

**CITY OF LANCASTER  
WORK SESSION  
TUESDAY, DECEMBER 14, 2021**



**CITY OF LANCASTER  
WORK SESSION  
TUESDAY, DECEMBER 14, 2021  
7:00 P.M.**

- I. **Invocation & Pledge of Allegiance** – Council Member Hood
- II. **Roll Call**
- III. **Special Presentation**
  - A. Presenting the Donated All-Terrain Utility Vehicle to the Police Department (*Hall*)
- IV. **Citizen Comments\***
- V. **Employee Comments**
- VI. **Approval of Minutes**
  - A. Special Meeting – November 19, 2021 Pg. 1
  - B. Regular Meeting – November 23, 2021 Pg. 2
- VII. **Discussion and Action Items**
  - A. Affirming the 2022 City Council Meetings Schedule (*Rabon*) Pg. 5
  - B. Adopting the 2022 Planning Commission & Board of Zoning Appeals Meeting Schedule (*Hutfles*) Pg. 7
  - C. Closing of City Hall on December 17, 2021 from 11:30 a.m. to 1:30 p.m. for the City Hall Christmas Luncheon (*Hutfles*) Pg. 9
  - D. Discussing the 2022 Board & Commission Appointments (*Hutfles*) Pg. 10
  - E. Discussing Topping Main Street Trees (*Berry*) Pg. 12
- VIII. **Resolution**
  - A. R21-23 A Resolution to Adopt a Transition Plan in Accordance With the Americans With Disabilities Act of 1990 (*Stephen Allen, Catawba COG*) Pg. 15
- IX. **Ordinance**
  - A. O21-19 (First Reading) An Ordinance Amending the 21-22 Fiscal Year Budget & Position Control List (*Berry*) Pg. 38
- X. **Executive Session-Personnel Matter (§30-4-70(a)(1))**
  - A. To discuss the Chief of Police applicants

*N.B.: Upon returning to open session, Council may take action on matters discussed in executive session.*

**XI. Adjournment**

\*Persons desiring to speak should notify the City Clerk prior to the beginning of the meeting. Please begin by stating your name and address. You will have up to 3 minutes to address Council. The entire Citizen Comments portion of the agenda shall not extend longer than thirty (30) minutes. All statements should be addressed to Council as a body and not to individual Council Members. Please be advised that this is not a period of dialogue with Council or a question and answer period.



Any person requiring special accommodations should contact the Office of the City Administrator at (803) 289-1453 at least 24 hours prior to the scheduled meeting.

**CITY OF LANCASTER  
SPECIAL COUNCIL MEETING  
CITY HALL CONFERENCE ROOM  
FRIDAY, NOVEMBER 19, 2021**

A meeting of the Lancaster City Council was held in the Conference Room of City Hall on Friday, November 19, 2021 at 2:30 p.m.

Mayor T. Alston DeVenny called the meeting to order. A notice of the meeting was posted at City Hall and placed on the City's website. The local news media was contacted of the meeting time and place. The meeting was open to the public with social spacing and the wearing of face coverings being recommended.

**I. Roll Call**

**Present:** Mayor Alston DeVenny, Council Member Harris, Council Member Hood, Council Member Jones, Council Member Mackey, Council Member Sowell and Council Member Taylor

**Others Present:** City Administrator Flip Hutfles

**II. Executive Session-Personnel Matter (§30-4-70(a)(1))**

*A. Police Chief Interviews*

**Motion:** To enter Executive Session

**Moved by** Council Member Harris, **Seconded by** Council Member Taylor

**Vote:** Motion carried by unanimous roll call vote

**Action:** Approved

**Motion:** To come out of Executive Session

**Moved by** Council Member Jones, **Seconded by** Council Member Harris

**Vote:** Motion carried by unanimous roll call vote

**Action:** Approved

**III. Adjournment**

**Motion:** To adjourn

**Moved by** Council Member Hood, **Seconded by** Council Member Jones

**Vote:** Motion carried by unanimous roll call vote

**Action:** Adjourned

There being no further business, Council adjourned at 8:29 p.m.

Respectfully submitted,

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Tracy Rabon  
City Clerk

**CITY OF LANCASTER  
REGULAR MEETING  
TUESDAY, NOVEMBER 23, 2021**

P2

A meeting of the Lancaster City Council was held in the City Hall Council Chambers on Tuesday, November 23, 2021 at 7:00 p.m.

Mayor T. Alston DeVenny called the meeting to order. A notice of the meeting was posted at City Hall and placed on the City's website. The local news media was contacted of the meeting time and place. The meeting was open to the public with social spacing and the wearing of face coverings being recommended.

**I. Invocation & Pledge of Allegiance**

Mayor DeVenny offered the Invocation and the lead the Pledge of Allegiance

**II. Roll Call**

**Present:** Mayor Alston DeVenny, Council Member Harris, Council Member Hood, Council Member Jones, Council Member Sowell and Council Member Taylor

**Absent:** Council Member Mackey

**Others Present:** City Administrator Flip Hutfles, City Attorney Mitch Norrell, Fire Chief Justin McLellan, Captain Dwayne Davis for Interim Police Chief Phillip Hall, Public Utilities Director Donnie Ledford, Public Works Director Rendell Mingo, Sanitation & Maintenance Operations Director Matt Berry, Human Resources Director Angela Roberson, and Greg Summers with The Lancaster News

**III. Citizen Comments**

There were no citizen comments

**IV. Employee Comments**

There were no employee comments

**V. Approval of Minutes**

*A. Work Session – November 9, 2021*

**Motion:** To approve the minutes for the Work Session on November 9, 2021

**Moved by** Council Member Harris, **Seconded by** Council Member Jones

**Vote:** Motion carried by unanimous roll call vote

**Action:** Approved

**VI. Monthly Reports for October 2021**

Council Member Harris asked about the decrease in the Transfer Station report. Sanitation & Maintenance Operations Director Matt Berry stated that it was normal to see a drop in the reported numbers for October, and that in November and December there will likely be a spike in those numbers. Council Member Harris also thanked Mr. Berry and Mr. Mingo for their departments commitment even while working in tough weather conditions. Council Member Harris asked Ms. Roberson, Human Resource Director, about the influx of applications received. Ms. Roberson stated that employment opportunities are posted as soon as they become available and could fluctuate from month to month. Council Member Harris also expressed concern with Department Heads not being present at the Regular Meetings.

Council Member Taylor asked Mr. Berry about her previous request to replace a street sign in Magnolia Hall Subdivision. Mr. Berry confirmed the sign has been replaced; however, it continues to be stolen, along with a few other street signs within the City. Council Member Taylor also asked that the shrubbery around the sign be trimmed.

Council Member Harris asked about the forty-nine (49) condemned structures reported in the Building and Zoning departmental report and asked if there were funding opportunities or grants to assist the rehabilitation of these structures. Mr. Hutfles noted that the State CDBG program no longer funds

HOME grants for owner-occupied rehabilitation and only offers funding for demolition. Mayor DeVenny noted that the City could use the Red Rose Development Corporation to investigate funding opportunities in the non-profit sector. Mr. Hutfles stated this has been discussed with the Corporation and will be explored.

Council Member Harris asked for the status on the letters that she requested to be mailed to City businesses regarding the implementation of the standard business license ordinance. Mr. Hutfles stated the goal was to send the letters out this week.

Council had no further questions or concerns regarding the Monthly Reports for October 2021. The complete report is available for review in the City Clerk's office.

## **VII. Cash Management & Finance Report for October 2021**

Mr. Hutfles presented Council with the Cash Management and Finance report for October 2021. Mr. Hutfles noted that the City received its first ARPA (American Rescue Plan Act) tranche payment of \$2,269,919.54. Council Member Harris asked what the plans were for the funding. Mr. Hutfles stated that he and staff have been in discussions and are reviewing how other municipalities will be using their funds. Mr. Hutfles stated that he will be presenting recommendations to Council after the first of the year. Council Member Harris asked what the guidelines were for using the funding. Mr. Hutfles stated there were four areas that funding could be applied towards; (1) water, sewer, and storm drainage (2) premium pay for essential workers, (3) COVID health related concerns, and (4) funding to help businesses recover from the pandemic.

Council Member Harris noted that the City needs a plan prior to spending these funds. She also noted that the Sanitation & Maintenance Operations employees were at high risk when handling trash pickups.

Council had no further questions or concerns. The complete report is available for review in the City Clerk's office.

## **VIII. Resolution**

- A. *R21-22 A Resolution Authorizing the South Carolina Department of Transportation and its Contractors the Right to Enter into the City of Lancaster Owned Properties of Constitution Park and Independence Park for the Construction of a New Sidewalk Running on the North Side of Woodland Drive Beginning at North White Street and Ending at Roddey Drive*

Mr. Hutfles presented R21-22 to Council. Mr. Hutfles stated that in 2019 the City of Lancaster and Lancaster County were awarded a SC Transportation Alternative Program (TAP) Grant from the South Carolina Department of Transportation in the amount of \$800,000 for the installation of a new pedestrian bridge on Roddey Drive, and the construction of a new sidewalk on the north side of Woodland Drive beginning at North White Street and ending at Roddey Drive. Mr. Hutfles reported that the construction of the new sidewalk will require SCDOT and its contractors to enter onto City owned properties to safely perform the construction. Mr. Hutfles stated that SCDOT is requesting the City of Lancaster to grant right of entry by executing two Right of Entry Agreements for Constitution Park (Tax Map Parcel 0667E-0A-001.05) and Independence Park (Tax Map Parcel 0068H-0A-023.04).

Council Member Harris expressed concern with the safety during construction and the removal of the current bridge and asked how students will walk from the High School to the baseball fields. Council Member Harris also expressed concern with the sidewalks in other districts, stating all sidewalks the City need to be a safe walking environment.

**Motion:** To R21-22 A Resolution authorizing the South Carolina Department of Transportation and its contractors the right to enter into the City of Lancaster owned properties of Constitution Park and Independence Park for the construction of a new sidewalk running on the north side of Woodland Drive beginning at North White Street and ending at Roddey Drive

**Moved by** Council Member Sowell, **Seconded by** Council Member Jones

**Vote:** Motion carried by unanimous roll call vote

**Action:** Approved

**IX. Ordinance**

- A. *O21-18 (Second Reading) An Ordinance Annexing into the City of Lancaster, South Carolina One Parcel of Land Totaling 0.4 Acres Located at 128 and 130 Terrace Road, and Owned by Jose Saul Lopez*

**Motion:** To approve the second reading of O21-18 an Ordinance annexing into the City of Lancaster, South Carolina one parcel of land totaling 0.4 acres located at 128 and 130 Terrace Road, and owned by Jose Saul Lopez

**Moved by** Council Member Harris, **Seconded by** Council Member Hood

**Vote:** Motion carried by unanimous roll call vote

**Action:** Approved

**X. Executive Session-Attorney-Client Privilege (§30-4-70(a)(2)) & Personnel Matter (§30-4-70(a)(1))**

- A. *To review the City Administrator evaluation process*  
B. *To discuss Police Chief applicants*

**Motion:** To enter Executive Session

**Moved by** Council Member Taylor, **Seconded by** Council Member Hood

**Vote:** Motion carried by unanimous roll call vote

**Action:** Approved

Council returned from Executive Session where no votes were taken.

