

Lancaster County Council Infrastructure and Regulation (I & R) Committee Regular Meeting Agenda

Tuesday, November 13, 2018

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

1. **Call to Order Regular Meeting – Committee Chair Larry Honeycutt** 3:00 p.m.
2. **Approval of the agenda** *[deletions and additions of non-substantive matters]*
3. **Citizens Comments**
4. **Approval of Minutes from the October 9, 2018 I&R Committee regular meeting – pgs. 2-7**
5. **Discussion / Action Items**
 - a. **Resolution 1028-R2018 regarding the Authorization to Design And Construct a Fleet Maintenance Facility**
Resolution Title: A Resolution To Authorize And Approve The Administrator And All Necessary Staff To Move Forward With All Processes And Procedures Consistent With The Lancaster County Procurement Code For The Design And Construction Of A Fleet Maintenance Facility. – *Steve Willis/Nicholas Miller – pgs. 8-30*
 - b. Updated Airport Capital Improvement Plan (ACIP) for Lancaster County Airport – McWhirter Field (LKR). – *Steve Willis/Paul Moses – pgs. 31-32*
 - c. Discussion of 2019 calendar (Final adoption will be held at the November 26th Council Meeting) – *Steve Willis – pgs. 33-38*

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



Members of Lancaster County Council
I & R Committee

Larry Honeycutt, District 4, Chairman
Terry Graham, District 1
Billy Mosteller, District 3

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Minutes of the Lancaster County Council Infrastructure and Regulation (I & R) Committee Regular Meeting

101 N. Main Street, Lancaster, SC 29720

Tuesday, October 9, 2018

Committee Members present were Larry Honeycutt, Terry Graham and Billy Mosteller. Council member Steve Harper was also in attendance. Also present were County Administrator Steve Willis, County Attorney John Weaver, Clerk to Council Sherrie Simpson, Planning Director Penelope Karagounis, Procurement Director Nicholas Miller, Budget Analyst Kim Belk, Director of Public Works Jeff Catoe and various department heads and citizens. A quorum of the Lancaster County I & R 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 posted in the lobby of the County Administration Building and also on the county website for the required length of time.

Call to Order

Committee Chairman Larry Honeycutt called the Infrastructure and Regulation (I & R) Committee meeting to order at approximately 3:00 p.m.

Approval of the Agenda

Billy Mosteller moved to approve the agenda. The motion was seconded by Terry Graham. The Committee approved the agenda by unanimous vote of 3-0.

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Citizens Comments

Mitch Lucas, representing the Town of Kershaw, spoke regarding potential plans for the Kershaw Library and the potential donation of the Wells Fargo bank building.

Approval of Minutes

Terry Graham moved to approve the minutes from the August 14, 2018 I & R Committee regular meeting. The motion was seconded by Billy Mosteller. The approval of the August 14, 2018 I & R Committee regular meeting minutes passed by unanimous vote of 3-0.

Discussion / Action Items

Second Amendment to the Bretagne Development Agreement (Applicable Only to Phase 7).

John Weaver explained that the Bretagne Development was a seven (7) phase subdivision and that the only section left to build out in the Bretagne Development is Phase 7. He noted that the Planning Commission has not yet heard this proposed Amendment. He stated that Council needs to determine the roof top fee for the Development Agreement. He further stated that the developer is proposing a three thousand five hundred dollar (\$3500.00) per house roof top fee and that there are one hundred eight (108) lots in the development. He noted that the developer would like to pay the fee in two (2) installments. He further noted that the Committee would discuss the details of the proposed roof top fee in Executive Session.

Penelope Karagounis reminded the Committee that this item is not a Planned Development District (PDD) but rather a Second Amendment to an existing Development Agreement. She explained that the Planning Department has been collecting easements along Sugar Creek for the Carolina Thread Trail. She provided a map for the Committee members, which is attached as Schedule A. She stated that she is requesting that one thousand five hundred dollars (\$1500.00) of the three thousand five hundred dollar (\$3500.00) per house roof top fee be designated for construction of the Carolina Thread Trail.

The Committee Chairman noted that the Committee would save their questions for Executive Session. Penelope Karagounis noted that this Second Amendment to the Bretagne Development Agreement is on the October 16, 2018 Planning Commission agenda, at which time there will be a public hearing.

Upcoming improvements to Buford Battleground.

Ken Obriot, President of the Friends of Buford Battleground (FBB), explained that improvements have been made to the Buford Battleground over the past several years. He further stated that the Buford Battleground is planned to be a part of the Liberty Trail, which is sponsored by the Civil War Trust. He noted that the Liberty Trail will tie together many of the South Carolina battlefields. He explained that the FBB hope to continue to provide improvements and upgrades to the Buford Battleground so that it can be an exemplary part of the Liberty Trail. He stated that these

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improvements would need to be completed in phases. He provided four (4) handouts, which are attached as Schedule B (a map, the Buford Massacre Battlefield Landscape Improvement Program, "The Liberty Trail: The Southern Campaigns of the Revolutionary War" and a brochure of The Buford Massacre). He stated that he hoped that the Committee and Council would consider helping fund the potential projects to the Buford Battleground in the future. Steve Willis stated that the County will be working on this funding as part of the annual budget each year.

Capital Projects Update.

Nicholas Miller stated that the Animal Shelter project is getting ready to go out to bid and that the bids should be back in to the County by or before Thanksgiving.

He explained that staff needs guidance on the Fleet Maintenance Garage. Steve Willis reviewed the history of the discussions on the Garage. He stated that staff needs to know if Council wants a light repair shop versus a repair facility. Billy Mosteller suggested that a Workshop be held so that Council can make decisions regarding the Garage and provide the necessary guidance to the Procurement Director. Terry Graham noted that there is not a consensus as to whether the County should add on to the existing building or just build a new building. Nicholas Miller explained that the architects are recommending building a new building, which they say is more cost effective. Terry Graham asked about the costs for outsourcing versus hiring full time employees. Steve Harper stated that outsourcing is the way of the future due to specialized/computerized equipment. Terry Graham moved that there be no further action taken or money spent on the Fleet Maintenance Garage until a full Council Workshop has been held for this project. The motion was seconded by Billy Mosteller. The motion passed by unanimous vote of 3-0.

Nicholas Miller provided an update on the various library projects and stated that the projects are moving forward. Terry Graham asked for a breakdown of how the money was going to be spent in regards to the three library branches. Nicholas Miller stated that the main branch would receive about three point three (3.3) million dollars, that the Kershaw branch would receive about six hundred and eighty thousand dollars (\$680,000.00), but that number is dependent on whether they receive the Wells Fargo building donation and if the library is moved from its current location, and that the Del Webb branch in Indian Land would receive approximately nine hundred thousand dollars (\$900,000.00) for upgrades. He noted that the remainder of the money was being held for fees and contingencies. Terry Graham stated that he is concerned that so much money is going to the Main branch since the Indian Land area is growing the fastest. Nicholas Miller explained that the Del Webb expansion is limited due to restrictions for that building and that no further expansions can be completed beyond this current expansion. He and Council discussed the restrictions for the Del Webb branch. He explained that the current expansion will double the size of the current meeting room. The Committee requested an update on the libraries at the next I & R meeting. Steve Harper asked if staff could move forward with the Del Webb expansion since that expansion is fixed and will not change. John Weaver stated that there is nothing that says that the money has to be spent on all three (3) projects all at once and that there is no restriction that prevents Council from being able to move forward on the Del Webb expansion while waiting on the other two projects to be finalized. Billy Mosteller moved that the County move forward with the expansion of the Del Webb library only and send the request to proceed with the expansion

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forward to the Administration Committee with a favorable recommendation from the I & R Committee. The motion was seconded by Terry Graham. The motion passed by unanimous vote of 3-0.

Nicholas Miller stated that the EMS Headquarters is in the final phase of drawings and is set to go out to bid in October. He noted that the cost estimate to bring the building up to code so that EMS Station 2 can also be in that building is approximately one point five (1.5) million to two (2) million dollars. Steve Willis explained that it would just be cheaper to build a new station so, unless Council directs otherwise, staff will not be moving forward with including EMS 2 in the Headquarters building.

As for the Barnett Medical Building, Nicholas Miller explained that the County has taken over the building but that there is a roof problem due to the hurricane and a mold abatement needs to be completed, which will occur under emergency procurement. He stated that before a design consultant is brought in, Council needs to determine which departments will be using the building. He stated that the roof repair estimate is approximately/not to exceed sixty-eight thousand dollars (\$68,000.00), which does not include the mold abatement. Billy Mosteller moved that, regarding the Barnett Medical Center Building and future plans to occupy the building, any and all discussions, steps and funding necessary to move forward with occupancy decisions by staff or other third parties be delayed until a specified representative of the Department of Health and Environmental Control (DHEC) is identified by name and title and that the person named has the authority to commit to the design configuration and square footage requirements needed for the Lancaster County Health Department's occupancy. Additionally, in conjunction with this motion, he moved that the Procurement Director take steps consistent with our Procurement Code to obtain the professional services of a qualified and experienced interior design consultant so as to assist and recommend to both Lancaster County and DHEC the appropriate renovations and estimated costs necessary to meet the occupancy needs of DHEC/Lancaster County Health Department. He stated that the motion is intended to authorize the funding necessary to obtaining the professional services. The motion was seconded by Terry Graham. The motion passed by unanimous vote of 3-0.

