

Council Members

District 2: Charlene McGriff, Chair

District 6: Allen Blackmon

District 5: Steve Harper

**County Attorney**

John K. DuBose III

Clerk to Council

Sherrie Simpson

June 2, 2020**10:00 AM****101 North Main Street
Lancaster, SC 29720**

**LANCASTER COUNTY
Administration Committee
County Council Chambers, County Administration Building, 101 North Main Street,
Lancaster, SC 29720**

AGENDA

1. **Call to Order - Committee Chair Charlene McGriff**
2. **Approval of the Agenda**
[deletions and additions of non-substantive matters]
3. **Citizens Comments**
4. **Approval of Minutes**
 - a. Approval of Minutes from the May 1, 2020 Administration Committee Regular Meeting
5. **Discussion/Action Items**
 - a. Monthly Budget Report - Kim Belk
 - b. Award Contract for External Auditing Services - Veronica Thompson
 - c. Kershaw Library Construction Update regarding the Sewer Line - Steve Willis
 - d. Remote Work Policy - Alison Alexander
 - e. Removal of Cap on Annual Leave - Steve Willis/Alison Alexander
 - f. EMS IT Support Update - Alison Alexander/Clay Catoe/Devin Allman
6. **Executive Session**
 - a. One Item:
 1. Discussion of compensation of personnel. SC Code 30-4-70(a)(1).
7. **Adjournment**

Anyone requiring special services to attend this meeting should contact 285-1565 at least 24 hours in advance of this meeting. Lancaster County Administration Committee agendas are posted at the Lancaster County Administration Building and are available on the Website: www.mylancastercsc.org

Agenda Item Summary

Ordinance # / Resolution #: N/A

Contact Person / Sponsor: Sherrie Simpson/Clerk to Council

Department: County Clerk

Date Requested to be on Agenda: 6/2/2020

Issue for Consideration:

Approve or amend the minutes from the May 1, 2020 Administration Committee regular meeting.

Points to Consider:

The minutes from the May 1, 2020 Administration Committee meeting are attached for the Committee's review and approval.

Funding and Liability Factors:

N/A

Options:

The Committee can approve or amend the minutes.

Recommendation:

Approve the minutes as written.

ATTACHMENTS:

Description

Upload Date

Type

Draft Minutes from the 5-1-2020 Administration Committee Regular Meeting

5/29/2020

Backup Material

Council Members

District 2: Charlene McGriff, Chair

District 6: Allen Blackmon

District 5: Steve Harper

**County Attorney**

John K. DuBose III

Clerk to Council

Sherrie Simpson

May 1, 2020**9:00 AM****101 North Main Street
Lancaster, SC 29720**

**LANCASTER COUNTY
Administration Committee
County Council Chambers, County Administration Building, 101 North Main Street,
Lancaster, SC 29720**

MINUTES

DRAFT

Committee members present at the Administration Committee regular meeting were Allen Blackmon, Charlene McGriff and Steve Harper. Also present at the Committee meeting were County Administrator Steve Willis, Deputy County Administrator Alison Alexander, Clerk to Council Sherrie Simpson, Chief Financial Officer Veronica Thompson, Budget Director Kim Belk, Procurement Director Cathy McDaniel, Development Services Director Rox Burhans, Sheriff Barry Faile, Public Services Director Jeff Catoe, various Department Heads, various staff, various Elected Officials and the press. A quorum of the Lancaster County Administration Committee was present for the meeting.

The following press were notified of the meeting by e-mail in accordance with the Freedom of Information Act: *Lancaster News*, *Kershaw News Era*, *The Rock Hill Herald*, Cable News 2, Channel 9 and the local Government Channel. The agenda was posted at the outside doors and in the lobby of the County Administration building and also on the County website for the required length of time.

Call to Order - Committee Chair Charlene McGriff

Committee Chair Charlene McGriff called the Administration Committee meeting to order at approximately 9:00 a.m.

Approval of the agenda

Charlene McGriff asked for a motion to approve the agenda and Allen Blackmon so moved. The motion was seconded by Steve Harper.

Steve Willis requested to move Item **5c. (Discussion of the Kershaw Branch Library)** first under **Discussion/Action Items** since Cathy McDaniel had another meeting to attend.

The Administration Committee approved the agenda as amended by unanimous vote of 3-0.

Citizens Comments

There were not any citizens who submitted written comments for Citizens Comments.

Approval of Minutes

Steve Harper moved to approve the minutes from the February 11, 2020 Administration Committee regular meeting. The motion was seconded by Allen Blackmon. There was no further discussion. The Administration Committee approved the February 11, 2020 Administration Committee regular meeting minutes by unanimous vote of 3-0.

Discussion/Action Items

c. Discussion of the Kershaw Branch Library - Steve Willis

Steve Willis explained that the Kershaw Branch Library has a sewer line underneath the building. Cathy McDaniel explained the potential options for re-design of the Library and she provided a handout, which is attached as Schedule A to the written minutes in the Clerk to Council's office. She explained that either option would add time on to the construction timeline.

