

First Reading: April 24, 2000  
Second Reading: June 12, 2000  
Public Hearing: June 19, 2000  
Third Reading: June 19, 2000  
Sponsors: Fairfield County Council  
Effective Date: July 1, 2000

I, Shryll M. Brown, hereby certify that this Ordinance was advertised for public hearing and third reading on June 1, 2000.

STATE OF SOUTH CAROLINA)  
COUNTY OF FAIRFIELD )

**ORDINANCE NO. 371**

COUNCIL-ADMINISTRATOR FORM OF GOVERNMENT.

AN ORDINANCE ADOPTING A BUDGET PROPOSED BY THE COUNTY ADMINISTRATOR, CONTAINING ESTIMATES OF PROPOSED REVENUES AND EXPENDITURES BY THE COUNTY OF FAIRFIELD FOR THE FISCAL YEAR BEGINNING JULY 1, 2000, AND ENDING JUNE 30, 2001, AND DECLARING THAT SAME SHALL CONSTITUTE THE BUDGET FOR FAIRFIELD COUNTY FOR SUCH FISCAL YEAR.

WHEREAS:

1. Pursuant to the provisions of the laws of the State of South Carolina, and the charter and ordinances of Fairfield County, the County Administrator is required to submit a budget and explanatory message for the next fiscal year beginning July 1, 2000, and ending June 30, 2001; and
2. The County Administrator has prepared and filed such budget with the Clerk of Council; and same has ever since been in the office of said Clerk of Council, and open and advertised for public inspection; and
3. This budget contains the budgets for the General Fund, Accommodations Tax and Debt Service.
4. All public hearings have been held on said budget, as required by law.

NOW, THEREFORE BE IT ENACTED BY THE FAIRFIELD COUNTY COUNCIL THAT:

TEMPORARY PROVISIONS (July 1, 2000 to June 30, 2001)

Section 1. That the Council hereby adopts the hereto annexed and approved revenues and expenditures for the various purposes therein named, and set forth, for the conduct of the business of the government of Fairfield County, for the fiscal year beginning July 1, 2000, and ending June 30, 2001 and that same shall constitute the official annual budget of the County of Fairfield for said fiscal year.

Section 2. That funds obtained from any sources may be used for any of the appropriations in said budget, except funds specifically restricted by County Ordinance or State Law.

Section 3. That an appropriation in addition to those contained in the general appropriations ordinance may be made, through ordinance, by Council by a majority vote of the entire Council, only on the recommendation of the County Administrator and only if the County Administrator certifies in writing that there is available in the general fund a sum unencumbered and appropriated sufficient to meet such appropriation.

Section 4. That no payments shall be made and no obligations incurred by or on behalf of the County except in accordance with the appropriation duly made. Every payment made in violation of this provision shall be deemed illegal and any official who shall knowingly take part therein and any person who shall knowingly receive such payment or any part thereof shall be jointly and severally liable to the County for the full amount so paid or received. If any employee of the County shall knowingly incur any obligation or shall authorize or make expenditure violation of the provisions of this ordinance or knowingly take part therein, such action shall be cause for his/her removal.

Section 5. Upon expiration of this fiscal year, all unencumbered balances remaining in any General Fund line item shall revert to the County General Fund Balance.

#### **PERMANENT PROVISIONS**

Section 1. All revenues and income shall be received by the County Treasurer and shall be allocated directly into the general funds of the County unless otherwise designated by County Council. The Treasurer is directed to forward a monthly report of revenue collections and fund balances to the County Administrator. In addition, the Treasurer is empowered to develop and implement a plan of investment for all County funds, including tax and other revenues of the Hospital and the Library. No agency funded through a tax millage may draw from the Treasurer any funds in excess of those needed to meet current monthly expenses. All bonds and debt obligations which are retired through a tax levied by County Council shall be held by the Treasurer of Fairfield County and all payments shall be made directly by the Treasurer of the County.

Section 2. All agencies, boards and commissions that receive funding from the Fairfield County Council shall comply with the following:

- A. An amended budget based on the amounts appropriated by the Fairfield County Council is to be submitted to the County Administrator within 60 days of the beginning of the fiscal year or notification of the appropriation.

