

Lancaster County Council Administration Committee
Wednesday, June 15, 2016

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

1. **Call to Order – Committee Chair Brian Carnes** **5:30 p.m.**
2. **Approval of the agenda** *[deletions and additions of non-substantive matters]*
3. **Minutes of the following meetings:**
 - a. March 31st - pgs. 2-6
 - b. April 14th - pgs. 7-10
4. **Citizens Comments**
5. **Discussion / Action Items**
 - a. County Government Social Media. *Jessica Kennington – pgs. 11-17*
 - b. Proposed Resolution Amending the Motor Vehicle Policy. *Steve Willis – pgs. 18-20*
 - c. 2016-2017 FY Budget. *Steve Willis and Kimberly Hill – pgs. 21*
6. **Executive Session**
 - Discussion of compensation of persons regulated by a public body. SC Code §30-4-70(a)(1)
7. **Adjournment**

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



MINUTES OF THE LANCASTER COUNTY COUNCIL ADMINISTRATION
COMMITTEE

COUNTY ADMINISTRATION BUILDING
COUNCIL CONFERENCE ROOM
101 N. MAIN STREET, LANCASTER

Members of the Lancaster County Council Administration Committee

Brian Carnes, Committee Chairman – District 7

Bob Bundy, Council Member – District 3

Charlene McGriff, Council Member – District 2

Thursday, March 31, 2016

The Committee Members present were Brian Carnes and Bob Bundy. Committee Member Charlene McGriff was absent. Also present was Steve Willis, Veronica Thompson, Kimberly Hill, Brenisha Wells and other spectators. A quorum of the Lancaster County Council 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.

Call to Order

Chairman Brian Carnes called the meeting to order at 4:30 p.m.

Approval of Agenda

Councilman Bundy moved to approve the agenda. Passed 2-0.

Minutes of the March 17, 2016 Meeting

Councilman Bundy moved to approve the minutes of the March 17, 2016 meeting. Passed 2-0.

Citizen Comments

There were no citizens present.

Discussion/Action

Review of the 2016-2017 FY Budget

DRAFT

County Administrator Steve Willis stated that there wasn't a lot of growth and the budget is pretty much the same as last year. There are four persons coming off grants and there have been salary adjustments to reflect those.

Councilman Carnes asked Kim Hill, Budget Analyst, to include revenues in FY 2016 for a side by side comparison.

Ms. Hill provided a brief overview of the following fund and departments:

General Fund

Ms. Hill stated that a grant match was decreased. Also, a transfer of \$2.1 million to the bond fund for potential fleet operations building.

Economic Development

Travel, training, and dues have been added to this department.

Council

Ms. Hill stated that she added a line item for food supplies.

Direct Assistance

Ms. Hill stated that the Solicitor's budget went up \$116,000. She stated that this is due to the Juvenile Drug Court being transferred from the Clerk of Court Office to the Solicitor's office. Clerk of Court Jeff Hammond found that this type of court normally falls under the Solicitor's Office. The \$116,000 includes salary/fringe, drug testing, etc.

Administration

Ms. Hill stated that the salaries went up due to the transferred position from the Attorney's budget.

Nurse Practitioner

Ms. Hill stated that this budget was decreased based on trend, we've been under budget.

Attorney

Ms. Hill stated that the salaries decreased due to the transfer of the position to the Administrator's Office.

DRAFT

DRAFT

Finance

There were no major changes.

Human Resources

There were no major changes.

Risk Management

Ms. Hill stated that security upgrades for the County Administration Building will be approximately \$107,000.

There was a discussion about the security issues at the County Administration Building. Mr. Willis stated that one of the problems is that the building was built before 911. He asked Risk Safety Manager, Ryan Whitaker to look at what we could do to make the building more safe.

Mr. Whitaker stated that the insurance company came out to look at the security issues and suggested installing glass to counter tops and more card readers. Mr. Whitaker passed out a handout from the insurance company attached as schedule A. The current system will only hold four (4) card readers and we are currently using three (3) of the four (4). Comporium came out to look at adding more card readers and it was determined that an upgrade is needed to do so. An estimate from Comporium is attached as schedule B.

IT

Ms. Hill stated that funds were transferred from several line items to Salaries/Fringe for the network position approved this year.