**Motion:** To re-enter Regular Session

**Moved by** Council Member Jones, **Seconded by** Council Member Harris

**Vote:** Motion carried by unanimous roll call vote

**Action:** Approved

**XI. Adjournment**

**Motion:** To adjourn

**Moved by** Council Member Hood, **Seconded by** Council Member Jones

**Vote:** Motion carried by unanimous roll call vote

**Action:** Adjourned

There being no further business, Council adjourned at 9:21 p.m.

Respectfully submitted,

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Tracy Rabon  
City Clerk

## Agenda Item VII.A

**City of Lancaster  
City Council Meeting  
December 14, 2021**

**TO:** City Council  
**SUBJECT:** 2022 City Council Meeting Schedule  
**INITIATED BY:** City Clerk  
**PREPARED BY:** City Clerk

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**Background:** §30-4-80 of the State Code of Laws state in part that all public bodies must give written notice of their regular meetings at the beginning of each calendar year. The Council is obligated under the City Code to meet twice a month unless a majority vote of Council Members present at any regular or special meeting decide otherwise. Historically, the City Council does not meet on the fourth Tuesday of December.

**Financial:** There is a cost of approximately \$135 to publish the meeting schedule in *The Lancaster News*.

**Policy Considerations:** Section 2.43 and section 2.44 of the City Code states in part the Council shall have a regular work sessions and meetings; the second Tuesday of each month for work session and the fourth Tuesday of each month for regular meeting.

**Recommendations/Actions:** Affirm the stated City Council meeting schedule.

**Attachments:** 2022 meeting schedule.



## 2022 City Council Meeting Schedule

Work Session – January 11, 2022	Regular Meeting – January 25, 2022
Work Session – February 8, 2022	Regular Meeting – February 22, 2022
Work Session – March 8, 2022	Regular Meeting – March 22, 2022
Work Session – April 12, 2022	Regular Meeting – April 26, 2022
Work Session – May 10, 2022	Regular Meeting – May 24, 2022
Work Session – June 14, 2022	Regular Meeting – June 28, 2022
Work Session – July 12, 2022	Regular Meeting – July 26, 2022
Work Session – August 9, 2022	Regular Meeting – August 23, 2022
Work Session – September 13, 2022	Regular Meeting – September 27, 2022
Work Session – October 11, 2022	Regular Meeting – October 25, 2022
Work Session – November 8, 2022	Regular Meeting – November 22, 2022
Work Session – December 13, 2022	

City Council  
City of Lancaster

\*\*\*Note: All meetings start @ 7:00 PM\*\*\*



## Agenda Item VII.B

**City of Lancaster  
City Council Meeting  
December 14, 2021**

**TO:** City Council  
**SUBJECT:** 2022 Planning Commission & BZA Meeting Schedule  
**INITIATED BY:** Building & Zoning Director  
**PREPARED BY:** City Administrator

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**Background:** The Planning Commission meets on the first Tuesday of the month at 6:30 p.m. in the Council Chambers, and the Board of Zoning Appeals meet the third Monday of the month at 5:30 p.m. in the Council Chambers.

**Financial:** There will be a cost of approximately \$265 in publishing both schedules in *The Lancaster News*.

**Policy Considerations:** Section 19.8 and section 31.152.2.a of the City Code states in part that an annual schedule of regular meeting for the Planning Commission and the Board of Zoning Appeals shall be adopted and made available at City Hall.

**Recommendations/Actions:** Adopt the stated City's Planning Commission and Board of Zoning Appeal annual meeting schedules.

**Attachments:** 2022 meeting schedules.



## 2022 Planning Commission & Board of Zoning Appeals Meeting Schedule

### Planning Commission

### Board of Zoning Appeals

Regular Meeting– January 4, 2022

Regular Meeting – January 17, 2022  
(Cancelled-Holiday)

Regular Meeting– February 1, 2022

Regular Meeting – February 21, 2022

Regular Meeting– March 1, 2022

Regular Meeting – March 21, 2022

Regular Meeting– April 5, 2022

Regular Meeting – April 18, 2022

Regular Meeting– May 3, 2022

Regular Meeting – May 16, 2022

Regular Meeting– June 7, 2022

Regular Meeting – June 20, 2022

Regular Meeting– July 5, 2022

Regular Meeting – July 18, 2022

Regular Meeting– August 2, 2022

Regular Meeting – August 15, 2022

Regular Meeting– September 6, 2022

Regular Meeting – September 19, 2022

Regular Meeting– October 4, 2022

Regular Meeting – October 17, 2022

Regular Meeting– November 1, 2022

Regular Meeting – November 21, 2022

Regular Meeting—December 6, 2022

Regular Meeting – December 19, 2022

**\*\*Note: All Meetings start @ 6:30PM\*\***  
(City Hall, Council Chambers)

**\*\*Note: All Meetings start @ 5:30PM\*\***  
(City Hall, Council Chambers)

## Agenda Item VII.C

**City of Lancaster  
City Council Meeting  
December 14, 2021**

**TO:** City Council  
**SUBJECT:** Closing of City Hall  
**INITIATED BY:** City Administrator  
**PREPARED BY:** City Administrator

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**Background:** Historically, the City has a tradition of closing City Hall in order for the entire City Hall staff (Administration, Finance, Utility Billing, Human Resources, Building & Zoning, and Information Technology) to partake in the camaraderie and fellowship of enjoying a Christmas Luncheon together. This year's luncheon is scheduled for Friday, December 17<sup>th</sup> from 11:30 a.m. until 1:30 p.m. Staff is requesting permission to close City Hall during that time period.

**Financial:** There will be no direct financial impact with the closing of City Hall for two hours.

**Policy Considerations:** Section 3.02 of the City's Personnel Policy Manual state in part that City Council will determine the business hours for all City offices.

**Recommendations/Actions:** Authorize closing City Hall for two hour on Friday, December 17<sup>th</sup> from 11:30 a.m. until 1:30 p.m.

**Attachments:** None.

## Agenda Item VII.D

**City of Lancaster  
City Council Meeting  
December 14, 2021**

**TO:** City Council  
**SUBJECT:** Board and Commission Appointments  
**INITIATED BY:** City Administrator  
**PREPARED BY:** City Administrator

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**Background:** Ten of the City's boards and commissions have 20 members whose terms will expire on December 31, 2021. Listed below are the term ending board members and the board they currently serve on.

- International Building Code Board of Adjustment and Appeals (4-year term) – Responsible for reviewing appeal requests relative either the Building Official's and Fire Marshal's application and interpretation of the building codes. Members of this Board should be familiar with general construction practices.
  - Henry "Bruce" Sowell
- International Property Maintenance Code Board of Adjustments and Appeals (3-year term) – Responsible for hearing appeals from interpretations decisions of the Building Official and Code Enforcement Officer of the property maintenance code. Members of this Board should have specialization in general contracting.
  - Chad Catledge
  - *Nickilas Sam*- Does not wish to be reappointed
- Mechanical Board of Adjustment and Appeals (3-year term) – Responsible for hearing appeals of decisions and interpretations of the mechanical code. Member of this Board must be a master mechanical contractor.
  - Rick Gainey
- Board of Zoning Appeal (3-year term) – Responsible for ruling on zoning variances, special exceptions, and zoning map and text interpretations
  - Samuel Bracey
  - Eric Byrd
  - Mark Kahn
- Board of Electrical Examiners (3-year term) – Responsible for approving alternate materials and methods of electrical installation work in the City. Members of this Board must be a master electrician.
  - Brent Funderburk

- Plumbing Board (3-year term)– Responsible for varying the application of the plumbing code and modifying the orders of the Building Official. Two members of this three-member Board should be master plumbers and the other member have general plumbing knowledge.
  - Jerry Carnes
  - *Doug Cooper*- Does not wish to be reappointed
  - Claude Faulkenberry
- Board of Gas Examiners (3-year term) – Responsible for making recommendations on matters relating to gas work in the City. Member of this Board must be a master gas fitter.
  - *Alan Aldridge*- Does not wish to be reappointed
- Fire Prevention Board of Adjustments and Appeals (4-year term) – Responsible for hearing appeals from interpretations decisions of the Fire Marshal regarding the fire prevention code. Members of this Board must be experience in the various trades pertaining to construction and fire prevention.
  - Carol Crook
  - Rocky Hudson
  - Anne Marshall
- Employee Grievance Committee (3-year term) – Responsible for hearing employees’ grievances and making findings and recommendation to City Council. Committee Members must be a full-time City employee.
  - Sherry Ellis
  - Vacant (previously held by Scott Grant)
  - Vacant (previously held by Leigh Starnes)
- Planning Commission (4-year term) – Responsible for making recommendations to City Council on zoning map and text amendments, subdivision plat review, and floodplain management
  - Dr. Richard Van Hall
  - Carla Williams

**Recommendations/Actions:** Staff is requesting to Council to think of potential individuals to be appointed to the above listed boards and commission at the January 11, 2022 Council meeting.

## Agenda Item VII.E

**City of Lancaster  
City Council Meeting  
December 14, 2021**

**TO:** City Council  
**SUBJECT:** Topping Main Street Trees  
**INITIATED BY:** Director of Sanitation & Maintenance Operations  
**PREPARED BY:** Director of Sanitation & Maintenance

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**Background:** Unfortunately, due to the continuing rapid growth of the trees along Main Street, the decorative tree lights are no longer functioning because the branches and trunks cut into the wires. We have spoken with our arborist, Ryan's Tree Service and he stated this will continue to happen until the trees reach maturity in another 15 to 20 years. The arborist best solution to slow the growth of the trees is tree topping, which removes the large branches from the treetop and leaving only lateral branches. Because the lateral branches are too small to take the role of producing and delivering food throughout the entire tree, the growth of the tree is stunted, and typically the canopies will then become fuller. However, topping a tree can affect the tree's health and leave the trees more susceptible to disease, decay, and insects.

Ryan's Tree Service topped a tree at the corner of Williams Street and Main Street in order for us to see how the top tree will look. Attached are the before and after pictures.

**Financial:** The cost to top the trees will be \$8,400, which will come from the Hospitality Fund tree and woody waste removal line item. This work will begin in January so the trees will be ready to bloom in the spring. If Council wishes to reinstall the decorative tree lights, that work will begin in the new fiscal year after over \$30,000 has been earmarked for the new lights.

**Policy Considerations:** None.

**Recommendations/Actions:** Allow the Main Street trees to be topped in order to prolong the longevity of the decorative tree lights.