Nicholas Miller stated that the EMS substation project on Old Bailes Road is in its infancy. He noted that he has received two (2) quotes for architectural design. He noted that the land is going to require some site work. Larry Honeycutt explained that this substation was being built with roof top fee money. Steve Harper stated that the building design needs to be basic. Nicholas Miller stated that EMS has requested a conference room in the building.

Steve Willis stated that the Airport has received a Preliminary Engineer's Estimate on the Apron Expansion and Hangar project and he provided handouts regarding this project, which are attached as Schedule C.

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Report on Subdivision Roads.

Steve Willis stated that the Public Works Department commissioned a study of subdivision roads in Lancaster County. He stated that Public Works will be asking for road preservation money in their upcoming fiscal year 2019-2020 budget.

Jeff Catoe stated that the road system in Lancaster is now closed and that now there are more paved roads in the County than gravel. He noted that this fact means that the Public Works Department will need to change and that the Department will need a pavement preservation plan. He explained that he will be requesting money in the upcoming budget for a pavement preservation program.

Staffing Review for Stormwater Program.

Jeff Catoe explained that Scott Edgar, the Stormwater Engineer, could not be at the meeting but that he is requesting to move money around in his budget so that he can hire an additional employee. The Committee was presented with a revision for the staffing review, which is attached as Schedule D. Terry Graham moved to allow for the reallocation of funds within the Stormwater budget so that an additional employee can be hired as long as it does not change the bottom line of the Stormwater budget and that the request be moved to the Administration Committee with a favorable recommendation from the I & R Committee. The motion was seconded by Billy Mosteller. The motion passed by unanimous vote of 3-0.

Encore paper and litter.

Larry Honeycutt stated that the Encore litter needs to be stopped and that they are working on trying to get it stopped.

Executive Session

Billy Mosteller moved to go into Executive Session to discuss a contractual matter pursuant to SC Code Section 30-4-70(a)(2). The motion was seconded by Terry Graham. The motion to go into Executive Session passed by unanimous vote of 3-0. The Committee went into Executive Session at approximately 4:09 p.m.

Billy Mosteller moved to come out of Executive Session. The motion was seconded by Terry Graham. The motion to come out of Executive Session passed by unanimous vote of 3-0. The Committee came out of Executive Session at approximately 4:37 p.m.

Upon returning to open session, Attorney John Weaver noted that Council received a contractual matter briefing on Bretagne 7 during Executive Session. He stated that during the course of that briefing, no decisions were made and no votes were taken.

Regarding the Bretagne Phase 7 proposed Second Amendment to the Development Agreement, Terry Graham moved that the proposal of the developer be rejected as written and that the three

thousand five hundred dollar (\$3500.00) roof top fee be accepted by Lancaster County subject to the following terms and conditions: (1) It is proposed that there will be one hundred eight (108) houses built in Phase 7 and in multiplying that number by three thousand five hundred dollars (\$3500.00), it totals three hundred seventy-eight thousand dollars (\$378,000.00), and this sum will be the minimum amount acceptable to Lancaster County even if the developer's plans result in a lower number of houses; (2) of the three hundred seventy-eight thousand dollars (\$378,000.00), fifty percent (50%), or one hundred eighty-nine thousand dollars (\$189,000.00), shall be due from the developer not later than forty (40) days following the 3rd Reading approval of the 2nd Amendment to the Development Agreement; and (3) the fifty percent (50%) balance, one hundred eighty-nine thousand dollars (\$189,000.00), shall be due in full at the earlier of these two (2) occurrences: (a.) the sale of any parcel within Phase 7 by the developer to any 3rd party or the transfer of Development Rights by the developer to any 3rd party; or (b.) by June 30, 2019. The motion was seconded by Billy Mosteller. The motion passed by unanimous vote of 3-0.

Larry Honeycutt stated that, as to the request for funding for construction of the Carolina Thread Trail in Phase 7, he believed that the request is premature at this time and that any decision made once the roof top fees have been paid can be made in conjunction with next year's annual budget.

Adjournment

Billy Mosteller moved to adjourn the meeting. The motion was seconded by Terry Graham. The motion to adjourn passed by unanimous vote of 3-0. There being no further business, the I & R Committee meeting adjourned at approximately 4:39 p.m.

Respectfully Submitted:

Approved by the I & R Committee

Sherrie Simpson
Clerk to Council

Larry Honeycutt, Chairman

Agenda Item Summary

Resolution No.: 1028 -R2018

Contact Person: Steve Willis / Jeff Catoe

Department: Administration / Public Works

Date Requested to be on Agenda: I&R Committee – 11/13/18

Admin. Committee – 11/15/18

County Council – 11/26/18

Issue for Consideration: Whether or not it is appropriate for County Council to move forward with a final decision on the construction and the cost of a new Fleet Maintenance Facility?

Points to Consider: Council is aware that a presentation has been made to Council by the architects responsible for the design of the facility. The size and configuration is based upon the vehicle maintenance needs of the county in light of both the numbers and the sizes of the vehicles owned by the county. The present garage is forty (40) years old and has long ago surpassed its useful life, thereby making renovation and/or expansion not a viable alternative. Additionally, present day safety requirements cannot be met in the garage's present condition.

Funding Factors: The Administrator and the Procurement Director have presented to Council realistic financial figures for a replacement facility. These numbers are based upon calculations made by professional advisors who have the expertise to support their recommendation based upon 2018 construction and labor costs. Contrast this to earlier estimates that were unsubstantiated and/or based upon construction and labor costs from times gone by – all having been provided without design details.

Recommendation: It is the recommendation of the Administrator, the Director of Public Works, the EMS Director, the Director of Emergency Operations and the Lancaster County Sheriff that the facility be approved for construction

STATE OF SOUTH CAROLINA
COUNTY OF LANCASTER

RESOLUTION NO: 1028-R2018

A RESOLUTION

TO AUTHORIZE AND APPROVE THE ADMINISTRATOR AND ALL NECESSARY STAFF TO MOVE FORWARD WITH ALL PROCESSES AND PROCEDURES CONSISTENT WITH THE LANCASTER COUNTY PROCUREMENT CODE FOR THE DESIGN AND CONSTRUCTION OF A FLEET MAINTENANCE FACILITY.

WHEREAS, the county's garage utilized for the maintenance of its government vehicles has proven over the years to be substantially inadequate to provide reasonable and necessary service to the various county departments to whom the maintenance staff provides vehicle services; and

WHEREAS, this forty year old garage and staff at present are charged with providing vehicle maintenance service for the following: 35 vehicles for the Administration, 66 vehicles for the county road crew; 14 vehicles for solid waste disposal, 13 vehicles and 18 ambulances for EMS; 29 vehicles and 88 fire trucks for Emergency Operations and Fire Service and 148 vehicles for the Office of the Sheriff, together totaling in excess of four hundred (400+) vehicles; and

WHEREAS, the county's outside design consultant, Pond Architects, has indicated the following life safety deficiencies exist in the antiquated garage, including: non-compliance with present building codes; unsatisfactory electrical, HVAC and plumbing components; all roof and metal systems have long exceeded their life expectancies; existing cracks and levelling issues with the concrete flooring and possible Hazmat issues yet to be determined; and

WHEREAS, the design team has provided several construction options to the county so as to insure adequate safety systems and specialized equipment known to be necessary for the workload; and

WHEREAS, reasonable cost estimates have been itemized to Council that include site preparation and improvements, design of mechanical and electrical utilities, slab foundation and building construction, including associated plumbing, HVAC, electrical, equipment and furnishings that, when combined total within a range of between \$3.291 Million Dollars and \$3.475 Million Dollars; and

WHEREAS, an original nebulous project budget of \$2.5 Million Dollars has proven to be inadequate in order to get the size and type of facility that will be necessary, not only for the present demands, but also to meet the future vehicle maintenance requirements as Lancaster County continues to blossom and grow in population and citizen services; and

WHEREAS, through the passage of Resolution No. 0968-R2017 on August 28, 2017 and Resolution No. 0980-R2017 on November 27, 2017 [a copy of each being attached], Council committed \$5.5 Million Dollars for the design and construction of the county's animal shelter and fleet maintenance garage; and

WHEREAS, as the animal shelter project moves forward at an estimated cost not to exceed \$2.8 Million Dollars, there remains only \$2.7 Million Dollars from the 2017 Resolutions with which to undertake the design and construction of the fleet maintenance garage, a shortage of between \$600,000 Dollars and \$775,000 Dollars; and

WHEREAS, Council has studied the options and considered the recommendations of the architects and, accordingly, Council has concluded that it would not be prudent and wise to try and renovate the present garage and simultaneously expand it with a new, modern addition. Rather, the best business practice and the most efficient and effective utilization of taxpayer dollars would be to design and construct a fleet maintenance facility that is free standing and fully removed from the present garage.

NOW, THEREFORE, BE IT RESOLVED by the Council of Lancaster County, South Carolina:

Section 1. The Administrator and his staff hereby are authorized to proceed with the design and construction of a new, free standing fleet maintenance garage consistent with the plans and recommendations submitted by Pond Architects.

Section 2. All aspects of the project shall be overseen by the Director of Procurement and shall be in conformity with the Lancaster County Procurement Code.

Section 3. The maximum all-inclusive cost of the fleet maintenance facility authorized by the Council shall not exceed Three Million Five Hundred Thousand (\$3,500,000.00) Dollars.

Section 4. Pursuant to Resolution No. 0980-R2017, funds necessary for the fleet maintenance facility shall be consistent therewith and Council authorizes the use of general fund monies or other funds on hand as a monetary source for the project.

