

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

November 21, 2019**3:30 PM****101 North Main Street
Lancaster, SC 29720****LANCASTER COUNTY
Administration Committee****Administration Office Conference Room, County Administration Building, 101 North Main
Street, Lancaster, SC 29720****AMENDED 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 October 15, 2019 Administration Committee Regular Meeting
5. **Discussion/Action Items**
 - a. Monthly Budget Report - Kim Belk
 - b. Resolution 1075-R2019 regarding Commitment To Enter Into A Fee Agreement With Project Boom
Resolution Title: A Resolution To State The Commitment Of Lancaster County To Enter Into A Fee Agreement With Project Boom; To Provide The General Terms Of The Fee Agreement Including The Provision Of Special Source Revenue Credits; To Provide That This Resolution Is An Inducement Resolution For Purposes Of The Fee In Lieu Of Tax Simplification Act; And To State The Commitment Of Lancaster County To Place Project Boom Property In A Multi-County Park. - **Jamie Gilbert**
 - c. Ordinance 2019-1629 regarding Granting an Easement to Comporium Communications
Ordinance Title: An Ordinance To Approve A Right Of Way Agreement Between Lancaster County And Comporium Communications, Providing An Easement To Comporium Communications To Be Located Along Grace Avenue; And To Authorize County Officials To Take Such Actions As Necessary To Effectuate The Purposes Of This Ordinance. - **Steve Willis**
 - d. Government Finance Officer- Code of Ethics - Veronica Thompson
 - e. Discussion of Planning & Zoning Fee Schedule in Advance of FY 2021 Budget Preparation - Rox Burhans
 - f. Amend Employee Substance Abuse & Testing Policy to Include CBD Products - Steve Willis
 - g. Update on Potential Purchase of Self-Contained Breathing Apparatus (SCBA) for Fire Services- Darren Player

h. Presentation of the Impact Fee Study - Steve Willis

i. Review of the 2020 Calendar Meeting Schedule for Council, Committees, Boards and Commissions and Advisory Boards for Changes, Additions or Deletions

(Adoption of the 2020 Calendar is scheduled for the November 25, 2019 Council meeting.)

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

Agenda Item Summary

Ordinance # / Resolution #: N/A

Contact Person / Sponsor: Sherrie Simpson/Clerk to Council

Department: County Clerk

Date Requested to be on Agenda: 11/21/2019

Issue for Consideration:

Approve or amend the minutes from the October 15, 2019 Administration Committee regular meeting.

Points to Consider:

The minutes from the October 15, 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 10-15-2019 Administration Committee Regular Meeting	11/8/2019	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

October 15, 2019**10:00 AM****101 North Main Street
Lancaster, SC 29720****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 (who entered the meeting after the vote on the Update of the County Website and at approximately 10:11 a.m. due to traffic congestion). 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, Fire/Emergency Services Director Darren Player, EMS Director Clay Catoe, Facilities Project Manager Kelvin Alexander, Recreation Director Hal Hiott, Public Works Director Jeff Catoe, Economic Development Director Jamie Gilbert, Airport Director Paul Moses, Ken Holt with Holt Consulting, Public Relations Coordinator Katherine Hayes, Planning Director Rox Burhans (who entered the meeting at approximately 10:40 a.m.), various Department Heads, various staff and citizens. 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 10:03 a.m.

Approval of the agenda

Steve Harper moved to approve the agenda. The Committee approved the agenda by a vote of 2-0.

Citizens Comments

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

Approval of Minutes

Steve Harper moved to approve the minutes from the September 10, 2019 Administration Committee regular meeting. The Committee approved the September 10, 2019 minutes by a vote of 2-0.

DRAFT

Discussion/Action Items

a. Update County Website - Alison Alexander/Katherine Hayes

Alison Alexander explained that the current County website is not fully compliant for the American with Disabilities Act (ADA) and that the County wants to reallocate money from the Planning Department to upgrade the County website to make it compliant. Veronica Thompson explained that the County would need to transfer fifty thousand dollars (\$50,000.00) from the Planning Department to Administration and Steve Willis noted that Council would need to approve the transfer. Steve Harper asked that the County make sure that all the County Departments are tied together through the updated website.

Steve Harper moved that fifty thousand dollars (\$50,000.00) be transferred to upgrade the County website. The motion passed by a vote of 2-0.

Allen Blackmon entered the Committee meeting and the Committee briefly reviewed the request and recommendation regarding the updated County website with him.

b. Budget Amendment - Steve Willis

Steve Willis reviewed the budget amendment with the Committee. He explained that some items included in the budget amendment have already been voted on and approved by Council; such as the Springs Park Boat Landing, funding for an Assistant Solicitor position and funding for EMS 4/9. He noted that the Old Bales Road grant match was also on the budget amendment because that match alone would wipe out the grant match account for the entire year. He further noted that the costs for the EMS Headquarters design was on the budget amendment. Kelvin Alexander provided an update on the EMS Headquarters and provided a handout entitled "Lancaster County Project Start-Up Schedule", which is attached as Schedule A to the written minutes in the Clerk to Council's office. Kelvin Alexander noted that he had developed the scope of work for the project and that the architecture firm is now reviewing the scope. The Committee discussed how the State would be paying for their portion of the Springs Park Board Landing, since they agreed to put one hundred thousand dollars (\$100,000.00) towards the project. Darren Player explained that three (3) additional firefighters for the Indian Land Fire Department was also part of the budget amendment. He noted that this item had already been discussed at the Administration Committee level previously but that the approval of additional firefighters could not be done via Resolution as previously thought so the item was coming back as part of the budget amendment. Steve Willis noted that the money for the additional firefighters was coming from Fee Board funds and that the Fee Board recommended approval of the item. Steve Willis explained that the land purchase for the proposed regional recreation complex was also part of the budget amendment. Allen Blackmon asked how many acres were in the proposed regional recreation complex and Steve Harper explained that there were approximately eighty-three (83) acres in the complex. The Committee discussed that the Home Owners Association would be maintaining the road frontage, which would save the County money. The Committee also discussed the time frame for getting the the contract for the property before Council and John DuBose explained that it should be in January or February of 2020. The Committee discussed the possibility of getting the National Guard to do the grading for the project. Steve Willis reviewed the fee revisions that are part of the budget amendment, which can be found in the agenda packet. Paul Moses reviewed the Airport fees, which can also be found in the agenda packet.

Steve Willis reviewed two items that were not included in the budget amendment but that he would like for Council to be aware. First, he explained that Voter Registration needs one more trailer to transport and hold the new voting machines. Steve Willis explained that Public Works has some money to acquire the trailer, but that they do not know the total costs. He also noted that Public Works would need an increase to their overtime budget so that they will be able to pick up the new machines. Second, Steve Willis explained that the 911 console replacements will need to be a part of next year's budget because the County can no longer get parts for the old consoles.

Steve Willis explained that there were two items of which he would like Council to be aware and to see if they want to consider adding the items to the budget amendment. First, he explained that the Economic Development Department would like to discuss developing a speculative building at the Air Rail Park. He noted that the costs for construction would come through a 3rd party vendor and that the County's part would be getting the site pad ready and putting in a gravel road. Jamie Gilbert explained that there are no buildings available in Lancaster County and that the County's costs for a speculative building would be approximately two hundred thousand dollars (\$200,000.00) to two hundred and fifty thousand dollars (\$250,000.00). He explained that he is looking for grant commitments for construction costs. He explained that he is looking for approval for the money for the engineering work in this fiscal year's budget. Steve Willis explained that, due to the way the Multi-County Park agreement is set up, the County could reimburse themselves for any costs on the project minus the one percent that goes to Chesterfield County. He did note that this process would mean that the School District would not receive their tax money on the project and the County would not collect money for the General Fund until after the County had been reimbursed all their costs. The Committee discussed the potential project and requested a written proposal on the proposed project with additional information to be included. Steve Willis explained that the second project he wanted the Committee to consider was for Air-Paks for Fire/Emergency Services. He explained that Fire/Emergency Services had just found out that Scott, the company that the County uses to purchase their Air-Paks, is offering a lifetime warranty on newly purchased Air-Paks; therefore, the County would like for Council to consider buying all new Air-Paks in order to get the lifetime warranty. He provided a handout to the Committee entitled, "Product Discontinuation," that is attached as Schedule B to the written minutes in the Clerk to Council's office. Darren Player provided another handout entitled, "Lancaster County Fire Rescue SCBA Replacement Proposals," and he reviewed that handout, which is attached as Schedule C to the written minutes in the Clerk to Council's office, with the Committee. He explained that the Fire Commission recommended Option 1, which is to purchase all new SCBA Air-Paks, cylinders and masks. The Committee discussed whether the warranty was worth the investment. The Committee asked for more information on the proposal, such as how much life each pak has remaining and the yearly costs for maintaining compliance for the equipment. Steve Harper explained that he does not want to take equipment out of use that still has a useful shelf life.

Steve Willis provided a handout entitled, "Appraisal Report," which is attached as Schedule D to the written minutes in the Clerk to Council's office. He explained that the appraisal was for the old Lancaster County Water and Sewer office on Kershaw Camden Highway. He explained that this handout was for information only for the Committee and that a discussion on the potential purchase of the building would come before the Committee in December after staff has had time to look at the building. Allen Blackmon asked for an update on the amount of funds Council has allocated thus far and Veronica Thompson stated that the Budget Analyst would provide a report to Council. Allen Blackmon explained that Council needs charts on financials (similar to the construction GANTT charts), so that priorities can be determined. Steve Willis explained that since the County was not moving forward on the Comp Plan this year, then he would like to use that money to hire a consultant to update the County's Capital Improvement Plan (CIP).

Steve Harper moved that the Administration Committee give a positive recommendation to proceed with drafting an ordinance that contains the funding amendments and fee amendments attached to the Agenda Item Summary in the agenda packet. The motion was seconded by Allen Blackmon. The motion passed by a vote of 3-0.

c. Proposed Recruitment/ Retention Bonus Program - Steve Willis

Steve Willis asked if the Committee wanted staff to move forward with work on a proposed Recruitment/Retention Bonus Program. He explained that the County would be targeting paramedics, telecommunications workers and maintenance technicians for Parks and Recreation for the program. He explained that a more definitive proposal would come to the Committee at a later date. The Committee asked to see a list of current vacancies in order to determine if other groups should be included.

Adjournment

Allen Blackmon moved to adjourn the Administration Committee meeting. The motion was seconded by Steve

Harper. The motion to adjourn passed by unanimous vote of 3-0. There being no further business, the Administration Committee regular meeting adjourned at approximately 11:42 a.m.

DRAFT

Agenda Item Summary

Ordinance # / Resolution #: N/A

Contact Person / Sponsor: Kimberly Belk/Finance

Department: Finance

Date Requested to be on Agenda: 11/21/2019

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 report for October 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 #: Resolution 1075-R2019

Contact Person / Sponsor: Jamie Gilbert/Economic Development

Department: Economic Development

Date Requested to be on Agenda: 11/21/2019

Issue for Consideration:

Project Boom is a construction products company that is considering establishing a new facility in Indian Land. The operation would include the company's manufacturing, administrative, sales and service operations. Project Boom would create 22 new jobs in Lancaster County over five years with an hourly wage of at least \$16. The capital investment is expected to be \$3,200,000, which includes land, building and equipment.

The Lancaster County Department of Economic Development (LCDED) has assisted the company with its site search, county/state incentives, tax issues and workforce development.

LCDED is recommending that Project Boom receive the following county incentives, should the company locate the new project to Indian Land:

- A 20 Year Fee-In-Lieu-of-Taxes (FILOT) agreement that will provide an assessment rate of 6% for real and personal property with a fixed millage rate of 325.4 mills.
- A 5 Year Special Source Revenue Credit (SSRC) that will reduce the company's annual FILOT payment by 50% annually.

The following will be required by Project Boom:

- Maintain 10 full time jobs and a capital investment of \$2.5 million at the facility in order to receive the FILOT annually. If the project falls below either in a given year, the FILOT will be calculated to reflect the ad valorem payment that would be due for that year.
- Employ an average of 10 new full time jobs (NFTJ) at the facility in Year 1, 13 NFTJ in Year 2, 15 NFTJ in Year 3, 17 NFTJ in Year 4 and 18 NFTJ in Year 5 at an hourly wage of at least \$16 during each of the corresponding years of the SSRC. Failure to do will result in the 50% SSRC being reduced in the same proportion that the jobs requirement was not met.

Points to Consider:

Project Boom is an excellent industrial project for Lancaster County. The project is competitive as the company has considered several states for the new facility. South Carolina's property taxes are higher than other states for industrial projects and the FILOT/SSRC are important to addressing this issue and to securing the project in Lancaster County. The recommended incentives for the project follow LCDED's incentive guidelines for new businesses.

Funding and Liability Factors:

There are no funding or liability factors associated with Project Boom.

Options:

The Administration Committee can approve, deny or table with recommended changes, sending the Project Boom Incentive Inducement Resolution to County Council for consideration.

Recommendation:

LCDED recommends the Administration Committee approve sending the Project Boom Incentive Inducement Resolution to County Council for consideration.

ATTACHMENTS:

Description	Upload Date	Type
Resolution 1075-R2019	11/4/2019	Resolution

STATE OF SOUTH CAROLINA)
)
COUNTY OF LANCASTER)

RESOLUTION NO. 1075-R2019

A RESOLUTION

TO STATE THE COMMITMENT OF LANCASTER COUNTY TO ENTER INTO A FEE AGREEMENT WITH PROJECT BOOM; TO PROVIDE THE GENERAL TERMS OF THE FEE AGREEMENT INCLUDING THE PROVISION OF SPECIAL SOURCE REVENUE CREDITS; TO PROVIDE THAT THIS RESOLUTION IS AN INDUCEMENT RESOLUTION FOR PURPOSES OF THE FEE IN LIEU OF TAX SIMPLIFICATION ACT; AND TO STATE THE COMMITMENT OF LANCASTER COUNTY TO PLACE PROJECT BOOM PROPERTY IN A MULTI-COUNTY PARK.

WHEREAS, Lancaster County, South Carolina (the "County"), acting by and through its County Council (the "Council") is empowered under and pursuant to the provisions of the Fee in Lieu of Tax Simplification Act, codified as Title 12, Chapter 44 of the Code of Laws of South Carolina 1976, as amended (the "Act"), to enter into fee agreements with industries in connection with the acquisition, construction, enlargement or improvement of industrial and commercial enterprises within South Carolina (the "State");

WHEREAS, the County, acting by and through its Council, is authorized and empowered to establish multicounty parks (an "MCP") pursuant to Article VIII, Section 13(D) of the Constitution of South Carolina, and Sections 4-1-170, 4-1-172, and 4-1-175 of the Code of Laws of South Carolina 1976, as amended (the "MCP Act") to further the investment of capital and the creation of jobs in the County;

WHEREAS, Section 12-44-70 of the Act, Section 4-1-175 of the MCP Act and Section 4-29-68 of the Code of Laws of South Carolina 1976, as amended, authorizes the Council to provide special source revenue credits ("SSRCs") that are applied against fee-in-lieu of tax ("FILOT") payments ("FILOT Payments") made pursuant to the Act and MCP Act to reimburse a project for the costs of designing, acquiring, constructing, improving, or expanding, among other things, (i) infrastructure serving the project, or (ii) improved or unimproved real estate and personal property, including machinery and equipment used in the operation of a manufacturing or commercial enterprise;

WHEREAS, a company, whose identity is confidential at this time, and one or more affiliates (collectively, the "Company"), is considering the acquisition, construction and installation of a project known by the Company as "Project Boom" upon property located in the County (the "Project"), *provided, that*, the County enters into certain incentive arrangements with the Company, as set forth herein;

WHEREAS, the Project is anticipated to result in an investment of approximately \$3,400,000 in real and personal property over five (5) years and the creation of approximately twenty-two (22) new, full-time jobs; and

WHEREAS, the County intends by this Resolution to commit itself to (i) enter into a FILOT arrangement with the Company under the Act, (ii) provide for SSRCs against the FILOT Payments to be made by the Company in connection with the FILOT arrangement, and (iii) locate the Project in an MCP.