**Attachments:** Before and after pictures.











**RESOLUTION R21-23**

**A RESOLUTION TO ADOPT A TRANSITION PLAN IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990**

**WHEREAS**, the Americans with Disabilities Act of 1990 (ADA) requires, among other things, the preparation and implementation of a self-evaluation plan and transition plan; and

**WHEREAS**, the Catawba Regional Council of Governments makes recommendations to the City of Lancaster for compliance with ADA requirements including a Self Evaluation Plan dated December 2021, and a Transition Plan dated December 2021 which provides a review of programs, services, and activities in all City operated departments and solutions to barriers to persons with disabilities; and

**WHEREAS**, the ADA Transition Plan dated December 2021, which includes for the City of Lancaster owned buildings and properties a listing of observed physical barriers and identification of methods for barrier removal or mitigation; and

**NOW THEREFORE BE IT RESOLVED**, the Mayor and Council of the City of Lancaster, South Carolina, in Council assembled, that a document entitled ADA Transition Plan, and Self Evaluation Plan, included herein by reference, are hereby adopted.

**DONE IN MEETING ASSEMBLED** on the 14<sup>th</sup> day of December 2021 and to become effective December 14, 2021.

Yeas \_\_\_\_\_ Nays \_\_\_\_\_

Requested by:

City Administrator \_\_\_\_\_

\_\_\_\_\_  
T. Alston DeVenny, Mayor

Approved as to Form:

\_\_\_\_\_  
Mitch Norrell, City Attorney

\_\_\_\_\_  
Tracy Rabon, City Clerk

# CITY OF LANCASTER

# TRANSITION PLAN

COMPLIANCE SURVEY OF  
AMERICANS WITH DISABILITIES ACT

**FEBRUARY 1997**  
*UPDATED December 2021*

TECHNICAL ASSISTANCE PROVIDED BY

**Catawba Regional**  
**Council of Governments**   
Serving Chester, Lancaster, Union, & York Counties

[www.catawbacog.org](http://www.catawbacog.org)

## **Executive Summary**

The City of Lancaster is committed to providing equal access to employment, public facilities, services, and programs. The City does not discriminate on the basis of sex, race, disability, or age. In addition, the City understands the provisions of the Americans with Disabilities Act (ADA) and is committed to eliminating barriers that may prohibit access to City programs, services, facilities, or jobs to those individuals with disabilities.

As a recipient of federal funds, the City of Lancaster complies with Section 504 of the Rehabilitation Act of 1973.

## **ADA Coordinator**

In 2006, notification was published in *The Lancaster News* that the Building Official, represents the City as ADA Coordinator and any questions or complaints should be directed to him.

## **Facilities, Programs and Services Review**

The Transition Plan adopted in 1997, amended in 2013 and again in December, 2021, identifies physical barriers for all facilities and has been completed and barrier removal has begun. Removal of barriers may consist of physical removal or correction, but in many instances, the barrier removal is addressed through the Self-Evaluation Plan.

The Self-Evaluation Plan, also adopted in 1997, provides a review of facilities, programs, services, and activities in all City operated departments. The December, 2021 revision is designed to provide solutions to barriers to persons with disabilities. The following pages of this report provide solutions to barrier removal that are low-cost with some non-physical options. By this it is meant that the solutions are standard procedures for handling various situations where barriers have been created by either physical limitations or man-made barriers.

## **ADA Coordinator**

If you have questions, or comments on this document, need assistance, or have a suggestion or complaint, please contact:

Louis Streater, ADA Coordinator  
216 Catawba Street, PO Box 1149  
Lancaster, SC 29720  
803.283.4253

Facility Name:		City Hall		City of Lancaster ADA Transition Plan					
Location:		216 S. Catawba Street							
Date of Survey:		6-Oct-21							
<b>Element: Accessible Route</b>				<b>Priority 3 - Toilet Rooms</b>		<b>Correction Date</b>		<b>Budget Amount</b>	
Item #	Priority Number #	Condition	Possible Solution	Scheduled	Actual	Estimated	Actual		
2021-1-001	3.11	Door doesn't open easily. Exceeds 5 lbs. pressure (Both Bathrooms).	Adjust or replace door closers, install lighter doors, or install power assisted automatic door openers.						
<b>Element: In the Toilet Room</b>				<b>Priority 3 - Toilet Rooms</b>		<b>Correction Date</b>		<b>Budget Amount</b>	
Item #	Priority Number #	Condition	Possible Solution	Scheduled	Actual	Estimated	Actual		
2021-1-002	3.20	Coat hook in women's bathroom exceeds 48" above floor.	Relocate coat hook to 48" above floor.						
<b>Element: Water Closets</b>				<b>Priority 3 - Toilet Rooms</b>		<b>Correction Date</b>		<b>Budget Amount</b>	
Item #	Priority Number #	Condition	Possible Solution	Scheduled	Actual	Estimated	Actual		
2021-1-003	3.37	Flush control on closed side of accessible stall.	Move flush control to open side.						
<b>Element: Toilet Compartments</b>				<b>Priority 3 - Toilet Rooms</b>		<b>Correction Date</b>		<b>Budget Amount</b>	
Item #	Priority Number #	Condition	Possible Solution	Scheduled	Actual	Estimated	Actual		
2021-1-004	3.44	No door pull on the inside of the bathroom (Both bathrooms).	Install door pull.						

City of Lancaster ADA Transition Plan																									
<b>Facility Name:</b> Events Manager <b>Location:</b> 120 W. Arch Street <b>Date of Survey:</b> 6-Oct-21																									
<b>Element:</b> Parking Item # 2021-2-001 Priority Number # 1-10 and 1-11 Condition No Van Accessible parking space is designated.	<b>Priority 1 - Approach &amp; Entrance</b> Possible Solution Building is not intended for public access.																								
<b>Element:</b> Entrance Item # 2021-2-002 Priority Number # 1-05 Condition Signage designating Handicap Accessible entrance not provided.	<b>Priority 1 - Approach &amp; Entrance</b> Possible Solution Building is not intended for public access.  <b>Priority 3 - Toilet Rooms</b>																								
<b>NO PUBLIC RESTROOMS ARE PRESENT</b>																									
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Correction Date		Budget Amount																							
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Facility Name: Springs House Location: 201 W. Gay Street Date of Survey: 6-Oct-21			City of Lancaster ADA Transition Plan				
<b>Element: Ramps</b>			<b>Priority 1 - Approach &amp; Entrance</b>	<b>Correction Date</b>		<b>Budget Amount</b>	
Item #	Priority Number #	Condition	Possible Solution	Scheduled	Actual	Estimated	Actual
2021-3-001	1.25-1.36	Accessible ramp to primary entrance closed due to disrepair. No accessible route available to main entrance.	Repair ramp to meet requirements of section 1.25-1.36.				
<b>Element: Interior Doors</b>			<b>Priority 2 - Access to Goods and Services</b>	<b>Correction Date</b>		<b>Budget Amount</b>	
Item #	Priority Number #	Condition	Possible Solution	Scheduled	Actual	Estimated	Actual
2021-3-002	2.43	Doors not equipped with Hardware that is operable with one hand and does not require tight grasping, pinching, or twisting of the wrist.	Replace hardware with accessible equipment of lever, loop or push hardware where applicable.				
2021-3-003	2.46	Door Cannot be easily opened 5 lbs. maximum force (Front Door).	Adjust or replace closers, install lighter doors, install power-assisted or automatic door openers.				
<b>Element: Toilet Rooms</b>			<b>Priority 3 - Toilet Rooms</b>	<b>Correction Date</b>		<b>Budget Amount</b>	
Item #	Priority Number #	Condition	Possible Solution	Scheduled	Actual	Estimated	Actual
2021-3-004	3.1	No Toilet Room in building is currently accessible.	Construct unisex Toilet room or retrofit existing toilet rooms into accessible toilet room.				
<b>Element: Drinking Fountains</b>			<b>Priority 4 - Additional Areas</b>	<b>Correction Date</b>		<b>Budget Amount</b>	
Item #	Priority Number #	Condition	Possible Solution	Scheduled	Actual	Estimated	Actual
2021-4-005	4.9	The leading bottom edge of the drinking fountain is higher than 27" above the floor protrudes more than 4" into circulation path.	Replace drinking fountain.				

Facility Name: Native American Center USC-Lancaster Location: 119 S Main Street Date of Survey: 6-Oct-21			City of Lancaster ADA Transition Plan					
<b>Element: Parking</b>			<b>Priority 1 - Approach &amp; Entrance</b>		<b>Correction Date</b>		<b>Budget Amount</b>	
Item #	Priority Number #	Condition	Possible Solution	Scheduled	Actual	Estimated	Actual	
2021-4-001	1.10	No Van Accessible space is designated.	Install accessible parking signage and install van accessible parking signage at van accessible space. The bottom edge of the sign must be a minimum of 60" from ground. Signage can be installed on building.					
<b>Element: Entrance</b>			<b>Priority 1 - Approach &amp; Entrance</b>		<b>Correction Date</b>		<b>Budget Amount</b>	
Item #	Priority Number #	Condition	Possible Solution	Scheduled	Actual	Estimated	Actual	
2021-4-002	1.46	Door closer does not allow for proper time delay; actual time < 5 seconds.	Adjust door closer to allow delay to >= 5 secs.					
2021-4-003	1.49	Edges of carpets or mats are not securely attached to minimize tripping hazards.	Replace mats with lower profile slip resistant mats.					
<b>Element: Interior Doors</b>			<b>Priority 2 - Access to Goods and Services</b>		<b>Correction Date</b>		<b>Budget Amount</b>	
Item #	Priority Number #	Condition	Possible Solution	Scheduled	Actual	Estimated	Actual	
2021-4-004	2.43	Doors not equipped with Hardware that is operable with one hand and does not require tight grasping, pinching, or twisting of the wrist.	Replace hardware with accessible equipment of lever, loop or push hardware where applicable.					
2021-4-005	2.46	Door Cannot be easily opened 5 lbs. maximum force (Front Door).	Adjust or replace closers, install lighter doors, install power-assisted or automatic door openers.					
<b>Element: Entrance</b>			<b>Priority 3 - Toilet Rooms</b>		<b>Correction Date</b>		<b>Budget Amount</b>	
Item #	Priority Number #	Condition	Possible Solution	Scheduled	Actual	Estimated	Actual	
2021-4-006	3.11	Door doesn't open easily. Exceeds 5 lbs. pressure (Women's Bathroom).	Adjust or replace door closers, install lighter doors, or install power assisted automatic door openers.					
2021-4-007	3.12	Door Cannot be easily opened 5 lbs. maximum force (Both Doors).	Adjust or replace closers, install lighter doors, install power-assisted or automatic door openers.					
<b>Element: Toilet Compartments</b>			<b>Priority 3 - Toilet Rooms</b>		<b>Correction Date</b>		<b>Budget Amount</b>	
Item #	Priority Number #	Condition	Possible Solution	Scheduled	Actual	Estimated	Actual	
2021-4-008	3.44	No door pull on the inside of the bathroom (Both bathrooms).	Install door pull.					