- B. An audited statement of all revenues received, the related expenditures, and any unexpended fund balances must be submitted to the Fairfield County Administrator within 180 days of the close of the entity's fiscal year.
- C. No more than one fourth of the appropriation shall be requested during any fiscal quarter by a duly authorized representative of the entity.
- D. All records of the entity shall be made available to the public in compliance with the South Carolina Freedom of Information Act.
- E. All meeting minutes, annual records, and financial information submitted to the governing body of the entity shall also be submitted to the Fairfield County Council in a timely manner.

Section 3. Except for new hires, the County Administrator shall purchase uniforms for the various departments semi-annually. Any authorized deputy for the Sheriff's Department directed by the Sheriff to work in plain clothes shall be paid \$475.00 per year for clothing allowance; provided that this payment shall be made in equal installments in December and June for any plain clothes officer who has been employed for the previous six months period. No employee may receive more than \$475.00 per year in uniforms.

Section 4. The County Council hereby adopts, by reference, the expense reimbursement policy contained in the Fairfield County Personnel Policy Manual, including a reimbursement rate at the prevailing state rate for all authorized official business travel requiring the use of a personal vehicle. All out-of-County travel, excluding same-day trips to surrounding County areas and law enforcement trips authorized by the Sheriff or his designee, shall be approved in advance by the supervising department head and the County Administrator. All advance travel funds approved by the County Administrator, in accordance with the Fairfield County Personnel Policy Manual, shall be accounted for to the County Administrator within thirty (30) days of the conclusion date of the trip, with appropriate documentation and receipts attached. Any recipient of advance travel funds not submitting the required documentation in accordance with the provisions of this section shall be given written notification of the lack of compliance and a thirty (30) day grace period to comply, after which the non-complying recipient shall be reported to the County Council by the County Administrator. Reimbursable travel expense claims for all County employees and officials eligible for said reimbursement shall be in writing within thirty (30) days of the conclusion date of the trip, for approval by the supervising department head and the County Administrator, with appropriate documentation and receipts attached. The following restrictions, to be administered by the County Administrator, are hereby placed on all official County travel where advance County funds or reimbursement will be requested:

- A. One (1) vehicle, or reimbursement for one (1) private vehicle shall be provided for all out-of-County travel for each five (5) employees traveling to a single destination for the same purpose or conference. Any employee or department head electing not to use the "pool" County car shall not be eligible for mileage reimbursement.
- B. Approval of all out-of-state travel must be granted by the County Administrator prior to travel arrangements being made.
- C. Any County employee desiring to accept an office in a state, regional, or national organization, which shall require official travel at County expense or time off from work for the fulfillment of the duties of that office, must obtain the advance approval of County Administrator prior to accepting the office in question.

Section 5. There is hereby established a County motor pool consisting of all automobiles and trucks owned by the County, excluding law enforcement vehicles under the supervision of the Sheriff. The County Administrator shall supervise the motor pool, shall be authorized to transfer vehicles within and between departments so as to maximize the efficient use of all vehicles, and shall upon request provide County Council with a list of all vehicles authorized for 24 hour assignment or home-to-work use. All other vehicles shall remain parked, except when in official use, at County parking areas designated by the County Administrator.

Section 6. Fees and charges for services are hereby established as outlined below, except where otherwise provided for by State Statute.

<u>Responsible Department</u>	<u>Service Provided</u>	<u>Fees/Charges</u>
All Departments	Photo Copies	\$ .25
Tax Assessor	Aerial Blue Line Map	\$ 5.00
	Small Highway Map	\$ .50
	Large Highway Map	\$ 1.00
	Mobile Home Licenses	\$ 5.00
	Mobile Home Inspections	Same schedule of permit fees as Building permits, less the \$5.00 license fee.
	Electrical Upgrade	\$25.00

As authorized by amendments to Act 189 of 1963, relating to building permit fees in Fairfield County, the following rate schedule is adopted for all building permits issued by the Tax Assessor's Office.

