

Lancaster County Council Infrastructure and Regulation Committee

Regular Meeting Agenda

Tuesday, July 12, 2016

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

1. **Call to Order – Committee Chair Larry Honeycutt** 3:00 p.m.
2. **Approval of the agenda** *[deletions and additions of non-substantive matters]*
3. **Minutes of the June 14, 2016 – pgs.2-6**
4. **Citizens Comments**
5. **Discussion / Action**
 - a. Clothing collection bins at County Recycling sites. *Jack Estridge – pg. 2-7*
 - b. Fleet Maintenance facility. *Steve Willis – pgs. 8-30*
 - c. Verbal update on the Indian Land Recycling Center. *Jeff Catoe – pg. 31*
 - d. Rezoning Moratorium Ordinance. *John Weaver and Penelope Karagounis – pgs. 32-35*
 - e. Verbal update regarding the Animal Shelter. *Jeff Catoe*
 - f. Appointments to the Storm Water Advisory Board. *Jeff Catoe – pgs. 36*
 - g. Annual DHEC Grants for waste oil and tires. *Jeff Catoe – pgs. 37-43*
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 Infrastructure and Regulation 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 INFRASTRUCTURE AND REGULATION
COMMITTEE

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

DRAFT



Members of the Lancaster County Council Infrastructure and Regulation Committee

Larry Honeycutt, Committee Chairman – District 4
Larry McCullough, Council Member – District 1
Jack Estridge, Council Member – District 6

Tuesday, June 14, 2016

The Committee Members present were Larry Honeycutt, Larry McCullough and Jack Estridge. Also, present was John Weaver, Debbie Hardin, Jeff Catoe and other staff members. A quorum of the Lancaster County Council Infrastructure and Regulation 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 Regular Meeting

Larry Honeycutt called the meeting to order at 3:00 p.m.

Approval of Agenda

Larry McCullough moved to approve the agenda. Passed 3-0

Minutes of the May 10, 2016 meeting

MOTION was made by Jack Estridge to approve the minutes of the May 10, 2016 meeting. Seconded by Larry McCullough. Passed 3-0.

Citizen Comments

Waylon Wilson spoke requesting an Attorney General's opinion to define "residential dwelling unit" as found in Ordinance 960. He distributed comments attached to these minutes as schedule A.

Gary Holland spoke regarding Ordinance 1099, which deals with real property acquisition and requested that the committee look into adding sales or exchanges of property. He also discussed the Indian Land Convenience Site.

DRAFT

Discussion/Action

Update on MS4 Storm Water

John Gast, Engineer with Keck & Wood, informed the committee that they have begun storm water system mapping and are approximately 90% complete and should soon have an understanding of the fee.

Larry Honeycutt requested that Mr. Gast return to this Committee in September with a report of milestones, dates and costs.

Mr. Gast reported that the compliance deadline is as follows: public outreach and education should be complete by July 1, 2017; plan reviews by January 1, 2018 and by the end of 2018 to be fully compliant.

Proposed Resolution regarding the lease of land from Duke Energy at the Springs Park boat landing

Hal Hiott explained that Duke Energy is wanting to do more updates at Springs Park such as, building a picnic shelter, restroom facilities, a fishing pier, etc.,

Jack Estridge moved to forward the proposed Resolution to Council with a favorable recommendation. Seconded by Larry McCullough. Passed 3-0.

Fleet Maintenance facility

The Clerk to Council distributed on behalf of County Administrator, Steve Willis, information regarding the proposed fleet facility to Committee members for information (attached to the minutes as schedule B).

Larry Honeycutt read the following information for the record:

For at least a year, perhaps longer, the Council, the Administrator and the Public Works Director have discussed Lancaster County's need for a new garage. During that time, we've not been able to decide on the size of the garage that's needed and we've not been able to agree on a suitable location.

I would like for the I&R Committee to look at this need for a new garage from a new and different direction. I say that because the Committee never has taken a close look at the efficiency of the operation at the garage. I'm not implying that we don't need something better than what we've got now, but the size and the

DRAFT

equipment needed needs to be considered along with the effectiveness and efficiency of our manpower at that location and the actual work that's done there. The county doesn't need something too big or too small. What type work is actually done at the garage – is it oil changes, tires and brakes – or are major overhauls being done on site? I do not know. I think we have Brandon and maybe 3-4 other mechanics/shop employees plus an administrative person.

We'd probably all agree that our shop operation is not as complex and efficient as a UPS or FedEx garage, but should we not have some facts and figures on our operation before we commit up to \$4 Million Dollars on a new structure? I think so.

I am requesting that by the July meeting that the Administrator come back to this committee with the names of 2-3 companies that have expertise in garage operations and how the efficiencies of our garage operations can be measured. There must be efficiency consultants in this area of work – there are efficiency experts everywhere. And with Charlotte being the headquarters for dozens of regional and national trucking operations, I think we'll not have to look too far to find that type expert consultant.

*I'm interested in knowing, for example, the following:
Since 7/1/15,*

- 1. What is the cost of labor (salary & benefits) of running our garage?*
- 2. What is the cost of parts and materials that has been spent over the past year?*
- 3. What is the value of the on-site inventory of parts and materials that the county maintains in the garage on average?*
- 4. Why is the shop operated on only a 4-day schedule rather than a 5-day schedule?*
- 5. In the past year, how many vehicles have been serviced by our garage for all the county departments?*
- 6. Provide a list of the five services (oil changes, tires, tune ups, brakes, etc.) that are most often provided on-site in the past year.*
- 7. In the past year, how many on-site services have had a cost (including parts, materials and labor) that was less than \$500?*
- 8. In the past year, how many on-site services have had a cost (including parts, materials and labor) that was more than \$500?*
- 9. How many jobs have been sent out to 3rd party repair shops in the past year?*
- 10. What has been the total cost of work performed on our county vehicles and*

DRAFT

equipment by 3rd party shops over the past year?

Certainly, these numbers and costs are what would be looked at by an efficiency consultant, so they ought to be compiled over the next month prior to a decision being made as to which consultant should take a look. It might be that these numbers and costs will be so clear and that the garage is running so efficiently that no consultant is necessary, but I just don't know.

Larry Honeycutt moved that over the next month that the Administrator and his staff compile the numbers and costs that he referenced and return to the committee in July with the answers. I also move that the names of 2-3 qualified, independent garage efficiency consultants be obtained and presented to the committee in July. Seconded by Larry McCullough. Passed 3-0.

Verbal update on Sun City Roads

John Weaver discussed that the Home Owners Association (HOA) for Sun City is in much control and has a disagreement with what they own. We have agreed to the HOA putting together a consolidated proposal. Mr. Weaver further noted that Lancaster County maintains the same position that if there is a failure of the road, it is Lancaster County's responsibility to repair, if it is under the road its not Lancaster County's responsibility.

Jeff Catoe noted that Lancaster County has accepted approximately 16 miles of road in Sun City to date.

Cisco Garcia, of Pulte Homes, stated Pulte is addressing the list of erosion and they are currently building their last home in Sun City.

Indian Land Recycling Center

Jeff Catoe explained that we have received all permits and one proposal that was too high, coming in at \$1 million dollars. We have moved forward with the center clearing and installing erosion control. The retaining walls and paving will need to be bid. The plan is to open in October 2016.