Section 5. Without delay, the Administrator and his staff shall prepare a new Resolution that will serve as a supplement and amendment to Resolution No. 0980-R2017 that will increase the funding from \$5,500,000 to a maximum of \$6,300,000 so as to provide full funding for the fleet maintenance facility. That Resolution, likewise, will be drafted so as to be compliant with Section 1.150-2 of the U.S. Treasury Department Regulations.

SIGNATURES FOLLOW ON NEXT PAGE.

AND IT IS SO RESOLVED.

Dated this _____ day of _____, 2018.

LANCASTER COUNTY, SOUTH CAROLINA

[SEAL]

Steve Harper, Chair, County Council

Larry Honeycutt, Secretary, County Council

Attest:

Sherrie Simpson, Clerk to Council

Approved as to form:

John K. DuBose, County Attorney

STATE OF SOUTH CAROLINA)
)
COUNTY OF LANCASTER)

RESOLUTION NO. 0980-R2017

A RESOLUTION

RELATING TO THE DECLARATION OF INTENT BY LANCASTER COUNTY, SOUTH CAROLINA, TO REIMBURSE CERTAIN EXPENDITURES PRIOR TO THE ISSUANCE BY THE COUNTY OF ITS TAX-EXEMPT DEBT.

WHEREAS, the Internal Revenue Service and U.S. Treasury Department have promulgated Section 1.150-2 of the Treasury Regulations (the "Regulations") that authorizes an issuer to reimburse itself from the proceeds of tax-exempt debt; and

WHEREAS, Lancaster County, South Carolina (the "County"), anticipates incurring expenditures (the "Expenditures") related to certain capital improvements including but limited to constructing and equipping an animal shelter and a fleet facility (the "Project") prior to the issuance by the County of tax-exempt debt for such purpose; and

WHEREAS, the County intends to fund the Project from proceeds of tax-exempt debt not to exceed \$5,500,000; and

WHEREAS, the Regulations require that the governing body of the political subdivision declare an official intent to reimburse an expenditure prior to the incurrence of the expenditure.

NOW, THEREFORE, BE IT RESOLVED by the Council of Lancaster County, South Carolina:

Section 1. The County Council hereby declares that this Resolution shall constitute its declaration of official intent pursuant to Section 1.150-2 of the Regulations to reimburse the County from the proceeds of tax exempt debt of the County to be issued pursuant to South Carolina state law, for Expenditures with respect to the Project. The County Council anticipates incurring Expenditures with respect to the Project prior to the issuance by the County of its tax-exempt debt for such purposes.

Section 2. To be eligible for reimbursement of the Expenditures, the reimbursement allocation must be made not later than 18 months after the later of (a) the date on which the Expenditures were paid, or (b) the date the Project was placed in service, but in no event more than three (3) years after the original Expenditures.

Section 3. The Expenditures are incurred solely to acquire, construct or rehabilitate property having a reasonably expected economic life of at least one (1) year.

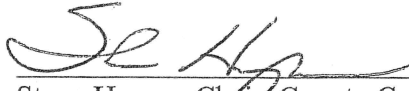
Section 4. The County Council hereby authorizes the use of general fund monies or other funds on hand as the source of funds for the Expenditures with respect to the Project.

Section 5. This Resolution shall be in full force and effect from and after its adoption as provided by law. This Resolution shall be made available for inspection during normal business hours by the general public at the offices of the County.

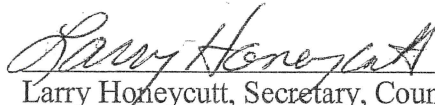
Adopted this 27th day of November, 2017.

LANCASTER COUNTY, SOUTH CAROLINA

[SEAL]

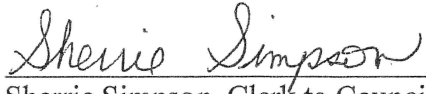


Steve Harper, Chair, County Council



Larry Honeycutt, Secretary, County Council

Attest:



Sherrie Simpson, Clerk to Council

STATE OF SOUTH CAROLINA)
)
COUNTY OF LANCASTER)

RESOLUTION NO. 0968-R2017

A RESOLUTION

TO ESTABLISH AS A PRIORITY THE FIRST TWO CAPITAL PROJECTS FOR LANCASTER COUNTY FROM AN EXISTING LIST OF KNOWN FUTURE CONSTRUCTION NEEDS.

WHEREAS, Lancaster County Council has charged the Administrator and his staff with determining the capital project needs of Lancaster County over the upcoming years; and

WHEREAS, in July, the Administrator presented to Council for its consideration a memorandum wherein the Administrator addressed with specificity the various constructions undertakings that would be of benefit to the citizens and residents of Lancaster County, a copy of that report accompanying, this Resolution, and

WHEREAS, after a review of the report and a full discussion by Council as to the capital needs that should receive priority, a determination has been made.

NOW, THEREFORE, BE IT RESOLVED that:

1. The capital project for Lancaster County having first priority has been established and shall be the design and construction of a new animal shelter;
2. The capital project for Lancaster County having second priority has been established and shall be the design and construction of a new fleet operations center;
3. Thereafter, the establishment of an updated priority list for additional capital projects shall be determined at a future date by Council as soon as practical;
4. The Administrator and all necessary staff members hereby are authorized to move forward in determining and reporting to Council without delay the anticipated “turn key” cost, the recommended location, the funding method(s), the likely design and construction schedule and all similar and relevant information regarding, first, the new animal shelter and, second, the fleet operations center.
5. Compliance with all aspects of the Lancaster County Procurement Code shall be mandatory.
6. Within thirty (30) days of this Resolution, a report shall be issued and presented by the Administrator during a regularly scheduled Council meeting as to the status of the

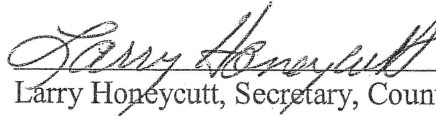
projects, including, but not limited to, what additional action, if any, is needed by Council so as to move these projects forward in a timely fashion.

AND IT IS SO RESOLVED


Dated this 28th day of August, 2017

LANCASTER COUNTY, SOUTH CAROLINA


Steve Harper, Chair, County Council


Larry Honeycutt, Secretary, County Council

Attest:

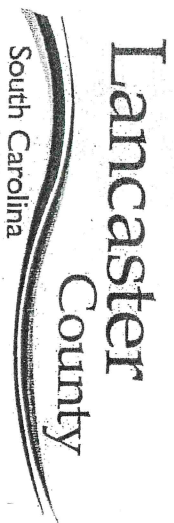

Sherrie Simpson, Clerk to Council



Lancaster County, South Carolina

Fleet Maintenance Operations:
Architecture & Engineering
(New Facility Program)

October 29th, 2018




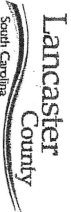
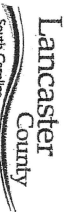
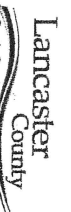
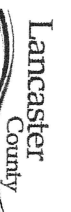
POND

Architects ■ Engineers ■ Planners

Recent Consulting History

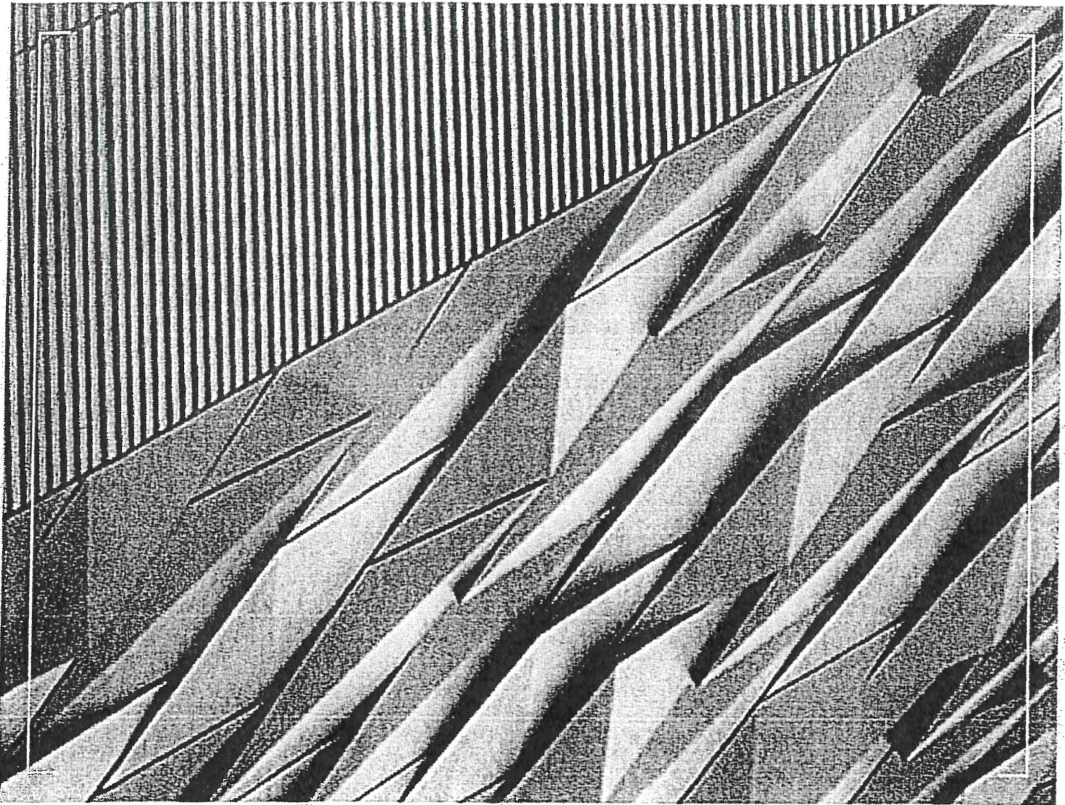
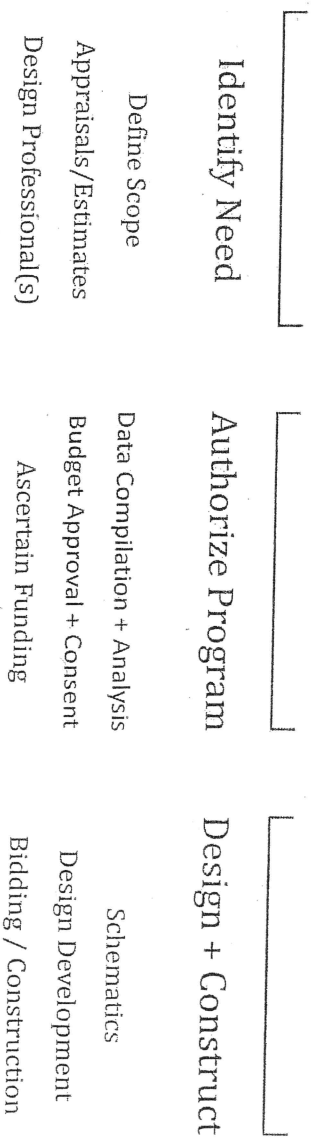
- Publicly solicited RFQ for Lancaster County Fleet Maintenance ("LCFM") Professional A&E Services via County procurement process
- Professional A&E services sourced subsequent to prioritization of funding for capital projects arranged as no.1 (animal shelter) and no. 2 (fleet maintenance); per County Resolution #0980, November 27th, 2017
- Solicitation awarded to Pond on February 22nd, 2018
- Initial funding support for LCFM set at nebulous project budget of \$2.5M, i.e., indeterminate of total scope: site work, design costs, construction fees, owner expenses
- Also, per Resolution #0980, a cumulative bond of General Fund monies authorized for \$5.5M between both priority no.1 (animal shelter) and priority no.2 (fleet maintenance) programs

