

Lancaster County Council Administration Committee Regular Meeting Agenda

Thursday, September 14, 2017

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

1. **Call to Order – Committee Chair Charlene McGriff** 6:00 p.m.
2. **Approval of the agenda** *[deletions and additions of non-substantive matters]*
3. **Citizens Comments**
4. **Consent Agenda – pgs. 3-9**
 - a. **Approval of the following Administration Committee meeting minutes:**
 - July 12, 2017 Regular Meeting
 - August 23, 2017 Special Meeting
5. **Discussion / Action Items**
 - a) Enter into discussions or agreement to contract with American Financial Credit Services, Inc. – *Lee Weeks – pgs. 10-11*
 - b) Update on Hospitality Tax collections – *Kimberly Hill – pgs. 12-13*
 - c) Monthly Report – *Kimberly Hill*
 - d) Discussion of concept – county office space in Indian Land and draft Resolution – *(Favorable Recommendation – I&R Committee) – John Weaver – pgs. 14-15*
 - e) Proposed timeline for Resolution No. 0968 – R2017 – *Steve Willis – pgs. 16-17*
 - f) Discussion of budget amendment – *Steve Willis/Kim Hill – pgs. 18-19*

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.mylancasterc.org



*Members of Lancaster County Council
Administration Committee*

*Charlene McGriff, District 2, Chairwoman
Steve Harper, District 5
Terry Graham, District 1*

Minutes of the Lancaster County Council Administration Committee Meeting

101 N. Main Street, Lancaster, SC 29720

Wednesday, July 12, 2017

Council Members present were Charlene McGriff, Steve Harper and Terry Graham. Also present were, Chelsea Gardner, Kimberly Hill, Veronica Thompson and various Department Heads. A quorum of the Lancaster County Administration Committee was present for the meeting.

The following press were notified of the meeting by e-mail in accordance with the Freedom of Information Act: *Lancaster News*, *Kershaw News Era*, *The Rock Hill Herald*, *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 and on the county website for the required length of time.

Call to Order

Chairwoman Charlene McGriff called the meeting to order at 5:00 p.m.

Approval of the agenda

Steve Harper made the motion to amend the agenda to add a discussion item about the Solicitor's Office. Seconded by Terry Graham. Passed 3-0.

Steve Harper made the motion to approve the agenda as amended. Seconded by Terry Graham. Passed 3-0.

Citizens Comments

There were no citizens that came forward for comments.

Approval of Minutes

Terry Graham moved to approve the minutes from the June 13, 2017 Administration Committee meeting. The minutes of the June 13, 2017 Administration Committee meeting passed by unanimous vote of 3-0.

Discussion / Action Items

Resolution 0965-R2017 regarding Extension of Investment Period for Horton Machine and Custom Design, Inc.

Resolution Title: A Resolution Consenting To An Extension Of The Investment Period For Horton Machine And Custom Design, Inc. Under Its Fee Agreement with Lancaster County Pursuant To Section 12-44-30(13), Code Of Laws Of South Carolina, 1976, As Amended (The “Code”). ***Jamie Gilbert-Economic Development Director***

Jamie Gilbert Economic Development Director spoke regarding this resolution stated that Horton Machine and Custom Design, Inc. are looking to expand their operations and reinvest in their facility. Mr. Gilbert stated that Horton Machine and Custom Design, Inc. asked that the five year investment window be extended to ten years to accommodate the additional investment.

Steve Harper made the motion to move Resolution 0965-R2017 to full Council with a positive recommendation. Seconded by Terry Graham. Passed 3-0

Request to change the bylaws of the Health and Wellness Commission regarding quorum for meeting – ***Nancy Fleming, Health and Wellness Board***

Attorney John Weaver came into the Council Chambers to the Administration Committee meeting from the Public Safety Committee meeting to answer a few questions that the Administration Committee had about the discussion item above.

Attorney John Weaver stated that the request needed to be brought to the Health and Wellness Commission first and amend their bylaws to reflect what they want it to be within their own organization and then come to full council or the Administration Committee and get approved by way of resolution.

Attorney John Weaver went left the Administration Committee meeting and went back to the Public Safety Committee meeting.