Morgan Road update

Jeff Catoe reported that a few months ago, the Committee discussed Morgan Road and since then a third property owner has surfaced and has no interest in closing Morgan Road. Mr. Catoe stated that he has explained that the County would not close the road, as it would have had to be initiated by the landowner and brought before the Circuit Judge. Mr. Catoe stated that staff recommends no official position or recommendation to close the road.

DRAFT

Jack Estridge moved that we do not close the road. Seconded by Larry McCullough. Passed 3-0.

Potential development agreement discussion

There was no information that was discussed regarding this topic.

Adjournment

Larry McCullough moved to adjourn. Seconded by Jack Estridge. Passed 3-0.

Respectfully Submitted:

Approved by Committee Chair

Debbie C. Hardin
Clerk to Council

Larry Honeycutt, Committee Chair

Agenda Item Summary

Ordinance # / Resolution#:	Action Item
Contact Person / Sponsor:	Jack Estridge
Department:	County Council
Date Requested to be on Agenda:	July I&R Committee
	August County Council

Issue for Consideration:

Request by Operation Rudolph to place clothing collection bins at County Recycling sites.

Points to Consider:

Kershaw County has allowed Goodwill to place bins at their sites. We have no bins from any entity on our sites.

The staff concern is if you allow one charitable group to place collection bins then we must allow all charitable groups to place collection bins. This could quickly become an unworkable situation.

We will require certificates of insurance from any group per the SCAC Insurance Trust. Any group placing a bin will also have to sign a waiver of liability as we will take no responsibility for the bin or contents.

I would defer to Councilman Estridge for comments on this matter as he is the party bringing this to the Committee.

Funding and Liability Factors:

No funding issues and we will require the SCAC recommended documentation prior to allowing any placement of bins at County sites. This should reduce liability but as always you cannot totally eliminate it.

Council Options:

Allow or not allow placement of bins.

Staff Recommendation:

Not allow placement at County recycling sites.

Committee Recommendation:

To be determined.

MEMORANDUM

TO: I&R Committee Members

FROM: Steve Willis, County Administrator *SW*

TODAY'S DATE: July 6, 2016

DUE DATE: N/A

SUBJECT: Fleet Operations Facility

I would like to take this opportunity to present the data requested by the Committee as well as make some comments on the process. With the request for data it became apparent that we as staff were taking some items for granted that the Committee was not; specifically that given the size and makeup of our fleet we are understaffed. Our plans were to not build for the current workforce but build for the workforce we should have while keeping in mind the need to accommodate future growth.

You will find the requested data points in attachment A. I would take this opportunity to clarify one point for two items. We do not break out labor cost per repair/ service as we do not operate Fleet Operations as an Enterprise Fund. It is operated as a component unit of the General Fund so direct and indirect labor costs are not calculated per repair unit. Material costs for parts, as well as external repair costs, are broken out per repair unit.

Before we proceed further I would like to present some historical data. We have heard some very low cost estimates from the Committee. While building costs in the \$1.5 to \$2 million range have been discussed, those were building costs only. As we saw with the Indian Land Recycling facility, site costs can easily surpass construction costs if substantial soil issues are encountered. We were not anticipating the soil conditions we found but did anticipate there being site condition costs in the project. In 2012 staff estimated a cost of just under \$5 million for the entire Public Works complex as part of the CIP which is attached (Attachment B) as information. Fleet Operations is certainly the most significant component of the complex. The CIP was adopted by a vote of Council.

As mentioned earlier, we assumed there was consensus that Fleet Operations is understaffed for the size and makeup of our fleet. Our fleet consists of 426 units with an average age of 5.9 years. Obviously some units have more age than others with an average age of 12 years on our 2 backhoes and an average age of 3 years

on our 65 SUV's. For this fleet our current authorized position level is eight (8) positions. These are:

Director – 1

Parts Manager – 1

Fleet Technician – 5

Fuel Truck Operator – 1

In order to analyze what staffing/ service level we should have for a fleet like ours we contacted Fleet Counselor Services, Inc. This is the evaluation/ accreditation vendor to obtain GFMA Fleet Certification (Government Fleet Management Alliance). We will be seeking further analysis but using initial evaluation software (Attachment C) it shows we should have:

Fleet Manager – 1

Shop Foreman – 1

Fleet Technician – Repair – 9

Fleet Technician – Preventive Maintenance – 2

Inventory Manager – 1 (also handles Purchasing/ Safety/ Waste Management)

Clerical Staff – 1

Staff to cover time off was also indicated but I am focusing on direct positions at this point. I realize this is staffing for the "ideal world" but I would caution we need to move towards that level. Jeff has included requests for additional staff in the last several budgets but they did not make it into the adopted budget.

One metric we do not even use is standard preventive maintenance time. We do not even have dedicated preventive maintenance technicians. Our service level at current is more along the lines of Jiffy Lube than a full preventive maintenance check. There simply are not adequate resources to do such.

Brandon has been working on a policy and procedure manual for Fleet Operations for some time. Part of this was initiated with his original "Blue Seal of Excellence" award from ASE and has continued as he has been working on potential GFMA Certification. I have attached (Attachment D) as information the 12 page 33 point Preventive Maintenance Manual for law enforcement patrol vehicles. I would stress this is a "best practices" document and not what we currently do. We simply lack the resources to do such but it shows the planning for the future that has been done.

I would note that Fleet Operations is working smarter to compensate for the staffing shortcomings. Two examples include:

1. Parts Management – to avoid having items "go bad" on the shelf due to expiration dates or no longer having that model vehicle they have transitioned to where many parts are owned by our parts vendor and stored off site. We pay for parts as needed and not to have them sitting on the shelf. This of course is for routine parts; we still must stock specialty parts that may require order lead time to have on hand.

I would note that for a number of years we have been moving to standardize the fleet. This has greatly reduced the type and number of parts we need to have on hand as well as reducing the cost for software and cables to conduct computerized engine/ component analysis.

2. Synthetic oil – to avoid needlessly changing oil they have transitioned to synthetic oil use. The oil is now checked at regular intervals and samples are drawn for lab analysis. This serves two purposes;
 - a. Oil is only changed when indicated, not routinely. This saves oil and parts costs.
 - b. This serves as an early warning system for other problems. If metal shavings, water, antifreeze, or other contaminants are found the problem is traced and repaired then rather than when the problem has lead to catastrophic and costly engine problems.

Finally, utilizing the GFMA self-assessment software for certification, we have their recommended size for a facility geared to our fleet specifications (Attachment E). We know that this is an ideal world number but I hope it shows that staff has been diligent in working towards realistic data to present based on knowledge of our fleet. The recommended size is 24 bays with 28,300 total square feet at an estimated cost of just over \$7 million. The building as drawn by Chad Catledge was 28,000 square feet with an estimated cost, including contingency and fixtures such as lifts and overhead crane, of \$3.3 million.

As one of our goals in this area, as with many areas, is certification/ accreditation, I propose that we utilize the data to address this issue in steps since we do not have consensus that we need to build for the future as opposed to patch and expand. Using Fleet Counselor Services I propose we:

1. Review our staffing level to determine where we should be and how soon we reasonably think that staffing level might be obtained.
2. As part of the above I suggest we also engage them to conduct a fleet performance evaluation and policy/ procedure development.
3. Based on the answer to question 1, determine how many square feet of facility we need to construct. We know what is needed, the question is how soon will we reach the point we have what is needed.
4. Once we have the square footage needed based upon planned resource allocation, then and only then should we determine the size of the expansion.