Facility Name:		Fire Station 1		<b>City of Lancaster ADA Transition Plan</b>					
Location:		401 E. Arch Street							
Date of Survey:		6-Oct-21							
<b>Element: Parking</b>				<b>PRIORITY 1 - APPROACH &amp; ENTRANCE</b>		<b>Correction Date</b>		<b>Budget Amount</b>	
Item #	Priority Number #	Condition	Possible Solution	Scheduled	Actual	Estimated	Actual		
2021-5-001	1.10 and 1.11	No Van Accessible space is designated.	Install Van Accessible signage.						
<b>Element: Toilet Room</b>				<b>PRIORITY 3 - TOILET ROOMS</b>		<b>Correction Date</b>		<b>Budget Amount</b>	
Item #	Priority Number #	Condition	Possible Solution	Scheduled	Actual	Estimated	Actual		
2021-5-002		No Toilet Room in building is currently accessible.	Building is not intended for public access.						



Facility Name: Municipal Center Location: 405 E. Arch Street Date of Survey: 6-Oct-21			City of Lancaster ADA Transition Plan				
ELEMENT: SIGNAGE			PRIORITY 1 - APPROACH & ENTRANCE	Correction Date		Budget Amount	
Item #	Priority Number #	Condition	Possible Solution	Scheduled	Actual	Estimated	Actual
2021-6-001	1.10 and 1.11	No Van Accessible space is designated.	Install accessible parking signage and install van accessible parking signage at van accessible space. The bottom edge of the sign must be a minimum of 60" from ground. Signage can be installed on building. (Upgrade to current ADA Signage)				
Element: Interior doors - to conference rooms			PRIORITY 2 - Access to Goods and Services	Correction Date		Budget Amount	
Item #	Priority Number #	Condition	Possible Solution	Scheduled	Actual	Estimated	Actual
2021-6-002	2.45	Door doesn't open easily. Exceeds 5 lbs. pressure (Courtroom Exit Door and service area).	Adjust or replace door closers, install lighter doors, or install power assisted automatic door openers.				
2021-6-003	2.46	Door closer does not allow for proper time delay; actual time <5 seconds (Service area left door).	Adjust door closer to allow delay to >= 5 secs.				
Element: Sales and Service Counters			PRIORITY 2 - Access to Goods and Services	Correction Date		Budget Amount	
Item #	Priority Number #	Condition	Possible Solution	Scheduled	Actual	Estimated	Actual
2021-6-004	2.76	The service counter is greater than 36" above the floor and 36" wide. (All Service Windows)	Lower section of counter to 36" or below and 36" wide.				
Element: Entrance			PRIORITY 3 - Toilet Rooms	Correction Date		Budget Amount	
Item #	Priority Number #	Condition	Possible Solution	Scheduled	Actual	Estimated	Actual
2021-6-005	3.11	Door doesn't open easily. Exceeds 5 lbs. pressure (Men's Bathroom).	Adjust or replace door closers, install lighter doors, or install power assisted automatic door openers.				
Element: In the Toilet Room			PRIORITY 3 - Toilet Rooms	Correction Date		Budget Amount	
Item #	Priority Number #	Condition	Possible Solution	Scheduled	Actual	Estimated	Actual
2021-6-006	3.20	Coat hook in women's bathroom exceeds 48" above floor.	Relocate coat hook to 48" above floor.				
Element: Lavatories			PRIORITY 3 - Toilet Rooms	Correction Date		Budget Amount	
Item #	Priority Number #	Condition	Possible Solution	Scheduled	Actual	Estimated	Actual
2021-6-007	3.26	Pipes below lavatory are not insulated or otherwise protected.	Install insulation or install cover panel. (Both bathrooms)				
Element: Water Closets			PRIORITY 3 - Toilet Rooms	Correction Date		Budget Amount	
Item #	Priority Number #	Condition	Possible Solution	Scheduled	Actual	Estimated	Actual
2021-6-008	3.37	Flush control on closed side of accessible stall (Men's).	Move flush control to open side.				
Element: Toilet Compartments			PRIORITY 3 - Toilet Rooms	Correction Date		Budget Amount	
Item #	Priority Number #	Condition	Possible Solution	Scheduled	Actual	Estimated	Actual
2021-6-009	3.43	Door is not self closing (Both Bathrooms)	Add closer or replace door.				
2021-6-010	3.45	Lock is not operable with one hand without tight grasping, pinching, or twisting of the wrist?	Replace stall door lock hardware.				

Facility Name: Location: Date of Survey: Element: Parking		City of Lancaster ADA Transition Plan					
Solid Waste Center 1309 Lynwood Drive 6-Oct-21							
Item #	Priority Number #	Condition	Priority 1 - Approach & Entrance	Correction Date Scheduled	Actual	Estimated	Budget Amount Actual
2021-7-001	1.3 and 1.5	No striped accessible space. The bottom of the handicap accessible sign must be at least 60" above the ground from bottom of sign.	Possible Solution Stripe Van Accessible space. Reinstall accessible parking signage and install van accessible parking signage at van accessible space. The bottom edge of the sign must be a minimum of 60" from ground.				
2021-7-002	1.10 and 1.11		Priority 2 - Access to Goods and Services	Correction Date Scheduled	Actual	Estimated	Budget Amount Actual
2021-7-003	2.38	Sign to call button needs to be contrasting raised letters, with Braille.	Possible Solution Install tactile sign.				
2021-7-004	2.76	The service counter is greater than 36" above the floor and 38" wide. (All Service Windows)	Priority 2 - Access to Goods and Services Possible Solution Lower section of counter to 36" or below and 38" wide.	Correction Date Scheduled	Actual	Estimated	Budget Amount Actual

Facility Name: Public Works and Training Center Location: 516 15th Street Date of Survey: 6-04-21		City of Lancaster ADA Transition Plan			
Element #	Element Description	Priority	Correction Date	Budget Amount	
Item #	Condition	Priority	Scheduled	Estimated	
<b>Element: Parking</b>					
2021-8-001	Priority Number # 1.3 and 1.5 No striped accessible space. The bottom of the handicap accessible sign must be at least 60" above the ground from bottom of sign.	Priority 1 - Approach & Entrance	Actual	Actual	
2021-8-002	Priority Number # 1.10 and 1.11 Condition Transition Landings are not dimensioned Minimum 60" x 60".	Priority 1 - Approach & Entrance	Scheduled	Estimated	
2021-8-003	Priority Number # 2.45 Condition Door doesn't open easily. Exceeds 5 lbs. pressure (Conference room).	Priority 2 - Access to Goods and Services	Actual	Actual	
2021-8-004	Priority Number # 2.50 Condition Light switches are typically located higher than 48" above the floor.	Priority 2 - Access to Goods and Services	Scheduled	Estimated	
2021-8-005	Priority Number # 3.5 Condition Bathroom signs need raised text characters, braille, and installed sign on the latch side of the door if possible.	Priority 3 - Toilet Rooms	Actual	Actual	
2021-8-006	Priority Number # 3.11 Condition Door doesn't open easily. Exceeds 5 lbs. pressure (Both Bathrooms).	Priority 3 - Toilet Rooms	Scheduled	Estimated	
2021-8-007	Priority Number # 3.12 Condition Door closer does not allow for proper time delay; actual time < 5 seconds (Both Bathrooms).	Priority 3 - Toilet Rooms	Actual	Actual	
2021-8-008	Priority Number # 3.15 Condition Mirror over the sink exceeds 40" in height from ground.	Priority 3 - Toilet Rooms	Scheduled	Estimated	
2021-8-009	Priority Number # 3.28 Condition Soap dispenser exceeds 48" above the floor. (Ment's)	Priority 3 - Toilet Rooms	Actual	Actual	
2021-8-010	Priority Number # 3.29 Condition Hand Towel Dispensers Handle exceed 48" from ground.	Priority 3 - Toilet Rooms	Scheduled	Estimated	
2021-8-011	Priority Number # 3.37 Condition Flush control on closed side of accessible stall. (Men's)	Priority 3 - Toilet Rooms	Actual	Actual	

City of Lancaster ADA Transition Plan		Correction Date		Budget Amount	
Facility Name:	Location:	Scheduled	Actual	Estimated	Actual
University Fire Station	453 Hubbard Drive				
Element: Toilet Room	6-Oct-21				
Item #	Priority Number #	Condition	Possible Solution	PRIORITY 3 - TOILET ROOMS	
2021-9-001		No Toilet Room in building is currently accessible.	Building is not intended for public access.		



# CITY OF LANCASTER

# SELF-EVALUATION PLAN

COMPLIANCE SURVEY OF  
AMERICANS WITH DISABILITIES ACT

**NOVEMBER 1997**  
*UPDATED December 2021*

TECHNICAL ASSISTANCE PROVIDED BY

**Catawba Regional**  
**Council of Governments**   
Serving Chester, Lancaster, Union, & York Counties

[www.catawbacog.org](http://www.catawbacog.org)

## **Executive Summary**

The City of Lancaster is committed to providing equal access to employment, public facilities, services, and programs. The City does not discriminate on the basis of sex, race, disability, or age. In addition, the City understands the provisions of the Americans with Disabilities Act (ADA) and is committed to eliminating barriers that may prohibit access to City programs, services, facilities, or jobs to those individuals with disabilities.

As a recipient of federal funds, the City of Lancaster complies with Section 504 of the Rehabilitation Act of 1973.

## **ADA Coordinator**

In 2006, notification was published in *The Lancaster News* that the Building Official, represents the City as ADA Coordinator and any questions or complaints should be directed to him.

## **Facilities, Programs and Services Review**

The Transition Plan adopted in 1997, updated in 2013, and again in December, 2021, identifies physical barriers for all facilities and has been completed and barrier removal has begun. Removal of barriers may consist of physical removal or correction, but in many instances, the barrier removal is addressed through the Self-Evaluation Plan.

The Self-Evaluation Plan, also adopted in 1997, provides a review of facilities, programs, services, and activities in all City operated departments. This December, 2021 revision is designed to provide solutions to barriers to persons with disabilities. The following pages of this report provide solutions to barrier removal that are low-cost with some non-physical options. By this it is meant that the solutions are standard procedures for handling various situations where barriers have been created by either physical limitations or man-made barriers.

## **ADA Coordinator**

If you have questions, or comments on this document, need assistance, or have a suggestion or complaint, please contact:

Louis Streater, ADA Coordinator  
216 Catawba Street, PO Box 1149  
Lancaster, SC 29720  
803.283.4253

<b>Facility Name:</b>		City Hall	<b>CITY OF LANCASTER ADA SELF-EVALUATION PLAN</b>
<b>Location:</b>		216 S. Catawba Street	
<b>Date of Survey:</b>		6-Oct-21	
<b>Element: Accessible Route</b>			<b>Priority 3 - Toilet Rooms</b>
<b>Item #</b>	<b>Priority Number #</b>	<b>Condition</b>	<b>Possible Solution</b>
2021-1-001	3.11	Door doesn't open easily. Exceeds 5 lbs. pressure (Both Bathrooms).	Adjust or replace door closers, install lighter doors, or install power assisted automatic door openers.
<b>Element: In the Toilet Room</b>			<b>Priority 3 - Toilet Rooms</b>
<b>Item #</b>	<b>Priority Number #</b>	<b>Condition</b>	<b>Possible Solution</b>
2021-1-002	3.20	Coat hook in women's bathroom exceeds 48" above floor.	Relocate coat hook to 48" above floor.
<b>Element: Water Closets</b>			<b>Priority 3 - Toilet Rooms</b>
<b>Item #</b>	<b>Priority Number #</b>	<b>Condition</b>	<b>Possible Solution</b>
2021-1-003	3.37	Flush control on closed side of accessible stall.	Move flush control to open side.
<b>Element: Toilet Compartments</b>			<b>Priority 3 - Toilet Rooms</b>
<b>Item #</b>	<b>Priority Number #</b>	<b>Condition</b>	<b>Possible Solution</b>
2021-1-004	3.44	No door pull on the inside of the bathroom (Both bathrooms).	Install door pull.