Updates to Social Media Platforms – ***Jessica Kennington***

Jessica Kennington, Public Relations Coordinator gave updates to the Social Media Platforms

Jessica mentioned how she would like to add when the Council meetings and Board and Commission information/ vacancies for those boards and commissions on the County's Facebook page.

Terry Graham made the motion to move to full Council with a positive recommendation. Seconded by Steve Harper. Passed 3-0.

Solicitor's Office and Public Defender Discussion of 2% Pay increase

Charlene McGriff asked if budget analyst Kimberly Hill and Solicitor Randy Newman would get together and discuss the situation and then update the committee.

Executive Session

Steve Harper made the motion to go into Executive Session. Seconded by Terry Graham. Passed 3-0.

Attorney John Weaver came from the Public Safety meeting to the Administration Committee for Executive Session.

- a) Discussion incident to a proposed contractual matter. SC Code 30-4-70(2)

Terry Graham made the motion to move to full Council with a positive recommendation. Seconded by Steve Harper. Passed 3-0.

Attorney John Weaver left and went back to the Public Safety Committee meeting once Executive Session was over.

Adjournment

Terry Graham moved to adjourn the Administration Committee meeting. Seconded by Steve Harper. The motion to adjourn the Administration Committee meeting passed by a unanimous vote of 3-0.

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Respectfully Submitted:

Approved by the Administration Committee

Chelsea H. Gardner
Deputy Clerk to Council

Charlene McGriff, Chairwoman



Members of Lancaster County Council
Administration Committee

*Charlene McGriff, District 2, Chairwoman
Steve Harper, District 5
Terry Graham, District 1*

Minutes of the Lancaster County Council Administration Committee Special Meeting

101 N. Main Street, Lancaster, SC 29720

Wednesday, August 23, 2017

Council Members present were Charlene McGriff, Steve Harper, Terry Graham and Billy Mosteller. Also present were John Weaver, Steve Willis, Sherrie Simpson, Veronica Thompson, Kim Hill, Jeff Catoe and various Department Heads. A quorum of the Lancaster County Administration Committee was present for the meeting.

The following press were notified of the meeting by e-mail in accordance with the Freedom of Information Act: *Lancaster News, Kershaw News Era, The Rock Hill Herald, 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 and on the county website for the required length of time.

Call to Order

Chairwoman Charlene McGriff called the meeting to order at 9:30 a.m.

Approval of the agenda

Terry Graham moved to approve the agenda. The Committee approved the agenda by unanimous vote of 3-0.

Citizens Comments

Dean Faile, 4086 Flint Drive, Lancaster, SC, spoke regarding the Stormwater fee and the need for a communication strategy from the County to the Chamber of Commerce to businesses so that the fee and processes surrounding the fee can be explained adequately to businesses.

Discussion / Action Items

Discussion of Stormwater budget.

Charlene McGriff stated that she wanted an itemized breakdown of the budget. She further stated that she wanted the Committee members' questions to be answered regarding the budget. Terry Graham stated that he wanted a clear definition of what the County wants to accomplish with the Stormwater fee. Steve Harper stated that plan review fees need to be a part of the budget and even though it will only be a projection, the County does that with other parts of the budget. Billy Mosteller noted that the budget will probably be higher the 1st year due to start-up costs and then the County may be able to lower the fee. He stated that he is not for taking money out of the General Fund for this program.