LCFM: Internal Customer Base

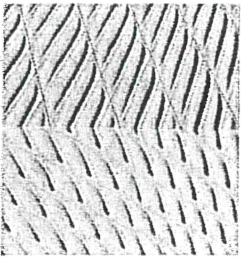
 <p>Brandon Elliott</p> <p>Fleet Maintenance, Director</p> <p>Administrative Fleet: 35 Vehicles</p> <p>*Staffing/safety concerns</p>	 <p>Jeffery Catoe</p> <p>Public Services, Director</p> <p>Roads & Bridges: 66 Vehicles</p> <p>Solid Waste: 14 Vehicles</p> <p>*Greatest space constraints</p>	 <p>Clayton Catoe</p> <p>EMS, Director</p> <p>13 Vehicles + 18 Ambulances</p> <p>*Highest workload consumption (time)</p>	 <p>Darren Player</p> <p>EOC + Fire Rescue, Director</p> <p>29 Vehicles + 88 Fire Trucks</p> <p>*Dedicated bay requirements</p>	 <p>Barry Faile</p> <p>County Sheriff</p> <p>148 Vehicles</p> <p>*Highest usage rate by volume</p>
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Fleet Maintenance: Project Approach

To design and construct a fleet maintenance facility with functions and capabilities to serve the spectrum of needs as it relates to Lancaster County's full inventory of vehicles and equipment. This includes, but is not limited to, Administrative fleet vehicles, Public Safety vehicles and apparatuses, and Public Works vehicles and heavy equipment.

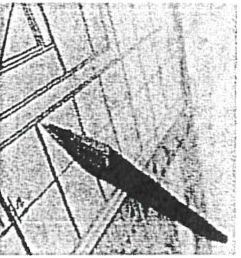


Project Design Services and Management



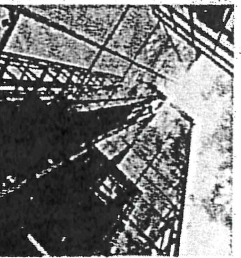
Strategic Planning

On-site Visit
Workflow Analysis
Engineering Inquiries



Data + Analysis

Inventory + Space
Feasibility Studies
Civil Sitework Discussion



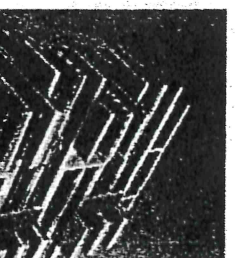
Schematic Design

Preliminary Budget
Generate Project Schedule
Evaluate Design Options



Design Development

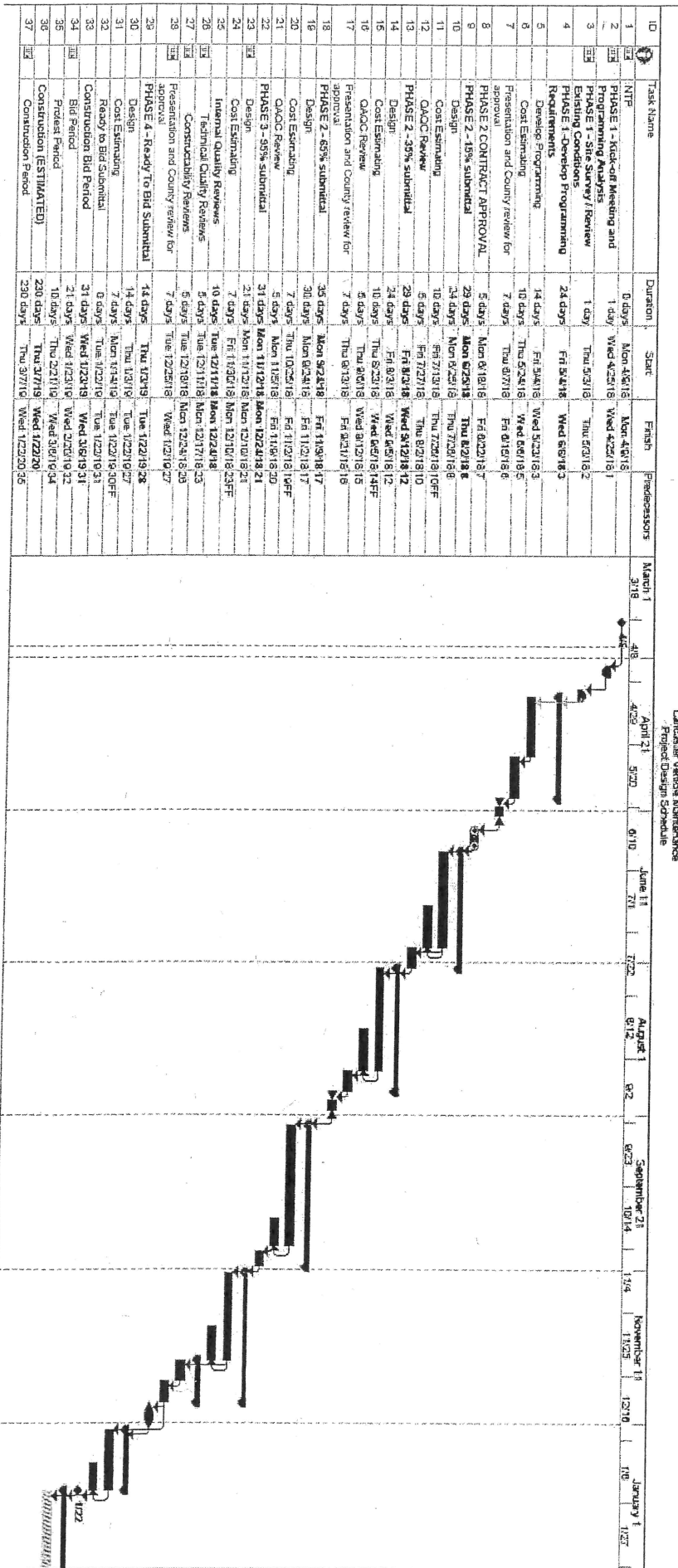
Final Architectural Design
Structural + MEP Drawings
Civil Engineering Design



