd Monday in February
Good Friday	- Friday before Easter
National Memorial Day	- Last Monday in May
Independence Day	- July 4
Labor Day	- 1st Monday in September
Veteran's Day	- November 11
Thanksgiving Day	- 4th Thursday in November
Day After Thanksgiving	- 4th Friday in November
Christmas Eve	- December 24
Christmas Day	- December 25
Day After Christmas	- December 26
General Election Day*	- November of Even Years

\*General Election Day falls on the first Tuesday after the first Monday in November in even-numbered years.

City facility hours of operation will be adjusted to 8 hour work days during weeks with a qualifying holiday for minimal business disruption.

In the event a holiday falls on a Sunday, the following Monday is observed and should a holiday fall on a Saturday, the preceding Friday is observed.

In keeping with the Fair Labor Standards Act (FLSA), holiday time will not be counted as hours worked for overtime purposes for all regular non-exempt employees, with the exception of call-in compensation for emergency or special duty which shall be paid at time and one-half. This call-out or special duty pay is at the premium rate regardless of actual hours worked during that workweek.

Note: Under Section (7)(k) of the Fair Labor Standards Act (FLSA), the forty hour work week rule does not apply to sworn police officers and fire-fighters which are on 28-day cycles.

## HOW DO I ...

## Paid Leave

Paid leave is an important to ensuring employees are happy and healthy.

- The City offers generous accrual rates for both vacation and sick time.
- 11.5 paid holidays
- bereavement leave
- maternity and parental leave
- paid elder care leave

## Holidays

-

- Full-time regular employees are paid for 11 ½ holidays per year.
- Regular part-time employees (30 hours per week year round) may select 9 days from the list per year.
- Paid holidays:
  - New Year's Day
  - Martin Luther King, Jr. Day
  - Easter Monday
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving Day
  - Day after Thanksgiving
  - Christmas Eve afternoon
  - Christmas Day
  - Day after Christmas
  - Employee's Birthday (as floating holiday added at the beginning of the year)

## Vacation Pay

+

## Sick Leave

+

## Bereavement Leave

+

## Maternity & Parental Leave

-

We love when our City family grows, and offer leave options for both birth mothers, fathers and adoptive parents. Employees are eligible from the first date of employment

## Parental Leave

- 2 weeks paid leave immediately following the birth or adoption of a child for the child's mother and father.
- Must be taken in one continuous period.

# Parental Leave

**Problem:** Competing with the Private Sector, Recruitment and Retention

**Proposed Solution:** Paid Parental Leave

**Proposed Parameters:** Eligibility after 1 year of employment, up to 4 weeks paid leave.

**Details:** In an attempt to compete with the private sector, as well as improve recruitment and retention, many municipalities have begun to offer paid parental leave. An article, attached, from the organization, SHRM (Society for Human Resource Management), noted that as of 2020, over 55% of employers offer paid maternity leave and 45% offer paid paternity leave. In looking at other SC Municipalities, at least three other municipalities that I spoke with have paid parental leave policies. The most similar in size being Fountain Inn, with a population of just over 10,000.

In addition to paid parental leave being an attractive benefit, and therefore helping with recruitment, many companies and municipalities outline periods of tenure that are required before receiving this benefit. The typical timeline is 1 year, so that would mean that an employee must be with the organization for at least 1 year before being eligible for this benefit.

Furthermore, this would not have an overwhelming impact on our current population of employees due to the fact that almost 70% of our eligible employees are over the age of 35.

An additional benefit of paid parental leave is that the parameters of paid leave can be flexible, meaning that the length of leave and terms of eligibility can be intentionally set.

**Supporting documents:** Article from SHRM on Paid Parental Leave, Excerpt from Fountain Inn's Employee Handbook outlining their policy, Excerpt from the City of West Columbia's policy manual, Excerpt from the City of Rock Hill's policy.

# SHRM Research: More Employers Are Offering Paid Leave

By Allen Smith, J.D.  
September 15, 2020

**M**ore employers are offering paid parental leave, including maternity leave, paternity leave and adoption leave, according to new Society for Human Resource Management (SHRM) research. But coordinating leave with a host of state and local requirements remains a challenge.

In a Sept. 14 letter to the U.S. Department of Labor (DOL), which sought input on paid leave this summer ([www.shrm.org/ResourcesAndTools/legal-and-compliance/employment-law/pages/dol-updates-fmla-forms-and-seeks-input-on-making-improvements.aspx](http://www.shrm.org/ResourcesAndTools/legal-and-compliance/employment-law/pages/dol-updates-fmla-forms-and-seeks-input-on-making-improvements.aspx)), Emily M. Dickens, SHRM corporate secretary, chief of staff and head of government affairs, shared SHRM research findings and wrote that SHRM encourages voluntarily offered paid leave.

"As U.S. workplaces adapt and respond to the pandemic, employers have called on their HR departments to re-examine and update leave policies amid significant labor market turmoil," she said, "Congress should work toward a voluntary federal framework that gives employers the flexibility to offer a paid-leave program that meets the unique needs of both employees and the business interests of the organization."

Feedback

## Report Findings

The letter presents research from SHRM and Oxford Economics showing that:

- Over half of employers (55 percent) now offer paid maternity leave, 45 percent offer paid paternity leave and 35 percent provide paid extended family care leave.
- Offering paid leave tends to have strategic benefits, including the ability to attract talent (58 percent), retention (55 percent), employee health and wellness (61 percent), and employee engagement (60 percent).
- Employers' most common reason for not offering paid-leave programs was cost. The cost of a comprehensive national paid-leave program could range between \$21.5 billion and \$43 billion annually, depending on the policy.

More states are mandating paid leave in 2020 than did in 2019. As of the end of 2019, California, New Jersey, New York and Rhode Island required companies to offer paid-leave benefits to eligible employees or to participate in an equivalent partial-wage-replacement program, SHRM's letter noted. By early 2020, mandated paid leave had spread elsewhere, such as Nevada, Washington and Washington, D.C., it added.

Other findings from the research include:

- Paid-leave offerings are expected to stay the same or increase over coming years.
- State mandates have a ripple effect on employer offerings throughout the nation. Employers that operated in one of the state mandated paid leave as of the end of 2019 were significantly more likely to offer those same paid-leave benefits in other locations.
- State and local regulation of paid leave continues to make this a complex area for employers to navigate and administer.



Employees may not engage in other employment while on leave of absence without the express written permission of the City Administrator.

**Termination of Leave of Absence.** A leave of absence under this policy ends generally ends 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.

Employees who have exhausted their FMLA leave under other circumstances, but who continue to require leave that 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 at the discretion of the City Administrator after review by the Human Resources Director.

**Special Situations - Spouses.** When both a husband and a wife are employed by the City, 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.

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

Please contact the Human Resources Department for additional information.

*REF: U.S. Department of Labor, Wage and Hour Division; WHD Publication 1420 (revised February 2013)*

## **Parental Leave**

The City will provide up to four weeks of paid parental leave to eligible employees following the birth of an employee's child or the placement of a child with an employee in connection with the adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This leave will require FMLA eligibility guidelines and will run concurrently with FMLA, as applicable.

After the paid parental leave is exhausted, the balance of FMLA leave (if applicable) will be compensated through employees' accrued sick and vacation. Upon exhaustion of accrued time, any remaining leave will be unpaid leave.

## **Military Leave**

Employees are entitled to 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



## **Paid Parental Leave Policy**

### **Purpose/Objective**

City of West Columbia will provide paid parental leave to employees following the birth of an employee's child. Eligible West Columbia employees who are employed with the City of West Columbia who give birth to a biological newborn child on or after September 1, 2022, are entitled to receive 240 hours of paid parental leave. Eligible West Columbia employees who are employed with the City of West Columbia whose co-parent gives birth to a biological newborn child are entitled to receive 160 hours of paid parental leave following the birth of the employee's child.

City of West Columbia will provide paid parental leave to employees following the placement of a child with an employee in connection with adoption. Eligible West Columbia employees who are employed with the City of West Columbia and who are primarily responsible for furnishing the care and nurture of their child initially placed for legal adoption and under the age of 18 on or after September 1, 2022, are entitled to receive 240 hours of paid parental leave upon the occurrence of a qualifying event. Eligible West Columbia employees who are employed with the City of West Columbia and are not primarily responsible for furnishing the care and nurture of their child initially placed for legal adoption under the age of 18 on or after September 1, 2022, are entitled to receive 160 hours of paid parental leave upon the occurrence of a qualifying event.

The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. This policy will be in effect for births or adoptions occurring on or after September 1, 2022.

### **Eligibility**

Eligible employees must meet the following criteria:

- Have been employed with the City of West Columbia for at least 12 months (the 12 months do not need to be consecutive).
- Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
- Be a full-time, regular employee (temporary employees, part-time employees and interns are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or committed partner of a woman who has given birth to a child.
- Have adopted a child aged 17 or younger. The adoption of a new spouse's child is excluded from this policy.



HOW DO I ...

**Paid Leave**

Paid leave is an important to ensuring employees are happy and healthy.

- The City offers generous accrual rates for both vacation and sick time.
- 11.5 paid holidays
- bereavement leave
- maternity and parental leave
- paid elder care leave

**Holidays** +

**Vacation Pay** +

**Sick Leave** +

**Bereavement Leave** +

**Maternity & Parental Leave** -

We love when our City family grows, and offer leave options for both birth mothers, fathers and adoptive parents. Employees are eligible from the first date of employment

**Parental Leave**

- 2 weeks paid leave immediately following the birth or adoption of a child for the child's mother and father.
- Must be taken in one continuous period.

**Maternity Leave**

- 4 weeks paid leave immediately following giving birth.
- Combined with parental leave, 6 weeks total paid leave available for new mothers.
- Can be taken prior to birth if there's a medical condition necessitating earlier use.
- Must be taken in one continuous period.