NOW, THEREFORE, BE IT RESOLVED by the Council of Lancaster County, South Carolina:

1. The adoption of this Resolution is an official action by the Council to identify, reflect and induce the Project under the Act. For purposes of the Act, this Resolution is an "Inducement Resolution." For purposes of Section 12-44-110 of the Act, and for such other similar statutory provisions, this Resolution constitutes preliminary approval by the County prior to the execution of a fee agreement.

2. The County commits to enter into a negotiated FILOT arrangement with the Company for the Project, the terms of which shall be set forth in a fee agreement in form and manner satisfactory to the County and the Company containing substantially the following terms:

- a. an Investment Period, as defined in the Act, of five (5) years;
- b. the Company's commitment to create new full-time jobs (*i.e.*, at least thirty (30) hours per week), all with health care benefits ("New Full-Time Jobs") paying an hourly wage rate not less than sixteen dollars (\$16.00) ("Wage Requirement") at the following employment levels and in the designated timeframes with the "Year" number referring to the year that corresponds with the earlier of either the year following the year in which economic development property is first placed in service or the first year SSRCs are taken, with Year 1 being the first year:
 1. to have employed in New Full-Time Jobs meeting the Wage Requirement an average of not less than ten (10) during Year 1,
 2. to have employed in New Full-Time Jobs meeting the Wage Requirement an average of not less than thirteen (13) during Year 2,
 3. to have employed in New Full-Time Jobs meeting the Wage Requirement an average of not less than fifteen (15) during Year 3,
 4. to have employed in New Full-Time Jobs meeting the Wage Requirement an average of not less than seventeen (17) during Year 4, and
 5. to have employed in New Full-Time Jobs meeting the Wage Requirement an average of not less than eighteen (18) during Year 5.

The Company may include jobs relocated from other states to the Project to determine if the Company has fulfilled its commitment to create new full-time jobs if the relocated jobs meet the Wage Requirement. The Company's commitment to create New Full-Time Jobs paying an hourly wage rate meeting the Wage Requirement, as described in this Section 2.b, is referred to as the "Jobs Commitment";

- c. calculation of FILOT Payments using an assessment ratio of six percent (6%) and a millage rate fixed for the life of the FILOT Payments at 325.4 mills, *provided, however, that*, in any year during the term of the fee agreement, beginning after December 31, 2020, in which the Company fails to have employed in New Full-Time Jobs an average of not less than ten (10), the Company shall pay to the County an additional fee equal to the difference between the total amount of property taxes that would have been paid by the Company had the Project been subject to *ad valorem* property taxes and the total amount of FILOT Payments actually made by the Company;
- d. a term of twenty (20) years for the fee agreement;
- e. an SSRC equal to 50% of the FILOT Payments for the first five (5) consecutive years in which FILOT Payments are required to be made under the fee agreement, *provided, however, that*, in any year in which the Company fails to meet the Jobs Commitment, the SSRC shall be

reduced in the same proportion that the Company failed to meet the Jobs Commitment. For example, if in Year 3 the Jobs Commitment is 15, but the Company employed an average of 12 meeting the Jobs Commitment, then the SSRC would be set at 80% (12 divided by 15 equals 80%) of 50% which results in an SSRC in Year 3 of 40% (80% times 50% equals 40%). In any year in which the Company must pay an additional fee as required in Section 2.c above, the Company is ineligible for the SSRC provided for in this Section 2.e;

- f. provisions requiring the Company to provide documentation to the County Economic Development Director to prove compliance by the Company with the New Full-Time Jobs requirement and the Jobs Commitment. The documentation may include providing completed South Carolina Department of Revenue job tax credit forms, such as form TC-4, and completed South Carolina Department of Employment and Workforce quarterly contribution and wage reports, such as form UCE 120;
- g. the Company's commitment to reimburse the County for its administrative expenses associated with the review, negotiation and preparation of all documentation and authorizing proceedings, including attorney's fees, for the Project, and for its administrative expenses associated with the annual computation of the FILOT and SSRCs; and
- h. the Company's commitment to maintain a membership in the Lancaster County Chamber of Commerce for the term of the fee agreement.

3. Council shall use its best efforts to include the land on which the Project is located in an MCP. The period of time for inclusion of the land in an MCP shall be for the same period that the fee agreement is effective.

4. A. The County shall use its best efforts to (i) assist the Company in locating potential grants from the state and utilities for any public infrastructure costs associated with the Project, (ii) assist the Company in applying for state economic development incentives that flow through the County, and (iii) assist the Company in securing job training through the ReadySC program.

B. As used in this Section 4, "best efforts" include, without limitation, filing all required and necessary documents and applications relating to the grants or assistance, formally recommending approval of the grants or assistance and making the grants or assistance available at the commencement of the construction of the Project if provided by the granting or assisting entity and giving the Company written evidence of the grants or assistance when approved.

5. Council's commitments and agreements contained in Sections 3 and 4 above are subject to the exercise of discretion by granting or approving entities other than the County and the exercise of that discretion is not controlled by the County.

6. Council shall approve the fee agreement, and any other agreement or document contemplated by this Resolution in accordance with South Carolina law and the rules and procedures of the Council.

7. County Council finds that (i) the Project is anticipated to benefit the general public welfare of the County by providing services, employment, recreation or other public benefits not otherwise adequately provided locally, (ii) the Project gives rise to no pecuniary liability of the County or incorporated municipality and to no charge against the general credit or taxing power of either the County or any incorporated

municipality, (iii) the purposes to be accomplished by the Project are proper governmental and public purposes, and (iv) the benefits of the Project to the public are greater than the costs to the public.

8. To the extent this Resolution contains provisions that conflict with other orders, resolutions, and parts thereof, the provisions contained in this Resolution supersede all other orders, resolutions and parts thereof and this Resolution is controlling.

9. This Resolution takes effect upon its adoption.

AND IT IS SO RESOLVED

Dated this _____ day of _____, 2019.

LANCASTER COUNTY, SOUTH CAROLINA

[SEAL]

Steve Harper, Chair, County Council

Larry Honeycutt, Secretary, County Council

Attest:

Sherrie Simpson, Clerk to Council

Approved as to form:

John DuBose, County Attorney

Agenda Item Summary

Ordinance # / Resolution #: Ordinance 2019-1629
Contact Person / Sponsor: Steve Willis/Administration
Department: Administration
Date Requested to be on Agenda: 11/21/2019

Issue for Consideration:

Comporium has requested an easement to install communications lines across county owned property (parcel # 0083-00-007.01) located just off Grace Avenue. This would be along a driveway that serves the Natural Gas Authority.

Points to Consider:

Attached is the easement document, plat to go with the easement, and a map of the general area. This parcel is a part of the Air Rail Park but has no future plans due to the proximity of the houses on Stribling Circle.

Funding and Liability Factors:

N/A

Options:

Approve or reject granting the easement.

Recommendation:

Due to time constraints this matter will go to the Administration Committee on November 14th. Staff recommends approval.

ATTACHMENTS:

Description	Upload Date	Type
Ordinance 2019-1629	11/4/2019	Ordinance
Exhibit A to Ordinance 2019-1629 - General Easement	10/31/2019	Exhibit
Exhibit A to the General Easement - Easement Plat	10/31/2019	Exhibit
Map of general area	10/31/2019	Exhibit

STATE OF SOUTH CAROLINA

)

ORDINANCE NO. 2019 - 1629

COUNTY OF LANCASTER

)

)

AN ORDINANCE

TO APPROVE A RIGHT OF WAY AGREEMENT BETWEEN LANCASTER COUNTY AND COMPORIUM COMMUNICATIONS, PROVIDING AN EASEMENT TO COMPORIUM COMMUNICATIONS TO BE LOCATED ALONG GRACE AVENUE; AND TO AUTHORIZE COUNTY OFFICIALS TO TAKE SUCH ACTIONS AS NECESSARY TO EFFECTUATE THE PURPOSES OF THIS ORDINANCE.

Be it ordained by the Council of Lancaster County, South Carolina:

Section 1. Findings and determinations.

Council finds and determines that:

(1) Lancaster County (the "County") owns the land adjacent to Grace Avenue identified further as Tax Map No. 0083-00-007.01;

(2) Comporium Communications ("Comporium") is the provider of communications service to Lancaster County and Comporium proposes to install communications facilities in the area to serve their customers; and

(3) It is the purpose of this ordinance to approve a right of way agreement providing an easement to so that Comporium may upgrade communications service in the area.

Section 2. Approval of right-of-ways agreement.

(A) Council authorizes and approves the Right of Way Agreement granting an easement to Comporium as described in Section 1. The form of the Right of Way Agreement is attached to this ordinance as Exhibit A and all terms, provisions and conditions of the Right of Way Agreement are incorporated herein by reference as if the Right of Way Agreement were set out in this ordinance in its entirety. The County Administrator is authorized to execute and deliver the Right of Way Agreement on behalf of the County. By adoption of this ordinance, Council approves the Right of Way Agreement and all of its terms, provisions and conditions. The Right of Way Agreement is to be in substantially the form as attached to this ordinance and hereby approved, or with such minor changes therein as shall be approved by the officials of the County executing the Right of Way Agreement, their execution thereof to constitute conclusive evidence of their approval of any and all changes or revisions therein from the form of the Right of Way Agreement attached to this ordinance.

(B) Council approves the granting of an easement as described and provided for in the Right of Way Agreement.

Section 3. Authority to act.

The Council Chair, Secretary and Clerk, the County Administrator and County Attorney each are authorized to take such actions and to execute such documents as may be necessary to effectuate the purposes of this ordinance.

Section 4. Severability.

If any section, subsection or clause of this ordinance is held to be unconstitutional or otherwise invalid, the validity of the remaining sections, subsections and clauses shall not be affected.

Section 5. Conflicting provisions.

To the extent this ordinance contains provisions that conflict with provisions contained elsewhere in the Lancaster County Code or other County ordinances, resolutions or orders, the provisions contained in this ordinance supersede all other provisions and this ordinance is controlling.

Section 6. Effective date.

This ordinance is effective upon Third Reading.

SIGNATURES FOLLOW ON NEXT PAGE.

AND IT IS SO ORDAINED

Dated this _____ day of _____, 2019.

LANCASTER COUNTY, SOUTH CAROLINA

Steve Harper, Chair, County Council

Larry Honeycutt, Secretary, County Council

ATTEST:

Sherrie Simpson, Clerk to Council

First Reading:	November 12, 2019
Second Reading:	November 25, 2019
Public Hearing:	December 9, 2019
Third Reading:	December 9, 2019

Approved as to form:

John DuBose, County Attorney

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

Exhibit A to Ordinance No. 2019 - 1629

**Form of Right-of-Way Agreement
Lancaster County and Comporium Communications
Grace Avenue Easement**

See attached.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

E-7
(02/17)

GENERAL EASEMENT

STATE SOUTH)
CAROLINA)
COUNTY OF Lancaster)

\$ 1.00

Received of Comporium Communications

One and 00/100 Dollars, in consideration of which the undersigned hereby grants unto said Company, its respective successors, assigns, lessees, and agents, a right-of-way and easement to construct, reconstruct, and maintain lines for communications purposes consisting of such wires and cables mounted on poles, placed in conduit, and/or buried, and such poles, guys, anchors, conduits, terminal housings, and other fixtures and appurtenances as the grantee may from time to time require upon, across, over, and/or under the property which they own or in which they have any interest in the Township of Lancaster County of Lancaster, State of South Carolina, said right-of-way and easement to be located as follows:

A right of way, ten (10) feet in width, to place communications facilities as required within the property as shown on the attached detail drawing "Exhibit A" for the property (county parcel # 0083-00-007.01) along Grace Avue, Dated October 1, 2019 recorded in Plat Book at page in the RMC Office of Lancaster County, SC (which drawing is hereby incorporated as part hereof).

and upon, along, and/or under the roads, streets, or highways adjoining or through said property, together with the following rights: to clear and keep clear all trees, under-growth, or other obstructions within said right of way; to trim any trees along said lines so as to keep the wires and cables cleared at least thirty-six inches; to permit the attachment of, and/or carry in conduit, wires and cables of any other person or company for communication purposes or for the transmission and distribution of electric power; and, on the property adjacent to said line for any and all anchors and guy wires that may be reasonably necessary; and of ingress and egress to said line at all times for the purposes herein granted. The grantor for themselves, their heirs, executors, administrators, successors, and assigns hereby covenants that no wire line will be erected or permitted on said property which in the judgment of the grantee, its successors, and assigns, will interfere with its service or endanger its lines. Reserving however, to the grantor the right to cultivate and use the ground within the limits of said right of way, provided that such use does not interfere with or obstruct the rights herein granted, and provided further, that the grantor shall not build, create, or construct, nor permit others to build, create or construct, any building or other structure or obstruction on, over, or under said line or lines which may interfere with the construction, operation, or maintenance thereof. Said sum being received in full payment for the rights herein granted.

The undersigned warrants that it is the sole, fee simple owner of the Property, that it has the unqualified right and power regarding the Property to grant the easement and right-of-way set forth herein and that it will defend and indemnify the grantee against any and all persons who may claim otherwise.

WITNESS his/her hand and seal as of the _____ day of _____, 2019.

Witness:

(1st Witness Signature)

By: (sign) _____
(Grantor)

(2nd Witness Signature)

(print name) _____
(Grantor)

STATE OF SOUTH)
CAROLINA)
COUNTY OF Lancaster)

PROBATE

Personally appeared before me _____ and made
(1st Witness Name)

oath that he saw the within named _____
(Grantor)

sign, seal, and as their act and deed deliver the within written instrument; and that together he/she
with the other witness who signed above witnessed the execution thereof.

SWORN to before me this _____

(1st Witness Signature)

day of _____ A.D. 20_____

(SEAL)

Notary Public (affix seal)

My commission expires: _____

STATE OF SOUTH)
CAROLINA)
COUNTY OF Lancaster)

PROBATE

TELEPHONE COMPANY REFERENCE DATA

Serial No. _____ File No. _____

Name and Address of Grantor(s) _____

Location _____

Line _____ from _____ to _____

Exhibit A

0083-00-006.02

DHE CRD

0083-00-007.02

0083-00-007.01

0083-00-008.00

0083-00-007.00

GRACE AV

STRIBLING CIR

2457

295 ft

COMP. 10' EASEMENT

Legend

COMP. 10' EASEMENT

COMPORIUM INC.