The Committee discussed the actual location of the sewer line, whether a re-design would infringe on the right of way of the railroad tracks, the current sagging roof, possible other options for re-design such as an outdoor reading room or portico, the railroad right of way and the concern over funding because of the economic times. Steve Harper recommended allotting money to get an estimate on what it would cost to remove/fix the sewer line. Steve Willis explained that the County could not work on another municipality's sewer line. Charlene McGriff suggested that the County speak with the Administration from Kershaw first before a motion was made regarding the sewer line. Allen Blackmon asked if the County could pull back some road money in order to finish the libraries but Steve Willis explained that the contracts had already been signed for the road work. Allen Blackmon asked if the re-designated bond money could be used for the libraries. Steve Harper noted that there should be other options and alternatives other than adding an additional two hundred thousand dollars (\$200,000.00) to the project. Charlene McGriff asked that the County look at the options regarding the sewer line and then talk with the Administration in Kershaw and then put the options on the May 8, 2020 agenda. Steve Harper recommended that the Lancaster County Administrator arrange a meeting with the Town Administrator from Kershaw, the Lancaster County Council chairman and Councilman Allen Blackmon. Allen Blackmon noted that it was better to delay the construction of the Kershaw Library than to rush through it. He explained that Kershaw currently has an operating library.

a. Fiscal Year 2020-2021 General Fund Budget - Steve Willis

Steve Willis explained that the original budget had to change due to COVID-19. He reviewed the highlights from the Memorandum regarding the Fiscal Year 2020-2021 Budget, which can be found in the Agenda packet. He noted that the County needed to be strategic on their spending and he asked that the County defer/delay implementation of the two percent (2%) cost of living raise for employees until later in the year in order to provide a cushion for the budget.

Veronica Thompson explained that, in regards to COVID-19, the County faced a lot of unknowns. She explained that the Finance Department recommended being more conservative than normal. She further explained that the credit rating companies were watching the economy closely and she noted that the Finance Department was also doing a lot of research.

Kim Belk explained that the County would be following State and National guidance regarding the budget. She indicated that she went back to numbers for 2007-2008 to look at historic data in order to prepare this budget. She explained that the County was not asking for a millage increase. She noted that the County needed to be very cautious regarding the budget.

She reviewed the revenue for the budget, which can be found in the Agenda packet. Council did not have any questions regarding the budget revenue.

She reviewed the changes to the Non-Departmental budget, which can be found on page 1 of 110 in the Agenda packet. She noted that there was an increase in insurance.

She reviewed the changes to the Economic Development budget, which can be found on pages 2 and 3 of 110 in the Agenda packet. She explained that the budget changed due to a transfer from Building Maintenance so that Economic Development could take over maintenance of the landscaping of Industrial Parks.

She reviewed the changes to the County Council budget, which can be found on pages 4 thru 6 of 110 in the Agenda packet. She noted that the County Council budget increased for a salary increase of a thousand dollars (\$1000.00) for each Council member, for an increase in hospital security, for an increase in Professional Services for an update to the Strategic Plan and Capital Improvement Plan this fall and for an increase in Special Projects for the Department of Social Services' (DSS) renovation grant match. Steve Willis noted that the scope of work for the DSS renovation project was changed because there would no longer be a grant match from the State. Kim Belk explained that the Old Bailes Road grant match would be carried forward in the 2020-2021 budget. She further noted that the EMS Headquarters bond fund transfer was not yet included in the budget.

Kim Belk reviewed the changes to the Direct Assistance budget, which can be found on pages 8 and 9 of 110 in the Agenda packet. She indicated that the Direct Assistance budget increased for Clemson Extension for cleaning services and that the budget included a two percent (2%) cost of living raise for the Solicitor and Public Defender's offices' employees. The Committee asked if their raises would be deferred and Kim Belk indicated that if the County deferred the County employees cost of living raises then the Solicitor and Public Defender's offices' employees cost of living raises would also be deferred.

She reviewed the changes to the Procurement budget, which can be found on pages 10 and 11 of 110 in the Agenda packet. She noted that the Department, as part of the COVID-19 response, purchased vendor registration software.

She reviewed the changes to the Administrator's budget, which can be found on pages 12 and 13 of 110 in the Agenda packet. She explained that the budget increased for Contractual Services to develop brochures. The Committee asked about a Public Information Officer and Kim Belk explained that the position was not included in the budget. Alison Alexander explained that a permanent camera system was needed in Chambers since the County was recording all of their meetings now on YouTube.

She explained that there were no major changes to the Legal Team budget, which can be found on pages 14 and 15 of 110 in the Agenda packet.

She explained that there were no major changes to the Finance budget, which can be found on pages 16 and 17 of 110 in the Agenda packet.

Kim Belk reviewed the changes to the budget for Human Resources, which can be found on pages 18 and 19 of 110 in the Agenda packet. She noted that the budget had an increase in equipment for an on-boarding software program and she explained that the budget included a holiday bonus for employees. The Committee discussed the requirements for the holiday bonus, which Kim Belk indicated would be outlined in the budget ordinance.

She explained that there were no major changes to the Risk Management budget, which can be found on page 20 of 110 in the Agenda packet.

She reviewed the changes to the MIS/Information Technology (IT) budget, which can be found on pages 21 and 22 of 110 in the Agenda packet. She noted that the budget had a wage increase due to a position being moved to the Department from another Department and an increase in capitalized equipment for end of life work stations. Allen Blackmon asked if the County used an outside vendor to test the County's IT systems and Steve Willis indicated that the County worked with the State in order to meet the State Law Enforcement Division (SLED) security requirements. Alison Alexander explained that the County had a security audit in 2016 and that the County is following their recommendations. The Committee discussed how often security audits should be completed.