Schedule of Permit Fees

1. Permit Fees:

<u>Total Valuation</u>	<u>Fee</u>
\$100.00 and less	No fee, unless inspection required, in which case a \$2.50 fee for each inspection shall be charged.
\$101.00 to \$2,000.00	\$4.00 per thousand or fraction thereof.
\$2,001.00 to \$15,000.00	\$8.00 for the first \$2,000.00 plus \$3.00 for each additional thousand or fraction thereof, to and including \$15,000.00.
\$15,001.00 to \$50,000.00	\$47.00 for the first \$15,000.00 plus \$2.25 for each additional thousand or fraction thereof, to and including \$50,000.00.
\$50,001.00 to \$100,000.00	\$125.75 for the first 50,000.00 plus \$2.00 for each additional thousand or fraction thereof, to and including \$100,000.00.
\$100,001.00 to \$500,000.00	\$225.75 for the first \$100,000.00 plus \$1.00 for each additional thousand or fraction thereof, to and including \$500,000.00.

\$500,000.00 and up

2. Moving Building Structure:

\$625.75 for the first \$500,000.00 plus \$.50 for each additional thousand or fraction thereof.

For the moving of any building or structure, the fee shall be \$25.00.

3. Moving Mobile Home:

For the moving of a mobile home, the fee shall be \$15.00.

4. Demolition of Building or Structures:

For the demolition of any building or structure, the fee shall be \$10.00.

5. Working without a permit:

Where work for which a permit is required by the Code is started or proceeded with prior to obtaining said permit, the fees herein specified shall be doubled, but the payment of such double fee shall not relieve any persons from fully complying with the requirements of this Code in execution of the work nor from any other penalties herein.

Schedule of Subdivision Fees

Traditional Subdivision Processing Fee Schedule

The following fee shall be paid by the owner or agent of the owner of a proposed subdivision when the Preliminary Plat is submitted to the Administrative Official of the Planning Commission:

Number of Lots  
Above 4

Fees  
\$5.00 plus \$1.00 per lot above 5 lots.

## Group Development Processing Fee Schedule

The following fee shall be paid by the developer of a group development or his agent when the Preliminary Plat is submitted to the Administrative Official of the Planning Commission:

### A. Residential Group Developments:

<u>Number of Dwelling Units</u>	<u>Fees</u>
1 - 25	\$25.00 plus \$1.00 per unit above 25 units.
26 - 50	\$50.00 plus \$.75 per unit above 50 units.
51 - 100	\$87.50 plus \$.50 per unit above 100 units.

### B. Commercial or Industrial Group Developments:

<u>Number of Buildings</u>	<u>Fees</u>
1 - 5	\$50.00
6 - 10	\$50.00 plus \$10.00 per building above 5 buildings.
Above 10	\$100.00 plus \$5.00 per building above 10 buildings.

Animal Control:	Animal Impoundment	\$10.00
	Animal Adoption Fee	\$ 5.00

Governmental Entities Funded By County Council:	Gasoline Use Charges/Agencies	2% above cost
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	Photo Copies	\$ .25 per copy
Detention Center:	Housing for Municipal Prisoners	Actual per diem cost effective 1986 or established by contractual Agreement
Sheriff:	Summons & Complaint	\$15.00
	Mechanic's Lien	15.00
	Order of Seizure	25.00
	Execution	25.00
	Subpoena	10.00
	Claim & Delivery	25.00
	Distress Warrant	25.00
	All Others	15.00
Clerk of Court:	Plat Filing 8 1/2 X 11	\$ 5.00
	Larger Than 8 1/2 X 11	\$10.00
Public Works:	Transfer Station Charge For Commercial Waste	\$42.50/Ton
	Waste Permit Fee	\$10.00

Section 8. All departments and agencies funded in whole or in part through the Annual County Budget shall make records available to the public in compliance with the South Carolina Freedom of Information Act, as amended.



Section 9. Reimbursement for telephone service will be paid only for those individuals designated by the County Council in accordance with policies established by the County Administrator. The County will pay for basic charges of a single, listed number and will be limited to \$11.06 per month.

Section 10. The County Council authorizes law enforcement personnel to use County owned equipment in the course of outside employment only on property owned by the County School Board and only with the permission of the Sheriff. All details of this article shall be defined in State Law and Fairfield County does not accept liability for any actions taken by its law enforcement personnel on off-duty jobs.