Exhibit A

PARCEL NUMBER: # 0083-00-007.01

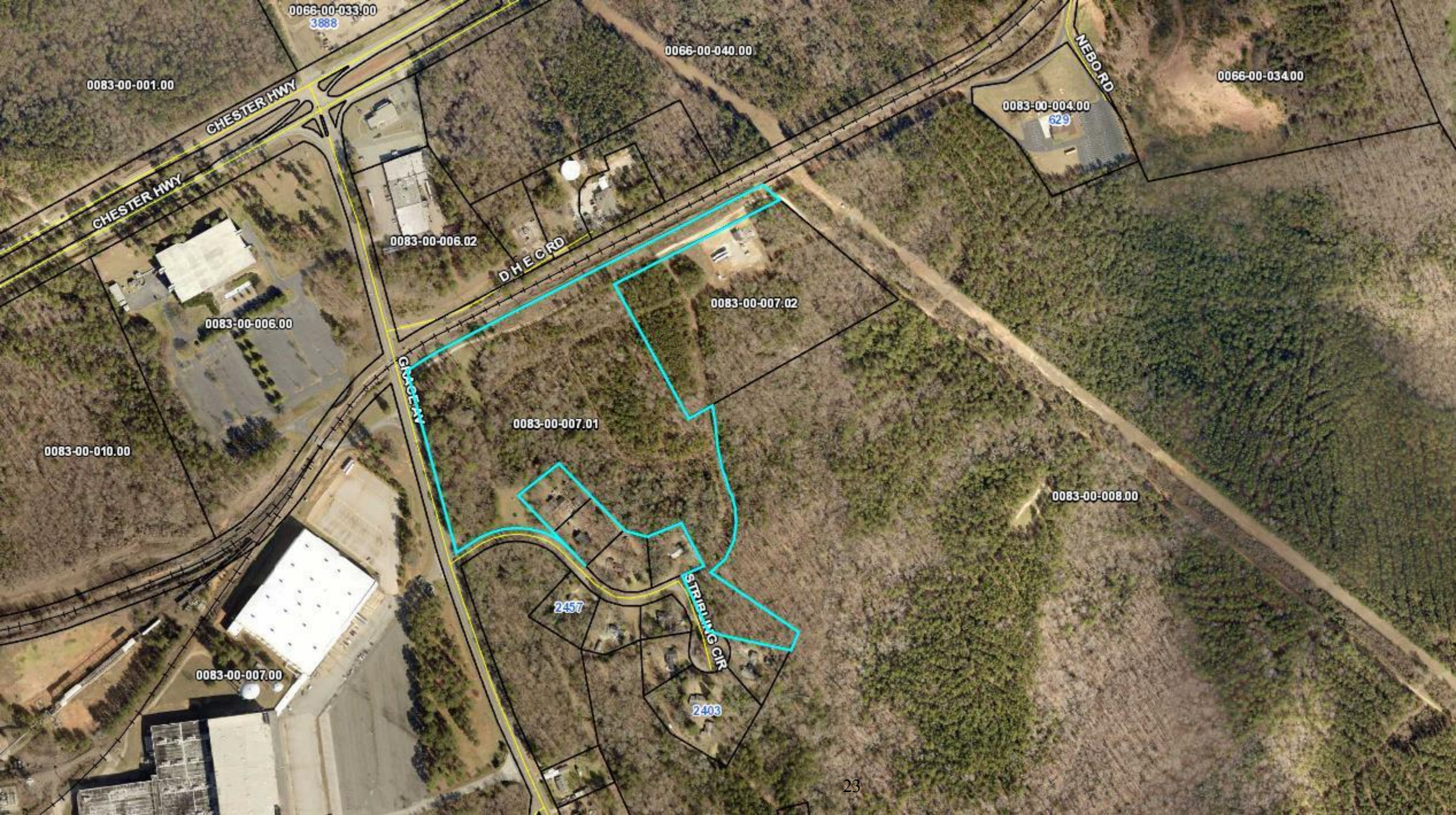
22 10/1/2019

DFTM:
ZSA

ENG:
ZSA

AP'D

PG: 1
OF 1



Agenda Item Summary

Ordinance # / Resolution #: N/A

Contact Person / Sponsor: Veronica C. Thompson, CFO

Department: Finance

Date Requested to be on Agenda: 11/21/2019

Issue for Consideration:

The Government Finance Officers Association (GFOA) has issued a revised code of ethics. The purpose is to build and maintain trust for finance officers serving their government and community.

GFOA's revised code of ethics replaces a code that was issued over thirty years ago. The national organization is taking a stance on the values which public finance officers should portray while serving their communities. Each member has received a hard copy of the code and my staff has visually placed them in their offices. A large poster is located in the common area of the department.

Going forward, the GFOA's policies and training will be centered around five values:

- **INTEGRITY AND HONESTY**
- **PRODUCING RESULTS FOR MY COMMUNITY**
- **TREATING PEOPLE FAIRLY**
- **DIVERSITY AND INCLUSION**
- **RELIABILITY AND CONSISTENCY**

GFOA is airing short podcasts weekly of real world situations finance officers encounter and how to apply the values in those situations.

Points to Consider:

The finance officers serving Lancaster County are committed to following the GFOA's new code of ethics. We, as public servants, take this responsibility very seriously. The citizens deserve to know that the stewardship of public resources is handled with integrity and honesty. The GFOA is a resource ensuring the message is being communicated to finance officers throughout the nation on a continual basis.

Funding and Liability Factors:

Training is provided in the Finance Department's budget. Some resources, like the podcasts, are free.

Citizens & businesses place a value on the livability & vitality of Lancaster County. We serve our communities by building trust.

The bond market wants to encourage the trustworthiness of management and their ability to take care of public resources.

Options:

Recommendation:

Finance officers & elected officials can add value to the community in the way decisions are made and public resources are handled. Going forward the message should be- build and maintain TRUST.

ATTACHMENTS:

Description	Upload Date	Type
-------------	-------------	------



Code of Ethics

We, the government finance officers of the United States and Canada, have a deep and abiding desire to show that we are worthy of the special trust that the communities we serve have placed in us. As a member of my government's finance office, I commit to living the following values to show that I am worthy of that trust.

INTEGRITY AND HONESTY

Integrity and honesty are the foundation on which trustworthiness is built. It means people can believe what I say, I act in accordance with my deepest values, I put principle ahead of my own ego, and I do the right thing even when it is hard.

PRODUCING RESULTS FOR MY COMMUNITY

Public finance offices have an important job. Doing that job well honors the trust the public has placed in me.

TREATING PEOPLE FAIRLY

Local governments depend on trusting relationships. Therefore, I will treat people fairly and develop processes and procedures that are fair.

DIVERSITY AND INCLUSION

Embracing diversity and fostering inclusiveness helps finance offices cultivate organizations and promote policies that reflect the communities they serve. When people feel included, they see that I am concerned for their wellbeing. That shows I am worthy of their trust.

RELIABILITY AND CONSISTENCY

When I consistently apply my standards – especially to myself – I honor my commitment to the community I serve and make it easier to do the right thing even when faced with challenging circumstances.

Agenda Item Summary

Ordinance # / Resolution #: N/A

Contact Person / Sponsor: Alison Alexander/Administration and Rox Burhans/Planning

Department: Administration

Date Requested to be on Agenda: 11/21/2019

Issue for Consideration:

It's been several years since the County performed a comprehensive review the various planning and zoning fees. Before we dedicate a lot of staff time to the effort, we want to make the Administration Committee aware of the work and possible outcomes. Such analysis could result in fees that attempt at cost recovery for staff time, comparison to other comparable jurisdictions, and review of the impact on various size and types of development.

Points to Consider:

Funding and Liability Factors:

None at this time. We are simply asking for support for the review to take place. Information will be presented to Council as part of the normal budget review process next spring.

Options:

n/a

Recommendation:

To support a review of fees as part of the preparation of the FY 2021 budget.

Agenda Item Summary

Ordinance # / Resolution #: N/A

Contact Person / Sponsor: John Dubose/County Attorney and Alison Alexander/Administration

Department: Administration

Date Requested to be on Agenda: 11/21/2019

Issue for Consideration:

CBD, or cannabidiol, is one of several compounds found in cannabis plants, including marijuana (which is illegal in South Carolina) and hemp (which is regulated in South Carolina). Under federal and South Carolina law, CBD is generally legal to use and possess as long as it contains no more than .3% of the psychoactive compound delta-9 tetrahydrocannabinol (THC).

CBD products, including CBD-infused food and drink are widely available. However, they are not regulated by the U.S. Food and Drug Administration, which still considers them to be illegal when added to food and drink. In addition, little to no research has been done to determine the effects of use of CBD. The result is a lack of consistency in the cannabinoid concentrations, manufacturing processes, and recommended dosing or serving sizes. In addition, CBD is not regulated in vaping or topical oils. These inconsistencies could lead to CBD or other hemp-based products having THC concentrations high enough to result in a positive result for marijuana on a drug screen.

On October 3, 2019 County Staff received a memo informing them that the a positive finding of drug use is conclusive for all employment-related purposes, regardless of whether the positive result is claimed to be caused by CBD or use of marijuana in a state where it is legal. The attached policy has been updated by the County's employment attorney to include this information for County employees.

Points to Consider:

The Drug/Alcohol Policy should be adopted with the recommended updates to be consistent with state and federal law.

Funding and Liability Factors:

n/a

Options:

n/a

Recommendation:

To recommend approval of the policy as presented.

ATTACHMENTS:

Description	Upload Date	Type
Proposed 2019 Drug and Alcohol Policy	10/30/2019	Exhibit

EMPLOYEE SUBSTANCE ABUSE AND TESTING POLICY

AT-WILL DISCLAIMER

NOTHING CONTAINED IN THIS POLICY OR IN ANY OTHER AUTHORITY POLICY CREATES A CONTRACT RIGHT. CONSISTENT WITH SOUTH CAROLINA LAW, ALL EMPLOYEES ARE EMPLOYED “AT WILL” WHICH MEANS THAT THE EMPLOYEE HAS THE RIGHT TO TERMINATE HIS OR HER EMPLOYMENT AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE, AND THAT THE COUNTY RETAINS THE SAME RIGHT. EXCEPTIONS TO THE POLICY THAT ALL EMPLOYEES ARE EMPLOYED “AT WILL” MAY BE MADE ONLY BY WRITTEN AGREEMENT SIGNED BY THE COUNTY ADMINISTRATOR AND THE EMPLOYEE, AND APPROVED BY VOTE OF COUNTY COUNCIL.

It is well-recognized that substance abuse has a harmful effect on public health and safety, on the welfare of employees, on morale, and on productivity. Furthermore, it is the policy of the County to comply with the Drug Free Workplace Act, to comply with applicable federal regulations, to establish and maintain alcohol and drug-free workplaces, to provide guidance regarding the use of “medical” marijuana, cannabidiol (CBD), similar products, and to prohibit the unauthorized or unlawful manufacture, distribution, dispensation, possession, and the use of controlled substances on or off the job.

For these reasons, the County adopts the following policy:

I. GENERAL RULE

All employees of the County are prohibited from swallowing, inhaling, injecting, dealing in, or otherwise using illegal drugs and substances (such as marijuana, cocaine, LSD, heroin, etc.). Further, this prohibition applies to the misuse, abuse or any unlawful use or possession of otherwise legal drugs. This prohibition applies to use at any time, both on the job and off the job. County employees are permitted to possess any substance when required by their jobs or for the purpose of lawful delivery to another person.

As used in this policy, “illegal drugs and substances” includes substances that are designed to mimic the effects of illegal drugs, but that due to differences in chemical composition may not be classified as Schedule I drugs or otherwise be expressly illegal. Examples include K2, or spice, which are synthetic cannabinoids. Cannabidiol (CBD) products raise special concerns because, in certain forms they are legal for use, but they

are unregulated and little research has been done to standardize dosing, study outcomes, or regulate production. CBD and hemp products, by law, may not contain more than .3% THC (tetrahydrocannabinol), the psycho-active compound in marijuana. However, it is possible for some of these products to contain more than the legal limit. Therefore, it is possible for employees using CBD or hemp products to test positive for marijuana because of their use. It is not possible to determine whether a positive test for marijuana was a result of using CBD or hemp products, or from using marijuana. **Therefore, the County will consider any confirmed positive test for marijuana to be conclusive for employment purposes – even if an employee claims to have used CBD or hemp, and even if the employee has a prescription or other physician’s order for its use.** Employees should also be aware that, while marijuana is increasingly legalized for medical or recreational use in other states, it remains illegal in South Carolina and under federal law. **Employees who use recreational or “medical” marijuana in states where it is legal remain subject to discipline, up to and including discharge, under County policy.**

All employees of the County are prohibited from using or possessing alcoholic beverages on County premises or time. (The term “County premises or time” includes: County vehicles and private vehicles on County premises; parking lots and recreation areas; and any circumstances in which an employee is representing the County, such as attending off-premises business meetings or conferences. Employees are not prohibited, however, from having unopened containers of alcoholic beverages in their personal vehicles.) The County Administrator may approve moderate alcohol use at designated social or business functions.

All employees of the County are prohibited from reporting to or being at work while under the influence of alcohol. (An employee is considered to be “under the influence of alcohol” if he has any detectable amount of alcohol in his system.) An employee taking prescribed medication which might affect his ability to perform his job is required to advise his supervisor. The County will determine whether the employee may continue to work. Employees may be required to submit to a drug screen.

These prohibitions also apply to leased employees and contractors employed by the County or working on County property. Employees of elected and appointed officials are subject to this policy only to the extent that it may be adopted, in whole or in part, by the employing official.

II. APPLICANTS FOR EMPLOYMENT

Applicants tentatively selected for employment must undergo a pre-employment drug test. The County does not hire applicants tentatively selected for employment who refuse to submit to a drug test or who test positive for use of illegal or unauthorized substances or the illegal use of authorized substances. An applicant who is rejected under this policy may be considered for future vacancies if he can demonstrate that he is no longer a user of any such substances. For example, the applicant may successfully complete a drug

abuse treatment program and pass a more thorough drug test conducted at the applicant's expense. (This may include participation in and successful completion of a rehabilitation program as well as a negative drug test result on a more thorough drug test.)

III. CURRENT EMPLOYEES

A. All County employees are subject to drug testing by urinalysis where "particularized suspicion" of drug use in violation of this policy exists or under other lawful conditions.

1. Particularized suspicion is deemed to exist when:

a. Information that an employee has used drugs or substances in violation of this policy is provided by a reliable informant;

b. An accident occurs:

"accident" is defined as:

(1) an accident involving a fatality;

(2) an accident causing personal injury; or

(3) an accident involving significant property damage.