<b>Facility Name:</b> Events Manager <b>Location:</b> 120 W. Arch Street <b>Date of Survey:</b> 6-Oct-21		<b>CITY OF LANCASTER</b> <b>ADA SELF-EVALUATION PLAN</b>	
<b>Element: Parking</b>			<b>Priority 1 - Approach &amp; Entrance</b>
<b>Item #</b>	<b>Priority Number #</b>	<b>Condition</b>	<b>Possible Solution</b>
2021-2-001	1.10 and 1.11	No Van Accessible parking space is designated.	Building is not intended for public access.
<b>Element: Entrance</b>			<b>Priority 1 - Approach &amp; Entrance</b>
<b>Item #</b>	<b>Priority Number #</b>	<b>Condition</b>	<b>Possible Solution</b>
2021-2-002	1.05	Signage designating Handicap Accessible entrance not provided.	Building is not intended for public access.
<b>NO PUBLIC RESTROOMS ARE PRESENT</b>			<b>Priority 3 - Toilet Rooms</b>



<b>Facility Name:</b> Springs House <b>Location:</b> 201 W. Gay Street <b>Date of Survey:</b> 6-Oct-21		<b>CITY OF LANCASTER</b> <b>ADA SELF-EVALUATION PLAN</b>	
<b>Element: Ramps</b>			<b>Priority 1 - Approach &amp; Entrance</b>
<b>Item #</b>	<b>Priority Number #</b>	<b>Condition</b>	<b>Possible Solution</b>
2021-3-001	1.25-1.36	Accessible ramp to primary entrance closed due to disrepair. No accessible route available to main entrance.	Repair ramp to meet requirements of section 1.25-1.36.
<b>Element: Interior Doors</b>			<b>Priority 2 - Access to Goods and Services</b>
<b>Item #</b>	<b>Priority Number #</b>	<b>Condition</b>	<b>Possible Solution</b>
2021-3-002	2.43	Doors not equipped with hardware that is operable with one hand and does not require tight grasping, pinching, or twisting of the wrist.	Replace hardware with accessible equipment of lever, loop or push hardware where applicable.
2021-3-003	2.46	Door cannot be easily opened 5 lbs. maximum force (Front Door).	Adjust or replace closers, install lighter doors, install power-assisted or automatic door openers.
<b>Element: Toilet Rooms</b>			<b>Priority 3 - Toilet Rooms</b>
<b>Item #</b>	<b>Priority Number #</b>	<b>Condition</b>	<b>Possible Solution</b>
2021-3-004	3.1	No Toilet Room in building is currently accessible.	Construct unisex Toilet Room or retrofit existing toilet rooms into accessible toilet room.
<b>Element: Drinking Fountains</b>			<b>Priority 4 - Additional Areas</b>
<b>Item #</b>	<b>Priority Number #</b>	<b>Condition</b>	<b>Possible Solution</b>
2021-3-005	4.9	The leading bottom edge of the drinking fountain is higher than 27" above the floor protrudes more than 4" into circulation path.	Replace drinking fountain.

Facility Name:		Native American Center USC-Lancaster		CITY OF LANCASTER ADA SELF-EVALUATION PLAN	
Location:		119 S Main Street			
Date of Survey:		6-Oct-21			
<b>Element: Parking</b>			<b>Priority 1 - Approach &amp; Entrance</b>		
Item #	Priority Number #	Condition	Possible Solution		
2021-4-001	1.10	No Van Accessible space is designated.	Install accessible parking signage and install van accessible parking signage at van accessible space. The bottom edge of the sign must be a minimum of 60" from ground. Signage can be installed on building.		
<b>Element: Entrance</b>			<b>Priority 1 - Approach &amp; Entrance</b>		
Item #	Priority Number #	Condition	Possible Solution		
2021-4-002	1.46	Door closer does not allow for proper time delay; actual time <5 seconds.	Adjust door closer to allow delay to >= 5 secs.		
2021-4-003	1.49	Edges of carpets or mats are not securely attached to minimize tripping hazards.	Replace mats with lower profile slip resistant mats.		
<b>Element: Interior Doors</b>			<b>Priority 2 - Access to Goods and Services</b>		
Item #	Priority Number #	Condition	Possible Solution		
2021-4-004	2.43	Doors not equipped with hardware that is operable with one hand and does not require tight grasping, pinching, or twisting of the wrist.	Replace hardware with accessible equipment of lever, loop or push hardware where applicable.		
2021-4-005	2.46	Door cannot be easily opened 5 lbs. maximum force (Front Door).	Adjust or replace closers, install lighter doors, install power-assisted or automatic door openers.		
<b>Element: Entrance</b>			<b>Priority 3 - Toilet Rooms</b>		
Item #	Priority Number #	Condition	Possible Solution		
2021-4-006	3.11	Door doesn't open easily. Exceeds 5 lbs. pressure (Women's Bathroom).	Adjust or replace door closers, install lighter doors, or install power assisted automatic door openers.		
2021-4-007	3.12	Door Cannot be easily opened 5 lbs. maximum force (Both Doors).	Adjust or replace closers, install lighter doors, install power-assisted or automatic door openers.		
<b>Element: Toilet Compartments</b>			<b>Priority 3 - Toilet Rooms</b>		
Item #	Priority Number #	Condition	Possible Solution		
2021-4-008	3.44	No door pull on the inside of the bathroom (Both bathrooms).	Install door pull.		

Facility Name:		Fire Station 1	<b>CITY OF LANCASTER ADA SELF-EVALUATION PLAN</b>
Location:		401 E. Arch Street	
Date of Survey:		6-Oct-21	
<b>Element: Parking</b>			<b>PRIORITY 1 - APPROACH &amp; ENTRANCE</b>
<b>Item #</b>	<b>Priority Number #</b>	<b>Condition</b>	<b>Possible Solution</b>
2021-5-001	1.10 and 1.11	No Van Accessible space is designated.	Install Van Accessible signage.
<b>Element: Toilet Room</b>			<b>PRIORITY 3 - TOILET ROOMS</b>
<b>Item #</b>	<b>Priority Number #</b>	<b>Condition</b>	<b>Possible Solution</b>
2021-5-002		No Toilet Room in building is currently accessible.	Building is not intended for public access.



Facility Name:		Municipal Center	<b>CITY OF LANCASTER ADA SELF-EVALUATION PLAN</b>
Location:		405 E. Arch Street	
Date of Survey:		6-Oct-21	
<b>ELEMENT: SIGNAGE</b>			<b>PRIORITY 1 - APPROACH &amp; ENTRANCE</b>
Item #	Priority Number #	Condition	Possible Solution
2021-6-001	1.10 and 1.11	No Van Accessible space is designated.	Install accessible parking signage and install van accessible parking signage at van accessible space. The bottom edge of the sign must be a minimum of 60" from ground. Signage can be installed on building. ( Upgrade to current ADA Signage)
<b>Element: Interior doors - to conference rooms</b>			<b>Priority 2 - Access to Goods and Services</b>
Item #	Priority Number #	Condition	Possible Solution
2021-6-002	2.45	Door doesn't open easily. Exceeds 5 lbs. pressure (Courtroom Exit Door and service area).	Adjust or replace door closers, install lighter doors, or install power assisted automatic door openers.
2021-6-003	2.46	Door closer does not allow for proper time delay; actual time <5 seconds (Service Area Left Door).	Adjust door closer to allow delay to >= 5 secs.
<b>Element: Sales and Service Counters</b>			<b>Priority 2 - Access to Goods and Services</b>
Item #	Priority Number #	Condition	Possible Solution
2021-6-004	2.76	The service counter is greater than 36" above the floor and 36" wide. (All service windows).	Lower section of counter to 36" or below and 36" wide.
<b>Element: Entrance</b>			<b>Priority 3 - Toilet Rooms</b>
Item #	Priority Number #	Condition	Possible Solution
2021-6-005	3.11	Door doesn't open easily. Exceeds 5 lbs. pressure (Men's Bathroom).	Adjust or replace door closers, install lighter doors, or install power assisted automatic door openers.
<b>Element: In the Toilet Room</b>			<b>Priority 3 - Toilet Rooms</b>
Item #	Priority Number #	Condition	Possible Solution
2021-6-006	3.20	Coat hook in women's bathroom exceeds 48" above floor.	Relocate coat hook to 48" above floor.
<b>Element: Lavatories</b>			<b>Priority 3 - Toilet Rooms</b>
Item #	Priority Number #	Condition	Possible Solution
2021-6-007	3.26	Pipes below lavatory are not insulated or otherwise protected.	Install insulation or install cover panel. (Both bathrooms)
<b>Element: Water Closets</b>			<b>Priority 3 - Toilet Rooms</b>
Item #	Priority Number #	Condition	Possible Solution
2021-6-008	3.37	Flush control on closed side of accessible stall (Men's).	Move flush control to open side.
<b>Element: Toilet Compartments</b>			<b>Priority 3 - Toilet Rooms</b>
Item #	Priority Number #	Condition	Possible Solution
2021-6-009	3.43	Door is not self closing (Both Bathrooms).	Add closer or replace door.
2021-6-010	3.45	Lock is not operable with one hand without tight grasping, pinching, or twisting of the wrist?	Replace stall door lock hardware.

<b>Facility Name:</b> Solid Waste Center <b>Location:</b> 1309 Lynwood Drive <b>Date of Survey:</b> 6-Oct-21		<b>CITY OF LANCASTER</b> <b>ADA SELF-EVALUATION PLAN</b>	
<b>Element: Parking</b>			<b>Priority 1 - Approach &amp; Entrance</b>
<b>Item #</b>	<b>Priority Number #</b>	<b>Condition</b>	<b>Possible Solution</b>
2021-7-001	1.3 and 1.5	No striped accessible space.	Stripe Van Accessible space.
2021-7-002	1.10 and 1.11	The bottom of the handicap accessible sign must be at least 60" above the ground from bottom of sign.	Reinstall accessible parking signage and install van accessible parking signage at van accessible space. The bottom edge of the sign must be a minimum of 60" from ground.
<b>Element: Signs</b>			<b>Priority 2 - Access to Goods and Services</b>
<b>Item #</b>	<b>Priority Number #</b>	<b>Condition</b>	<b>Possible Solution</b>
2021-7-003	2.38	Sign to call button needs to be contrasting raised letters, with braille.	Install tactile sign.
<b>Element: Sales and Service Counters</b>			<b>Priority 2 - Access to Goods and Services</b>
<b>Item #</b>	<b>Priority Number #</b>	<b>Condition</b>	<b>Possible Solution</b>
2021-7-004	2.76	The service counter is greater than 36" above the floor and 36" wide. (All service windows)	Lower section of counter to 36" or below and 36" wide.



