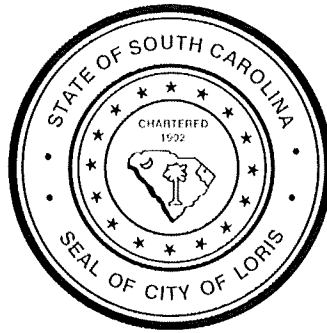


TODD M. HARRELSON
MAYOR



COUNCIL

JOAN S. GAUSE
LEWIS C. HARDEE, JR.
TERRENCE T. HARDEE
CARROLL D. PADGETT JR.
MICHAEL E. SUGGS
JAN P. VESCOVI

CITY OF LORIS

4101 WALNUT STREET – PO BOX 548
LORIS, SOUTH CAROLINA 29569-0548
PHONE (843)756-4004 FAX (843)756-3066

AGENDA

CITY OF LORIS SPECIAL COUNCIL MEETING
VIRTUAL ZOOM MEETING
INSTRUCTIONS FOR JOINING ZOOM ATTACHED
MONDAY, JULY 20, 2020
5:30 PM

CALL TO ORDER:

INVOCATION
PLEDGE OF ALLEGIANCE
ROLL CALL

FOIA:

NOTICE OF THE MEETING WITH AN AGENDA WAS PUBLICLY POSTED, PUBLISHED,
AND FORWARDED TO THE MEDIA NO LESS THAN 24 HOURS PRIOR TO
ADJOURNMENT.

MAYOR'S REPORT:

CONTINUED BUSINESS:

- A. SECOND READING OF AN ORDINANCE 09-20 TO SEPARATE CLERK TREASURER INTO CLERK AND TREASURER
- B. PURCHASE OF LIGHT RESCUE APARATUS FOR THE FIRE DEPARTMENT UNDER PREVIOUS PRESENTATION BY COOPERATIVE PURCHASE AGREEMENT

PUBLIC AND PRESS COMMENTS:

PLEASE EMAIL ANY ISSUES THAT YOU WISH TO ADDRESS TO amandacausey@cityofloris.org PRIOR TO 4 PM THE DAY OF THE MEETING. YOU MUST SPECIFY YOUR NAME, ADDRESS, AND CONCERN. PLEASE NOTE THERE IS A THREE (3) MINUTE LIMIT IF YOU REQUEST TO SPEAK DURING THE ZOOM MEETING.

EXECUTIVE SESSION: DISCUSSION OF PERSONEL AND CONTRACTUAL MATTERS
NOTICE: MATTERS MAY BE TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION

ADJOURNMENT:

ZOOM LOGIN

<https://zoom.us/j/7726930847?pwd=TWFqZDJwdmRtMHUrSXZJcTIHY2szUT09>

MEETING ID: 772 693 0847

PASSWORD: LorisCity

DIAL: 1-929-205-6099

MEETING ID: 7726930847

PASSWORD: 366466

ORDINANCE NUMBER 09-20

STATE OF SOUTH CAROLINA)
COUNTY OF HORRY)
CITY OF LORIS)

ORDINANCE

AN ORDINANCE TO AMEND THE CITY OF LORIS CODE OF ORDINANCES, CHAPTER 2, ARTICLE III, DIVISION 3, IN ORDER TO SEPARATE THE OFFICES AND DUTIES OF THE CITY'S CLERK / TREASURER INTO A CITY CLERK AND A CITY TRESURER

WHEREAS, Council has determined it in the best interest of the City to separate the duties of the City Clerk and the City Treasurer in order that the Council will have more flexibility in staffing the respective positions with persons best suited for the duties of the respective positions;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL FOR THE CITY OF LORIS in council duly assembled that:

The Ordinances of the City of Loris, specifically Chapter 2, Article III, Division 3 shall be amended as follows:

Section 2-181, entitled "Election and term of office" shall be amended to read as follows:

At the time appointed by the council an officer known as the City Clerk and an officer known as the City Treasurer, who shall respectively hold office for the term of one year, or until a successor is duly elected and qualified, unless removed from the office by the council for sufficient cause. The respective offices of City Clerk and City Treasurer may, but are not required to be, held by the same individual. Further, respective offices of City Clerk and City Treasurer may, but are not required to be, held by full or part time employees of the city.

Section 2-182, entitled "Salary" shall be amended to read as follows:

The salary or other compensation of the City Clerk and the City Treasurer shall be fixed by the council.

Section 2-183, entitled "Bond" shall be amended to read as follows:

Before entering upon the duties of office, the City Clerk and/or City Treasurer such person or persons, shall enter into a bond in the sum as may be required for the faithful performance of duties.