Kim Belk reviewed the changes to the GIS budget, which can be found on pages 23 and 24 of 110 in the Agenda packet. She noted that the salary was moved from the General Fund, that the pictometry was moved to the Assessor budget and that they would have new software but that it would be split between this budget and the 911 funds.

She reviewed the budget for Development Services. She explained that the Zoning budget, which can be found on pages 25 and 26 of 110 in the Agenda packet, increased for nuisance abatement. She explained that the abatement would be partially funded by revenues from Zoning Department fees. She explained that the Building Department budget, which can be found on pages 27 and 28 of 110 in the Agenda packet, would include a new position. She noted that the position would be funded by Building Department permit revenue. She also noted that the Building Department would be outsourcing commercial plan review, which would be funded by permit revenue also. Steve Willis explained that the County would be sending vehicles home with the building inspectors starting this year so that they can go right to their first inspection rather than spending time commuting to and from the County building. Kim Belk explained that the Planning Department budget, which can be found on pages 29 and 30 of 110 in the Agenda packet, changed because of the transfer of the Development Services Director salary from the Administration budget and that the budget increased for Contractual Services for technical assistance for traffic impact analysis. She also noted that the Comprehensive Plan funding was carried forward in the 2020-2021 budget.

Kim Belk reviewed the Assessor's budget, which can be found on pages 31 and 32 of 110 in the Agenda packet. She explained that their budget increased due to software increases, that their budget changed due to the transfer of costs for the pictometry and that their budget changed for Special Projects since reassessment was delayed. The Committee and staff discussed that training had been canceled for most employees so that those costs could decrease.

Kim Belk explained that there were no major changes to the Auditor's budget, which can be found on pages 33 and 34 of 110 in the Agenda packet.

She reviewed the Treasurer's budget, which can be found on pages 35 and 36 of 110 in the Agenda packet. She explained that their budget would be adjusted for a software contract increase which had yet to occur. She noted that the budget would be adjusted for that contractual increase by first Reading of the budget Ordinance.

She reviewed the budget for Delinquent Tax, which can be found on pages 37 thru 39 of 110 in the Agenda packet. She noted that their budget changed due to the transfer of the Records under Delinquent Tax, including the transfer of the position.

She reviewed the Registration and Election budget, which can be found on pages 40 and 41 of 110 in the Agenda packet. She noted that their budget was increased for supplies for the new voting machines and increased for the purchase of back up scanners and machines. She explained that this Department may have unforeseen costs with the new voting machines.

Kim Belk reviewed the Register of Deeds budget, which can be found on pages 42 and 43 of 110 in the Agenda packet. She explained that this Department had some position transfers and that they were adding a position, which would be funded through the Department's fee revenue. She further explained that this Department had an increase in Contractual Services to maintain the database for their newly scanned and digitized records. Allen Blackmon asked why the County moved forward with the records scanning and digitizing before the new budget year and Steve Willis explained that the project began early because of the need for citizens to have access to records while the building was closed for COVID-19. He noted that the on site scanning had been completed but that now the images were being enhanced and indexed, which should take a couple of months.

The Administration Committee took a break in the meeting. The break began at approximately 10:50 a.m. and the meeting resumed at approximately 11:02 a.m.

Kim Belk explained that the Circuit Court budget, which can be found on page 44 of 110 in the Agenda packet,

and the Family Court budget, which can be found on pages 47 and 48 of 110 in the Agenda packet, had no major changes. She noted that the Clerk of Court budget, which can be found on pages 45 and 46 of 110 in the Agenda packet, was increased in order to fund upgrades in the audio equipment for Courtroom A.

Kim Belk reviewed the budget from the Coroner's office, which can be found on pages 49 thru 51 of 110 in the Agenda packet. She explained that the budget had an increase in Professional Services due to an increase in the caseload and due to trend.

She reviewed the Probate Court budget, which can be found on pages 52 and 53 of 110 in the Agenda packet. She noted that the budget was increased due to maintenance of the new case management software program.

She noted that there were no major changes to the Magistrate's Court budget, which can be found on pages 54 and 55 of 110 in the Agenda packet.

Kim Belk reviewed the budget for the Sheriff's Office, which can be found on pages 56 thru 58 of 110 in the Agenda packet. She noted that their budget was increasing due to the need to fund two positions coming off grants and the need to fund one victim advocate position due to loss of revenue. She explained that the budget increased for overtime due to trend, for replacing outdated equipment and end of life equipment, for vehicle maintenance and for maintenance service.

She noted that there were no major changes to the Sheriff's Department - Town of Kershaw budget, which can be found on pages 60 and 61 of 110 in the Agenda packet.

She reviewed the budget for the Detention Center, which can be found on pages 62 thru 64 of 110 in the Agenda packet. She noted that their budget increased for laundry, food and beverage and contracts due to the increase in inmate population. She noted that Special Projects were removed due to the projects being completed.

Kim Belk noted that there were no major changes to the School Resource Officer budget, which can be found on page 65 of 110 in the Agenda packet.

She reviewed the (Public Safety) Communications budget, which can be found on pages 66 thru 68 of 110 in the Agenda packet. She explained that the Wages and Salaries for part-time increased due to the number of vacancies in the Department. She also noted that vehicle maintenance increased.

She reviewed the Emergency Management budget, which can be found on pages 69 and 70 of 110 in the Agenda packet, and noted that there were no major changes or requests. Steve Willis explained that the County would need to replenish their Personal Protective Equipment (PPE) stockpile.

