

Lancaster County Council Administration Committee
Thursday, January 21, 2016

County Council Conference Room
Council Administration Building
101 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 December 17, 2016 meeting
4. Citizens Comments
5. Discussion / Action Items
 - a. *Fleet operations building discussion. Jeff Catoe*
 - b. *Departmental budget request for FY2016-2017. Kimberly Hill*
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.mylancastersc.org



MINUTES OF THE LANCASTER COUNTY COUNCIL ADMINISTRATION
COMMITTEE MEETING
COUNTY ADMINISTRATION BUILDING
COUNCIL CHAMBER
101 N. MAIN STREET, LANCASTER

Members of Lancaster County Council
Administration Committee
Brian Carnes, District 7, Chairman
Bob Bundy, District 3
Charlene McGriff, District 2

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Thursday, December 17, 2015
4:30 p.m.

Council Members present were Brian Carnes, Bob Bundy and Charlene McGriff. Also present was Steve Willis, John Weaver, Veronica Thompson, Devin Allman, Brenisha Wells, other staff, 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.

Call to Order

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

Approval of Agenda

County Administrator stated that the agenda was amended to add item (f) Discussion of creating an Engineering Department and item (g) Discussion of Project Sales Tax #1, close out.

Councilwoman McGriff moved to approve the amended agenda as presented. Passed 3-0.

Minutes of the November 19, 2015 Meeting

Councilman Carnes made note of typographical errors on pages (2) and (3) of the minutes.

Councilman Bundy moved to approve the minutes of the November 19, 2015 meeting. Passed 3-0.

Citizen Comments

Mr. Richard Dole thanked Council for everything the County has done for his family.

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Discussion/Action

Reallocation of contractual services toward staffing an Information Technology position

Devin Allman, Management of Information Systems Director, stated that he is requesting to reallocate contractual services funds to staff a network administrator within the IT department. Mr. Allman talked about the cost savings it would be to have a specialized staff person versus paying contractual network costs.

Kim Hill, Budget Analyst, stated that it's difficult to verify the cost savings by estimates, but year end would be a better time for comparisons.

Councilman Carnes asked the response time if VC3 has to come. Mr. Allman stated unless it's catastrophic, about 2-3 hours. Mostly everything is done remotely.

Councilwoman McGriff moved to recommend to full Council. Passed 3-0.

Resolution 0906-R2015 regarding Brookchase Special Tax District General Obligation Bond

A RESOLUTION TO AUTHORIZE THE ISSUANCE AND SALE OF A NOT TO EXCEED \$700,500 GENERAL OBLIGATION BOND ANTICIPATION NOTE, OF LANCASTER COUNTY, SOUTH CAROLINA, SERIES 2016, OR SUCH OTHER APPROPRIATE SERIES DESIGNATION (BROOKCHASE SPECIAL TAX DISTRICT); TO PROVIDE FOR THE PAYMENT OF THE NOTE AND THE DISPOSITION OF THE PROCEEDS THEREOF; AND OTHER MATTERS RELATING THERETO.

County Attorney John Weaver explained that this Resolution would allow Council to renew a \$750,500.00 General Obligation Bond Anticipation Note, Series 2015 (Brookchase Special Tax District), pay the accumulated interest and reduce the principal by \$50,000.

Finance Director Veronica Thompson, further noted that the market is favorable, it would be a benefit to the County to do so.

Councilman Bundy moved to recommend favorably to full Council. Passed 3-0.

Ordinance Authorizing the \$11,000,000 General Obligation Bond for Fire Trucks and Fleet Operations

AN ORDINANCE AUTHORIZING THE ISSUANCE AND SALE OF GENRAL OBLIGATIONS BONDS, SERIES OR SUCH OTHER APPROPRIATE SERIES DESIGNATION, OF LANCASTER COUNTY, SOUTH CAROLINA, IN THE

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PRINCIPAL AMOUNT OF NOT EXCEEDING \$11,000,000; FIXING THE FORM AND DETAILS OF THE BONDS; AUTHORIZING THE COUNTY ADMINISTRATOR OR HIS LAWFULLY AUTHORIZED DESIGNEE TO DETERMINE CERTAIN MATTERS RELATING TO THE BONDS; PROVIDING FOR THE PAYMENT OF THE BONDS AND THE DISPOSITION OF THE PROCEEDS THEREOF; AND OTHER MATTERS RELATING THERETO.

County Administrator Steve Willis explained that approximately \$7,000,000 will be used for fire trucks and \$4,000,000 will be used for fleet operations. Councilwoman McGriff asked if the amount is for the building only or does it include the equipment too. Mr. Willis stated the balance should accommodate everything that is needed.

There was a brief discussion about some of the work being done in house. Public Works Director Jeff Catoe stated some of the work will be done in house, i.e., moving dirt.

Ms. Thompson stated that due to time constraints, 1st Reading will need to be in January.

Councilman Bundy asked Ms. Thompson her opinion from the finance perspective. Ms. Thompson stated that she couldn't form an opinion until there is a fund balance policy in place.

Councilwoman McGriff moved to recommend favorably to full Council. Passed 3-0.

Amendment of the Financial Policy to Reflect New Fund Balance Limits

Budget Analyst Kim Hill stated that the current policy can be more specific. Ms. Hill is recommending 30% of the budget in fund balance. She also stated that the policy needs to be stricter than what it is, but still have a little wiggle room. Ms. Hill stated that she would like to see these funds being used on an emergency basis only by an action of Council.

Discussion of items for consideration in the FY2016-2017 budget

Ms. Hill provided an update of several items that have come up in committees and items that were tabled at the end of budget process last year. Ms. Hill explained that there are several employees that will be coming off grants in the upcoming budget year. There has also been an increase in utilities.

Budget meetings with departments will begin in January. Mr. Willis stated that Ms. Hill has already begun looking for anything unusual in each department.

Discussion of creating an Engineering Department

Mr. Willis stated that the I&R Committee voted 3-0 in their last meeting to create an in house engineering department. Mr. Willis stated that he explained to the I&R Committee that an

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engineering department would not only consist of an engineer, but a tech person, administrative person, vehicles, and equipment.

There was a brief discussion about the need for an engineering department and the estimated cost of \$350,000 for funding this department.

There was no action taken on this matter, Mr. Willis wanted to make the committee aware of this item as it deals with finance and that it will be brought forth to full Council by the I&R Committee.

Discussion of Capital Project Sales Tax #1, close out

Mr. Willis stated that this item has been added as a result of a phone conference with the bond attorney. The money received from the Capital Project Sales tax should be used only for items that stay at the building. Ms. Thompson stated that the budget will need to be amended. It is recommended to use funds to buy down on radio costs. Whatever is not spent, can be rolled over to Project Sales Tax #2.

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Adjournment

There being no further business, Councilwoman McGriff moved to adjourn the meeting at 5:54 p.m. Passed 3-0.

Respectfully Submitted:

Approved by Committee Chair

Brenisha S. Wells
Deputy Clerk to Council

Brian Carnes, Committee Chair