GIS

There were no major changes.

Zoning

There were no major changes.

Building

There were no major changes.

Planning

LANCASTER COUNTY COUNCIL ADMINISTRATION COMMITTEE

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Decreased, mostly because of UDO (Unified Development Ordinance) costs – contractual services and advertising.

Assessor

There were no major changes.

Auditor

There were no major changes

Treasurer

There were no major changes.

Delinquent Tax

There were no major changes.

Election

Part-time employee position that was carried over from the previous budget.

ROD (Register of Deeds)

There were no major changes.

Circuit Court

There were no major changes.

Clerk of Court

Salaries decreased due to the transfer of the Juvenile Drug Court.

Family Court

There were no major changes.

Coroner's Office

Salaries increased due to changing a part-time position to full-time. Also increased due to professional services.

DRAFT

DRAFT

Probate Court

There were no major changes.

Magistrate Court

There were no major changes

Mr. Willis passed out a handout regarding two potential items with revenue sources attached as schedule C.

1. Pictometry – this is the enhanced 3-D aerial imagery that would replace the current aerial photography. The cost for this would be approximately \$60,000 per year over six (6) years. Mr. Willis proposed that it'll be paid for through an increase in the Zoning fee.
2. EMS Biller – Mr. Willis explained that the county is losing money by not having the staff to bill in a timely fashion. He believes that the county could generate enough income from an extra person to cover their salary and more, a minimum of \$60,000 or more a year.

There was a brief discussion about storm water utility.

The next meeting is scheduled for Thursday, April 7th with an Economic Development Executive Session prior to the meeting.

Adjournment

There being no further business, Councilman Bundy moved to adjourn the meeting at 5:35 p.m. Passed 2-0.

Respectfully Submitted:

Approved by Committee Chair

Brenisha S. Wells
Deputy Clerk to Council

Brian Carnes, Committee Chair



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Charlene McGriff, Council Member – District 2

DRAFT

Thursday, April 14, 2016

The Committee Members present were Brian Carnes and Charlene McGriff. Council Member Bob Bundy was absent. Also present was Steve Willis, John Weaver, Veronica Thompson, Kimberly Hill, Brenisha Wells and other spectators. A quorum of the Lancaster County Council 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.

Call to Order

Chairman Brian Carnes called the meeting to order at 4:30 p.m.

Approval of Amended Agenda

The agenda was amended prior to the meeting and Mr. Willis also asked if the committee would discuss items 5e and 5a to allow the visitors to leave after their topic is discussed.

Councilwoman McGriff moved to approve the agenda. Passed 2-0.

Citizen Comments

There were no citizen comments.

Discussion/Action

Resolution 0915-R2016 – A Resolution to approve the late filing by Charles R. Joyner, Jr. for the 2015 Special Assessment as agriculture real property.

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DRAFT

Brian Trimnal, Attorney for Charles R. Joyner, Jr., stated that the process of having the governing body approve late applications is new to him. Mr. Trimnal stated that Mr. Joyner closed on the property in May 2014 and the tax bills were not out yet. He received the tax bill in October 2014 at the agricultural rate and taxes were paid. Mr. Joyner was told in March 2015, when he came to pay his taxes, that he owed \$3,000 more. It was then explained that his property was not assessed as agriculture. Mr. Joyner didn't know that he had to apply for a special assessment once he took ownership of the property. Mr. Trimnal stated that the property is in fact being used as agriculture as it is currently being prepared for cattle. He also stated that it was an honest mistake on Mr. Joyner's behalf.

Councilwoman McGriff thanked Mr. Trimnal and Mr. Joyner for attending the meeting and stated that Council hasn't been faced with this before and wanted a more clear explanation.

Councilman Carnes stated that he would like to hear Brad Carnes, Assessor, perspective. Mr. Carnes stated that a person applies for the agriculture assessment one time. The rate stays the same, unless the use of the property is changed or new ownership. If the property is transferred to a new owner in middle of the year, it stays at the previous rate until the first full year. The new owner would then have to apply. January 16th is the deadline to apply. Mr. Carnes stated that his office looked at the property and it is definitely agriculture use, but by law he just can't approve it at this point. The governing body, County Council, would have to approve. Mr. Carnes stated that if the application is not approved, Mr. Joyner would have to pay the taxes at the 6% rate, which will be \$3,488.

