

**CITY OF LANCASTER  
WORK SESSION  
TUESDAY, JANUARY 11, 2022**



**CITY OF LANCASTER  
WORK SESSION  
TUESDAY, JANUARY 11, 2022  
7:00 P.M.**

- I. Invocation & Pledge of Allegiance – Council Member Taylor**
- II. Roll Call**
- III. Citizen Comments\***
- IV. Employee Comments**
- V. Approval of Minutes**
  - A. Work Session – December 14, 2021 **Pg. 1**
- VI. Discussion and Action Items**
  - A. Board & Commission Appointments (*Huffles*) **Pg. 6**
- VII. Ordinance**
  - A. O21-19 (Second Reading) An Ordinance Amending the 21-22 Fiscal Year Budget & Position Control List (*Berry*) **Pg. 8**
- VIII. Executive Session-Personnel Matter (§30-4-70(a)(1)) & Attorney-Client Privilege (§30-4-70(a)(2))**
  - A. To discuss the Chief of Police hiring process
  - B. To receive legal advice

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

**IX. 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**  
**WORK SESSION**  
**TUESDAY, DECEMBER 14, 2021**

1

A meeting of the Lancaster City Council was held in the City Hall Council Chambers on Tuesday, December 14, 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 recommended. The Council Meeting was also streamed live on the City of Lancaster YouTube channel.

**I. Invocation & Pledge of Allegiance**

Council Member Hood 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, and Council Member Sowell

**Absent:** Council Member Mackey, and Council Member Taylor

**Others Present:** City Administrator Flip Hutfles, City Attorney Mitch Norrell, City Clerk Tracy Rabon, Assistant Finance Director Tressie Barber Thompson, Interim Police Chief Phillip Hall, Sanitation and Maintenance Operations Director Matt Berry, and IT Technician Melissa Izzard.

**III. Special Presentation**

*A. Presenting the Donated All-Terrain Utility Vehicle to the Police Department*

Interim Police Chief Phillip Hall presented Council with the donation spearheaded by Dianne Knight of an All-Terrain Utility Vehicle to the Police Department. Businesses that contributed to the purchase of the ATV were as follows; Founders Federal Credit Union, Red Rose Elite Training Center, Comporium, Mane Street Hair Design, Duke Energy, Port's Heating and Air, Knight's Realty and Investments, Murdoch Orthodontist, INSP, Trey Cook Law Firm, Lancaster Funeral Home, P&J Sales, Haynes Full Circle Insurance, Keller Williams Realty, Lancaster News, Alpha Construction and Carolina Power Sports, among other anonymous donors. The Lancaster Police Department also held a softball tournament against the Lancaster Fire Department which generated \$2,600 in donations..

**IV. Citizen Comments**

Tamecca Neely of 415 Kershaw Street addressed Council with concerns about the upcoming Boards and Commissions appointments. Ms. Neely asked that Council appoint citizens that live within the City limits and that have a true interest in the growth of City. Ms. Neely also asked that staff be more transparent when presenting to the Boards.

Linda Blackmon of 104 Rose Lane thanked Council for approving the new Business License Ordinance.

**V. Employee Comments**

There were no employee comments

**VI. Approval of Minutes**

- A. Special Meeting – November 19, 2021*
- B. Regular Meeting – November 23, 2021*

**Motion:** To approve the minutes for the November 19, 2021 Special Meeting and the November 23, 2021 Regular Meeting.

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

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

**Action:** Approved

## **VII. Discussion and Action Items**

### *A. Affirming the 2022 City Council Meetings Schedule*

**Motion:** To approve the 2022 City Council Meeting Schedule

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

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

**Action:** Approved

### *B. Adopting the 2022 Planning Commission & Board of Zoning Appeals Meeting Schedule*

**Motion:** To approve the 2022 Planning Commission & Board of Zoning Appeals Meeting Schedule

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

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

**Action:** Approved

### *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*

**Motion:** To approve the closing of City Hall on December 17, 2021, from 11:30 a.m. to 1:30 p.m. for the City Hall Christmas Luncheon