This process would allow us to utilize current and relevant data to make the best decision possible, even though it will admittedly delay starting. As we lack consensus, I recommend we delay and obtain the needed data.

SW

cc: Jeff Catoe, Public Services Director
Brandon Elliott, Fleet Operations Director

ATTACHMENT A

Cost of labor: for FY 15-16 \$393,764 including wages, OT, all insurance, retirement, and FICA. \$269,716 was actual wages. For FY 16-17 that overall number is \$421,023 with \$274,813 for wages.

Cost of parts and materials: for the past fiscal year:

1. Repairs charged directly to the department totaled \$158,101 for 23 items. The largest was \$19,991 to Roads and Bridges for a large diesel engine replacement. Others were mainly large engine work where we do not have the capability to do this in house or body work for wrecked vehicles.
2. Repairs charged to a work order totaled \$54,021. Some of these were specialty parts with most being minor body work and glass replacement.
3. Internal parts - \$492,565

Value of on site parts inventory: as of July 1st this was \$82,257. Roughly 1/3 of this is in tires. As mentioned in the memo, Brandon has been innovative in reducing this cost.

Fleet Operations schedule: This has been on a 4-10 schedule for many years, as has Public Works. Our public safety fleet operates 24-7-365 and emergency repairs are handled immediately regardless of schedule. Our largest fleet component outside public safety is public works which operates on a 4-10 schedule. On a 4-10 schedule there is one less day of set-up and shut-down activities which means more time is spent on repairs.

How many vehicle service operations were conducted in FY 15-16: 2,275

What were the 5 most common services: preventive maintenance including oil change, tire repairs, brake service, air conditioning service, and anything on an ambulance. Brandon says it is getting better with the Dodge units and with the rotation funded by Council but the old International and Chevrolet units are work intensive. These are also priority repairs.

NOTE: For the next 2 questions we are reporting using parts and material costs. We do not operate Fleet Operations as an enterprise fund but rather as a component unit of the General Fund so direct and indirect labor costs are not tracked on a work order basis.

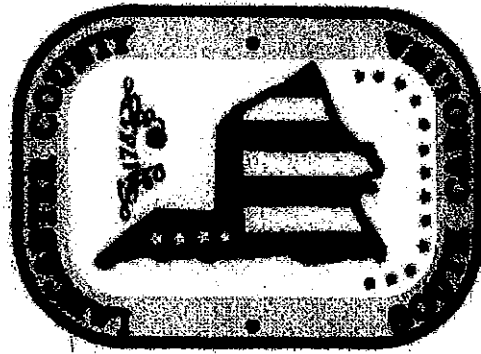
Number of services with a cost of less than \$500: 2,048

Number of services with a cost of more than \$500: 227

Number of repairs outsourced to 3rd party vendors: 98

Cost of work performed by 3rd party vendors: \$212,122

**LANCASTER COUNTY
CAPITAL IMPROVEMENTS PROGRAM
2013 - 2022**



Recommended for Approval by the
Lancaster County Planning Commission
August 21, 2012

Adopted by the
Lancaster County Council
October 8, 2012

**THIS DOCUMENT IS FOR PLANNING PURPOSES ONLY.
NO FUNDING AUTHORIZATION IS APPROVED BY THE ADOPTION OF THIS DOCUMENT.**

LANCASTER COUNTY

CAPITAL IMPROVEMENTS PROGRAM 2013-2022

DETAILED SUMMARY

	Total Project Estimate	2012/13	2013/14	2014/15	2015/16	2016/17	Five Year 2017/2022
Public Works - Roads & Bridges	\$ 13,321,500	\$ 907,500	\$ 275,000	\$ 800,000	\$ 845,000	\$ 1,450,000	\$ 9,044,000
Vehicles (Replacement) - Extended Crew Cab Pickups	\$ 150,000	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	\$ 75,000
Vehicle (Replacement) - "On-call" Duty Truck	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000
Water Tanker Truck (Replacement)	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000
Lowboy Trailer (Replacement)	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000
Pipe Jet Rodder	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -
Motorized Compaction Tamps	\$ 7,500	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ -
Trench Compactor	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -
Sign Duty Pick-up Truck w/ Equipment	\$ 35,000	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -
Dump Truck - 5 cubic yard / F-750	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -
Dump Truck - (Replacement) Tandem Axle	\$ 250,000	\$ 125,000	\$ -	\$ -	\$ 125,000	\$ -	\$ -
Flat Deck Trailer - 15 ton	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -
Portable Asphalt Reclaimer / Grinder	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -
120 M Style "CAT" Motorgrader (Replacement)	\$ 400,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Vehicles (Replacement) - Regular Cab Pickups	\$ 90,000	\$ -	\$ -	\$ 90,000	\$ -	\$ -	\$ -
Boom Mower Tractor (Replacement) + New	\$ 250,000	\$ 125,000	\$ -	\$ -	\$ 125,000	\$ -	\$ -
Asphalt Drum / Compaction Roller (Replacement)	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -
Backhoe (Replacement)	\$ 80,000	\$ -	\$ -	\$ -	\$ 80,000	\$ -	\$ -
Vacuum Truck	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -
Vehicle - Special Projects Crew	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -
Mini-excavator with attachments	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -
Public Works Complex Development	\$ 4,949,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bridge Structures - Countywide	\$ 3,600,000	\$ -	\$ -	\$ -	\$ -	\$ 1,200,000	\$ 4,949,000
Contracted Asphalt Repairs - Countywide	\$ 2,000,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 2,400,000
Work Order Program Upgrade	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -
Stormwater / Crosspipe Maintenance	\$ 500,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Widening of Six Mile Creek Road (Replacement)	\$ 300,000	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -

Lancaster

Direct & Indirect Staffing Requirements

Staffing Requirements



18.51 Total Staffing Requirements

Staffing Requirements by Labor Type

Labor Type	Calculated Positions
Direct Labor	10.94
Indirect Labor	4.1
Paid Time Off	3.47



426 Vehicle Count

5.90 Average Age

Labor Type Calculated Positions

Direct Labor 10.94












Indirect Labor 4.1

Paid Time Off 3.47

Staffing Requirements































Job Title	Calculated Positions	Labor Type
Repair Tech	9.09	Direct
PM Tech	1.85	Direct
Fleet Manager	1	Indirect
Assistant Manager	0	Indirect
Office Staff	1	Indirect
Supervisor Indirect	1	Indirect
Inventory Management	0.5	Indirect
Parts Staff	0	Indirect
Purchasing Agent	0.3	Indirect
Safety / Health / Training	0.1	Indirect
Hazardous Waste Management	0.2	Indirect























Paid Time Off Coverage

Job Title	Calculated Positions	Labor Type
Repair Tech	 2.09	Paid Time Off
PM Tech	 0.43	Paid Time Off
Fleet Manager	 0.23	Paid Time Off
Assistant Manager	 0	Paid Time Off
Office Staff	 0.23	Paid Time Off
Supervisor Indirect	 0.23	Paid Time Off
Inventory Management	 0.12	Paid Time Off
Parts Staff	 0	Paid Time Off
Purchasing Agent	 0.07	Paid Time Off
Safety / Health / Training	 0.02	Paid Time Off
Hazardous Waste Management	 0.05	Paid Time Off