**Elder Care Leave** +

# Modified Work Week

**Problem:** Employee burnout, decreased productivity, and retention, competition from both the private sector and other municipalities.

**Proposed Solution:** Adopt a modified Summer Schedule as a test-run for a potential permanent transition.

**Proposed Parameters:** The modified schedule would be as is seen below:

Monday: 8-5

Tuesday: 8-5

Wednesday: 8-5

Thursday: 8-5

Friday: 8-12

**Details:** Municipalities and organizations across the United States are modifying existing work schedules to accommodate the post-covid workforce. So much so in fact that there is an Act in front of Congress currently that would amend the Fair Labor Standards Act of 1938 to reduce the standard workweek from 40 hours per week to 32 hours per week. Additionally, several municipalities in South Carolina have adopted modified work schedules. The most notable being Fountain Inn, which again is comparable in size and similar in city functions. Fountain Inn works the exact schedule outlined above, and has since 2008. Their HR Director noted that they have not seen any problems continuing to service the community.

**Practical Implications:** The police department is already working on a modified schedule of 4-10 hour shifts, and therefore would likely continue with that schedule, the fire department would have to continue operating as they do, with the option for admin staff to adopt this schedule. City Hall employees would find the transition seamless, with allowing the public to utilize online payments, as well as the drop box. Public works and Utilities employees could also adopt this schedule by altering their current schedule (7-3), to 6:30-3 Monday-Thursday, and 6:30-10:30 on Fridays, while still maintaining routes, and keeping employees on call. If possible, Parks and Rec admin staff could also adopt this scheduling.

# CONGRESS.GOV

## All Information (Except Text) for H.R.1332 - Thirty-Two Hour Workweek Act

118th Congress (2023-2024) | [Get alerts](#)

[← Back to this bill](#)

**Sponsor:** Rep. Takano, Mark [D-CA-39] (Introduced 03/01/2023)

**Committees:** House - Education and the Workforce

**Latest Action:** House - 03/01/2023 Referred to the House Committee on Education and the Workforce. ([All Actions](#))

**Tracker:** ⓘ 

Introduced

Passed House

Passed Senate

To President

Became Law

There is 1 version of this bill. [View text >>](#)

Click the check-box to add or remove the section, click the text link to scroll to that section.

☒ [Titles](#) ☒ [Actions Overview](#) ☒ [All Actions](#) ☒ [Cosponsors](#) ☒ [Committees](#) ☒ [Related Bills](#) ☒ [Subjects](#) ☒ [Latest Summary](#) ☐ [All Summaries](#)

### Titles (2)

#### Short Titles

Short Titles - House of Representatives

#### Short Title(s) as Introduced

Thirty-Two Hour Workweek Act

#### Official Titles

Official Titles - House of Representatives

#### Official Title as Introduced

To amend the Fair Labor Standards Act of 1938 to reduce the standard workweek from 40 hours per week to 32 hours per week, and for other purposes.

### Actions Overview (1)

Date	Actions Overview
03/01/2023	Introduced in House

### All Actions (2)

Date	All Actions
03/01/2023	Referred to the House Committee on Education and the Workforce. Action By: House of Representatives
03/01/2023	Introduced in House Action By: House of Representatives

### Cosponsors (2)

## Blenheim (Town of)

Street Address: ..... 106 E High St  
Blenheim, SC 29516  
Mailing Address: ..... PO Box 88  
Blenheim, SC 29516-0088  
Phone: ..... 843.862.4823  
Fax: ..... 843.479.6598

Population: ..... 115  
County: ..... Marlboro County  
Planning District: ..... Pee Dee Regional Council of  
Governments  
Council Meets: ..... 2nd Tue, 6 p.m.  
Form of Government: ..... Mayor-Council  
Election Date: ..2nd Tuesday in November of even years  
Election Method: ..... Nonpartisan  
Method of Representation: ..... At large  
Town Hall Hours: ..... M-F 8-5  
Fiscal Year Start: ..... July

SC Senator: ..... Gerald Malloy  
SC Representative: ..... Patricia Moore "Pat" Henegan

### Elected Officials:

Mayor: ..... Robert Brock  
Councilmember: ..... Kenlynn Sports McAlister  
Councilmember: ..... Donnie McDowell  
Councilmember: ..... Sabrina Purnell  
Councilmember: ..... Dollie Dixon Warney

### Key Municipal Personnel:

Clerk/Treasurer: ..... Martha L. McQuage  
Fire Chief: ..... David Rogers

## Bluffton (Town of)

Street Address: ..... 20 Bridge St  
Bluffton, SC 29910-7638  
Mailing Address: ..... PO Box 386  
Bluffton, SC 29910-0386  
Phone: ..... 843.706.4500  
Website: ..... www.townofbluffton.sc.gov

Population: ..... 27,716  
County: ..... Beaufort County  
Planning District: Lowcountry Council of Governments  
Council Meets: ..... 2nd Tue, 6 p.m.  
Form of Government: ..... Council-Manager  
Election Date: ..... 1st Tuesday after 1st Monday in  
November of odd years  
Election Method: ..... Nonpartisan  
Method of Representation: ..... At large  
Town Hall Hours: ..... M-Th 8-5:30/F 8-1  
Full-Time Employees: ..... 137  
Fiscal Year Start: ..... July

SC Senator: ..... Tom Davis, Margie Bright Matthews  
SC Representative: ..... Jeffrey A. "Jeff" Bradley,  
William Winston "Bill" Hager, William G. "Bill"  
Herbkersman, Wm. Weston J. Newton

### Elected Officials:

Mayor: ..... Lisa Sulka  
Councilmember: ..... Bridgette Frazier  
Councilmember: ..... Fred Hamilton Jr.\*\*  
Councilmember: ..... Larry Toomer\*  
Councilmember: ..... Daniel Wood\*

### Key Municipal Personnel:

Manager/Administrator: ..... Stephen David Steese  
Asst. Manager/Administrator: ..... Heather Colin  
Asst. Manager/Administrator: ..... Christopher Forster  
Chief Judge: ..... Clifford Bush III  
Clerk/Treasurer: ..... Kimberly Gammon  
Finance Dir: ..... Christopher Forster  
Information Technology Dir: ..... Tracye F. Stormer  
Planning Dir: ..... Kevin Icard  
Police Chief: ..... Joseph Babkiewicz  
Public Information Dir: ..... Debbie Szpanka  
Lead Attorney: ..... Terry Finger

PO Box 24005  
Hilton Head Island, SC 29925-4005

**Fort Mill (Town of)**

Street Address: .....200 Tom Hall ST  
Fort Mill, SC 29715-2314  
Mailing Address: .....PO Box 159  
Fort Mill, SC 29716-0159  
Phone: .....803.547.2116  
Fax: .....803.547.2126  
Website: .....www.fortmillsc.gov

Population: .....24,521  
County: .....York County  
Planning District: .....Catawba Regional Council of  
Governments

Council Meets: .....2nd Mon, 6 p.m.  
Form of Government: .....Council-Manager  
Election Date: .....1st Tuesday after 1st Monday in  
November of odd years

Election Method: .....Nonpartisan  
Method of Representation: Combination single member  
and at large

Town Hall Hours: .....M-F 8:30-5  
Full-Time Employees: .....230  
Fiscal Year Start: .....October

SC Senator: .....Wes Climer, Michael Johnson  
SC Representative: .....R. Raye Felder,  
James M. "Mike" Neese, David L. O'Neal

**Elected Officials:**

Mayor: .....Gynn Savage  
Councilmember: .....Lisa E. Cook\*  
Councilmember: .....Allen Garrison  
Councilmember: .....Ronald Helms\*  
Councilmember: .....Thomas Benjamin Hudgins III  
Councilmember: .....Chris Moody\*  
Councilmember: .....Chris Wolfe

**Key Municipal Personnel:**

Manager/Administrator: .....Davy Broom  
Asst. Manager/Administrator: .....Chris Pettit  
Building Official: .....Kenn Jackson  
Business Licensing Dir: .....Lynne Elting  
Chief Judge: .....Kyle M. Hobbs  
Clerk/Treasurer: .....Virginia Carter Burgess  
Comm/Econ Dir: .....Christopher Sardelli  
Finance Dir: .....Chantay F. Boulter  
Fire Chief: .....Chipper Wilkerson  
Human Resource Dir: .....Phillip E. Aycock  
Information Technology Dir: .....Jason Thomton  
Parks/Recreation Dir: .....Brown Simpson Jr.  
Planning Dir: .....Penelope G. Karagounis  
Police Chief: .....Bryan R. Zachary  
Public Information Dir: .....Christopher Sardelli  
Public Works Dir: .....Brian Harris  
Risk Manager: .....Katherine Welch  
Utilities Dir: .....Robert Gregory Rushing  
Lead Attorney: .....Barron B. Mack Jr.  
PO Box 159  
Fort Mill, SC 29716-0159

**Fountain Inn (City of)**

Mailing Address: .....200 N Main St  
Fountain Inn, SC 29644-1908  
Phone: .....864.862.4421  
Fax: .....864.862.4812  
Website: .....www.fountaininn.org

Population: .....10,416  
County: .....Greenville County, Laurens County  
Planning District: Appalachian Council of Governments  
Council Meets: .....2nd Thu, 6 p.m.  
Form of Government: .....Council  
Election Date: .....1st Tuesday after 1st Monday in  
November of odd years

Election Method: .....Nonpartisan  
Method of Representation: .....Single member with  
citywide election

City Hall Hours: .....M-Th 8-5/F 8-12  
Full-Time Employees: .....120  
Fiscal Year Start: .....July

