

Lancaster County Council Administration Committee

Thursday, July 16, 2015

County Council Conference Room
Council Administration Building
100 N. Main Street
Lancaster, SC 29720

1. **Call to Order – Committee Chair Brian Carnes** 4:30 p.m.
2. **Approval of the agenda** *[deletions and additions of non-substantive matters]*
3. **Minutes of the May 21, 2015 Administration Committee meetings - pgs. 2-5**
4. **Citizens Comments**
5. **Discussion / Action Items**
 - a. Filling two vacant positions – Community Growth Services Division and Public Safety Division Director. Steve Willis – pg. 6
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 Council Administration Committee agendas are posted at the Lancaster County Administration Building and are available on the Website: www.mylancaster.org



Brian Carnes, District 7, Chairman

Bob Bundy, District 3

Charlene McGriff, District 2

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**Minutes of the Lancaster County Council Administration Committee
Meeting**

101 N. Main Street, Lancaster, SC 29720

Thursday, May 21, 2015

4:30 p.m.

Council Members present were Brian Carnes and Bob Bundy, and Charlene McGriff. Also present was Steve Willis, John Weaver, Veronica Thompson, Kimberly Hill, Virginia Burgess, various Department Heads and spectators. A quorum of the Lancaster County Administration Committee was present for the meeting.

The following press was notified of the meeting by e-mail or by fax in accordance with the Freedom of Information Act: Lancaster News, Kershaw News Era, The Rock Hill Herald, Fort Mill Times, Cable News 2, Channel 9 and the local Government Channel. The agenda was also posted in the lobby of the County Administration Building the required length of time and on the county website.

Approval of the agenda

Bob Bundy moved to approve the agenda as written. SECONDED by Charlene McGriff.
Passed 3-0.

Minutes of the April 10, 2015 and April 16, 2015 Meeting

Brian Carnes noted that there are typographical errors in both sets of minutes. These will be corrected on the final version of the minutes.

Charlene McGriff made a MOTION to approve the amended minutes. SECONDED by Bob Bundy. Passes 3-0.

Citizens Comments

No one chose to speak during Citizens comments.

Discussion / Action Items

Walnut Creek

Scott Bayliss and John Schotz, representatives for Walnut Creek, went through their presentation, located in the agenda package. He said that there are four items that they are asking for.

1. Renaming of the District to “Walnut Creek Improvement District”
2. Adding two (2) tracks of contiguous land owned by Edenmoor Holdings to the District.
3. Adjusting the District’s Rate and Method of Apportionment (“RMA”) to accommodate alternative product densities (townhomes vs. single-family lots).
4. Creating three (3) separate Bonding Areas within the District for purposes of resolving the District’s defaulted 2006 Bond Issue.

There was much discussion and questions that were asked by the Council Members. Some of the questions and the answers that they received were:

- Bob Bundy asked Frannie Heizer, Attorney, if this would be extra liability for the County. Ms. Heizer said that there would not be more liability then there is presently and the Homeowners will not be negatively effected in any way. She also said that additional safeguards can be integrated into the process to protect the County in case of an economic downturn.
- Mr. Bundy asked if this process would extend the bonds. Scott Bayliss explained that it would not for bonding area one (1) but it would for bonding areas two (2) and three (3). These would likely be extended to 30 years.
- Charlene McGriff asked Mr. Bayliss if they owned the bonds. Mr. Bayliss said that they own 100% of the bonds and 100% of the real estate. He also added that the new bond would not make any changes for the homeowner.

Bob Bundy made a MOTION to have the Administrator move forward with the review. SECONDED by Charlene McGriff. Passed 3-0.

Possible Sun City Refunding

Frannie Heizer, Attorney, explained that this would lower payments for property owners. Steve Willis said that the assessment will end when the bond ends in 20 years. Bob Bundy asked if the assessment was reduced if it would have a quicker payoff. Frannie Heizer said that it would be paid off sooner if the assessment was reduced.

Frannie Heizer explained that she could get the legal process started while working out the details. First, they will need to select an underwriter and get proposals. She said that it will take four to six weeks to get an underwriter so it would realistically be July before they could get started.

Bob Bundy made a MOTION to defer to the July Administrative Committee meeting for more information. SECONDED by Charlene McGriff. Passed 3-0.