Direct Staffing Requirements by Vehicle Class

	Class Code	Description	Veh Count	Avg Age	Repair Tech	PM Tech
1	202	Slider XL	 1	 5	0.01	0
2	Compact	Sedan	 8	 5	0.03	0.01
3	EMS	Ambulance	 16	 6	0.24	0.05
4	Equip	Mini Excavator	 2	 4	0.01	0
5	Equip	Back Hoe	 2	 12	0.06	0.02
6	Equip	Roller	 2	 4	0.02	0.01
7	Equip	Loader	 2	 8	0.04	0.01
8	Equip	Grader	 4	 4	0.04	0.01
9	Equip	Skid Steer	 1	 5	0.01	0
10	Fire	Rescue	 16	 8	1.07	0.21
11	Full Size	Sedan	 3	 4	0.01	0
12	Heavy Truck	truck	 19	 6	0.46	0.09
13	Ladder	Fire Truck	 2	 6	0.15	0.03
14	Medium Truck	Truck	 29	 3	0.18	0.04
15	Midsized	Sedan	 7	 6	0.03	0.01

	Class Code	Description	Veh Count	Avg Age	Repair Tech	PM Tech
16	Police	Sedan	 96	 8	 2.93	 0.59
17	Pump	Fire truck	 33	 6	 2.48	 0.5
18	SUV	SUV	 65	 3	 0.33	 0.07
19	Trailer	Trailer	 16	 10	 0.19	 0.04
20	Truck	Truck	 102	 5	 0.8	 0.16
21						

INSPECTIONS BY CLASS OF VEHICLE

Master Preventive Maintenance Manual

Category 1

POLICE PATROL VEHICLES

Service Level A

P.M. SEQUENCE AND INTERVALS

A,A,B,A,A,C 3000 to 4000 MILES

DO NOT PERFORM A P.M. INSPECTION WITHOUT A P.M.

INSPECTION LIST

***** Service Level A *****

1. Check outstanding work request.

Details: Check history jacket and driver sheet for existing outstanding repair requests that have not been completed or repaired to date. If outstanding work requests are found, record them on the repair order accompanying the PM inspection sheet.

2. Check repair history for previous repair problems.

Details: Review one year's worth of repair history for this vehicle. Note any repairs that indicate a problem might exist. Review the prior PM inspection report for the previous level of PM services and special circumstances that were noted. Also check for previous brake work.

3. Check previous oil analysis for wear indicators.

Details: Review the repair history for previous oil analysis reports. Evaluate the wear metals for the main driveline components: the engine, transmission, transfer case, differential, etc. If an increase in parts per million wear metals is noted on the wear analysis, further inspect the component and pay particular attention when obtaining another oil analysis for future evaluation.

4. Walk around/visual inspection

Details: Walk around the vehicle and note any body damage, paint scratches, broken glass, broken headlights, etc., and inspect the body and attached equipment for rust. Check under the vehicle for fluid leaks and loose, bent, or out of place components. Check for presence and condition of mountings for two license plates and deer whistles. Check deer whistles for blocked air passages. Note the over all vehicle appearance and look for problems like dirt, badly-faded paint, missing decals and/or hubcaps, etc. Report these items on the inspection sheet.

5. Under hood inspection.

Details: Inspect the condition of the hoses, mounted accessories and the other items under the hood for proper placement, condition, and existence. Check the tension of each belt individually by flexing with your thumb. The amount of deflection allowed is determined by the center-to-center distance between pulleys. This means that belts with three or more pulleys or idlers should be checked at the power side of the driving pulley and adjusted to the proper deflection at that point. Check the belt for correct size and over stretching. If the alternator bracket adjustment is to maximum travel or the power steering bracket arm is too far out, replace the belt. If the belt shows any signs of deterioration, slippage, fraying, dryness, cracks, grease marks, missing chunks, etc., replace and torque. Check all bracket assemblies for security, loose bolts, bushings, and proper operation and adjustment. If signs of obvious tampering are present, report these to the Director immediately.

6. Perform an operational inspection.

Details: Before starting the vehicle, check the operation of the lights, emergency brake, horn, seat adjustment lever, and other operational items in the driver's compartment. Start the vehicle and check for noises, operation of the windshield wipers, and operation of the light indicators on the dashboard and gauge operation. Check the operation of the air conditioning and the heating systems. Note how the vehicle started.

7. Starting systems and accessories.

Details: While trying to start the vehicle, note any problems such as a dragging starter or weak starter bendix. Repair prior to returning vehicle to service. Turn on ignition key warning light indicators before engaging starter. Start the engine and check all gauges for normal indications. While the engine is warming up to operation temperature, turn on the lights, get out and check all lights for operation, and have someone help you check turn signals and brake lights. Push the horn; does it work? Turn on the heater and

defroster; check for operation. Check the blower fan for operation. A mist of antifreeze coming out of the heater parts would indicate a defective heater core. Turn on the radio and check for operation and then turn off.

Turn on the two-way radio and check for the operation (transmission and receive). Check date of last FCC inspection (required every 12 months). Check wipers for operation and condition. Check washers for operation and spray pattern.

8. Test drive the vehicle

Details: Put the unit in gear and drive toward the bay exit. Check the clutch for proper engagement (engages 2" from the floor and displays no slippage or shuddering. Do gears mesh properly? Any unusual noises?)

Proceed onto the highway and listen to the engine idle (Is it running smoothly? Do you hear knocks or unusual noises? Do you notice any misses? Check acceleration (good crisp acceleration for engine size, vehicle weight, temperature, and altitude), check rear view mirror for emissions on accelerations (blue smoke indicates oil consumption, black smoke indicates improper combustion). Check for normal power and smooth, quiet operation with no hesitation on acceleration. Check all gauges and warning lights for normal indications.

Check steering for shimmy, wander, or bounce (with normal road crown, proper tire balance and inflation, and proper wheel alignment, the vehicle should track straight or wander slowly to the right when the steering wheel is released). Steering wheel travel should be smooth and firm. (Sloppy steering can result from worn tie rod ends and/or king pins.) Steering shimmy or bounce can be caused by front tires that are out of balance or by improper toe-in adjustment.

Find an area clear of traffic for at least a mile ahead and steer the unit rapidly from one edge of the traffic lane to the other and back. Unit should remain relatively level laterally through this maneuver. Excessive rocking and rolling about the longitudinal axes of the vehicle indicates bad shocks or weak springs. Check for smooth, firm ride without excessive sway or leaning. All deflections of the body due to bumps should recover

within a single oscillation and not continue to move up and down. Check transmission for smooth, quiet operation. If automatic, check for smooth shifting at the proper RPM up and down the gear range. Listen for unusual noise.

Return to the parking lot and lock in the hubs if unit is equipped. Put transfer case in 4-wheel low and drive a tight figure-eight pattern. Listen for unusual noises and check for smooth steering from lock to lock. (A slight bounce is normal here with mud and snow tread tires).

Find an incline and check operation of 4-wheel drive in the climb mode. Stop, take unit out of 4-wheel drive, return the front hubs to unlock position (do they operate freely?). Find a slight incline; put the unit in gear and rock gently forward and backwards with the clutch or range selector if automatic. Check for excess play or clanking sound in the drive train or differential. Note any discrepancies on the work order.