SC Senator: .....Shane R. Martin, Ross Turner,  
Daniel B. "Danny" Verdin III  
SC Representative: .....Stewart O. Jones, David Vaughan,  
Mark N. Willis

**Elected Officials:**

Mayor: .....George Patrick McLeer\*  
Councilmember: .....Mack Blackstone\*  
Councilmember: .....Phillip Clemmer\*\*  
Councilmember: .....John Don  
Councilmember: .....Joey Garrett  
Councilmember: .....Jason Sanders  
Councilmember: .....Daniel Y. Thomason

**Key Municipal Personnel:**

Manager/Administrator: .....Shawn Michael Bell  
Asst. Manager/Administrator: .....Naomi B. Reed  
Chief Judge: .....Rebecca C Hand  
Clerk/Treasurer: .....Elizabeth M. Adams  
Finance Dir: .....Kira D. DeLoache  
Fire Chief: .....Russell Alexander  
Human Resource Dir: .....Rebecca Mejia-Ward  
Parks/Recreation Dir: .....Russell Haltiwanger  
Planning Dir: .....Gregory Gordos  
Police Chief: .....Michael Hamilton  
Public Works Dir: .....Russell Alan Slatton  
Utilities Dir: .....Eduardo Noriega  
Lead Attorney: .....Michael E. Kozlarek  
PO Box 565  
Greenville, SC 29602-0565

## McClellanville (Town of)

**Mailing Address:** ..... 405 Pinckney St  
McClellanville, SC 29458-9723  
**Phone:** ..... 843.887.3712  
**Fax:** ..... 843.887.3094  
**Website:** ..... www.mcclellanville.org

**Population:** ..... 605  
**County:** ..... Charleston County  
**Planning District:** ..... Berkeley-Charleston-Dorchester  
Council of Governments  
**Council Meets:** ..... 1st Mon, 7 p.m.  
**Form of Government:** ..... Council  
**Election Date:** ..... 1st Tuesday after 1st Monday in  
November of odd years  
**Election Method:** ..... Nonpartisan  
**Method of Representation:** ..... At large  
**Town Hall Hours:** ..... M, Tu, Th, F 9-5/W 9-1  
**Full-Time Employees:** ..... 2  
**Fiscal Year Start:** ..... July

**SC Senator:** ..... Stephen L. Goldfinch  
**SC Representative:** ..... Lee Hewitt

### Elected Officials:

**Mayor:** ..... Rutledge B. Leland III  
**Councilmember:** ..... Aaron L. Baldwin  
**Councilmember:** ..... Christopher Baldwin Bates  
**Councilmember:** ..... Robert J. Gannon  
**Councilmember:** ..... James E. Scott IV

### Key Municipal Personnel:

**Manager/Administrator:** ..... Michelle A. McClellan  
**Clerk/Treasurer:** ..... Michelle A. McClellan  
**Planning Dir:** ..... Kathryn Sears Basha  
**Lead Attorney:** ..... Andrew Gowder Jr.  
1629 Meeting Street Rd  
Charleston, SC 29405-9408

## McColl (Town of)

**Mailing Address:** ..... 300 S Main St  
McColl, SC 29570-1516  
**Phone:** ..... 843.523.5341  
**Fax:** ..... 843.523.9466

**Population:** ..... 2,070  
**County:** ..... Marlboro County  
**Planning District:** ..... Pee Dee Regional Council of  
Governments  
**Council Meets:** ..... 2nd Tue, 6 p.m.  
**Form of Government:** ..... Mayor-Council  
**Election Date:** ..... 1st Tuesday in November of odd years  
**Election Method:** ..... Nonpartisan  
**Method of Representation:** ..... At large  
**Town Hall Hours:** ..... M-F 9-5  
**Full-Time Employees:** ..... 15  
**Fiscal Year Start:** ..... January

**SC Senator:** ..... Gerald Malloy  
**SC Representative:** ..... Jackie E. "Coach" Hayes,  
Patricia Moore "Pat" Henegan

### Elected Officials:

**Mayor:** ..... George Garner  
**Councilmember:** ..... Brian Blue  
**Councilmember:** ..... Clayton Cummings  
**Councilmember:** ..... Ray Grier  
**Councilmember:** ..... Ronna Lynn Kubas  
**Councilmember:** ..... David Limbacher  
**Councilmember:** ..... Jody Stubbs

### Key Municipal Personnel:

**Chief Judge:** ..... Robert Stanton  
**Clerk/Treasurer:** ..... Tameka McLain  
**Fire Chief:** ..... J. R. Locklear  
**Public Works Dir:** ..... David Coleman  
**Utilities Dir:** ..... David Coleman  
**Lead Attorney:** ..... Greg Ohanesian  
PO Box 1373  
Bennettsville, SC 29512-1373





## ART EXPO

Grassy Pond Elementary student MakKrae Vasey, below, was one of many county students whose artwork was on display Tuesday evening for this year's art expo. Hundreds of families pecked Gaffney High to watch students showcase their talents in music, art, band, chorus and drama. At right, Conith Elementary students Addi Davies and Lorelle Buccieri look at a fine art building created for the school district art expo.

(Ledger photos by SCOTT POWELL)



## Medical leave extended for Blacksburg police chief

By SCOTT POWELL  
 Ledger Staff Writer  
[spowell@gaffneyledger.com](mailto:spowell@gaffneyledger.com)

Blacksburg Police Chief Jamie Ham was placed on non-paid leave for three months by town council Tuesday.



**HAM**

Ham was diagnosed with stage 1 cancer last June and had started cancer treatments. In August, he underwent open heart surgery after seven blockages were discovered. Ham has served as the town's police chief for 20 years. Ham said he is still waiting on medical clearance from doctors to return to work.

After an executive session, Blacksburg Town Council unanimously agreed to provide additional leave time for the Blacksburg Police Chief.

Lt. Brian Mullinax has overseen the police department in Ham's absence. Blacksburg mayor Mike Peterson said the town will revisit Ham's status after the 9-month leave expires.

## Nearly 30% turn out to vote in special election



## 4-day work week council's top priority

### Must Do, Should Do and Could Do lists compiled

By LARRY HILLIARD  
 Ledger Staff Writer  
[larry@gaffneyledger.com](mailto:larry@gaffneyledger.com)

Having city employees clock in just four days a week was the top priority at Wednesday's final session of the Gaffney City Council workshop.

Each council member was asked to provide his/her top priority in the categories of Must Do, Should Do and Could Do.

The 4-day work week perk received the highest number of responses in the Must Do category. City employees currently work the standard five-day, 40-hour work week. Of course, the city's police and fire departments work shifts.

Gaffney Administrator James Taylor originally laid out details of the work change to include the administration personnel in city hall, police department and city court. But council instructed him that they envision the change to only affect the second floor staff of city

eliminate any cost of living raises for two years in favor of a four-day work week without an increase in daily hours.

However, not all council members believed the work week change would be beneficial.

Gaffney City Councilman Kim Phillips said he believes the change would do more harm than good with those workers excluded from the 4-day work week feeling better.

Placing a priority on citywide economic development was the second most popular Must Do item, with "more candid behaving council" at third.

As for Should Do priorities, more public events, for example, movie nights at Jolly Pack and attracting a grocery store topped the list, with having a multi-purpose rec center, opening the swimming pool and a better working relationship with other governments tying for the third most under Should-Do priorities.

Better marketing strategies and

### CITY COUNCIL PRIORITIES

#### Must Do

- 4-day work week
- Economic development
- More candid council

#### Should Do

- More public events
- Attracting grocery store
- Multi-purpose rec center
- Open swimming pool
- Better working relationship with other governments

#### Could Do

- Better marketing strategies
- Completion of bridges

the public works department.

## Alternative Work Schedule - Option Examples

The following are examples of appropriate requests for alternative work schedules. This is meant as a guide and is *not an all inclusive listing*.

### I. Flex Time (Staggered hours)

- Options of hours to be worked (for 37-1/2 hour employee):
  - 7:00 a.m. to 3:00 p.m. (½ hr. lunch) or 3:30 p.m. (1 hour lunch)
  - 7:30 a.m. to 3:30 p.m. (½ hr. lunch) or 4:00 p.m. (1 hour lunch)
  - 8:00 a.m. to 4:00 p.m. (½ hr. lunch) or 4:30 p.m. (1 hour lunch)
  - 8:30 a.m. to 4:30 p.m. (½ hr. lunch) or 5:00 p.m. (1 hour lunch)
  - 9:00 a.m. to 5:00 p.m. (½ hr. lunch) or 5:30 p.m. (1 hour lunch)
- Options of hours to be worked (for 40-hour employee):
  - 7:00 a.m. to 3:30 p.m. (½ hr. lunch)
  - 7:30 a.m. to 4:00 p.m. (½ hr. lunch)
  - 8:00 a.m. to 4:30 p.m. (½ hr. lunch)
  - 8:30 a.m. to 5:00 p.m. (½ hr. lunch)
  - 9:00 a.m. to 5:30 p.m. (½ hr. lunch)

### II. Compressed Workweek:

- Four and a half day workweek (for 37-1/2 hour employee)
  - Work 33.50 hours in four days; 4 hours in one day
  - Monday through Wednesday work 8-1/2 hours (8:00 a.m. 5:00 p.m., ½ hour lunch);
  - Thursday work 8 hours (8:00 a.m. to 4:30 p.m., ½ hour lunch); Friday work 4 hours (8:00 a.m. to 12:00 noon).
- Four and a half day workweek (for 40-hour employee)
  - Work 36 hours in four days; 4 hours in one day
  - Monday through Thursday work 9 hours (7:00 a.m. 4:30 p.m., ½ hour lunch); Friday work 4 hours (8:00 a.m. to 12:00 noon).
- Four day workweek\* (for 37-1/2 hour employee)
  - Work 37-1/2 hours in 4 days; one day off each week
  - Work 9-1/4 hours Monday, Tuesday, Wednesday (7:30 a.m. to 5:15 p.m.); work 9-3/4 hours on Thursday (7:30 a.m. to 5:45 p.m.); off Fridays
- Four day workweek\* (for 40-hour employee)
  - Work 40 hours in 4 days; one day off each week
  - Work 10 hours Monday, Tuesday, Wednesday, Friday (7:00 a.m. to 5:30 p.m.); off Fridays