She reviewed the Fire Services budget, which can be found on pages 71 and 72 of 110 in the Agenda packet. She explained that the Equipment - General was reduced because the one time funding for equipment for each station was removed. She further explained that the Vehicle Maintenance and Gasoline increased in this budget. She noted that there were no major changes for the Town of Kershaw - Fire, which can be found on pages 73 and 74 of 110 in the Agenda packet, and for the Lancaster County Firefighters, which can be found on pages 75 and 76 of 110 in the Agenda packet.

She reviewed the EMS budget, which can be found on pages 77 thru 79 of 110 in the Agenda packet. She explained that there was a position transfer to Information Technology (IT), which the Committee discussed. She also explained that their overtime increased due to trend. She further noted that the County should consider overtime increases as salaries are increased. She noted that the budget increased for part-time positions, for Personal Protective Equipment (PPE) and for vehicle maintenance. She noted that the EMS Headquarters was not in the budget and would go under the bond fund.

Kim Belk reviewed the budgets for Public Services. First, she reviewed the Road Maintenance budget, which can be found on pages 80 thru 82 of 110 in the Agenda packet. She noted that one time funding was removed and decreased, but that there were increases in vehicle maintenance for new mowers and a dump truck and in

contractual services. She then reviewed the Fleet Maintenance budget, which can be found on pages 83 and 84 of 110 in the Agenda packet. She noted that their budget increased for vehicle maintenance due to actual expenses in the motor pool and since the vehicles in the motor pool were being used more often. She then reviewed the Building Maintenance budget, which can be found on pages 85 thru 87 of 110 in the Agenda packet. She explained that maintenance of the Industrial Parks was moved to Economic Development, that Contractual Services decreased due to removal of one time costs for building upgrades/improvements and that Special Projects increased due to consultative services for project management. She then reviewed the Landfill - Solid Waste budget, which can be found on page 88 of 110 in the Agenda packet. She noted that there were no major changes to this budget. She then reviewed the Solid Waste Collection budget, which can be found on pages 89 thru 91 of 110 in the Agenda packet. She noted that the budget was increased for rent payment at the Racetrack but that one time funding for site improvements was removed so Contractual Services decreased. The Committee discussed pay for the convenience site workers. Jeff Catoe explained that the fees for solid waste were increasing due to the volume of trash. Kim Belk also explained that the Solid Waste Collection budget decreased for Special Projects due to the removal of one time funding for additional cans.

Kim Belk reviewed the Animal Shelter budget, which can be found on pages 92 thru 94 of 110 in the Agenda packet. She explained that a part-time position was moved to a full time position and that overtime was increased due to the need for adoption events on the weekends. She noted that General Supplies and Medical Supplies were increased. She further noted that the Equipment - Capitalized had the one time funding of the Incinerator removed since it has already been purchased and installed at the new Animal Shelter. Steve Willis noted his concerns over not being able to raise funds for furniture, fixtures and equipment due to the potential COVID-19 economic downturn.

Kim Belk explained that there were no major changes and no requests to the Health Services budget, which can be found on page 95 of 110 in the Agenda packet, and that there were no major changes to the Department of Social Services (DSS) budget, which can be found on pages 96 and 97 of 110 in the Agenda packet.

She reviewed the Veterans Affairs budget, which can be found on pages 98 and 99 of 110 in the Agenda packet. She explained that the training for the Department had been repurposed in the current year's budget due to cancellations, which has been corrected. She also noted that the one time funding for the Purple Heart signs had been removed since those signs had been purchased and installed.

She reviewed the Recreation budget, which can be found on pages 100 thru 105 of 110 in the Agenda packet. She noted that the County transferred part-time program costs to part-time operations costs. She noted that the budget was increased for copies and utilities. The Committee discussed the duties of the Recreation staff during COVID-19. The Committee also discussed program participation based on budget limitations. The Committee asked that the Recreation Director and Deputy Director attend the Committee of the Whole meeting to answer questions regarding their budget.

Kim Belk reviewed the Library budget, which can be found on pages 106 thru 109 of 110 in the Agenda packet. She noted that their budget included a request for new positions, which the County cannot fund at this time. She did note that the budget was increased for utilities.

Steve Harper requested that the Stormwater budget be available at the Committee of the Whole meeting and that she list the available fund balance for that budget. The Committee did not have any other comments regarding the General Fund expenditures.

b. Fiscal Year 2020-2021 Other Fund Budgets - Steve Willis

Kim Belk briefly reviewed the Other Fund Budgets. She noted that she was still missing the following budgets: (1) Stormwater; (2) Debt Service; (3) Capital Project Sales Tax; and (4) State Accommodations Fund.

She reviewed the Capital Improvement Fund budget, which can be found on pages 1 thru 3 of 27 in the Agenda packet. She noted that the budget included two EMS replacement ambulances, Fire Pickup truck and road

equipment.

She reviewed the Court Mandated Security budget, which can be found on pages 4 thru 7 of 27 in the Agenda packet. She noted that the budget did not have any requests but that gasoline was reduced in order to help balance the budget.

She reviewed the Victims Services Fund budget, which can be found on pages 8 and 9 of 27 in the Agenda packet. She noted that the budget was reduced twenty-five percent (25%) under wages due to revenue loss.