As you return to the shop, check the brakes for operation (smooth operation, no unusual noises, no rise or fall of brake pedal, no softness, crisp stop without grabbing, even operation of all brakes, stop straight ahead). Set the parking brake on the incline and take your foot off the brake pedal. Check to hold.

Return to the garage area, driving the unit over the toe-in alignment scuff gauge (if available) as you enter the garage. Note reading and schedule for alignment adjustment if out of limits.

9. Lube and Inspect Doors and Windows.

Details: Nothing is more annoying to the operator than squeaking, sticking, or improperly operating doors or compartment latches. These should be lubed at every inspection. Use door lock sticks on door catches.

Dry graphite lube should be used on door hinges, compartment latches, door slides, and channels, hood, and trunk hinges. A shot into door locks will prevent moisture from collecting and causing frozen locks in cold weather and will facilitate easier operation in warm weather. Always wipe up the excess with a clean shop towel. Doorstop cams followers should be lubricated with stick lubricant check for smooth operation.

10. Air intake system

Details: Check the entire air intake system, including the air filter. Replace appropriate parts as needed. Do not clean plugged air filters; replace them.

11. Fuel lines and connections

Details: Inspect all fuel lines and connections for leakage. Repair or replace necessary parts.

12. Battery

Details: Check and clean battery and terminals. Inspect its mounts and attachments. Check specific gravity and list. Do not check gravity after adding water. Check the indicator on a maintenance free battery.

13. Windshield Washer/Wipers

Details: Fill the washer tank with a mixture of solvent and water appropriate to the season. Use a 1:1 mixture with the antifreeze for year round use. Warning: do not use cooling system antifreeze for this purpose. Check the washers for operation and spray pattern adjustment. If the system fails to operate, check nozzles and tubing for dirt clogging or for kinks. Nozzles may be cleaned with a needle or pin. If clogging persists, air can be blown through them. If this fails, replace the nozzle. Make sure tubing is not clogged or kinked and is attached to both the pump and the nozzle. If a filter screw is stopped up, flush with warm water. Replace corroded filter screws.

The proper spray pattern should produce an arc of fluid 2" below the top of the wiper blade arc. Adjust the nozzles to achieve the proper spray pattern.

Replace dry, worn, or "dead" wiper blades that do not adequately remove water or that leave a streaky film on clean glass during operation. "Winter blades" (those covered over the entire assembly with a rubber sheath) are recommended for year-round use at your agency. These prevent ice build up between the rubber squeegee element and the

carrier assembly, preventing streaks and misses in wiper operation. Adjust wipers to cancel in the proper position.

14. Tire inspection and inflation.

Details: Inspect each tire on the vehicle (include the spare). Note and report the tread depth for each tire. Note any uneven wear pattern. Inspect tire air pressure and record for each wheel prior to re-inflating to proper pressure. For maximum tire life, pressure should be maintained at the maximum listed on the tire casing. Tire replacement is recommended at 1/32 tread depth above the wear bars. Replace immediately if any wear bar is exposed. If tire pressure is low, check for source of slow leaks.

15. Engine coolant.

Details: Check the engine coolant level at the appropriate operating temperature. Do not add coolant when the vehicle is cold. Check condition of the radiator cap and the overflow tank if applicable. Check coolant protection level and record. When coolant protection level indicates 15 degrees F, coolant mixture should be drained and replaced to 30 degrees F.

Note: Coolant protection level may vary depending on the type of tool used to perform the test. Refer to the directions for the specific tool used prior to recording protection level.

16. Change engine oil and oil filter.

Details: Inspect the condition of oil filter and oil pan plug on the engine. Note condition of the oil being drained from the oil pan. It may reveal the following: (1) insufficient quantity of oil; or (2) if thick and black, it may indicate past due preventive maintenance. Take oil sample and prepare for shipment; utilize correct sampling procedure recommended by test lab.

17. Lubrication

Details: Perform complete vehicle lubrication on parts including ball joints, steering linkage, tie rod ends, and other moving parts. Referring to lube chart provided by manufacturer, clean all grease fittings prior to lubrication.

18. Inspect brake lines and hoses.

Details: Inspect all brake lines and hoses for the entire brake system. Wipe dirt, mud, or debris away from the brake line or hose; grab it firmly with your hand and shake it. Note any leaks and repair accordingly.

19. Check exhaust pipes, headers and mounting brackets.

Details: Exhaust systems should be checked while on a hoist or over a pit from the rear and working forward.

Check for exhaust leaks by visual indicators (soot marks or discoloration at joints, hangers, connections, obvious holes, dents, or kinks in the pipe or muffler, etc.) at PM-A-interval inspections. At PM-B-level inspections, put the unit on the hoist with the engine running. Stuff a rag in the end of the exhaust pipe to partially block it, and run your hand along the full length of the same pipe keeping hands a few inches from the exhaust pipe, and check for pressure and hissing sounds, which indicate a leak.

At all PM levels check for broken hangers, loose clamps, loose connections, etc. Rusted or burned out components should be replaced. Flextube, unless factory installed, is unacceptable.

A muffler that responds with a dull thud or a rattle indicates a rusted or burned out interior. A clear ring indicates it's OK.

Check the intake manifold for mounting security, cracks, and attachments to the head pipes and crossover. Lube the heat riser with heat riser lube.

Replace restricted catalytic converters. If the unit has less than five years or 50,000 miles, this should be a warranty repair according to federal emission system standards. If found bring this to the attention of your supervisor. If a restricted converter is suspected (or if you note any system restriction for that matter), it can be confirmed by attaching a vacuum gauge to any convenient part on the intake manifold. With the engine at operating temperature, idle the unit at 1000 RPM and record the reading. Increase the RPM to 2500 and observe the gauge while holding the throttle steady at 2500 RPM. If the vacuum drops, there is a restriction in the system. If the converter is restricted and subsequently replaced, the following engine performance checks should be performed on gasoline powered engines only.

1. Check spark plugs for carbon or fuel wetting. Replace if required.
2. Check for proper oil level and fuel dilution of oil. Change oil and filter if necessary.
3. Check engine timing per vehicle emission label.
4. Check fast idle adjustment per vehicle emission label.
5. Check computer command module for any stored codes and correct as indicated.

Push up on the muffler if cool (or use welding gloves and safety glasses). Check the ends, intake and outlet ports for rust and separation. Check the body for split seams and rust.

Difficulty in the warm up, poor rough idling, reduced engine power, lower fuel economy, and vapor lock are indicators of heat riser malfunction in the closed position.

For safety, always wear goggles or safety glasses and heavy leather gloves when working on or inspecting the exhaust system to avoid burns and eye damage.

20. Inspect steering linkages and steering system.

Details: Inspect all steering linkage connecting rods, drag-links, tie rod ends, and idle arms if applicable. Inspect the overall functioning condition of the power steering system if applicable, including belt tension and condition if so equipped.

21. Check body and chassis mounting bolts.

Details: Check the entire underside of vehicle to insure that the nuts and bolts for the chassis and body mounts are in place and tight.

22. Inspect condition of ball joints and dust covers.

Details: Inspect condition and movement of ball joints and dust covers. Check to insure that the ball joints have grease zerks.