Councilwoman McGriff moved to recommend Resolution 0915-2016 to full Council at the agriculture rate. Passed 2-0.

County Attorney John Weaver suggested that Mr. Trimnal submit a more definitive explanation to go along with the resolution to be presented to Council at the April 25, 2016 meeting.

Draft Hospitality Ordinance

County Administrator Steve Willis stated that the first draft of the ordinance is mirrored by the City of Lancaster, with the exception of a provision allowing county staff to audit the books of a business. This would impose a 2% hospitality tax on prepared foods except within the City of Lancaster. As the information is based on information from the Department of Revenue, since the county currently does not have a business license or registration in place, the estimate is a conservative \$800,000 in revenue.

Mr. Willis stated that Council has previously discussed a parks and recreation facility and that the hospitality tax could be a funding source.

Councilwoman McGriff stated that if the hospitality tax is something that Council wants to impose as a funding source for parks, we should determine how we want to use it – upgrade existing facilities or build a new facility.

DRAFT

Mr. Willis stated that in order to do a large park, the county would have to bond the money and would need to have a track record of revenue. Councilman Carnes made note that a referendum bond would have to be voted on by the citizens.

There was more discussion on what the hospitality tax could not be used for. Hospitality tax has to be used for tourism related projects. Upgrading community parks would not qualify. Parks and Recreation Director Hal Hiott stated that there are three existing parks that would qualify – Walnut Creek, Springdale, and Buford parks. Councilman Carnes asked Mr. Hiott to develop a list of improvements for existing parks and for Mr. Weaver to review the list.

Mr. Hiott will bring back figures for upgrading the existing qualified parks, as well as the cost to hire an architect, for the meeting of May 12, 2016.

Business Registration Ordinance

Mr. Willis handed out a memo on the anticipated cost for the business registration program. Attached as schedule A. Mr. Willis stated that the maximum fee would be \$15. This is not a license, but a registration fee.

There was a discussion about the registration being helpful to emergency personnel. In example, if a business was to catch fire, the county would have contact numbers to be able to contact the owner. The data would also help the Auditor and Delinquent Tax Collector.

Councilwoman McGriff asked what would be the time frame, if Council approves. Mr. Willis stated that the remaining of the calendar year would be getting everything in place to be effective January 1, 2017.

Councilwoman McGriff moved to recommend the Business Registration Ordinance to full Council. Passed 2-0.

Amendment to the Financial Policy

Budget Analyst Kimberly Hill stated that the amendment of the Financial Policy is to reflect new fund balance limits. This includes a proposed ideal range of unassigned fund balance (28-32% of operating budget).

Ms. Hill handed out a list of items that are currently included in the budget that are to be paid by fund balance. This list is included in the minutes as schedule B.

This policy will be discussed more during the readings of the budget approval.

DRAFT

Review of the 2016-2017 FY Budget

Councilwoman McGriff asked for clarification in the minutes of the March 31, 2016 meeting. She asked if the part-time position in the voter registration office was a new position. Ms. Hill stated that it was a position carried over from the previous budget year.

Ms. Hill provided the committee with handouts of department identified needs and administrator identified needs. These will be included in the minutes as schedule C.

Ms. Hill also provided the committee with a new proposed budget format that focuses on the big picture of the budget. The handout is included in the minutes as schedule D.

Adjournment

There being no further business, Councilwoman McGriff moved to adjourn the meeting at 6:23 p.m.

Respectfully Submitted:

Approved by Committee Chair

Brenisha S. Wells
Clerk to Council

Brian Carnes, Committee Chair

Agenda Item Summary

Ordinance # / Resolution#:

Contact Person / Sponsor: Jessica Kennington and Debbie Hardin

Department: Administration

Date Requested to be on Agenda: June 15, 2016

Issue for Consideration:

Social Media Policy

Points to Consider:

This policy will be an Administrative Policy and will be distributed to Department Heads and Elected Officials.

Funding and Liability Factors:

Facebook and Twitter accounts are free, however, from time to time we may utilize the Facebook Ads to spread the word about an event. Those ads typically run between \$5 - \$75. This would be cheaper than a newspaper ad.