NOTE: DOT regulated employees (CDL Drivers) are subject to special rules for post-accident testing and will be tested following an accident in accordance with DOT regulations.

c. An employee exhibits any of the following:

(1) extreme mood swings;

(2) slurred speech;

(3) unusual clumsiness;

(4) staggering;

(5) dilation of pupils;

(6) sleeping on the job or lethargy;

(7) excessive unexplained sweating;

(8) other aberrational behavior;

- (9) an employee has been arrested for or convicted of a violation of drug laws; or
 - (10) an employee has tested positive for drugs or otherwise violated this policy within the past five years.
- B. All County employees are subject to alcohol testing where “particularized suspicion” of alcohol use in violation of this policy exists.
 - 1. Particularized suspicion is deemed to exist when:
 - a. information that an employee has used or possessed alcohol in violation of this policy is provided by a reliable informant;
 - b. an accident occurs. “An accident” is defined in the same manner as it is in section (III) A of this policy.
 - c. an employee exhibits behavior consistent with alcohol use such as but not limited to:
 - (1) erratic behavior (mood swings, slurred speech, staggering, bloodshot eyes, sleeping on the job or lethargy, excessive unexplained sweating, etc.);
 - (2) the apparent odor of an alcoholic beverage on an employee’s breath;
 - (3) other aberrational behavior such as but not limited to excessive absenteeism or tardiness, significant deterioration in job performance, repeated errors or rules violations, etc.
 - d. an employee has admitted violating the County’s alcohol policy;
 - e. an employee is arrested for or convicted of an alcohol related offense; or,
 - f. an employee has tested positive for alcohol in violation of this policy, or otherwise violated this policy, within the past five years.
- C. Particularized suspicion testing is conducted upon the approval of the County Administrator or his designee.
- D. All sworn law enforcement officers, employees who are required by their jobs to possess a Commercial Driver’s License or employees whose jobs the County

regards as “safety-sensitive” are subject to random testing to determine compliance with this policy. A list of safety sensitive positions is attached as Appendix A. Random selection testing is unannounced.

- E. Employees may be tested for the use of controlled substances as part of any “fitness for duty” physical examination mandated by federal/state law or by the County, or as otherwise allowed by law.
- F. Employees who refuse to submit to an alcohol or drug test when ordered to do so or who adulterate or substitute test samples are in violation of this policy and subject to disciplinary action, up to and including discharge. Refusal to test includes failure to appear for a test, failure to remain until testing is complete, failure to provide an adequate amount of urine, saliva or breath, failure to undergo a medical examination to evaluate your ability to provide an adequate urine, saliva or breath specimen, or failure to sign a required certification form.

IV. TESTING PROCEDURE

- A. Drug testing.
 - 1. Drug testing will be by urinalysis.
 - 2. The collection of urine samples is performed under reasonable and sanitary conditions.
 - 3. Urine is normally collected under conditions of semi-privacy – that is, a person of the same gender will be in a position to observe obvious attempts to substitute or adulterate a urine sample. Collection of the urine sample may be directly observed by a person of the same gender, however, where the person supervising the collection believes an employee has tampered with an earlier urine sample or the employee has previously admitted or been proved to have used drugs in violation of this rule. In addition, direct observation will be used in DOT-mandated testing for DOT-regulated employees when allowed or required by DOT regulations.
 - 4. Urine samples are sealed, labeled, and documented in accordance with the procedure of the drug testing collector or laboratory. Tests performed pursuant to DOT regulations will follow the procedures required by those regulations. Labeling, storage, and transportation of samples are performed so as reasonably to preclude the probability of erroneous identification, sample contamination, or sample adulteration.
 - 5. Specimens are checked for at least the following six drugs:

- a. marijuana
- b. cocaine
- c. opiates
- d. amphetamines
- e. phencyclidine
- f. barbiturates

NOTE: Tests performed pursuant to DOT regulations check for only those substances mandated by the DOT regulations.

- 6. Applicants and employees are provided an opportunity to provide any information which they consider relevant to the test, including identification of currently used prescription or nonprescription drugs, or other relevant information.
- 7. Samples which initially result in a positive finding for drug use are re-tested by the gas chromatography/mass spectrometry (GCMS) or an equivalent method. If the confirmatory test results in a positive finding of drug use, and is verified by the Medical Review Officer, the written report of the Medical Review Officer is conclusive for all employment-related purposes.
- 8. **IMPORTANT:** The County's Medical Review Officer (MRO) normally allows an employee whose drug test results have been confirmed as positive the opportunity to justify the result before the Medical Review Officer notifies the County. Typically, contact by the MRO is by phone. **Employees must respond to attempts to contact them by the MRO. Failure to do so will result in discipline, up to and including discharge.**
- 9. A sample that is determined to be positive dilute will be treated as positive under this policy. A sample that is negative dilute will result in another screen. If the subsequent screen is also negative dilute, it will be considered adulterated and the employee is subject to discipline, up to and including discharge. Negative dilute results in tests conducted under DOT regulations will be handled in accordance with those regulations.

B. Alcohol Testing.

1. A non-evidential screening device may be utilized to initially determine compliance with this policy. If the screening device indicates the presence of alcohol, or if the results of the screening device are deemed questionable by the County, then a confirmatory test is conducted utilizing an EBT (evidential breath testing) device or blood test. The County uses only DOT approved non-evidential screening devices and DOT approved evidential breath testing (EBT) devices for DOT-mandated alcohol testing. The County reserves the right to utilize blood testing for non-DOT alcohol tests.
2. Employees will have an opportunity to provide any information which they consider to be relevant to the test.
3. The EBT confirmatory test is conducted by an individual properly certified to use the equipment. (In situations involving DOT regulated employees, the EBT operator should be properly certified in accordance with applicable DOT regulations.)
4. A confirmatory test result generated through the use of an EBT or blood test which indicates a presence of alcohol in violation of this policy is conclusive for purposes of this policy.

V. NOTICE TO EMPLOYEES

The County attempts to distribute to all employees a copy of this policy. Additional copies of this policy are available upon request. By continuing to work, the employee agrees to abide by the policy as a condition of employment.

VI. NOTICE TO EMPLOYER, STATE AND FEDERAL GRANTOR/CONTRACTING AGENCIES, AND LAW ENFORCEMENT AUTHORITIES

- A. As a condition of employment, employees agree to notify the County within five calendar days after any criminal conviction for the workplace manufacture, distribution, dispensation, possession, or use of illegal drugs and prescription drugs not prescribed for the individual employee's use. The County will notify all state and federal grantors/contracting agencies of such employee convictions as required by the state and federal Drug Free Workplace Acts. "Conviction" means a finding of guilt, imposition of a sentence, an *Alford* plea, a plea of no contest, or a plea of guilty.
- B. The County will notify law enforcement authorities whenever illegal drugs are found in the workplace.

VII. CONSEQUENCES OF VIOLATING THIS POLICY

- A. Employees who violate this policy are subject to immediate termination of employment.
- B. Except for sworn law enforcement officers, in lieu of terminating an employee, the County may condition the continued or future employment of an employee who tests positive for or admits to the use of illegal drugs, upon the successful completion of an alcohol or drug counseling/rehabilitation program.
- C. If the County, after considering all of the relevant circumstances, agrees to allow an employee who is found to be in violation of this policy to continue as an employee, the employee's continued employment will be subject to the following:
 - 1. Referral of the employee for alcohol or drug abuse counseling;
 - 2. Retesting the employee for alcohol or controlled substances before allowing the employee to return to duty;
 - 3. Requiring the employee to authorize any rehabilitation facility to report periodically to the County during the course of treatment/counseling;
 - 4. Placing the employee on probation for at least six months following the employee's return to duty; and
 - 5. Requiring the employee to submit to unannounced follow-up alcohol and/or drug testing for a period of up to five years.
- D. An employee whose continued or future employment is conditioned upon the successful completion of a counseling or rehabilitation program and who refuses or fails to participate in a single counseling or treatment session is in violation of this policy and subject to immediate termination.
- E. An employee whose return to duty test sample does not indicate that the employee has discontinued illegal use of drugs or indicates that the employee is in violation of this policy is subject to immediate termination.

VIII. COMING FORWARD WITH SUBSTANCE ABUSE PROBLEMS

- A. Employees, other than sworn law enforcement officers, who have substance abuse problems and report them to the County before being

selected for testing, and before the occurrence of an event which normally would result in testing, in the County's sole discretion may be upon the first violation be subject to Part VII (B) - (E) of this policy in lieu of termination.

- B. An employee who admits to a violation of this policy or tests positive for drugs in violation of this policy, but seeks counseling and remains an employee of the County, is subject to immediate termination if he again either admits to, or is otherwise found to be in violation of this policy.

IX. CONFIDENTIALITY

Any alcohol or drug test results or information supplied by employees and applicants as part of the County's alcohol and drug testing program are kept as confidential as possible, consistent with the purposes of this policy.

X. TESTING COSTS

The County is responsible for the costs of all drug tests to which the County requires an employee to submit. However, an employee subject to unannounced follow-up testing pursuant to Part VII(B) – (E) is solely responsible for the cost of all follow-up tests.

XI. NOTIFICATION OF TEST RESULTS

- A. Applicants are notified of the results of a pre-employment drug test, provided the applicant requests the results within 60 days of being notified of the disposition of the employment application.
- B. Employees are notified of the results (including the drug(s) discovered) of all positive drug tests.

XII. EMPLOYEE ASSISTANCE PROGRAM/DRUG FREE AWARENESS

The use of illegal drugs and similar substances is a serious threat to our nation's collective health, safety, and welfare. Drug and alcohol abuse in the workplace is dangerous because it leads to physical impairment, loss of judgment, safety violations, and the risk of injury and death. In order to prevent these consequences of drug abuse, the County has implemented this policy. Employees who feel they have a problem with controlled substances should seek assistance.

The County has also made available to its employees an Employee Assistance Program. The program provides employees with professional help for problems such as alcohol and drug abuse, emotional stress, money management difficulties and unpleasant

family situations. The County's Employee Assistance Program is coordinated through **First Sun EAP**. Information about the Employee Assistance Program is available through the Human Resources Department.

For more information on where to obtain treatment or assistance for drug or alcohol problems, one of the best places to look is to search the internet or your phone book's Yellow Pages for "Drug Abuse & Addiction Information & Treatment Centers" or "Alcoholism Information & Treatment Centers." Under these headings, there is often a listing for a local "Council on Alcohol and Drug Abuse." These organizations are most helpful, as are Alcoholics Anonymous (AA) and Narcotics Anonymous (NA), in identifying sources for treatment and assistance. Set forth below is a list of organizations that may provide information or referrals.

1. National Clearinghouse on Alcohol and Drug Information
1-800-729-6686
nnlm.gov
2. National Council on Alcoholism and Drug Dependence
1-800-622-2255
ncadd.org
3. Substance Abuse and Mental Health Services Administration
National Helpline
1-800-662-HELP (4347)
sahmsa.gov/find-help/national-helpline
3. Counseling Services of Lancaster
803-285-6911
Counselingserviceslanaster.org

Periodically, the County may make available to employees information regarding substance abuse. All employees are encouraged to attend such programs and to review any material supplied. Some employees may be required to attend such programs or to review such material.

APPENDIX A

SAFETY-SENSITIVE POSITIONS SUBJECT TO RANDOM TESTING

Individuals whose position requires them to hold a commercial drivers license (CDL)

Sworn Law Enforcement Officers

Corrections/Detention Officers

Emergency Dispatch Personnel

Fire Suppression Personnel

Emergency Medical Technicians and Paramedics

Heavy Equipment Operators

Parks and Recreation Employees who have custody and control of, or work unsupervised around, minor children

Agenda Item Summary

Ordinance # / Resolution #: N/A

Contact Person / Sponsor: Steve Willis/Administration

Department: Administration

Date Requested to be on Agenda: 11/21/2019

Issue for Consideration:

The Impact Fee study is presented as information so that it can be discussed at the December meeting.

Points to Consider:

The study covers the data necessary to impose a fee related to the construction of three fire stations and the acquisition of four ambulances.

The study does not provide information related to any discount that Council may desire to enact. That is a purely political decision and not a data driven decision.

The fees are in line with the maximum fees from the Town of Fort Mill study.

Funding and Liability Factors:

Options:

At this point the information is presented so that the Committee may study it prior to action in December.

Recommendation:

N/A

ATTACHMENTS:

Description	Upload Date	Type
Impact Fee Study	11/6/2019	Exhibit
Impact Fee Memorandum	11/6/2019	Exhibit
Impact Fee Comparison	11/6/2019	Exhibit



Indian Land/Van Wyck Impact Fee Study

August 2019

Prepared by:



www.catawbacog.org

TABLE OF CONTENTS

Overview	1
Population Trends	1
Population Projections.....	3
Projected Land Use, Growth & Development	4
Existing Levels of Service	7
Fire Service.....	7
Emergency Medical Services.....	9
Impact Fee Calculation Methodology.....	10
Service Units	11
Fire Service Impact Fee	11
Emergency Medical Services Impact Fee.....	13
Discount Rate	15
Affordable Housing	16
Household Income	16
Cost of Home Ownership.....	16
Cost of Renting.....	18
Cost Burden Analysis.....	19
Conclusion.....	19
Appendix A – ITE Employee Space Ratio Calculations	

OVERVIEW

The adoption of a Capital Improvements Program (CIP) is a statutory prerequisite to the imposition of impact fees. The CIP 2017-2026 prepared by Catawba Regional Council of Governments (CRCOG) and adopted by the Lancaster Council on June 26, 2017 is the companion report to this study and meets the requirements as stated in the South Carolina Development Impact Fee Act, SC Code of Laws Title 6, Chapter 1, Article 9.

An impact fee system may be a useful tool for Lancaster County; however, impact fees have some limitations including:

- Can only be used to offset the proportion of capital expenses that may be attributed to a new development.
- May not be used to meet existing capital deficiencies.
- Capital equipment and vehicles must have an individual unit purchase price of at least \$100,000.
- Must be expended within three years of the date they were scheduled to be expended on a first in, first out basis or the County must issue a refund.

This study contains analyses of the total capacity, the level of current usage and commitments of usage of capacity of existing public facilities. Catawba Regional Council of Governments prepared these analyses in consultation with responsible officials of Lancaster County and using generally accepted principles and professional standards. The geographic area for this study is the Indian Land/Van Wyck portion of Lancaster County and is further defined as census tracts 112.01 and 112.02.

POPULATION TRENDS

The population of Lancaster County has grown significantly over the last decade primarily due to rapid development of the Indian Land/Van Wyck community. The US Census Bureau reported the population as 7,059 in 2000 and 19,729 in 2010 for a ten-year growth rate of 179.5%. Lancaster County as a whole grew to 76,652 residents or 24.9% during the decade of the 2000s. Population estimates for 2018 show continued population growth for Indian Land/Van Wyck to 33,853 residents; a 71.6% increase from 2010.

This accelerated rate of growth for Indian Land/Van Wyck reflects its premier location in the county and proximity to the Charlotte metropolitan area. Table 1 provides a summary of the population trend in Indian Land/Van Wyck and Lancaster County.

OVERVIEW

The adoption of a Capital Improvements Program (CIP) is a statutory prerequisite to the imposition of impact fees. The CIP 2017-2026 prepared by Catawba Regional Council of Governments (CRCOG) and adopted by the Lancaster Council on June 26, 2017 is the companion report to this study and meets the requirements as stated in the South Carolina Development Impact Fee Act, SC Code of Laws Title 6, Chapter 1, Article 9.

