

**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

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**October 15, 2019****10:00 AM****101 North Main Street  
Lancaster, SC 29720**

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**LANCASTER COUNTY  
Administration Committee****Administration Office Conference Room, 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 September 10, 2019 Administration Committee Regular Meeting

**5. Discussion/Action Items**

- a. Update County Website - Alison Alexander/Katherine Hayes
- b. Budget Amendment - Steve Willis
- c. Proposed Recruitment/ Retention Bonus Program - Steve Willis

**6. 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.mylancastersc.org](http://www.mylancastersc.org)*

## Agenda Item Summary

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Ordinance # / Resolution #: N/A

Contact Person / Sponsor: Sherrie Simpson/Clerk to Council

Department: County Clerk

Date Requested to be on Agenda: 10/15/2019

**Issue for Consideration:**

Approve or amend the minutes from the September 10, 2019 Administration Committee regular meeting.

**Points to Consider:**

The minutes from the September 10, 2019 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 9-10-2019 Administration Committee Regular Meeting	10/3/2019	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

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**September 10, 2019**

**10:00 AM**

**101 North Main Street  
Lancaster, SC 29720**

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**LANCASTER COUNTY  
Administration Committee**

**Administration Office Conference Room, County Administration Building, 101 North Main Street, Lancaster, SC 29720**

**MINUTES**

**DRAFT**

Committee members present at the Administration Committee regular meeting were Charlene McGriff, Steve Harper and Allen Blackmon. Also present at the Committee meeting were County Administrator Steve Willis, Deputy County Administrator Alison Alexander, County Attorney John DuBose, Clerk to Council Sherrie Simpson, Chief Financial Officer Veronica Thompson, Budget Analyst Kim Belk, Fire/Emergency Services Director Darren Player, EMS Manager Len Robinson, Facilities Project Manager Kelvin Alexander, Recreation Director Hal Hiott, Clerk of Court Jeff Hammond, Solicitor Randy Newman, various Department Heads and staff. 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 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**

Charlene McGriff called the regular monthly meeting of the Administration Committee to order at approximately 10:04 a.m.

**Approval of the agenda**

Steve Harper moved to approve the agenda. The motion was seconded by Allen Blackmon. The Committee approved the agenda by unanimous vote of 3-0.

**Citizens Comments**

There were no citizens who came forward to speak during Citizens Comments.

**Approval of Minutes**

Allen Blackmon moved to approve the minutes from the August 13, 2019 Administration Committee regular meeting. The motion was seconded by Steve Harper. The Committee approved the minutes from the August 13, 2019 Administration Committee regular meeting by unanimous vote of 3-0.

## Discussion/Action Items

- a.** Ordinance 2019-1610 regarding Amending the County Code to Create the Position of Deputy County Administrator  
Ordinance Title: An Ordinance To Adopt Section 2-82 In Article 3 Of Chapter 2 Of The Lancaster County Code Of Ordinances Related To The Position Of Deputy County Administrator, Assign Duties And Responsibilities, And To Provide For Matters Related Thereto.

Steve Willis reviewed the Ordinance with the Committee. There was no discussion regarding the Ordinance. Allen Blackmon moved to approve Ordinance 2019-1610. The motion was seconded by Steve Harper. The motion passed by unanimous vote of 3-0.

- b.** Ordinance 2019-1611 regarding Amending the County Code Related To Residency Requirements  
Ordinance Title: An Ordinance To Amend Section 2-132.1 Of The Lancaster County Code Related To Residency Requirements.

Steve Willis reviewed the Ordinance with the Committee. There was no discussion regarding the Ordinance. Steve Harper moved to forward Ordinance 2019-1611 to full Council with a positive recommendation from the Administration Committee. The motion was seconded by Allen Blackmon. The motion passed by unanimous vote of 3-0.