Council Consideration:

This item will not need to go to the full Council for approval since it is an Administrative Policy, however, we will put the final product in the Council package for correspondence.

LANCASTER COUNTY ONLINE/SOCIAL MEDIA POLICY FOR EMPLOYEES

Lancaster County Government seeks to inform residents, businesses and visitors by engaging in a proactive communications program through the Public Relations Coordinator. Emerging online interactive and social media platforms are fundamentally changing the way organizations and individuals communicate. This policy outlines how Lancaster County, as an organization, will support the components of social media in terms of its agency mission and communication goals, as well as providing online communication guidelines for Lancaster County.

Employees Communicating Online

The main point Lancaster County employees need to remember about social networking sites and blogs is that the same basic approaches apply in ~~these~~ spaces as in other areas of your lives. The purpose of the following guidelines is to help you understand how Lancaster County policies apply to these newer technologies for communication so you can participate with confidence not only on Lancaster County's own social media platforms where appropriate/applicable, but in other online venues as well. Employees should be sensitive to the fact that social networks and other online forums can appear to blur the distinction between an individual's official and personal identities.

- In a non-work capacity, use a personal email address and not your LANCASTER COUNTY email address as the primary means of identification. Just as an employee would not use LANCASTER COUNTY stationery or a work-identifying signature for a letter-to-the-editor expressing personal views, he/she should not use a LANCASTER COUNTY email address to express personal views on a social networking platform or external website.
- If you publish content to any website outside of LANCASTER COUNTY's official online presence and it relates to subjects associated with our agency, consider a disclaimer such as this: "The postings are my own and do not necessarily represent the opinion of Lancaster County Government's administration, staff or County Council."
- If you are responding on a non-County site concerning an official County matter, be sure to identify yourself and your position with the agency. Comment only about matters that you are qualified to address. Do not respond on behalf of your County position without consulting first with your supervisor or the Public Relations Coordinator.
- Never use or reference your formal position when writing in a non-official capacity. Do not use your County email address to establish a private social media presence.
- Under the NLRA, employees have the right to post or carry on conversations on social media sites regarding wage and working conditions. Protected speech cannot be censored by an employer. Legally protected activity does not include personal complaints or gripes; nor does it protect an employee's offensive, demeaning, defamatory, abusive, or inappropriate remarks.

- Those with leadership responsibilities, by virtue of their position, must consider whether the personal thoughts they publish, even in clearly personal venues, may be misunderstood as expressing the position of the County. They should assume that those outside our agency will read what is written. Be aware of your County association in online social networks. If you identify yourself as a Lancaster County employee or have a prominent position in which your association with the County is known to the general public, ensure your profile and related content (even if it is of a personal and not an official nature) is consistent with how you wish to present yourself as a professional and is appropriate with the public trust associated with your position.
- Some social networking activities and blogging may be approved activities in the work place, typically in the context of marketing and communications, where staff may engage in Internet conversations for work-related purposes. Such engagement on behalf of LANCASTER COUNTY must be approved and coordinated through the Public Relations Coordinator. Only certain employees who work in blogging or social media capacities for their department will have access to such activity from their County computer.
- If an employee's personal blog, postings or other online activities are inconsistent with or would negatively impact LANCASTER COUNTY's reputation or brand, he/she should not refer to LANCASTER COUNTY or identify a connection to LANCASTER COUNTY.
- Employees should be respectful and professional to fellow employees, County partners and other agencies' representatives. They should avoid using unprofessional online personas.
- Employees should contact their supervisor and the Public Relations Coordinator if there are any questions about what is appropriate to include in a blog or social networking profile. Remember that if comments would not be deemed appropriate by a manager or others at LANCASTER COUNTY, it is unwise to post them on the Internet.
- If someone from the media or press contacts a LANCASTER COUNTY employee about posts made in online forums that relate to LANCASTER COUNTY in any way, the employee must alert his/her supervisor and contact the Public Relations Coordinator before responding to the media.
- An employee's manager and the Public Relations Coordinator should be notified in advance by employees who wish to use personal websites, blogs, Facebook pages, Twitter accounts, etc., that present them in their LANCASTER COUNTY roles. As previously noted, LANCASTER COUNTY employees should not disparage LANCASTER COUNTY or disclose confidential information obtained through their work with LANCASTER COUNTY in these types of online communications.
- Remember that all content contributed on all platforms becomes immediately searchable and can be immediately shared, i.e., anything you post online immediately leaves your control forever.
- Employees should be thoughtful about how they present themselves as LANCASTER COUNTY staff members in online networks. By virtue of identifying oneself as part of LANCASTER COUNTY in such a network, connections are established to colleagues, managers, citizens, and in some cases, patients.
- If a group or individual offers to pay an employee to participate in an online forum as a representative of LANCASTER COUNTY, this could constitute conflict of interest and the relevant policies and guidelines would apply.
- Reading, posting or other such activity done after working hours shall not be a compensable activity.