Construction

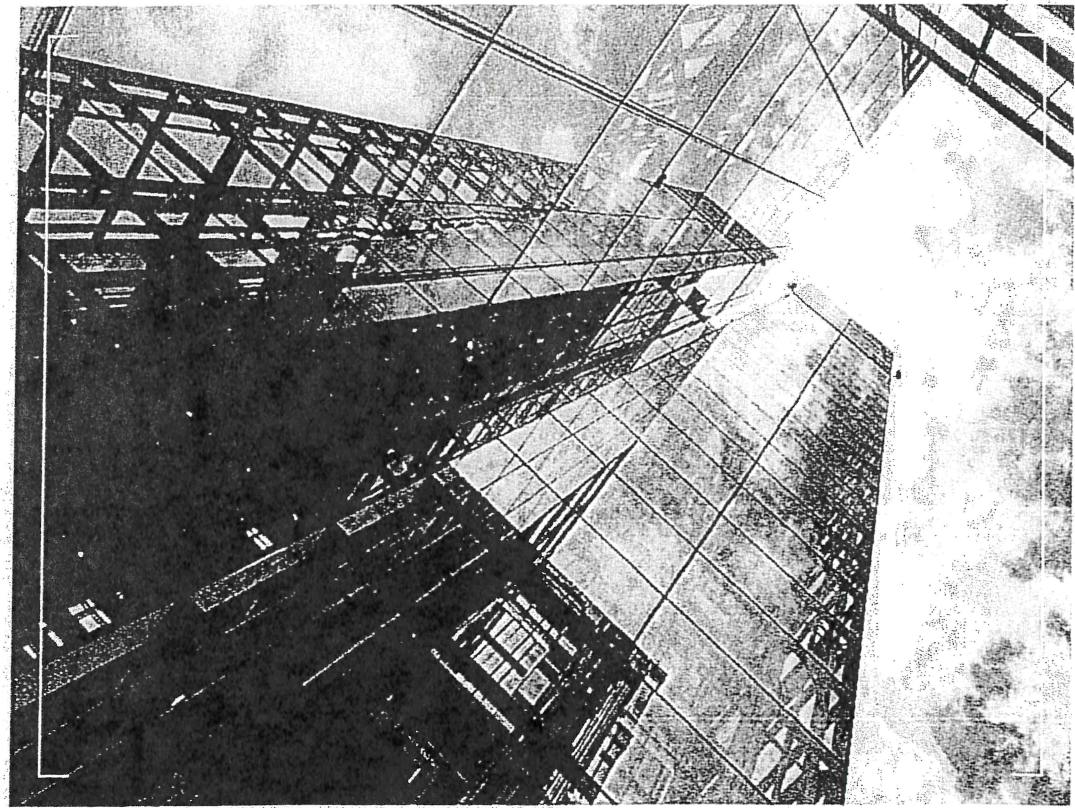
Review + Permitting
Public Bid
Construction Management

Proposed Project Schedule (Archetypal)



LCFM: Programming Details

Schematic Analysis and Facility Considerations:



Existing Conditions

- Current systems non-compliant with code and life safety practices
- Electrical, HVAC, plumbing, and building envelope are unsatisfactory for reuse
- Roof and metal systems have exceeded life expectancies
- Potential reuse of concrete slab, however, additional topping slab will need be applied due to levelling issues and cracks
- Hazmat, i.e., asbestos and LBP analysis have not been completed at this time

Programming

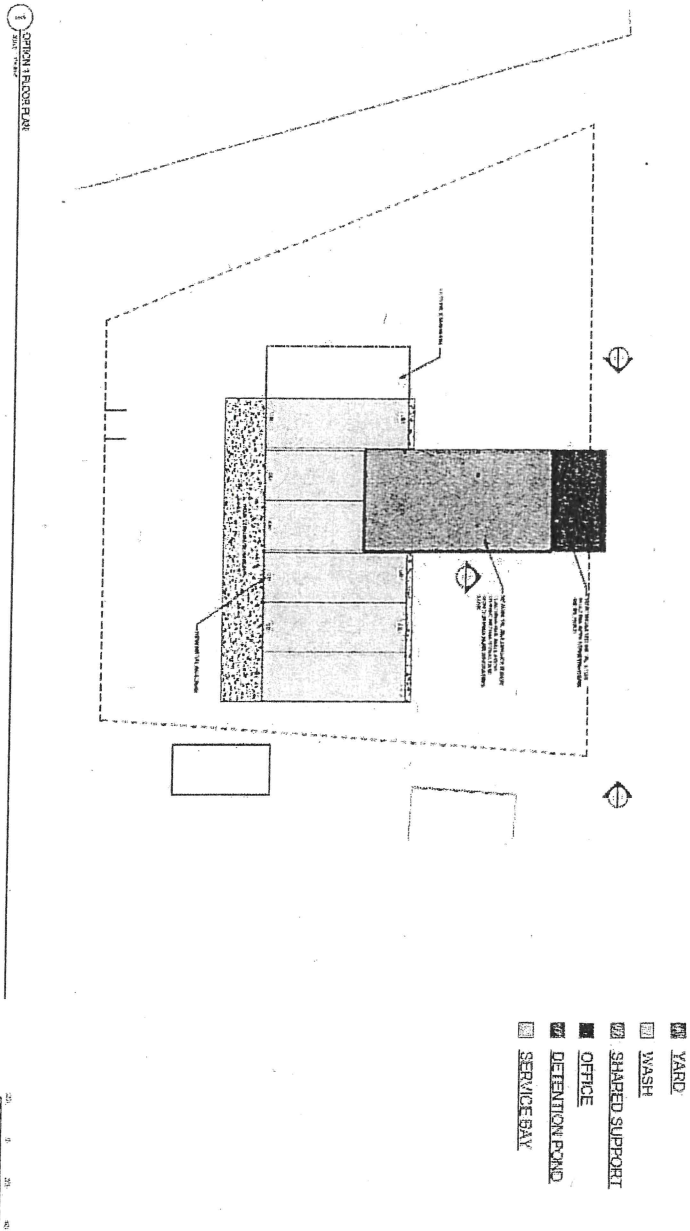
- Administrative Offices/Workspaces
- File Storage Room
- Conference/Break Room
- Parts Room
- Tire Storage
- Battery Charging Area
- Welding Area
- Wash Bay
- Service Bays (5)
- Petroleum, Oil, and Lubricant (POL) Room
- Generator
- Bathrooms (2)
- Lockers
- IT Server Room

Code Analysis

- Using 2015 IBC standards
- S-1 (Moderate Hazard Storage) + B (Business) Occupancy, Type IIB (unprotected)
- Allowable area is 17,500 sf., proposed program defines footprint as 15,763 sf.
- Per 903.2.9.1, building shall be equipped with automatic sprinkler system (current facility does not have one)
- Per International Fire Code (IFC), compressed gas shall be kept in secure location
- Per IFC, battery charging station shall be ventilated and secure
- Per IFC, welding area shall be separated by non-combustible partition and sprinklered

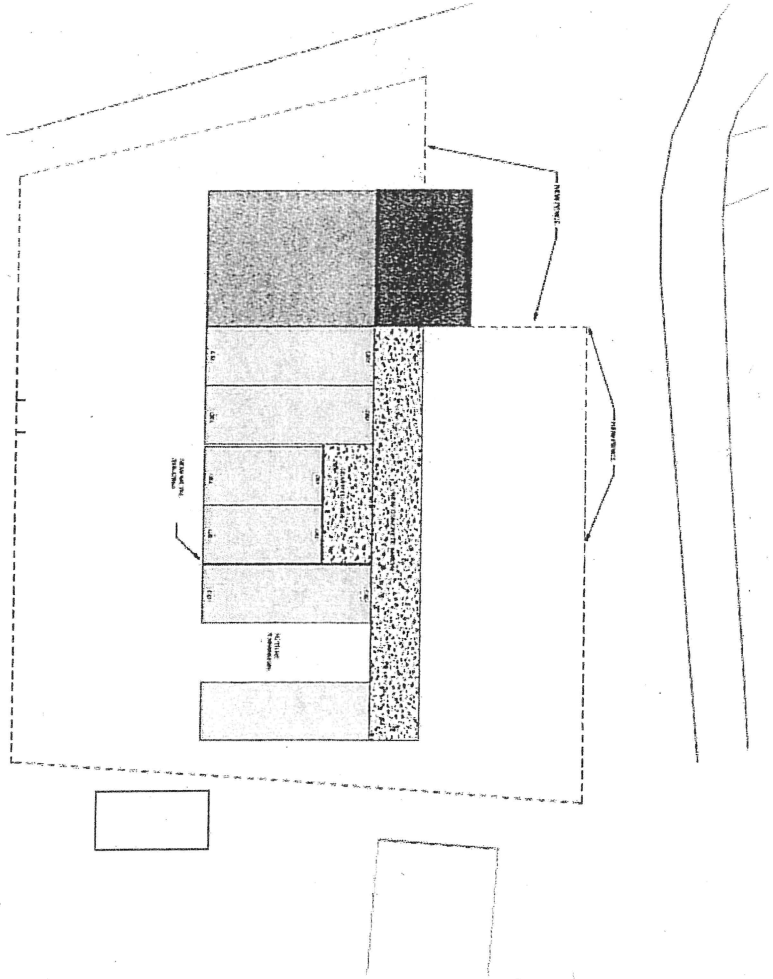
Design Option No. 1

Renovation + Addition Schematic



Design Option No. 2

New Construction Schematic



- YARD
- WASH
- SHARED SUPPORT
- OFFICE
- DETENTION POND
- SERVICE BAY

SCALE: 1" = 30'-0"