23. Inspect drive shafts.

Details: Inspect the drive shafts and u-joints. Rotate the drive shaft and inspect all sides for possible damage or loss of balancing weights.

24. Check transmission and trans-axle.

Details: Check for proper fluid levels of the previous drive components. Note condition of the fluid and change as needed. Check mounting bolts and frames pertaining to the transmission front and rear differentials, the transfer case, or trans- axle.

25. Check first aid kit.

Details: Check first aid kit to insure that it is properly mounted and is sufficiently stocked with the proper type of items required. Replace any dirty or missing items.

26. Complete paperwork.

Details: Perform all necessary paperwork prior to starting another job. Insure that the oil analysis has been processed and is ready to be mailed. Record all notes in the history jacket that you feel would require an additional inspection at the next PM inspection for this particular vehicle.

27. Install a “ Next Service Due” sticker.

***** Service Level B *****

28. Fuel tank mounting and cap.

Details: Inspect the fuel tank mounting brackets, electrical wiring, and fuel cap. Note any rust on the fuel tank or mounting brackets as well as the condition of the fuel cap and gasket.

29. Inspect brake linings and drums/rotors.

Details: Remove all wheels and inspect the condition of the brake lining as well as the rotors (if disc brake equipped) or drums (if shoe brake equipped). Measure depth of the shoe or disc pad in an area containing the least amount of the lining left per shoe or pad and record PM sheet to estimate whether or not the vehicle will be able to complete the next PM cycle prior to the linings wearing to thin. Check for proper installation and adjustment of brakes shoes or pads. Note and replace any missing or broken springs or other components.

***** Service Level C *****

30. Change differential, trans axle, and transmission fluid

Details: Drain and refill all differentials, trans axles, transfer cases, and transmission fluid. Refer to owner’s manual to insure the proper fluid is being used for each component.

NOTE: Certain vehicles may not need fluid replacement and an oil analysis will be required.

31. Replace fuel filter.

Details: Replace the fuel filter and check the old fuel filter for contamination for either water or solids.

32. Front and rear wheel bearing inspection.

Details: Check the condition of the front wheel bearings by removing the wheels and inspecting bearings and grease seal condition. Repack if necessary. Inspect condition of rear wheel bearing.

33. Complete engine tune-up

Details: Perform a full performance evaluation on the diagnostic machine for the operating condition and efficiencies of the engine. Place the print out of the findings in the vehicle history jacket. Also make any adjustments that are needed to bring the vehicle back into the desired specification.

“C” Service Special Note: Particular items on some emergency vehicles may require individual attention; therefore, enter management notes to notify the mechanic or technician that it may require a special inspection or attention. These items are to be added to the PM inspection sheet on an individual per unit basis.

Facility Size Requirements

Details by Vehicle Class

Facility & Repair Bay Requirements by Vehicle Class

Facility Size Requirements
by Vehicle Class

Class Code	Description	Veh Count	Avg Age	Work Bay Equivalent	Work Bay sq ft
202	Slider XL	1	5	0.0	0.0
Compact	Sedan	8	5	0.2	96.3
EMS	Ambulance	16	6	0.6	866.9
Equip	Mini Excavator	2	4	0.0	0.0
Equip	Roller	2	4	0.2	275.2
Equip	Grader	4	4	0.3	550.4
Equip	Loader	2	8	0.3	550.4
Equip	Skid Steer	1	5	0.0	0.0
Equip	Back Hoe	2	12	0.5	825.6
Fire	Rescue	16	8	2.2	3,082.2
Full Size	Sedan	3	4	0.1	28.9
Heavy Truck	truck	19	6	1.5	2,353.0
Ladder	Fire Truck	2	6	0.3	412.8
Medium Truck	Truck	29	3	0.6	785.6
Midsized	Sedan	7	6	0.2	101.1
Police	Sedan	96	8	9.9	5,548.0
Pump	Fire truck	33	6	4.3	6,811.2
SUV	SUV	65	3	0.8	469.6
Trailer	Trailer	16	10	0.0	0.0
Truck	Truck	102	5	2.2	1,228.1

Calculated Facility Size

Total Sq Ft Requirements

 **28,302.7**

Total & Overhead Sq Ft

 **24.1**

Repair Bay Requirements

Floor & Overhead Sq Ft

 **23,985**

Sq Ft Requirements

 **4,317**

Sq Ft Overhead

Fleet Inventory Statistics

 **426**

Veh. Count

5.90

Fleet Average Age

Build Cost

 **\$7,075,668**

Build Cost

\$250

Sq Ft Cost

Agenda Item Summary

Ordinance # / Resolution#:

Contact Person / Sponsor: Jeff Catoe

Department: Public Services

Date Requested to be on Agenda: July 12, 2016

Issue for Consideration:

Verbal update on Recycling Center

Points to Consider:

Update on construction of Indian Land recycling Center and temporary stickers for Foxhole Recycling Center

Funding and Liability Factors:

Center is budgeted in current budget, carried over from FY 15/16

Council Options:

This is simply for commentary only.

Recommendation:

None.

Agenda Item Summary

Ordinance : 2016-1403

Contact Person / Sponsor: John Weaver

Department: County Attorney

Date Requested to be on Agenda: I&R Committee – July 12, 2016
County Council – July 18, 2016

Issue for Consideration: Whether or not it is appropriate for Council to consider enacting an ordinance that will create a new Moratorium for processing applications for district boundary amendments in Lancaster County north of Highway 5.

Points to Consider: Since mid-year 2015, a substantial portion of Lancaster County has been under a moratorium so as to allow the Planning Department to draft a new Unified Development Ordinance (UDO). The present UDO is eighteen (18) years old and in great need of updating because of the changing needs of Lancaster County in regards to land uses. The present ordinance (2015-1351) that commenced the moratorium expires on September 8, 2016. While great strides have been made in developing the particulars of the new UDO, time between now and September 8th will not permit the Planning Commission's and Council's full consideration of the massive document and passage of the adopting ordinance.

Funding and Liability Factors: N/A

Council Options: Approve or reject the Ordinance.

Recommendation: The Planning Director and the Administrator recommend that the I&R Committee give favorable consideration to the moratorium ordinance and that Council pass the local legislation.

STATE OF SOUTH CAROLINA

)

ORDINANCE NO.2016-1403

COUNTY OF LANCASTER

)

)

AN ORDINANCE

TO IMPOSE A MORATORIUM ON THE ACCEPTANCE AND PROCESSING OF APPLICATIONS FOR DISTRICT BOUNDARY AMENDMENTS TO THE UNIFIED DEVELOPMENT ORDINANCE OF LANCASTER COUNTY IN THE AREA OF THE COUNTY NORTH OF HIGHWAY 5

WHEREAS, on July 13, 2015, Council passed Ordinance 2015-1351, local legislation that established a moratorium on district boundary amendments in the area of the county north of Highway 5; and

WHEREAS, the purpose of Ordinance 2015-1351 was to allow Lancaster County to develop a new Unified Development Ordinance and Zoning Map to implement the Comprehensive Plan Guiding Principles, Plan Implementation and provide recommendations as to the appropriate land use, zoning district designations and development regulations for all properties; and

WHEREAS, notwithstanding diligent efforts by Lancaster County staff in meeting their responsibilities associated with the development of the new Unified Development Ordinance, the project has proven to be more complex and time consuming than originally contemplated and will require additional time to prepare the new UDO and Zoning Map necessary to adequately manage growth in both the urban and rural areas in Lancaster County, and

WHEREAS, in order to accomplish the stated goal of an updated Unified Development Ordinance with the development of new zoning district designations and development regulations, Council deems it necessary and appropriate to impose and extend the Moratorium, effective Friday, September 1, 2016, on the County's acceptance and processing of applications for district boundary amendments to the UDO for **all real properties located in Lancaster County north of the following boundary: from a point at the western boundary with York County along Highway 5 until its intersection with Highway 521, then preceding in a northeastern direction along Old Church Road until its intersection with the Union County, NC state line, then further northward to the North Carolina state line** for a period not to exceed four (4) months so as to preserve the status quo until the Planning Commission and Planning Department staff have completed their work and come forward with the recommendations called for in this ordinance.