An impact fee system may be a useful tool for Lancaster County; however, impact fees have some limitations including:

- Can only be used to offset the proportion of capital expenses that may be attributed to a new development.
- May not be used to meet existing capital deficiencies.
- Capital equipment and vehicles must have an individual unit purchase price of at least \$100,000.
- Must be expended within three years of the date they were scheduled to be expended on a first in, first out basis or the County must issue a refund.

This study contains analyses of the total capacity, the level of current usage and commitments of usage of capacity of existing public facilities. Catawba Regional Council of Governments prepared these analyses in consultation with responsible officials of Lancaster County and using generally accepted principles and professional standards. The geographic area for this study is the Indian Land/Van Wyck portion of Lancaster County and is further defined as census tracts 112.01 and 112.02.

POPULATION TRENDS

The population of Lancaster County has grown significantly over the last decade primarily due to rapid development of the Indian Land/Van Wyck community. The US Census Bureau reported the population as 7,059 in 2000 and 19,729 in 2010 for a ten-year growth rate of 179.5%. Lancaster County as a whole grew to 76,652 residents or 24.9% during the decade of the 2000s. Population estimates for 2018 show continued population growth for Indian Land/Van Wyck to 33,853 residents; a 71.6% increase from 2010.

This accelerated rate of growth for Indian Land/Van Wyck reflects its premier location in the county and proximity to the Charlotte metropolitan area. Table 1 provides a summary of the population trend in Indian Land/Van Wyck and Lancaster County.

Table 1 - Population 2000-2018

Locality	2000 US Census	2010 US Census	2018 Esri Estimate	% change 2000-10	% change 2000-18
Lancaster Co.	61,351	76,652	93,051	24.9%	51.7%
Indian Land/Van Wyck	7,059	19,729	33,853	179.5%	379.6%

Source: US Census Bureau, Esri

Figure 1 shows the location of the Indian Land/Van Wyck study area in relation to Lancaster County and surrounding counties in the region.



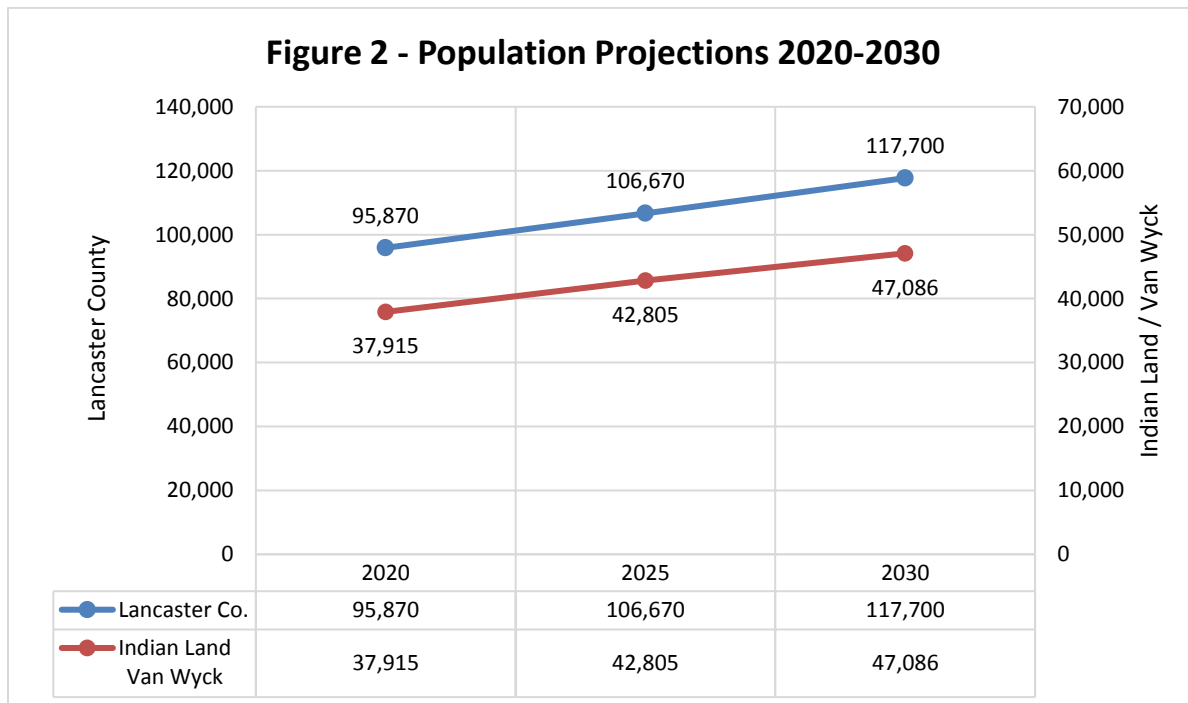
Figure 1 – Indian Land/Van Wyck Study Area

POPULATION PROJECTIONS

While population estimates are prepared annually by the American Community Survey, reliable population projections are not as readily available. *CONNECT: Our Future*, a recent bi-state regional planning effort, set population and employment benchmarks for 2050. Based on this data Lancaster County is projected to have 119,800 residents and 32,400 employees. Esri's *Business Analyst* produced estimates and projections for Indian Land/Van Wyck and Lancaster County for 2018 and 2023. In addition, consulting firm WSP prepared growth projections for the RFATS Metropolitan Planning Organization for 2025, 2035 and 2045.

Using these sources projections have been devised for the population of Indian Land/Van Wyck over the next ten years. These types of projections necessarily involve a level of speculation, because future growth rates could change dramatically from recent trends based on economic forces or policy modifications. However, in order to plan for the future, some projections of population need to be made.

Figure 2 – Population Projections 2020-2030 provides a summary of population projections that show marked growth in both the County (117,700) and Indian Land/Van Wyck (47,086) to 2030. These projections assume that the rate of development will continue to increase. The estimated net increase in population in the ten year period 2020-2030 is 21,830 for Lancaster County and 9,170 for Indian Land/Van Wyck.



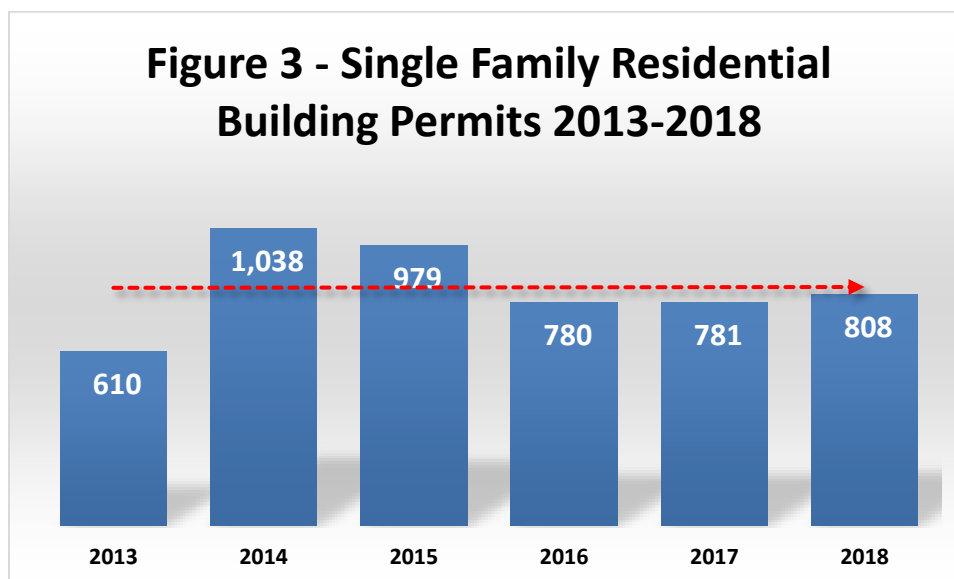
Sources: Esri Business Analyst 2018 & 2023 with computations by CRCOG; WSP 2025.

PROJECTED LAND USE, GROWTH & DEVELOPMENT

Indian Land/Van Wyck is a rapidly developing community in northern Lancaster County. Its proximity and direct access via US Highway 521 to Charlotte has spurred the proliferation of single-family subdivisions and strip commercial developments along this corridor. Residential is the predominant land use in Indian Land/Van Wyck, with single-family housing out-pacing multi-family at a rate of 22:1.

Catawba Regional COG produces a report for its four-county region (Chester, Lancaster, Union, and York) that examines building permit activity. This data provides valuable information and can be assigned to individual census tracts to help identify trends and prepare projections for future development. In the case of this study, Census Tracts 112.01 and 112.02 encompass the Indian Land/Van Wyck study area.

Figure 3 depicts single-family residential building permit activity from 2013 to 2018 in the study area. It is apparent construction activity accelerated in the post-recession years with a peak in 2014. The trend line has been somewhat consistent and promises to continue based on the inventory of approved developments.



Source: Catawba Regional COG Building Permit Database

Several residential projects are in various stages of development in the study area. Some are under construction and others have received plan level approval. This study makes the assumption that developments that have been approved, but that are awaiting building permits will be completed during the 10-year horizon of this study.

The following series of tables was created to help calculate the average number of persons per household by housing category based on American Community Survey data as reported by the US Census Bureau.

Table 2.1 – Occupied Housing Units 2017

Housing Category	Units
Single-family (Attached or Detached)	10,232
Mobile Home	502
Multi-family (2 or more units)	472
Total	11,206

Source: US Census Bureau, American Community Survey, 2013-2017, Table DP04

Table 2.2 – Population in Occupied Housing Units 2017

Housing Category	Persons
Single-family (Attached or Detached)	25,830
Mobile Home	1,587
Multi-family (2 or more units)	875
Total	28,292

Source: US Census Bureau, American Community Survey, 2013-2017, Table B25033

Table 2.3 – Persons per Household in Occupied Housing Units 2017

Housing Category	Persons
Single-family (Attached or Detached)	2.52
Mobile Home	3.16
Multi-family (2 or more units)	1.86
Study Area Average	2.52

Sources: US Census Bureau, American Community Survey, 2013-2017, Tables DP04 & B25033 with computations by CRCOG

Indian Land/Van Wyck averages 2.52 persons per occupied housing unit. **Table 3 - Projected New Housing Units & New Residents by 2030** provides a summary of future housing units and residents per housing category based on the

Table 3 - Estimated New Housing Units & New Residents by 2030

Housing Category	Approved	Permitted	Projected	Residents
Single-family (Attached or Detached)	15,250	8,890	6,360	14,937
Multi-family (2 or more units)	3,200	1,994	1,206	1,352
TOTAL	18,450	10,884	7,566	16,289

Single-family housing units are estimated to make up nearly 97% of new residential development in Indian Land/Van Wyck resulting in 12,823 new residents. The remaining 3% share of the housing market will consist of multi-family units drawing an additional 409 residents. The base year for these estimates is 2017, so the figures vary from the ten year period shown in Figure 2 which forecasts approximately 9,200 new residents in Indian Land/Van Wyck by 2030.

The pace at which developments are approved, permitted and sold is market dependent and subject to change; therefore, these projections are intended to be informational for the purposes of this study.

Using 2010 and 2018 US Census data, estimates from Esri's *Business Analyst* and WSP were incorporated into the data from Table 3. The resulting figures and rate of change for population and housing units are shown in **Table 4 – Projected Growth Rates for Housing & Population**. Specifically, the projected number of new housing units and residents was used as a guide to calculate the total for 2030. Data for 2020 was produced by Esri's *Business Analyst* and WSP figures are the basis for 2015, 2025, and 2035. The growth rates for housing and population show strong consistency for the 10-year period. This sustained and accelerated growth will continue to strain County resources.

Table 4 - Projected Growth Rates for Housing & Population

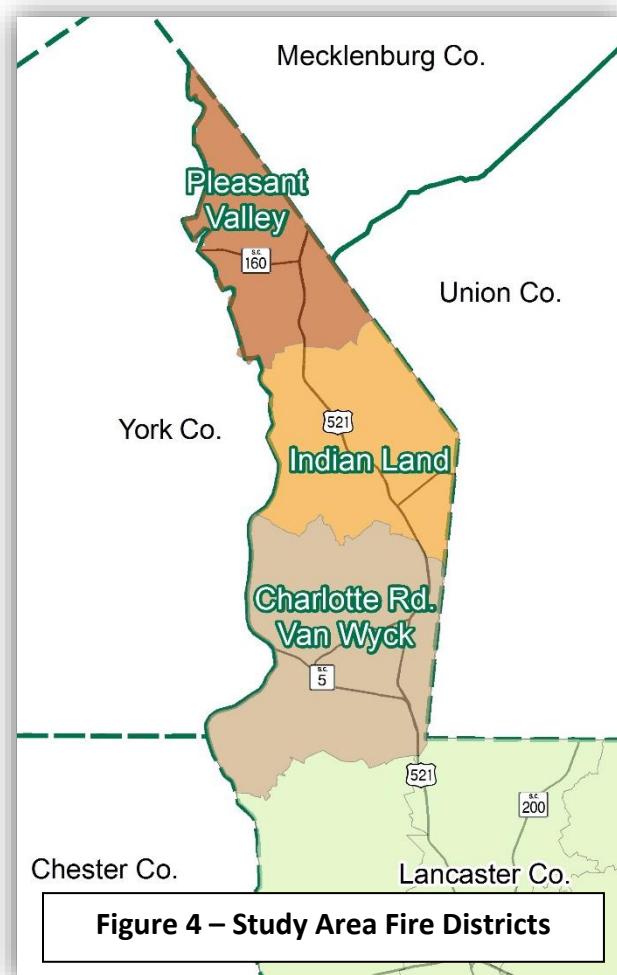
Year	Occupied Housing Units	% Change	Population	% Change
2010	8,008	--	19,729	--
2015	9,459	18.1%	22,055	11.8%
2020	12,997	37.4%	39,947	81.1%
2025	17,148	31.9%	42,805	7.2%
2030	18,862	10.0%	47,086	10.0%

Sources: US Census Bureau 2010, Table DP04, OnTheMap, Esri Business Analyst, InfoGroup, WSP & CRCOG.

These new homes and residents will increase the demand for all public services. In particular, demands on public safety including law enforcement, fire protection and emergency medical service and community facilities like recreation centers, parks and libraries create the need for additional facilities and equipment.

Therefore, it is prudent for local leaders to thoughtfully consider the tools available to ensure that the quality of life and existing levels of service (LOS) are not compromised for both current and future residents. To this end, there are several capital projects recommended in the Capital Improvements Program that are consistent with and supportive of the long term goals of Lancaster County.