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

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

**Action:** Approved

### *D. Discussing the 2022 Board & Commission Appointments*

Mr. Hutfles presented Council with the 2022 Boards & Commissions appointments that will expire in December 31, 2022 and asked for Council to think of potential individuals to be appointed at the January 11, 2022 Council Meeting:

- Henry Bruce Sowell – International Building Code Board of Adjustment and Appeals (4-year term)
- Chad Catledge – International Property Maintenance Code Board of Adjustment and Appeals (3-year term)
- Nickilas Sam - International Property Maintenance Code Board of Adjustment and Appeals. Mr. Sams does not wish to be reappointed (3-year term)
- Rick Gainey – Mechanical Board of Adjustment and Appeals (3-year term)
- Samuel Bracey – Board of Zoning Appeals (3-year term)
- Eric Byrd – Board of Zoning Appeals (3-year term)
- Mark Kahn – Board of Zoning Appeals (3-year term)
- Brent Funderburk – Board of Electrical Examiners (3-year term)
- Jerry Carnes – Plumbing Board (3-year term)
- Doug Cooper – Plumbing Board (3-year term). Mr. Cooper does not wish to be reappointed

- Claude Faulkenberry – Plumbing Board (3-year term)
- Alan Aldridge – Board of Gas Examiners (3-year term). Mr. Aldridge does not wish to be reappointed
- Carol Crook – Fire Prevention Board of Adjustments and Appeals (3-year term)
- Rocky Hudson - Fire Prevention Board of Adjustments and Appeals (3-year term)
- Anne Marshall - Fire Prevention Board of Adjustments and Appeals (3-year term)
- Sherry Ellis – Employee Grievance Hearing (3-year term)
- Vacant– Employee Grievance Hearing (3-year term)
- Vacant – Employee Grievance Hearing (3-year term)
- Dr. Richard Van Hall – Planning Commission (3-year term)
- Carla Williams – Planning Commission (3-year term)

E. *Discussing Topping Main Street Trees*

Matt Berry, Sanitation and Maintenance Operations Director, addressed Council regarding the status of the trees on Main Street. Mr. Berry stated that due to the continued rapid growth of the trees on Main Street, the current tree lights are no longer functioning. Mr. Berry reported that a local arborist with Ryan's Tree Service stated these trees will not reach maturity for another 15 to 20 years and he recommends tree topping to slow the growth of the trees. Mr. Berry reported the cost of topping all of the trees on Main Street will be \$8,400 and if Council wishes to replace the lights after the topping is completed, that cost would be \$30,000.

Mayor DeVenny asked how topping the trees will affect the health of the trees. Mr. Berry stated that topping the trees will allow the growth to be more focused to the top, but will leave the trees more susceptible to disease, decay and insects.

Council Member Harris expressed concern with the lights being out on Main Street. Mr. Berry stated the contracted electrician found that ants were getting into the outlets causing outages, however this can be corrected with the new lights and outlets.

Mayor DeVenny asked Mr. Berry if he knew what type of trees were currently on Main Street. Mr. Berry stated that he was unsure, but the trees should have been dwarf trees, but are not. Council Member Harris stated that it was very important to keep the downtown area in top shape to attract businesses to the area.

**VIII. Resolution**

A. *R21-23 A Resolution to Adopt a Transition Plan in Accordance with the Americans with Disabilities Act of 1990*

Stephen Allen, Planning Director, with Catawba Regional Council of Governments presented Council with the City's Transition Plan and Self Evaluation Plan. The December 2021 revision is designed to provide solutions to barriers to persons with disabilities. The original Transition Plan was adopted in 1997 and amended in 2013. Mr. Allen stated that as a requirement to be a recipient of a Community Development Block Grant (CDBG), the City will need to ensure that all buildings are complaint with the Americans with Disabilities Act (ADA) of 1990.

Council Member Harris asked about the repair of the ramp at the Springs house. Mr. Berry stated that he has met with the contractor and work is scheduled to begin the last week of December. Council Member Harris asked if there was a date that the City is required to have completed the compliance recommendations. Mr. Allen stated he would recommend that substantial work be completed within one to two years.

Council Member Harris asked that progress reports be added to the monthly report provided to Council.