NOW THEREFORE, by the power and authority granted to the Lancaster County Council by the Constitution of the State of South Carolina and the powers granted to the County by the General Assembly of the State, it is ordained and enacted:

1a. **New UDO and Zoning Map Initiated Provision for Recommendations.** The Lancaster County Planning Commission and Planning Department staff shall review and consider a new UDO and Zoning Map and make recommendations to County Council for new zoning district designations, development regulations and appropriate zoning necessary to adequately manage growth throughout the County.

1b. **Four (4) Month Moratorium Adopted.** Effective September 1, 2016, no applications for district boundary map amendments to the UDO shall be accepted and processed by the Planning Department staff for **all real properties located in Lancaster County north of the following boundary: from a point at the western boundary with York County along Highway 5 until its intersection with Highway 521, then proceeding in a northeastern direction along Old Church Road until its intersection with the Union County, NC state line, then further northward to the North Carolina state line** for a period of four (4) months (the "Moratorium") beginning September 1, 2016 as the effective date and not later than December 31, 2016 as the end date. The Moratorium is imposed in order to allow the Lancaster County Planning Commission and Planning Department staff time to conduct the work specified in Section 1a. above. The Moratorium shall not affect development in progress that has already received approval from County Council and shall not affect rezoning applications and development agreements that were submitted to the Planning Department as of Second Reading of Ordinance 2015-1351, that date being June 22, 2015. In the event of a natural disaster, the County Administrator may suspend the Moratorium to the extent necessary to protect and preserve the public health, safety and general welfare.

2. **Severability:** If a Section, Sub-section, or part of the Ordinance shall be deemed or found to conflict with a provision of South Carolina law, or other pre-emptive legal principle, then that Section, Sub-section, or part of the Ordinance shall be deemed ineffective, but the remaining parts of this Ordinance shall remain in full force and effect.

3. **Conflict with Preceding Ordinances:** If a Section, Sub-section or provision of this Ordinance shall conflict with the provisions of a Section, Sub-section or part of a preceding Ordinance of Lancaster County, then the preceding Section, Sub-section, or part shall be deemed repealed and no longer in effect.

4. **Effective Date:** This Ordinance shall become effective on Third Reading.

AND IT IS SO ORDAINED

Dated this _____ day of _____, 2016.

LANCASTER COUNTY, SOUTH CAROLINA

Bob Bundy, Chair, County Council

Steve Harper, Secretary, County Council

ATTEST:

Debbie C. Hardin, Clerk to Council

First Reading: July 18, 2016
Second Reading: August 8, 2016
Third Reading: August 22, 2016

Agenda Item Summary

Ordinance # / Resolution#:	Action Item
Contact Person / Sponsor:	Jeff Catoe
Department:	Public Services
Date Requested to be on Agenda:	July I&R Committee Meeting August 8, 2016 Council Meeting

Issue for Consideration:

Appointments to Stormwater Advisory Board

Points to Consider:

The MS4 Plan calls for an Advisory Board with three citizen appointees. The remaining members consists of staff members; the Public Services Director, County Engineer, and Zoning Official.

We have attempted to bring you three diverse members of the community:

Jon Hardy – an active resident who is also a quality developer

Ted Hoover – an active resident who has served on a number of Boards

Ben Levine – an active resident with an interest in growth issues

All are residents in the area that will be affected by MS4.

Funding and Liability Factors:

N/A

Council Options:

To appoint these members for initial staggered terms.

Staff Recommendation:

Confirm the nominations.

Committee Recommendation:

To be determined.

Agenda Item Summary

Ordinance # / Resolution#:	Information Item – DHEC Grants
Contact Person / Sponsor:	Jeff Catoe
Department:	Public Services
Date Requested to be on Agenda:	July I&R Meeting July 18, 2016 Council Meeting

Issue for Consideration:

Annual DHEC grants for waste oil and tires grants. These are annual formula driven grants.

Points to Consider:

These are 100% grants so no action is needed by Council. We like to keep Council informed on such matters.

Copies of the summary pages for each grant are attached as information.

Funding and Liability Factors:

Waste Oil Grant – grant funding is \$29,500.

Waste Tires Grant – grant funding is \$37,638.

Council Options:

These are 100% grants so no action is needed by Council. This is for information only.

Staff Recommendation:

N/A

Committee Recommendation:

These are 100% grants so no action is needed by the Committee. This is for information only.



Catherine E. Heigel, Director

Promoting and protecting the health of the public and the environment

June 17, 2016

Steve Willis
Lancaster County
PO Box 1809
Lancaster, SC 29721

Dear Mr. Willis,

The Office of Solid Waste Reduction and Recycling is pleased to inform you that Lancaster County has been awarded a FY2017 Waste Tire Grant. Enclosed please find the original grant agreement.

The individual contract award amounts were determined after a review of the Department of Revenue tire fee allocations and the estimated number of tires to be managed. In the case of Lancaster County, the review indicated that less funding for contract costs than was requested should be sufficient when combined with the DOR funds and any tire tipping fees charged. If your records indicate otherwise, please contact the Office within 30 days of receipt of this letter.

Please pay particular attention to section I.B. Scope of Work in the grant agreement. This section details the expenses that can be reimbursed. In addition, note carefully the information contained in section I.F. Grantee's Responsibilities and section II. Standard Terms and Conditions. These sections provide guidelines specific to this grant program.

As a reminder, all items, other than contractor costs and professional development, must be requisitioned, purchased or procured by the end of the third quarter. In addition, all expenditures for public education/promotional materials must be approved by the Office prior to being requisitioned, purchased or procured. Approval requests must be submitted to the Office no later than December 1, 2016.

To accept the offer of this award, please sign the original grant agreement and return the original to our office. You may not begin work under the terms of your grant until the office is in possession of the signed original grant agreement. The office will mail you a notification when we receive the signed agreement.

Please send your signed original grant agreement to Jana White; DHEC Office of Solid Waste Reduction and Recycling; 2600 Bull St.; Columbia, SC 29201.

Congratulations on your award. Please call me at 803/898-1346 if you have questions concerning this or any other grant. We look forward to working with you this coming year.