Steve Willis stated that there is no information for trend analysis for this program and, therefore, the budget is conservative. Kim Hill provided a handout of the proposed budget and it is attached as Schedule A. Charlene McGriff asked if the appeals process is in the ordinance and the staff stated that it is and that appeals will be handled individually. Steve Willis explained that there will be improvements that businesses can make to reduce their impervious surfaces and, thereby, reduce their fee. Jeff Catoe reviewed the budget, attached as Schedule A, line item by line item. He reviewed the number of staff needed for the program and the future growth of the program. He stated that the Stormwater Advisory Committee will help prioritize capital projects for the Stormwater program in the future. Kim Hill noted that there is an error in the proposed budget, which is attached as Schedule A. The error is for Health/Life Ins under the Budget Full Year. She stated that the number should actually be \$63,375. Jeff Catoe explained that the Contractual Services in the proposed budget is high for the first year due to start-up costs. One of the Department of Health and Environmental Control (DHEC) requirements is mapping the area, which is funded under Contractual Services, and the County has only completed about 1/3 of the mapping that is required. He stated that, in the future, the amount in Contractual Services should come down, but it will not go away completely. Terry Graham stated that residents have to be able to see what they are getting for the seventy-five dollar (\$75) fee. The Committee members and staff discussed their concerns regarding the commercial fee and its impact on businesses. Jeff Catoe explained that the staff researched other counties and their programs and fees and Lancaster County's fee is an average of what other counties are charging. The Committee discussed various fee amounts and its impact on the proposed budget and its impact on the level of service. John McCain stated that communication will be key for businesses to understand the commercial fees.

Terry Graham moved that the Stormwater fee be changed to sixty dollars (\$60) and that the change be moved to full Council with a favorable recommendation from the Administration Committee. There was no second to the motion and so the motion died. The Committee agreed that there would be no recommendation, favorable or unfavorable, from the Administration Committee regarding the Stormwater ordinance. Billy Mosteller left the Committee meeting.

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EMS Stretcher Fleet Assessment.

Steve Willis explained that some stretchers failed inspection. The staff is recommending that 3 stretchers be replaced now and the others will be replaced as the ambulances are replaced. Steve Willis noted that the old stretchers will be moved to and used by the Coroner's office. Kim Hill stated that it would be best for the money for the stretchers to come out of the General Fund fund balance, but a budget amendment will be required.

Terry Graham moved that the replacement of three (3) stretchers for EMS be moved to full Council with a favorable recommendation from the Administration Committee. Seconded by Steve Harper. The motion passed by unanimous vote of 3-0.

Adjournment

Terry Graham moved to adjourn the Administration Committee meeting. Seconded by Steve Harper. The motion to adjourn the Administration Committee meeting passed by a unanimous vote of 3-0. The Administration Committee adjourned at 11:35 a.m.

Respectfully Submitted:

Approved by the Administration Committee

Sherrie Simpson
Clerk to Council

Charlene McGriff, Chairwoman

Agenda Item Summary

Ordinance # / Resolution#:

Contact Person / Sponsor: Lee Weeks

Department: Delinquent Tax

Date Requested to be on Agenda: 9/14/2017

Issue for Consideration:

To enter into discussions or agreement to contract with American Financial Credit Services, Inc. (AFCS) for their services in regards to collecting and or resolving outstanding Business Personal Property (BPP) taxes.

Points to Consider:

As of 8/30/17 there are 4380 outstanding BPP tax bills, of which 1592 debts submitted to the Set Off Debt Program (2788 not submitted). AFCS will skip trace, then attempt to contact these businesses to resolve nonpayment of taxes. Likely that most businesses are closed and or haven't filed the paperwork necessary to notify DOR or Auditor. Reviewed 2010 as test and found that 84% of tax bills were estimated bills. Cannot use Set Off Debt for: 1) Out of State 2) LLC's 3) Corporations. AFCS has pledged to inform taxpayers of the steps they should take to correct bills that are estimated or no longer open.

There is no feasible way our staff of four could perform the research and make the phone calls to properly attempt collection of some many tax bills on a routine basis.

Funding and Liability Factors:

AFSC will receive payment through inclusion of a 20% premium paid by the debtor in addition to what's owed to the County. County will receive full payment and no adjustment required. Initially will need to mail a 30 day notice to debtor. This is to allow the taxpayer to make payment to avoid collection by outside party. Code 12-4-340 authorizes outside collection agency to collect on our behalf.

Council Options:

Basically, options are to use AFCS's service or choose not.

Recommendation:

To use AFSC's services for a period of time, perhaps one or two years, and determine if the services are worthy of pursuing for longer use.