Facility Name:		Public Works and Training Center	CITY OF LANCASTER	
Location:		916 15th Street	ADA SELF-EVALUATION PLAN	
Date of Survey:		6-Oct-21		
<b>Element: Parking</b>			<b>Priority 1 - Approach &amp; Entrance</b>	
Item #	Priority Number #	Condition	Possible Solution	
	1.3 and 1.5	No striped accessible space.	Stripe Van Accessible space.	
2021-8-001	1.10 and 1.11	The bottom of the handicap accessible sign must be at least 60" above the ground from bottom of sign.	Reinstall accessible parking signage and install van accessible parking signage at van accessible space. The bottom edge of the sign must be a minimum of 60" from ground.	
<b>Element: Ramps</b>			<b>Priority 1 - Approach &amp; Entrance</b>	
Item #	Priority Number #	Condition	Possible Solution	
2021-8-002	1.29	Transition landings are not dimensioned minimum 60" x 60".	Increase Landing Size to 60" x 60".	
<b>Element: Interior doors</b>			<b>Priority 2 - Access to Goods and Services</b>	
Item #	Priority Number #	Condition	Possible Solution	
2021-8-003	2.45	Door doesn't open easily. Exceeds 5 lbs. pressure (Conference room).	Adjust or replace door closers, install lighter doors, or install power assisted automatic door openers.	
<b>ELEMENT: CONTROLS - LIGHT SWITCHES</b>			<b>Priority 2 - Access to Goods and Services</b>	
Item #	Priority Number #	Condition	Possible Solution	
2021-8-004	2.50	Light switches are typically located higher than 48" above the floor.	Relocate light switches to no higher than 48" above floor area; Install secondary light switch at proper height.	
<b>ELEMENT: SIGNS AT TOILET ROOMS</b>			<b>Priority 3 - Toilet Rooms</b>	
Item #	Priority Number #	Condition	Possible Solution	
2013-8-005	3.5	Bathroom signs need raised text characters, braille, and installed sign on the latch side of the door if possible.	Relocate signage to latch side of door at no more than 60" to center point of sign. Signs should be tactile.	
<b>Element: Entrance</b>			<b>Priority 3 - Toilet Rooms</b>	
Item #	Priority Number #	Condition	Possible Solution	
2021-8-006	3.11	Door doesn't open easily. Exceeds 5 lbs. pressure (Both Bathrooms).	Adjust or replace door closers, install lighter doors, or install power assisted automatic door openers.	
2021-8-007	3.12	Door closer does not allow for proper time delay; actual time <5 seconds (Both Bathrooms).	Adjust door closer to allow delay to >= 5 secs.	
<b>Element: In the Toilet Room</b>			<b>Priority 3 - Toilet Rooms</b>	
Item #	Priority Number #	Condition	Possible Solution	
2021-8-008	3.19	Mirror over the sink exceeds 40" in height from ground.	Relocate Mirror to no higher than 40".	
<b>Element: Soap dispensers and hand dryers</b>			<b>Priority 3 - Toilet Rooms</b>	
Item #	Priority Number #	Condition	Possible Solution	
2021-8-009	3.28	Soap dispenser exceeds 48" above the floor. (Men's)	Adjust dispenser location.	
2021-8-010	3.29	Hand towel dispensers handle exceed 48" from ground.	Adjust dispenser location.	
<b>Element: Water Closets</b>			<b>Priority 3 - Toilet Rooms</b>	
Item #	Priority Number #	Condition	Possible Solution	
2021-8-011	3.37	Flush control on closed side of accessible stall. (Men's)	Move flush control to open side.	

CITY OF LANCASTER ADA SELF-EVALUATION PLAN		PRIORITY 3 - TOILET ROOMS	
Facility Name:	University Fire Station	Item #	Possible Solution
Location:	453 Hubbard Drive	Priority Number #	
Date of Survey:	6-Oct-21	Condition	
Element: Toilet Room			
2021-9-001	No Toilet Room in building is currently accessible.		Building is not intended for public access.

## Agenda Item IX.A

**City of Lancaster  
City Council Meeting  
December 14, 2021**

**TO:** City Council  
**SUBJECT:** Tipping Fees Increase & Position Reclassification  
**INITIATED BY:** Sanitation & Maintenance Operations Director  
**PREPARED BY:** Sanitation & Maintenance Operations Director

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**Background:** The tipping fees for Fiscal Year 21-22 was based on the previous years' tonnage, and historical expenditures, all of which indicated the City would spend approximately \$130,000 in FY 21-22. During FY 18-19 the City spent \$115,817.94 in tipping fees and in FY 19-20 the City spent \$134,690.78. By March 2021 the City was trending to be spending around \$135,000 for FY 20-21.

However, in May 2021 a substantial waste hauler began dumping at the City transfer station again significantly increasing the monthly tonnage coming into the station. Also, since May 2021 the City has seen an increase in the amount of construction and debris waste (C&D) being brought in as well. These factors have caused the City to pay higher than anticipated landfill tipping fees.

Through the end of November 2021, the City has spent \$141,975.94 in tipping fees and hence are over budget. The average monthly tipping fee since July 2021 is \$35,494.99. If this average is extrapolated for the remaining of the fiscal year the City will be paying approximately \$425,928 for tipping fees, which will result in a \$296,000 budget shortfall. This amount corresponds with the average tonnage of municipal solid waste (MSW) and C&D projected to come into the transfer station for the remaining of the fiscal year.

This tonnage increase, besides being reflected in the expenditure, is also shown in the increase revenue the City is receiving. From July to November 2021, the City has collected \$619,434.32 or 59.4% of budgeted revenue (after five months the budget amount collected should be 41.7%). The averaging collection amount is \$123,886.86 per month. If this average is extrapolated for the remaining of the fiscal year, the City will collect a total of \$1,486,642.30, which is \$444,446 more than budgeted.

In order to bring the tipping fee line item back in budget I am proposing that the transfer station use revenue be increased by \$298,000 in order to accommodate the tipping fee shortfall.

I am also requesting in this Budget Amendment an adjustment in the Position Control List to reclassify the position of Materials/Equipment Manager to Work Order Specialist/Sexton. The Materials/Equipment Manager position was held by Deborah Jennings, who left to work for the Town of Fort Mill. Deborah leaving provide us with an opportunity to reclassify her position to the duties that are actually being done. The Materials/Equipment Manager main duties were to manage the warehouse for the entire City. Due to improve efficiencies and skills of the



Departments ordering their own supplies and doing away with excessive supplies the warehouse was closed. When this occurred Deborah's duties shifted to ordering supplies only for the Sanitation and Maintenance Operations Department, managing the City Cemetery's records, and administrating the work orders.

As these duties are more administrative in nature and the position's complexity, decision making, working conditions, and leadership are similar to the Administrative Assistant position it is my recommendation that the revised position of Work Order Specialist/Sexton have a paygrade scale of 206, the same as the Administrative Assistant, the Scalehouse Attendant, Equipment Operator I, and Laborer.

**Financial:** The increase in tipping fees will be offset by the increase transfers station use revenue. There will be no need to reduce services or cut other budgetary line items to make up the difference.

The pay scale range for a 206 employee is from \$14.60/hour to \$18.25/hour and the pay scale range for a 209 employee is from \$16.90/hour to \$20.12/hour. By reclassifying the Work Order Specialist/Sexton from 209 to 206 the City will save approximately \$11,000 in salary and fringe benefit costs. Like the Materials/Equipment Manager the Work Order Specialist/Sexton will be paid from the General Fund and the Solid Waste Fund.

**Policy Considerations:** Section 2-240 of the City Code states in part that any change in the adopted budget which would increase or decrease individual fund balances must be approved by City Council.

**Recommendations/Actions:** Approve Ordinance O21-19.

**Attachments:** Ordinance O21-19, budget amendment form, propose and current position control list, work order specialist/sexton job description, and materials/equipment manager job description.

ORDINANCE 021-19

AN ORDINANCE AMENDING THE CITY OF LANCASTER OPERATING BUDGET AND POSITION CONTROL LIST FOR FISCAL YEAR 2021-2022

BE IT ORDAINED, by the Mayor and Council of the City of Lancaster, South Carolina, in Council assembled as follows:

Section 1: The City of Lancaster Operating Budget and Position Control List for Fiscal Year 2021-2022 is hereby amended pursuant to the attached Budget Amendment Form.

DONE IN MEETING ASSEMBLED on the 11th day of January 2022, effective as of January 11, 2022 for the fiscal year ending June 30, 2022.

Yeas \_\_\_\_\_ Nays \_\_\_\_\_

Requested by:

Sanitation & Maintenance Operations Dir

\_\_\_\_\_  
T. Alston DeVenny, Mayor

Approved as to Form:

\_\_\_\_\_  
Mitch Norrell, City Attorney

\_\_\_\_\_  
Tracy Rabon, City Clerk

First Reading: December 14, 2021  
Second Reading: January 11, 2022

**SUMMARY**

Account Type	Fund	YTD Budget	Budget Amendments	Final Budget	Reconcile
Revenue	100 General Fund	13,505,172	0	13,505,172	Total - Prior: 31,188,539
Revenue	110 Hospitality Tax Fund	191,401	0	191,401	Total - Amended: 31,486,539
Revenue	115 E911 Fund	41,600	0	41,600	Total - Change: 298,000
Revenue	200 Gross Rev Fund	14,691,725	0	14,691,725	GF Rev to Exp Diff: Balanced
Revenue	210 Solid Waste Fund	2,758,641	298,000	3,056,641	HT Rev to Exp Diff: Balanced
Expense	100 General Fund	13,505,172	0	13,505,172	E911 Rev to Exp Diff: Balanced
Expense	110 Hospitality Tax Fund	191,401	0	191,401	GR Rev to Exp Diff: Balanced
Expense	115 E911 Fund	41,600	0	41,600	SW Rev to Exp Diff: Balanced
Expense	200 Gross Rev Fund	14,691,725	0	14,691,725	
Expense	210 Solid Waste Fund	2,758,641	298,000	3,056,641	

**REVENUE**

Account Type	Account No.	Account Name	YTD Budget	Budget Amendments	Final Budget	Comment
CFS	210.4 0100 46710	Transfer Station Use	1,042,196	298,000	1,340,196	to reflect actual activity unless otherwise noted Increase transfer station activity

**EXPENDITURES/EXPENSES**

Dept.	Account No.	Account Name	YTD Budget	Budget Amendments	Final Budget	Comment
Com Garb	210 3200 52018	Special Contracts	130,000	298,000	428,000	to reflect actual activity unless otherwise noted Increase in transfer station tonnage