She reviewed the e-911 Fund budget, which can be found on pages 10 thru 12 of 27 in the Agenda packet. She noted that the budget decreased overall but money was moved between line items within the budget.

She reviewed the Hospitality Tax Fund budget, which can be found on pages 13 and 14 of 27 in the Agenda packet. She noted that the budget remained the same but explained that this budget would, most likely, be hit hardest by the potential COVID-19 economic downturn.

Kim Belk reviewed the County Transportation Committee Fund budget, which can be found on page 15 of 27 in the Agenda packet. She noted that the budget decreased slightly and that the project for the year was to work on Possum Hollow Road.

She reviewed the Indian Land Fire Protection District budget, which can be found on pages 16 thru 19 of 27 in the Agenda packet. She explained that the budget increased for wages due to the hiring of three (3) additional full time employees. She noted that the Department would be using their fund balance to purchase a vehicle.

She reviewed the Local Accommodations Tax Fund budget, which can be found on page 20 of 27 in the Agenda packet. She explained that the County would be using some funds for new County brochures.

She reviewed the Airport Fund budget, which can be found on page 21 thru 24 of 27 in the Agenda packet. She noted that the budget increased for utilities. The Committee discussed gas sales at the Airport.

Kim Belk reviewed the Pleasant Valley Fire Protection District fund, which can be found on pages 25 thru 27 of 27 in the Agenda packet. She explained that the budget increased for overtime and for part-time wages. She noted that they have balanced their budget with their fund balance for the past two (2) years.

c. Discussion of the Kershaw Branch Library - Steve Willis

This item was discussed first under Discussion/Action Items. Please see above for the discussion.

Adjournment

Steve Harper moved to adjourn the Administration Committee meeting. The motion to adjourn passed by unanimous vote of 3-0. There being no further business, the Administration Committee meeting adjourned at approximately 12:32 p.m.

Agenda Item Summary

Ordinance # / Resolution #: N/A

Contact Person / Sponsor: Kimberly Belk/Finance

Department: Finance

Date Requested to be on Agenda: 6/2/2020

Issue for Consideration:

An overview of Lancaster County finances will be provided for the previous month. This item is for information only for the Committee.

Points to Consider:

The budget report for May, 2020 will be handed out at the Committee meeting.

Funding and Liability Factors:

N/A

Options:

N/A

Recommendation:

N/A

Agenda Item Summary

Ordinance # / Resolution #: N/A

Contact Person / Sponsor: Veronica Thompson/Chief Financial Officer

Department: Finance

Date Requested to be on Agenda: 6/2/2020

Issue for Consideration:

Approval of External Auditing services contract for fiscal years ending 2020, 2021, and 2022.

SECTION 4-9-150 of the State codes governs that Council provide for an independent annual audit of all financial records and transactions of the County. The audits must be made by a certified public accountant or public accountant who has no personal interest, direct or indirect, in the fiscal affairs of the county government or any of its officers. The former External Auditor's contract ended with the completion of the FY2019 Audit. Request for Proposals to solicit auditing services was posted April 8, 2020.

The County received solicitations from two accounting firms:

- Faulkner & Thompson, PAs - Rock Hill, SC
- Mauldin & Jenkins, LLC- Columbia, SC

Points to Consider:

An evaluation committee reviewed the proposals and recommends Council award Mauldin and Jenkins, LLC auditing services contract for FY2020, FY2021, & FY2022. The committee considered the firm's expertise & experience, audit approach, and cost.

Mauldin & Jenkins, LLC specializes in providing services to governments. The firm is a large firm which allows for rotation of staff on the audit engagements. They are using innovative methods to perform artificial intelligence (AI) to scan the County's transactions and provide new risk based insights during the audit.

Faulkner & Thompson may be a good firm, but the committee felt that their past experience was with smaller entities and is not a good fit for a County our size. There was also a concern with the quantity and experience of staff.

Funding and Liability Factors:

Cost :

- FY2020 Audit -\$49,500
- FY2021 Audit- \$49,500
- FY2022 Audit - \$49,900

The proposed FY2021 budget is enough to support the cost.

Options:

N/A

Recommendation:

Council approve entering into an Auditing Services contract with Mauldin & Jenkins, LLC.

Agenda Item Summary

Ordinance # / Resolution #: N/A

Contact Person / Sponsor: Steve Willis/Administration

Department: Administration

Date Requested to be on Agenda: 6/2/2020

Issue for Consideration:

At the May 1, 2020 Administration Committee Meeting, the Committee discussed the discovery of a Kershaw sewer line on the new library property which impacts the construction of a meeting room in the old bank drive-thru. Council discussed several scenarios:

A) Do nothing to the sewer line and don't construct the meeting room;

B) Move the meeting room to another location on the building at an additional cost of approximately \$200,000 and additional project time;

C) Wait for a cost estimate to relocate the sewer line.

At that time, the County had not received information regarding the cost to re-locate the sewer line from the Town of Kershaw, and it was the consensus of the Committee to have the Administrator continue to work with the Town on securing a cost estimate for the sewer line relocation.

Points to Consider:

Kershaw Town Administrator Mitch Lucas informed County Administrator Steve Willis the estimated cost to relocate the line is \$37,000. As of the packet preparation, we are waiting on a written confirmation of the cost estimate and the timeline.

Funding and Liability Factors:

Options:

To recommend the relocation of the sewer line.