- c.** Indian Land Fee District Budget Amendment - Darren Player/Bill Parker

Darren Player explained that, as part of their five year strategic plan, the Indian Land Fire Department wanted to hire additional firefighters so they could have a full truck company of twenty-four (24) hour people on three (3) different shifts. Allen Blackmon and Darren Player explained that the Indian Land Fire Fee District Chair, Bill Parker, recommended the amendment. Darren Player explained that he also recommends the amendment.

Charlene McGriff asked how the amendment would effect the County's budget. Steve Willis and Darren Player explained that the Indian Land Fire Fee District had turn over in their Board and so the Board missed turning in the request during the budget process. Darren Player further explained that the Indian Land Fire Department does not currently have a Fire Chief. Kim Belk explained that if the Board is simply moving money around in their budget, then Council can approve that change by resolution only and would not have to do a budget amendment.

Allen Blackmon moved to send the recommendation allowing the Indian Land Fire Fee District Board to move money around in their current budget in order to hire additional firefighters to full Council with a positive recommendation from the Administration Committee. The motion was seconded by Steve Harper. The motion passed by unanimous vote of 3-0.

- d.** EMS Headquarters Project - Steve Willis/Kelvin Alexander/Clay Catoe

Steve Willis explained that the County has a number of projects under way and he recommended that the EMS Headquarters project be tackled as part of the next budget year. Kelvin Alexander, Facilities Project Manager, reviewed the history of the project and provided an update on the project. Steve Willis noted that staff wanted to update the Committee on the project and explained that, at this point, Kelvin Alexander needs to develop an accurate scope of work for the project. He further explained that for future projects, County staff would develop an accurate scope of work, then work with professional estimating companies to determine costs and then come to the Committees to balance the scope of work and the funding. Steve Willis indicated that he is asking the Committee to put the EMS Headquarters project off until the next fiscal year.

After the Committee discussed whether to reserve money in fund balance for the project, Steve Harper moved that the County move forward with the bid process and leave nine hundred sixty thousand dollars (\$960,000.00) in reserves in the budget for the EMS Headquarters project. The motion was seconded by Allen Blackmon. The



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motion passed by unanimous vote of 3-0.

e. Request from Solicitor Randy Newman - Steve Willis

Steve Willis explained that the Solicitor sent a request to the County to fund an Assistant Solicitor position that is coming off of grant funding as of September 30, 2019. He explained that the Solicitor found money to fund the investigator position that was coming off of grant funding but not for the Assistant Solicitor position.

Randy Newman provided and reviewed a handout entitled, "Sixth Circuit Solicitor's Office Staff." The handout is attached as Schedule A to the written minutes in the Clerk to Council's office. He reviewed his office's caseloads. He explained that if he loses the position, then he will lose someone with specialized experience. He noted that he has one of the smallest staffs in the State.

After the Committee discussed the importance of the budget process, Allen Blackmon moved that the County amend the budget for this year to include the funding of an Assistant Solicitor position for the Solicitor's office and to make provisions for the interim funding of the position and moved that the item be forwarded to full Council with a favorable recommendation from the Administration Committee. The motion was seconded by Steve Harper. The motion passed by unanimous vote of 3-0.

f. Proposal for Enhancements at Springs Park Boat Landing - Steve Willis/Hal Hiott

Steve Willis indicated that the Committee could consider Item **f. (Proposal for Enhancements at Springs Park Boat Landing)** and Item **g. (Additional Costs for Springs Park Boat Landing)** at the same time because they deal with the same information. He explained that Duke Energy would be responsible for all of the work on the proposed project and that the County would simply be providing additional funding for added enhancements. He explained that the County would have some recurring costs for maintenance and so the County would be requesting an additional position in the budget that would maintain trails and the boat landing.