**Position Control List**

**FY: 2021-2022**

Per Ordinance O21-19

Dept No.	Position Number	Position Title	Gd	Ex	Auth		FTE
0110	1006	Mayor	N/A	1	1		
0110	1007	City Council	N/A	6	6	Mayor & Council	7
0120	1008	City Attorney	N/A	1	1		
0140	1009	City Solicitor	N/A	1	1		
0220	6000	Municipal Court Judge	N/A	1	1	Legal	3
0120	1001	City Administrator	224	1	1		
0120	1003	City Clerk	215		1	City Administrator	2
0121	3006	Custodian	201		3		
0121	8109	Equipment Operator 3	210		1	Grounds Maintenance	4
0122	1004	Human Resources Director	219	1	1		
0122	1015	Payroll & Benefits Administrator	213		1		
0122	1021	Risk Safety Manager	215	1	1	Human Resources	3
0130	4001	Finance Director	222	1	1		
0130	4002	Assistant Finance Director	213	1	1		
0130	4003	Accounting Specialist	209		1	Finance	3
0135	9000	IT Director	221	1	1		
0135	9001	IT Technician	211		1		
0135	9002	IT Technician (Public Safety)	211		1		
1235	8384	GIS Coordinator	211		1	Information Technology	4
0210	7015	Chief of Police	222	1	1		
0210	7013	Police Captain	218	2	2		
0210	7007	Detective Lieutenant	216		1		
0210	7008	Lieutenant	216		4		
0210	7006	Detective Sergeant	214		3		
0210	7017	Training Sergeant	214		1		
0210	7010	Patrol Sergeant	214		4		
0210	7011	Violent Crime Investigator	214		2		
0210	7012	Narcotics Investigator	214		1		
0210	7020	Crime Scene Investigator	214		1		
0210	7050	School Resource Officer	212		3		
0210	7004	Traffic Enforcement Officer	212		1		
0210	7005	Opioid Taskforce Officer	212		1		
0210	7003	Corporal	212		4		
0210	7014	Patrol Officer	210		12		
0210	7009	Public Information Officer	208		1		
0210	7001	Communications Officer	207		8		
0210	7002	Communications Officer - PT	207		1		
0210	7016	Records Clerk 2	205		2	Police Dept	52.5
0211	7030	Victims' Ass't Advocate/Admin Assistant	208		1	Victim Services	1
0220	6001	Court Administrator	219	1	1		
0220	6004	Lead Asso. Municipal Judge	212		1		
0220	6002	Asso. Municipal Judge	210		1		
0220	6003	Asso. Municipal Judge - PT	210		3		
0220	6004	Municipal Court Clerk	207		1	Judiciary	5.5
0230	5001	Fire Chief	221	1	1		
0230	5013	Fire Marshal	219	1	1		
0230	5002	Fire Captain	218		3		
0230	5012	Training Officer FD	218		1		
0230	5005	Fire Lieutenant	216		3		
0230	5010	Engineer	214		3		
0230	5009	Firefighter 2	212		3		
0230	5007	Firefighter 1	210		12		
0230	5006	Administrative Assistant	206		1	Fire Dept	28



## Position Control List

FY: 2021-2022

Per Ordinance O21-19

Dept No.	Position Number	Position Title	Gd	Ex	Auth		FTE
0320	8102	Equipment Operator 1	206		4	Street Division	4
0330	8202	Garage Supervisor	218		1		
0330	8201	Vehicle Mechanic 3	209		1		
0330	8203	Vehicle Mechanic	208		3	Vehicle Maintenance	5
0410	2001	Director of Building & Zoning	219	1	1		
0410	2003	Code Enforcement Officer	210		1		
0410	2002	Business License Specialist	206		1		
0410	2005	Building & Zoning Compliance Officer	207		1	Building & Zoning	4
1163	1102	Events & Promotions Manager	211		1	Events Management	1
1201	8001	Director of Public Works	221	1	1		
1201	8002	Field Supervisor	218	1	1		
1201	8003	Administrative Assistant	206		1	Public Works Admin	3
1220	8386	Utility Worker 3	211		2		
1220	8377	Utility Worker 2	208		1		
1220	8380	Meter Technician	206		1		
1220	8376	Utility Worker 1	206		7	Water Service	11
1240	4006	Administrative Support Specialist	205		1		
1240	4020	Utility Billing Operations Manager	211		1		
1240	4021	Customer Account Clerk	206		2	Utility Services	4
1250	8301	Director of Waste Water Systems	221	1	1		
1250	8311	Senior Wastewater Mechanic	212		1		
1250	8304	Wastewater Sys Operator 1	206		2		
1250	8310	Plant Operator - PT	206		1	WW Treatment	4.5
1220	8386	Utility Worker 3	211		1		
1260	8379	Utility Worker 2	208		2		
1260	8387	FOG Coordinator	211		1		
1260	8378	Utility Worker 1	206		5	WW Collection	9
3001	8106	Sanitation & Maintenance Operations Dir	221	1	1		
0320	8385	Work Order Specialist/Sexton	206		1		
3001	8005	Administrative Assistant	206		1	Solid Waste Admin	3
3100	8105	Solid Waste Supervisor	218	1	1		
3100	8107	Equipment Operator 2	208		1		
3100	8104	Equipment Operator 1	206		2		
3100	8201	Sanitation Worker	202		1	Residential SW	5
3110	8107	Equipment Operator 2	208		1	Recycling	1
3200	8109	Equipment Operator 2	208		1	Commercial SW	1
3300	8110	Transfer Station Supervisor	218		1		
3300	8108	Scalehouse Attendant	206		1		
3300	8109	Equipment Operator 3	210		7	Transfer Station	9
<b>Totals</b>		<b>With Council &amp; Legal</b>			<b>28</b>	<b>180</b>	<b>178</b>
<b>Totals</b>		<b>Without Council &amp; Legal</b>			<b>18</b>	<b>170</b>	<b>168</b>
<b>Volunteer City Positions</b>							
0210	Police Department						12
0230	Fire Department						15
<b>Total Volunteer Positions</b>						<b>27</b>	
<b>Intern Program</b>							
0122	Summer						5
1163	See Lancaster (USCL)						1



<b>Job Title:</b>	Specialist, Work Order/Sexton
<b>Department:</b>	Sanitation & Maintenance
<b>Reports to:</b>	Director of Sanitation & Maintenance
<b>Pay Grade:</b>	206
<b>FLSA Status:</b>	Non-Exempt

## **JOB DESCRIPTION**

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

## **JOB SUMMARY**

Under occasional supervision, oversees City-owned cemetery, maintaining its proper records, scheduling burials, and meeting with families for deed management or lot purchases. Administers the work order process from initial request through completion through the department's maintenance task requests portal, the City's SWEEP app, Duke Energy streetlight repair tracker, and SCDOT request system. Responsible for department purchasing and ensuring an adequate supply of quality materials, tools, and equipment and department compliance with allocated budgets and City procurement policies and procedures. Serves as the primary backup for the Scalehouse Attendant. Exercises independent judgment and discretion in the performance of complex duties.

## **ESSENTIAL JOB FUNCTIONS**

- Maintains all records for City cemetery, provide information about services and fees, schedules burials, and meets with families in regards of purchasing cemetery lots and/or deed management.
- Ensure cemetery grounds are properly maintained through routine ground inspections and reports needed work to appropriate contractor.
- Perform administrative cemetery duties including funeral set-ups, arranging grave digging with contractor, form setting, and locating graves.
- Meets with Solid Waste department supervisors to review material needs. Meets with sales representatives to discuss goods, equipment, and services.
- Prepares specifications for quotes for the purchases of goods, equipment, and services.
- Purchases materials, equipment, supplies, and services essential for daily department operations. Responsible for ordering City street signs and decals.
- Issues purchase orders and assigns account numbers to all purchases; reviews all invoices to ensure proper pricing; charges purchases to appropriate division.
- Performs general administrative/office work as required, including attending meetings, preparing reports and correspondence, copying and filing documents, answering the telephone, entering computer data, etc. Completes payroll for Solid Waste Department and assists employees with leave requests.

- Communicates on a daily and frequent basis with appropriate department personnel regarding work order requests and completion. Coordinates maintenance work orders and closes work orders after they are complete.
- Receives, reviews, prepares, and/or submits various documents, including billing invoices, purchase orders, inventory records and reports, contracts, work orders, equipment maintenance reports, etc.
- Operates a vehicle, and a variety of office equipment, including a computer, adding machine, two-way radio, telephone, copier, fax machine, scanner, and a variety of small hand tools, etc.
- Maintains Safety Data Sheets for City Master File.
- Oversees Rental Uniform Program for Solid Waste Department and Public Works Department, including ordering uniforms for new employees, keeping up with necessary repairs and suspending service for separated employees.
- Interacts and communicates with the Director, other department supervisors and personnel, subordinates, other City employees, State and County agents, vendors, service providers, and the general public.
- Performs Scalehouse Attendant duties during the Scalehouse Attendant absents including working some City holidays.
- Performs related duties as directed when such duties are a logical and appropriate assignment to the position.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the methods, policies and procedures of the City pertaining to specific duties of the Work Order Specialist/Sexton.
- Knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position.
- Knowledge of the organization of the City and of related departments and agencies.
- Knowledge of administrative principles involved in developing, directing and supervising various programs and related activities.
- Knowledge of proper English usage, punctuation, spelling and grammar.
- Knowledge of modern office practices and technology; has skill in the use of computers for word and data processing.
- Knowledge of the terminology and various professional languages used within the department.
- Skill in applying a responsible attention to detail as necessary in preparing reports and correspondence, and inputting data.
- Ability to comprehend, interpret and apply regulations, procedures and related information.
- Ability to make sound, educated decisions.
- Ability to plan, organize, and prioritize daily assignments and work activities.
- Ability to learn and utilize new skills and information to improve job performance and efficiency.
- Ability to handle required mathematical calculations.
- Ability to compile, organize and utilize various financial information necessary to monitor the budget.
- Ability to read and interpret various materials pertaining to the responsibilities of the job.



- Ability to assemble and analyze information and make written reports and records in a concise, clear and effective manner.
- Ability to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.
- Ability to communicate effectively with supervisors, other staff members, members of the general public, and all other groups in the activities of the department.
- Ability to perform duties in a courteous manner and with the utmost integrity in the best interest of the public.
- Ability to work under stressful conditions as required.
- Ability to react calmly and quickly in emergency situations.

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

High School Diploma or GED equivalent supplemented by two (2) years of professional work related experience, or any equivalent combination of training and experience that provides the required knowledge, skills and abilities.

**CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS**

Must possess a valid South Carolina Driver's License.

**PHYSICAL DEMANDS**

This work is sedentary work and requires exerting up to 10 pounds of force occasionally, and/or up to 10 pounds of force to move objects; work may also require balancing, grasping, handling, hearing, manual dexterity, mental acuity, reaching, repetitive motion, speaking, talking, visual acuity, and walking.

**WORK ENVIRONMENT**

Work is typically performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.