\*available only during summer & winter intercessions

### III. Compressed Pay Period

- Nine day payroll period (for 37-1/2 hour employee) – Hours for overtime eligible employees cannot exceed 40 in a work-week
  - Work 75 hours in nine days; one day off each pay period. (Classified employees must account for time worked which requires earning comp time when hours worked exceed basic workweek requirements and charging comp time, or other accruals, when hours worked are less than the basic workweek.)
  - Week 1 – work 8 hours Thursday, Friday, Monday, Tuesday, Wednesday (equals 40 hours, 2.50 hours of which are comp time)
  - Week 2 – work 8-3/4 hours Thursday, Friday, Tuesday, Wednesday (off Monday) which equals 35 hours and use 2.50 hours of comp time from week 1.
- Nine day payroll period (for 40-hour employee – not available to overtime eligible employees)
  - Work 80 hours in nine days; every other Monday off
  - Work 9 hours each Tuesday, Wednesday, Thursday, Friday (7:00 a.m. to 4:30 p.m., ½ hour lunch); Work 8 hours one Monday (7:00 a.m. to 3:30 p.m., ½ hour lunch); off other Monday

# Vacation/Sick Accrual Rates

**Problem:** Low accrual rate when compared to surrounding municipalities, as our accrual rate has not changed in over 25 years. Furthermore, our system benefits the 8 hour employee more than the 12 or 24 hour employee. For example, it would take 3.5 months for our firefighter to earn enough sick time to take one shift off, at our lowest rate.

**Proposed Solution:** Like parental leave, accrual rates are flexible in nature, and easily modified. My proposal is a tiered accrual system, with slightly increased accrual rates for the traditional 8 hour employee.

**Supporting Documents:** Attached you will see my tiered proposal. I have presented two different accrual increases, and what that would look like for different employees, and different years of service. I have also include accrual rates from other municipalities.

## **FLINT HILL**

- For the first year of employment, awarded vacation time is prorated from hire date until the following July 1st. It may be taken after the probationary period ends.
- 80 hours per year starting July 1st each year for the first five (5) full years of employment.
- 120 hours per year starting the July 1st after an employee has reached their 5th anniversary of employment.
- 160 hours per year starting the July 1st after an employee has reached their 10th anniversary of employment.
- Employees are granted 72 hours of sick leave per year starting July 1st, prorated during their first year of employment from their hire date. No sick leave is granted during the probationary period, though it is earned during that period.
- Employees may carry over a maximum of 72 hours sick leave from one fiscal year to the next. Any hours over 72 are forfeited.
- As a benefit to employees, vacation time may be used before it is earned. If an employee leaves employment, any unearned vacation time already taken will be deducted from their final paycheck.
- Upon termination, any unused vacation time will be paid to the employee in their final paycheck.
- Employees may carry over a maximum of one year of vacation time from one fiscal year to the next. Any unused hours from the previous year's allotment will be paid to the employee in their first paycheck in July.

1 to 5 years. Per Pay Period-3.33Hrs

5 to 10 Years. Per Pay Period-5.0Hrs

10 to 15 Years. Per Pay Period-6.66Hrs

## **ROCK HILL**

- Years of Service Full-Time Accruals
  - 1-3 Years 120 Hours-5.0 Hours Per Pay Period STARTING ACCRUAL RATE IS GOOD
  - 4-8 Years 136 Hours-5.6 Hours Per Pay Period
  - 9-13 Years 152 Hours-6.33 Hours Per Pay Period
- New Year's Day
  - Martin Luther King Jr. Holiday
  - Easter Monday
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving Day
  - Friday after Thanksgiving
  - Christmas Eve Afternoon
  - Christmas Day
  - Day after Christmas
  - Floating Holiday (8 hours)
- Longevity Pay

- Awarded to employees each November based on years of service, starting with the first full year.
  - Years 1-4 receive \$200
  - Years 5-7 receive \$250
  - Years 8-10 receive \$300
  - Years 11-13 receive \$350
  - Years 14-16 receive \$450
  - Years 17-20 receive \$550
  - Years 21+ receive \$650
- 
- All employees receive 40-hours of Annual Leave automatically when hired.

### **County of York**

Annual Leave – 8 hours accumulated per month, with additional accumulations after 10 years. Maximum carryover each calendar year is 360 hours. Maximum payout is also 360 hours.

Sick Leave – 8 hours accumulated per month. Maximum accumulation is 1440 hours. Leave is to be used for employee illness, immediate family member illness, or medical appointments.

### **Chester County**

a. Annual leave is used by employees who have successfully completed their six-month introductory period and who are:

- (1) A regular full-time employee.
- (2) Part-time employees who work more than 30 hours per workweek.

b. Newly employed individuals who successfully complete their introductory period (including any extensions) begin to accumulate annual leave credit from their hire date.

c. Elected officials are not eligible for annual leave.

Chester County utilizes a standard leave day for sick leave accrual, annual and sick leave carry over, emergency declarations and inclement weather. A standard leave day for a shift employee is proportionate to an eight (8) hour day for a 40 hour week non-shift employee.

a. Non-Shift Employees - For regular full-time, non-shift employees and administrative Law Enforcement employees scheduled to work seven and one-half (7.5) hours per work day, a standard leave day is

## **Current Policy**

### **Accrual**

Continuous Service (Yrs)	Vacation/Sick:	
	Days per Year	Hrs. Accrued per Pay Period
1 – 5	20	3.08
6 – 15	30	4.62
16 +	40	6.16

### **Translation for Public Service Employees:**

#### **Years 1-5 (68 employees):**

20 Days/Year for 8 hour Employees  
13 Days/Year for 12 hour Employees  
6.63 Days/Year for 24 hour Employee

#### **Years 6-15 (16 employees):**

30 Days/Year for 8 hour Employee  
20 Days/Year for 12 hour Employee  
10 Days/Year for 24 hour Employee

#### **Years 16+ (19 employees):**

40 Days/Year for 8 hour Employee  
26.66 Days/year for 12 hour Employee  
13.33 Days/Year for 24 hour Employee



**Continuous Service 1-5 Years**  
**22 Days/Year**

Department	Pay Period Hours Worked (Average)	Sick Hours Accrued Per Pay Period	Sick Hours Annually	Vacation Hours Accrued Per Pay Period	Vacation Hours Annually
Admin/Rec/PW/Utilities/80 hour employees	80	3.385	88 11 days	3.385	88 11 Days
Police	86	5.07	132 11 days	5.07	132 11 Days
Fire	116 (3034 / 26)	10.16	264 11 days	10.16	264 11 Days

**24 Days/Year**

Department	Pay Period Hours Worked (Average)	Sick Hours Accrued Per Pay Period	Sick Hours Annually	Vacation Hours Accrued Per Pay Period	Vacation Hours Annually
Admin/Rec/PW/Utilities/80 hour employees	80	3.69	96 12 days	3.69	96 12 Days
Police	86	5.54	144 12 days	5.54	144 12 Days
Fire	116 (3034 / 26)	11.08	288 12 days	11.08	288 12 Days

**Continuous Service 6-15 Years**  
**32 Days/Year**

Department	Pay Period Hours Worked (Average)	Sick Hours Accrued Per Pay Period	Sick Hours Annually	Vacation Hours Accrued Per Pay Period	Vacation Hours Annually
Admin/Rec/PW/Utilities/80 hour employees	80	4.92	128 16 days	4.92	128 16 Days
Police	86	7.38	192 16 days	7.38	192 16 Days
Fire	116 (3034 / 26)	14.77	384 16 days	14.77	384 16 Days

**34 Days/Year**

Department	Pay Period Hours Worked (Average)	Sick Hours Accrued Per Pay Period	Sick Hours Annually	Vacation Hours Accrued Per Pay Period	Vacation Hours Annually
Admin/Rec/PW/Utilities/80 hour employees	80	5.23	136 17 days	5.23	136 17 Days
Police	86	7.85	204 17 days	7.85	204 17 Days
Fire	116 (3034 / 26)	15.69	408 17 days	15.69	408 17 Days

**Continuous Service 16+ Years  
42 Days/Year**

Department	Pay Period Hours Worked (Average)	Sick Hours Accrued Per Pay Period	Sick Hours Annually	Vacation Hours Accrued Per Pay Period	Vacation Hours Annually
Admin/Rec/PW/Utilities/80 hour employees	80	6.46	168 21 days	6.46	168 21 Days
Police	86	9.69	252 21 days	9.69	252 21 Days
Fire	116 (3034 / 26)	19.38	504 21 days	19.38	504 21 Days

**44 Days/Year**

Department	Pay Period Hours Worked (Average)	Sick Hours Accrued Per Pay Period	Sick Hours Annually	Vacation Hours Accrued Per Pay Period	Vacation Hours Annually
Admin/Rec/PW/Utilities/80 hour employees	80	6.77	176 22 days	6.77	176 22 Days
Police	86	10.15	264 22 days	10.15	264 22 Days
Fire	116 (3034 / 26)	20.31	528 22 days	20.31	528 22 Days

# Summary for proposed changes to the Employee Handbook

1. I move we eliminate “to both males and females” on **page 2** to allow for more inclusive language. See below, with the highlighted section the proposed addition.