New Construction Aerial



Special Facility Considerations

Architectural and Engineering Inputs

Safety Systems

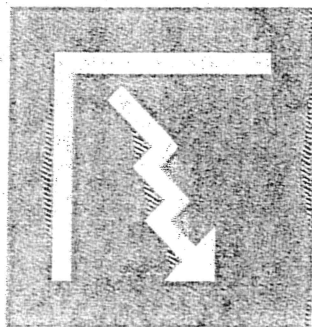
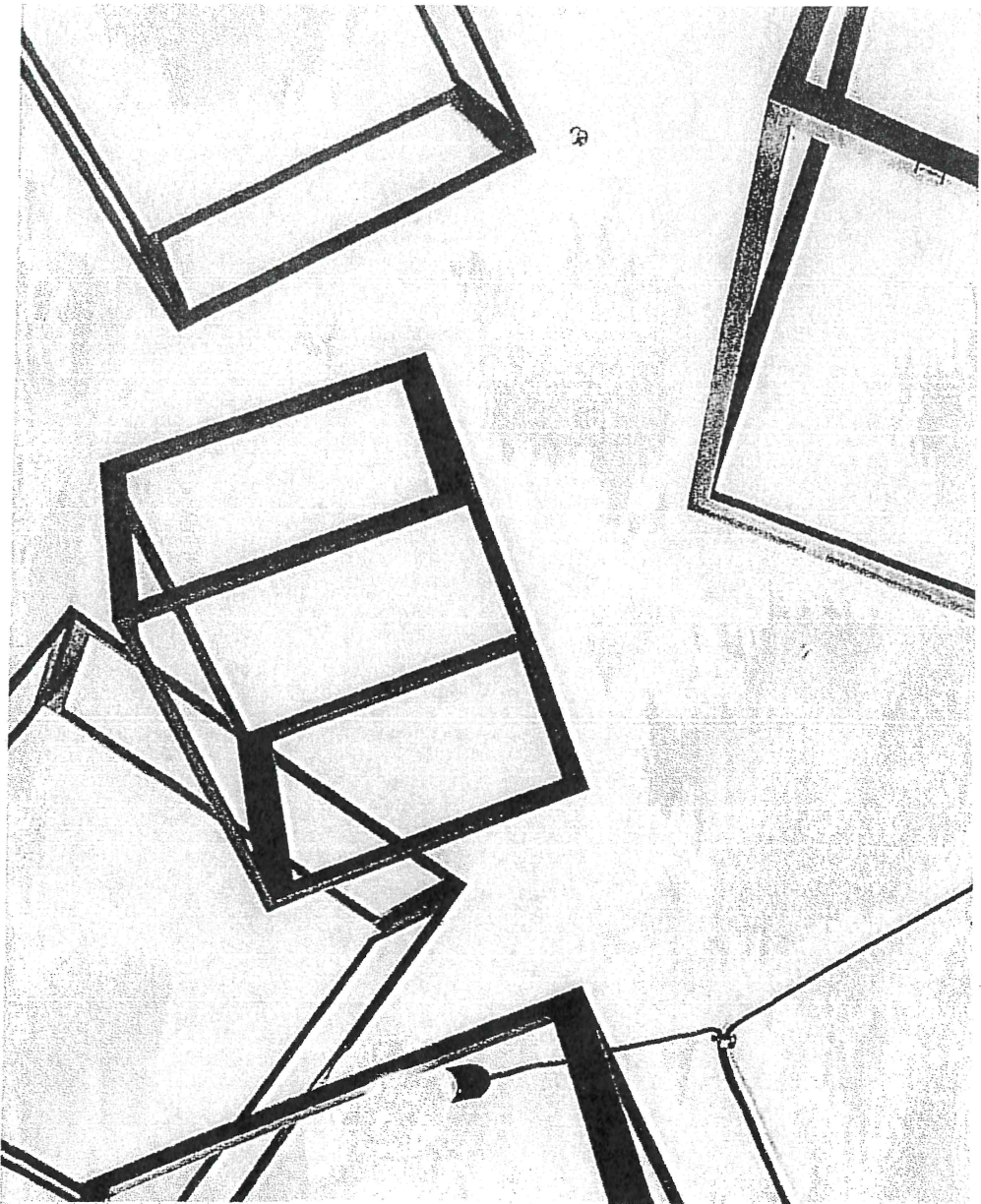
- Ventilation/Air Exhaust
- Temperature Controls
- Fire Suppression/Alarm
- Hazard Mitigation Areas
 - Welding
 - Batteries
 - POL
 - Tire storage
 - Eye wash station/shower
- Security System

Specialized Equipment

- Hydraulic Vehicle Lift(s)
- Air Compressor
- Drain Systems
- Tire Balancer/Mounter
- Chemical/Fluid Storage
- Welding
- Vehicle Circulation
- Wash Bay
- Secure Storage: Titles

Backup Generator

- Due to its subsidiary function of County Emergency Management Services and first responder departments, power at LCFM necessitates some level of auxiliary support
- Dependent upon decided systems to receive power, generator and/or transfer switch of some magnitude to be included with design



Wait...How Much?

Third party estimates are used as checkpoints to understand itemized cost drivers; they allow stakeholders to make informed decisions about design features as well as cost prohibitive options.

Cost Estimate Breakdown (Completed June 2018)

Construction

Option No.1: \$2,555,727
Option No.2: \$2,465,659

Considers slab foundation, walls & partitions, plumbing, HVAC, electrical, wiring, equipment, furnishings, and specialized construction

Civil

Option No.1: \$661,892
Option No.2: \$668,814

Considers site preparation, site improvements, mechanical utilities, and electrical utilities

Total*

Option No.1: \$3,475,029
Option No.2: \$3,291,196

*Includes contingencies, fees, permits, bid climate factors, and profit. Does not include design fees and owner's expenses.

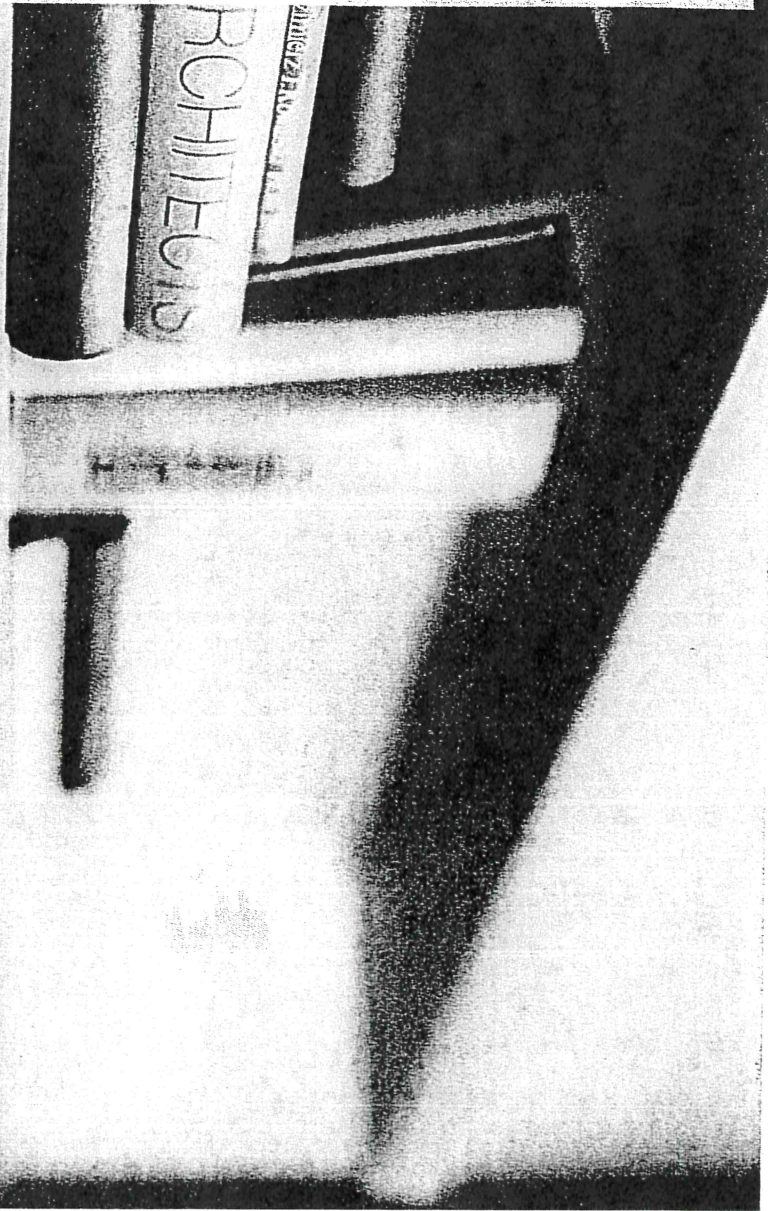
Lancaster County, South Carolina

Thank You

• Nicholas Miller

□ 803-285-6323

✉ nmiller@lancastercountysc.net



Agenda Item Summary

Ordinance # / Resolution#:	Discussion/ Action Item
Contact Person / Sponsor:	Paul Moses
Department:	Airport Manager
Date Requested to be on Agenda:	November I&R and Admin Comm./ November 26, 2018 Council meeting

Issue for Consideration:

Updated Airport Capital Improvement Plan (ACIP) for Lancaster County Airport – McWhirter Field (LKR).

Points to Consider:

This has been approved by the Airport Commission for recommendation to County Council. Paul Moses and Airport Engineer Ken Holt will be present to explain the projects and the benefits thereof.

If approved by Council this updated ACIP will be sent to the FAA Atlanta Office for inclusion in their database.

Also requested by the Airport Commission is Council authorization for the County Administrator to execute documents related to two projects; the pre-applications for the Apron Rehabilitation Construction and Terminal Area Plan.

Funding and Liability Factors:

The initial projects, up through Terminal Design, are the standard 90% federal, 5% state, and 5% local match. As you will note, the shares start to change when you are looking at buildings versus in-ground infrastructure and design work. These have been noted on the proposed ACIP.

Council Options:

Approve or reject the updated ACIP.

Staff Recommendation:

Approve the updated ACIP.

Committee Recommendation:

Airport Commission recommends approval. Council Committee recommendations are TBD.