**Motion:** To approve R21-23 a Resolution to adopt a transition plan in accordance with the Americans with Disabilities Act of 1990

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

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

**Action:** Approved

## **IX. Ordinance**

### **A. O21-19 (First Reading) An Ordinance Amending the 21-22 Fiscal Year Budget & Position Control List**

Matt Berry presented O21-19 an Ordinance to amend the 21-22 Fiscal Year Budget & Position Control List. Mr. Berry reported that in May of 2021 a substantial waste hauler resumed dumping at the City Transfer Station significantly increasing the monthly tonnage coming into the station creating a budget overage in tipping fees. Through the end of November 2021, the City spent \$141,975.94 in tipping fees. The current budget for tipping fees is \$130,000. Mr. Berry asked if the transfer station use revenue be increased by \$298,000 to accommodate the tipping fee shortfall. This revenue increase will come from the additional fees being paid by the waste hauler.

Mr. Berry also requested an adjustment in the Position Control List to reclassify the position of Materials/Equipment Manager to Work Order Specialist/Sexton with a paygrade scale shift from 209 to 206.

Council Member Harris, chairman of the City Finance Committee, stated that the Finance Committee is in favor of the budget amendment. Mr. Hutfles stated that he is waiting on the Evergreen Study to review the recommended pay grade.

Mayor DeVenny noted that Council will need to reevaluate the City's overall pay scale based on surrounding areas in order to keep quality employees. Council Member Harris stated it is very important to compensate City employees at a rate to compete with surrounding areas.

**Motion:** To approve the first reading of O21-19 an Ordinance amending the 21-22 Fiscal Year Budget & Position Control List

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

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

**Action:** Approved

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

### **A. To discuss the Chief of Police applicants**

**Motion:** To enter Executive Session

**Moved by** Council Member Jones, **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 come out of Executive Session  
**Moved by** Council Member Harris, **Seconded by** Council Member Jones  
**Vote:** Motion carried by unanimous roll call vote  
**Action:** Approved

**XI. Adjournment**

**Motion:** To adjourn  
**Moved by** Council Member Hood, **Seconded by** Council Member Sowell  
**Vote:** Motion carried by unanimous roll call vote  
**Action:** Adjourned

There being no further business, Council adjourned at 8:26 p.m.

Respectfully submitted,

---

Tracy Rabon  
City Clerk

## Agenda Item VI.A

### City of Lancaster City Council Meeting January 11, 2022

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

---

**Background:** Staff is recommending the following individuals for appointment/reappointment to the following Boards and Commissions listed below:

- International Building Code Board of Adjustment and Appeals (4-year term) – Responsible for reviewing appeal requests relative either the Building Official’s and/or Fire Marshal’s application and interpretation of the building codes.
  - Henry “Bruce” Sowell – LCSD Career Center Carpentry Instructor (Reappointment)
- 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.
  - Chad Catledge – Owner of Perception Builders (Reappointment)
  - Chris Brown – Shipping Coordinator for ATI Specialty Materials
- Mechanical Board of Adjustment and Appeals (3-year term) – Responsible for hearing appeals of decisions and interpretations of the mechanical code.
  - Rick Gainey – Owner of Rick’s Heating & Air Condition (Reappointment)
- Board of Zoning Appeal (3-year term) – Responsible for ruling on zoning variances, special exceptions, and zoning map and text interpretations
  - Samuel Bracey – Retired from Spring’s Industries (Reappointment)
  - Eric Byrd – Lancaster High School Director of School Counselors (Reappointment)
  - Mark Kahn – Retired and part time real estate agent (Reappointment)
- Board of Electrical Examiners (3-year term) – Responsible for approving alternate materials and methods of electrical installation work in the City.
  - Brent Funderburk – Owner of Funderburk Electric Inc. (Reappointment)
- Plumbing Board (3-year term)– Responsible for varying the application of the plumbing code and modifying the orders of the Building Official.
  - Jerry Carnes – Owner of Jerry’s Plumbing & Heating (Reappointment)
  - Doug Cooper- Owner of Cooper Plumbing (Reappointment)
  - Claude Faulkenberry – Retired plumber (Reappointment)