Government Revenue Solutions

American Financial Credit Services (AFCS) provides revenue solutions for a variety of government debt, including taxes, fines, child support, transportation-related fees and more. Regardless of your population size, our solutions offer consistent levels of services across the spectrum of small towns, large counties, and state agencies. AFCS is an ethically and financially sound firm, conducting operations in full compliance with all federal and state regulations (IN, OH, IL, KY, SC and FL). Your citizens are treated with respect and support, while being mindful of your desire to professionally represent their interests.

We created our County Delinquent Personal Property Tax program (at no cost to the county) after being approached by Indiana County Treasurers who were looking for new options to increase recovery. As a result, we now assist a variety of local governmental entities with managing and collection delinquent receivables, returning over \$76,000,000 to Indiana's Counties since inception.

Program Features

Our financial performance is determined by a dedicated management and government team within AFCS. Our debt management professionals have a specialized working knowledge of government needs and are capable of addressing the complex regulatory requirements for government agency collections. Taking a customized approach to the following areas, enables AFCS to deliver superior results:

- Delinquent Personal Property Tax Collection
- Local Income Tax Collection
- Child Support Fee Recovery
- Court Fines and Fee Collection
- Publicly-owned Utilities & Hospital AR Solutions
- Correctional Probation Fee Collection
- Demand Notice Letter Service

Benefits and Outcomes

- All accounts are skip-traced, contacted by letter and telephone free of charge.
- Municipalities receive reports providing feed back on account activity to facilitate update of databases and tax files. Finance officials and staff are given internet access to view/audit all accounts.
- Taxpayers can access our webpage to ask questions, make payments or use our internet check system.
- If you are using a local attorney, our process is designed to complement their efforts.
- Our services are free of charge for all government clients.

For more information and testimonials,
please visit us at: <http://www.afcsolutions.com/rece-gov.html>

About AFCS: At American Financial Credit Services (AFCS) you get the advantage of fully integrated interactive technologies supporting online bill payment, internet client access to view accounts, state-of-the-art power dialing, hands-free skip tracing, electronic remittance and electronic funds transfer just to name a few. To schedule a consultation, please contact 1-888-317-2327.

**AMERICAN FINANCIAL
CREDIT SERVICES, INC.**


PREVENTION • RECOVERY • MONITORING

Agenda Item Summary

Ordinance # / Resolution#:

Contact Person / Sponsor: Kimberly Hill

Department: Finance

Date Requested to be on Agenda: Administration Committee 9/12

Issue for Consideration:

This is an update on where we stand with the Hospitality Tax collections.

Points to Consider:

Council Chairman Harper requested an update on the funds we've received since we began collecting at the start of calendar year 2017.

Council enacted the Hospitality Tax last fiscal year. This tax is equivalent to 2% on the sales of prepared meals and beverages sold in establishments within the County except where a municipality had already enacted their own tax. The funds collected are restricted per state law for the below purposes:

SECTION 6-1-730.

- (1) tourism-related buildings including, but not limited to, civic centers, coliseums, and aquariums;
- (2) tourism-related cultural, recreational, or historic facilities;
- (3) beach access and renourishment;
- (4) highways, roads, streets, and bridges providing access to tourist destinations;
- (5) advertisements and promotions related to tourism development; or
- (6) water and sewer infrastructure to serve tourism-related demand.

We had previously discussed using funds towards a Sports Complex in future years, although no official vote of Council was taken yet.

Funding and Liability Factors:

We have budgeted for some usage of these funds this fiscal year including \$150,000 for the Lindsey Pettus Greenway and \$50,000 for an architect to develop plans on the Recreation Complex.

Council Options:

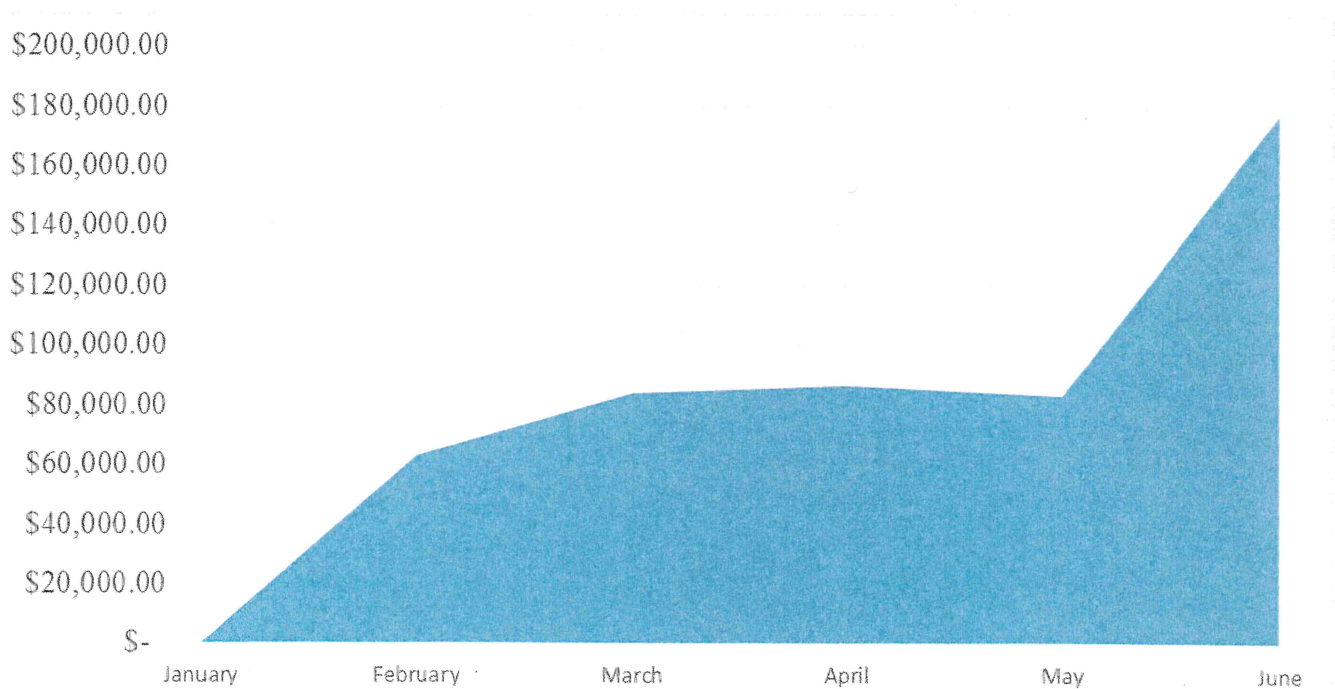
This is just an update.

Recommendation:

N/A

Hospitality Tax Collections January-June 2017:

Total: \$494,612



Per our ordinance we collect monthly, quarterly, and annual payments depending on the amount of the remittance which may result in higher year end collections.

FY18: In the process of taking in July collections

Total: \$82,092 at the time this report was generated

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space upon one hundred eighty (180) days written notice being provided to the Owner/Landlord.

3. The terms and conditions of the final lease shall be negotiated, reviewed and approved by the County Attorney prior to execution by the Administrator.
4. The County Administrator, working in conjunction with the county's departments impacted by this Resolution so as to arrange configuration of the premises and provide the most effective and efficient use of the property for the benefit and convenience of those citizens, residents and business interests located in Indian Land.

AND IT IS SO RESOLVED

Dated this _____ day of _____, 2017

LANCASTER COUNTY, SOUTH CAROLINA

Steve Harper, Chair, County Council

Larry Honeycutt, Secretary, County Council

Attest:

Sherrie Simpson, Clerk to Council



Resolution No. 0968 – R2017

(Priority for First Two Capital Projects – Animal Shelter & Fleet Operations Center)

Proposed Schedule

A. Animal Shelter

1. September 15, 2017 – RFQ for animal shelter architect released.
2. October 15, 2017 – Receive architects' packets.
3. November 1, 2017 – Committee reviews packets/interviews/selection of architect.
4. December 1, 2017 – Architect presents conceptual drawing & cost estimate.
5. December 11, 2017 – Council considers drawings and cost estimate.

(Should the cost be above any cost estimate that Council deems reasonable, the architect can be instructed either to redesign project or be released from assignment and paid for services rendered.)