Lancaster County Airport (LKR) Capital Improvement Plan (CIP) FFY 2020 - FFY 2024

FFY 2018 & FFY 2019 shown for reference

Federal Fiscal Year (FFY)	Project	Phase	Cost		FAA Share		SCAC Share		Sponsor Share
2018	Apron Rehabilitation	Design	\$131,496		\$118,346		\$6,575		\$6,575
	Total		\$131,496		\$118,346		\$6,575		\$6,575
	Entitlements		\$0	+	\$150,000	-	\$118,346	=	\$31,654
2019	Apron Rehabilitation	Construction	\$800,000		\$720,000		\$40,000		\$40,000
	Total		\$800,000		\$720,000		\$40,000		\$40,000
	Entitlements		\$31,654	+	\$150,000	-	\$720,000	=	-\$538,346
2020	Terminal Area Plan	Planning	\$90,000		\$81,000		\$4,500		\$4,500
	Total		\$90,000		\$81,000		\$4,500		\$4,500
	Entitlements		\$0	+	\$150,000	-	\$81,000	=	\$69,000
2021	Terminal Building	Design	\$250,000		\$225,000		\$12,500		\$12,500
	Total		\$250,000		\$225,000		\$12,500		\$12,500
	Entitlements		\$69,000	+	\$150,000	-	\$225,000	=	-\$6,000
2022	Roll Over Entitlements		\$0	+	\$150,000	-	\$0	=	\$150,000
2023	Terminal Building	Construction	\$1,300,000		\$300,000		\$500,000		\$500,000
	Total		\$1,300,000		\$300,000		\$500,000		\$500,000
	Entitlements		\$150,000	+	\$150,000	-	\$300,000	=	\$0
2024	100' X 100' Hangar	Construction	\$1,200,000		\$150,000		\$0		\$1,050,000
	Total		\$1,200,000		\$150,000		\$0		\$1,050,000
	Entitlements		\$0	+	\$150,000	-	\$150,000	=	\$0

FAA Total (FFY 2020 through FFY 2024) \$756,000

Note: SCAC participates in funding construction of terminal buildings at 50% of the non-federal share up to \$500,000.

Note: SCAC does not participate in funding revenue producing facilities such as hangars.

November 2, 2018

Agenda Item Summary

Ordinance # / Resolution#:	Discussion Item
Contact Person / Sponsor:	Steve Willis
Department:	Administration
Date Requested to be on Agenda:	Discussion on November 12, 2018 for action on November 26, 2018

Issue for Consideration:

Adoption of the 2019 Lancaster County Calendar.

Points to Consider:

This is an annual process as state law requires we adopt and publish a calendar.

There are no significant changes but we do have a request to bring before Council for consideration. We have been asked to consider adding Veteran's Day as an official County Holiday.

Attached is a report from SCAC regarding County Holidays. Currently 33 of the 46 counties, or 72%, observe Veterans Day. If we add this holiday this would move us from 11 holidays per year to 12 holidays per year. Of the 46 counties the number of holidays ranges from a low of 10 (3 counties) to a high of 15 (1 county). The majority observe 12 holidays (14 counties) or 13 holidays (14 counties). The mode is 12 holidays.

A change would certainly not place us in a position of granting more holidays than average but would bring us up to the average in South Carolina.

This would bring us in line with the state holidays with the exception of Confederate Memorial Day. There is no request to consider such.

Funding and Liability Factors:

N/A

Council Options:

Approve or reject the addition of Veterans Day as a County Holiday.

Staff Recommendation:

Add Veterans Day.

Committee Recommendation:

N/A

Holidays Observed By Counties in FY 2012¹

County	MLK Day	Pres. Day	Good Fri.	Confed. Mem. Day	Vet's Day	Day After Thanksgiving	Christmas Eve	Day After Christmas	Other	Total ¹
Abbeville	x		x		x	x	x	x		12
Aiken	x		x			x	x	x		11
Allendale	x	x	x		x	x	x	x		14
Anderson	x	x		x	x	x	x	x	Any day proclaimed by Governor	13
Bamberg	x		x			x	x	x	2 personal days	13
Barnwell	x	x	x			x	x	x		12
Beaufort	x				x	x	x		General Election Day	10
Berkeley	x		x		x	x	x	x	1 more day at Christmas per council vote	12
Calhoun	x	x			x	x		x		11
Charleston	x	x			x	x	x	x	1 Personal Day	13
Cherokee	x	x		x	x	x	x			12
Chester	x				x		x		Easter Monday, Election Day, Personal Day	14
Chesterfield	x	x			x	x	x		Easter Monday, 1 e1tra day at Christmas if proclaimed by Governor	12
Clarendon	x	x	x		x	x	x	x		13
Colleton	x	x		x	x			x	Christmas Eve if proclaimed by Governor	12
Darlington	x		x			x	x	x		11
Dillon*	x	x	x	x	x	x	x	x	General Election Day	15
Dorchester	x	x		x	x	x	x	x		13
Edgefield	x		x		x	x	x	x	1 Personal Day	13
Fairfield	x		x			x	x	x		11
Florence	x		x			x	x		1 e1tra day at Christmas if proclaimed by Governor	10
Georgetown	x	x	x		x	x	x	x		13
Greenville	x		x		x	x		x	1 Floating	11
Greenwood *	x	x	x			x		x	Employee's Birthday	12
Hampton	x	x	x		x	x	x	x	General Election Day	14
Horry	x		x		x	x	x	x		12
Jasper	x	x			x	x	x	x		12
Kershaw	x	x	x		x	x		x		12
Lancaster	x					x	x	x	Easter Monday	11

County	MLK Day	Pres. Day	Good Fri.	Confed. Mem. Day	Vet's Day	Day After Thanksgiving	Christmas Eve	Day After Christmas	Other	Total ¹
Laurens	x		x			x	x	x		11
Lee	x	x	x		x	x		x	Election Day	13
Lexington	x	x		x	x	x	x	x		13
Marion	x		x		x	x	x		1 Floating	12
Marlboro	x		x		x	x	x	x	General Election Day	13
McCormick	x	x	x		x	x	x	x		14
Newberry	x	x	x			x		x	Any proclaimed by Governor	11
Oconee	x	x		x	x	x		x		12
Orangeburg	x	x	x		x	x	x			12
Pickens	x	x	x			x	x			11
Richland	x	x			x	x	x			11
Saluda	x	x	x		x	x	x	x		13
Spartanburg	x				x	x	x	x	1 Floating	12
Sumter	x	x	x		x	x	x	x	Employee's Birthday	13
Union	x	x	x		x	x	x	x		13
Williamsburg*	x	x	x		x	x	x	x		13
York	x					x		x	1 Floating	10
Summary	46	28	30	8	33	46	37	38	Average =	12.19565217
	100%	61%	65%	17%	72%	100%	80%	83%	Mode =	12

¹ Holidays listed are in addition to New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. These six standard holidays are included in the "Total" Column. Holidays contingent on annual proclamation by SC Governor are not included in totals.

*Dillon, Greenwood and Williamsburg Counties did not participate in the FY 2012 Wage and Salary Survey; data is from FY 2011 survey.

Lancaster County Meeting and Holiday Schedule

Anyone requiring special services to attend any meeting should contact 803-285-1565 at least 24 hours in advance of the meeting

County Council meets the second and fourth Monday in the County Administration Building Council Chambers, 101 North Main Street, Lancaster, South Carolina at 6:00 p.m. ***Please Note: There is only one meeting scheduled in July. It will be the 3rd Monday.**

			*changed to the 3rd Monday of the month**		
January	Monday	January 14, 2019	August	Monday	August 12, 2019
	Monday	January 28, 2019		Monday	August 26, 2019
February	Monday	February 11, 2019	September	Monday	September 09, 2019
	Monday	February 25, 2019		Monday	September 23, 2019
March	Monday	March 11, 2019	October	Monday	October 14, 2019
	Monday	March 25, 2019			*Columbus Day
April	Monday	April 08, 2019		Monday	October 28, 2019
	Monday	April 22, 2019	November	Monday	November 12, 2019
May	Monday	May 13, 2019			*Changed due to
	Tuesday	May 28, 2019 *changed			Veterans Day
		due to Memorial Day*		Monday	November 25, 2019
June	Monday	June 10, 2019	December	Monday	December 09, 2019
	Monday	June 24, 2019		December 23, 2019	MEETING
July	Monday	July 15, 2019			CANCELLED (Christmas Holiday)

The Lancaster County Community Relations Commission meets the third Thursday in Council Chambers, 101 North Main Street, Lancaster, South Carolina at 6:30 p.m.

January	Thursday	January 17, 2019	July	Thursday	July 18, 2019
February	Thursday	February 21, 2019	August	Thursday	August 15, 2019
March	Thursday	March 21, 2019	September	Thursday	September 19, 2019
April	Thursday	April 18, 2019	October	Thursday	October 17, 2019
May	Thursday	May 16, 2019	November	Thursday	November 21, 2019
June	Thursday	June 20, 2019	December	Thursday	December 19, 2019

The Lancaster County Fire Commission meets the first Thursday in the Emergency Operations Center, 111 Covenant Place, Lancaster, South Carolina at 7:00 pm.

January	Thursday	January 03, 2019	July	Thursday	June 27, 2019
February	Thursday	February 07, 2019	August	Thursday	August 01, 2019
March	Thursday	March 07, 2019	September	Thursday	September 05, 2019
April	Thursday	April 04, 2019	October	Thursday	October 03, 2019
May	Thursday	May 02, 2019	November	Thursday	November 07, 2019
June	Thursday	June 06, 2019	December	Thursday	December 05, 2019

The Lancaster County Health and Wellness Commission meets the second Wednesday – **EVERY OTHER MONTH**, at the Lancaster Council on Aging Building, 309 S. Plantation Road, Lancaster, South Carolina at 11:45 am.