EXISTING LEVELS OF SERVICE



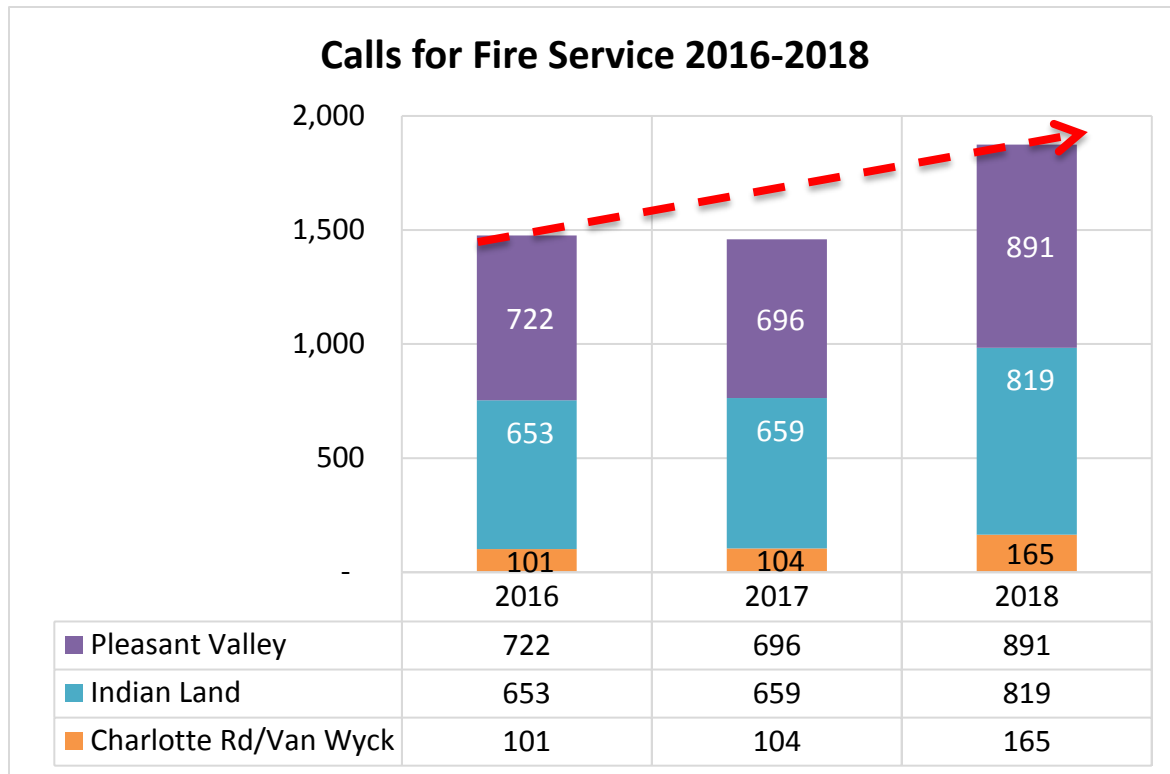
The following section provides information on the current levels of service for selected capital facilities and public services for Indian Land/Van Wyck that are provided by various Lancaster County departments and agencies. In addition, projects that may be funded with impact fees are specifically listed. The Lancaster County CIP has a complete list of equipment and services for the FY2016-2025 period. Current levels of service are provided for approximately 33,853 residents and approximately 11,027 occupied housing units.

Public Safety

Fire Service

The existing level of fire protection service is based on Insurance Services Office (ISO) ratings and National Fire Protection Association standards. There are three fire districts (FD) that serve Indian Land/Van Wyck—Pleasant Valley, Indian Land and Charlotte Road/Van Wyck—see **Figure 4**.

Several factors are involved with the ISO rating including response time, fire protection equipment and personnel. The countywide level of service is ISO 4. Population and land use trends indicate accelerated growth in the ten-year planning horizon for the CIP and this study, therefore, the ISO rating may be in jeopardy. The following capital facility and equipment needs are necessary to maintain the current LOS.



Calls for fire service have increased in each of the three districts based on the data supplied by Lancaster County Fire Rescue Service and shown in the chart above. Over this three-year period Charlotte Road/Van Wyck FD saw a 63.4% increase, Indian Land FD saw a 25.4% increase and Pleasant Valley FD saw a 23.4% increase in service call volumes. New and expanded fire stations and equipment will be needed in each of the three fire districts noted above to maintain the current level of service provided.

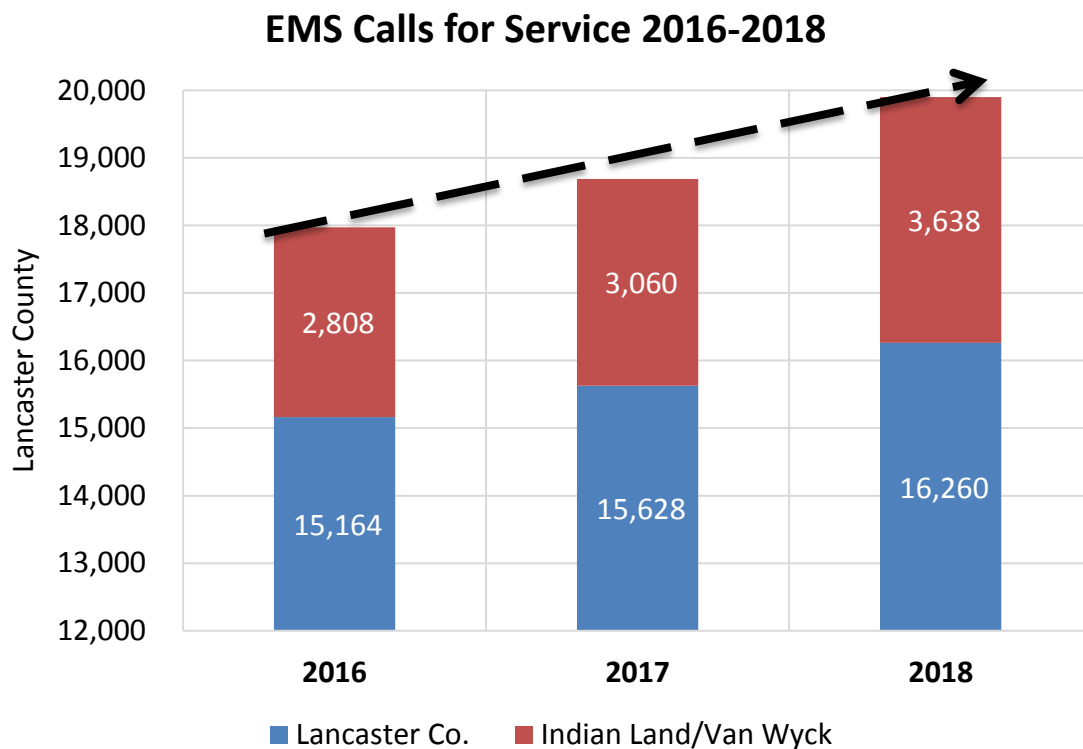
The Charlotte Road/Van Wyck FD station is a new facility that will house existing vehicles and equipment while providing room for a new engine. The Indian Land FD station is a new sub-station that will need a parcel of land (estimated 15% of the construction cost) and new vehicles/equipment. The Pleasant Valley FD station is a re-build to accommodate comprehensive plan goals and to provide expanded space for personnel, vehicles and equipment. The project cost is \$7,300,000 as noted in the table below.

Fire Department	Land	Projected Facility	Cost
Charlotte Rd/Van Wyck	\$0	\$2,000,000	\$2,000,000
Indian Land	\$300,000	\$2,000,000	\$2,300,000
Pleasant Valley	\$0	\$3,000,000	\$3,000,000
TOTAL			\$7,300,000

Emergency Medical Services (EMS)

Calls for service have increased across the board according to data supplied by Lancaster County Emergency Medical Services and shown in the chart below. The Indian Land/Van Wyck study area saw a steady increase in calls from 2016 to 2018 that resulted in a 29.6% growth rate.

The countywide level of service for ambulances is 1:10,000 population. Based on the location and capacity of existing EMS stations that serve Indian Land/Van Wyck and the projected number of new residents shown in Figure 2, EMS station 4 will need a significant expansion. Plans are under development to re-build this station to accommodate four ambulances for a net increase of three ambulances. An additional ambulance is also designated for EMS station 8 to meet growing demand. The project cost is \$1,000,000 for four new ambulances.



Projected Facility/Equipment	Cost
4 Ambulances	\$1,000,000
TOTAL	\$1,000,000

IMPACT FEE CALCULATION METHODOLOGY

The conceptual basis for the calculation of the proposed impact fees for fire service, emergency medical services, recreation and library for Indian Land/Van Wyck will be addressed in this section. There are generally two approaches for calculating impact fees:

- **System buy-in method** – concentrates on the cost of providing facilities based upon the net equity of the existing assets and is used in cases where facilities have additional excess capacity already in place to serve new growth.
- **Incremental cost method** – concentrates on the cost of adding additional facilities to serve new growth and is used in cases where facilities do not have available capacity to provide service to new customers.

Each of the impact fees was determined based on the incremental cost method and calculated based on a uniform service area. This means that all development will be assessed the same uniform impact fees regardless of the location of the development within the Indian Land/Van Wyck service area. The uniform service area approach is the most appropriate due to the development pattern of Indian Land/Van Wyck, the uniqueness of its panhandle shape due to jurisdictional lines and because it is the most common and defensible approach.

Because Indian Land/Van Wyck is served by three volunteer fire departments—Pleasant Valley, Indian Land and Charlotte Road—their service areas were aggregated for the purposes of this study so that a uniform fire service impact fee could be developed. Emergency medical services are provided by the county-wide system with individual units assigned as first-responders based on districts shown on the accompanying map.

Table 5 - Growth Rates 2010-2030

	Housing Units	% Change	Population	% Change	Employment	% Change
2010	8,008	--	19,729	--	5,901	--
2015	9,459	18.1%	22,055	11.8%	10,218	73.2%
2020	12,997	37.4%	37,915	71.9%	15,166	48.4%
2025	17,148	31.9%	42,805	12.9%	17,808	37.1%
2030	18,862	10.0%	47,086	10.0%	18,834	5.8%
Net Growth 2020-2030	8,865	45.1%	9,170	24.2%	3,668	24.2%

Sources: US Census Bureau 2010, Table DP04; OnTheMap; Esri Business Analyst; InfoGroup, WSP & CRCOG.

The employment figures for 2020 and 2030 were projected using the approximate ratio of 40% of the population. This assumption is founded on the notion that the number of employees in Indian Land/Van Wyck will parallel the rate of population growth.

Based on the data shown in **Table 5 – Growth Rates 2010-2030**, Indian Land/Van Wyck can expect to see 8,865 additional housing units, 9,170 new residents and 3,668 new jobs between 2020 and 2030. These figures will be used in each of the following sections to calculate the respective impact fees. Additionally, a large number of Development Agreements have been approved by Lancaster County Council and the projects covered by these contracts are not subject to an impact fee assessment.

Service Units

While the impact fees will be determined individually, some common ‘service units’ will be used in the calculation of each fee. The service units are meant to create an equitable assignment of the fees based on the number of new residents and employees projected to demand services from Lancaster County in the future. The residential service unit includes all single- and multi-family homes in Indian Land/Van Wyck. The non-residential service unit has several sub-categories in order to provide for more distinction in allocating the cost per employee based on a service unit that represents the average number of employees per 1,000 square feet of non-residential development.¹ **Appendix A – ITE Employee Space Ratio Calculations** contains the information for non-residential service units used to develop the following impact fees.

Fire Service Impact Fee

The previous discussion and justification for additional fire protection facilities and equipment resulted in the specific need for a new fire station in each of the three fire districts. The table below provides some detail for each district and shows a discount rate based on expansion of existing facilities that already serve existing customers.

Fire Department	Project Cost	Discount	Net Cost
Charlotte Road/Van Wyck	\$2,000,000	0%	\$2,000,000
Indian Land	\$2,300,000	0%	\$2,300,000
Pleasant Valley	\$3,000,000	50%	\$1,500,000
TOTAL			\$5,800,000

The Charlotte Road/Van Wyck FD station is a new facility that will house existing vehicles and equipment while providing room for one new fire engine. The Indian Land FD station is a new sub-station that will need a parcel of land, new vehicles and equipment. The Pleasant Valley FD station is a re-build/re-location to accommodate comprehensive plan goals and to provide expanded space for personnel, vehicles and equipment.

¹ Averages based on the study contained in *Trip Generation*, Ninth Edition by the Institute of Transportation Engineers.

The proportionate share of the new Pleasant Valley FD station to serve existing customers and accommodate new customers results in a 50-50 share of the projected capital cost of the facility. Therefore, a 50% rate was applied as a discount to the cost estimate resulting in a net cost of \$1,500,000. A review of the fire service calls for the entire study area from January 1, 2016 to December 31, 2018 was conducted and shows that the split of residential to non-residential calls is a 66:34 ratio. Assuming that this trend will continue, the project of \$5,800,000 is assigned as 66% residential or \$3,817,931 and the 38% non-residential or \$1,982,069.

Residential Fire Service Impact Fee:

$$\text{Cost per Capita} = \frac{\text{Cost of New Facilities } (\$3,817,931)}{\text{Net Population Growth } (9,170)}$$

Based on this analysis, the calculated cost per capita to provide new fire service facilities and equipment is \$416.34.

**Table 6 – Maximum Allowable Impact Fee Schedule
Residential Fire Service Impact Fee**

Housing Category	Cost per Person	Persons per Household	Maximum Allowable Impact Fee
Single-family (Attached or Detached)	\$416.34	2.52	\$1,049.18
Mobile Home	\$416.34	3.16	\$1,315.63
Multi-family (2 or more units)	\$416.34	1.86	\$774.39

Example Residential Fire Service Impact Fee:

100-lot Single-family Subdivision:

$$\text{Cost per Capita} \times \# \text{ of Households} \times \text{Persons per Household} = \text{Impact Fee}$$

$$\$416.34 \times 100 \times 2.52 = \mathbf{\$104,917.68}$$

Non-Residential Fire Service Impact Fee:

$$\text{Cost per Employee} = \frac{\text{Cost of New Facilities } (\$1,982,069)}{\text{Net Employment Growth } (3,668)}$$

Based on this analysis, the calculated cost per employee to provide new fire service facilities and equipment is \$540.35.

Example Non-Residential Fire Service Impact Fee:**10,000 s.f. General Office Building:**

$$\text{Cost per Employee} \times \frac{\text{Building size}}{1,000 \text{ s.f.}} \times \text{Employee Space Ratio} = \text{Impact Fee}$$

$$\$540.35 \times \frac{10,000 \text{ s.f.}}{1,000 \text{ s.f.}} \times 3.32 = \text{Impact Fee}$$

$$\$540.35 \times 10 \times 3.32 = \mathbf{\$17,939.62}$$

Emergency Medical Services Impact Fee

The emergency medical services impact fee is calculated to recover the capital costs of four new ambulances in anticipation of increased calls for service based on population and employment projections. This cost is then allocated to new development based on the idea that the relative demand for services from new customers will be proportionally equal to the present demand and that the current staffing levels and available space are now at capacity. Because emergency medical services are location-based, failure to add additional locations will result in a decrease in the present level of service provided by this department. The projected cost is \$1,000,000.

A review of the EMS calls for the entire study area from January 1, 2018 to December 31, 2018 was conducted and shows that the split of residential to non-residential calls is a 66:34 ratio.

Residential Emergency Medical Services Impact Fee:

$$\text{Cost per Capita} = \frac{\text{Cost of New Facilities (\$660,000)}}{\text{Net Population Growth (9,170)}}$$

Based on this analysis, the calculated cost per capita to provide new emergency medical services facilities and equipment is \$71.97.