B. Fleet Operations Center

1. October 1, 2017 – Design/Build RFQ for fleet operations center released.
2. November 15, 2017 – Receive Design/Build teams' packets.
3. December 1, 2017 – Committee reviews packets/interviews/selection of D/B team.
4. January 1, 2018 – D/B team presents conceptual drawing and "turn key" cost estimate.

(Perception Builders previously has presented to the I&R Committee a conceptual drawing of the facility with an estimated cost of \$2.25 Million Dollars. These drawings & cost estimates may/may not be used by the selected D/B team in its 1/1/18 assignment.

5. January 8, 2018 – Council considers drawings and "turn key" cost estimate.

Funding Decisions

- A. January 11, 2018 – Administration Committee receives full briefing on the combined "turn key" cost of both projects, options for funding and bonding information from Finance/Budget/McNair. Recommendation made.

- B. January 22, 2018, February 12, 2018 and February 26, 2018 – Council has 3 readings of an ordinance that approves the design/cost estimates of both projects.**
- C. January 22, 2018, February 12 and February 26, 2018 – Assuming that Council elects to bond the cost of the projects, Council has 3 readings of an ordinance that approves the funding of the two projects.**

(During the January/February, '18 time frame, Council will have the option of speeding up the design process by approving a bridge loan from the county's Fund Balance.

Site(s) Selection

Because of the excessive cost of the Cauthen property (64 acres), the I&R Committee has made the decision not to pursue the purchase of that property for either the animal shelter of the fleet operations center.

There have been discussions by the I&R Committee about locating the new animal shelter on the county-owned property where now sits the farmers market on Highway 9.

There have been discussions by the I&R Committee about locating the new fleet operations center either in front of or to the rear of the present garage.

Beginning in October, 2017, the I&R Committee will receive briefings, information and professional advice about the suitability of either/both of these locations for the two projects and/or alternative locations, including the cost of purchase and determination of soil quality and clearing/grading costs.

It is anticipated that the I&R Committee would have a recommendation on all aspects of the site(s) prior to December 31, 2017 for presentation to Council on January 11, 2018.

General Fund:

Item	Cost	Funding Source
Fire Study	\$49,800	Fund Balance
Easement	\$20,000	Fund Balance
3 Replacement Stretchers—EMS	\$45,200	Fund Balance
Skid Steer—Public Works	\$110,000	Fund Balance for \$80,000 & \$30,000 estimated from trade-in
EMS Vehicle	\$60,000	Fund balance—received \$19,000 in insurance last year which rolled into fund balance because it came so late in the year
DSS Grant Match	\$1,219,740	Fund Balance--Will be seeking partial reimbursement from the state
Architect—Animal Shelter/Fleet	Unknown	Fund Balance—structures to come from bond
Indian Land Satellite Site	John working on utility estimates	Some to pay from stormwater fund

Other Funds:

Stormwater	Will wait until after third reading to include total	Stormwater Fee(s)
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Agenda Item Summary

Ordinance # / Resolution#:	Budget Discussion
Contact Person / Sponsor:	Steve Willis
Department:	Administration
Date Requested to be on Agenda:	September Administration Committee

Issue for Consideration:

Capital acquisition (vehicles) for EMS and Roads and Bridges.

Points to Consider:

EMS – we propose to acquire a new Quick Response Vehicle using a combination of insurance proceeds and fund balance. The insurance was from a wrecked ambulance that was replaced as part of the normal rotation. The replacement vehicle will be \$60,000 and we received \$19,000 in insurance late in June. The request is for \$41,000 from fund balance.

Roads and Bridges – we propose to acquire a new skid steer unit using a combination of proceeds from old equipment (sale of old motorgrader) and fund balance. The skid steer unit is \$110,000 and we anticipate receiving \$30,000 from the sale of the motorgrader. The request is for \$80,000 from fund balance.

As information we anticipate replacing a wrecked Coroner's transport unit utilizing insurance proceeds and available vehicle funding.

Funding and Liability Factors:

Outlined above.

Council Options:

Approve or deny the request for inclusion in the budget amendment.

Staff Recommendation:

Approve the request.

Committee Recommendation:

To be determined.