Section 2-184, entitled "Collection of claims and accounts";

Section 2-185, entitled "receipt of city moneys";

Section 2-186, entitled “Issuance of licenses and badges”;
Section 2-187, entitled “Collection of license fees”;
Section 2-188, entitled “Deposit of city funds”;
Section 2-189, entitled “Account of city money”;
Section 2-190, entitled “Monthly statements”;
Section 2-191, entitled “Notice of council meetings”;
Section 2-192, entitled “Minutes of council meetings”;
Section 2-193, entitled “Custody of City Seal”; and
Section 2-194, entitled “Other duties”

And shall be and are hereby repealed.

A new section, Section 2-195, shall be and is hereby adopted as follows:

Section 2-195 City Clerk’s qualifications, duties and responsibilities.

The City Clerk’s primary function of the job is to serve as a city’s administrative officer. He or she is primarily responsible for communications with the city’s council, publication and dissemination of the council’s agenda and minutes, maintaining the records of the city’s council including minutes.

Qualifications

The City Clerk must be at least eighteen (18) years of age and a citizen of the United States. The City Clerk must have strong organizational skills, personal communication skills and be proficient in electronic records preparation, management and storage. The City Clerk must be qualified to demonstrate skills and abilities for: records retention, computer software skills, written and verbal communication and be qualified to be bonded. The City Clerk may hold one or more city offices, however, an individual serving as City Clerk may not simultaneously be an elected or sitting member of the city’s council.

Duties

The City Clerk is responsible for the giving of notice to all members of the council, the members of the public and press who have requested notification and the city attorney of all regular and special meetings of the council. The City Clerk shall attend all meetings of the city’s council and shall prepare draft minutes and keep approved minutes of the proceedings. The City Clerk shall be responsible for the issuance of licenses and badges. The City Clerk shall have custody of the seal of the city, and the city seal shall be carefully preserved and kept by the City Clerk in his or her office. The City Clerk shall also perform other duties as may be annexed to the office or that may be required by ordinance or law to be performed.

A new section, Section 2-196, shall be and is hereby adopted as follows:

Section 2-196 City Treasurer’s qualifications, duties and responsibilities.

The City Treasurer's primary function of the job is to serve as the city's financial officer. He or she is primarily responsible for budgeting and managing the revenue and balanced cash flow for the city including but not limited to banking, collection, receipting, reporting, custody, investments or disbursements of municipal funds.

Qualifications

The City Treasurer must be at least eighteen (18) years of age and a citizen of the United States. The City Treasurer must have a background and experience in accounting and/or finance and be qualified to demonstrate skills and abilities for: records retention, computer software skills, written and verbal communication and to be qualified to be bonded. The City Treasurer may hold more than one or more city offices, however, an individual serving as City Treasurer may not simultaneously be an elected or sitting member of the city's council.

Duties

The City Treasurer is responsible for the cash, risk, accounting and financial reporting management of the general, special revenue, debt services, capital improvement and enterprise (water & sewer) funds. The City Treasurer also typically advises the city council and city manager on matters relating to municipal finance.

The City Treasurer shall collect claims and accounts that are made due and payable to the city as designated by council. The City Treasurer shall receive all moneys belonging to the city, all fees for licenses that may be imposed and required by law.

The City Treasurer also has oversight of other areas, such as the purchase of insurance, and collections of funding sources such as utility usage, business licenses, property tax, sales tax, utility user's tax and user fees such as licensing and permit fees. Reconciles city checking accounts and makes deposits to the bank.

The City Treasurer manages the investments of the city using standard government accounting procedures and is responsible for working with the city administrator, the mayor and the council to prepare the city's annual budget. The City Treasurer shall provide periodic reports to the city council in order to inform the council about the city's revenues, expenses and conformity with the city's budget. The City Treasurer shall be responsible for insuring that accounts payable and receivable are recorded in a timely manner, and for preparing the city's payroll and associated accounting. The City Treasurer shall work with the city's auditor to certify revenues and disbursements. The City Treasurer shall collect business license fees, building permit fees and other special fees assessed by the city for services, such as water and sewer.

Managerial Responsibilities

The City Treasurer may provide documentation needed to apply for government grants and he or she may serve as the primary grant writer. The City Treasurer shall file reports in a timely manner with the appropriate federal, state and local offices. The City Treasurer is also responsible for the supervision and evaluation of the support staff.

ATTEST:

**AMANDA F. CAUSEY
ADMINISTRATION**

**TODD M. HARRELSON
MAYOR**

LORIS COUNCIL MEMBERS

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FIRST READING: JULY 6, 2020

SECOND READING: JULY 20, 2020