~~For ease of readability, these policies follow the traditional English practice of referring to unidentified individuals by the use of masculine pronouns. Wherever such a pronoun is used, it is intended to apply (ambiguously.) to both males and females.~~

2. I propose we rearrange the table of contents in order to make the handbook easier to navigate and organized in a chronological way. See exhibit A, the proposed way, and exhibit B the current way.
3. I move we add the below section to our handbook under Equal Employment Opportunity (**page 9**) per the U.S. Equal Employment Opportunity Commission (EEOC).

## **2.12 AMERICANS WITH DISABILITY ACT (ADA), AMERICANS WITH DISABILITIES AMENDMENTS ACT (ADAAA) AND REASONABLE ACCOMODATION.**

To ensure equal employment opportunities to qualified individuals with a disability, the City of York will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the business would result. Employees who may require a reasonable accommodation should contact Human Resources.

4. I move we add a section on anti-bullying, after our Anti-Harassment Policy as it is standard in most organizations. (**Page 9**)
5. I move we remove, “You may be asked to submit to a polygraph (lie detector) examination.” From the section on complaint procedure and investigation, as that is, in my opinion unnecessary and not our current procedure. (**Page 9**)
6. I move we add the below to our section on drug and alcohol, under Substance Abuse and Testing Policy, subsection: General Rule (**Page 10**).
  - A. On occasion, there may be City-sponsored events that are off-duty and/or after hours, both on and off City premises. During these times, employees are reminded that they are responsible for their own conduct at all times and inappropriate behaviors may subject them to disciplinary action, up to and including termination.

7. I propose that we specify who our "City's medical review officer" is, as is referenced under Testing Procedure (**Page 13**) I believe it to be the HR Manager as that is who handles the random drug and alcohol screening.
8. I move we eliminate "yellow pages" from the following sentence on **page 16**: For information on where to obtain treatment or assistance for drug or alcohol problems, one of the best places to look is in your phone book's Yellow Pages under "Drug Abuse & Addiction Information & Treatment Centers" or "Alcoholism Information & Treatment Centers." Under these headings, there is often a listing for a local "Council on Alcohol and Drug Abuse." We can modify the sentence to include our EAP which is outlined in our benefit package.
9. I move we add the below section under "Dealing with the Public" (**page 19**) as our language in this section does not imply negative consequences for failure to correspond with the public in an appropriate manor.
  - A. Rude or otherwise unfriendly and unprofessional correspondence with the public will not be tolerated and will result in coaching and progressive disciplinary action at the City's sole discretion.
10. I move we add the below section under "Conflict of Interest" on **page 20**.

A determination as to whether this policy has been violated is at the City's sole discretion.
11. I move the below section is added to "Employee Appearance" (**page 22**).
  - A. Every employee is a public representative of the City. Each of us must report to work properly groomed and wearing appropriate clothing according to their position/department. The City of York observes a business casual dress code in the absence of position/department requirements. Business casual clothing that is less formal than traditional business wear but is still intended to give a professional and businesslike impression.
  - B. Consult your supervisor if you have questions concerning this policy. Any employee who does not meet the standards of this policy will be subject to corrective action, which may include leaving the premises. Employees will not be compensated for any work time missed because of failure to comply with this policy. Violations of this policy may result in disciplinary action, up to and including termination of employment.
12. I move we add the below under the section "Attendance and Punctuality" (**page 22**).
  - A. If unable to arrive at work on time, or if an employee will be absent for an entire day, the employee must contact the supervisor as soon as possible. Voice mail, text messages and e-mail messages are not acceptable unless



specifically approved by the supervisor and except in certain emergency circumstances. Excessive absenteeism or tardiness will result in discipline up to and including termination. Failure to show up or call in for a scheduled shift without prior approval may result in termination. If an employee fails to report to work or call in to inform the supervisor of the absence for 3 consecutive days or more, the employee will be considered to have voluntarily resigned employment.

- B. Department heads must notify the Human Resource Manager or City Manager of their absence whether scheduled or unscheduled prior to the start of their workday.

13. I propose we remove the below statement found on page 22, as it is no longer applicable.

"Employees are required to pay for any long distance calls made on City telephones."

14. I move we add the below section on workplace safety under Code of Conduct (page 23) as it is currently not addressed.

#### 5.17 Workplace Safety

Weapons: Subject to applicable law, the City prohibits employees from possessing or carrying weapons of any kind on City property. In the event that an employee has a permit that enables them to carry weapons, they are still not authorized to have the weapon on City property.

This includes:

- Any form of weapon or explosive.
- All firearms; and
- All illegal knives or knives with blades that are more than six (6) inches in length or that are not intended for legitimate work-related purposes.

If an employee is unsure whether an item is covered under this policy, they should contact their Supervisor or Human Resources. Employees are responsible for making sure that any item they possess is not prohibited by this policy. If an employee becomes aware of anyone violating this policy, they should notify their Supervisor or Human Resources immediately. Failure to comply with this policy may subject an employee to disciplinary action, up to and including immediate termination.

Visitors: To provide for the safety and security of Employees and the facilities at the City, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures the security of Employees, protects confidential information, and avoids potential distractions and disturbances. All visitors should enter City facilities at the main entrance. Employees are responsible for the conduct and safety of their visitors. If an unauthorized individual is observed in City

facilities, Employees should direct the individual to the receptionist and immediately notify their Supervisor.

In the event of an emergency, notify the appropriate emergency personnel by dialing 911 to activate the medical emergency services.

15. I move we add the following under "Access to Personnel Files" (page 25) as it is a policy of the police department to inform a supervisor when access to a personnel file is requested.

- When required, employees must inform their supervisor of this action in writing.

16. I move we add the below sections under "Compensation/Wages" (page 27).

#### **8.4 Employment Classifications**

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, the City of York classifies its employees as shown below. The City of York may review or change employee classifications at any time.

**Exempt.** Exempt employees are paid on a salaried basis and are not eligible to receive overtime pay.

**Nonexempt.** Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

**Regular, Full-Time.** Employees who are not in a temporary status and work a minimum of 30 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

**Regular, Part-Time.** Employees who are not in a temporary status and who are regularly scheduled to work fewer than 30 hours weekly, but at least 20 hours weekly, and who maintain continuous employment status. Part-time employees are eligible for some of the benefits offered by the City and are subject to the terms, conditions, and limitations of each benefits program.

**Temporary or Seasonal, Part-Time.** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work fewer than 30 hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Additional classifications may be authorized at the discretion of the City.

#### **8.5 Introductory Period**

**Introductory Period - New Employees:** All new employees are considered to working an introductory period for the first 6 [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 suited for his job. This period is not a guarantee of employment. If the Department Head concludes at any time that the employee is not suited for his position, the employee may be terminated, or the City may extend the introductory period if approved by the City Manager.

The introductory period ends successfully when the Department Head, not sooner than 6 months after the employee was hired, evaluates the new employee in writing and authorizes his classification as a "regular" employee.

**Introductory Period - Promoted or Reclassified Employees:** All newly promoted employees or reclassified employees are considered to be serving a training period in their new jobs for 6 [six] months. This period is a continuation of the selection process and is a time in which the newly promoted employee should demonstrate that he is well suited for the promotion. It is not a guarantee of employment.

If the Department Head concludes at any time during the promotion training period that the newly promoted employee is not suited for his new position, the employee may be removed from that position. If there is a vacancy in his former position that is to be filled, he may be returned to it. If there is no such vacancy, he may be considered for the filling of other vacancies for which he is qualified. If no other position is found for him, the employee may be placed on personal leave of absence/terminated. This action does not prohibit an employee from applying for future vacancies with the City.

17. The below found on **page 28**, is not a policy we enforce. This would essentially mean that any employee hired after May would not receive a COLA. I would argue that this would be a beneficial policy to enforce for retention and investment purposes.

"For a new hire, any COLA is applied upon successful completion of the six (6) month introductory period."

18. I move that we adopt and then add a section of newly devised summer hours under "Work Conditions and Hours" (**page 28**).

The proposed summer schedule would vary dependent on department and the respective departmental needs. More information on this can be found within the executive summary of proposed changes.

19. I propose we remove the sections on merit increases (**page 28**) and add the following:

#### **9.5 Performance Evaluations**

The City may periodically conduct oral or written evaluations of employees' performance. Employees must sign written evaluations. 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 will have the opportunity to conduct a self-evaluation in addition. While

favorable performance evaluations may be a factor in determining wage increases, no employee is entitled to a wage increase because he receives a favorable evaluation.

20. I move that we add the below under "Work Schedules/Hours of Work" (page 29) as a way to regulate break time usage.

1. Meals and break times, if provided, will be scheduled by the department head or supervisor, but must be more than 3 hours after arrival and 2 hours prior to departure, unless otherwise noted.

21. I move that we specify "police department personnel" under overtime/compensatory time (page 30).

Police department personnel would not include dispatchers. Dispatchers would be entitled to overtime after 40 hours per the FLSA guidelines.

Whereas other "police personnel" do not receive overtime until 86 hours in one pay period has been met, dispatchers, as they are not classified as "police personnel" receive overtime in excess of 40 hours in 1 week. This is according to 29CFR-553,211g Law Enforcement Activities in the Code of Federal Regulations.

22. I move that the following is added under "Overtime" (page 30).

1. Overtime requests must be submitted to a supervisor/department head and granted approval.
2. In keeping with the Fair Labor Standards Act (FLSA), sick time and vacation time used to not count towards "hours worked" and therefore do not count towards overtime.

23. I move that the following is added under "Overtime" (page 30).

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. However, the City Manager may grant additional time off to exempt employees who have worked (approved) and unusual amounts of time in excess of the normal work schedule, but no exempt employee has a right to such additional paid time off. There is not payment for such additional time upon termination or resignation.