Official Lancaster County Social Media Sites/Platforms

- **Institutional representation on online social networking platforms must be authorized by the LANCASTER COUNTY Administrator via the Public Relations Coordinator.**
- To be clear, there may be no official LANCASTER COUNTY sites or pages on YouTube, Facebook, Twitter, etc. , unless they are pre-approved and/or developed by through the Public Relations Coordinator and the Lancaster County Administrator.
- All requests to establish any official LANCASTER COUNTY social media platform must be submitted in writing to the Public Relations Coordinator. Any existing sites or pages will have to be reviewed and may be amended or taken down if they do not comply with or maintain compliance with official LANCASTER COUNTY guidelines.
- LANCASTER COUNTY official sites on social network platforms may have pages or content areas that are assigned to departments, divisions or programs at LANCASTER COUNTY. Communication guidelines will apply to such pages, as well as to content and are managed by or monitored by the Public Relations Coordinator.
- Content posters, as approved by the Public Relations Coordinator in conjunction with each department, are responsible for posting and using content in accordance with LANCASTER COUNTY values, the LANCASTER COUNTY codes of conduct, HIPAA, and other existing communications, privacy and conflict-of-interest, and information security policies and procedures.
- Departments' content posters are responsible for monitoring and maintaining content:
 - Content must be current and accurate
 - Content posters will not engage in any communications that would not be acceptable in the LANCASTER COUNTY workplace that will respect copyrights and disclosures, and will not reveal proprietary financial, intellectual property, patient care or similar sensitive or private content.
 - Content posters are responsible for frequently monitoring social media sites and deleting postings that do not adhere to County policies.
- County pages should only share or include links to other governmental entities with which we have an official business relationship and/or an involvement in a joint effort, such as partnering with a nonprofit agency for an event. An exception would be a program/event in which a private entity is an official partner or sponsor of the County.
- No link(s) may appear on any page or within any context containing content or materials that may be interpreted as libelous, obscene or criminal, or which infringes, otherwise violates, or advocates the infringement or other violation of, any third party rights.
- LANCASTER COUNTY ordinarily does not prohibit outside entities to link to its websites, provided that any such link does not improperly connote an endorsement by or affiliation with LANCASTER COUNTY or otherwise adversely impact any LANCASTER COUNTY entity.
- It is recommended to not allow comments on pages. However, if a department chooses to keep user-generated content posts and replies on its pages, note that objectionable content is subject to deletion at the discretion of LANCASTER COUNTY. Content posters must ensure that comments:
 - Are not profane or offensive
 - Are in context to the site or discussion thread
 - Respect the privacy of LANCASTER COUNTY's patients and their families (do not use names or readily identifiable personal specifics)
- Do not disclose LANCASTER COUNTY's proprietary information or that of its partners.

TWITTER:

- There is only one LANCASTER COUNTY Twitter account, [@LancCtyGov](#), and it is managed by the Public Relations Coordinator. Requests to disseminate a work-related message via Twitter should be submitted to the Public Relations Coordinator via email.

YOU TUBE:

- There is only one LANCASTER COUNTY You Tube account, <https://www.youtube.com/user/Lancastercountygov>, and it is managed by the Public Relations Coordinator. Requests to post a work-related video via You Tube should be submitted to the Public Relations Coordinator via email.