Defeasance Bailes Ridge Bonds

Frannie Heizer explained that the Resolution presented in the agenda package on page 33 was to authorize the cash defeasance of the outstanding balance of the \$2,973,657.50 Lancaster County, South Carolina Special Source Revenue Bonds, series 2006 (Bailes Ridge Project) convertible deferred interest bonds. She explained that by cash defeasing the Bonds, the County can realize a significant savings in interest costs. The bonds cannot be prepaid until May 1, 2016, however, under the bond documents the Bonds shall be deemed to be paid if the required amounts are deposited into an irrevocable escrow fund for the benefit of the Bondholders. At such time, the Bonds will no longer be secured by or entitled to the benefits of the Trust Indenture. Effectively, the revenues pledged for payment of the Bonds would be released from that pledge and available for other County purposes.

Charlene McGriff made a MOTION to approve the recommendation of the Resolution to authorize the cash defeasance of the outstanding balance of the \$2,973,657.50 Lancaster County, South Carolina Special Source Revenue Bonds, series 2006 (Bailes Ridge Project) convertible deferred interest bond. SECONDED by Bob Bundy. Passed 3-0.

Continued discussion of Procurement Policy

Bryant Cook explained that there is a need for vendor preference so that local merchants will have a chance to meet a lower price estimate. This would mean giving local merchants a chance to lower their bid to remain competitive.

John Weaver stated that we need to have exceptions for sole source circumstances where the item could be bid out but it would serve the best interest of Lancaster County to use a sole source. An example of this would be using the COG to consider our impact fees, we could use another company but it would be in our best interest to use the COG because of their level of expertise. Mr. Weaver said that we would use this on a case by case situation but it would be a unique and unusual case to use this. John Weaver said that he will put a

definition in the Procurement Policy and Council can decide what they think. Steve Willis agreed that we need to have something for these special situations and circumstances.

Budget discussion/update

Steve Willis, Administrator, passed out an updated tax example at a 2.8 tax millage. attached as schedule A.

Kim Hill, Budget Analyst, passed out a handout, attached as schedule B.

Miscellaneous Reports and Correspondence

Application process

Lisa Robinson, HR Director, explained that this process will not require any additional money in the budget. She noted that background checks will now be required for Public Works employees. Bob Bundy asked if there was a mandate for employees at certain level to provide transcripts. Ms. Robinson said that it was presently at the discretion of each Department Head.

Adjournment

Brian Carnes made a MOTION to adjourn. SECONDED by Charlene McGriff. Passed 3-0.

Respectfully Submitted:

Approved by the Administration Committee Chair

Virginia C. Burgess
Deputy Clerk to Council

Brian Carnes, Chairman

Agenda Item Summary

Ordinance # / Resolution#:	Discussion/ Action Item
Contact Person / Sponsor:	Steve Willis
Department:	Administration
Date Requested to be on Agenda:	Administration Committee – July 16, 2015 County Council – July 27, 2015

Issue for Consideration:

Funding to fill two vacant positions; Community Growth Services Division Director and Public Safety Division Director. This is a formal recommendation from the Public Safety Committee.

Points to Consider:

This recommendation is coming from the Public Safety Committee and not staff.

The Administration Committee and Council were clear during the budget process that they were not interested in a lot of budget amendments during the fiscal year. As such I had planned on leaving the positions vacant and presenting them for consideration as part of the FY 16-17 budget.

I am obligated to bring this to you as it is coming from another Committee. As with a number of other vacancies we did not fill as part of the current budget, I am not saying the positions are not needed but we do have financial considerations in filling any position and this would require a budget amendment ordinance.

Funding and Liability Factors:

Funding to fill each position would be budgeted at \$80,000 in salary. Using the standard 1/3 for a fringe estimate, that comes to \$104,000 per position or \$208,000 for both. Obviously the actual expense number could change depending upon insurance type selection and similar variables.

Council Options:

To amend the budget to provide funding for the positions or not.

Staff Recommendation:

Based upon the clear guidance from full Council to eliminate as much as possible any new items that would require a budget amendment, I would recommend considering these position in FY 16-17.

Committee Recommendation:

To be determined.