- a. This time is to be used within the pay period in which the time was earned, unless otherwise specified.
- b. The usage of this time must be submitted to the Human Resource Manager, and then approved by the City Manager at their sole discretion.

- c. The City will allow employees to use accrued paid time off provided that the use of compensatory time does not unduly disrupt the operations of the City.

24. I move we modify the Holiday schedule (**page 31**) to the below. Supporting materials can be found in the executive summary of proposed changes. I move that we also consider providing permanent part-time employees with paid holidays.

#### 10.2 Holidays

- A. From date of hire, all regular full-time employees are eligible for holiday leave for the following holidays, in addition to any other day so designated by the City Council:

- 
1. New Year's Day (January 1)
  2. Martin Luther King, Jr.'s Birthday (third Monday in January)
  3. **President's Day (third Monday in February)**
  4. Easter Monday
  5. Memorial Day (Last Monday in May)
  6. Independence Day (July 4)
  7. Labor Day (first Monday in September)
  8. **Veteran's Day (November 11)**
  9. Thanksgiving Day (Fourth Thursday in November)
  10. Day After Thanksgiving (Fourth Friday in November)
  11. Christmas Eve (December 24)
  12. Christmas Day (December 25)
  13. **Day after Christmas (December 26)**
  14. **Floating Holiday to celebrate cultural traditions/birthdays.**

- A. **In keeping with the Fair Labor Standards Act (FLSA), holiday time will not be counted as hours worked for overtime purposes for all regular non-exempt employees.**

25. I move we clarify the following under annual leave and sick leave (**page 32 and 33**):

1. Annual leave may not be "sold" for a lump sum at any point during employment.
1. Sick leave may not be "sold" for a lump sum at any point during employment.



26. I move we eliminate “unemployment insurance coverage” from Section 12 Employee Benefit Program, 12.2 Fringe Benefits (**page 43**), as this is not a coverage that the City provides.

27. I move we add the below section under “Separation of Employment” (**page 48**)

**12.11 Exit Interview**

Employees taking retirement or voluntary severance will be asked to participate in an exit interview once a departure date has been received. Information discussed will remain confidential unless otherwise noted.

28. I move we remove sick leave payout for employees hired after the inaction of the amended handbook (**page 50**).

29. I propose we remove “pager, Blackberry” from the section on computer/internet use as these devices are no longer applicable (**page 53**).

30. I move we amend the below found on **page 56** to instead reflect “results will be reviewed by the Human Resource Manager, and any findings will be communicated to the City Manager”:

A. CDL and non-CDL employees. The City of York will audit all City employees’ motor vehicle records (MVRs) annually. **The results will be reviewed by the city manager** and, if necessary, provided to Department Heads for appropriate action as defined herein. These minimum standards will apply in the hiring process of all potential employees whose job descriptions will require them to drive for City business.

31. I move we add the below under Vehicle use Policy: Disciplinary Action subsection B (**page 58**). The number of accidents can be amended.

B. Employees that possess a CDL and who are involved in more than 2 accidents in one year, may be placed on a suspension until additional CDL training is completed.

32. I move that we add “required” instead of encouraged and to the below statement found on **page 58**.

A. Employees with more than two *ordinary* violations, two *chargeable* accidents, or a combination of these in the preceding three-year period will be considered medium risk factors. They will be verbally warned, *required* to review the City’s Employee Policy, and required **encouraged** (and given the opportunity to attend a driver improvement program.)



33. I move we further define “safety coordinator” in the below statement found on **page 58**. My proposal would be “and Human Resource Manager or designee.”

1. Convictions in excess of the City minimums for *ordinary* violations and *chargeable* accidents will result in revocation of the employee’s privilege to drive upon consultation of the employee’s Department Head, City Manager, and **Safety Coordinator**. Driving privileges may be reinstated when all of the following occur:

34. I move we add “designated” before “York County Fueling Stations” found on **page 61** and add an additional sentence following business trips outside the City of York indicating “unless a City of York vehicle is used for travel.”

A. **Fueling. All fueling should be done at the York County Fueling Stations. The stations are located in Rock Hill at the County Complex on Heckle Boulevard and in York across from the Equipment Maintenance Shop. Receipts should be presented for reimbursement for all fueling done on business trips outside the City of York.**

35. I move we define or create an Accident Review Subcommittee found on **page 62**. When I spoke with Gary Messer he said the below was not something York PD has.

- A. The York Police Department has established an Accident Review Subcommittee. This committee reviews all accidents and losses involving City of York vehicles, employees, on-the-job injuries and property damage and presents its findings to the full Safety Committee for review.

36. I move we change “Municipal clerk” to “Human Resource Manager” where appropriate (references to personnel files, employee financial records, information on COBRA insurance and workers comp) (**page 24, 45, 46, etc**).

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# City Council Meeting April 4, 2023

**DATE AND TIME:** Tuesday, April 4, 2023, 06:00 PM

## **Members Present:**

Mayor Mike Fuesser  
Mayor Pro Tem Ed Brown  
Councilmember Matthew Hickey  
Councilmember Marion Ramsey

Councilmember Stephanie Jarrett  
Councilmember Charles Brewer  
Councilmember Kellie Harrold

## **Staff Present:**

City Manager Dalton Pierce  
Municipal Clerk Amy Craig  
Finance Director Jeff Wilkins  
Planning Director David Breakfield

Fire Chief Mike Regal  
Parks & Recreation Director Chris White  
Human Resources Director Sarah Ramirez  
Community Events Assistant Danielle Carilli

## **Participants:**

Mac Brice  
Dr. John Ruoff

## **Others Present:**

(See Sign-in Sheet)

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### **1. WELCOME AND CALL TO ORDER**

Mayor Mike Fuesser

- Mayor called the meeting to order at 6:00 pm

### **2. PRAYER**

Mayor Pro Tem Ed Brown

### **3. PLEDGE OF ALLEGIANCE**

Mayor Mike Fuesser

### **4. PRESENTATIONS**

#### **4.1. New Employee – Danielle Carilli**

Danielle Carilli was introduced as the new Community Events Assistant.

#### **4.2. New Employee - Judge Lynne Benfield**

Judge Lynne Benfield was introduced as the new Municipal Court Judge.

### **5. PUBLIC HEARINGS**

- Ordinance 23-693, Redistricting

Council has been working diligently with Dr. John Ruoff to reapportion the election districts and preserve the communities of interest. Together, Council and Dr. Ruoff has resolved the malapportioned districts and provided a solution for redistricting that would greatly benefit those communities of interest through the reapportionment designated in the attachments.

Melissa McKnight Rouse, speaking on behalf of the Western York County Branch NAACP, stated that the members accept the proposed redistricting as written.

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# City Council Meeting April 4, 2023

Jim Bradford thanked Council for a very thorough process and active involvement to get the redistricting done correctly. Mr. Bradford recognized Dr. Ruoff for assisting in providing a good resolution and covering all legalities. Also, Mr. Bradford recognized a group of people in support of the redistricting plan.

- Ordinance 23-689, Amendment B-1 Central Business District Revisions  
Councilmember Hickey made a Motion to defer the Public Hearing of Ordinance 23-689, until the completion of the finalized draft to make the ordinance available for comprehensive public review, which was Seconded by Councilmember Jarrett. During Discussion, Council agreed the Ordinance needed to be in complete form before taking action and having a Public Hearing. Mayor Fuessler stated that the Second Reading of the Ordinance will be rescheduled. With no other Discussion, the Motion was approved unanimously.
- Ordinance 23-690, Rezoning Ratliff Heights  
Eastwood Homes has presented Council with a development to be located in the Kings Mountain Street and Carroll Avenue area. On February 20<sup>th</sup>, Council made a Motion to adopt Ordinance 23-690 upon the developer installing sidewalks into the downtown area or to provide the funding for the installation of sidewalks. Eastwood Homes has gone before the BZA and comes before Council with a proposal once more requesting approval.  
Gretchen Coody stated that she is generally opposed to the many different developments and the crowding they cause. Her concerns are the resources the City has to support the new residential homes, which includes schools, physicians, and stores. She stated that the proposed development on Kings Mountain Street will lead to a lot of traffic and put a strain on the local community that the City is not prepared to handle. She stated that the development will impend upon the character of the historical aesthetic.

Mike Kemp with Eastwood Homes stated that the area where the development will take place is not in the historic district. Also, the property is adjacent to an industrial area with vacant buildings. Eastwood Homes believes the development will be a good transition between the buildings leading to the historic district and they have enhanced property by keeping the trees. With the many subdivisions that have already been approved, the traffic study is exceedingly good. SCDOT does not consider traffic to be a problem with the grading received.

## 6. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

Ronnie Taylor stated that his concern is number 11 on the Agenda, where it states, “Memorial Day Family Festival.” He stated that Memorial day is a solemn day for anyone that is a veteran. It is the day we remember the 249 names that is on the stone in the park. To label something a “festival” or “celebration” is wrong. He wishes Council to make the person responsible to change the name of it, as this is not a festival.

## 7. CITY MANAGER’S REPORT

### 7.1. Finance Policy

The Finance Policy was presented to Council during a Work Session on March 20, 2023. The policy entails cash management, debt management, fund balance, and procurement that reflected the new threshold amounts. The new amount is \$500,000 from \$1,000,000 for notifying Council. Also, the City Manager will sign off on timesheets when a supervisor is not available. Councilmember Hickey made a Motion to approve the Finance Policy as presented, which was Seconded by Councilmember Brewer. The Motion was approved unanimously.

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# City Council Meeting April 4, 2023

## 7.2. FY21-22 Audit Update

The City has provided all the necessary information to the auditors for FY21-22. The City is waiting for the final report after clarifying a few disbursements with the County. A preliminary draft should be received soon to accompany the budget season for FY22-23.