Recommendation:

ATTACHMENTS:

Description	Upload Date	Type
E-mail from Town of Kershaw	5/29/2020	Backup Material

Steve Willis

From: Mitch Lucas <mitch.lucas@townofkershawsc.gov>
Sent: Wednesday, May 27, 2020 19:48
To: Steve Willis; Alison Alexander
Subject: [EXTERNAL] Re: [EXTERNAL] Re: [EXTERNAL] RE: Estimate on Cost to relocate Sewer Line

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—IT Helpdesk, support.lancastercountysc.net

Steve
Sounds good.

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From: Steve Willis <SWillis@lancastersc.net>
Sent: Wednesday, May 27, 2020 7:47:08 PM
To: Mitch Lucas <mitch.lucas@townofkershawsc.gov>; Alison Alexander <AAlexander@lancastersc.net>
Subject: RE: [EXTERNAL] Re: [EXTERNAL] RE: Estimate on Cost to relocate Sewer Line

Citizens are urged to call or e-mail before driving to a County Office.
Many buildings or functions are currently operating with social distancing restrictions or by appointment-only.

Thanks Mitch. I hope to be in a position to take this to Council at the first meeting in June for approval.
Thanks,
Steve



Steve Willis, County Administrator
Administration

Lancaster County Government
PO Box 1809
101 N Main St
Lancaster, SC 29720

P: (803) 416-9300 F: (877) 241-5430
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From: Mitch Lucas <mitch.lucas@townofkershawsc.gov>
Sent: Wednesday, May 27, 2020 19:45

To: Steve Willis <SWillis@lancastersc.net>; Alison Alexander <AAlexander@lancastersc.net>

Subject: [EXTERNAL] Re: [EXTERNAL] RE: Estimate on Cost to relocate Sewer Line

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—IT Helpdesk, support.lancastercountysc.net

Steve

We have a meeting Friday. I will check with Council and notify you Monday. We will try to accomplish the work very soon. Mark and I will talk with Harrellson tomorrow.

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From: Steve Willis <SWillis@lancastersc.net>

Sent: Wednesday, May 27, 2020 7:41:38 PM

To: Mitch Lucas <mitch.lucas@townofkershawsc.gov>; Alison Alexander <AAlexander@lancastersc.net>

Subject: RE: [EXTERNAL] RE: Estimate on Cost to relocate Sewer Line

Citizens are urged to call or e-mail before driving to a County Office.

Many buildings or functions are currently operating with social distancing restrictions or by appointment-only.

Mitch,

One additional piece of info the Committee will likely ask which Alison reminded me. If funded, how soon can the Town have the line abandoned so we could resume construction?

Thanks,
Steve



Steve Willis, County Administrator
Administration

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From: Steve Willis <SWillis@lancastersc.net>

Sent: Wednesday, May 27, 2020 09:27

To: Mitch Lucas <mitch.lucas@townofkershawsc.gov>; Alison Alexander <AAlexander@lancastersc.net>

Subject: RE: [EXTERNAL] RE: Estimate on Cost to relocate Sewer Line

Citizens are urged to call or e-mail before driving to a County Office.
Many buildings or functions are currently operating with social distancing restrictions or by appointment-only.

Thanks Mitch. That is plenty for the Committee.

I need to make sure that the Town is OK with tackling this project if Council approves the funding. I would not feel comfortable with us doing this since we don't own the lines, it is not our system, and we don't deal with DHEC on such issues. If Council approves I am perfectly OK with sending you a check for \$37,000. We would just need receipts for what was expended.

Thanks,
Steve



Steve Willis, County Administrator
Administration
Lancaster County Government
PO Box 1809
101 N Main St
Lancaster, SC 29720
P: (803) 416-9300 F: (877) 241-5430
C: (803) 288-0919
swillis@lancastersc.net

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From: Mitch Lucas <mitch.lucas@townofkershawsc.gov>

Sent: Wednesday, May 27, 2020 09:07

To: Steve Willis <SWillis@lancastersc.net>; Alison Alexander <AAlexander@lancastersc.net>; Sherrie Simpson <SSimpson@lancastersc.net>

Subject: [EXTERNAL] RE: Estimate on Cost to relocate Sewer Line

THIS IS AN EXTERNAL E-MAIL — Use caution when clicking on links as they could open malicious websites.
—IT Helpdesk, support.lancastercountysc.net

Steve,

Robert Harrellson, a local contractor, not our engineer provide to Allen Blackmon his quote to complete the project.

The quote was \$37,000.00

That is all I know. Mark and Allen were working on this.

Mitch Lucas

Town Administrator
Town of Kershaw
803-475-3061 Work
803-804-5929 Cell

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From: Steve Willis <SWillis@lancastersc.net>
Sent: Wednesday, May 27, 2020 8:45 AM
To: Mitch Lucas <mitch.lucas@townofkershawsc.gov>; Alison Alexander <AAlexander@lancastersc.net>; Sherrie Simpson <SSimpson@lancastersc.net>
Subject: Estimate on Cost to relocate Sewer Line

Citizens are urged to call or e-mail before driving to a County Office.

Many buildings or functions are currently operating with social distancing restrictions or by appointment-only.

Mitch,

Do y'all have a figure yet on the likely cost to relocate the sewer line from your engineer? The Administration Committee is scheduled to discuss the comparison of cost to relocate versus cost to realign the Library building at their June 2nd meeting.