Hal Hiott discussed the proposed plans and its benefit to the County. Kim Belk explained that the County staff recommended that the money for funding the project come out of fund balance. The Committee discussed the number of citizens who might potentially use the amenities and whether Hospitality funds could be used to fund the proposed project. Allen Blackmon moved to forward the proposed project forward to full Council with a positive recommendation and also recommended that non-recurring costs for the project come out of Hospitality funds and that recurring costs come out of the General Fund. The motion was seconded by Steve Harper. The motion passed by a vote of 2-1. Allen Blackmon and Steve Harper voted in favor of the motion and Charlene McGriff opposed.

Darren Player discussed the fiscal impact to the County's rescue services once the proposed rapids below the dam are operational. The Committee determined that the County Administrator should contact the Federal Energy Regulatory Commission (FERC) to discuss what resources the County would need regarding the proposed project and what expenses the County might have related to the project.

g. Additional Costs for Springs Park Boat Landing - Steve Willis/Hal Hiott

Please see Item **f. (Proposal for Enhancements at Springs Park Boat Landing)** for the Committee's discussion and recommendation regarding this Discussion/Action Item.

h. Monthly Report - Kim Belk

Kim Belk reviewed the revenues and expenditures for the month of August 2019. The Budget Monitoring Report for the Month of August 2019 is on file with the written minutes in the Clerk to Council's office and is attached to those minutes as Schedule B. The Committee requested that all Council members receive a hard copy of the monthly Budget Monitoring Report.

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### **Adjournment**

Steve Harper moved to adjourn the Administration Committee meeting. The motion was seconded by Allen Blackmon. The motion to adjourn passed by unanimous vote of 3-0. There being no further business, the Administration Committee regular meeting adjourned at approximately 11:32 a.m.

## Agenda Item Summary

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Ordinance # / Resolution #: N/A

Contact Person / Sponsor: Alison Alexander/Deputy County Administrator

Department: Administration

Date Requested to be on Agenda: 10/15/2019

### **Issue for Consideration:**

The current County website does not meet ADA accessibility guidelines, and the administrative side is time-consuming for the staff who maintain the site. Public Relations Coordinator Katherine Hayes has researched the County's needs with Admin and IT, and gathered quotes from multiple vendors.

### **Points to Consider:**

A new website will take 8-10 months of development. By authorizing the website now, it will be functional mid 2020. A new site will not only allow the County to be ADA compliant, but also improve our ability to provide useful information to the public on a site that is easier to navigate and use.

### **Funding and Liability Factors:**

Due to the timing of changes in staffing, the request for funding for a new website was not included in the FY 20 budget request. The budget includes \$200,000 for various planning initiatives, and we recommend allocating \$50,000 for a new website redesign.

### **Options:**

To recommend approval or denial.

### **Recommendation:**

To recommend approval as presented.

## Agenda Item Summary

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Ordinance # / Resolution #: N/A

Contact Person / Sponsor: Steve Willis/Administration

Department: Finance

Date Requested to be on Agenda: 10/15/2019

**Issue for Consideration:**

Amendment to the Fiscal Year 2020 budget.

**Points to Consider:**

The proposed amendments are attached. They include two departments who are requesting fee changes as well as additional funding requests for several projects and other items. Most requests will be funded through general fund fund balance except for the additional staff for the Indian Land Fire Dept. which will come from its own fund reserve. Several items have already been approved by Council via prior action, but this will catch up the budget.

**Funding and Liability Factors:**

Requests are to change the overall budget for the fiscal year and will impact fund balance.

**Options:**

Approve or reject the amendments.

**Recommendation:**

Approve.