Example Residential Emergency Medical Services Impact Fee:**100-lot Single-family Subdivision:**

$$\text{Cost per Capita} \times \text{\# of Households} \times \text{Persons per Household} = \text{Impact Fee}$$

$$\$71.97 \times 100 \times 2.52 = \mathbf{\$18,136.44}$$

**Table 7 – Maximum Allowable Impact Fee Schedule
Emergency Medical Services Impact Fee**

Housing Category	Cost per Person	Persons per Household	Maximum Allowable Impact Fee
Single-family (Attached or Detached)	\$71.97	2.52	\$181.36
Mobile Home	\$71.97	3.16	\$227.43
Multi-family (2 or more units)	\$71.97	1.86	\$133.86

Non-Residential Emergency Medical Services Impact Fee:

$$\text{Cost per Employee} = \frac{\text{Cost of New Facilities (\$340,000)}}{\text{Net Employment Growth (3,668)}}$$

Based on this analysis, the calculated cost per employee to provide new emergency medical services facilities and equipment is \$92.69.

Example Non-Residential Emergency Medical Services Impact Fee:

10,000 s.f. General Office Building:

$$\text{Cost per Employee} \times \frac{\text{Building size}}{1,000 \text{ s.f.}} \times \text{Employee Space Ratio} = \text{Impact Fee}$$

$$\$92.69 \times \frac{10,000 \text{ s.f.}}{1,000 \text{ s.f.}} \times 3.32 = \text{Impact Fee}$$

$$\$92.69 \times 10 \times 3.32 = \$3,077.31$$

**Table 8 - Summary of Non-Residential Impact Fees
Cost per Employee**

Impact Fee	Project Cost	Cost per Employee
Fire Service	\$1,982,069	\$540.35
Emergency Medical Services	\$340,000	\$92.69
TOTALS	\$2,322,069	\$633.04

The following examples are for illustrative purposes only.

Typical Single-family Impact Fee

Cost per Person	\$488.31
Persons per Household	2.52
TOTAL	\$1,230.54

**Typical 10,000 square ft.
General Office Impact Fee**

Cost per Employee	\$633.04
Employee Space Ratio	3.32
Building Size (per 1,000 square feet)	10
TOTAL	\$21,016.93

DISCOUNT RATE

Lancaster County Council may choose to apply a discount rate to the maximum allowable impact fees presented herein. The discount rate could be used to provide a reasonable fee for continued residential or non-residential investment or to ensure that impact fees collected for county facilities do not exceed the cost of providing capital improvements identified to accommodate new growth.

Maximum allowable impact fees may be adopted at less than 100% of the amounts presented in previous sections. The discount rate does not need to be the same for both impact fee categories; however, a discount rate for any one impact category must be applied uniformly across all the land use categories represented in the schedule.

AFFORDABLE HOUSING

The South Carolina Development Impact Fee Act specifically mandates that local governments understand the effect that impact fees will have, if any, on affordable housing in their jurisdictions. Under SC Law, affordable housing is defined as:

“housing affordable to families whose incomes do not exceed eighty percent of the median income for the service area or areas within the jurisdiction of the governmental entity.”

In May 2007, the South Carolina Priority Investment Act further refined the definition of affordable housing to read:

‘Affordable housing’ means in the case of dwelling units for sale, housing in which mortgage, amortization, taxes, insurance, and condominium or association fees, if any, constitute no more than twenty eight [28%] percent of the annual household income for a household earning no more than eighty percent [80%] of the area median income, by household size, for the metropolitan statistical area as published from time to time by the U.S. Department of Housing and Community Development (HUD) and, in the case of dwelling units for rent, housing for which the rent and utilities constitute no more than thirty percent [30%] of the annual household income for a household earning no more than eighty percent [80%] of the area median income, by household size for the metropolitan statistical area as published from time to time by HUD.

Household Income

The median annual household income reported for the study area is \$74,824 (US Census Bureau, 2013-2017 American Community Survey). Annual household income assumed for a family making 80% of the reported median is \$59,859. This would translate to a monthly household income of \$4,988 for these families.

Cost of Homeownership

Purchase Price:

The median home value was used to estimate the purchase price of a home. The American Community Survey estimates the median value of a home is \$277,200 (US Census Bureau, 2013-2017 American Community Survey).

Mortgage Payment:

A conventional, fixed-rate 30-year mortgage was used to estimate typical monthly costs of principle and interest on a home loan. The down payment was assumed to be 20% of the purchase price ($277,200 \times 20\% = \$55,440$). The loan amount for the mortgage was determined by subtracting the down payment from the purchase price ($\$277,200 - \$55,440 = \$221,760$). An interest rate of 3.75% was assumed according to the current rate at www.bankrate.com. The estimated monthly payment for this mortgage is \$1,027.01.

Property Tax:

The Lancaster County Tax Assessor calculates property tax using a millage rate of 0.1709 per \$1,000 of value for residential properties that are owner-occupied. For this analysis, property taxes for a home valued at \$277,200 would be \$1,895 or \$157.91 per month.

Electric Utilities:

According to Electricity Local, the electricity rate in Lancaster County is 11.1¢/kWh. The average electricity consumption in South Carolina is 1,119kWh/month. This would result in a monthly bill of approximately \$124. (www.electricitylocal.com/states/south-carolina/lancaster/)

Water & Sewer:

Lancaster County Water and Sewer District is the primary service provider in the study area. A typical residential customer's average consumption is 4,500 gallons per month and results in a monthly charge of \$73.92 based on current rates.

Storm Water Fee:

Lancaster County began collecting a residential stormwater fee of \$60/year (\$5/month) on January 1, 2018.

Telephone, Cable & Internet:

Comporium is the primary provider for telephone, cable and internet services in Lancaster County. The Comporium website estimates the following fees for services in Lancaster County zip codes: Telephone - \$17.94 per month, Cable (Basic) - \$15.95 per month, and Internet (Entry Package) - \$59.94 per month. (www.comporium.com)

Homeowners Insurance:

Homeowners insurance provides financial protection against natural disasters. It generally insures the home and the belongings in it. The price of homeowners insurance varies depending on the location of the home, deductible levels, size of the home and the insurance company providing the policy. The average cost of homeowners insurance for a home in Lancaster County in the price range of \$200,000-\$300,000 is \$1,465 per year or \$122 per month. (www.vhomeinsurance.com)

**Table 9 - Estimated Monthly Cost
Owner-Occupied Single-Family Residential**

Category	No Impact Fees	With Impact Fees
Purchase Price	\$277,200	\$277,200
Single-Family Residential Impact Fee	-	\$1,231
Down Payment	\$55,440	\$55,440
Loan Amount	\$221,760	\$222,991
Loan Length (Years)	30	30
Yearly Interest Rate	3.75%	3.75%
Mortgage Payment	\$1,027.01	\$1,032.70
Property Tax	\$157.91	\$157.91
Electric, Water and Sewer Utilities	\$197.92	\$197.92
Telephone, Cable and Internet	\$93.83	\$93.83
Storm Water Fee	\$5.00	\$5.00
Fire Service Fee*	\$6.25	\$6.25
Homeowners Insurance	\$122.00	\$122.00
Total Monthly Cost	\$1,609.92	\$1,615.62

*Indian Land and Pleasant Valley fire districts only.

Cost of Renting

The cost of renting a multi-family unit was estimated based on information from the US Census Bureau. The median gross rent (including all utilities and rental insurance) in the study area was estimates as \$1,315 (US Census Bureau, 2013-2017 American Community Survey, Table B25064).

Table 10 - Maximum Allowable Impact Fees

Impact Fee Category	Per Capita	Owner-Occupied	Renter-Occupied
Fire Service	\$416.34	\$1,049.18	\$774.39
Emergency Medical Services	\$71.97	\$181.36	\$133.86
Total Fees	\$488.31	\$1,230.54	\$908.25

Cost Burden Analysis

Cost burden for affordable housing is measured as the ratio between payments for housing (including property taxes, fees, utilities and insurance) and reported gross household income. A cost burden analysis for Indian Land/Van Wyck was prepared for residents that purchase single-family residences and residents that rent multi-family units. Average monthly income was used to compute maximum allowable monthly payments for buying or renting a home. For the study area, a cost burden ratio of 30% for owner-occupied housing and 28% for renter-occupied housing was used to calculate housing affordability.

Cost Burden Analysis with No Impact Fees

Condition	Monthly Income	Monthly Cost	Cost Burden
Owner-Occupied	\$4,988	\$1,610	32.3%
Renter-Occupied	\$4,988	\$1,315	26.4%

Based on these figures, renter-occupied housing is affordable to residents in the study area, however, owner-occupied housing costs exceed the threshold of affordability. This situation remains unchanged after calculating the monthly cost of impact fees for both groups as noted in the table below. Under current conditions, owner-occupied housing in the study area is not affordable for households earning 80% or less than the median family income based on the HUD maximum of 30% of monthly income.

Cost Burden Analysis with Impact Fees

Condition	Monthly Income	Monthly Cost	Cost Burden
Owner-Occupied	\$ 4,988	\$1,616	32.4%
Renter-Occupied*	\$ 4,988	\$1,340	26.9%

* Monthly cost assumes 36-month payback period for landlord to recoup impact fees.

Conclusion

The South Carolina Development Impact Fee Act requires preparation of a report that estimates the effect of imposing development impact fees on the affordability of housing in the jurisdiction or study area. The results of this analysis determined that the impact fees would increase the monthly cost burden by \$6 (0.35% change) for owner-occupied housing and \$25 for renter-occupied housing (1.92% change).

Appendix A

ITE Employee Space Ratio Calculations

Land Use Category	ITE Code	Units	Reported Trips per Unit	Reported Trips per Employee	Employee Space Ratio
Hotel/Motel					
Hotel	310	room	8.17	14.34	0.57
Business Hotel	312	room	7.27	72.67	0.10
Recreational					
Golf Course	430	hole	35.74	20.52	1.74
Multiplex Movie Theater	445	1,000 s.f.	4.91	4.45	1.10
Institutional					
Elementary School	520	1,000 s.f.	15.43	15.71	0.98
Middle/Junior High School	522	1,000 s.f.	13.78	16.39	0.84
High School	530	1,000 s.f.	12.89	19.74	0.65
Junior/Community College	540	1,000 s.f.	27.49	15.55	1.77
University/College	550	student	1.71	8.96	0.19
Day Care Center	565	1,000 s.f.	74.06	26.73	2.77
Library	590	1,000 s.f.	56.24	52.52	1.07
Medical					
Hospital	610	bed	12.94	4.50	2.88
Nursing Home	620	bed	2.74	3.26	0.84
Assisted Living	254	bed	2.66	3.93	0.68
Clinic	630	1,000 s.f.	31.45	8.01	3.93
Medical/Dental Office	720	1,000 s.f.	36.13	8.91	4.05
Commercial-Office					
General Office Building	710	1,000 s.f.	11.03	3.32	3.32
Office Park	750	1,000 s.f.	11.42	3.50	3.26
Business Park	770	1,000 s.f.	12.44	4.04	3.08
Commercial-Retail					
Shopping Center	820	1,000 s.f.	42.70	N/A	2.22*
Building Materials/Lumber Store	812	1,000 s.f.	45.16	32.12	1.41
Free Standing Discount Store	815	1,000 s.f.	57.24	28.84	1.98
Nursery/Garden Center	817	1,000 s.f.	68.10	21.83	3.12
New Car Sales Center	841	1,000 s.f.	32.30	21.14	1.53
Tire Store	848	1,000 s.f.	24.87	5.03	4.94
Supermarket	850	1,000 s.f.	102.24	92.74**	1.10
Furniture Store	890	1,000 s.f.	5.06	12.19	0.42
Industrial					
General Light Industrial	110	1,000 s.f.	6.97	3.02	2.31
General Heavy Industrial	120	1,000 s.f.	1.50	0.82	1.83
Industrial Park	130	1,000 s.f.	6.83	3.34	2.04
Warehousing	150	1,000 s.f.	3.56	3.89	0.92
Services					
Drive-In Bank	912	1,000 s.f.	148.15	30.94	4.79
High-Turnover Sit Down Restaurant	932	1,000 s.f.	127.15	N/A	5.64*
Fast Food w/ Drive-Thru Window	934	1,000 s.f.	496.12	N/A	5.00*

Notes:

*An employee space ratio could not be calculated using rates published in ITE's Trip Generation Manual. The employee ratio used in this analysis was developed by TischlerBise as part of the Development Impact Fee Study completed in May 2002.

**An employee space ratio could not be calculated using rates published in ITE's Trip Generation Manual. The employee ratio used in this analysis was developed by Stantec as part of the Development Impact Fee Study prepared for the Town of Fort Mill in 2015.

MEMORANDUM

TO: Steve Willis, Lancaster County Administrator
FROM: Robby Moody, AICP, Senior Planner
DATE: October 10, 2019
SUBJECT: Indian Land/Van Wyck Impact Fee Study 2019
 Revised Fire Service Call Ratios & Typical Examples

The attached Indian Land/Van Wyck Impact Fee Study 2019 includes revised fire service call ratios as determined by Lancaster County Fire Rescue & Emergency Management staff. This resulted in updated impact fee calculations for Fire Service on per person and per employee basis. The following charts are also updated and provided as a reference for typical uses. I look forward to continuing to work with you and your staff on this project.

Impact Fee	Residential Project Cost	Cost per Person	Non-Residential Project Cost	Cost per Employee
Fire Service	\$3,817,931	\$416.34	\$1,982,069	\$540.35
Emergency Medical Services	\$660,000	\$71.97	\$340,000	\$92.69
TOTALS	\$4,477,931	\$488.31	\$2,322,069	\$633.04

The following typical examples for various development types are provided as illustrative only.

Typical Single-family Impact Fee

Cost per Person	\$488.31
Persons per Household	X 2.52
TOTAL	\$1,230.54

Typical Multi-family Impact Fee

Cost per Person	\$488.31
Persons per Household	X 1.86
TOTAL	\$908.26

Serving Chester, Lancaster, Union & York Counties

215 Hampton Street • P.O. Box 450 • Rock Hill, SC 29731
 803.327.9041 • 803.327.1912 (fax) • crcog@catawbacog.org

**Typical 10,000 square ft.
General Office Impact Fee**

Cost per Employee	\$633.04
Employee Space Ratio	X 3.32
Building Size (s.f.)	X 10,000
TOTAL	\$21,016.93

**Typical 50,000 square ft.
Supermarket Impact Fee**

Cost per Employee	\$633.04
Employee Space Ratio	X 1.10
Building Size (s.f.)	X 50,000
TOTAL	\$34,817.20

**Typical 3,500 square ft.
Fast Food w/ Drive-Thru Impact Fee**

Cost per Employee	\$633.04
Employee Space Ratio	X 5.00
Building Size (s.f.)	X 3,500
TOTAL	\$11,078.20

Impact Fee Comparisons

	Lancaster County	Fort Mill (Fire & Mun. Serv.)
Single Family	\$1,230.54	\$1,084.29 / \$542.14 (not incl. Rec.)
Multi-family	\$908.26	\$503.85 / \$251.93 (not incl. Rec.)
10,000 SF Office	\$21,016.93	\$28,600 / \$14,400
50,000 SF Supermarket	\$34,817.20	\$38,500 / \$19,000
3,500 SF Fast Food	\$11,078.20	\$12,145 / \$6,055

The first number under Fort Mill is the maximum fee as identified in the study. The second number is the actual amount charged which reflects the discount enacted by Town Council.