Thanks,
Steve



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Administration

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Agenda Item Summary

Ordinance # / Resolution #: N/A

Contact Person / Sponsor: Alison Alexander/Deputy County Administrator

Department: Administration

Date Requested to be on Agenda: 6/2/2020

Issue for Consideration:

As part of the Covid-19 response plan, the County instructed departments to allow employees to work from home where possible. This allowed county operations to continue even when buildings were closed to the public. The County has no overarching policy to outline what the county and the employee's responsibilities and expectations are when working remotely, and staff would like to have a policy in place for remote work. The Covid-19 experiment demonstrated this would be a positive policy to have in place for departments and employees to utilize in emergency and non-emergency times.

Points to Consider:

The County has employees who are issued laptops, whether on a permanent basis or as part of an emergency plan, and should have a policy to outline the expected schedule, treatment of equipment, and other items. Administration and Human Resources worked with the County's employment attorney to craft the attached policy.

Funding and Liability Factors:

n/a

Options:

To recommend approval of the policy as presented (or amended).

Recommendation:

To recommend approval of the policy as presented.

ATTACHMENTS:

Description	Upload Date	Type
Proposed Remote Work Policy	5/21/2020	Backup Material

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EMPLOYMENT REMAINS AT-WILL AND MAY BE TERMINATED
AT ANY TIME BY THE EMPLOYEE OR THE COUNTY

Lancaster County
Remote Work Policy

The purpose of this policy is to set out guidelines for remote work by certain employees of Lancaster County. This policy is subject to evaluation and modification as the County determines necessary to best serve the needs of our citizens and protect the health and safety County employees.

1. General

Working from a remote location is subject to the department head's approval. Working from a remote location may be revoked at any time without notice by the department head. During emergencies employees may be assigned to work at home (remote work) and will be expected to return to working in the office when emergency conditions have abated, or when instructed by supervision.

The assigned work location of employees permitted to work remotely remains the county office to which they normally reported prior to working at home. All employees are expected to report to work from time to time to attend meetings, due to staffing shortages, for training purposes, or other reasons as determined by and at the discretion of the supervisor or department head. This will depend on the needs of the department. There will be no additional compensation or reimbursement for mileage when expected to report to work.

New employees generally must successfully complete their Introductory Period (90 days) before becoming eligible to work from a remote location. Exceptions may be made for employees hired when the County is operating under modified schedules, such as the COVID-19 period, whose work is capable of being done remotely and who were not hired for the express purpose of completing tasks that must be done in the office.

2. Schedule

The remote work schedule (that is, the days worked in the office and the days worked remotely) will be determined by the department head depending on the needs of the department. In the case of remote work during emergencies, an employee may be expected to work remotely each work day on a temporary basis.

3. Staff Meetings

All employees are expected to be present for staff meetings. Attendance by phone or video conferencing is permitted with the department head's advance approval.

4. Application of County and Departmental Policies

All County and department rules, including those in the *Personnel Policies and Procedures Manual*, apply to employees who work remotely. Employees must pay specific attention to those centered on work-related electronic communication and behavioral expectations. All phone and internet communication is expected to be professional and appropriate, just

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Remote Work Policy

as in an in office setting. Employees are expected to be responsive to phone and internet communication in a timely manner during normal office hours.

Employees who violate County and departmental policies while working remotely are subject to disciplinary action, up to and including termination of employment, in the same manner as if working in the office.

5. Job Performance

Employees are expected to maintain the same high levels of job performance when working remotely as they do when working in the office. Working remotely is not an excuse for failure to perform assigned tasks or to complete them in a timely manner. Failure to maintain job performance expectations will result in disciplinary action, up to and including termination of employment. Where remote work has been assigned during an emergency to an employee whose work normally requires him or her to be in the office, the department head may make allowances for the limitations of remote work. It is the supervisor's responsibility to measure and monitor job performance.

6. Time, Attendance and Overtime

Full-time employees normally scheduled to work 37.5 hours may only work 37.5 hours during the work week. All other full-time employees may work no more than 40 hours during the work week. Part-time employees may only work the number of hours they are normally scheduled or are instructed to work by the department head, not to exceed 40 in a work week. Working more than the foregoing hours and working overtime must be approved in advance (in writing) by the department head. Working unapproved hours or overtime will result in disciplinary action, up to and including termination of employment.

Employees allowed or required to work remotely are expected to be working and available for communication with coworkers and others during normal office hours. Variances from the normal schedule are permitted only with the advance written permission of the department head.

7. Use of Annual and Sick Leave

Employees allowed to work remotely must request and use annual and sick leave in accordance with normal County policy and must immediately notify the supervisor if the employee becomes ill or cannot work as scheduled. Employees who work less than their assigned straight-time hours during a workweek must use annual leave, or sick leave, as applicable. Holidays are treated in the same manner as when employees are working in the office. Employees who would normally be off will not work during the holiday unless required to do so by the department head and will receive holiday pay if eligible. Employees who would normally work during the holiday, will work as expected and record their hours of work.

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8. Reimbursable Expenses

Generally, expenses incurred as a result of an employee's working remotely will not be covered.

9. Equipment and Work Environment

Employees must maintain a work area in the home environment that is sufficient for the completion of work. The County will provide a county-owned laptop computer or mobile device for remote access. Hardware, such as a printer or telephone, will not be provided for the home office. Employees must provide their own internet connection.

During periods of equipment malfunction, the employee is expected to report to work in the office. The department head may, at his or her discretion, allow the employee to use annual leave in lieu of coming in to work during times of equipment malfunction.