**ATTACHMENTS:**

Description	Upload Date	Type
Budget Amendment Items	10/3/2019	Budget Amendment



## **Funding Amendments**

<b>Item</b>	<b>Amount</b>	<b>Funding Source</b>	<b>Contact Department</b>
Indian Land Firefighters	\$161,420	Indian Land Fire Fund Reserve	Indian Land Fire
Springs Boat Landing	\$401,795	General Fund Reserve	Recreation
Maintenance for Springs Boat Landing	\$64,065	General Fund Reserve	Recreation
Assistant Solicitor (grant ending)	\$85,241	General Fund Reserve	Solicitor
EMS 4/9	\$730,063	General Fund Reserve	EMS
Old Bailes Grant Match	\$424,625	General Fund Reserve	Stormwater/Administration
EMS HQ Design	TBD	General Fund Reserve	Project Management
Land Purchase	\$2,300,000	General Fund Reserve	Administration

## **Fee Amendments**

### **14.00 Planning**

<b>14.04</b>	<b>Subdivision Fees</b>		
	Final plat	Per plat	\$100 plus- \$25 <u>for each lot</u>
	Civil Construction Plan Review	Per-plat	\$300 plus- \$25 <u>for each lot</u>

<b>14.05</b>	<b>Zoning Fees</b>		
	Rezoning application- single parcel		<del>325</del> <u>435</u>
	Rezoning application- multi parcel		<del>500</del> <u>610</u>
	2nd rezoning fee (within 1 month)		<del>250</del> <u>360</u>
	Text amendment & Future Land Use Map Amendment Fee		<del>325</del> <u>435</u>

<b>14.06</b>	<b>Miscellaneous Fees</b>		
	<b>Item</b>	<b>Unit</b>	<b>Amount</b>
	<u>Commercial Review Fee</u>		<u>\$300 plus- \$150 per disturbed acre</u>

## 26.00 Airport

Item	Unit	Amount
<u>Open</u> Airport hangar rental	Per Month	<del>100</del> <u>150.00</u>
<u>Airport Callout Fee</u>	<u>Per Hour,</u> <u>minimum 3</u>	<u>\$100.00</u>
<u>Ramp Tie Down Over Night</u>		<u>\$20.00</u>
<u>Ramp Tie Down Monthly</u>		<u>\$75.00</u>
<u>Enclosed hangar rental</u>		<u>Call for Price</u>
<u>Small-Medium Turboprops/Light Jets Facility Fee</u>	<u>Per Day</u>	<u>\$75.00</u>
<u>Large Turboprops/Light Jets Facility Fee</u>	<u>Per Day</u>	<u>\$150.00</u>
<u>Large Jets Facility Fee</u>	<u>Per Day</u>	<u>\$250.00</u>
<u>Lavatory Services</u>		<u>\$100.00</u>

## Agenda Item Summary

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Ordinance # / Resolution #: N/A

Contact Person / Sponsor: Steve Willis/Administration

Department: Administration

Date Requested to be on Agenda: 10/15/2019

### **Issue for Consideration:**

Development of a Recruitment/ Retention Bonus Program.

### **Points to Consider:**

After consulting with the Deputy Administrator, Human Resources Director, and several department heads I would like to target three positions for a Recruitment/ Retention Bonus Program. They are Paramedics (but not inclusive of Advanced EMT's or Basic EMT's), 911 Telecommunicators, and Parks and Recreation Maintenance Technicians.

### **Funding and Liability Factors:**

Still under development. We have approximately 40 Paramedics but this number is usually in flux. We would love to be fully staffed with all paramedics but that isn't going to happen. As of the date of this report we have 27 TCO's and 9 Maintenance Tech positions.

The working proposal is to do the same as we did several years ago with Detention Officers. For those employees working on December 31st that were employed as of July 1st there will be a \$500 (minus taxes) bonus. The same would hold true for those employees working on June 30th that were employed on January 1st.

For new hires they would receive a \$500 bonus upon completion of their 6 month Probationary period and then the next regularly scheduled bonus payment.

For those employees that recruit a person filling a position above, they would receive a \$250 bonus on the new employee's 6 month period and another on their next payment. This would be capped at \$500 with no further recruitment payments for that person; however, they could be eligible for multiple employees.

### **Options:**

N/A at this point. We just wanted to make sure the concept was what the Committee had in mind before fleshing out plans to hopefully present to you next month.

### **Recommendation:**

N/A