## 7.3. City Park Phase II Update

The City has received ninety percent of the civil and landscaping plans for City Park Phase II for review from Keck & Wood. Parks and Recreation Director went before the Board of Architectural Review, which went well. The City is ready to receive electrical submittals and all procurement documents from Keck & Wood to hopefully be approved by the COG. The goal is to get the project bids out by the end of April or beginning of May.

## 8. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

- Council Work Session March 20, 2023, and Special Called Meeting March 20, 2023  
Councilmember Jarrett made a Motion to approve the Minutes of Council Work Session from March 20, 2023, and Special Called Meeting March 20, 2023, into record, which was Seconded by Mayor Pro Tem Brown. With no Discussion, the Motion passed unanimously.

## 9. MONTHLY FINANCIAL REPORT

Finance Director Jeff Wilkins stated that the majority of property taxes have been received. Once the County reimburses for the Homestead and Manufacturer's Inventory, the line item will be in excess. Business licenses and broker's insurance will bring in another \$1.1 million in June or July. Building permits have already exceeded the line item. All other areas are exceptionally growing. Earned interest in the General and Utility Funds are doing well. LGIP accounts are already reflecting returns. The LGIP will potentially bring in \$250,000, which does not include the City's regular money market accounts and checking accounts. In May, a CD will mature, which will be moved to the money market account for the General and Utility Funds.

## 10. OLD BUSINESS

### 10.1. ORDINANCES:

- First Reading Ordinance 23-693, Redistricting  
Councilmember Hickey made a motion to adopt the First Reading Ordinance 23-693, Redistricting, which was Seconded by Councilmember Ramsey. During Discussion, Council wanted clarification if this was the First or Second Reading. It was confirmed that this is the First Reading. With no other Discussion, the Motion passed unanimously.
- First Reading Ordinance 23-689, Amendment B-1 Central Business District Revisions  
Mayor Fuesser stated that this Ordinance was Tabled at the March meeting and will remain Tabled until council has further discussions.
- First Reading Ordinance 23-690, Rezoning Ratliff Heights  
Councilmember Brewer made a Motion to adopt Second Reading 23-690, Rezoning Ratliff Heights contingent upon the developer providing the City the amount of \$150,000 for the installation of sidewalks and funds not used would be returned to the developer or the developer has the option to install the sidewalk themselves, which was Seconded by Councilmember Hickey. During Discussion, Council questioned if this was the First or Second Reading. It is the Second Reading. With no other Discussion, by a show of hands, the Motion was approved 5-2, with Mayor Tem Brown and Councilmember Ramsey voting in opposition.

### 10.2. DISCUSSIONS:

- Boards & Commissions Applications



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# City Council Meeting April 4, 2023

Council summarized the reappointments of Gene Gaulin and Gary Stewart to the BAR, and James Caldwell to the CBAA. It was confirmed that there is one opening and three potential reappointments. Council decided to have another discussion pertaining to the vacancies for the Boards and Commissions Applications during a Special Called meeting on April 17, 2023, at 5:00pm. The reason for the delay is that terms are approaching a year and the ones appointed will not be able to serve a full term.

- Derelict Structures Update – 5 and 9 Springdale Drive  
Council gave a summary of the past meetings involving the derelict structures located at 5 and 9 Springdale Drive and the property owner's plans to demolish the properties. Council questioned if property owner, Martin Foster, has applied for any demolition permits, which was confirmed that he has not. City Attorney Mac Brice plans to follow up with Mr. Foster to determine his plans for the structures.

## 11. NEW BUSINESS

### 11.1. EVENT APPLICATIONS:

- Memorial Day Family Festival

Councilmember Hickey made a Motion to Table the application until a new application is submitted with a different name, which was Seconded by Councilmember Ramsey. During Discussion, Council agreed that Memorial Day is not a festival, and the name should be changed. With no other Discussion, the Motion was approved unanimously.

- Memorial Day Service

This annual event will take place on May 28<sup>th</sup> at 5:00pm. American Legion is hosting the event at 320 W. Liberty Street.

Councilmember Hickey made a Motion to approve the Memorial Day Service, which was Seconded by Mayor Pro Tem Brown. With no Discussion, the Motion was approved unanimously.

- Juneteenth Celebration

This event was previously organized by Mike Feagin of Good Leaf Cigar Shop. The City will be hosting the event at the old baseball fields at the York Recreation Complex, 21 White Rose Lane. Juneteenth is a federal holiday commemorating the emancipation of slaves. The event Guest Speaker is Horace and will take place on June 17<sup>th</sup>.

Councilmember Ramsey made a Motion to approve the Juneteenth Celebration Day, which was Seconded by Councilmember Hickey. With no Discussion, the Motion was approved unanimously.

- York County Employee Appreciation Luncheon

The employee luncheon will be held at 13 N. Congress Street on May 2<sup>nd</sup>, with two food trucks on the premises from 8am-3pm.

Councilmember Hickey made a Motion to approve the York County Employee Appreciation Luncheon, which was Seconded by Mayor Pro Tem Brown. With no Discussion, the Motion was approved unanimously.

### 11.2. ORDINANCES:

- First Reading Ordinance 23-692, Local Revenue Services

Act 176 for Standardizing Business Licenses resulted in Local Revenue Services rebranding and adopting Business License Ordinances, providing standard ordinance template and

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# City Council Meeting April 4, 2023

agreement. The City will still collect the money. The Ordinance is mandated to be adopted all across the state before May 28<sup>th</sup>.

Councilmember Ramsey made a Motion to approve the First Reading of Ordinance 23-692, Local Revenue Services, which was Seconded by Mayor Pro Tem Brown. During Discussion, it was clarified that it is required by the state for this to be approved. With no other Discussion, the Motion was approved unanimously.

## 12. MAYOR'S REPORT

Mayor Fuesser wanted to remind everyone of Silver in the City that will take place on April 21<sup>st</sup>-23<sup>rd</sup>. April 15<sup>th</sup> is cleanup day. The Mayor's goal is to get litter picked up throughout the City. If you would like to participate, please contact the Mayor via email or phone. He would like adults to assist on Highway 321.

## 13. EXECUTIVE SESSION

13.1 To Discuss Personal Matters Related to all the City of York Employees

Councilmember Ramsey made a Motion to enter into Executive Session, which was Seconded by Mayor Pro Tem Brown. With no Discussion, the Motion was approved unanimously.

Councilmember Ramsey made a Motion to exit Executive Session, which was Seconded by Councilmember Jarrett. With no Discussion, the Motion was approved unanimously.

## 14. UPON RETURNING TO OPEN SESSION, COUNCIL MAY TAKE ACTION ON MATTERS DISCUSSED IN EXECUTIVE SESSION

*\*\*No action was taken\*\**

## 15. ADJOURN

Councilmember Hickey made a Motion to Adjourn, which was Seconded by Mayor Pro Tem Brown. The Motion was adopted unanimously. The meeting Adjourned at 7:19 pm.

Respectfully Submitted,



Amy Craig  
Municipal Clerk

# City of York

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## Memo

**TO:** Mayor & Council

**FROM:** Community Events Director Becky Mestas

**MEETING DATE:** April 17, 2023

**SUBJECT:** Special Events Applications

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### **GENERAL INFORMATION**

On April 4, 2023, it was recommended by the community and Council that the name on an application be changed for a Memorial Day event. Councilmember Hickey made a Motion to Table the application until a new application is submitted with a different name, which was Seconded by Councilmember Ramsey. During Discussion, Council agreed that Memorial Day is not a festival, and the name should be changed. With no other Discussion, the Motion was approved unanimously.

### **STAFF RECOMMENDATIONS**

Staff recommends that Councils accepts the new application with the amended name change.

### **ATTACHMENT(S):**

- A. Application for Kickoff to Summer Carnival

### **REQUESTED ACTION**

Council Approval



## CITY OF YORK SPECIAL EVENT PERMIT APPLICATION

Date of Application Submission: 2/02/23

Name of Festival or Special Event: Kick off to Summer ~~fest~~ Carnival

Location and/or Route of the Event: 60 N. Congress St.  
*Note: A sketch/diagram must be attached to the application.*

Proposed Date(s) of Event: May 24<sup>th</sup> - May 28<sup>th</sup>

Alternate Date(s) for Event: ~~May 24<sup>th</sup>~~

Event Setup time: May 22 to 23<sup>rd</sup>

Actual Event: May 24<sup>th</sup> to 28<sup>th</sup>

Road Closure time: \_\_\_\_\_ to \_\_\_\_\_

Breakdown time: May 28<sup>th</sup> to 29<sup>th</sup>

Estimated number of attendees (including event staff): 200 per day

Requesting Organization: TC's Amusements Inc.

Address: 5203 Old York Rd.  
Rock Hill, S.C. 29732

Purpose of the Event: \_\_\_\_\_

Is your organization a charity or non-profit organization? NO

Will the proceeds benefit your organization? If no, please specify which organization it will benefit \_\_\_\_\_

This is a ☐ private ☒ public event to be held on ☒ private ☐ public property.