Fort Mill Formula for Calculation of Fee

Parks and Recreation Impact Fee Formula

Residential: Number of Dwelling Units x Persons per Household (U.S. Census) x Replacement Cost per Capita (\$528.81 per Study) x Discount Rate (10%)

Non-Residential: Not Applicable

Fire Protection Impact Fee Formula

Residential: Number of Dwelling Units x Persons per Household (U.S. Census) x Replacement Cost per Capita (\$112.97 per Study) x Discount Rate (50%)

Non-Residential: Number of Units (SF, Rooms, Beds, etc.) x Average Employee Space Ratio (ITE) x Replacement Cost per Employee (\$433.09 per Study) x Discount Rate (50%)

Municipal Facilities & Equipment Impact Fee Formula

Residential: Number of Dwelling Units x Persons per Household (U.S. Census) x Replacement Cost per Capita (\$290.11 per Study) x Discount Rate (50%)

Non-Residential: Number of Units (SF, Rooms, Beds, etc.) x Average Employee Space Ratio (ITE) x Replacement Cost per Employee (\$259.44 per Study) x Discount Rate (50%)

Agenda Item Summary

Ordinance # / Resolution #: N/A

Contact Person / Sponsor: Sherrie Simpson/Clerk to Council

Department: Administration

Date Requested to be on Agenda: 11/21/2019

Issue for Consideration:

Please review the 2020 Calendar meeting schedule for Council and Committee meetings, Board and Commission meetings and Advisory Board meetings. The 2020 Calendar has been reviewed by the Boards, Commissions and Advisory Boards. Please notify the Clerk to Council of any changes that need to be made to the meeting schedule.

Points to Consider:

The 2020 Calendars are attached for review and consideration.

Funding and Liability Factors:

N/A

Options:

The Calendar is for review only at this time. The adoption of the 2020 Calendar will be done at the November 25, 2019 Council meeting.

Recommendation:

Review the Calendar schedule for potential changes.

ATTACHMENTS:

Description	Upload Date	Type
2020 Meeting Schedule for Council, Committees and Boards and Commissions	11/5/2019	Backup Material
2020 Meeting Schedule for Advisory Boards	11/5/2019	Backup Material

Lancaster County Meeting and Holiday Schedule

Anyone requiring special services to attend any meeting should contact 803-285-1565 at least 24 hours in advance of the meeting

County Council meets the second and fourth Monday in the County Administration Building Council Chambers, 101 North Main Street, Lancaster, South Carolina at 6:00 p.m. *Please Note: There is only one meeting scheduled in July. It will be the 3rd Monday.

January	Monday	January 13, 2020	July	Monday	June 22, 2020
	Monday	January 27, 2020		Monday	July 20, 2020
February	Monday	February 10, 2020	August	*changed to the 3rd Monday of the month**	
	Monday	February 24, 2020		Monday	August 10, 2020
March	Monday	March 09, 2020	September	Monday	August 24, 2020
	Monday	March 23, 2020		Monday	September 14, 2020
April	Tuesday	April 14, 2020* changed due to Easter*	October	Monday	September 28, 2020
	Monday	April 27, 2020		Monday	October 12, 2020
May	Monday	May 11, 2020	November	Monday	October 26, 2020
	Tuesday	May 26, 2019* changed due to Memorial Day*		Tuesday	November 09, 2020
			December	Monday	November 23, 2020
June	Monday	June 08, 2020		Monday	December 14, 2020
				December 28, 2020 MEETING CANCELLED (Christmas Holiday)	

The Lancaster County Community Relations Commission meets the third Thursday in Council Chambers, 101 North Main Street, Lancaster, South Carolina at 6:30 p.m.

January	Thursday	January 16, 2020	July	Thursday	July 16, 2020
February	Thursday	February 20, 2020	August	Thursday	August 20, 2020
March	Thursday	March 19, 2020	September	Thursday	September 17, 2020
April	Thursday	April 16, 2020	October	Thursday	October 15, 2020
May	Thursday	May 21, 2020	November	Thursday	November 19, 2020
June	Thursday	June 18, 2020	December	Thursday	December 17, 2020

The Lancaster County Fire Commission meets the first Thursday in the Emergency Operations Center, 111 Covenant Place, Lancaster, South Carolina at 7:00 pm.

January	Thursday	January 02, 2020	July	Thursday	July 9, 2020
February	Thursday	February 06, 2020	August	Thursday	August 06, 2020
March	Thursday	March 05, 2020	September	Thursday	September 03, 2020
April	Thursday	April 02, 2020	October	Thursday	October 01, 2020
May	Thursday	May 07, 2020	November	Thursday	November 05, 2020
June	Thursday	June 04, 2020	December	Thursday	December 03, 2020

The Lancaster County Health and Wellness Commission meets the second Wednesday – EVERY OTHER MONTH, at the Lancaster Administration Building in the Administration Conference Room, 101 North Main Street, Lancaster, South Carolina at 11:45 am.

February	Wednesday	February 12, 2020	October	Wednesday	October 14, 2020
April	Wednesday	April 08, 2020	December	Wednesday	December 09, 2020
June	Wednesday	June 10, 2020			
August	Wednesday	August 12, 2020			

The Lancaster County Historical Commission meets the second Tuesday at the Lancaster County Historic Courthouse, 100 North Main Street, Lancaster, South Carolina at 6:00 pm, and at other times at the call of the chair.

January	Tuesday	January 14, 2020	July	Tuesday	July 14, 2020
February	Tuesday	February 11, 2020	August	Tuesday	August 11, 2020
March	Tuesday	March 10, 2020	September	Tuesday	September 08, 2020
April	Tuesday	April 14, 2020	October	Tuesday	October 13, 2020
May	Tuesday	May 12, 2020	November	Tuesday	November 10, 2020
June	Tuesday	June 09, 2020	December	Tuesday	NO MEETING SCHEDULED

The Indian Land Fire Protection District Commission meets the 3rd Wednesday of each month at the Indian Land Fire Station, 285 Six Mile Creek Road, Indian Land, South Carolina at 7:00 pm.

January	Wednesday	January 15, 2020	July	Wednesday	July 15, 2020
February	Wednesday	February 19, 2020	August	Wednesday	August 19, 2020
March	Wednesday	March 18, 2020	September	Wednesday	September 16, 2020
April	Wednesday	April 15, 2020	October	Wednesday	October 21, 2020
May	Wednesday	May 20, 2020	November	Wednesday	November 18, 2020
June	Wednesday	June 17, 2020	December	Wednesday	December 16, 2020

The Lancaster County Library Board meets the last Tuesday of the each month at 6:30 pm. The location of the meetings can be held at the Del Webb Library, the Kershaw Library, or the Barnett Building. The location will be on the agenda of the each meeting.

January	Tuesday	January 28, 2020	July	Tuesday	July 28, 2020
February	Tuesday	February 25, 2020	August	Tuesday	August 25, 2020
March	Tuesday	March 31, 2020	September	Tuesday	September 29, 2020
April	Tuesday	April 28, 2020	October	Tuesday	October 27, 2020
May	Tuesday	May 26, 2020	November	Tuesday	November 24, 2020
June	Tuesday	June 30, 2020			

The Lancaster Planning Commission meets in the County Administration Building Council Chambers, 101 North Main Street, Lancaster, South Carolina at 5:00 pm on the first Thursday for Work Session/ 6:00 pm on the third Tuesday for Regular Meeting.

January	Work Session	Thursday	January 2, 2020
	Regular Meeting	Tuesday	January 21, 2020
February	Work Session	Thursday	February 6, 2020
	Regular Meeting	Tuesday	February 18, 2020
March	Work Session	Thursday	March 5, 2020
	Regular Meeting	Tuesday	March 17, 2020
April	Work Session	Thursday	April 2, 2020
	Regular Meeting	Tuesday	April 21, 2020
May	Work Session	Thursday	May 7, 2020
	Regular Meeting	Tuesday	May 19, 2020
June	Work Session	Thursday	June 4, 2020
	Regular Meeting	Tuesday	June 16, 2020
July	Work Session	Thursday	July 2, 2020
	Regular Meeting	Tuesday	July 21, 2020
August	Work Session	Thursday	August 6, 2020
	Regular Meeting	Tuesday	August 18, 2020
September	Work Session	Thursday	September 3, 2020
	Regular Meeting	Tuesday	September 15, 2020
October	Work Session	Thursday	October 1, 2020
	Regular Meeting	Tuesday	October 20, 2020
November	Work Session	Thursday	November 5, 2020
	Regular Meeting	Tuesday	November 17, 2020
December	Work Session	Thursday	December 3, 2020
	Regular Meeting	Thursday	December 15, 2020

The Pleasant Valley Fire Protection District Commission meets on the third Tuesday at the Pleasant Valley Fire Station #1, 9370 Possum Hollow Road, Indian Land, South Carolina at 7:00 pm.

January	Tuesday	January 21, 2020	July	Tuesday	July 21, 2020
February	Tuesday	February 18, 2020	August	Tuesday	August 18, 2020
March	Tuesday	March 17, 2020	September	Tuesday	September 15, 2020
April	Tuesday	April 21, 2020	October	Tuesday	October 20, 2020
May	Tuesday	May 19, 2020	November	Tuesday	November 17, 2020
June	Tuesday	June 16, 2020	December	Tuesday	December 15, 2020

The Lancaster County Board of Zoning Appeals meets on the 1st Tuesday in the County Administration Building Council Chambers, 101 North Main Street, Lancaster, South Carolina at 6:00 pm.

January	Tuesday	January 07, 2020	July	Tuesday	July 07, 2020
February	Tuesday	February 04, 2020	August	Tuesday	August 04, 2020
March	Tuesday	March 03, 2020	September	Tuesday	September 01, 2020
April	Tuesday	April 07, 2020	October	Tuesday	October 06, 2020
May	Tuesday	May 05, 2020	November	Tuesday	November 03, 2020
June	Tuesday	June 02, 2020	December	Tuesday	December 01, 2020

The following Boards or Commissions meet at the call of the Chair:

Lancaster County Airport Commission
Lancaster County Board of Assessment Appeals
Lancaster County Construction Board of Appeals
Lancaster County Fire Code Appeals Board
Lancaster County Transportation Commission

Council Standing Committees

The Public Safety Committee meets the Tuesday following the 1st Council Meeting of the month in the County Administration Building, Council Conference Room, 101 N. Main Street, Lancaster, South Carolina at 5:00 p.m., and at other times as called by the Chair.

January	Tuesday	January 14, 2020	July	Tuesday	July 21, 2020
February	Tuesday	February 11, 2020	August	Tuesday	August 11, 2020
March	Tuesday	March 10, 2020	September	Tuesday	September 15, 2020
April	Wednesday	April 15, 2020	October	Tuesday	October 13, 2020
May	Tuesday	May 12, 2020	November	Thursday	November 10, 2020
June	Tuesday	June 09, 2020	December	Tuesday	December 15, 2020

The Infrastructure and Regulation Committee meets on the Tuesday following the 1st Council Meeting of the month in the County Administration Building, Council Conference Room, 101 N. Main Street, Lancaster, South Carolina at 3:00 p.m., and at other times as called by the Chair.

January	Tuesday	January 14, 2020	July	Tuesday	July 21, 2020
February	Tuesday	February 11, 2020	August	Tuesday	August 11, 2020
March	Tuesday	March 10, 2020	September	Tuesday	September 15, 2020
April	Wednesday	April 15, 2020	October	Tuesday	October 13, 2020
May	Tuesday	May 12, 2020	November	Thursday	November 10, 2020
June	Tuesday	June 09, 2020	December	Tuesday	December 15, 2020

The Administration Committee meets on the Tuesday following the 1st Council Meeting of the month in the County Administration Building, Council Conference Room, 101 N. Main Street, Lancaster, South Carolina at 10:00 a.m., and at other times as called by the Chair.

January	Thursday	January 14, 2020	July	Tuesday	July 21, 2020
February	Thursday	February 11, 2020	August	Tuesday	August 11, 2020
March	Tuesday	March 10, 2020	September	Tuesday	September 15, 2020
April	Wednesday	April 15, 2020	October	Tuesday	October 13, 2020
May	Tuesday	May 12, 2020	November	Tuesday	November 10, 2020
June	Tuesday	June 09, 2020	December	Tuesday	December 15, 2020

HOLIDAY OBSERVANCES FOR THE YEAR 2020

Holiday	Date Observed
New Year's Day	Wednesday, January 1, 2020
Martin Luther King Day	Monday, January 20, 2020
Easter Monday	Monday, April 13, 2020
Memorial Day	Monday, May 25, 2020
Independence Day	Friday, July 3, 2020
Labor Day	Monday, September 7, 2020
Veterans Day	Wednesday, November 11, 2020
Thanksgiving Day Day After Thanksgiving	Thursday, November 26, 2020 and Friday, November 27, 2020
Christmas Eve Christmas Day Day after Christmas	Thursday, December 24, 2020 Friday, December 25, 2020 Monday, December 28, 2020
New Year's Day	Friday, January 1, 2021

Lancaster County Meeting and Holiday Schedule

Anyone requiring special services to attend any meeting should contact 803-285-1565 at least 24 hours in advance of the meeting

The Lancaster Recreation Advisory Board meets on the second Tuesday in the Springdale Recreation Center, 260 South Plantation Road, Lancaster, South Carolina at 6:30 pm. Special meetings are held at the call of the chair.

January	Tuesday	January 14, 2020	July	NO MEETING SCHEDULED	
February	Tuesday	February 11, 2020	August	Tuesday	August 11, 2010
March	Tuesday	March 10, 2020	September	Tuesday	September 08, 2020
April	Tuesday	April 14, 2020	October	Tuesday	October 13, 2020
May	Tuesday	May 12, 2020	November	Tuesday	November 10, 2020
June	Tuesday	June 09, 2020	December	Tuesday	December 08, 2020

The following Advisory Boards meet at the call of the Chair:

Lancaster County Stormwater Advisory Council
 Lancaster County Trail Advisory Committee
 Lancaster County Keep America Beautiful Board
 Lancaster County Animal Shelter Advisory Board
 Economic Development Advisory Board

HOLIDAY OBSERVANCES FOR THE YEAR 2020

Holiday	Date Observed
New Year's Day	Wednesday, January 1, 2020
Martin Luther King Day	Monday, January 20, 2020
Easter Monday	Monday, April 13, 2020
Memorial Day	Monday, May 25, 2020
Independence Day	Friday, July 3, 2020
Labor Day	Monday, September 7, 2020
Veterans Day	Wednesday, November 11, 2020
Thanksgiving Day Day After Thanksgiving	Thursday, November 26, 2020 and Friday, November 27, 2020
Christmas Eve Christmas Day Day after Christmas	Thursday, December 24, 2020 Friday, December 25, 2020 Monday, December 28, 2020
New Year's Day	Friday, January 1, 2021