Section 11. Magistrate and Coroner's jurors shall be paid at a rate of \$10.00 per diem, as stipulated in State Law, and shall be paid at the prevailing state rate per mile for one round trip from their residence to the location of the trial. Bailiffs in the Circuit Court shall be paid at the current minimum wage rate; the individual chosen to select the jury shall be paid \$10.00 per day for this task.

Section 12. A copy of the appropriate sections of this budget shall be distributed by the County Administrator, following final approval by the County Council, to each department and agency funded in whole or in part in the Fiscal Year 2000 County Budget. Copies of the entire budget shall be available in the office of the Clerk to Council and the Fairfield County Library.

Section 13. To comply with the Fair Labor Standards Act, Fairfield County began paying overtime to all non-exempt County employees in the following manner. All positions not specifically delineated in this section will be paid at time and a half for all hours worked in excess of 40 in a work week period. Non-exempt employees in the Sheriff's Department, excluding the secretarial and clerical staff, will be paid a bi-weekly salary for all straight time hours worked in a twenty eight day work interval. Overtime will be calculated for these employees, for all hours worked in excess of 171 during a twenty eight day work interval. All Dispatchers will be paid a salary for all straight time hours worked in a seven day work period. Overtime for these employees will be calculated at time and a half for all hours worked in excess of 40 in a seven day work period.

Section 14. The following Fairfield County Government employees are exempt from the provisions of the Fair Labor Standards Act and thusly considered salaried:

All Elected Officials  
County Administrator  
Purchasing Director  
Finance Director  
Personnel Director  
Detention Center Administrator  
Emergency Management Director  
Administrative Office Manager, Sheriff's Department  
Veterans Affairs Officer  
Public Works Director  
Tax Assessor  
Magistrates  
Data Processing Manager  
Recycling Coordinator  
Transit System Director  
JTPA Director

Section 15. Fairfield County began paying overtime as mandated by the Fair Labor Standards Act beginning in the bi-weekly work period of June 30, 1985 to July 6, 1985. No County departments, other than those with specific overtime allocations, can authorize overtime to be worked without the prior approval of the County Administrator.

Section 16. All County non-exempt personnel and all law enforcement personnel shall receive compensatory time for all hours worked on a county approved holiday. The County Administrator has the authority to approve payment for emergency situations.

Section 17. Magistrates shall receive salaries as outlined in the budget. All magistrates, with the exception of the Chief Magistrate and those housed in County facilities, will receive expense payments to cover office supplies, stationery, stamps, office rent, electricity, etc. in the amount of \$270.00 per month. The remaining Magistrates will receive \$170.00 per month and the Chief Magistrate shall receive \$300.00 per month. The remaining Bailiffs utilized in Mitford and Ridgeway will now be compensated as outlined in the budget. A Court Administrator will be stationed at the Central Magistrates Court and other secretarial assistance shall be assigned as provided in the budget. The duties and schedules of these secretaries shall be determined by the Chief Magistrate. The County will pay for necessary forms, jurors' payments, and the basic home telephone bill for each magistrate. All forms must be requisitioned through the Chief Magistrate. In addition, the County will reimburse magistrates for travel in

connection with official duty in a manner prescribed by the County Personnel Procedures Manual. Also, the County will pay for one round-trip for magistrates schooling. A Central Court System has been established in Fairfield County in an effort to improve the judicial process in the County. All expenditures required to operate the Central Court System will be procured as established in the Fairfield County Purchasing ordinance.

Section 18. Any vacant positions existing on June 30 of any Fiscal Year will not be carried forward into the salary budgets for the forthcoming Fiscal Year.

Section 19. All capital expenditures from the Fire Board Capital Outlay Fund shall have the prior approval of the County Administrator.

ADOPTED AND APPROVED BY THE COUNCIL OF FAIRFIELD COUNTY THIS 19<sup>th</sup> DAY OF JUNE, 2000.

\_\_\_\_\_  
R. David Brown, Chairman

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Robert W. Davis, Vice Chairman

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David L. Ferguson, Member

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Mary Lynn Kinley, Member

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Kamau Marcharia, Member

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Carnell Murphy, Member

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Carolyn B. Robinson, Member

ATTEST:

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Shryll M. Brown  
Clerk to Council

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Jerry T. Witherspoon  
Fairfield County Administrator

First Reading: April 24, 2000  
Second Reading: June 12, 2000  
Public Hearing: June 19, 2000  
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Effective Date: July 1, 2000

I, Shryll M. Brown, hereby certify that this Ordinance was advertised for public hearing and third reading on June 1, 2000.