FACEBOOK:

- LANCASTER COUNTY has a [main Facebook page](#), which is managed by the Public Relations Coordinator, and some departments may receive approval to maintain a separate page as well.
- Facebook is the preferred social networking site for LANCASTER COUNTY department-themed pages.
Facebook is preferred for its popularity with the target audience, ease of use for members and administrators, wide range of tools available for delivering content and clean design that helps maintain the integrity of the LANCASTER COUNTY brand.

Determine if an individual department Facebook page is necessary using the following criteria:

- What information will be shared with the public?
 - The base audience for Lancaster County is the citizen. Information posted on our sites must be useful i.e., meeting schedules, agendas, tax info, change in laws etc.
- How often will information be posted?
 - A page that sits quiet is a useless page. If your department doesn't have enough necessary information to post twice a week then a page isn't necessary
- Who will be in charge of updating the page?
 - A Department Head must assign Facebook responsibility ("content poster") to at least two individuals (as noted below, the Public Relations Coordinator must be given shared rights to each department's page).
- Who decides if a department can create a Facebook page?
 - The Lancaster County Administrator has the final say. It's advised that each department requesting a page answer the above criteria and submit a request for the page via an e-mail to the Public Relations Coordinator. We can then begin processing your request with the Administrator.

Requirements in creating a LANCASTER COUNTY-themed Facebook page:

- All guidelines in previous section ("Official Lancaster County Social Media Sites/Platforms"), plus:
 - Work with the Lancaster County Public Relations Coordinator to design the page.
 - Shared management and posting access must be given to the Public Relations Coordinator.
 - Designate select staff as "content posters" who are responsible for adding content and monitoring your page on a regular basis – a minimum of every two to three days is recommended for content updates, but daily monitoring may be necessary based on the nature of your content and comments.
 - Do not use images of patients unless you have their written consent. All HIPAA laws must be adhered to.
 - Do not allow any inappropriate photos or copy to be placed on your page. Monitoring of comments on a regular basis is your designated staff members' responsibility. Whether or not to allow comments to be posted on a department's page is up to the department's discretion, and the Public Relations Coordinator should be consulted in advance to discuss the pros and cons of allowing two-way conversations on an official business page.
 - A Facebook page is a direct reflection of the County and all posts need to be grammatically correct (you can edit them later if a mistake is made) and images properly loaded and sized.

Suggestions for creating a LANCASTER COUNTY-themed Facebook page:

- Use the official County logo (or departmental logo, if applicable) for the profile picture.
- Embed any YouTube videos made available on the official LANCASTER COUNTY YouTube page related to your department.
- Upload images of LANCASTER COUNTY and other images provided by LANCASTER COUNTY. Images should be saved in P:/Social Media Pictures for future reference

Standards for posting -what is acceptable to post on your department's page?

- Any information, steps or materials necessary for people to do business with Lancaster County
 - Examples include paperwork for tax info, how to file for a permit, hurricane preparedness tips.
Basically, information we want the citizen to have at the start of each service process
- Use the "share" feature to help spread information from other County pages, i.e., Emergency Management Department, Zoning and Planning, Sheriff's Office
 - The goal is the spread of information directly to the public without a middle man like the media.
The more times County information is shared across our own social media platforms, the better.
- Do not link to or repost a story from the media (TV, newspaper, magazines, etc.) even if it's a positive for Lancaster County
 - It could be viewed as favoritism for one media outlet and we wouldn't post a negative story
- Do not promote private businesses.
 - This includes local concerts or events (example: Chastain Lofts Paint Events)

- o If the County is partnering with a company on an event the event may be publicized but be careful not to promote the company. When in doubt, contact the Public Relations Coordinator for guidance.
- Post pictures of employees only from official county functions or public presentations/events
 - o Employees sometimes have bad news for citizens and in the worst case situation, someone may think the employee photographed is to blame

Additional information related to Facebook:

- Facebook does not currently allow us the ability to block comments. We do delete comments on the main page when they come in. Unfortunately, social media can bring out the worst in people and we don't want people turning the County Facebook page into a political/ personal debate.
- PDF files cannot be posted on Facebook. All images should be in JPEG format
- Hyperlinks do not work on Facebook. To add a link, copy and paste the URL address in the text box.
- **Finally, once something is posted, remember THERE IS NO TURNING BACK!**

Agenda Item Summary

Ordinance # / Resolution#:	Resolution Number To Be Determined
Contact Person / Sponsor:	Steve Willis
Department:	Administration
Date Requested to be on Agenda:	June Admin Committee Tentative July Council Meeting

Issue for Consideration:

Allowing for one of the Economic Development vehicles to be unmarked.