Sincerely,

Jana White

cc: Jeff Catoe
Veronica Thompson



Catherine E. Heigel, Director

Promoting and protecting the health of the public and the environment

**WASTE TIRE/AUTOMOBILE DISMANTLER RECYCLING
GRANT AGREEMENT**

Section 44-96-170, S.C. Code of Laws

GRANT NOTIFICATION INFORMATION

Grantee:	Lancaster County PO Box 1809 Lancaster, SC 29721
Grant Number:	29 WT17
Grant Execution Date:	The later of July 1, 2016 or upon obtaining the final signature on this grant agreement.
Grant Ending Date:	June 30, 2017
Grant Amount:	\$37,638.00
Authorized Representative:	Steve Willis
Phone Number:	(803) 416-9300
FAX Number:	(803) 285-3361
Contact Person:	Jeff Catoe
	PO Box 1809
	Lancaster, SC 29721
Phone Number:	(803) 416-9692
FAX Number:	(803) 285-3835
Financial Officer:	Veronica Thompson
	PO Box 1809
	Lancaster, SC 29721
Phone Number:	(803) 416-9301
FAX Number:	(803) 416-9418

DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL

GRANT AGREEMENT

I. SCOPE OF SERVICES STATEMENT

A. INTRODUCTION

The Department of Health and Environmental Control (DHEC), Office of Solid Waste Reduction and Recycling (hereinafter referred to as the Office), is the administrative agency for waste tire recycling projects approved for expenditure of funds under the Waste Tire Recycling Grant Program. The Waste Tire Recycling Grant Program is mandated under the South Carolina Solid Waste Policy and Management Act of 1991. Lancaster County submitted to the Office on April 8, 2016 an application for Waste Tire recycling funds.

A maximum of \$37,638.00 inclusive of all costs will be granted for this project to the government of Lancaster County (hereinafter referred to as the Grantee).

B. SCOPE OF WORK

Funds will be used for costs associated with the collection and recycling of waste tires from residents, retailers and automobile dismantlers. Contractor funds will be used for charges in excess of the county's annual Department of Revenue tire disbursement for costs associated with the recycling of waste tires and will be reimbursed on a per/ton basis.

Funds will be used for the purchase of equipment to be used for the collection of waste tires and for scales to weigh tires.

Public education funds will be used for promotional activities to include design, printing, and distribution of materials. All expenditures for public education/promotional materials must be approved by the Office prior to being requisitioned, purchased or procured. Approval requests must be submitted to the Office no later than December 1, 2016.

All purchases made under the scope of the grant, with the exception of contractor costs and professional development, must be requisitioned, purchased or procured by March 31, 2017 unless otherwise approved by the Office.

Funds will be used for professional development including travel to recycling conferences or trainings. All expenses related to travel or professional development other than DHEC sponsored recycling conferences or trainings must be specifically requested in writing and approved up to the limits described below by this Office prior to beginning the activity.

Local government staff will ensure that all materials collected in this program are recycled or reused. End markets and total annual tonnages for all materials collected as a result of this grant will be reported in the quarterly progress reports.

Budget:

Contractor Costs	\$ 5,888.00
Public Education	\$ 2,000.00
Professional Development	\$ 750.00
Other Direct Costs	\$29,000.00



Catherine E. Heigel, Director

Promoting and protecting the health of the public and the environment

June 17, 2016

Steve Willis
Lancaster County
PO Box 1809
Lancaster, SC 29721

Dear Mr. Willis,

The Office of Solid Waste Reduction and Recycling is pleased to inform you that Lancaster County has been awarded a FY2017 Used Oil Grant. Enclosed please find the original grant agreement.

Please pay particular attention to section I.B. Scope of Work in the grant agreement. This section details the expenses that can be reimbursed. In addition, note carefully the information contained in section I.F. Grantee's Responsibilities and section II. Standard Terms and Conditions. These sections provide guidelines specific to this grant program.

As a reminder, all items, other than contractor costs and professional development, must be requisitioned, purchased or procured by the end of the third quarter. In addition, all expenditures for public education/promotional materials must be approved by the Office prior to being requisitioned, purchased or procured. Approval requests must be submitted to the Office no later than December 1, 2016.

To accept the offer of this award, please sign the original grant agreement and return the original to our office. You may not begin work under the terms of your grant until the office is in possession of the signed original grant agreement. The office will mail you a notification when we receive the signed agreement.

Please send your signed original grant agreement to Jana White; DHEC Office of Solid Waste Reduction and Recycling; 2600 Bull St.; Columbia, SC 29201.

Congratulations on your award. Please call me at 803/898-1346 if you have questions concerning this or any other grant. We look forward to working with you this coming year.

Sincerely,



Jana White

cc: Jeff Catoe
Veronica Thompson



Catherine E. Heigel, Director

Promoting and protecting the health of the public and the environment

USED OIL RECYCLING GRANT AGREEMENT GRANT AGREEMENT

Section 44-96-160, S.C. Code of Laws

GRANT NOTIFICATION INFORMATION

Grantee:	Lancaster County PO Box 1809 Lancaster, SC 29721
Grant Number:	29 WO17
Grant Execution Date:	The later of July 1, 2016 or upon obtaining the final signature on this grant agreement.
Grant Ending Date:	June 30, 2017
Grant Amount:	\$29,500.00
Authorized Representative:	Steve Willis
Phone Number:	(803) 416-9300
FAX Number:	(803) 285-3361
Contact Person:	Jeff Catoe
	PO Box 1809
	Lancaster, SC 29721
Phone Number:	(803) 416-9692
FAX Number:	(803) 285-3835
Financial Officer:	Veronica Thompson
	PO Box 1809
	Lancaster, SC 29721
Phone Number:	(803) 416-9301
FAX Number:	(803) 416-9418

DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL

GRANT AGREEMENT

I. SCOPE OF SERVICES STATEMENT

A. INTRODUCTION

The Department of Health and Environmental Control (DHEC), Office of Solid Waste Reduction and Recycling (hereinafter referred to as the Office), is the administrative agency for used oil recycling projects approved for expenditure of funds under the Used Oil Recycling Grant Program. The Used Oil Recycling Grant Program was mandated under the South Carolina Solid Waste Policy and Management Act of 1991. Lancaster County submitted to the Office on April 8, 2016 an application for used oil recycling funds.

A maximum of \$29,500.00 inclusive of all costs will be granted for this project to the government of Lancaster County (hereinafter referred to as the Grantee).

B. SCOPE OF WORK

Funds will be used for the purchase of equipment/supplies to be used in the grantee's used oil collection program. Funds will also be used for contractor costs for the removal of used oil filters from collection sites, public education and professional development. Grantee will also use funds to pay for 1/3 the cost of a new recycling center.

Public education funds will be used for promotional activities to include design, printing, and distribution of materials. All expenditures for public education/promotional materials must be approved by the Office prior to being requisitioned, purchased or procured. Approval requests must be submitted to the Office no later than December 1, 2016.

All purchases made under the scope of the grant, with the exception of contractor costs and professional development (travel), must be requisitioned, purchased or procured by March 31, 2017 unless otherwise approved by the Office.

Funds will be used for professional development including travel to recycling conferences or trainings. All expenses related to travel or professional development other than DHEC sponsored recycling conferences or trainings must be specifically requested in writing and approved up to the limits described below by this Office prior to beginning the activity.

Local government staff will ensure that all materials collected in this program are recycled or reused. End markets and total annual tonnages for all materials collected as a result of this grant will be reported in the quarterly progress reports.

Budget:

Equipment/Supplies	\$13,250.00
Contractor Costs	\$ 1,500.00
Public Education	\$ 4,000.00
Professional Development	\$ 750.00
Other Direct Costs	\$10,000.00