STATE OF SOUTH CAROLINA)  
COUNTY OF FAIRFIELD )

ORDINANCE NO. 371

COUNCIL-ADMINISTRATOR FORM OF GOVERNMENT.

AN ORDINANCE TO LEVY A TAX FOR FAIRFIELD COUNTY AND ALL REMAINING COUNTY MILLAGE AGENCIES AND SPECIAL PURPOSE DISTRICTS AND FOR ALLOCATION OF ACCOMMODATIONS TAX FUNDS

Section 1. The Auditor of Fairfield County is hereby directed to levy for the year commencing July 1, 2000, an annual tax upon all property in Fairfield County sufficient to bring in approved appropriations for:

County General Fund	\$ 8,359,270
Hospital:	
EMS - Operations	\$ 653,068
Emergency Room	\$ 381,794
County Debt Retirement:	
1988 Issue	\$ 110,519
1996 Issue	\$ 462,171
Library Operations	\$ 281,450
Recreation Commission	\$ 442,077

Section 2. The Auditor of Fairfield County is hereby directed to levy for the year commencing July 1, 2000 an annual tax upon all taxable property located in Fairfield County, exempt for the incorporated area of the Town of Winnsboro, a tax sufficient to bring in the following appropriation for:

Fire Board:	
Operations	\$ 318,975
Capital	\$ 106,325

Section 3. In determining the appropriate tax levy for each item, the Auditor of Fairfield County shall use the following guidelines:

1. Assume a 97% collection rate for all levies.
2. Levies shall be in 1/10 mill increments.
3. Once the Auditor has determined the millage level required to meet the appropriation levels, this information shall be submitted to County Council. The Auditor shall not officially levy the tax without prior consultation and approval of the Fairfield County Council. As soon as possible after receiving the preliminary millage figures from the Auditor's Office, the County Council shall, by Resolution, inform the Auditor as to the specific millage figures to be used for each agency. In the event the initial tax millage figures reveal the appropriations contained in this Ordinance will result in a net tax increase to the citizens of Fairfield County, County Council will consider reducing any and all appropriation levels.

Section 4. To account for projected delinquent tax collections, as well as carryover surplus in the debt service and millage agency funds, the Treasurer of Fairfield County will disburse both current and prior years' tax collections according to the required appropriated levels for:

County General Fund	\$ 14,384,498
Hospital:	
EMS - Operations	\$ 703,068
EMS - Capital Outlay	\$ 125,000
Emergency Room	\$ 382,000
County Debt Retirement:	
1988 Issue	\$ 121,574
1996 Issue	\$ 564,765
Library Operations	\$ 369,956
Recreation Commission	\$ 512,190
Fire Board:	
Operations	\$ 364,859
Capital Outlay	\$ 125,000

Section 5. The Treasurer of Fairfield County is hereby directed to prohibit all millage agencies from drawing more local revenues than are outlined in the budget document unless specifically authorized by the Fairfield County Council.

Section 6. Pursuant to the provisions of the laws of the State of South Carolina, the funds received by a municipality or a County in County areas collecting more than fifty thousand dollars from the local Accommodations Tax provided in Section 12-36-2630(3) must be allocated according to the provisions of Section 6-4-10. The County Administrator is hereby directed and authorized to expend Accommodations Tax funds as budgeted according to the provisions in Section 6-4-10.

Section 7. This Ordinance shall take effect on July 1, 2000 and expire on June 30, 2001.

ADOPTED AND APPROVED BY THE COUNCIL OF FAIRFIELD COUNTY THIS 19<sup>th</sup> DAY OF JUNE, 2000.

\_\_\_\_\_  
R. David Brown, Chairman

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Robert W. Davis, Vice Chairman

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David L. Ferguson, Member

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Mary Lynn Kinley, Member

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Kamau Marcharia, Member

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Carnell Murphy, Member

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ATTEST:

\_\_\_\_\_  
Shryll M. Brown  
Clerk to Council

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Jerry T. Witherspoon  
Fairfield County Administrator