Points to Consider:

This department will have two vehicles. The one utilized for Existing Business Retention/ Expansion would be marked. We propose to have the one used for the Director to be unmarked.

Often the Director will be escorting clients to various sites. In almost all cases confidentiality is a key concern for these clients.

We would also utilize a non-white color for this vehicle.

An amendment to the current Vehicle Use Policy would be needed and is proposed.

Funding and Liability Factors:

N/A

Council Options:

Accept or reject the Resolution

Staff Recommendation:

Approve the Resolution.

Committee Recommendation:

To be determined.

STATE OF SOUTH CAROLINA)
)
COUNTY OF LANCASTER) RESOLUTION # 09__-R2016

**A RESOLUTION AMENDING THE MOTOR VEHICLE USE AND
OPERATION POLICY – AS ADOPTED BY RESOLUTION 562 AND
AMENDED BY RESOLUTIONS 705, 792, AND 0862-R2015**

WHEREAS, Lancaster County Council desires to amend the Motor Vehicle Use policy to allow for one unmarked vehicle use for economic development purposes;

NOW, THEREFORE, BE IT RESOLVED by the County Council of Lancaster, South Carolina, that the “County Vehicles To Be Marked” section of the Vehicle Use and Operation Policy is amended as attached hereto and included herein by reference.

AND IT IS SO RESOLVED this 23rd day of June, 2016.

LANCASTER COUNTY, SOUTH CAROLINA

Bob Bundy, Chair, County Council

Steve Harper, Secretary, County Council

Approved as to form:

John Weaver, County Attorney

ATTEST:

Debbie Hardin, Clerk to County Council

Motor Vehicle Use and Operations

County Vehicles To Be Marked

All county vehicles, with the exception of unmarked law enforcement vehicles and one each tax enforcement vehicle and economic development vehicle, will be clearly marked as such. The vehicle shall have the county seal or similar markings affixed to the side of the vehicle to clearly identify it as a Lancaster County vehicle. The vehicle number, or similar vehicle identifier, will be clearly affixed to both sides of the vehicle and rear of the vehicle if feasible. With the exception of unmarked law enforcement vehicles, all county vehicles will display the permanent "CG" state license plate.

No bumper stickers, window decals, or the like shall be affixed to a County vehicle without the appropriate department head's approval.

Agenda Item Summary

Ordinance # / Resolution#: 2016-1398
 Contact Person / Sponsor: Kimberly Hill
 Department: Finance
 Date Requested to be on Agenda: June 15, 2016

Issue for Consideration:

Fiscal year (FY) 2016-2017 budget changes.

Points to Consider:

With the budget process winding down and the final reading coming, there are a few changes that are being requested third reading. They are summarized in the table below.

Fund	Change	Additional Funds
General Fund	EMS 8 sinkhole will need to be taken care of. Recommend funding through fund balance.	\$200-300k
	The library received additional lottery money this FY which was not budgeted to be used in the current year. We have found out that it must be spent by June 2017 so we are requesting to include it.	\$49,935
	We will not have all expenses complete on the convenience site by June 30. We will have to move that money forward to complete.	Unknown
Capital Projects Sales Tax 1	Currently only Tax 2 is on the ordinance. The Clerk of Court will be unable to procure all the Courthouse money by the end of the Fiscal Year and the remaining amount will need to be carried forward to complete projects approved by Council.	\$2,705,331 (includes \$1m for radios)
Debt Service	We have updated debt service numbers after adding the fire trucks and the auditor has given us a final millage rate. I had previously estimated high so it should come down.	
CTC	Additional revenue from the state is likely that was not expected when we were coming up with initial budget figures.	\$950,000

The fee schedule also requires a change, as we will be removing the euthanization fee of \$10. More Animal Shelter fee changes may be coming from the Public Safety Committee.

Funding and Liability Factors:

Determines the Financial plan for the next Fiscal Year.

Council Options:

Whether or not to amend the budget ordinance.

Recommendation:

Amend