- Board of Gas Examiners (3-year term) – Responsible for making recommendations on matters relating to gas work in the City.
  - Shane Denton – Gas fitter for SABO Electric, Heating, & Air
- 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.
  - Carol Crook – Business Manager (Reappointment)
  - Rocky Hudson – Lancaster County Natural Gas Authority General Manager (Reappointment)
  - Anne Marshall – MUSC Hospital Maintenance & Safety Supervisor (Reappointment)
- Employee Grievance Committee (3-year term) – Responsible for hearing employees' grievances and making findings and recommendation to City Council.
  - Sherry Ellis – Utility Billing Manager (Reappointment)
  - Matt Berry – Director of Sanitation and Maintenance Operations
  - Darnisha Howze – Police Department Records Clerk II
- 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 – USCL History Professor (Reappointment)
  - Carla Williams Boyd – Retired Professional Recruiter (Reappointment)

**Recommendations/Actions:** To appointment/reappointment members to the abovementioned Boards and Commissions.

## Agenda Item VII.A

### City of Lancaster City Council Meeting January 11, 2022

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

---

**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.

Due to less tonnage coming into the Transfer Station in December the monthly expenditure average has decreased by \$7,399.03 from \$35,494.99 to \$28,095.96. However, I am expecting for the tonnage to increase back level saw earlier in the fiscal year, and that the City will be spending close to \$428,000 for the 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 \$611,771.14. The averaging collection amount is \$122,354.22. per month. If this average is extrapolated for the remaining of the fiscal year, the City will collect a total of \$1,468,250.60, which is \$426,054 more than budgeted. Due to the holidays, illness, and new staff I do not have the December accounts receivable, but I feel it is in line with pervious months' collections.

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 Specialist Work Order /Cemetery. 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 Specialist Work Order/Cemetery have a paygrade scale of 206, the same as the Administrative Assistant, the Scalehouse Attendant, Equipment Operator I, and Laborer.

Hugh Oliver, Senior Consultant with Evergreen Solutions, LLC stated that based on the JAT and the job description he believes paygrade 206 is the correct paygrade assignment for the Specialist Work Order/Cemetery position.

City Council unanimously approved the first reading of Ordinance O21-19 at their December 14, 2021 meeting.

**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 Specialist Work Order/Cemetery from 209 to 206 the City will save approximately \$11,000 in salary and fringe benefit costs. Like the Materials/Equipment Manager the Specialist Work Order /Cemetery 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 position control list, specialist work order/cemetery job description, and Evergreen's e-mail.

## 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	
Revenue	210 Solid Waste Fund	2,758,641	298,000	3,056,641	
Expense	100 General Fund	13,505,172	0	13,505,172	GF Rev to Exp Diff: Balanced
Expense	110 Hospitality Tax Fund	191,401	0	191,401	HT Rev to Exp Diff: Balanced
Expense	115 E911 Fund	41,600	0	41,600	E911 Rev to Exp Diff: Balanced
Expense	200 Gross Rev Fund	14,691,725	0	14,691,725	GR Rev to Exp Diff: Balanced
Expense	210 Solid Waste Fund	2,758,641	298,000	3,056,641	SW Rev to Exp Diff: Balanced

**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	Specialist Work Order/Cemetery	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>

## 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>	Specialist, Work Order/Cemetery
<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

**Steven J. Hutfles**

---

**From:** Hugh Oliver <Hugh@consultevergreen.com>  
**Sent:** Friday, January 7, 2022 11:58 AM  
**To:** Steven J. Hutfles  
**Cc:** Nancy Berkley  
**Subject:** RE: City of Lancaster Work Order/Cemetery Specialist Paygrade

**Importance:** High

**CAUTION:** This email originated from outside the City of Lancaster. Maintain caution when opening external links/attachments

Hi Flip,

Thank you for sharing these files. Based on the JAT score and the job description, I believe PG206, as listed in the job description you provided, is the correct pay grade assignment for this position. If you have not made any structural changes since the implementation of the last Evergreen solution, this classification should be aligned with your Wastewater Treatment Plant Laborer, which should not disrupt your current structural equity. Please let me know if you need any additional information or have any concerns with the recommendation.

Best,

**Hugh Oliver**

Senior Consultant

P| 850-383-0111 or 850-692-7514 (Direct)

F| 850-383-1511

Evergreen  
Solutions 