Office supplies are not provided.

It is the employee's responsibility to ensure that the at-home work area is set up in such a manner that it is free of fire and safety hazards. Any work-related injury sustained while working from a remote location must be reported immediately to the supervisor.

10. Insurance

Employees are responsible for ensuring their homeowner's insurance policy covers losses to the home or property that are incurred from using part of the home as an office. If there is additional expense involved in covering this, the employee will be responsible for the associated expense.

11. Workers' Compensation

Workers' Compensation only applies if the employee is injured while performing work-related activities. The employee must also designate a workspace, and he or she is only covered if the injury occurs within that workspace while working.

12. Data Security

Employees may not compromise the confidentiality or security of the County's information or information systems due to remote work or remote computer access. The exact same information security policies that apply when working in the office apply when working remotely. If the employee maintains printed materials remotely, he or she must keep those under lock and key as appropriate.

13. Tax Deduction

The County cannot provide employees with tax advice. Employees should consult IRS resources or their tax advisors if they want to know whether their use of a home office is

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Lancaster County
Remote Work Policy

deductible. If the employee qualifies for tax deductions as a result of establishing a home office, it will be his or her responsibility to apply for these deductions.

14. Zoning

The employee is responsible for observing any zoning ordinances regulating the performance of work at home for telecommuting purposes.

15. Exceptions

There will be times when all work must be conducted in the office and remote work will not be possible. There may also be an expectation that the remote worker attend meetings and training in person rather than remotely.

16. Termination

The allowance for remote work may be revoked at any time. If an employee resigns or is terminated from employment, all County property must be returned upon termination of employment.

17. Elected and Appointed Officials

Employees of elected and appointed officials are not subject to this policy except to the extent the official adopts it in whole or in part.

Agenda Item Summary

Ordinance # / Resolution #: N/A

Contact Person / Sponsor: Steve Willis/Administration and Alison Alexander/Administration

Department: Administration

Date Requested to be on Agenda: 6/2/2020

Issue for Consideration:

Request to remove the cap of 240 hours accumulation of annual leave for 2020.

Points to Consider:

Due to the state of emergency, and various planned recovery efforts, coupled with a forecast second wave of the virus coupled with the flu late this year, many employees cannot utilize their annual leave to take normally scheduled vacations.

I am requesting that I be allowed to remove the cap for the 2020 calendar year.

Funding and Liability Factors:

Should an employee retire during the calendar year they may receive a larger annual leave payout than would have normally been the case since the ability to utilize leave has been curtailed.

Options:

Approve or reject the request.

Recommendation:

I strongly recommend approval so that employees do not lose leave time through no fault of their own.

Agenda Item Summary

Ordinance # / Resolution #: N/A

Contact Person / Sponsor: Alison Alexander/Deputy County Administrator; Clay Catoe/EMS Director; Devin Allman/Information Tech

Department: Administration

Date Requested to be on Agenda: 6/2/2020

Issue for Consideration:

The Administration Committee has requested an update on the EMS IT support process. This update is on the transition of the EMS IT support from an internal EMS departmental function to a department supported by the County's IT Department. All parties acknowledge the initial acquisition was rocky – the merger was unexpected and unbudgeted. The process was initiated in the summer of 2019 with the departure of the EMS Department's IT Analyst.

Points to Consider:

EMS Director Clay Catoe and IT Director Devin Allman will be in attendance to provide additional information and answer questions as requested regarding current support levels and known software and hardware issues. As of this writing, all frontline vehicles have new toughbooks installed, part of a process to standardize the equipment

To better support both the transition and ongoing EMS operations, we would like to propose the creation of a "Data Manager" position within EMS. If approved, staff will need to prepare a full job description, but this position would be responsible for ensuring compliance with state data integrity requirements, troubleshoot initial hardware and software issues, and serve as the liaison between EMS and IT for escalated issues and larger projects. The position would also serve as a "super-user" for EMS software programs, and provide software training for the EMS employees, as the County relies on individual departments to provide training to their own employees regarding various software packages. The IT Department would continue to support network hardware and infrastructure, and major software and hardware upgrades and issues. A new position is not a quick fix, but once implemented, it would allow for continuous attention of EMS first level support needs, while allowing the IT department to focus on the larger hardware and networking needs within the department.

Funding and Liability Factors:

The cost of hardware replacements in the current fiscal year were funded from within the current IT and EMS budgets. Including fringe, the annual cost of the position is \$74,000. The funding identified for FY 2021 is to use some of the funds budgeted for the COLA.

The proposed budget contains \$603,000 for 12-months of a 2% COLA (\$500 - \$520,000 in the General Fund). At the May 8th budget workshop, it was determined to keep the funds budgeted, but not committed to a COLA until after a January 2021 financial review. As discussed at first reading on May 26th, the county recently received notice of a \$220,000 (21.1%) increase in Property & Liability Insurance due to changes in the national reinsurance market. The combination of the P&L insurance increase and the addition of a full year of a new position will mean we will likely not have funds budgeted for two full quarters of a 2% COLA (January – June 2021).

Options:

- A. To continue providing EMS IT support in the current process and timeline; or
- B. To initiate a process within the FY 21 budget to establish a "Data Manager" position within EMS, utilizing the funds designated for a COLA.

Recommendation:

Send to Council with a Favorable or Unfavorable recommendation on the Data Manager position.