*The City of Lancaster has the right to revise this position description at any time, and does not represent in any way a contract of employment.*

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date



## Position Control List

FY: 2021-2022

Per Ordinance O21-08

Dept No.	Position Number	Position Title	Gd	Ex	Auth		FTE
0110	1006	Mayor	N/A	1	1		
0110	1007	City Council	N/A	6	6	Mayor & Council	7
0120	1008	City Attorney	N/A	1	1		
0140	1009	City Solicitor	N/A	1	1		
0220	6000	Municipal Court Judge	N/A	1	1	Legal	3
0120	1001	City Administrator	224	1	1		
0120	1003	City Clerk	215		1	City Administrator	2
0121	3006	Custodian	201		3		
0121	8109	Equipment Operator 3	210		1	Grounds Maintenance	4
0122	1004	Human Resources Director	219	1	1		
0122	1015	Payroll & Benefits Administrator	213		1		
0122	1021	Risk Safety Manager	215	1	1	Human Resources	3
0130	4001	Finance Director	222	1	1		
0130	4002	Assistant Finance Director	213	1	1		
0130	4003	Accounting Specialist	209		1	Finance	3
0135	9000	IT Director	221	1	1		
0135	9001	IT Technician	211		1		
0135	9002	IT Technician (Public Safety)	211		1		
1235	8384	GIS Coordinator	211		1	Information Technology	4
0210	7015	Chief of Police	222	1	1		
0210	7013	Police Captain	218	2	2		
0210	7007	Detective Lieutenant	216		1		
0210	7008	Lieutenant	216		4		
0210	7006	Detective Sergeant	214		3		
0210	7017	Training Sergeant	214		1		
0210	7010	Patrol Sergeant	214		4		
0210	7011	Violent Crime Investigator	214		2		
0210	7012	Narcotics Investigator	214		1		
0210	7020	Crime Scene Investigator	214		1		
0210	7050	School Resource Officer	212		3		
0210	7004	Traffic Enforcement Officer	212		1		
0210	7005	Opioid Taskforce Officer	212		1		
0210	7003	Corporal	212		4		
0210	7014	Patrol Officer	210		12		
0210	7009	Public Information Officer	208		1		
0210	7001	Communications Officer	207		8		
0210	7002	Communications Officer - PT	207		1		
0210	7016	Records Clerk 2	205		2	Police Dept	52.5
0211	7030	Victims' Ass't Advocate/Admin Assistant	208		1	Victim Services	1
0220	6001	Court Administrator	219	1	1		
0220	6004	Lead Asso. Municipal Judge	212		1		
0220	6002	Asso. Municipal Judge	210		1		
0220	6003	Asso. Municipal Judge - PT	210		3		
0220	6004	Municipal Court Clerk	207		1	Judiciary	5.5
0230	5001	Fire Chief	221	1	1		
0230	5013	Fire Marshal	219	1	1		
0230	5002	Fire Captain	218		3		
0230	5012	Training Officer FD	218		1		
0230	5005	Fire Lieutenant	216		3		
0230	5010	Engineer	214		3		
0230	5009	Firefighter 2	212		3		
0230	5007	Firefighter 1	210		12		
0230	5006	Administrative Assistant	206		1	Fire Dept	28

Position Control List

FY: 2021-2022  
Per Ordinance O21-08

Dept No.	Position Number	Position Title	Gd	Ex	Auth		FTE
0320	8102	Equipment Operator 1	206		4	Street Division	4
0330	8202	Garage Supervisor	218		1	Vehicle Maintenance	5
0330	8201	Vehicle Mechanic 3	209		1		
0330	8203	Vehicle Mechanic	208		3		
0410	2001	Director of Building & Zoning	219	1	1		
0410	2003	Code Enforcement Officer	210		1		
0410	2002	Business License Specialist	206		1		
0410	2005	Building & Zoning Compliance Officer	207		1		
1163	1102	Events & Promotions Manager	211		1	Events Management	1
1201	8001	Director of Public Works	221	1	1	Public Works Admin	3
1201	8002	Field Supervisor	218	1	1		
1201	8003	Administrative Assistant	206		1		
1220	8386	Utility Worker 3	211		2	Water Service	11
1220	8377	Utility Worker 2	208		1		
1220	8380	Meter Technician	206		1		
1220	8376	Utility Worker 1	206		7		
1240	4006	Administrative Support Specialist	205		1	Utility Services	4
1240	4020	Utility Billing Operations Manager	211		1		
1240	4021	Customer Account Clerk	206		2		
1250	8301	Director of Waste Water Systems	221	1	1	WW Treatment	4.5
1250	8311	Senior Wastewater Mechanic	212		1		
1250	8304	Wastewater Sys Operator 1	206		2		
1250	8310	Plant Operator - PT	206		1		
1220	8386	Utility Worker 3	211		1	WW Collection	9
1260	8379	Utility Worker 2	208		2		
1260	8387	FOG Coordinator	211		1		
1260	8378	Utility Worker 1	206		5		
3001	8106	Sanitation & Maintenance Operations Dir	221	1	1	Solid Waste Admin	3
0320	8385	Materials/Equipment Manager	209		1		
3001	8005	Administrative Assistant	206		1		
3100	8105	Solid Waste Supervisor	218	1	1	Residential SW	5
3100	8107	Equipment Operator 2	208		1		
3100	8104	Equipment Operator 1	206		2		
3100	8201	Sanitation Worker	202		1		
3110	8107	Equipment Operator 2	208		1	Recycling	1
3200	8109	Equipment Operator 2	208		1	Commercial SW	1
3300	8110	Transfer Station Supervisor	218		-1	Transfer Station	9
3300	8108	Scalehouse Attendant	206		1		
3300	8109	Equipment Operator 3	210		7		
<b>Totals</b>		<b>With Council &amp; Legal</b>		<b>28</b>	<b>180</b>		<b>178</b>
<b>Totals</b>		<b>Without Council &amp; Legal</b>		<b>18</b>	<b>170</b>		<b>168</b>

Volunteer City Positions		
0210	Police Department	12
0230	Fire Department	15
<b>Total Volunteer Positions</b>		<b>27</b>

Intern Program		
0122	Summer	5
1163	See Lancaster (USCL)	1





<b>Job Title:</b>	Manager, Materials/Equipment
<b>Department:</b>	Streets
<b>Reports to:</b>	Director of Sanitation & Maintenance
<b>Pay Grade:</b>	209
<b>FLSA Status:</b>	Non-Exempt

## **JOB DESCRIPTION**

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

## **JOB SUMMARY**

Under limited supervision, oversees department purchasing and inventory control, ensuring an adequate supply of quality materials, tools, and equipment and department compliance with allocated budgets and City procurement policies and procedures. Oversees Maintenance Task Requests for Building Maintenance throughout the entire City, including calling contractors to access repairs in a timely manner. Oversees City-owned cemetery, maintaining proper records, scheduling burials and meeting with families for deed management or lot purchases.

## **ESSENTIAL JOB FUNCTIONS**

- Plans, coordinates, and supervises department purchasing and inventory control functions and activities.
- Meets with Solid Waste department supervisors to review material needs. Meets with sales representatives to discuss goods, equipment, and services.
- Prepares specifications for quotes for the purchases of goods, equipment, and services.
- Purchases materials, equipment, supplies, and services essential for daily department operations. Responsible for ordering City Street Signs and decals.
- Issues purchase orders and assigns account numbers to all purchases; reviews all invoices to ensure proper pricing; charges purchases to appropriate City department or division.
- Receives and unloads materials by hand; verifies goods received. Issues materials requisitioned by department personnel.
- Maintains proper inventory control of all warehouse and lay down yard products; maintains efficient and accurate computerized inventory control system.
- Performs general administrative/office work as required, including attending meetings, preparing reports and correspondence, copying and filing documents, answering the telephone, entering computer data, etc. Completes payroll for Solid Waste Department and assists employees with leave requests.
- Receives, reviews, prepares, and/or submits various documents, including billing invoices, purchase orders, inventory records and reports, contracts, work orders, equipment maintenance reports, etc.

- Refers to policy and procedure manuals, equipment manuals, computer manuals, parts/equipment catalogs, etc.
- Operates a vehicle, and a variety of office equipment, including a computer, adding machine, two-way radio, telephone, copier, fax machine, scanner, and a variety of small hand tools, etc.
- Maintains Safety Data Sheets for City Master File.
- Maintains all records for City cemetery, schedules burials and meets with families in regards of purchasing cemetery lots and/or deed management. Carries on call cell phone 24 hours per day, 7 days per week.
- Oversees Rental Uniform Program for Solid Waste Department and Public Works Department, including ordering uniforms for new employees, keeping up with necessary repairs and suspending service for separated employees.
- Interacts and communicates with the Director, other department supervisors and personnel, subordinates, other City employees, vendors, service providers, SCDOT personnel, and the general public.
- Performs related duties as directed when such duties are a logical and appropriate assignment to the position.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the methods, policies and procedures of the City pertaining to specific duties of the Materials/Equipment Manager.
- Knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position.
- Knowledge of the organization of the City and of related departments and agencies.
- Knowledge of administrative principles involved in developing, directing and supervising various programs and related activities.
- Knowledge of proper English usage, punctuation, spelling and grammar.
- Knowledge of modern office practices and technology; has skill in the use of computers for word and data processing.
- Knowledge of the terminology and various professional languages used within the department.
- Skill with organization, technology and human relations.
- Ability to comprehend, interpret and apply regulations, procedures and related information.
- Ability to make sound, educated decisions.
- Ability to plan and develop daily, short- and long-term goals related to City purposes.
- Ability to take the initiative to complete the duties of the position without the need of direct supervision.
- Ability to plan, organize and prioritize daily assignments and work activities.
- Ability to learn and utilize new skills and information to improve job performance and efficiency.
- Ability to handle required mathematical calculations.
- Ability to compile, organize and utilize various financial information necessary in the preparation of the departmental budget, and knows how to prepare and monitor the budget.
- Ability to read and interpret complex materials pertaining to the responsibilities of the job.

- Ability to assemble and analyze information and make written reports and records in a concise, clear and effective manner.
- Ability to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.
- Ability to make public presentations.
- Ability to react calmly and quickly in emergency situations.

### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

High School Diploma or GED equivalent supplemented by three (3) years of professional work related experience, or any equivalent combination of training and experience that provides the required knowledge, skills and abilities.

### **CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS**

Must possess a valid South Carolina Driver's License.

### **PHYSICAL DEMANDS**

This work is light work and requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects; work may also require balancing, grasping, handling, hearing, manual dexterity, mental acuity, reaching, repetitive motion, speaking, talking, visual acuity, and walking.

### **WORK ENVIRONMENT**

Work is typically performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.

High School Diploma or GED equivalent supplemented by two (2) years of professional work related experience, or any equivalent combination of training and experience that provides the required knowledge, skills and abilities.

### **CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS**

Must possess a valid South Carolina Driver's License.

### **PHYSICAL DEMANDS**

This work is sedentary work and requires exerting up to 10 pounds of force occasionally, and/or up to 10 pounds of force to move objects; work may also require balancing, grasping, handling, hearing, manual dexterity, mental acuity, reaching, repetitive motion, speaking, talking, visual acuity, and walking.

### **WORK ENVIRONMENT**

Work is typically performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.

*The City of Lancaster has the right to revise this position description at any time, and does not represent in any way a contract of employment.*

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date