February	Wednesday	February 13, 2019	October	Wednesday	October 09, 2019
April	Wednesday	April 10, 2019	December	Wednesday	December 11, 2019
June	Wednesday	June 12, 2019	Location for the December 11th meeting only will be at the Lancaster Bowling Center.		
August	Wednesday	August 14, 2019			

The Lancaster County Historical Commission meets the second Tuesday at the Lancaster County Historic Courthouse, 100 North Main Street, Lancaster, South Carolina at 6:00 pm, and at other times at the call of the chair.

January	Tuesday	January 08, 2019	July	Tuesday	July 09, 2019
February	Tuesday	February 12, 2019	August	Tuesday	August 13, 2019
March	Tuesday	March 12, 2019	September	Tuesday	September 10, 2019
April	Tuesday	April 09, 2019	October	Tuesday	October 08, 2019
May	Tuesday	May 14, 2019	November	Tuesday	November 12, 2019
June	Tuesday	June 11, 2019	December	Tuesday	NO MEETING SCHEDULED

The Indian Land Fire Protection District Commission meets the 3rd Wednesday of each month at the Indian Land Fire Station, 285 Six Mile Creek Road, Indian Land, South Carolina at 7:00 pm.

January	Wednesday	January 16, 2019	July	Wednesday	July 17, 2019
February	Wednesday	February 20, 2019	August	Wednesday	August 21, 2019
March	Wednesday	March 20, 2019	September	Wednesday	September 18, 2019
April	Wednesday	April 17, 2019	October	Wednesday	October 16, 2019
May	Wednesday	May 15, 2019	November	Wednesday	November 20, 2019
June	Wednesday	June 19, 2019	December	Wednesday	December 18, 2019

The Lancaster County Library Board meets the last Tuesday of the each month at 6:30 pm. The location of the meetings can be held at the Del Webb Library, Lancaster Library or the Kershaw Library. The location will be on the agenda of the each meeting.

January	Tuesday	January 29, 2019	July	Tuesday	July 30, 2019
February	Tuesday	February 26, 2019	August	Tuesday	August 27, 2019
March	Tuesday	March 26, 2019	September	Tuesday	September 24, 2019
April	Tuesday	April 30, 2019	October	Tuesday	October 29, 2019
May	Tuesday	May 28, 2019	November	Tuesday	November 26, 2019
June	Tuesday	June 25, 2019			

The Lancaster Planning Commission meets in the County Administration Building, 101 North Main Street, Lancaster, South Carolina at 5:00 pm on the first Thursday for Work Session/ 6:00 pm on the third Tuesday for Regular Meeting.

January	Work Session	Thursday	January 3, 2019
	Regular Meeting	Tuesday	January 15, 2019
February	Work Session	Thursday	February 7, 2019
	Regular Meeting	Tuesday	February 19, 2019
March	Work Session	Thursday	March 7, 2019
	Regular Meeting	Tuesday	March 19, 2019
April	Work Session	Thursday	April 4, 2019
	Regular Meeting	Tuesday	April 16, 2019
May	Work Session	Thursday	May 2, 2019
	Regular Meeting	Tuesday	May 21, 2019
June	Work Session	Thursday	June 6, 2019
	Regular Meeting	Tuesday	June 18, 2019
July	Work Session	Thursday	July 4 2019 WORK SESSION CANCELLED (HOLIDAY)
	Regular Meeting	Tuesday	July 16, 2019
August	Work Session	Thursday	August 1, 2019
	Regular Meeting	Tuesday	August 20, 2019
September	Work Session	Thursday	September 5, 2019
	Regular Meeting	Tuesday	September 17, 2019
October	Work Session	Thursday	October 3, 2019
	Regular Meeting	Tuesday	October 15, 2019
November	Work Session	Thursday	November 7, 2019
	Regular Meeting	Tuesday	November 19, 2019
December	Work Session	Thursday	December 5, 2019
	Regular Meeting	Thursday	December 17, 2019

The Pleasant Valley Fire Protection District Commission meets on the third Tuesday at the Pleasant Valley Fire Station #1, 9370 Possum Hollow Road, Indian Land, South Carolina at 7:00 pm.

January	Tuesday	January 15, 2019	July	Tuesday	July 16, 2019
February	Tuesday	February 19, 2019	August	Tuesday	August 20, 2019
March	Tuesday	March 19, 2019	September	Tuesday	September 17, 2019
April	Tuesday	April 16, 2019	October	Tuesday	October 15, 2019
May	Tuesday	May 21, 2019	November	Tuesday	November 19, 2019
June	Tuesday	June 18, 2019	December	Tuesday	December 17, 2019

The Lancaster Recreation Advisory Board meets on the second Tuesday in the Springdale Recreation Center, 260 South Plantation Road, Lancaster, South Carolina at 6:30 pm. Special meetings are held at the call of the chair.

January	Tuesday	January 08, 2019	July	NO MEETING SCHEDULED	
February	Tuesday	February 12, 2019	August	Tuesday	August 13, 2019
March	Tuesday	March 12, 2019	September	Tuesday	September 10, 2019
April	Tuesday	April 09, 2019	October	Tuesday	October 08, 2019
May	Tuesday	May 14, 2019	November	Tuesday	November 12, 2019
June	Tuesday	June 11, 2019	December	Tuesday	December 10, 2019

The Lancaster County Board of Zoning Appeals meets on the 1st Tuesday in the County Administration Building, 101 North Main Street, Lancaster, South Carolina at 6:00 pm.

January	Tuesday	January 01, 2019	July	Tuesday	July 02, 2019
(CANCELLED)			August	Tuesday	August 06, 2019
February	Tuesday	February 05, 2019	September	Tuesday	September 03, 2019
March	Tuesday	March 05, 2019	October	Tuesday	October 01, 2019
April	Tuesday	April 02, 2019	November	Tuesday	November 05, 2019
May	Tuesday	May 07, 2019	December	Tuesday	December 03, 2019
June	Tuesday	June 04, 2019			

The following Boards or Commissions meet at the call of the Chair:

Lancaster County Airport Commission
 Lancaster County Board of Assessment Appeals
 Lancaster County Construction Board of Appeals
 Lancaster County Fire Code Appeals Board
 Lancaster County Transportation Commission

Council Standing Committees

The Public Safety Committee meets the Tuesday following the 1st Council Meeting of the month in the County Administration Building, Council Conference Room, 101 N. Main Street, Lancaster, South Carolina at 5:00 p.m., and at other times as called by the Chair.

January	Tuesday	January 15, 2019	July	Tuesday	July 16, 2019
February	Tuesday	February 12, 2019	August	Tuesday	August 13, 2019
March	Tuesday	March 12, 2019	September	Tuesday	September 10, 2019
April	Tuesday	April 09, 2019	October	Tuesday	October 15, 2019
May	Tuesday	May 14, 2019	November	Thursday	November 14, 2019
June	Tuesday	June 11, 2019	December	Tuesday	December 10, 2019

*Changed due to Veterans Day

The Infrastructure and Regulation Committee meets on the Tuesday following the 1st Council Meeting of the month in the County Administration Building, Council Conference Room, 101 N. Main Street, Lancaster, South Carolina at 3:00 p.m., and at other times as called by the Chair.

January	Tuesday	January 15, 2019	July	Tuesday	July 16, 2019
February	Tuesday	February 12, 2019	August	Tuesday	August 13, 2019
March	Tuesday	March 12, 2019	September	Tuesday	September 10, 2019
April	Tuesday	April 09, 2019	October	Tuesday	October 15, 2019
May	Tuesday	May 14, 2019	November	Thursday	November 14, 2019
June	Tuesday	June 11, 2019	December	Tuesday	December 10, 2019

*Changed due to Veterans Day

The Administration Committee meets on the Thursday following the 1st Council Meeting of the month in the County Administration Building, Council Conference Room, 101 N. Main Street, Lancaster, South Carolina at 6:00 p.m., and at other times as called by the Chair.

January	Thursday	January 17, 2019	August	Thursday	August 15, 2019
February	Thursday	February 14, 2019	September	Thursday	September 12, 2019
March	Thursday	March 14, 2019	October	Thursday	October 17, 2019
April	Thursday	April 11, 2019	November	Thursday	November 14, 2019
May	Thursday	May 16, 2019	December	Thursday	December 12, 2019
June	Thursday	June 13, 2019			
July	Thursday	July 18, 2019			

HOLIDAY OBSERVANCES FOR THE YEAR 2019

Holiday	Date Observed
New Year's Day	Tuesday, January 1, 2019
Martin Luther King Day	Monday, January 21, 2019
Easter Monday	Monday, April 22, 2019
Memorial Day	Monday, May 27, 2019
Independence Day	Thursday, July 4, 2019
Labor Day	Monday, September 2, 2019
Thanksgiving Day Day After Thanksgiving	Thursday, November 28, 2019 and Friday, November 29, 2019
Christmas Eve Christmas Day Day after Christmas	Tuesday, December 24, 2019 Wednesday, December 25, 2019 Thursday, December 26, 2019
New Year's Day 2019	Wednesday, January 1, 2020

There was a request to consider Veterans Day Monday, November 11, 2019