Permit Holder/Event Point of Contact: Tommy Hurst

Mobile Number: 803-493-5867 Email: tcsamusements@yahoo.com

Street Address: 5203 Old York Rd. Rock Hill, S.C. 29732

Additional Authorized Contact: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Email: \_\_\_\_\_

Planned Activities: Summer Carnival

Note: A proposed schedule of events must be attached to the application

Will inflatables or amusement rides be used at the event? ☒ Yes ☐ No

If yes, explain: Amusement Rides, Games and Food

Company name: TC's Amusements Inc. City of York Business License #: 15290

Will motorized vehicles, equipment or animals be used for the event? ☒ Yes ☐ No

If yes, explain: Carnival Rides

Company name: TC's Amusements City of York Business License #: 15290

*\*\*Note: All events that include the use of live animals, motorized vehicles or equipment, inflatables (jump castles etc.) or other amusement rides are required to obtain a copy of the contracting companies certificate of liability insurance naming the City of York as an also insured on general liability.*

Do you plan to have food trucks/vendors of any kind with items for sale? ☒ Yes ☐ No

If yes, explain (include the items being sold and if cooking with grease):

Cotton Candy Trailer, Funnel Cake Trailer, French Fry Trailer  
Yes cooking with grease

Does your event require the use of utility services such as power or water? ☐ Yes ☒ No

Note: Any additional utilities must be provided at the applicant's expense

If yes, explain: \_\_\_\_\_

Will alcohol be served at the event? ☐ Yes ☒ No

If yes, explain (and include, how do you plan to ensure/enforce that only those that are of legal drinking age are consuming/purchasing alcohol) :

Will amplified sound be used at the event? ☐ Yes ☒ No

If yes, explain: \_\_\_\_\_



Will tents be used at the event? ☒ Yes ☐ No

If yes, explain (include size and type of tents): 10x10 for games

Will signs or banners be erected at the event? ☐ Yes ☒ No

If yes, explain (include size and locations): \_\_\_\_\_

Will city staff be responsible for street /public clean-up at the event? ☐ Yes ☒ No

If yes, explain (include extent of clean-up and if waste containers are needed): \_\_\_\_\_

Have arrangements been made for restroom facilities? ☒ Yes ☐ No

If yes, explain (include locations of restrooms and service provider):

Portable toilets at Front of Property and another set at rear of property

Describe in detail your plan to control parking, crowds, and vehicular traffic: This should include the number of officers required for crowd/traffic control and arrangements for medical assistance if needed. The cost for officers at any event is \$45.00 per hour. The full amount must be paid 14 days prior to the event or the event will be cancelled.

List any/all streets which may need to be closed during the event (include date and times of proposed closures):

No Street Closures



Are you requesting barricades for road closures (fees may apply)?        Yes   ✓   No *Note:*  
If yes, include a list of location(s) and a map designating the location of each barricade, the number  
needed, and person responsible for barricades.

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Please provide any additional information that may be helpful:

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**RELEASE and INDEMNIFICATION**

In consideration for being permitted to use public facilities and/or facilities owned by the City of York, Applicant agrees to indemnify, release and hold harmless the City of York, its officers and employees from and against all liability, claims, and demands which are incurred, made or brought by any person or entity on account of damage, loss or injury, including, without limitation, claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, death, or any other loss of any kind whatsoever which arise out of or are in any manner connected with the use of the facilities whether any such liability, claims, and demands result from the act, omission, negligence, or other fault on the fault of the City of York, its officers, or its employees or from any other cause whatsoever. Your organization is fully responsible for complying with all applicable laws and safety procedures. This permit does not authorize you to enter upon private property or in any way hinder or obstruct pedestrian or vehicular traffic. In order to protect the general health, safety and public welfare of its citizens, The City of York reserves the right to deny and/or modify the conditions of this permit or to cancel it entirely if it is deemed appropriate by the City of York.

Application Submitted By: *Name & Title*

Tommy Hunt President

Signature: 

Date: 1/3/23



# Untitled Map

Write a description for your map.

in Music Lessons and More

York ARP Church

## Legend

- 📍 Downtown Music Lessons and More
- 📍 Feature 1
- 📍 Feature 2
- 📍 York ARP Church
- 📍 York City Police Department





- 1) Taxi
- 2) Train
- 3) Kiddie Ferris Wheel
- 4) Carousel
- 5) Motorcycles
- 6) Choppers
- 7) Turbo Tubs
- 8) Scat
- 9) Roundup
- 10) Paratrooper
- 11) Ferris Wheel
- 12) Loop O'Plane
- 13) Swings

- 14) Funnel Cake Trailer
- 15) Cotton Candy Trailer
- 16) Restroom
- 17) Restroom
- 18) Tickets
- 19) Restroom
- 20) Restroom
- 21) Tickets
- 22) Trash Dumpster

# City of York

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## Memo

**TO:** Mayor & Council

**FROM:** Dalton Pierce, MPA, City Manager

**MEETING DATE:** April 17, 2023

**SUBJECT:** Ordinance 23-693, Redistricting

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### **GENERAL INFORMATION**

#### **Ordinance 23-693, Redistricting**

On April 4, 2023, Council held a Public Hearing for and adopted First Reading Ordinance 23-693, Redistricting, after hearing positive feedback from the community.

### **STAFF RECOMMENDATIONS**

Staff recommends Council adopt Second Reading Ordinance 23-693, Redistricting.

### **ATTACHMENT(S):**

- A. Ordinance 23-693, Redistricting
- B. City Council Plan 1 Statistics
- C. City of York Council Plan 1

### **REQUESTED ACTION**

Request Council Approval

STATE OF SOUTH CAROLINA

COUNTY OF YORK

)  
)  
)

CITY OF YORK

ORDINANCE 23-693

TO PROVIDE FOR THE ADOPTION OF A SIX-SINGLE-MEMBER-DISTRICT REAPPORTIONMENT PLAN FOR THE CITY OF YORK; SUCH PLAN PROVIDING FOR A COUNCILMEMBER TO BE ELECTED FROM EACH DISTRICT, THE METHOD OF ELECTION, AND FOR THE SUBMISSION OF SUCH PLAN TO THE ATTORNEY GENERAL OF THE UNITED STATES FOR REVIEW

WHEREAS, Statutes for the State of South Carolina have in recent years amended the location and number of precincts required in elections; and,

WHEREAS, it is required that single-member districts for Council members be redrawn after each ten (10) year United States Census and reports thereof are made available; and,

WHEREAS, based upon the 2020 Census, a new districting plan must be approved and accepted by the City; and,

WHEREAS, 2020 Census Bureau statistics reveal disproportionate variance among certain districts; and,

WHEREAS, in keeping with the requirements of the Constitutions of the United States and the State of South Carolina, the City Council of York has determined it to be in the public interest to reapportion; and,

WHEREAS, the City of York, with the assistance of the South Carolina State Budget and Control Board, Office of Research and Statistics, has submitted a plan reapportioning the council districts of the City of York, and the City of York finds such plan to be a proper one for the City of York and in accord with the public interest;

NOW, THEREFORE, BE IT ORDAINED by the City Council of York, South Carolina:

Section 1. The City of York is divided into six (6) districts, as set forth and described in Exhibit to the ordinance.

Section 2. The City of York shall consist of six (6) council members and the mayor.

Section 3. Each of the aforementioned districts shall be represented on the city council by one (1) councilmember, who must be a resident of such district and remain so during his or her term of office, elected by the qualified voters of the district and not at large.

BE IT FURTHER ORDAINED:

- Section 4. The six-single-member-district reapportionment plan for the redistricting of the City of York, such plan being attached to this ordinance and designated as *York City Council NAACP Proposal 2-A Demographics*, together with a copy of the map showing district lines, also attached to this ordinance and designated as *City of York NAACP Proposal 2-A* is hereby adopted.
- Section 5. The redistricting plan shall be effective for any City Council election held after the effective date hereof.
- Section 6. This ordinance in no way affects the current system for the election of a mayor or the current staggered system of electing council members from respective districts.
- Section 7. If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate distinct and independent portion, and such wording shall not affect the validity of the remaining portions hereof.
- Section 8. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.
- Section 9. This ordinance shall become effective upon ratification.

DONE IN COUNCIL ASSEMBLED on the dates hereafter set forth.

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Michael D. Fuesser, Mayor

ATTEST:

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Municipal Clerk

First Reading: \_\_\_\_\_

Public Hearing: \_\_\_\_\_

Second Reading: \_\_\_\_\_



**York City Council**  
**NAACP Proposal 2-A 02/16/2023**

Population											
	Deviation			NH DOJ Black		NH White		Hispanic		NH Other	
District	Population	#	%	#	%	#	%	#	%	#	%
1	1,457	5	0.3%	334	22.9%	932	64.0%	123	8.4%	68	4.7%
2	1,426	(26)	-1.8%	837	58.7%	500	35.1%	55	3.9%	34	2.4%
3	1,432	(20)	-1.4%	850	59.4%	471	32.9%	61	4.3%	50	3.5%
4	1,406	(46)	-3.2%	380	27.0%	766	54.5%	190	13.5%	70	5.0%
5	1,531	79	5.4%	523	34.2%	888	58.0%	83	5.4%	37	2.4%
6	1,457	5	0.3%	297	20.4%	855	58.7%	222	15.2%	83	5.7%
Total	8,709	(3)		3,221	37.0%	4,412	50.7%	734	8.4%	342	3.9%

Target Population = 1,452  
Total Deviation = 8.6%

Voting Age Population										
		NH DOJ Black		NH White		Hispanic		NH Other		
District	Population	#	%	#	%	#	%	#	%	
1	1,069	221	20.7%	723	67.6%	71	6.6%	54	5.1%	
2	1,084	596	55.0%	429	39.6%	39	3.6%	20	1.8%	
3	1,020	600	58.8%	348	34.1%	40	3.9%	32	3.1%	
4	1,025	274	26.7%	613	59.8%	96	9.4%	42	4.1%	
5	1,074	342	31.8%	664	61.8%	43	4.0%	25	2.3%	
6	1,081	199	18.4%	694	64.2%	130	12.0%	58	5.4%	
Total	6,353	2,232	35.1%	3,471	54.6%	419	6.6%	231	3.6%	-

# City of York NAACP Proposal 2-A 2/16/2023

